

To access pay advice and other SoftServ functions, please follow these steps – these instructions will only work on computers connected to the Augusta University network:

1) Go to paws.augusta.edu and click on the **All Apps** button in the Quick Access navigation bar.



2) Click **PeopleSoft HRMS** under the list of University Applications (middle column).

3) After logging in, click on Main Menu followed by Self Service and you should see the same menu you are familiar with in SoftServ.

If you have login difficulty, please contact the Help Desk at 706.721.4000. If you are unable to login and need to obtain your pay advice via an alternate method or have other payroll questions, please contact:

University employees – <i>non-GCHC</i>	Tamara Rehbein	706.721.0019
University employees – <i>non-GCHC</i>	Crystal Hunt	706.721.0020
University employees – <i>with GCHC</i>	Dorothy Reagan	706.721.2831