

## PA WORKFLOW PROCESS MONITORING REPORT

This report provides a quick glance of the status of a PCR and who initiated it. It also shows the approval track of the PCR. You can pull information by using the PCR or the user/date range.

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

The security roles that have access to the PA WF 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
- Effective Date
- Create Date
- WF Status
- Action
- Reason
- Employee (PERNR & Name)
- Initiator (Date & PERNR/Name)
- Division Approver (Date & PERNR/Name)
- Agency Approver (Date & PERNR/Name)
- OSP Approver (Date & PERNR/Name)
- Funding Approver (Date & PERNR/Name)

**NOTES**

- If you enter the WF Processor PERNR, you must also enter a date range. You will see the same fields, but will also see a list of PCRs processed by this PERNR within the requested date range.
- The WF Processors field is the user's Personnel ID. All eight digits must be entered, including any leading zeros.
- The approver level will be blank if it is not applicable.
- You can also set up variants for this transaction.