

How to use the additional PAW functions for initiators and agency HR reviewers

Purpose

This job aid demonstrates how to use the additional pay action worksheet (PAW) functions for initiators and agency human resource (HR) reviewers.

Responsibility

All Commonwealth of Virginia (COV) VITA employees who are assigned the VITA finance role.

Procedures

Initiators and agency HR reviewers have additional functionality in PAW that helps keep forms moving along and the environment running smoothly. See below for the overview of each and details on each function. You can navigate to the application directly:

<https://covapps.vita.virginia.gov/paw>. You may be asked to log into OKTA if you are not already logged in.

Initiators

In addition to initiating a PAW, initiators can:

- See the status on the **Approval Queue**
- **Open** a form to see the details
- **Cancel** a form that is not yet completed, paused, canceled or expired
- **Nudge** a form to send a reminder email to the person responsible for the current step

Agency HR reviewers

Agency HR reviewers not only have approval steps in the PAW process but can also:

- See the status on the **Approval Queue**
- **Open** a form to see the details
- **Cancel** a form that is not yet completed, paused, canceled or expired
- **Nudge** a form to send a reminder email to the person responsible for the current step
- **Reset to Draft** – resets form to draft at any time and sends it back to the supervisor
- **Pause** a form for up to 90 days
- **Unpause** a form manually
- Make **In-flight** changes to supervisors, reviewers, upper-level reviewers, and PAW type details
- Agency HR reviewers cannot initiate a PAW unless they have the **initiator** role

1. Approval queue and form details

Initiators and agency HR reviewers can see PAW form status and details from the approval queue:

1. All PAW forms that you have access to, based on your role, will be visible
2. Filtering the forms based on several criteria is available
3. Hovering over a status provides the ability to see who is assigned to that step

The screenshot shows the 'COV Applications - PAW' interface. At the top, there's a navigation bar with links: HOME, MY TEAM, APPROVAL QUEUE, INITIATE FORM, and AUTH. Below this is the 'Approval Queue' section. It features a filter panel with the following options:

- Employee: Search by Employee
- Supervisor: Search by Supervisor
- Status: Not Started
- PAW Type: Competitive Offer
- Agency: Va Information Tech Agency
- Clear All Filters button

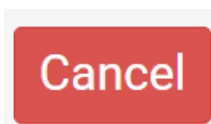
Below the filter panel is a table titled 'Active/Open' with the following columns: ID, Employee, Manager, PAW Type, Status, Agency, and Created.

ID	Employee	Manager	PAW Type	Status	Agency	Created
1	Tidewater, Tina	Cardinal, Alice	Competitive Offer	Cardinal, Alice	VITA	04/25/2025
3	Cardinal, Alice	Cardinal, Alice	Competitive Offer	Not Started	VITA	06/04/2025

2. Cancel

To cancel a form:

1. Navigate to the approval queue tab
2. Find the form you would like to cancel and open it
3. Scroll to the bottom of the page and select **Cancel**, which will require a comment
4. A confirmation window will appear.
 - Selecting **Yes** will Cancel the form. If you select the Reason of Other, a comment is required.
 - Selecting **No** will return you to the previous page.
5. An email notification will go to the Supervisor, Reviewer and to the Agency HR Reviewer informing them the PAW has been canceled.



3. Nudge

To nudge a form:

1. Navigate to the approval queue tab
2. Find the form you would like to nudge and select the bell icon 
3. A confirmation window will appear.
 - Selecting **Yes** will send a reminder email from COVApps@vita.virginia.gov to the person currently assigned to take action on the PAW
 - Selecting **No** will return you to the previous page

The screenshot shows a 'Send Reminder' confirmation window. It has a title bar with a close button (X). The main text reads: 'You are about to send a reminder to those who can act on this form in this current step. Do you want to continue?'. At the bottom, there are two buttons: 'Yes' (highlighted in blue) and 'No'.

