

PeopleSoft V9.1

Creating a Job Opening

From the PAWS Employee Portal (<https://paws.augusta.edu>), select the "All Apps" icon from the Quick Access Bar.

I Would Like To:
Select

I Would Like To Use:
Select

People Finder

First Name Last Name

Search

JAGWIRE

Your source for university and health system news and information. Bookmark it today on your computer and mobile devices.

#getwired jagwire.augusta.edu

Upcoming Events

- Sep 12 Register for Junior Model U.N.
- Nov 30 Childbirth Education
- Dec 05 IRB Office - Compliance Lunch-n-Learn Series – Study Documentation Process
- Dec 07 Children's Play - "Christmas, the Measles, and Me"
- Dec 09 Exams- Session 1

View All

ITS Alerts

A1C is currently unavailable in the Core Lab due to an instrumentation problem. All specimens received for A1C analysis will be held in the Core Lab and analyzed as soon as new instrumentation is brought online. An alternate methodology is being implemented for this test. No additional lab tests are affected by this problem. The Clinical Pathology lab thanks you for your patience.

Dr. Gurmukh Singh
Chief of Clinical Pathology

What's New

View More

- Women's Health Magazine: 3 Women get real about gut struggles
- Why learning by doing matters more, longer
- Deck the halls with care and keep eyes on young children
- Attention: Student Health Services closure (Dec. 15-30)
- Scientists learn more about how motors maneuver our cells' roadways
- Augusta University's accreditation reaffirmed

Concierge Service

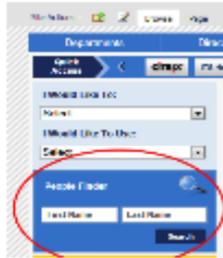
706-721-9522

New Policies



From the PAWS Employee Portal ALL Apps page, select PeopleSoft HRMS link.

PAWS > pub > Apps_Tools



PeopleFinder is on the home page of PAWS

Health System Applications

- [Ambulatory Dashboard](#)
- [Attendance Tracking](#)
- [Attending Finder](#)
- [CarpoolConnections](#)
- [CDM Reference](#)
- [CDM Request Form](#)
- [CERMe](#)
- [CIS Issue Log](#)
- [Citrix Portal Access](#)
- [Citrix2 Portal Access \(general site\)](#)
- Employment Opportunities**
- [EP3 \(Employee Patient Parking\)](#)
- [Faculty List Online](#)
- [MC Catering & Floor Stock Ordering and Terrace Cafe Menu](#)
- [GRMC Employee Self Service](#)
- [GRMC On Call \(was MCG OnCall\)](#)
- [GRMC OnCall Manual](#)
- [GRMC Paging](#)
- [HIPAA Disclosure Log](#)
- [Informed Consent Forms](#)

University Applications

- [ACGME Resident Case log](#)
- [Campus/USAMobility Paging](#)
- [Crystal Enterprise](#)
- [Crystal Reports](#)
- [Echo360 \(faculty use only\)](#)
- [Effort Funding Profile](#)
- [eSproute \(must use VPN or Citrix when off campus\)](#)
- [GoVIEW \(CERM_PNUR\)](#)
- [GRU Alert](#)
- [Health eShop](#)
- [JagCard](#)
- [JagStore](#)
- [\(submit course materials\)](#)
- [Lockshop](#)
- [OnCore](#)
- [one45](#)
- [PACT](#)
- [PeopleSoft Financials](#)
- [PeopleSoft HRMS](#)
- [Pounce](#)
- [Pulse](#)
- [SoftServ](#)
- [Sponsored Programs](#)

