

Purpose

This job aid demonstrates how to complete a pay action worksheet (PAW) as a reviewer.

Responsibility

All Commonwealth of Virginia (COV) employees who are responsible for reviewing and approving a PAW in the reviewer step.

Procedures

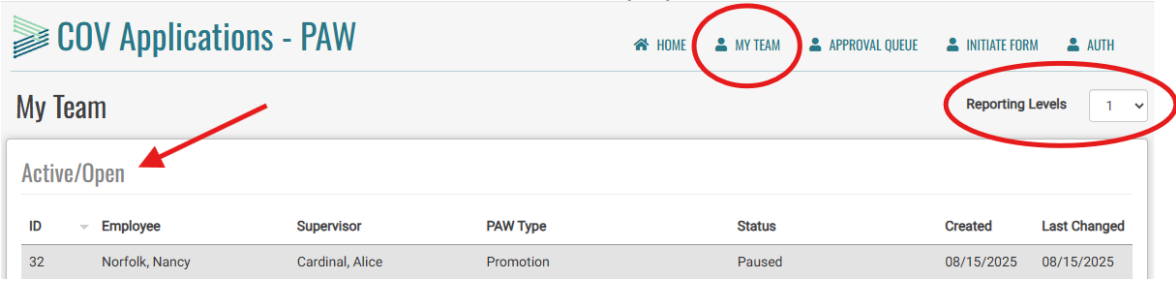
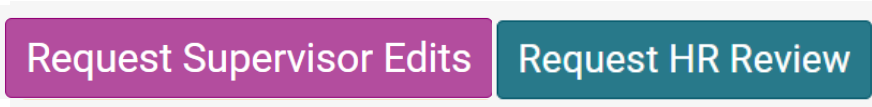
A PAW is initiated by someone in the initiator role, which is usually someone who performs human resource (HR) activities for your agency.

The PAW is then routed to the supervisor, then to the reviewer(s). One reviewer is required, up to two additional reviewers are optional at agency setup. These additional reviewers are based off the reporting structure in Cardinal.

The approval process for each reviewer is the same. Reviewers can either move the form forward in the process or request edits.

Instructions:

1.	When a PAW reaches the reviewer approval step, the Reviewer can click on the link in the email notification from covapps@vita.virginia.gov. If you are a reviewer that is part of the employee's organizational structure in Cardinal you can also access the form by navigating to the PAW Application at covapps.vita.virginia.gov/paw and then go to the My Teams tab (Step 2). If you are a reviewer that does not follow the employee's organizational structure in Cardinal, you will need to access the form by the link sent to you in the email notification or ask your agency HR representative to send you the link. In either scenario, you may be asked to log in to Okta if you are not already logged in.
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2.	Go to the My Teams tab. All PAW forms within your reporting structure will appear. In addition, there is a function called Reporting Levels. Reporting Level of 1 are direct reports only. If you select Reporting Level 2 you will see the direct reports and the employees who report to direct reports. Reporting Level 3 displays yet another reporting level and so on. 
3.	Select a form to process
4.	Review the PAW
5.	Toward the bottom of the form, your name and the current date is pre-populated next to your approval role, as well as an area to provide additional comments, if needed. 
6.	At the very bottom of the form, you have two choices: move the form forward or send it back for edits. See the details below for each role: a. Reviewer(s): i. Request Supervisor Edits – Sends the form back to the supervisor for edits; a comment is required ii. Request Second Level Review – This option may be available to you, depending on your agency set up and depending on where the form is in the process; selecting this moves the form forward in the process iii. Request Third Level Review – This option may be available to you, depending on your agency set up and depending on where the form is in the process; selecting this moves the form forward in the process iv. Request HR Review – Moves the form forward in the process to the agency HR reviewer 
7.	Notes: - To see the status of a PAW, navigate to the My Team tab, look for the form, then hover over a Status to see who is assigned to that step - Forms expire after 90 days of inactivity

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