4.	Reset to Draft Please note when using this function, the PAW form will be assigned to the Supervisor as draft and will delete all approvals and comments except for the comment that will be required by the Agency HR Reviewer for this action. If you only want the Supervisor to make edits, please use the Request Supervisor Edits button. To reset a form to draft: 1. Find the form you would like to reset to draft and open it 2. Select the Reset to Draft button at the bottom of the page 3. Scroll to the bottom of the page and select Reset to Draft, which will require a comment 4. An email notification is sent to the supervisor assigned to take action on the PAW. 
5.	Pause and unpause - <u>Agency HR reviewers only</u> Only agency HR reviewers can pause and unpause forms. • Pause a form for up to 90 days ○ Paused forms can be manually unpaused by the agency HR reviewer at any time ○ Paused forms will be automatically unpaused after 90 days ○ Paused forms are considered active forms To pause a form: 1. Navigate to the approval queue tab 2. Find the form you would like to Pause from the Active/Open section 3. Scroll to the bottom of the page and select Pause 4. A confirmation window will appear. Selecting Yes will Pause the form and will require a comment. This comment will appear on the PAW form next to the Agency HR Reviewer approval. Selecting No will return you to the previous page 5. An email notification will go to the Supervisor and to the Agency HR Reviewer informing them the PAW has been paused. 6. Paused forms will be automatically unpaused after 90 days 
6.	To Un-Pause a form: 1. Navigate to the approval queue tab 2. Find the form in the paused status that you would like to unpause from the Active/Open section 3. Scroll to the bottom of the page and select Unpause 4. An email notification will go to the Supervisor on the PAW and to the Agency HR Reviewer informing them the PAW has been un-paused. 5. Paused forms will unpause automatically after 90 days, and are assigned to the Agency HR Reviewer 6. An email notification will go to the Agency HR Reviewer informing them that they have a form that is unpaused that needs attention.

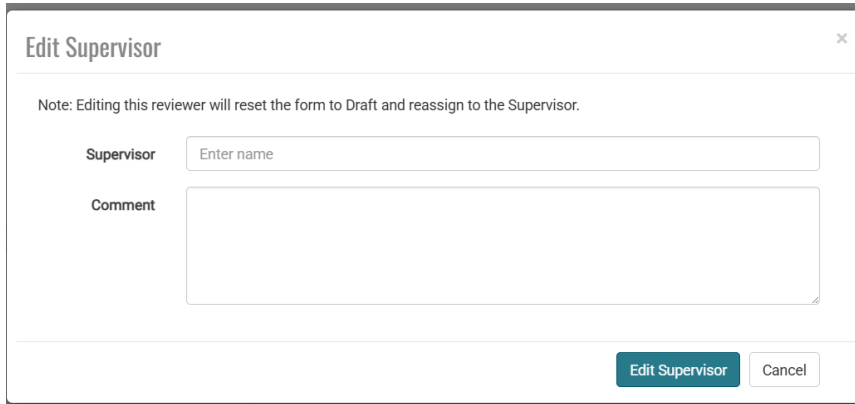
Unpause

7. In-flight changes to a PAW - Agency HR reviewers only

Changes to supervisor, reviewer(s) or upper-level reviewer

1. Navigate to the **approval queue** tab
2. Find the form you would like to change and open it
3. Scroll to the supervisor, reviewer(s) or upper-level reviewer you would like to change.
3. Select the **Edit** symbol
4. Enter in the new **Supervisor, Reviewer** or select a new **Upper-Level Reviewer** from the dropdown. A comment is required.
5. Select the **Edit** button which will update the Supervisor, Reviewer or Upper Level-Reviewer. Selecting Cancel will return you to the previous page
6. The form will be reset to **Draft** status if the approver being edited has already completed their step so that the new approver can review the PAW, otherwise the approval process continues with the change.
7. An email notification will go to the person assigned to take action on the PAW. This may be the supervisor if the form is reset to draft or to the next person in the approval process.

Supervisor 



8. Changes to PAW Details

1. Navigate to the approval queue tab
2. Find the form you would like to change and open it
3. From the PAW **Type Detail** panel, select the edit icon
4. Note: Editing PAW Type details will reset the form to draft and reassign the form to the supervisor. The approval process begins again.

PAW Type Detail 

9.

Changes to PAW Details cont.

5. Make any changes via the **Edit PAW Type Detail** window and provide a comment which is required
6. Selecting **Edit** confirms the changes
7. Selecting **Cancel** will return you to the previous page
7. The supervisor receives an email notification, and the approval process begins again

Edit PAW Type Detail

Note: Editing this information will reset the form to Draft and reassign to the Supervisor.

Comment			
Category	Non-Base Pay Practice	Type	Annual Leave
Options (if applicable)	☒ Additional Advancing ☐ Paying leave balances		
Leave Hours	40		

Edit

Cancel

NOTE: If any further edits are required on the PAW Type Details, cancel the form and start the process again.

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