

How to complete a PAW as the agency HR reviewer(s)

Purpose

This job aid demonstrates how to complete a pay action worksheet (PAW) as the agency human resource (HR) reviewer(s).

Responsibility

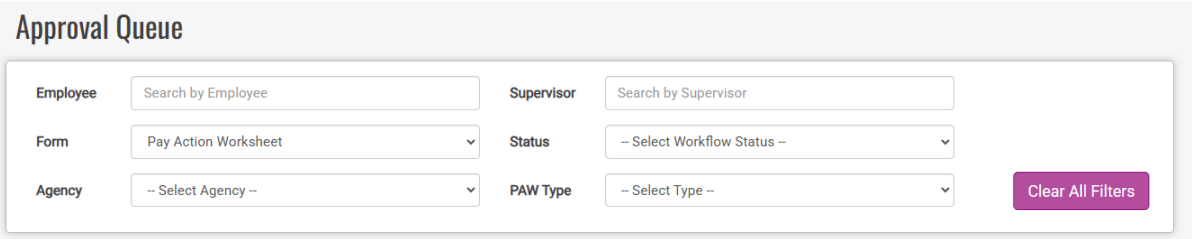
All Commonwealth of Virginia (COV) employees who are responsible for reviewing and approving a PAW in the agency HR reviewer step.

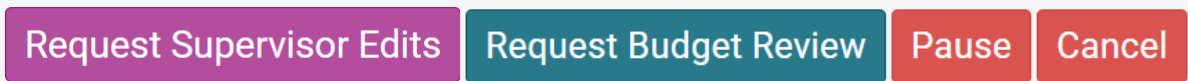
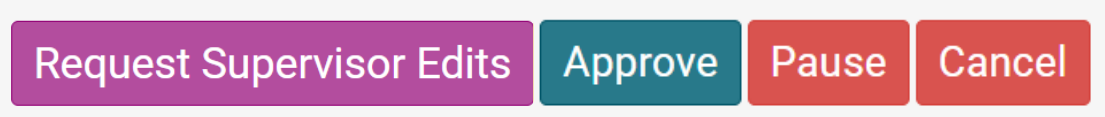
Procedures

The agency HR reviewer acts as a hub in the PAW process by:

- Reviewing the PAW prior to higher level approval steps
- Sending a PAW back to the supervisor for edits
- Moving a PAW forward in the process for higher level approvals
- Performing a final review at the end of the process
- Utilizing special functions such as **Pause, Unpause, Nudge, Cancel, In-flight changes** – see **Additional Functions for Initiators and Agency HR Reviewers** job aid.

Instructions:

1.	When a PAW reaches the agency HR reviewer step, the agency HR reviewer can either click on the link in the email notification from covapps@vita.virginia.gov , which opens the individual form (skip to step 5) or they can navigate to the application directly: https://covapps.vita.virginia.gov/paw . You may be asked to log in to 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.  The screenshot shows the 'Approval Queue' interface with the following filters: Employee: Search by Employee Supervisor: Search by Supervisor Form: Pay Action Worksheet Status: -- Select Workflow Status -- Agency: -- Select Agency -- PAW Type: -- Select Type -- Clear All Filters button
3.	You can filter the forms based on several criteria. To see forms assigned to your role, filter by Status = Pending [your role] (i.e. agency HR reviewer), to see all forms in the agency HR reviewer approval step.
4.	Select a form to process

5.	Review the PAW
6.	Toward the bottom of the form, your name and the current date are pre-populated next to your approval role, as well as an area to provide additional comments, if needed.
7.	At the very bottom of the form, you have the following choices: • Request Upper-Level Review – Moves the form forward in the approval process (only if agency uses the optional upper-level review step) • Request Budget Review – Moves the form forward in the approval process (only if agency does not use the optional upper-level review step) • Request Supervisor Edits – Sends the form back to the supervisor • Cancel – Cancels the form and stops the process • Pause – Stops the forward progress of the PAW; the form can be unpaused by the agency HR reviewer at any time and is automatically unpaused after 90 days 
8.	Once all other approvals are complete, the PAW returns to the agency HR approver for a final review. At the very bottom of the form, the following choices are available: • Approve – Final approval which marks the form complete • Request Supervisor Edits – Sends the form back to the supervisor • Pause – Stops the forward progress of the PAW; the form can be unpaused by the agency HR reviewer at any time and is automatically unpaused after 90 days • Cancel – Cancels the form and stops the process 
9.	Notes: • An important reminder is that PAW is for workflow approvals <u>only</u> which means there is no interface with Cardinal at this time. Any relevant PAW data must be entered into Cardinal after the Agency HR Reviewer selects Approve on the final step of the PAW. • 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 • Reset to Draft appears on any in progress step that is NOT assigned to the agency HR reviewer. Selecting this button returns the form to the supervisor. See Additional Functions for Initiators and Agency HR Reviewers job aid. • Forms expire after 90 days of inactivity

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