Enterprise Applications

- [Augusta University Brand Information](#)
- [Box \(University wide\)](#)
- [Complete Annual Training & Compliance](#)
- [Compliance Assist](#)
- [Conflicts of Interest Disclosure](#)
- [Curriculog](#)
- [Cyber Anatomy](#)
- [Cyber Science 3D](#)
- [Desire2Learn](#)
- [Faculty List Online](#)
- [Greenblatt & Reese Libraries](#)
- [HIPAA Disclosure Log](#)
- [HR Employee Information](#)
- [Outlook 365 Web Access](#)
- Policy Management System (Policy Tech)**
- [Data Portal](#)
- [Room and Event Scheduling](#)
- [Security Authority \(SA\) Request for NetID](#)
- [Security Authority Request for Application Access](#)
- [Submit a request to IT](#)
- [Who is MY SA?](#)
- [Workforce LEARN Online](#)
- The links below are for systems that are NO LONGER USED,**

Log in using your AU NetID and Password. This would be the same ID and password that you use to log into Outlook.

ORACLE
PEOPLESOFT ENTERPRISE

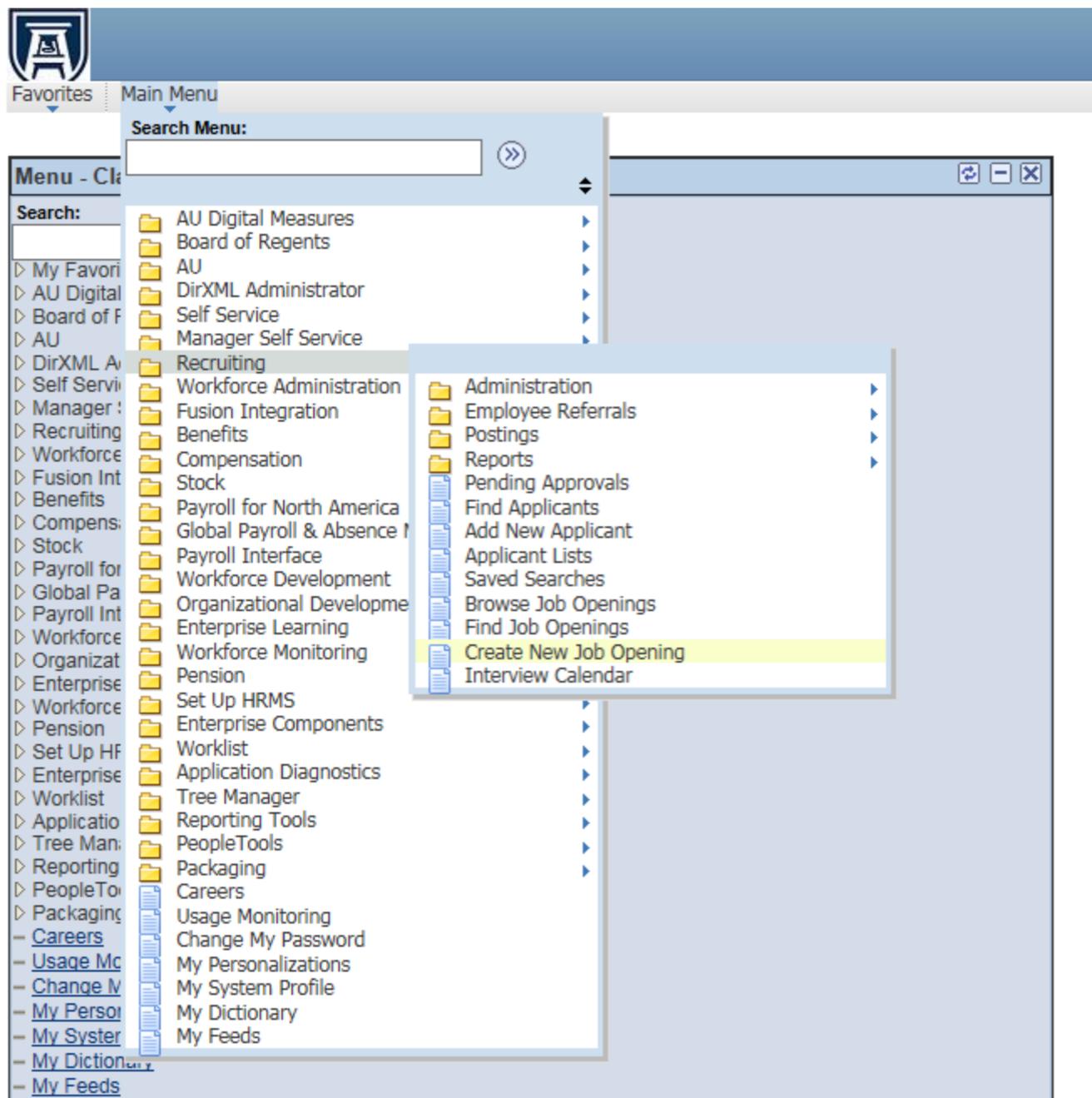
User ID:

