PeopleSoft V9.1

Originating a Return from Leave Transaction

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

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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 Return from Leave

Manager Dashboard

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
- Transfer Employee
- Retire Employee
- Terminate Employee
- Request Add'l Pay
- Request LOA
- Request Return from Leave

Compensation and Stock ►

▼ Actions
▼ Actions
▼ Actions
▼ Actions
▼ Actions
▼ Actions

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Enter the "Return to Work Date". Select "Go".

Note: If you receive a message that you have no direct reports, that means that you do not have anyone that is currently on Leave of Absence status in the system. Please send an email to KAIRINGTON@gru.edu to request that the employee be returned from leave

Favorites | Main Menu > Manager Self Service > Job and Personal Information > Request Return from Leave

Request Return from Leave

Select Employee

Princess Tiana

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

Return to Work Dt: 12/14/2016 [calendar]   [Go]

Direct Reports For Princess Tiana		Personalize	Find	First 1 of 1 Last	
Name	**Empl ID**	**Job Title**	**Department**
Elsa Frozen	▮	HRAsst 2	Unv HR

[Search for an employee]

Manager Self Service

Learning and Development

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Select "Search for an employee".

Request Return from Leave
Select Employee

Princess Tiana

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

Return to Work Dt: 01/01/2016 [📅] [Go]

[Search for an employee]

Manager Self Service

Learning and Development

Enter the last name of the employee being returned from leave. Select "Search".

Request Return from Leave
Employee Search

Specify your search parameters.

*Search by: [Last Name ⌄]

Last Name: [Frozen ✕]

[Search]

* Required Field

Return to Select Employee

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Select "Reason for Return" down arrow and select appropriate reason. In most cases, it will be "return from leave".

Select "Submit".

Request Return from Leave

Return to Work Details

Elsa Frozen

Enter the return to work details below for the chosen employee.
Leave Begin Date:

Reason for Return

*Effective Date: 01/01/2016

Reason for Return:

Recall from Suspension
Return From Leave

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:	Benefits/Data Admin Supervisor	00006316
Supervisor:		

Comment:

* Required Field

Submit

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Request Return from Leave
Submit Confirmation

☑ The Submit was successful.

OK

You have successfully submitted a Return from Leave Transaction.

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