

PeopleSoft V9.1



Approving a Return from Leave Transaction

From the PAWS Employee Portal (<https://paws.augusta.edu>), select the "All Apps" icon from the Quick Access Bar.

I Would Like To:

Select

I Would Like To Use:

Select

People Finder

First Name Last Name

Search

JAGWIRE

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#getwired jagwire.augusta.edu

Upcoming Events

- Sep 12 Register for Junior Model U.N.
- Nov 30 Childbirth Education
- Dec 05 IRB Office - Compliance Lunch-n-Learn Series – Study Documentation Process
- Dec 07 Children's Play - "Christmas, the Measles, and Me"
- Dec 09 Exams- Session 1

View All

ITS Alerts

A1C is currently unavailable in the Core Lab due to an instrumentation problem. All specimens received for A1C analysis will be held in the Core Lab and analyzed as soon as new instrumentation is brought online. An alternate methodology is being implemented for this test. No additional lab tests are affected by this problem. The Clinical Pathology lab thanks you for your patience.

Dr. Gurmukh Singh
Chief of Clinical Pathology

What's New

View More

- Women's Health Magazine: 3 Women get real about gut struggles
- Why learning by doing matters more, longer
- Deck the halls with care and keep eyes on young children
- Attention: Student Health Services closure (Dec. 15-30)
- Scientists learn more about how motors maneuver our cells' roadways
- Augusta University's accreditation reaffirmed

Concierge Service

706-721-9522

New Policies



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

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 \(must use VPN or Citrix when off campus\)](#)
- [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

User ID:

Password:

Sign In

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

You will receive an email notification when there is a return from leave 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.

METHOD 1

The screenshot shows the Oracle HRMS Main Menu. The 'Main Menu' dropdown is open, displaying a search bar and a list of menu items. The 'Manager Self Service' folder is highlighted in yellow, and its sub-menu is open, showing 'Review Transactions' also highlighted in yellow. On the left side of the screen, there are several labels: 'Favorites', 'Top Menu', 'The menu', 'Highlight', 'Recently Favorites', 'Breadcrumb and subfolder', and 'Menu Se supports much fas'. The background shows a partial view of the Oracle HRMS interface with a 'Welcome!' message and a 'Main Menu to get started.' prompt.

Navigate to “Review Transactions”

Main Menu > Manager Self Service > Review Transactions



Review Transactions

Duane Ritter

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Transactions:

Pending my review

Refresh

Process ID:

GRU_Return_From_Leave

Approval Transactions					Find	First	1 of 1	Last
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status				
GRU Return From Leave	Princess Tiana		12/14/2016 - 9:23 AM	Pending	Approve/Deny			
Transaction Details								
EFFDT	EFFSEQ	EMPLOYEEID	EMPLRCD#					
2016-01-01	1	018461	0					

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_Return_From_Leave".

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 Return from Leave transaction.



Favorites Main Menu > Manager Self Service > Review Transactions

Approve Return from Leave Request Return to Work 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.

Reason for Return

*Effective Date: 01/01/2016

Reason for Return: Return From Leave

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

Approve

Deny

Save Approvals





Favorites Main Menu > Manager Self Service > Review Transactions

Submit Confirmation

The Submit was successful.

OK

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



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.

Reason for Return

*Effective Date: 01/01/2016
Reason for Return: Return From Leave
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

Approve Return From Leave

EMPLID=018461, EMPL_RCD=0, ACTION_DT_SS=2016-01-01, EFFSEQ=1:Pending [Start New Path](#)

Approve Return From Leave

Approved	Pending
Duane Ritter GPII Dept. Sec. Authority	Multiple Approvers GPII Leave Administrator

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

METHOD 2

The screenshot shows the Oracle HRMS Main Menu. The 'Manager Self Service' folder is highlighted in yellow. A sub-menu is open for 'Manager Self Service', and the 'Manager Dashboard' option is highlighted in yellow. A blue callout box on the right contains the navigation path: 'Main Menu > Manager Self Service > Manager Dashboard'. Below the menu, there are three small screenshots of the Oracle HRMS interface, showing various HRMS pages like 'My Personalizations' and 'My Dictionary'.

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.

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 Return 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

Pending Approvals

Personalize

	Approval	Name	Effective Date	Approval Receipt Date	
!	GRU AdHoc Salary Change	Elsa Frozen	12/14/2016	12/14/2016	^
!	GRU AdHoc Salary Change	[REDACTED]	12/15/2016	12/15/2016	
	GRU Additional Pay	Disney Princess	01/01/2017	12/14/2016	
	GRU Distribution Change	N/A	01/01/2017	12/14/2016	
!	Return From Leave	Elsa Frozen	12/22/2016	12/19/2016	v

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

Approve Return from Leave Reqs

Approve Return from Leave Request
Return to Work 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.

Reason for Return


*Effective Date: 12/22/2016

Reason for Return: Return From Leave

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

Manager Dashboard

Pending Approvals

Approval	Name	Effective
 GRU AdHoc Salary Change	Elsa Frozen	12/14/20
 GRU AdHoc Salary Change	[REDACTED]	12/15/20
GRU Additional Pay	Disney Princess	01/01/20
GRU Distribution Change	N/A	01/01/20
 Return From Leave	Elsa Frozen	12/22/20



Favorites Main Menu > Manager Self Service > Review Transactions

Submit Confirmation

The Submit was successful.


OK

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

Approve Return from Leave Reqs

Reason for Return: Return From Leave
 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](#)

Approve Return From Leave

EMPLID=018461, EMPL_RCD=0, ACTION_DT_SS=2016-12-22, EFFSEQ=1: Pending [Start New Path](#)

Approve Return From Leave

Approved
 Duane Ritter
 GRU Dept. Sig. Authority
 12/19/16 - 1:46 PM

Pending
 Multiple Approvers
 GRU Leave Administrator [+](#)

[Return to Manager Dashboard](#)

Go To: [Manager Home](#)

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

You have successfully approved a Return from Leave transaction.