

How to complete a PAW as the supervisor

Purpose

This job aid demonstrates how to process a pay action worksheet (PAW) as the supervisor.

Responsibility

All Commonwealth of Virginia (COV) employees who are responsible for reviewing and approving a PAW in the supervisor 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. To start the PAW process, please contact your HR representative.

Instructions:

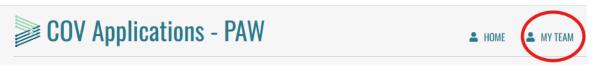
1. Once a PAW is initiated, supervisors can click on the link in the email notification from covapps@vita.virginia.gov, which opens the individual form (skip to step 3)

If you are a supervisor 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).

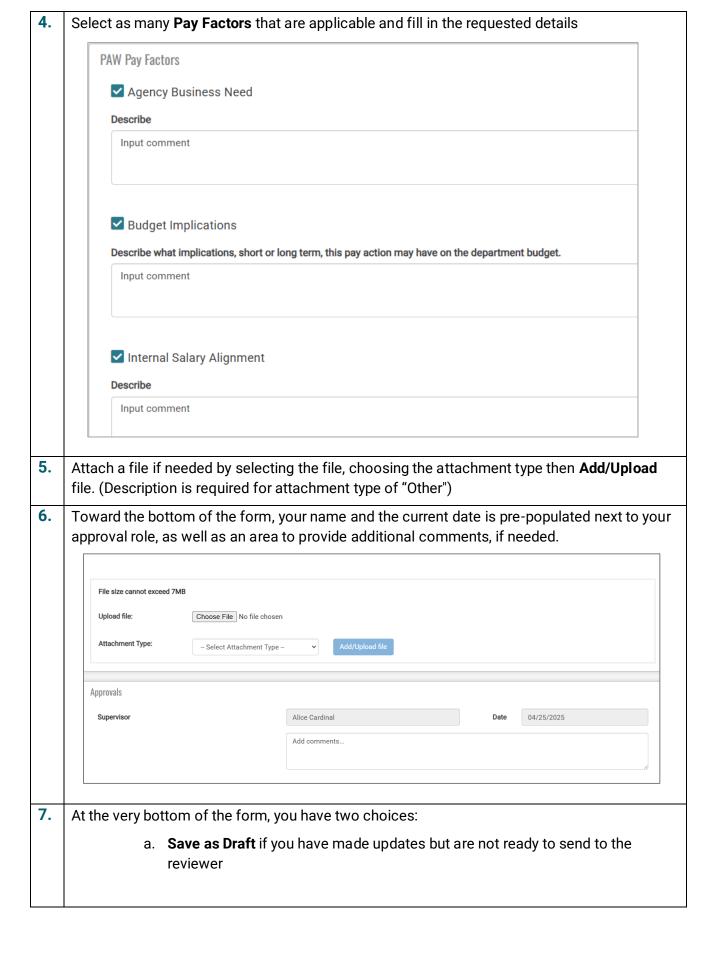
If you are a supervisor that does not follow the employee's organizational structure in Cardinal, you will need to access the form by the link sent to you in the email notification or ask your agency HR representative to send you the link.

You may be asked to log in to Okta if you are not already logged in.

2. Select the **My Team** tab and select the PAW you would like to process from the **Active/Open** panel. Notice the other panels of **Completed/Closed** and **Canceled/Expired** forms.



3. Review the employee information at the top of the form to confirm it is correct. If there are any issues, please contact your HR representative.



	b. Request Review to send the PAW to the reviewer for their approval
	Save as Draft Request Review
8.	Notes:
	 To see the status of a PAW, navigate to the My Team tab and look for the form 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.