


PeopleSoft V9.1

[View 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



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

JAGWIRE

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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](#)

Concierge Service
706-721-9522

New Policies



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

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](#)

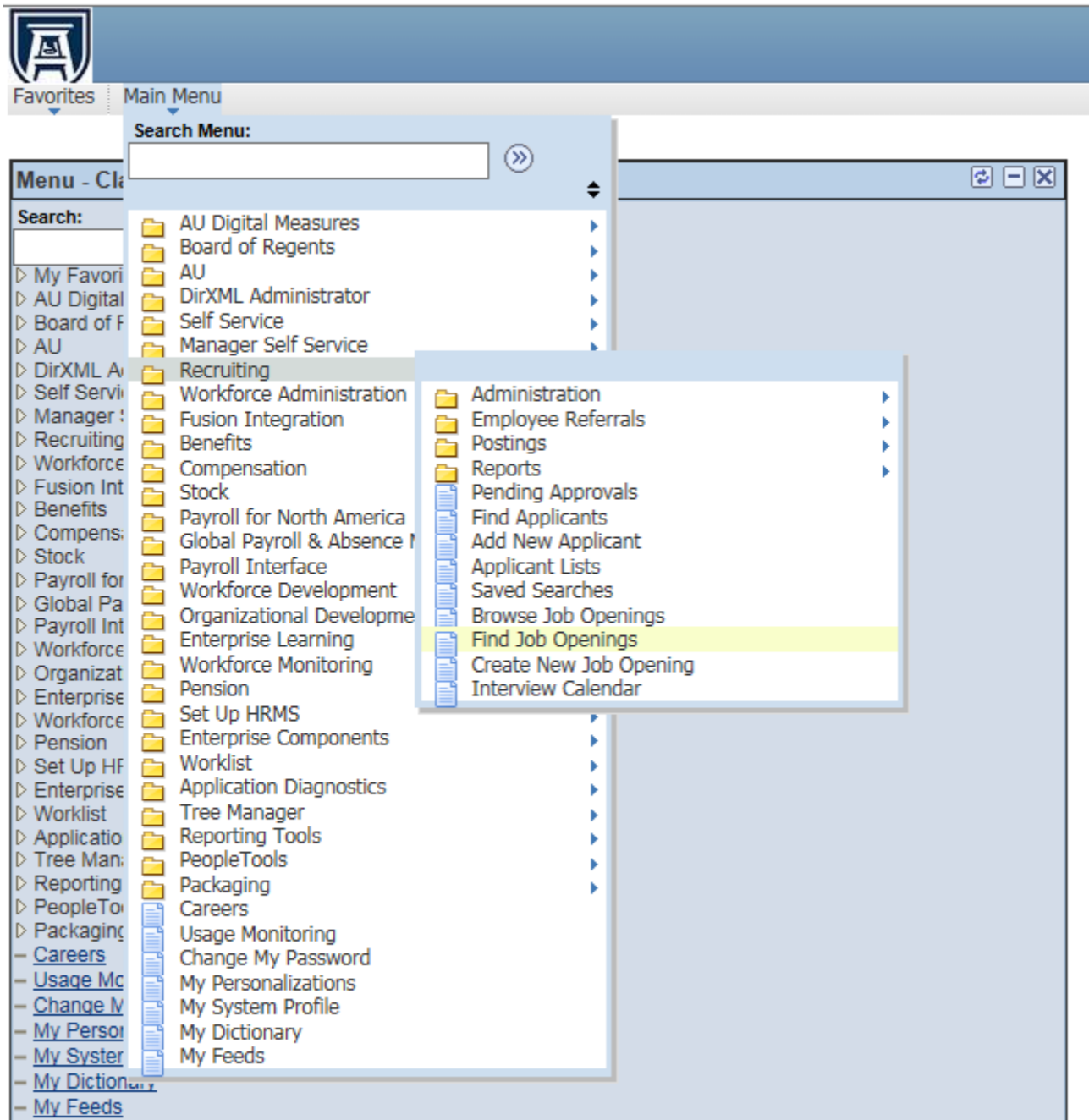
Enterprise Applications

- [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®
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<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign In</p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr><tr><td>UK English</td><td></td></tr></table>	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	
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 >
Find Job Openings

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

Enter the Job Opening ID. Change the status field from "Open" to a blank field. Select "Search".

Enter Search Criteria

Search Reset

Job Opening ID: 12254

Status: ▼

Most Recent Activity: ▼

Job Opening Type: ▼

Hot Job: ▼

Display Jobs: ▼

Manager: 🔍

Recruiter: 🔍

Originator: 🔍

Business Unit: 🔍

Position Number: 🔍


Title:

Recruitment Contact: ▼

Search Reset

Create New Job [Browse Job Openings](#) [Find Job Postings](#)

Click on the position title.



Favorites Main Menu > Recruiting > Find Job Openings

Find Job Openings

[View Job Opening Search Criteria](#)

✓ 1 Results Found


Search Results Personalize | Find | View All | First 1 of 1 Last

	Job Opening	ID Nbr	Type	Location	Target Openings	Available Openings	Hot Job	Created
<input type="checkbox"/>	Office Coordinator	12234	Standard Requisition	Augusta University	1	1		12/19/2016

[Select All](#) [Deselect All](#)


[Browse Job Openings](#) [Find Job Postings](#)

Manage Applicants tab: shows name of applicant, status of applicant, the resume and application, the date the applicant applied and/or the last date an action was updated on the applicant.





