WF-03 Division/Agency

Purpose

The purpose of this Job Aid is to explain the role of Division & Agency Approvers and how to review Work Items within the Integrated HR-Payroll System.

Trigger

A workflow item has arrived in your SAP Inbox for Division or Agency approval.

Job Aid Overview

As a Division or Agency Approver, you will log into your SAP Business Workplace (inbox) to review and approve/reject Personnel/Position Change Requests (PCRs) in your SAP inbox.

Information

- Each agency has designated two or more employees as Agency level approvers. Some agencies have also opted to have an additional level of review within their organization. If they have, then two or more employees will have been designated as Division level approvers.
- Every personnel or position action sent to Workflow requires Agency level approval. If the agency has chosen to assign employees as Division level approvers, then every action will require this level of approval as well.

- The PCRs which are displayed in the SAP Business Workplace inbox were initiated by someone within the same agency as the approver using transaction code ZPAA076 or ZOMA069.
- Agency/Division approvers should thoroughly inspect the proposed data for each action, including reviewing the effective dates and any notes provided by the initiator.
- There are two help documents that you may find useful in your role as an approver. Both explain how to access and review your work items. One describes how to approve a request and the other covers how to reject it back to the initiator. Those two documents are:
    - WF-09 Workflow Approval – Approval Process
    - WF-16 Workflow Rejection – Rejection Process

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