

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) <u>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).</u> <u>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.</u> 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.

4.

Select as many **Pay Factors** that are applicable and fill in the requested details

PAW Pay Factors

☒ Agency Business Need

Describe

Input comment

☒ Budget Implications

Describe what implications, short or long term, this pay action may have on the department budget.

Input comment

☒ Internal Salary Alignment

Describe

Input comment

5.

Attach a file if needed by selecting the file, choosing the attachment type then **Add/Upload** file. (Description is required for attachment type of "Other")

6.

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.

File size cannot exceed 7MB

Upload file:

Choose File

No file chosen

Attachment Type:

-- Select Attachment Type --

Add/Upload file

Approvals

Supervisor

Alice Cardinal

Date

04/25/2025

Add comments...

7.

At the very bottom of the form, you have two choices:

- Save as Draft** if you have made updates but are not ready to send to the reviewer

	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.