PeopleSoft V9.1

Approving a Leave of Absence Transaction











Need Help?

Sign In

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From the PAWS Employee Portal ALL Apps page, select PeopleSoft HRMS link.

Departments Leadership Apps & Tools Events News Policies

PAWS > pub > Apps_Tools



PeopleFinder is on the home page of PAWS

Health System Applications

Ambulatory Dashboard

Attendance Tracking

Attending Finder

CarpoolConnections

CDM Reference

CDM Request Form

CERMe

CIS Issue Log

Citrix Portal Access

Citrix2 Portal Access (general site)

Employment Opportunities

EP3 (Employee Patient Parking)

Faculty List Online

MC Catering & Floor Stock Ordering

and Terrace Cafe Menu

GRMC Employee Self Service

GRMC On Call (was MCG OnCall)

GRMC OnCall Manual

GRMC Paging

HIPAA Disclosure Log

Informed Consent Forms

University Applications

ACGME Resident Case log

Campus/USAMobility Paging

Crystal Enterprise

Crystal Reports

Echo360 (faculty use only)

Effort Funding Profile

eSproute (must use VPN or Ctrix

when off campus)

GoVIEW (CERM_PNUR)

GRU Alert

Health eShop

JagCard

JagStore

(submit course materials)

Lockshop

OnCore

one45

PACT

PeopleSoft Financials

PeopleSoft HRMS

Pounce

Pulse

SoftServ

Sponsored Programs

Enterprise Applications

Augusta University Brand Information

Box (University wide)

Complete Annual Training & Compliance

Compliance Assist

Conflicts of Interest Disclosure

Curriculog

Cyber Anatomy

Cyber Science 3D

Desire2Learn

Faculty List Online

Greenblatt & Reese Libraries

HIPAA Disclosure Log

HR Employee Information

Outlook 365 Web Access

Policy Management System (Policy Tech)

Data Portal

Room and Event Scheduling

Security Authority (SA) Request for NetID

Security Authority Request for Application Access

Submit a request to IT

Who is MY SA?

Workforce **LEARN** Online

The links below are for systems that are NO LONGER USED,

Log in using your AU NetID and Password. This would be the same ID and password that you use to log into Outlook.

ORACLE.

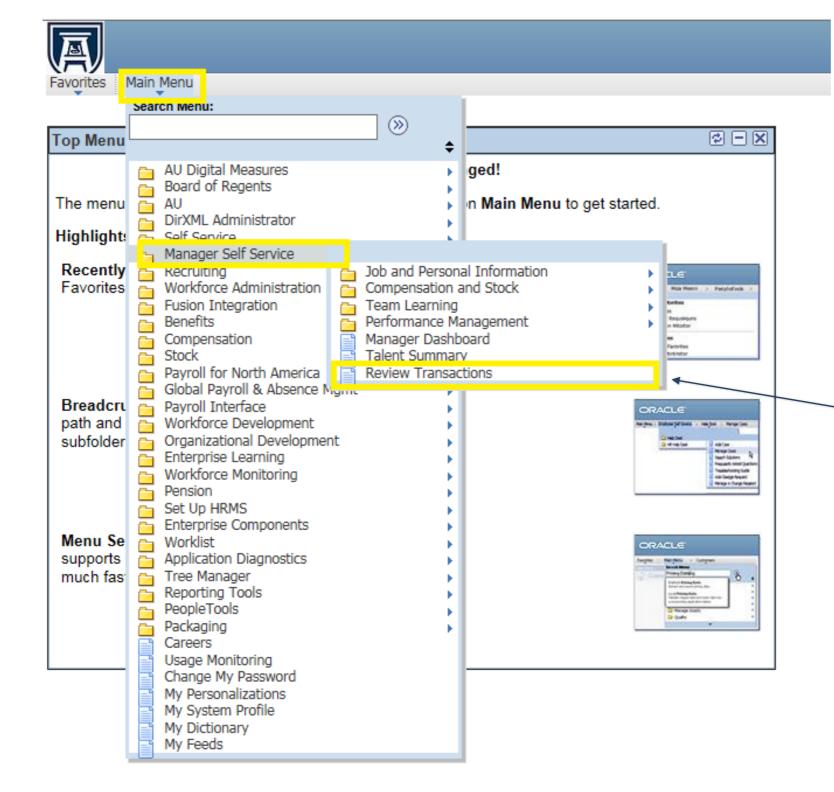
PEOPLESOFT ENTERPRISE

Password: Sign In	Select a Language: English Dansk Français Italiano Nederlands Polski Suomi Čeština 한국어 집에의	Español Deutsch Français du Canada Magyar Norsk Português Svenska 日本語 Русский 简体中文

You will receive an email notification when there is a leave of absence transaction pending your approval. You will be able to select the url that is included in the email to access the transaction for approval.