Password:

Sign In

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	



Navigate to Recruiting

Main Menu > Recruiting >
Create New Job Opening

OR, you may go to the “My
Job Openings” category on
your Manager Dashboard,
then select “Create Job
Opening”

NOTE: Prior to creating a job opening for a faculty position, please secure Budget and Compensation & Performance Management approval via a Faculty Position Description form.

Enter the appropriate position number OR click on the magnifying glass to view a list of department positions.

 Favorites Main Menu > Recruiting > Create New Job Opening

Create New Job Opening

Enter Primary Job Opening Information

Select a Job Opening Type, Job Family and any other information you require to create a Job Opening. Select Continue once you have entered all required information.

Opening Information ?

Job Opening Type: Standard Requisition ▼

Business Unit: Augusta University ▼

Position Number: 🔍

Job Code: 🔍

Posting Title:

IMPORTANT MESSAGE BEFORE CREATING YOUR JOB OPENING FOR POSTING:
Positions should first be approved by the Compensation & Performance Management Section of Human Resources;
Position updates should be within the last 3 years.
If you need assistance, please contact us at 706-721-1523.
Thank you, Human Resources

Select or type in the correct position number. It will appear in the “Position Number” field. Select “Continue” to proceed.

Create New Job Opening

Enter Primary Job Opening Information

Select a Job Opening Type, Job Family and any other information you require to create a Job Opening. Select Continue once you have entered all required information.

Opening Information ?

Job Opening Type:	Standard Requisition
Business Unit:	Augusta University
Position Number:	00000030 <input type="text"/> Office Specialist
Job Code:	510X03 Office Specialist
Posting Title:	Office Specialist

IMPORTANT MESSAGE BEFORE CREATING YOUR JOB OPENING FOR POSTING:
Positions should first be approved by the Compensation & Performance Management Section of Human Resources;
Position updates should be within the last 3 years.
If you need assistance, please contact us at 706-721-1523.
Thank you, Human Resources

Augusta University Logo

Favorites Main Menu > Recruiting > Create New Job Opening

Save & Submit Save as Draft Cancel Previous Step Next Step

Job Opening Details Screening Team Posting

Opening Information

*Template ID: 1015 Staff Recruitment Template

Job Opening Type: Standard Requisition

Created By: 001960 Cathy Carver-Parker

Created: 01/17/2017

*Openings to Fill: Limited

Target Openings: 1

Available Openings: 1

Establishment ID: 120 Augusta University

Business Unit: 12000 Augusta University

Position Number: 00000030 Office Specialist

Job Code: 510X03 Office Specialist

Company: 120 Augusta University

Department: 30900010 Facilities Administration

Location: 120 Augusta University

Recruiting Location: 1 Augusta University

[Add Additional Locations](#)

Status Code: 005 Draft

Status Reason: [Dropdown]

*Status Date: 01/17/2017

Desired Start Date: [Date Picker]

Encumbrance Date: [Dropdown]

Projected Fill Date: [Date Picker]

Date Authorized: [Date Picker]

Referral Program ID: [Dropdown]

Recruitment Contact: [Dropdown]

Employees Being Replaced Personalize Find First 1 of 1 Last

Enter the "Desired Start Date" and "Projected Fill Date". Scroll down.

