

# PASS Express

June 2014

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## Special points of interest:

- Add New PASS User
- Management Level
- Changes to PASS
- Maintenance Schedule

## PASS Feedback Form

The PASS monthly newsletter is for YOU! If you have an article or topic submission idea and/or PASS recommendations, please submit by clicking the following link, [PASS Feedback Form](#).

## New PASS User—FTE

With a steady rise in the count of PASS users, we have streamlined the creation of user profiles. When adding a new PASS User to the system, create a User Maintenance eForm (UM) and select ADD. After you have given the request a title, select NEXT. To create an account for a Full Time Employee (FTE), choose EMPLOYEE. In order to find the Employee's name, the account must exist in PeopleSoft first. You may search by First Name, Last Name, Employee ID or Employee DC email address. Once the name is selected, complete the form and submit for approval.

## Understanding Management Level

Management Level = Approval Limit

1	\$1,000,000,000.00 USD
2	\$1,000,000,000.00 USD
3	\$999,999.00 USD
4	\$499,999.00 USD
5	\$99,999.00 USD
6	\$24,999.00 USD
7	\$9,999.00 USD
8	\$2,499.00 USD
9	\$0.00 USD

The agency side of the approval flow is automatically drawn based on the management level of requisitioner. When generating the approval flow, the system adds each subsequent supervisor until it reaches one who has a management level that meets or exceeds the total dollar amount of the requisition. This is called chain of command.

Example: If you have a 9 (\$0 approval limit), that means, if you create a RQ over your limit (\$0 approval limit) it will automatically add your supervisor to the approval flow for approval. If the RQ amount is \$50,000 and your supervisor also has a 9 (\$0 approval limit), the system will ALSO add his/her supervisor to the flow. The approval flow includes the appropriate chain of command based on the dollar amount of the RQ and the approval limit of the requisitioner and the corresponding supervisors.



## PASS Help Desk

Do you need help in PASS? Do have a questions? Is there an error on your PASS document that you cannot fix? We are here to help you. Please call the Help Desk @ 202-727-8700. A Remedy Ticket is required in order to log,



## Helpful Tips



### TIP #4:

#### EBI DOC # NOT FOUND Error

If you see this error on a requisition, withdraw and resubmit to clear the error.

If you see this error on a voucher, zero out the voucher and Rekey.

## Receiving

Are you a PASS Receiver? If so, check your profile to see if you have the role entitled, "PASS Receiver." If you do not have the role, create a UM to add it. The role will allow you to see the RECEIVE option under Manage on your Home Page tab. It will also give you the permissions to edit and reopen orders.

To add the role, create a User Maintenance Request eForm (UM). Select, MAINTAIN. On the next page, add the role and submit for approval.

## New Changes in PASS (Releases 6.15 - 6.19)

### REQUISITIONS:

The contracting section of the approval flow has been modified for the following agencies:

DOH - Department of Health  
 DOC - Department of Corrections  
 DHS - Department of Human Services  
 DCHR - Department of Human Resources  
 OSSE - Office of the State Superintendent of Education  
 FEMS - Fire & Emergency Medical Services Department  
 OCME - Office of Chief Medical Examiner  
 OUC - Office of Unified Communications  
 DFS - Department of Forensic Sciences  
 DDOE - District Department of the Environment  
 DYRS - Department of Youth Rehabilitation Services  
 HSEMA - Homeland Security and Emergency Management Agency  
 DCOA - DC Office On Aging  
 DDOT - District Department of Transportation  
 DHCF - Department of Health Care Finance  
 DPR - Department of Parks and Recreation  
 DCRA - Department of Consumer and Regulatory Affairs  
 OAG - Office of the Attorney General  
 OIG - Office of the Inspector General  
 OHR - Office of Human Rights  
 OCP - Office of Contracting and Procurement  
 DCTC - District of Columbia Taxicab Commission  
 OCT - Office of Cable Television  
 DOES - Department of Employment Services  
 OTA - Office of the Tenant Advocate  
 DISB - Department of Insurance, Securities and Banking  
 DSLBD - Department of Small and Local Business Development

On the requisition form, a new field - Special Procurement Type- has been added. This field has two options to choose from, Blackman Jones or Special Education Transportation. This field is not a mandatory field. Use this field only if your requisition is in the Blackman Jones or Special Education Transportation category.

### USER PROFILE:

The email notification for employee separation has been updated. It now includes the effective date of separation.

When the "No Supervisor" role is added to the profile after the User Maintenance request is fully approved, the PASS system automatically removes the existing supervisor from the profile of the user.

### REPORTS:

The PASS report, "Requisitions report by Requester Agency and Date," now includes requisitions with denied status.

**To stay up to date with the changes made in PASS, visit <http://passhelp.dc.gov/> and click on Release Information.**

# RESOURCES

## PASS Help

Visit <http://passhelp.dc.gov/> to learn more about PASS: Requisitioning, Receiving, Invoicing, PASS Roles & Explanations and much much more.

If you need immediate assistance in PASS, call 202-727-8700.

## PASS MAINTAINANCE SCHEDULE

**PASS will be down every SUNDAY**

**from**

**6:00PM - 7:00PM**

**\*\*\*Don't forget to delegate you approver authority in PASS when you are out of the office.\*\*\***

P R O C U R E M E N T   A U T O M A T E D   S U P P O R T   S Y S T E M

## YOU ARE IMPORTANT - UPDATE YOUR PASS PROFILE

Keep your profile current. If your supervisor, phone number, email address, fax number or PASS roles have changed, please update your account. When your information is incorrect, approval flows may be affected, you may not be accessible, therefore delaying vital DC government operations.

Follow the steps below to update your profile:

Click on CREATE

Then select USER MAINTENANCE REQUEST

Type in a title

Click MAINTAIN

(Your name should appear in the box below)

Click NEXT

Update your information

Click NEXT

Add a comment if necessary

SUBMIT

Once the UM is fully approved, your profile information will be updated.

IT'S JUST THAT SIMPLE!

So remember, PLEASE KEEP YOUR PROFILE UP TO DATE.

If you need help, don't hesitate to contact the Help Desk!