



PA WORKFLOW ROUTING PROCESS

JOB AID WF-6



The purpose of this job aid is to show the routing for approval process for PA Workflow Actions.

PA Workflow Actions	Reason Code	Routing for Approval				
Z0 - New Hire	All	PA Requestor	Division	Agency	Funding	PA Requestor
Z1 - Promotion	All	PA Requestor	Division	Agency	Funding	PA Requestor
Z2 - Reinstatement/Reemployment	All	PA Requestor	Division	Agency	Funding	PA Requestor
Z3 - Leave of Absence	All	PA Requestor	Division	Agency		PA Requestor
Z5 - Investigatory w/Pay	All	PA Requestor	Division	Agency		PA Requestor
Z6 - Suspension	All	PA Requestor	Division	Agency		PA Requestor
Z7 - Non-Beacon to Beacon	All	PA Requestor	Division	Agency	Funding	PA Requestor
Z8 - Transfer	All	PA Requestor	Division	Agency	Funding	PA Requestor
Z9 - Appointment Change	All	PA Requestor	Division	Agency	Funding	PA Requestor
ZA - Reallocation	All	PA Requestor	Division	Agency	Funding	PA Requestor
ZB - Demotion	All	PA Requestor	Division	Agency	Funding	PA Requestor
ZC – Salary Adjustment	All	PA Requestor	Division	Agency	Funding	PA Requestor
ZD - Cancel Salary Adjustment	All	PA Requestor	Division	Agency	Funding	PA Requestor
ZE - Range Revision	All	PA Requestor	Division	Agency	Funding	PA Requestor
ZF - Separation Pay Continuation	All	PA Requestor	Division	Agency	Funding	PA Requestor
ZG - Separation	All except 21	PA Requestor	Division	Agency	Funding	PA Requestor
ZG - Separation	21 – Pay in Lieu of notice	PA Requestor	Division	Agency	OSHR	Funding
ZH - Career Progression	All except 11	PA Requestor	Division	Agency	Funding	PA Requestor