PASS Position & Salary System

Texas Tech University Health Sciences Center – El Paso

PASS USER GUIDE

PASS – Position & Salary System
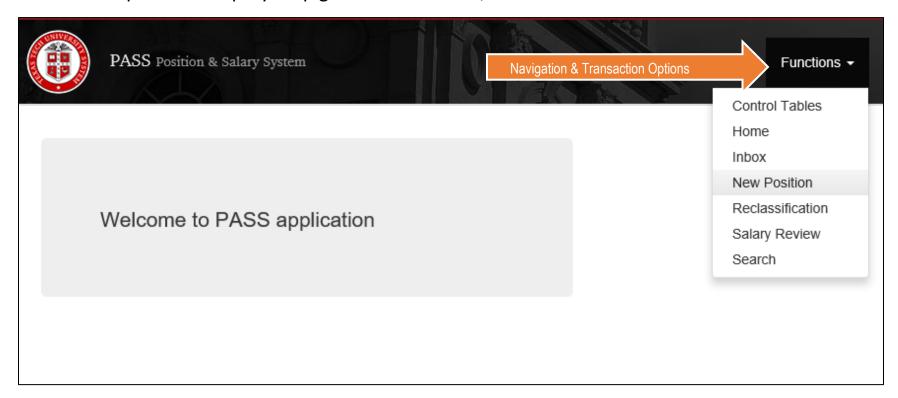
6-7-2021

Contents

Introduction:

The Position & Salary System (PASS) is an automated system which allow departments to request position or salary changes. PASS will replace all paper form transactions for New Positions, Reclassifications, and Salary Reviews.

This manual provides step-by-step guidance to create, submit and track a transactions in PASS

Anyone with ePAF originator access can create transaction in PASS. To access the system, please visit pass.app.texastech.edu.

The system is as easy to use as filling the boxes on the paper form. The system is also intuitive and will auto populate as much employee, position, and organization information found in Banner. As well as Position Descriptions housed in ePM.

Just click on the +Create Transaction Button to begin.

Position Type Section:

For a new position request, begin by entering the Position Class and all related information tied to that class will auto populate.

Type in position class or title.

Employee Class, Pay ID, FOC code and Rate of Pay will be auto populated.

Transaction# is created after saving

If a "p" class code is selected a box will populate so that you can type in an FTE.

STOP:

Review rate of pay is correct. Remember this is auto populated with the minimum rate.

4

Employee Information & Current Position Sections:

Reclassification and Salary Reviews will begin with Employee Information and Current Position. Enter the Name, R# or Position# and the employee information and current position information will auto populate.

Employee Information

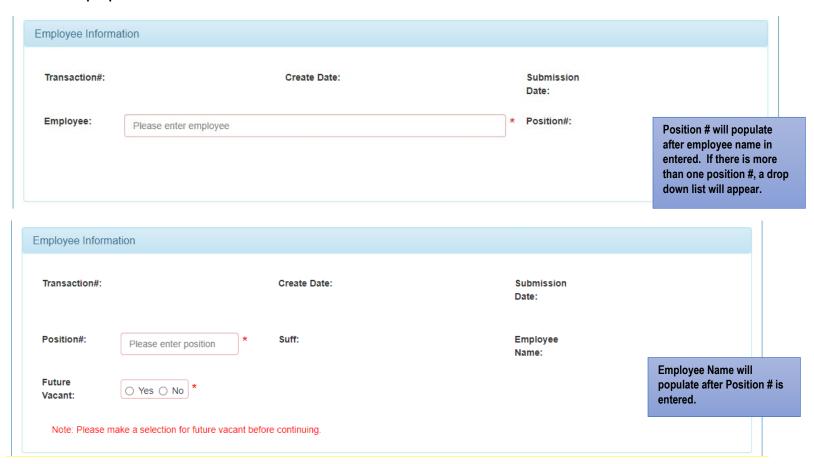|		
Transaction#:	Create Date:	Submission Date:
Employee: [Please enter employee] *		Position#:

> **Position # will populate after employee name in entered. If there is more than one position #, a drop down list will appear.**

Employee Information

Transaction#:	Create Date:	Submission Date:
Position#: [Please enter position] *	Suff:	Employee Name:
Future Vacant: ○ Yes ○ No *		

Note: Please make a selection for future vacant before continuing.