If the job opening is being created to replace a current employee, enter the name of the individual in the section “Employees Being Replaced”.

Select the magnifying glass icon to retrieve the individual.

Scroll down to bottom of page.

 Favorites Main Menu > Recruiting > Create New Job Opening

*Template ID: 1015  Staff Recruitment Template
Job Opening Type: Standard Requisition
Created By: 001960  Cathy Carver-Parker
Created: 01/17/2017 
*Openings to Fill: Limited 
Target Openings: 1
Available Openings: 1
Establishment ID: 120  Augusta University
Business Unit: 12000  Augusta University
Position Number: 00000030  Office Specialist
Job Code: 510X03 Office Specialist
Company: 120  Augusta University
Department: 30900010  Facilities Administration
Location: 120  Augusta University
Recruiting Location: 1  Augusta University
[Add Additional Locations](#)

Status Code: 005 Draft
Status Reason: 
*Status Date: 01/17/2017 
Desired Start Date: 
Encumbrance Date: 
Projected Fill Date: 
Date Authorized: 
Referral Program ID: 
Recruitment Contact: 

Employees Being Replaced Personalize | Find |  First 1 of 1 Last

*Name	Empl ID
<input type="text"/> 	

[+ Add Employees Being Replaced](#)

Additional Job Specifications Find | View All First 1 of 1 Last

Bypass the “Screening” tab and move onto setting up the “Team” tab.

NOTE: HR will complete the screening tab information.

Create New Job Opening

Navigation: Favorites | Main Menu > Recruiting > Create New Job Opening

Date Authorized:

Referral Program ID:

Recruitment Contact:

Employees Being Replaced Personalize | Find | | First 1 of 1 Last

*Name	Empl ID
<input type="text"/>	<input type="text"/>

[+ Add Employees Being Replaced](#)

Additional Job Specifications Find | View All | First 1 of 1 Last

Staffing Information ?

Region:

Schedule Type:

Regular/Temporary:

Begin Date:

End Date:

Shift:

Hours:

Work Period:

Travel Percentage:

Salary Information ?

Salary Admin Plan: Classified Salary Plan

From Grade: PG 9

From Step:

To Grade:

To Step:

Salary Range From: (Default From Job Code)

Salary Range To: (Default From Job Code)

Pay Frequency:

Currency:

Job Opening Details **Screening** **Team** [Posting](#)

Save & Submit | Save as Draft | Cancel | Previous Step | [Next Step](#)

For Staff Positions: Select “Add Recruiter” to assign your recruiter to this job opening.

For Faculty Positions: Select “Add Recruiter Team”. Select “Faculty Support Services”. Then, “OK”.

Add Team

Team		
Select	Team ID	Description
<input checked="" type="checkbox"/>	1001	Faculty Support Services
<input type="checkbox"/>	1002	Executive Search Team
<input type="checkbox"/>	1003	GCHC Recruitment Team

OK Cancel

Insert the “Hiring Manager”

Insert the “Interviewers”. For faculty, these will include the Search Committee.

Select “Posting”.

Job Opening

Posting Title: Office Specialist
 Job Opening Status: 005 Draft
 Job Title: Office Specialist Job Code: 510X03
 Position Number: 00000030 Office Specialist
 Business Unit: 12000 Augusta University

Save & Submit Save as Draft Cancel Previous Step Next Step

Job Opening Details Screening **Team** Posting

Assignments ?
 To assign a Recruiter to the Job Opening select the Add Recruiters hyperlink. To add a Recruiter Team, containing one or more recruiters, to the Job Opening select the Add Recruiter Team hyperlink.

Recruiters ?
 No Recruiters have been added to this Job Opening
 + Add Recruiters + Add Recruiter Team

To assign a Hiring Manager to the Job Opening select the Add Hiring Managers hyperlink. To add a Hiring Manager Team containing one or more hiring managers to the Job Opening select the Add Hiring Manager Team hyperlink.

