

PeopleSoft V9.1

*Personalizing Manager Dashboard
(PS HRMS)*

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

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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

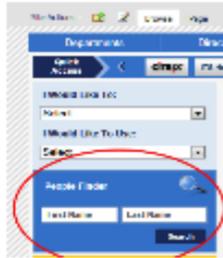
706-721-9522

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

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign In</p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr><tr><td>UK English</td><td></td></tr></table>	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	
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繁體中文	العربية																								
UK English																									

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

Main Menu > Manager Self Service > Manager Dashboard

Navigate to the Manager Dashboard.

Main Menu > Manager Self Service > Manager Dashboard

Click on the "Content" link.

Personalize [Content](#) | [Layout](#)

Manager Dashboard

Pending Approvals ⊞ ⊠ ✕

No approvals are pending at this time.

Direct Line Reports ⊞ ⊠ ✕

Personalize | Find | View All | 1-10 of 59

Summary | Job Details | Contact | Compensation | Time | Succession

Name	Job Title	Position in Salary Range

My Job Openings

You are not assigned to any open jobs.

Quick Links

- Allocate Compensation
- Add Template-Based Hire
- AU Request Dist Change

Manager Dashboard

Pending Approvals
No approvals are pending at this time.

My Job Openings
You are not assigned to any open jobs.

Direct Line Reports

Personalize | Find | View All | 1-10 of 5

Summary | Job Details | Contact | Compensation | Time | Succession

Name | Job Title | Position in Salary Range

Home Page Designer

Personalize Content: Manager Dashboard

Tab Name: Manager Dashboard

Welcome Message:

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

PeopleSoft Applications

- [My Reports](#)

HCM Dashboard

- [Quick Links](#)
- [Direct Line Reports](#)
- [Pending Approvals](#)
- [Alerts](#)
- [My Job Openings](#)
- [Learning](#)

Save | [Return to Home](#) | Notify

Select the box in front of the portlets that you would like to have included on your Manager Dashboard. Save. Select "Personalize Layout".

Manager Dashboard

Pending Approvals

My Job Openings

Direct Line Reports

Home Page Designer

Personalize Layout: Manager Dashboard

Tab Name: Manager Dashboard

Basic Layout: 2 columns 3 columns

Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done.

Add Pagelets: Go to [Personalize Content](#)

= Required - fixed position pagelet
* = Required - moveable pagelet

Left Column:	Right Column:
Pending Approvals	My Job Openings
Direct Line Reports	Quick Links

Up, Down, Left, Right arrows

Delete Pagelet

Save Return to Home

Notify

Select a Basic layout. Use the Up, Down, Left, and Right Arrows to move portlets around on your dashboard. Save.

You have successfully personalized your Manager Dashboard

The screenshot displays the Manager Dashboard interface. At the top left is the Augusta University logo. Below it is a breadcrumb trail: Favorites > Main Menu > Manager Self Service > Manager Dashboard. The main content area is titled "Manager Dashboard" and contains four panels:

- Pending Approvals:** A panel with a green checkmark icon and the text "No approvals are pending at this time."
- Direct Line Reports:** A panel with a group of people icon. It features a sub-header with "Personalize | Find | View All" and a pagination indicator "1-10 of 59". Below this is a tabbed interface with tabs for "Summary", "Job Details", "Contact", "Compensation", "Time", and "Succession". The "Summary" tab is active, showing a table with columns "Name", "Job Title", and "Position in Salary Range". The "Name" and "Job Title" columns are currently empty, while the "Position in Salary Range" column shows green progress bars for each row.
- My Job Openings:** A panel with a briefcase icon and the text "You are not assigned to any open jobs."
- Quick Links:** A panel with three links: "Allocate Compensation" (with a stack of coins icon), "Add Template-Based Hire" (with a person and plus icon), and "AU Request Dist Change" (with a document icon).