> **Employee Name will populate after Position # is entered.**

Current Position

Information will auto populate

| Position Class: | - | Position Chart: | | Position Orgn: | - |

Extended Title:

Employee Class:

Pay ID:

Position Supervisor:

FTE:

Pay Grade:

Single/Pooled:

Job Type:

Annual Salary:

Position	Suffix	Job Type	Job Title	Position Chart	Position Orgn	Annual Salary	FTE	Employee Class

Please verify all of the populated information is correct. If not, please make corrections as needed or report any problems to HSCCOMP- El Paso.
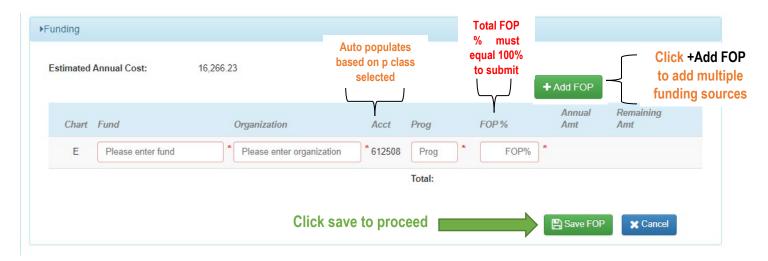
Proposed Information Section:

The current information will be followed by the proposed information. The Effective Date will auto populate to the beginning of the next pay period, but it can be modified to a future date. A back date can also be entered, but HR will revert it back to the beginning of the following payroll depending on when final approval is secured. The Extended Title box must include the full title (Regular title + extension). Be sure the proposed pay rate is within the Pay Range.

Funding Section:

The funding section will also auto populate with information found in Banner. The FOP Percentage must total 100%. If more than one fund is necessary, simply click the +Add FOP button and another fund column will generate. After completing, click the Save FOP button to continue.

Justification Section: ALL transaction must include a justification statement!

Position Description Section:

The PD Section will be similar to that found in ePM, and will require the same information be reviewed, revised, and marked complete.

Remember to have an active supervisor on the proposed information. If not, it will not let you proceed with PD.

▸New Position PD Required

PD Template Type:	New Position	Chart:	E	Organization: 533701-Internal Medicine Elp Genl
PD Template:	New Position ⌄	Position Class:	S3103	

Choose a PD template by clicking on the dropdown arrow

Click create PD to proceed

\+ Create PD

New Position Description

PD Template :   New Position

Transaction Type :   [⌄]

Select a Transaction Type by clicking on the dropdown arrow

\+ Create   ✖ Close

Click create to proceed

Keep in mind that the format will mimic the current ePM system.

New Position Description

Sections	Status
Employee Information	Incomplete
Position Summary	Incomplete
Level of Interaction	Incomplete
Qualifications	Incomplete
Competencies for Organizational Excellence	Incomplete
Functions for Organizational Success	Incomplete
Physical Demands and Work Environment	Incomplete

[Save to PDF] [Cancel PD] [Close]

Each section must be marked complete or the position description will not save and be complete.

▸ Employee Information   [Mark Complete]

New Position in the Budget

Employee:	Vacant		
Chart:	E	**Organization:**	203021 - Human Resources Elp
Position Class:	S1208	**Position:**	Generated once approved
Title:	Analyst	**Extended Title:**	Analyst
Supervisor:	No		
Transaction Type:	New Position in the Budget		

Reports To:

| R#: | ▮▮▮▮▮▮ | Last Name: | ▮▮▮▮▮▮ | First Name: | ▮▮▮▮▮▮ | Middle Initial: | ▮▮▮▮▮▮ |

Title:

▶ Position Summary

Make sure each section is marked complete.

Mark Complete

Analyzes and coordinates office services such as personnel, budget preparation and control, fiscal affairs, equipment utilization, records control, and special management studies.

▶ Level of Interaction

Mark Complete

Level of coworker interaction/dependence:

[⌄]

Level of supervision received:

[⌄]

Amount of and type of supervision given to subordinates:

[   ]

The Minimum Qualification cannot be changed.

▸ Qualifications [Mark Complete]

[📄 Save]

Minimum Qualifications:

Bachelor's degree in job related field plus one year of related experience; OR a combination of related education and/or experience to equal five (5) years.