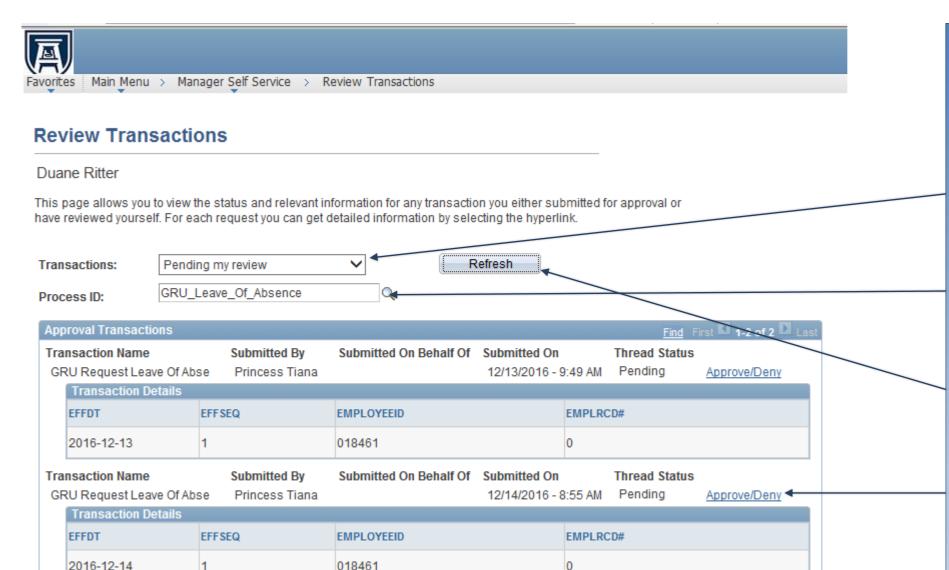
In addition, there are two ways to access your pending approvals via Manager Self-Service. These methods will be outlined in these instructions.





Navigate to "Review Transactions"

Main Menu > Manager Self
Service > Review Transactions



The page will open and automatically default a transaction and process ID. Select the drop down arrow next to "Transactions" and select "Pending my review".

Select the magnifying glass beside "Process ID" and select "GRU Leave Of Absence".

Select "Refresh". Pending items for this transaction

will appear.

Select the "Approve/Deny" link located in the transaction header to access the transaction.

Select "Approve" or "Deny" to route the Leave of Absence transaction.



Favorites Main Menu > Manager Self Service > Review Transactions

Approve LOA Request

Leave Details

Elsa Frozen

This transaction requires an action on your part. Enter your comments (optional) in the area provided, then select Approve or Deny button to process this request.

Leave w/o Pay Policy FMLA Policy

Leave Detail

*Effective Date: 12/13/2016

Reason for Leave: Unpaid with Benefits

Expected Return Date: 12/22/2016

Workflow Status: In Approval Process

Effective Sequence:

Current Information



Position: Human Resources Assistant 2 00004975

FTE: 1.000000

*Department University HR Services 30400040

Augusta University 120 *Location

*Job Code 510X22 Human Resources Assistant 2

Reports To: Faculty Support Services Spec 00004972

Supervisor:

Comment:

* Required Field

Approve

Deny

Save Approvals



Favorites Main Menu > Manager Self Service > Review Transactions

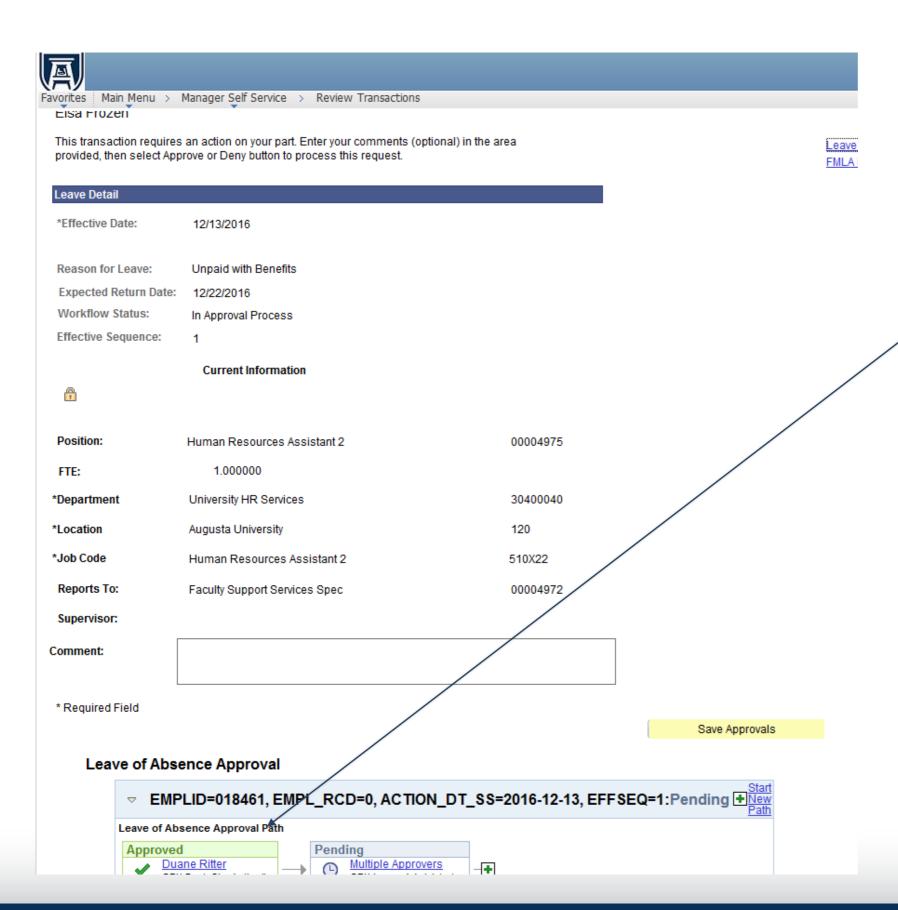
Submit Confirmation



The Submit was successful.

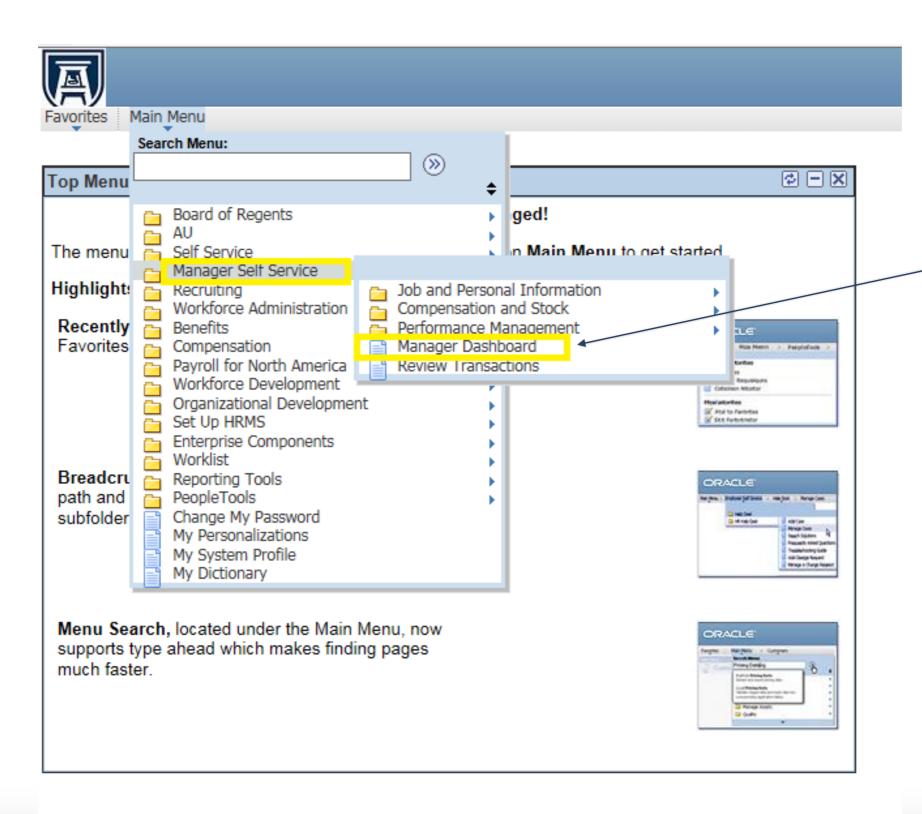


You will receive a submit confirmation. Select "OK".



The transaction will be displayed. The workflow will indicate that you have approved the transaction. You have completed Method 1.

METHOD 2



Navigate to Manager Dashboard

Main Menu > Manager Self Service > Manager Dashboard All transactions that are pending approval/review are located in the "Pending Approvals" portlet.

