

How to initiate a Pay Action Worksheet (PAW)

Purpose

This job aid demonstrates how to initiate a pay action worksheet (PAW).

Responsibility

All Commonwealth of Virginia (COV) employees who are assigned the initiator role in PAW.

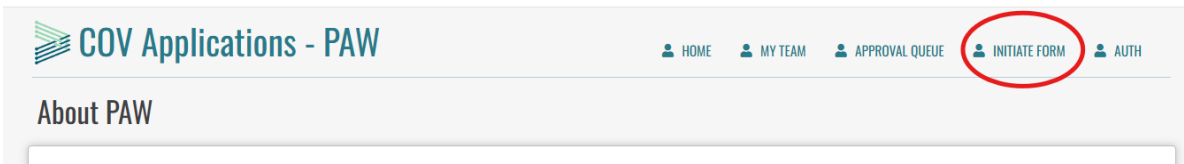
Procedures

To initiate a form in PAW, you must have the initiator role. This role is usually held by someone who performs human resources (HR) activities for your agency.

Please keep in mind PAW is for any active employee who has a Cardinal record. The position and employee data are refreshed from Cardinal at the beginning of each business day. Therefore, if you make a change to a record in Cardinal; the change will not be reflected in PAW immediately.

Note: The initiator not only kicks off the process but also can nudge and cancel forms. See: **Additional Functions for Initiators and Agency HR Reviewers** job aid.

How to initiate a PAW:

1.	To initiate: • Navigate to the PAW application: https://covapps.vita.virginia.gov/paw. You may be asked to log in to Okta if you are not already logged in. • Select the Initiate Form tab. If you do not see this tab, then you do not have the initiator role. If you think you should have this role, contact your agency HR representative.  About PAW • Begin typing the employee's name into the search and select the correct individual • If the employee has only one position, that position will populate. If the employee has multiple positions assigned to them, pick the one you would like to initiate from the dropdown. • Supervisor and reviewer(s) names will populate based on the organizational structure in Cardinal. Note: not all agencies will have multiple reviewers.
2.	If your agency has opted to include an additional higherlevel approval, select an upper level reviewer approver from the dropdown

	Reviewer 2 Enter name Upper Reviewer – Select Upper Reviewer – 
3.	If needed, you may overwrite the supervisor or reviewer names to fill in a substitute name. For example, when a supervisor position is not filled, or the supervisor is not available.
4.	Select PAW Type Category, PAW Type, then finally provide any additional information required based on the two previous selections Select Employee and Reviewers Employee Cardinal, Alice (alice.cardinal@vita.virginia.gov) Position ITA20015 - Enterprise Solutions Manager  Supervisor Dogwood, David (david.dogwood@vita.virginia.gov) Reviewer Tidewater, Tina (tina.tidewater@vita.virginia.gov) Select PAW Type Category Base Pay Practice  Type Competitive Offer  Current Salary New Salary Percent Change Effective Date Initiate Form
5.	Select Initiate Form
6.	A notification will be sent to the person assigned the first step in completing a form

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