Position Specific Qualifications:

Preferred Knowledge, Skills and Abilities:
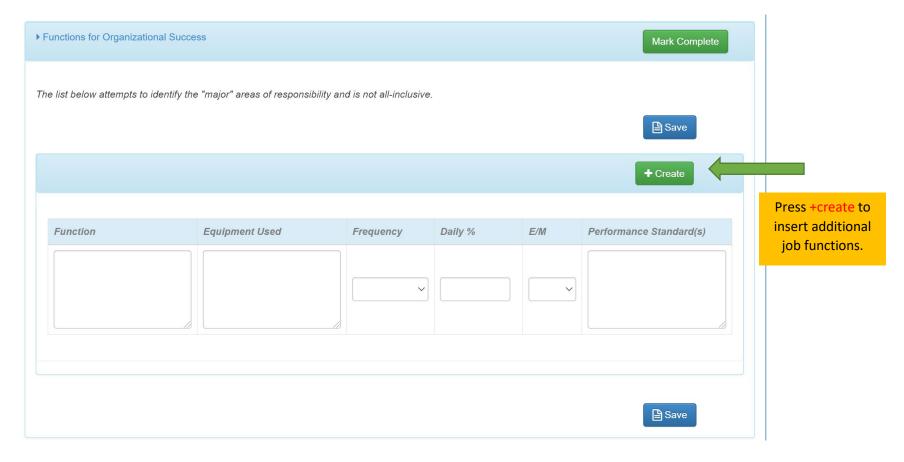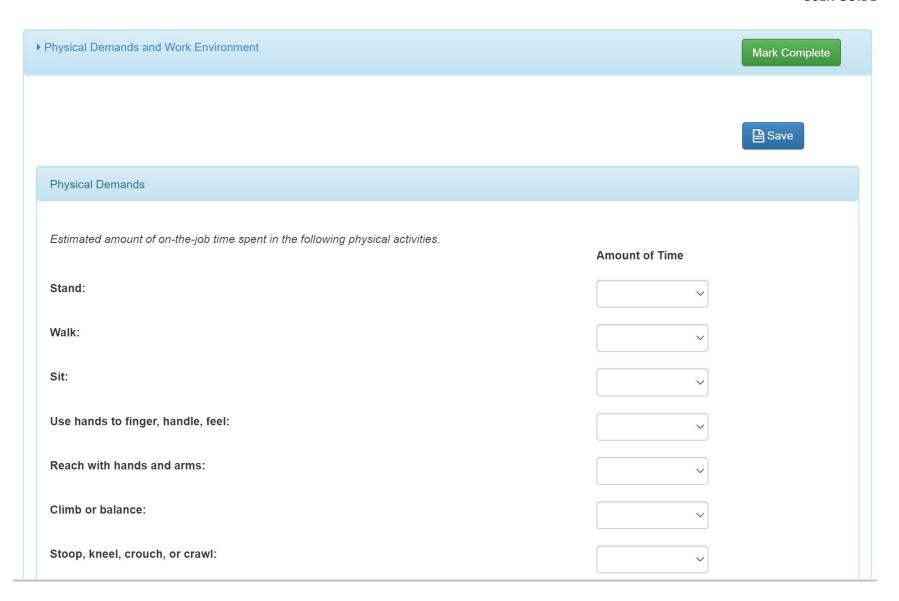
[📄 Save]

▸ Competencies for Organizational Excellence

[Mark Complete]

[Save]

1. Accountability:

Accepts responsibility for individual and team action in all areas of job performance.

[   ]

2. Adaptability:

Demonstrates flexibility and adaptability to change. Effective in adjusting to new or different assignments.

[   ]

3. Communication (Oral and Written):

Effectively expresses ideas/information in a complete, clear, concise, organized, and timely manner appropriate for the audience. Actively listens to others and is open to suggestions.

[   ]

4. Compliance:

Complies with relevant laws, regulatory requirements, university policies and procedures and department rules and regulations. Completes required training by established deadlines.

[   ]

Remember, only the "Daily" functions should have a Percentage (%) and total 100%

▶ Functions for Organizational Success

Mark Complete

The list below attempts to identify the "major" areas of responsibility and is not all-inclusive.

Save

+ Create

Press +create to insert additional job functions.

Function	Equipment Used	Frequency	Daily %	E/M	Performance Standard(s)
		⌄		⌄	

Save

▶ Physical Demands and Work Environment

Mark Complete

📄 Save

Physical Demands

Estimated amount of on-the-job time spent in the following physical activities.

