PeopleSoft V9.1

Originating a Leave of Absence Transaction

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

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

PAWS > pub > Apps_Tools
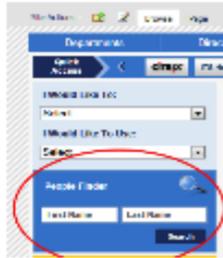
PeopleFinder is on the home page of PAWS

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 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

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	

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 > Request LOA

Favorites | Main Menu > Manager Self Service > Manager Dashboard

Manager Dashboard

Pending Approvals

No approvals are pending at this time.

Direct Line Reports

Personalize | Find | View All | | | 15-24 of 59

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

Name			**Job Title**		**Position in Salary Range**
Elsa Frozen		▾ Actions	Human Resources Assistant 2		

Job and Personal Information ▸   View Employee Personal Info

Compensation and Stock ▸   Transfer Employee

▾ Actions   Retire Employee

▾ Actions   Terminate Employee

▾ Actions   Request Add'l Pay

▾ Actions   Request LOA

▾ Actions   Request Return from Leave

▾ Actions

Request Leave of Absence

Select Employee

Princess Tiana

Enter the date the leave begins and click Go. Select an employee to initiate leave request by clicking on the employee name, clicking on Search for Employee, or clicking on the chart icon

Leave Begin Date: 12/13/2016 📅 [Go]

Direct Reports For Princess Tiana			Personalize	Find	⤢ First ◀ 19-59 of 59 ▶ Last
Name	**Empl ID**	**Job Title**	**Department**
Elsa Frozen	████	HRAsst 2	Unv HR

[Search for an employee]

Manager Self Service

Learning and Development

Enter the effective date of the LOA and click "GO".

Once the Search process has stopped, select the employee's name from the results list.

AUGUSTA UNIVERSITY

Select "Reason for Leave" down arrow and select "Unpaid with Benefits".

Request Leave of Absence
Leave Details

Elsa Frozen

Enter the leave details below for the selected employee.
To verify eligibility, please refer to appropriate link on the right.

Leave w/o Pay Policy
FMLA Policy

Leave Detail

*Effective Date: 12/13/2016

*Reason for Leave:
*Expected Return Date:

Paid Sabbatical Leave
Unpaid w/ Benefits/Disability
Unpaid with Benefits

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:	Mgr, Benefits & Data Mgmt	00006316
Supervisor:		

Comment:

* Required Field

Submit

Request Leave of Absence

Leave Details

Elsa Frozen

Enter the leave details below for the selected employee.
To verify eligibility, please refer to appropriate link on the right.

Leave w/o Pay Policy
FMLA Policy

Leave Detail

*Effective Date: 12/13/2016

Select the "Expected Return Date" calendar icon and enter the date that the employee is expected to return from leave.

Enter any comments pertaining to your request in the comments box.

Select "Submit".

*Reason for Leave: Unpaid with Benefits

*Expected Return Date: 📅

Current In

🔒

	December ∨	2016 ∨			
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	**13**	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

◀ Current Date ▶

Position: Human Resources A

FTE: 1.000000

*Department   University HR Servic

*Location   Augusta University

*Job Code   Human Resources Assistant 2   510X22

Reports To: Mgr, Benefits & Data Mgmt   00006316

Supervisor:

Comment:

* Required Field

Submit

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Request Leave of Absence
Submit Confirmation

☑ The Submit was successful.

OK

You have successfully submitted a Leave of Absence Transaction.

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