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.
You will receive an email notification when there is a transaction pending your approval. You will be able to click on the link that is included in the email and go straight to your transaction for approval.

In addition, there are two ways to access your pending approvals via Manager Self Service. These instructions will outline these two methods.
The first option is through the Review Transaction Link.

Navigate to Review Transactions.

Main Menu > Manager Self Service > Review Transactions
The page will open and automatically display all transactions pending your review.

Select the Approve/Deny link located in the transaction header to access the transaction.
Select the “Approve” or “Deny” button to route the transaction.

Note: Please see “Adding an Approver to Workflow” if you need to add additional approvals to the transaction.
You will receive the Submit Confirmation.

Select “OK”
The transaction will be displayed. The workflow will indicate that you have approved the transaction.
The second option is through the Manager Dashboard. Navigate to Manager Dashboard. Main Menu > Manager Self Service > Manager Dashboard.
All transactions that are pending your approval/review can be found in the Pending Approval Portlet.

You can open the transaction by selecting the transaction from the list.

Note: A red ! indicates that the transaction effective date is past due, a yellow ! indicates that the transaction effective date is within 7 days.
Select the employee’s name from the list.

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Effective Sequence</th>
<th>Workflow Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scarlett Johansson</td>
<td>05/08/2014</td>
<td>1</td>
<td>In Approval Process</td>
</tr>
</tbody>
</table>

[Return to Manager Dashboard]

Go To: Manager Home

Job and Personal Information Home

[Cancel]
Select the "Approve" or "Deny" button to route the transaction.

Note: Please see "Adding an Approver to Workflow" if you need to add additional approvals to the transaction.
You will receive the Submit Confirmation.

Select “OK”
The transaction will be displayed. The workflow will indicate that you have approved the transaction.

You have successfully approved a Leave of Absence Transaction.