PeopleSoft V9.1

Originating a Distribution Change

Note: This transaction is currently being modified so these instructions will change within the following weeks.
You will be notified when the instructions are updated.
From the PAWS Employee Portal (https://paws.gru.edu), select the All Apps Icon from the Quick Access Bar.
From the PAWS Employee Portal All Apps page, select the PeopleSoft HRMS link.
Log in using your GRU NetID and Password. This would be the same ID and Password that you use to log into Outlook.
Navigate to the Manager Dashboard.

Main Menu > Manager Self Service > Manager Dashboard
In the Quick Links portlet, select the “GRU Request Dist Change” link.
To originate a new transaction, select the “Add A New Value” tab.
Enter the Set ID "12000"
Enter the Department
Enter the Position Number
Enter the Transaction Date
Click the "Add" button.

Note: Once you have entered the Set ID of 12000 you should be able to search for your Department and Position Number.
Add or Remove Account Codes by selecting the '+' or '-' buttons. Add/update account codes (select the magnifying glass to search for account codes). Add comments as needed. Select the Submit button.
You have successfully submitted a salary distribution change transaction.