You can open the Request Leave of Absence transaction by selecting the transaction from the list.

Note: the red (!) indicates that the transaction effective date is past due. A yellow (!) indicates the transaction effective date is within 7 days.



Manager Dashboard



Select the employee name to view details for leave of absence transaction. **₽** - **X Direct Line Reports** Personalize | Find | View 300 | 2 | 1 1 1 1 of 10052 Personalize Job Details Contact Compensation Time Succession Approval Receipt Effective Date Name Date Position in Salary Job Title Disney Princess 01/01/2017 12/14/2016 ▼ Actions Assistant Professor Approve LOA Request Launch GRU Distribution Change N/A 01/01/2017 12/14/2016 ? Help 01/01/2016 12/14/2016 Elsa Frozen Approve LOA Request Select a Transaction 12/14/2016 12/14/2016 Request Leave Of Absence Elsa Frozen The list below contains leave requests requiring your approval. Click on an employee to view details and to Elsa Frozen 12/13/2016 12/12/2016 process the approval. Employee LOA Requests Name *Effective Date **Effective Sequence Workflow Status** Elsa Frozen 12/14/2016 In Approval Process

Return to Manager Dashboard

Browse Job Openings

Job and Personal Information Home

Go To: Manager Home

Cancel



Manager Dashboard

Approval

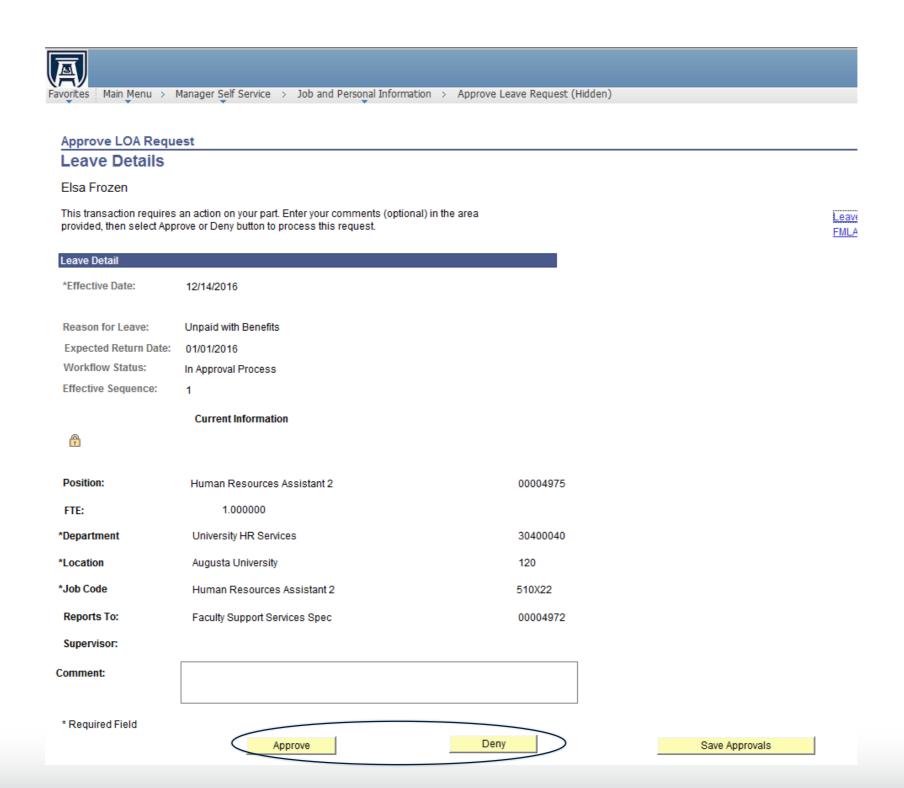
Pending Approvals

GRU Additional Pay

Return From Leave

Transfer

Select "Approve" or "Deny" to route the transaction





Favorites Main Menu > Manager Self Service > Review Transactions

Submit Confirmation



The Submit was successful.



You will receive a submit confirmation. Select "OK".

Reason for Leave: Unpaid with Benefits

Expected Return Date: 01/01/2016

Workflow Status: In Approval Process

Effective Sequence: 1

Current Information

Position: Human Resources Assistant 2 00004975

FTE: 1.000000

*Department University HR Services 30400040

*Location Augusta University 120

*Job Code Human Resources Assistant 2 510X22

Reports To: Faculty Support Services Spec 00004972

Supervisor:

Comment:

* Required Field

Save Approvals

Leave of Absence Approval



Return to Select a Transaction

The transaction will be displayed. The workflow will indicate that you have approved the transaction. You have completed Method 2.