Approval Workflow Engine (AWE)

Overview

- AWE is a UCPath functionality that automatically routes certain transactions for review and approval.
- UCPath system roles determine user access for initiating or approving transactions at Locations or UCPath Center (UCPC).
- Transactions require at least one approver; initiators cannot approve their own transactions.
AWE Roles

- **Initiator**: Enters and submits UCPath transactions for approval.
  - Remember, an initiator cannot approve their own transaction.

- ** Approver**: Reviews and approves UCPath transactions.

- **AWE Administrator**: Reroutes UCPath transactions to other approvers, but cannot approve transactions.

![Diagram showing Initiator, Approver, and AWE Administrator roles]

**Initiator**
Enters transactions in UCPath and submits for approval.

**Approver**
Reviews and approves transactions.
Adds ad hoc approvers and ad hoc reviewers to AWE workflow when necessary.

**AWE Administrator**
Monitors transaction routing and resolves routing errors.
AWE Transactions

UCPath transactions routed for approval through AWE include:

- **Smart HR Template transactions:**
  - All Smart HR Template transactions

- **Pay Path Transactions:**
  - Updates to Position Data
  - Updates to Job Data
  - Additional Pay transactions

- **Other Transactions:**
  - One-Time Pay
  - Additional Pay
  - Payroll Request
  - Funding Entry
  - Direct Retro
  - Manage Accruals
  - Extended Absences
  - Position Control
  - Add Person of Interest
  - Person Profile
  - Merit
Approvers Functions

Depending on the transaction type, the approver can edit some fields during the approval process.

- Can Edit some fields on specific transactions:
  - If an approver makes edits, they must enter details regarding the update in the Approver Comment field.
  - Approval workflow pages do not specifically reflect what was edited or by whom; an audit report in UCPath tracks changes made by an Approver.

- Cannot Edit:
  - Key fields, such as employee ID, record number and action
  - Fields related to dollar amounts (compensation data)

- Can assign ad hoc reviewers and approvers to a specific transaction’s approval workflow.
AWE Administrator Functions

If a transaction is not approved within a designated timeframe, the UCPath system automatically sends an email message to the Location initiator, the current approver and the AWE Administrator.

- Monitors AWE transactions that have been pending for longer than the agreed upon transaction processing time.

- Able to reroute a transaction that is stuck in the approval flow. For example, if an Approver goes on unplanned medical leave or terminates employment.

- Maintains department approval roles for each transaction type in UCPath.