# PeopleSoft V9.1

Approving a Return from Leave 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.

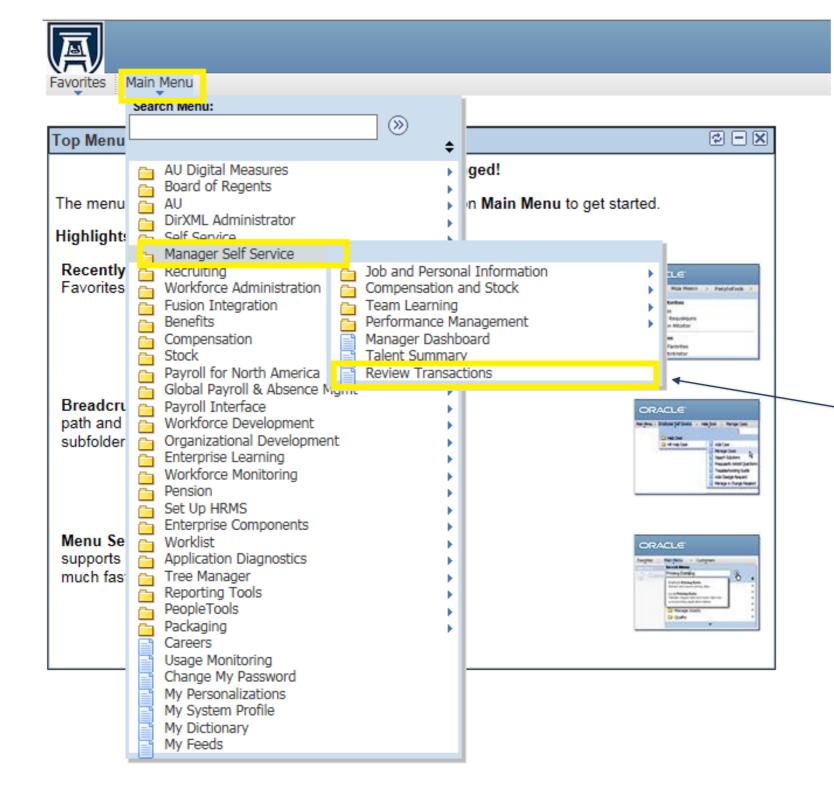
## PEOPLESOFT ENTERPRISE

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 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.

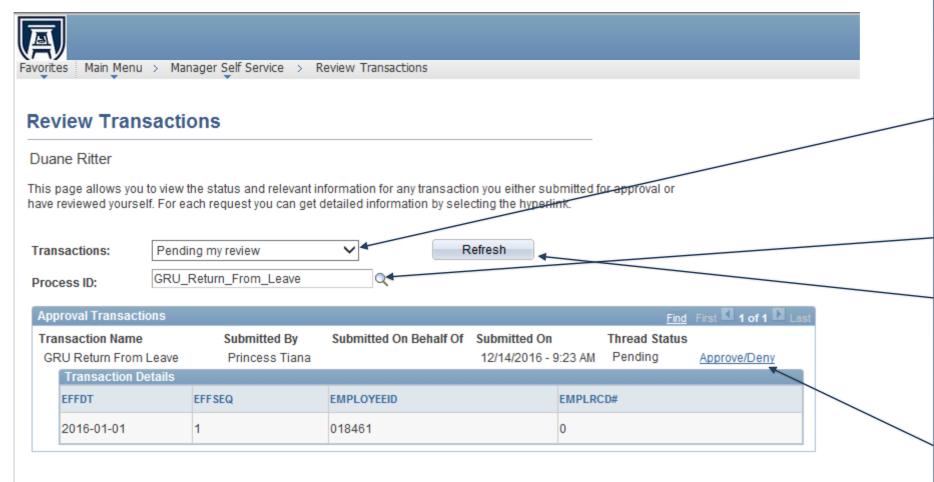
In addition, there are two ways to access your pending approvals via Manager Self-Service. These methods will be outlined in these instructions.