Hiring Manager ?
 No Hiring Managers have been added to this Job Opening
 + Add Hiring Managers + Add Hiring Manager Team

To assign an Interviewer to the Job Opening select the Add Interviewers hyperlink. To add a team of Interviewers select the Add Interviewer Team hyperlink.

Interviewers ?
 No Interviewers have been added to this Job Opening
 + Add Interviewers + Add Interviewer Team

To add an interested party to the Job Opening select the Add Interested Parties hyperlink. To add a group of interested parties select the Add Interested Parties Team hyperlink.

Interested Party ?
 No Interested Parties have been added to this Job Opening
 + Add Interested Parties + Add Interested Parties Team

Job Opening Details Screening **Team** Posting

Save & Submit Save as Draft Cancel Previous Step Next Step

Select "Add Job Posting" to begin creating the posting that will appear on the Careers webpage.

The screenshot shows the 'Create New Job Opening' page. At the top, there is a navigation bar with the Augusta University logo and a breadcrumb trail: 'Favorites > Main Menu > Recruiting > Create New Job Opening'. Below this is the page title 'Create New Job Opening' and a sub-section 'Job Opening'. The main content area contains a form with the following fields: 'Posting Title: Office Specialist', 'Job Opening Status: 005 Draft', 'Job Title: Office Specialist', 'Job Code: 510X03', 'Position Number: 00000262 Office Specialist', and 'Business Unit: 12000 Augusta University'. Below the form are buttons for 'Save & Submit', 'Save as Draft', and 'Cancel', along with links for 'Previous Step' and 'Next Step'. A tabbed interface below the buttons shows 'Job Opening Details', 'Screening', 'Team', and 'Posting' (which is selected). Below the tabs, there is a text instruction: 'Select Add Job Postings to add a new posting. To delete an existing posting select the delete icon against the posting you wish to delete.' This is followed by a table titled 'Job Postings' with a header row containing 'Postings' and 'Primary Posting Title'. Below the table is a button labeled '+ Add Job Postings' which is highlighted with a red box. At the bottom, there are navigation links for 'Job Opening Details', 'Screening', 'Team', and 'Posting', and another set of buttons for 'Save & Submit', 'Save as Draft', 'Cancel', 'Previous Step', and 'Next Step'.

Choose the appropriate selection for the “Visible” dropdown menu:

External Only: Posting only visible to external candidates only (not current employees).

Internal Only: Qualified Internal Candidates (QIC)

Internal and External: Posting visible to both internal and external candidates.

Job Opening
Posting Information

Job Postings ?

Posting Title: Office Specialist

Job Descriptions ? Find First 1 of 1 Last

*Visible: External Only
*Description Type: Internal Only
Description ID: Internal and External

Description:

+ Add Posting Descriptions

*Destination▲	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)▲
▼	▼	▼	31	31	

Add Job Description Type for the following:

- Job Information
- Minimum Requirements
- Preferred (if applicable)
- Qualified Internal Candidate (if applicable)
- Department Market Statement (If applicable)

***Your Recruiter will add any other required categories to the posting. Please DO NOT enter any information under "Job Posting Destinations".**


[Favorites](#) | [Main Menu](#) > [Recruiting](#) > [Create New Job Opening](#)

Job Opening

Posting Information

Job Postings ?

Posting Title:

Job Descriptions ? Find First 1 of 1 Last

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

Job Posting Destinations ? Personalize | Find | First 1 of 1 Last

*Destination▲	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)▲
<input type="text" value=""/>					



Job Opening Posting Information

Job Postings ?

Posting Title:

Job Descriptions ? Find First 1 of 1 Last

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

Job Posting Destinations ? Personalize | Find | First 1 of 1 Last

*Destination▲	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)▲
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="31"/>	<input type="text" value="31"/>	<input type="text"/>

To add each posting description type, select "Add Posting Descriptions".



