

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.

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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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

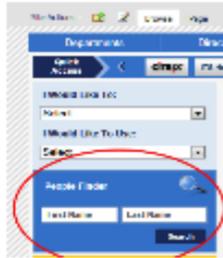
Concierge Service
706-721-9522

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>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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Dansk	Deutsch																								
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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

Select the "Actions" down arrow next to the employee's name and then:

Job and Personal Information > Request LOA

The screenshot shows the Manager Dashboard interface. At the top, there is a navigation bar with the university logo and the path: Favorites > Main Menu > Manager Self Service > Manager Dashboard. Below this is the 'Manager Dashboard' header. The first widget is 'Pending Approvals', which shows 'No approvals are pending at this time.' The second widget is 'Direct Line Reports', which contains a table of employees. The table has columns for 'Name', 'Job Title', and 'Position in Salary Range'. The first row is for 'Elsa Frozen', a 'Human Resources Assistant 2'. An arrow points from the 'Actions' dropdown menu next to her name to the 'Request LOA' option in the expanded menu. The expanded menu includes 'Job and Personal Information', 'Compensation and Stock', and several 'Actions' items. The 'Request LOA' option is highlighted in yellow.

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

- Job and Personal Information > View Employee Personal Info
- Compensation and Stock > Transfer Employee
- Retire Employee
- Terminate Employee
- Request Add'l Pay
- Request LOA
- Request Return from Leave



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:

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.

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

[Manager Self Service](#)

[Learning and Development](#)



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:

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

*Expected Return Date:

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

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: Unpaid with Benefits

*Expected Return Date:



Position: Human Resources A

FTE: 1.000000

*Department: University HR Service

*Location: Augusta University

*Job Code: Human Resources Assistant 2 510X22

Reports To: Mgr, Benefits & Data Mgmt 00006316

Supervisor:

Comment:

* Required Field

Submit

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

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".



Favorites Main Menu > Manager Self Service > Job and Personal Information > Request LOA

Request Leave of Absence Submit Confirmation

The Submit was successful.

OK

You have successfully submitted a Leave of Absence Transaction.