Amount of Time

Stand:

Walk:

Sit:

Use hands to finger, handle, feel:

Reach with hands and arms:

Climb or balance:

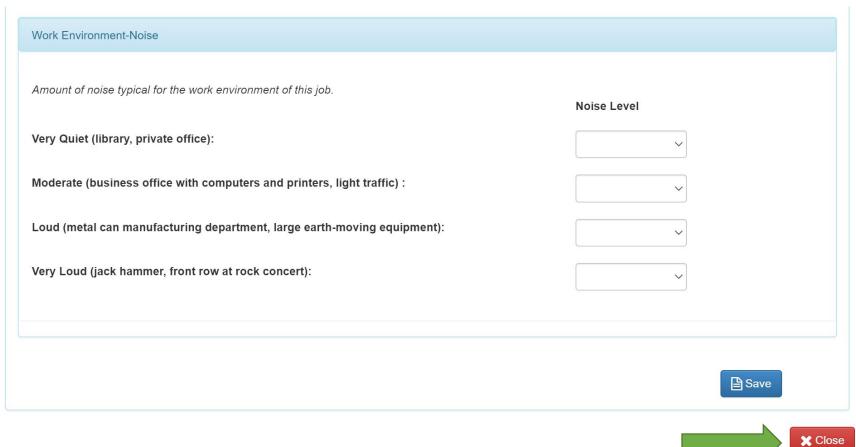**Stoop, kneel, crouch, or crawl:**

Work Environment

Estimated exposure to the following environmental conditions required for this job.

Amount of Time

Wet/humid conditions (non-weather):

Work moving mechanical parts:

Work in high, precarious places:

Fumes or airborne particles:

Toxic or caustic chemicals:

Outdoor weather conditions:

Extreme cold (non-weather):

Extreme heat (non-weather):

Electrical shock risk:

Work with explosives:

Risk of radiation:

Vibration:

Amount of weight to be lifted or force required to be exerted and frequency

Amount of Time

Up to 10 pounds:

Up to 25 pounds:

Up to 50 pounds:

Up to 100 pounds:

More than 100 pounds:

Special vision requirements for this job

Close vision (clear vision at 20 inches or less):

Color vision (ability to identify and distinguish colors):

Peripheral vision (three dimensional vision, ability to judge distances and spatial relationships):

Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus):

Work Environment-Noise

Amount of noise typical for the work environment of this job.

Noise Level

Very Quiet (library, private office):

Moderate (business office with computers and printers, light traffic) :

Loud (metal can manufacturing department, large earth-moving equipment):

Very Loud (jack hammer, front row at rock concert):

📄 Save

✖ Close

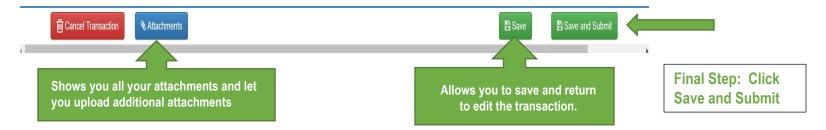**Click close to complete PD**

Required Supporting Documentation:

All required documentation can be attached in one single file or, to upload additional attachments, click the Attachments button on the bottom left hand corner.
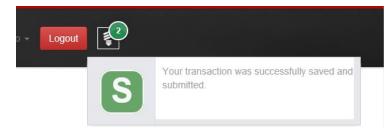
Please attach an organization chart:

| Choose File | No file chosen |

⬆ Upload Attachment

Final Step:

Please review the transaction one more time, then click the Save and Submit button.

🗑 Cancel Transaction   ✎ Attachments   🖫 Save   🖫 Save and Submit

Shows you all your attachments and let you upload additional attachments

Allows you to save and return to edit the transaction.

Final Step: Click Save and Submit

After submitting, you should get the Saved message and automatically be redirected to the Home Page.

Logout

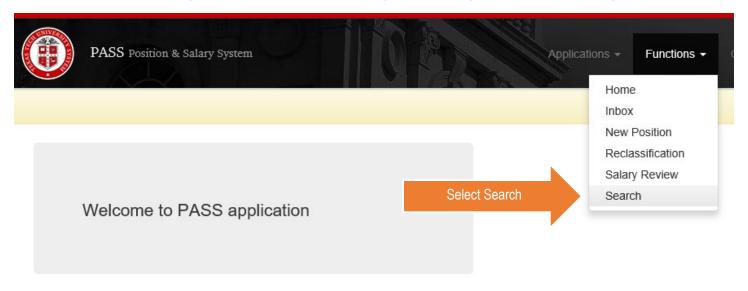Your transaction was successfully saved and submitted.