Navigate to "Review Transactions"

Main Menu > Manager Self
Service > Review Transactions



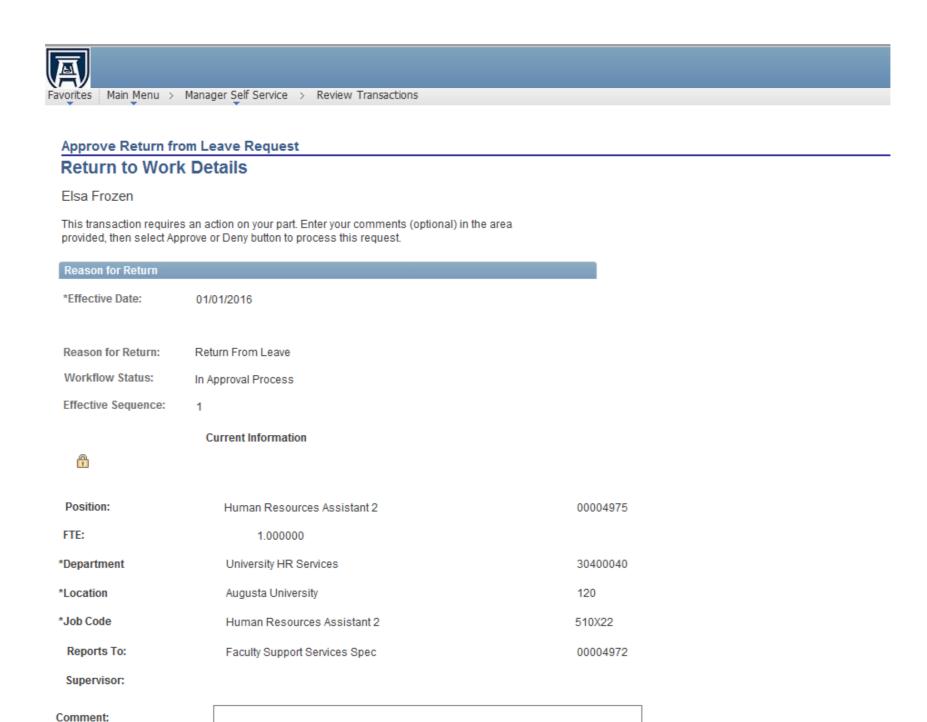
The page will open and automatically default a transaction and process ID. Select the drop down arrow next to "Transactions" and select "Pending my review".

Select the magnifying glass beside "Process ID" and select "GRU\_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.



