

How to complete a PAW as an upper level, budget or agency head approver

Purpose

This job aid demonstrates how to complete a pay action worksheet (PAW) as an upper level, budget or agency head approver.

Responsibility

All Commonwealth of Virginia (COV) employees who are responsible for reviewing and approving a PAW in an upper level, budget or agency head approver step.

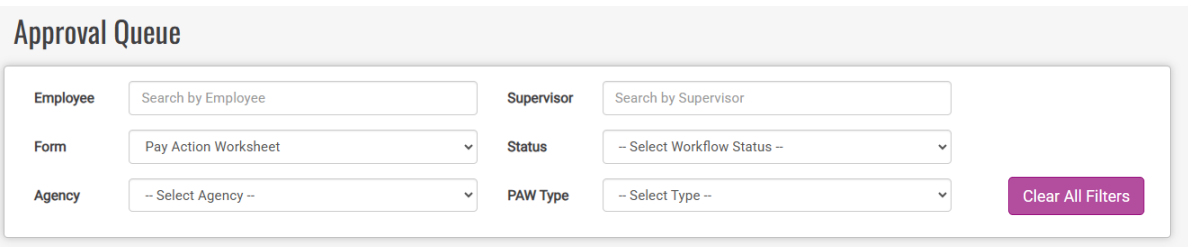
Procedures

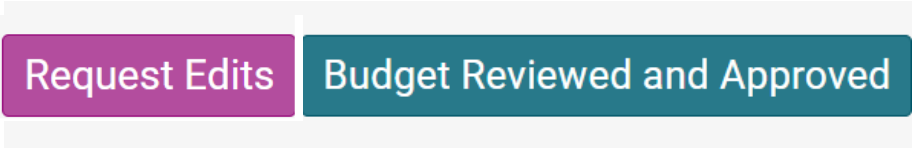
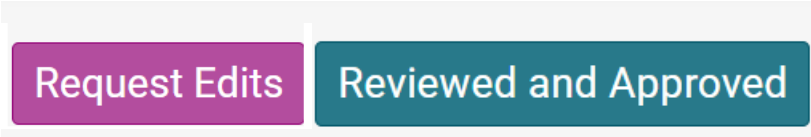
A PAW is initiated by someone in the initiator role, which is usually someone who performs human resources (HR) activities for your agency.

The PAW is then routed to the supervisor, reviewer (one reviewer is required, up to two additional are optional at agency set up), agency HR reviewer and then to higher levels of approvers which are the upper level (optional at agency set up), budget and agency head reviewers.

The approval process for these high-level approvers is similar by either moving the form forward in the process or requesting edits.

Instructions:

1.	When a PAW reaches a higher level approval step, the receiver can either click on the link in the email notification from covapps@vita.virginia.gov , which opens the individual form (skip to step 6) or they can navigate to the application directly: https://covapps.vita.virginia.gov/paw . You may be asked to log into Okta if you are not already logged in.
2.	Select the Approval Queue tab. All PAW forms that you have access to, based on your role, will be visible. 
3.	You can filter the forms based on several criteria.
4.	To see forms assigned to your role, filter on Status = Pending [your role] (i.e. Pending Agency Head Review, to see all forms in the agency head approval step.)

5.	Select a form to process
6.	Review the PAW
7.	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. a. <i>Upper-Level Reviewer – This option may be available to you, depending on your agency setup:</i> Request Edits – Sends the form back to agency HR reviewer for edits, who will evaluate next steps; a comment is required Request Budget Review – Sends the form forward in the process to the budget reviewer b. Budget reviewer: Request Edits – Sends the form back to agency HR reviewer for edits, who will evaluate next steps; a comment is required Budget Reviewed and Approved – Sends the form forward in the process to the agency head reviewer  c. Agency head review: Request Edits – Sends the form back to agency HR reviewer for edits, who will evaluate next steps; a comment is required Reviewed and Approved – Sends the form forward in the process to the agency HR reviewer 
8.	Notes: - To see the status of a PAW, navigate to the Approval Queue 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.