[Favorites](#) | [Main Menu](#) > [Recruiting](#) > [Find Job Openings](#)

Find Job Opening

Job Opening

 [Print Job Opening](#)

Posting Title:	Office Coordinator	Job Opening ID:	12234
Job Opening Status:	010-Open	Job Type:	Standard
Job Title:	Office Coordinator	Job Code:	505X17
Position Number:	00001510 Office Coordinator		
Business Unit:	12000 Augusta University		



 [Save](#)
  [Clone](#)
  [Create New](#)
 [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)
















Manage Applicants
 Find Applicants
 Activity & Attachments
 Job Opening Details

[View Applicants](#)
[Screen Applicants](#)
[Interview Schedule](#)

Manage Applicants

Display: ▼

[Personalize](#) | [Find](#) | [View All](#) |  | 
 First Last

Select	Applicant Name▲	ID	Type	Disposition▼	Resume	Application	Former Employee	Last Updated▲	*Take Action
<input type="checkbox"/>			Ext	Screen				12/29/2016 12:08PM	Select Action... ▼
<input type="checkbox"/>			Ext	Screen				12/29/2016 1:17PM	Select Action... ▼
<input type="checkbox"/>			Ext	Screen				12/29/2016 2:15PM	Select Action... ▼
<input type="checkbox"/>			Ext	Screen				12/29/2016 3:14PM	Select Action... ▼
<input type="checkbox"/>			Ext	Screen				12/29/2016 6:27PM	Select Action... ▼
<input type="checkbox"/>			Ext	Screen				12/29/2016 7:14PM	Select Action... ▼
<input type="checkbox"/>	Cathy Carver-Parker	56325	Emp	Screen				01/10/2017 9:13AM	Select Action... ▼

[Select All](#)
 [Deselect All](#)
 *Group Action: ▼

Activity & Attachments tab: area where attachments or notes that may put in the system towards the end of the recruitment process. For example, reference checks, notes from the Hiring Manager, Search Committee, or HR Talent Consultant, that are important to notate.

[Favorites](#) | [Main Menu](#) > [Recruiting](#) > [Find Job Openings](#)
Find Job Opening
Job Opening

[Print Job Opening](#)

Posting Title: Office Coordinator **Job Opening ID:** 12234
Job Opening Status: 010-Open **Job Type:** Standard
Job Title: Office Coordinator **Job Code:** 505X17
Position Number: 00001510 Office Coordinator
Business Unit: 12000 Augusta University

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[Manage Applicants](#) | [Find Applicants](#) | **[Activity & Attachments](#)** | [Job Opening Details](#)

Job History | [Find](#) | [View All](#) | [First](#) 1-3 of 3 [Last](#)

Date	Subject	Reason	Action Taken By
12/29/2016	010-Open		
12/19/2016	006 Pending Approval		
12/19/2016	005 Draft		

Searches
 No searches are related to this Job Opening.

Notes | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

ID Nbr	Subject	Note Date	Author	View Notes
1	Job Posting - LG	12/27/2016		View Notes

[Add Note](#)

Attachments | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

File Name	Description	Audience	Updated	Uploaded By	Delete
00001510.pdf	00001510.pdf	Public <input type="checkbox"/>	12/27/2016 3:12PM		

[Add Attachment](#)

Expenses
 No Expense have been added to this Job Opening.

[Add Expense](#)



Find Job Opening

Job Opening

[Print Job Opening](#)

Posting Title:	Office Coordinator	Job Opening ID:	12234
Job Opening Status:	010-Open	Job Type:	Standard
Job Title:	Office Coordinator	Job Code:	505X17
Position Number:	00001510 Office Coordinator		
Business Unit:	12000 Augusta University		

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[Manage Applicants](#)
[Find Applicants](#)
[Activity & Attachments](#)
[Job Opening Details](#)

[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="015555"/>	Pamela Whitehead
Created:	<input type="text" value="12/19/2016"/>	
*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="00001510"/>	Office Coordinator
Job Code:	505X17	Office Coordinator
Company:	<input type="text" value="120"/>	Augusta University
Department:	<input type="text" value="04350000"/>	MCG-Family Medicine
Location:	<input type="text" value="120"/>	Augusta University
Recruiting Location:	<input type="text" value="1"/>	Augusta University
	Add Additional Locations	
Status Code:	<input type="text" value="010-Open"/>	
Status Reason:	<input type="text"/>	

Job Opening Details tab: includes information regarding the position (ie. Position number, job code, department, etc.).

This page also includes additional tabs the refer to additional information related to the job opening:

- **Team** – includes the names of the team responsible for the job opening during the recruitment process. The team includes the HR Talent Consultant or Faculty Support Services representative, the Hiring Managers, and the Interviewers.
- **Posting** –includes the job posting information that is visible to applicants on the careers webpage.
- **Approvals** – includes that salary for the position along with the positions approval string. (ie. VP/Deans Office, Budget, Human Resources.

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, or Veeta Perry