Deny

Save Approvals

Approve

\* Required Field



Favorites Main Menu > Manager Self Service > Review Transactions

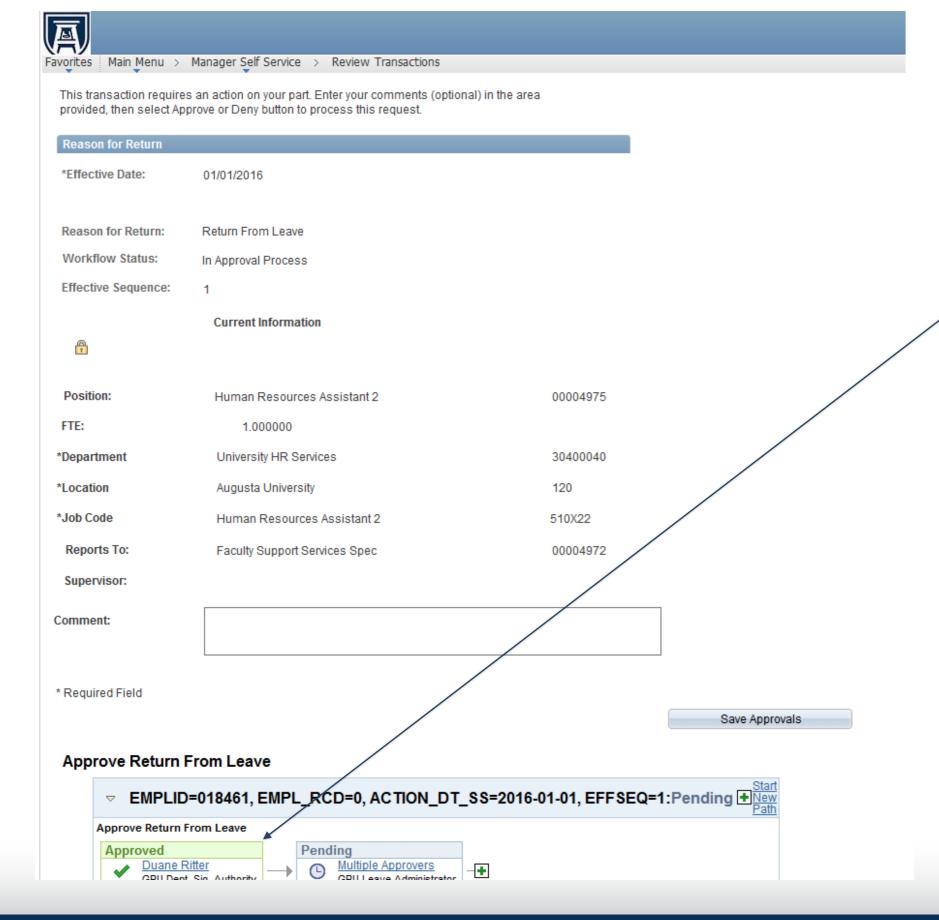
## **Submit Confirmation**



The Submit was successful.

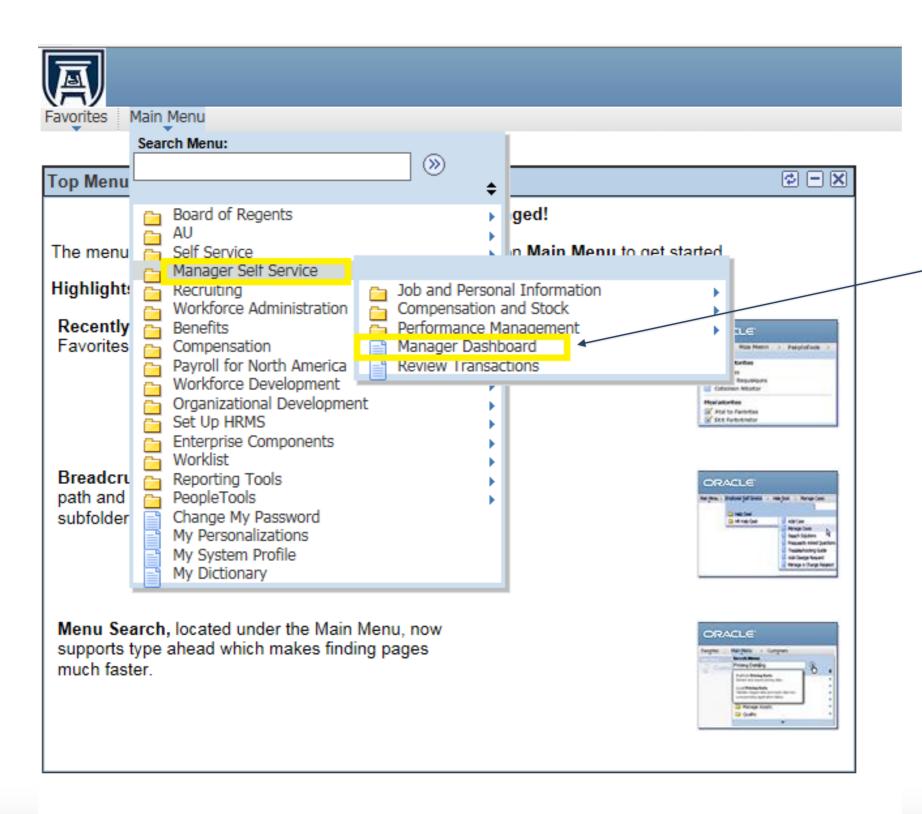


You will receive a submit confirmation. Select "OK".