Posting Information

Job Postings ?

Posting Title:

Job Descriptions ?

Find First 1 of 1 Last

*Visible:

*Description Type:

Description ID:

Description:

[+ Add Posting Descriptions](#)

Job Posting Destinations ?

Personalize | Find | First 1 of 1 Last

*Destination▲	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)▲	
<input type="text" value=""/>						

[+ Add Posting Destinations](#)

After completing your Posting Information. Select "OK."

Job Posting Tips



As you are finalizing your Position Classification form or Faculty Position Description form and your job posting, ensure that you are also listing the expected goals and objectives needed for this position. Job postings are also an avenue to ensuring candidates understand the expectations necessary. The items/responsibilities which the individual will be accountable for should be listed on the job posting as well as during the screening process.

Select "Save & Submit."

 Favorites | Main Menu > Recruiting > Create New Job Opening

Create New Job Opening

Job Opening

Posting Title: Office Manager
Job Opening Status: 005 Draft
Job Title: Office Manager Job Code: 500X01
Position Number: 00000243 Office Manager
Business Unit: 12000 Augusta University

[Save & Submit](#) [Save as Draft](#) [Cancel](#) [Previous Step](#) [Next Step](#)

[Job Opening Details](#) [Screening](#) [Team](#) [Posting](#)

Select Add Job Postings to add a new posting. To delete an existing posting select the delete icon against the posting you wish to delete.

Job Postings ?		
Postings	Primary Posting Title	
Office Manager	<input checked="" type="checkbox"/>	

[+](#) [Add Job Postings](#)

[Job Opening Details](#) [Screening](#) [Team](#) [Posting](#)

[Save & Submit](#) [Save as Draft](#) [Cancel](#) [Previous Step](#) [Next Step](#)



You have successfully created a job opening.



Favorites Main Menu > Recruiting > Create New Job Opening

Create New Job Opening

Job Opening

[Print Job Opening](#)

Posting Title:	Office Manager	Job Opening ID:	12255
Job Opening Status:	006 Pending Approval		
Job Title:	Office Manager	Job Code:	500X01
Position Number:	00000243 Office Manager		
Business Unit:	12000 Augusta University		

[Previous Step](#)
[Next Step](#)

[Job Opening Details](#)
[Screening](#)
[Team](#)
[Posting](#)
[Approvals](#)

Opening Information

*Template ID:	<input type="text" value="1015"/>	Staff Recruitment Template
Job Opening Type:	Standard Requisition	
Created By:	<input type="text" value="001960"/>	Cathy Carver-Parker
Created:	<input type="text" value="01/17/2017"/>	
*Openings to Fill:	<input type="text" value="Limited"/>	
Target Openings:	<input type="text" value="1"/>	
Available Openings:	<input type="text" value="1"/>	
Establishment ID:	<input type="text" value="120"/>	Augusta University
Business Unit:	<input type="text" value="12000"/>	Augusta University
Position Number:	<input type="text" value="00000243"/>	Office Manager
Job Code:	500X01	Office Manager
Company:	<input type="text" value="120"/>	Augusta University
Department:	<input type="text" value="01070000"/>	CAHS-Occupational Therapy
Location:	<input type="text" value="120"/>	Augusta University
Recruiting Location:	<input type="text" value="1"/>	Augusta University

[Add Additional Locations](#)

Completion of the Job Posting

Once you have completed the job posting, any editing will need to be completed by the HR Talent Consultant with Talent Acquisition (staff positions) or Faculty Support Services (faculty positions).

Points of Contact

System Access Inquiries: Sharri Peck or Cathy Carver-Parker

Faculty Support Services: Laurie Bush or Omar Forbes

Executive Recruitment: Carolyn Burns, Sharon Wingard or Sherena Hobbs

Staff Recruitment: Dena Pickett, Jacob Usry, Toneshia Rickerson, Veeta Perry