

# PeopleSoft V9.1

*Originating a Transfer 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



### 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

# JAGWIRE

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#getwired

[jagwire.augusta.edu](http://jagwire.augusta.edu)

### 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

### 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

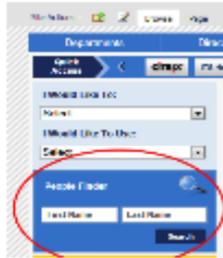
Concierge Service  
706-721-9522

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><b>Sign In</b></p>	<p><b>Select a Language:</b></p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr><tr><td><a href="#">UK English</a></td><td></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>	<a href="#">UK English</a>	
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**Search Menu:**

**Main Menu**

- Top Menu
- The menu
- Highlight
- Recently Favorites
- Breadcr path and subfolder

- AU
- Self Service
- Manager Self Service
  - Recruiting
  - Workforce Administration
  - Benefits
  - Workforce Development
  - Organizational Development
  - Set Up HRMS
  - Enterprise Components
  - Worklist
  - Reporting Tools
  - PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
- Job and Personal Information
- Compensation and Stock
- Manager Dashboard
- Review Transactions

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

**Navigate to the Manager Dashboard.**

**Main Menu > Manager Self Service > Manager Dashboard**

Select the “Actions”  
down arrow next to the  
employee’s name and  
then:

Job and Personal  
Information > Transfer  
Employee

Note: This transaction  
should not be used for  
transfers that are  
managed by  
recruitment. If you  
have questions  
regarding when to use  
this transaction, please  
contact your Talent  
Partner (staff) or  
Faculty Support  
Services (faculty).

The screenshot shows the HR system interface. At the top, there is a navigation bar with the Augusta University logo and 'Favorites' and 'Main Menu' links. Below this is a 'Pending Approvals' window with a green checkmark icon and the text 'No approvals are pending at this time.' The main window is titled 'Direct Line Reports' and contains a table of employees. The table has columns for 'Name', 'Job Title', and 'Position in Salary Range'. The first row shows 'Elsa Frozen' with the job title 'Human Resources Assistant 2'. A dropdown menu is open next to her name, showing options like 'Job and Personal Information', 'Compensation and Stock', and 'Transfer Employee'. The 'Transfer Employee' option is highlighted in yellow. Other options include 'View Employee Personal Info', 'Retire Employee', 'Terminate Employee', 'Request Add'l Pay', 'Request LOA', and 'Request Return from Leave'. The interface also includes a 'Personalize | Find | View All' menu and a page indicator '15-24 of 59'.



Favorites Main Menu

### Transfer Employee

Elsa Frozen

Instructions

#### Transfer Information

\*Transfer Date 12/12/2016

- \*Reason for Transfer
  - Begin Foreign Employment AUS
  - Completion of Int Cpany Trans
  - Delegation
  - Employee Request
  - Intercompany Transfer
  - Internal Recruitment
  - Manager Request
  - Pay Entity Transfer
  - Reorganization
  - Supervisor Level Advance
- \*Transfer Method

12000

#### Current Information

Human Resources Assistant 2	00004975
Augusta University	12000
University HR Services	30400040
Augusta University	120
Human Resources Assistant 2	510X22
Full-Time	
40.00	
Mgr, Benefits & Data Mgmt	00006316

Report to  
Comments

Submit

Enter the effective date of the transfer.

Select the appropriate "Reason for Transfer"

Then "Submit"



Select "Transfer Method" down arrow and select "by position".

You will always use "by position" to transfer an employee.

### Transfer Employee

Elsa Frozen

▶ Instructions

#### Transfer Information

\*Transfer Date

\*Reason for Transfer  ▼

\*Transfer Method  ▼

#### New Information

#### Current Information

*Position	<input type="text" value="Human Resources Assistant 2"/>	00004975	Human Resources Assistant 2	00004975
*Business Unit	Augusta University	12000	Augusta University	12000
*Department	University HR Services	30400040	University HR Services	30400040
*Location	Augusta University	120	Augusta University	120
*Job Title	Human Resources Assistant 2	510X22	Human Resources Assistant 2	510X22
Full/Part Time			Full-Time	
Standard Hours			40.00	
Report to	Mgr, Benefits & Data Mgmt	00006316	Mgr, Benefits & Data Mgmt	00006316
Comments	<input type="text"/>			

Submit



Enter new position information. You may search for position by selecting the magnifying glass located to the right of the position field. You may enter comments regarding the transfer in the comments box. Select Submit.  
 This transaction will route to the departmental approving authority and then to HR.



Favorites Main Menu

### Transfer Employee

Elsa Frozen

▶ Instructions

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**Transfer Information**

\*Transfer Date: 12/13/2016 

\*Reason for Transfer: Manager Request 

\*Transfer Method: By Position 

New Information		Current Information	
*Position 	Administrative Assistant 2 	00000003	Human Resources Assistant 2 00004975
*Business Unit	Augusta University	12000	Augusta University 12000
*Department	Facilities Administration	30900010	University HR Services 30400040
*Location	Augusta University	120	Augusta University 120
*Job Title	Administrative Assistant 2	505X02	Human Resources Assistant 2 510X22
Full/Part Time	Full-Time		Full-Time
Standard Hours	40.00		40.00
Report to	Director Facilities Operations	00010035	Mgr, Benefits & Data Mgmt 00006316 
Comments	<input type="text"/>		

Submit



## Submit Confirmation



You have successfully submitted a request to transfer Elsa Frozen as of 12/13/2016.

## Transfer Approval Chain



[Return to Manager Dashboard](#)

[Request Ad Hoc Salary Change](#)

You have successfully submitted a Transfer Transaction.

