

**AWE APPROVALS Checklist**

**CONTINGENT WORKER**

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| □ Review attachments (*however manage in unit local process to review*) |
| □ Review all required fields are complete and accurate |
| □ Review comments (comments should match the transaction) |
| □ Correct action reason code entered |
| □ Correct effective date entered |
| □ Transaction entered correctly based on personnel transaction |

**VOLUNTARY TERMINATION**

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| □ Review all required fields are complete and accurate |
| □ Review comments (comments should match the transaction) |
| □ Correct action reason code entered |
| □ Correct effective date entered *(CRITICAL to break in service, benefits, pay where applicable)* |
| □ Transaction entered correctly based on personnel transaction |

**PERSONAL DATA**

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| □ Review all required fields are complete and accurate |
| □ Review comments (comments should match the transaction) |
| □ Correct effective date entered |
| □ Transaction entered correctly based on personnel transaction |

**ONE TIME PAY**

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| □ Review attachments (*however managed in unit and the chosen local process to review*) |
| □ Review all required fields are complete and accurate |
| □ Review comments (comments should match the transaction) |
| □ Correct Earn Code entered |
| □ Correct effective date entered |
| □ Transaction entered correctly based on personnel transaction |