



# PA WORKFLOW STEPS IN APPROVAL PROCESS

JOB AID WF-8



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   |
|--|----------------------------------|---------------------|
| <b>Initiate Action</b>   | HR Master Data Maintainer        | PA210, PA310, PA313 |
| <b>Division Approval</b><br>(If defined by Agency)                       | HR Master Data Approver          | PA210, WF220        |
| <b>Agency Approval</b>   | HR Master Data Approver          | PA210, WF220        |
| <b>OSHR Approval</b><br>(If required)                                    | OSHR Approver                    | N/A                 |
| <b>Funding Approval</b><br>(Not all PA actions require funding approval) | Agency Position Funding Approver | OM200, WF225        |
| <b>INITIATOR</b> processes the Action after all approvals have occurred  | HR Master Data Maintainer        | PA210, PA310, PA313 |