WF-08 PA Workflow Steps in Approval Process

Purpose

The purpose of this job aid is to show which OSC training classes are needed to receive PA-specific roles within the Integrated HR/Payroll System.

PA Workflow Role in Process	SAP Security Role Required	Required Training
Initiate Action	HR Master Data Maintainer	PA210, PA310, PA313
Division Approval	HR Master Data Approver	PA210, WF220
Agency Approval	HR Master Data Approver	PA210, WF220
OSHR Approval (If required)	OSHR Approver	N/A
Funding Approval (Not all PA actions require funding approval)	Agency Position Funding Approver	OM200, WF225
INITIATOR processes the Action after all approvals have occurred	HR Master Data Maintainer	PA210, PA310, PA313

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