

How to get started using the PAW application

Purpose

This job aid demonstrates how to get started using the pay action worksheet (PAW) application.

Responsibility

All Commonwealth of Virginia (COV) employees who are responsible for monitoring the PAW process at an agency. This is usually people who perform human resources (HR) functions at or for an agency.

Procedures

How to use the PAW application:

1.	- Determine if your agency will use the default setup or a setup requiring more than one reviewer and/or an upper-level approver - Identify agency administrators to set up additional roles for your agency(ies) - Send an email to COVApps@vita.virginia.gov with the above information. See the details below regarding default and option set up scenarios
2.	Default set-up – The default set up, or workflow, for the application includes these roles: Initiator – Starts the PAW process and usually performs HR activities for an agency Supervisor – Supervisor of the employee, or someone acting in that capacity Reviewer – Usually the supervisor of the supervisor or acting in that capacity who reviews the form prior to being submitted for higher level approvals Agency HR reviewer – Provides oversight and usually performs HR activities for an agency; this role reviews the PAW prior to the form going to higher level approvals beyond the reviewer and then performs a final review at the end of the process Budget reviewer – Provides budget overview and approval Agency head reviewer – Provides agency head overview and approval
3.	Additional set-up options – Additional approval roles may be requested, based on the requirements of your agency; the available ones are: Additional reviewers – Option to add one (1) or two (2) <u>additional</u> reviewers and/or Upper-level reviewer – Option to add an additional upper-level reviewer who reviews and approves forms after the reviewer step(s), - This can be used to ensure facility division, or district leaders are involved in the review process for each PAW related to their area of responsibility - Form initiator will choose a specific person for each PAW from the list of upper-level reviewers available for the agency

4. Identify agency administrators

Email COVApps@vita.virginia.gov at least two agency administrator names and the agency(ies) they support who can then set up the following for their agency(ies):

- **Initiator** – Starts the PAW process and usually performs HR activities for an agency
- **Agency HR reviewer** – Provides oversight and usually performs HR activities for an agency
- **Upper-level reviewer** – Provides oversight for a portion of an agency (optional)
- **Budget reviewer** – Provides budget overview and approval
- **Agency head reviewer** – Provides agency head overview and approval

See the job aid: **How to assign roles as the Agency Administrator**