

Purpose

This job aid demonstrates how to assign roles in the pay action worksheet (PAW) as an agency administrator.

Responsibility

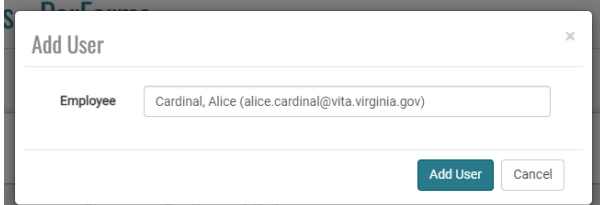
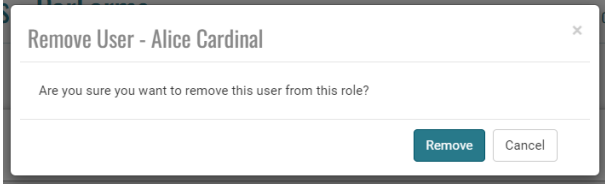
All Commonwealth of Virginia (COV) employees who are assigned to the agency administrator role in PAW.

Procedures

Agency administrators assign and maintain the following security roles within the PAW application:

- **Initiator** – Kicks off the form to the supervisor of the position
- **Agency HR reviewer** – Acts as a reviewer for the agency human resources (HR) group; reviewing the PAW form just after the reviewer (usually the supervisor's supervisor) and once again at the very end of the process
- **Upper-level reviewer** – Acts as an *optional, additional* reviewer/approver that may be required at an agency
- **Budget reviewer** – Reviews/approves the PAW in relation to the agency budget
- **Agency head reviewer** – Reviews/approves the PAW in the capacity of the agency head
- **Reports** – Provides the ability to run reports. Current report offerings:
 - **PAW Status Summary Report** - Displays the total number of PAWs in the system and provides a break-down of the number of PAWs at each stage of the workflow.
 - **PAW Type Report** - Displays the total number of PAWs for each PAW Type with a break-down of the number of PAWs for each Pay Practice. This can be filtered on status (i.e. Only report on Completed/Approved PAWs).
 - **PAW Full Data Extract by Agency** - Provides all the details for each PAW form in the system by employee.
 - **PAW Recipients in Approval Roles for the PAW** - Provides a listing of all PAW forms for any employee who was also in the approval chain for that PAW.

Instructions:

1.	To assign or remove a role to someone in PAW, navigate to the Auth (or Authorize) tab at the top of the application: https://covapps.vita.virginia.gov/paw. You may be asked to log in to Okta if you are not already logged in. 
2.	If you manage roles for more than one agency, you will see multiple panels. Each panel is noted with the agency name at the top. - To assign a role to a person, find the role and select the person icon with the plus sign.  - A window will appear. Enter the person's name and select Add User. Selecting Cancel will return you to the Auth page. 
3.	To remove a role assigned to a person, find the role and the person you would like to manage. Select the person icon with the minus sign to remove the role. 
4.	A confirmation window will appear. Select Remove to remove the person assigned to this role. Or Cancel which will return you to the Auth page. 

If you have any questions about the process, please contact your HR representative.