PeopleSoft V9.1

Originating a Template Based Hire Resident (Part-Time)
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
Select the Add Template-Based Hire in the Quick Links box.
**Select the Magnifying Glass to select a template.**

**Template-Based Hire**

Choose a template and select Continue to enter a new person. The Hires to Process section lists people you have previously started to hire. Select the person's name hyperlink if you want to work with a Hire in Process. You have the option to delete people you do not intend to hire.

**Add a New Person**

Select Template: [ ]

**Hires in Process**

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>James Jones</td>
</tr>
</tbody>
</table>

**Look Up Select Template**

Search by: Template

Then select Continue.

From the Look Up box, select RESIDENT-PT
Click on the Calendar ICON and select the effective date of the hire.
You will need to complete all data fields that have an "*" beside them. On the Name, Address, Phone Tab this will include:

- First Name
- Last Name
- Address Line 1
- City
- State
- Postal Code
- County
- Campus Phone Number

Once you have entered these data fields, you will select the Personal Information Tab.
You will need to complete all data fields that have an "*" beside them. On the Personal Information Tab this will include:

- Date of Birth
- Gender
- Highest Education Level
- Marital Status
- Social Security Number

You will not populate Citizenship (Proof 1), Citizenship (Proof 2), or the Date Entitled to Medicare fields.

Once you have entered the required data fields, you will select the Job Information Tab.
You will need to complete all data fields that have an “*” beside them. On the Job Information Tab this will include:

- Position Number
- Location Code
- Compensation Rate

Once you have entered the required data fields, you will select the Benefit Data Tab.
You are not required to enter data on the Benefits Data page, however you must be on this page to submit the transaction.

Note: The Comments Section is available on every page. You may select the ‘Save for Later’ button if you need to save the transaction without submitting it.

Select the “Save and Submit” button at the bottom of the page to submit the transaction to HR.
The submit was successful. The Human Resources department will review the person’s data and update the HR system.

Go to the Template-Based Hire Status page to review the status of this person.

You have successfully submitted a Resident (Part-Time) Template Based Hire.