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 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.

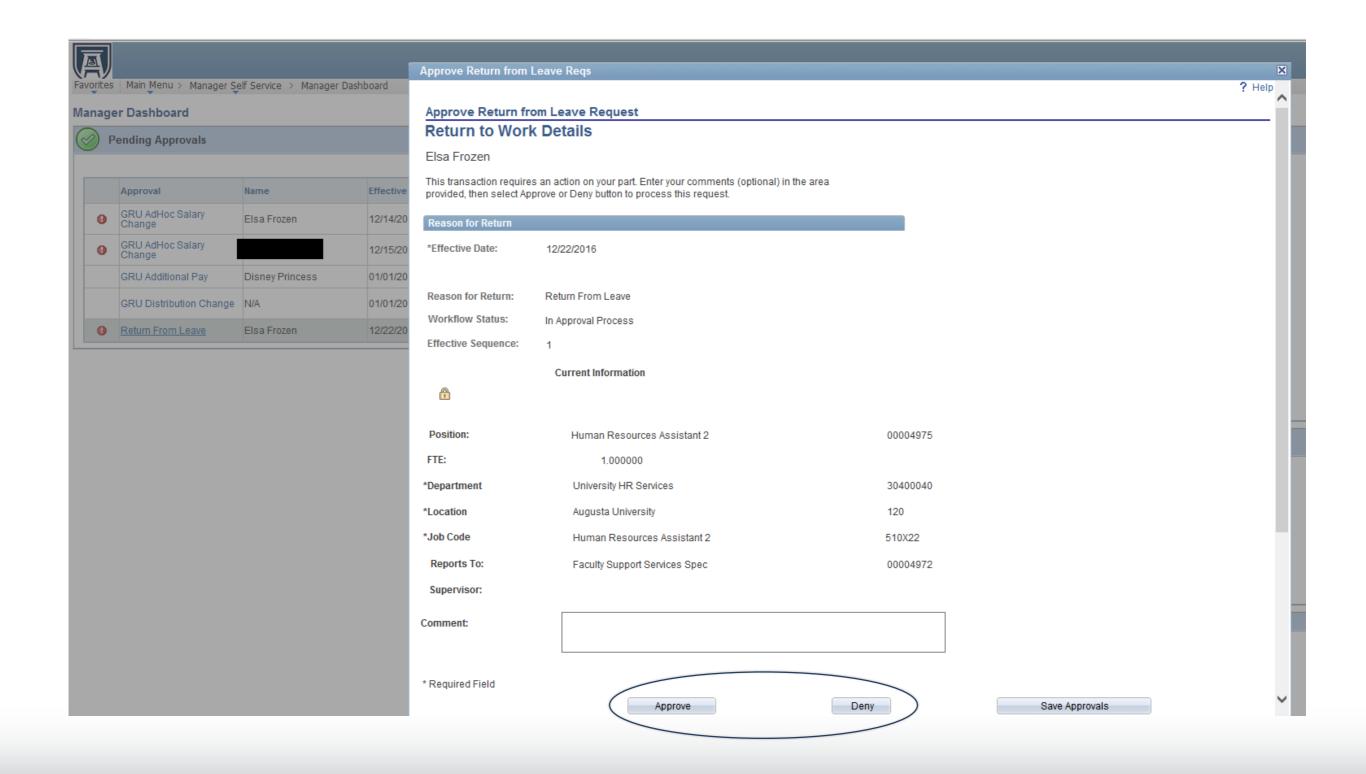


Favorites Main Menu > Manager Self Service > Manager Dashboard

## Manager Dashboard



## Select the "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".

