PeopleSoft V9.1

Originating a Termination
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 “Actions” down arrow next to the employee’s name and then:

Job and Personal Information > Terminate Employee
Enter the Effective Date of the Termination. Note: The Termination date will be the first day that the employee is not longer employed by GRU.

Select “Reason for Termination” down arrow and then select the termination reason that matches the reason provided in the employees termination documentation.

Termination documentation should be scanned and forwarded to your data processor.

Questions regarding the Termination Reason should be directed to the Director for Employee Relations.
Select the “Submit” button to send the transaction to HR.

Note: This transaction does not require an approval.
You have successfully submitted a Termination Transaction