

Overview of the pay action worksheet (PAW) workflow

Purpose

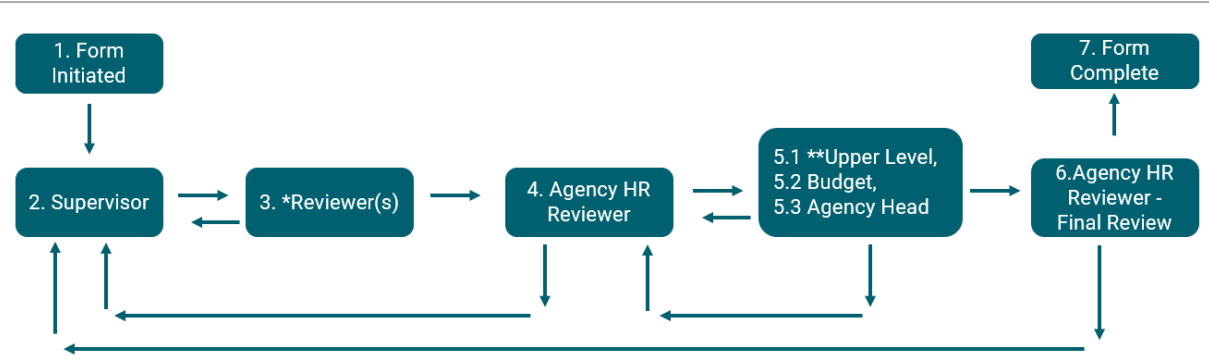
This job aid demonstrates the pay action worksheet (PAW) workflow steps.

Responsibility

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

Procedures

A PAW is initiated by someone in the initiator role, which is usually someone who performs HR activities for your agency.

1.	To start the PAW process, please contact your human resources (HR) representative. The high-level steps are as follows:  <pre> graph TD A[1. Form Initiated] --> B[2. Supervisor] B --> C[3. *Reviewer(s)] C --> D[4. Agency HR Reviewer] D --> E[5.1 **Upper Level, 5.2 Budget, 5.3 Agency Head] E --> F[6. Agency HR Reviewer - Final Review] F --> G[7. Form Complete] F --> B F --> D F --> E </pre> * Default set up includes one reviewer (based on Cardinal reporting structure); agency may request up to two additional reviewer levels at set up; if multiple reviewers, this step repeats **Default set up does not include an upper-level reviewer; agency may request upper level reviewer at set up
2.	Initiator step: Selects employee, confirms reviewer(s), PAW category and PAW type - Forms are initiated by someone who performs HR functions for your agency - Initiators confirm reviewer(s), fill in the PAW category and PAW type
3.	Supervisor step: Provide pay factor information, save as draft, request review - Supervisors select pay factors and provide related information - Select as many pay factors that are applicable Save as Draft: If user has made updates but not ready to send to reviewer Move Forward: To send the PAW to the reviewer for their approval
4.	Reviewer(s) step: Move forward or request edits Note: Your agency may have opted for additional reviewers; the default is one (1) reviewer; each reviewer behaves the same

	• Move forward: If no edits are required, the PAW is sent to the additional reviewer(s), and then sent to the agency HR reviewer for a check before it is sent for higher level approvals • Request edits: If edits are required, the PAW is sent to the supervisor; once those edits are completed by the supervisor, the PAW is sent to the reviewer(s) for approval once again
4.	Agency HR reviewer step: Move forward or request edits • Move forward: If no edits are required, the PAW is sent to the higher level approvers. Upper level approvers (optional set up for each agency,) budget and agency head reviewers • Request edits: If edits are required, the PAW is sent to the supervisor; once those edits are completed by the supervisor, the PAW is sent to the reviewer(s) for approval once again
5.	Upper level (optional), budget and agency head reviewers: Move forward or request edits • Note: Your agency may have opted to include upper level approvers in the PAW approval process, which behave the same as budget and agency head reviewers outlined below • Move forward: If no edits are required, the PAW is sent to the next reviewer or agency HR reviewer for a final review • Request edits: If edits are required, the PAW is sent to the agency HR reviewer for edits, who will evaluate next steps
6.	Agency HR reviewer: Final review • Mark approved: If no edits are required, the agency HR reviewer marks the form approved and the process is now complete • Request edits: If edits are required, the PAW is sent to the supervisor; once those edits are completed by the supervisor, the PAW is sent to the reviewer(s) for approval once again <u>An important reminder is that PAW is for workflow approvals only which means there is no interface with Cardinal at this time. Any relevant PAW data must be entered into Cardinal after the Agency HR Reviewer selects Approve on the final step of the PAW.</u>

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