PeopleSoft V9.1

Viewing Employee Information
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
You may view employee job and personal information through options in the Direct Line Reports portlet.

- Employee Job Data may be viewed by selecting the tabs at the top of the portlet.
- Employee Personal Data may be viewed by selecting the Actions drop down box beside the employee’s name.
Employee Job Data Information is found in the Direct Line Report Portlet.

The tabs that include this data are:
- Summary
- Job Details
- Contact
- Compensation
- Time

On the Summary Tab, you are able to access transactions, view Job Title, and view the employee’s position in the salary range.

*Note: Position in Salary range is only available for employees that are assigned a Salary Grade.*
On the Job Details Tab, you are able to view employee ID, job code, years in job (position) and Job Title.
On the Contact Tab, you are able to view home phone, campus email address, department name and location. 

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
<th>Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Cosby</td>
<td>706/999-9999</td>
<td>PRHRTEST</td>
<td>GRU Training Department</td>
<td>Georgia Regents University</td>
</tr>
</tbody>
</table>
On the Compensation Tab, you are able to view annual salary and the Minimum, Midpoint, and Maximum of the salary grade.

Note: At this time, data on this page is only available for staff employees that are assigned a Salary Grade.
On the Time Tab, you are able to view Vacation Leave, Sick Leave, and Unscheduled Holiday Leave balances.

Note: Leave balances displayed in PeopleSoft are effective as of the first day of the current month. Real time leave balances should be viewed in TimeNet.
To view employee personal information, select the “Actions” down arrow beside their name and then:

Job and Personal Information > View Employee Personal Info.
On the Employee Information tab you are able to view Email Addresses, Phone Numbers, Emergency Contacts, and Birthday by selecting the links on the page.
All employee email addresses are available in the system.

Note: please keep in mind that the only email address that is maintained by HR is the Campus address.
All employee phone numbers are available in the system.

Note: Employees should maintain phone numbers using SoftServ (Employee Self Service)
The employee’s emergency contact information may be obtained by selecting the name of the primary contact.

**Note:** Employees should maintain Emergency Contacts using SoftServ (Employee Self Service)
The employee’s Month and Day of birth are available in the system.

You have successfully viewed Employee Job and Personal Data.