PeopleSoft V9.1

Originating a Transfer
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 > Transfer Employee

Note: This transaction should not be used for transfers that are managed by recruitment. If you have questions regarding when to use this transaction, please contact your Talent Partner (staff) or Faculty Support Services (faculty).
Enter the Effective Date of the Transfer
Select “Reason for Transfer” down arrow and then select the transfer reason.
Select “Transfer Method” down arrow and then By Position.

You will always use “By Position” to transfer an employee.
Enter the new position number in the Position box. You may search for position by selecting the magnifying glass located to the left of the position field. You may enter comments regarding the transfer in the Comments box.

Select Submit.

This Transaction will route to the Departmental approving authority and then to HR.
Submit Confirmation

✓ You have successfully submitted a request to transfer Jennifer Lawrence as of 5/1/2014.

Transfer Approval Chain

Pending:
- Bill Cosby
  GRU Dept. Sig. Authority

Not Routed:
- Multiple Approvers
  GRU Dept. PA by EMPLID

Return to Manager Dashboard
Request Ad Hoc Salary Change

You have successfully submitted a TransferTransaction