PA WORKFLOW PROCESS MONITORING REPORT
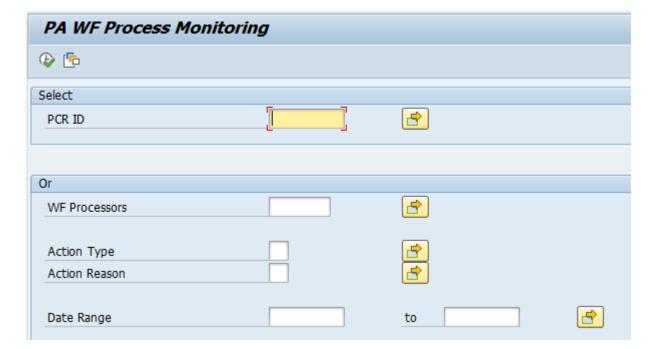
JOB AID WF-12 | TRANSACTION ZPAWFMON

WF

The purpose of this job aid is to explain the PA Workflow Process Monitoring Report and what information it provides.

This report provides a quick glance at who initiated a PCR and its status. It also shows the approval track of the PCR. Information can be pulled by using the PCR number or the user/date range.

The transaction code for this report is **ZPAWFMON**.

The security roles that have access to the PA Workflow Process Monitoring Report include:

- Display HR Directors
- HR Data Approvers

1. Type **ZPAWFMON** in the Command field on the *SAP Easy Access* screen.

2. Enter a PCR ID number in the PCR ID field.

3. Click the **Execute** button.

The following fields will display:

- PCR ID #
- Agency (Personnel Area)
- Org Unit
  - Employee (PERNR & Name)
- Effective Date
- Create Date
- WF Status
- Action
- Reason
  - Rejects
- Initiator (PERNR & Name)
- Division Approver (PERNR & Name)
  - Date In
  - Date Out
  - Num Days

- Agency Approver (PERNR & Name)
  - Date In
  - Date Out
  - Num Days
- OSHR Approver (PERNR & Name)
  - Date In
  - Date Out
  - Num Days
- Funding Approver (PERNR & Name)
  - Date In
  - Date Out
  - Num Days
- PA Processor (PERNR &Name)
  - Date In
  - Date Out
  - Num Days

Notes:

- If the WF Processor PERNR is entered, a date range must be entered also. The same fields will appear, but a list of PCRs processed by this PERNR within the requested date range will also appear.

- The WR Processor field is the user's Personnel ID. All eight digits must be entered including the leading zeros.

- The approver level will be blank if it is not applicable.

- Variants can be set up for this transaction also.