S

Viewing & Tracking a Transaction:

As Originators, you will be able to submit, revise, and track your transactions. Transactions can be saved without submitting and then completed at a later time. An email notification will be sent when the transaction is approved, rejected, or reverted.

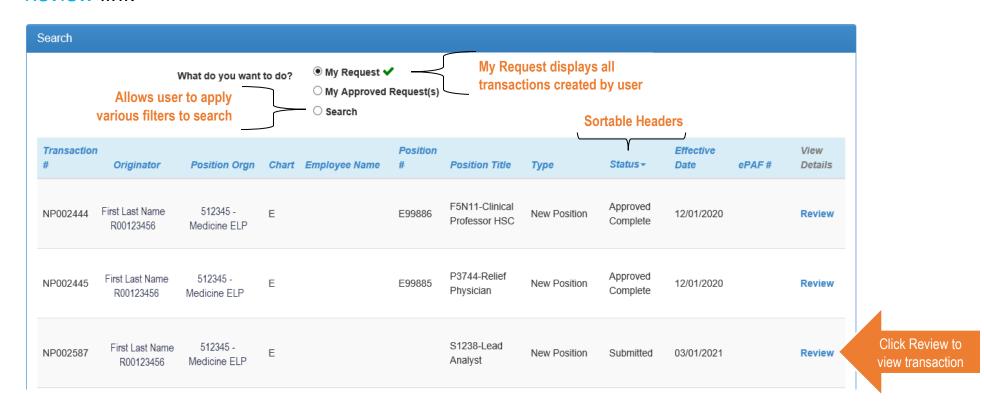**To view your transactions, navigate through the Search Page**

The Search Page will allow you to view your request, all approved requests, or search by applying various filters. To view the details of your transaction, simply click on the Review link

Originator Information

Name:	First Last Name	**R#:**	R00123456	**Title:**	Clinical Dept Admin
Home Orgn:	512345 - Medicine ELP	**Phone#:**	915-215-0000	**Email:**	fullname@ttuhsc.edu

Position Type

Transaction#:	NP002587	**Position Effective Date:**	03/01/2021	**Position Chart:**	E
Position#:	Generated once approved				
Position Class:	S1238 - Lead Analyst	**Employee Class:**	N1	**Pay ID:**	SM
Extended Title:	Lead Analyst				
Position Orgn:	512345 - Medicine ELP	**Position Supervisor:**	Last. First Name R00123456	**Job Type:**	Primary
Single/Pooled:	Single	**FTE:**	1.00	**Hourly Rate:**	19.700000
		Pay Grade:	515		
Create Date:	02/12/2021	**Submission Date:**	02/12/2021	**Pay Range:**	Min: 19.70 Mid: 29.56 Max: 44.19

Has this position been subject of a Reduction In Force within the last year?   No

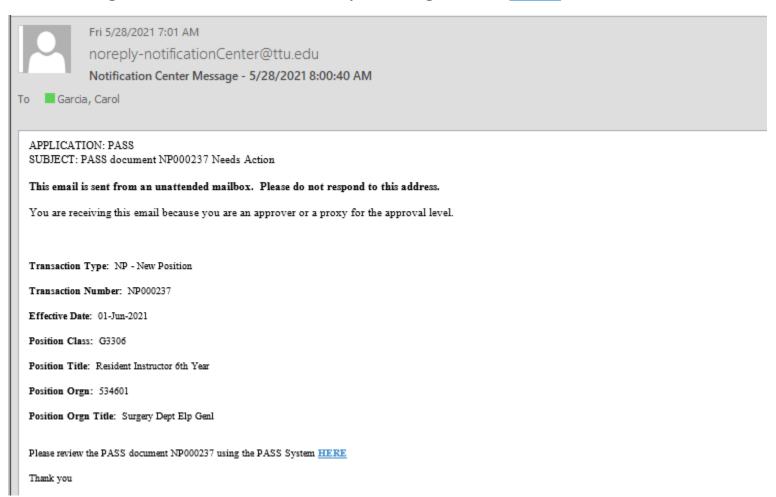**Scroll to the bottom of transaction to view Approval Route**

Scroll Down

The Approval Route will display the names of the required approvers, the approval status, as well as the date and time of approval for each level.

Email Notifications:

Approvers will receive an email notification when a transaction is pending review. You are able to navigate to the transaction by clicking on the HERE link.

Fri 5/28/2021 7:01 AM

noreply-notificationCenter@ttu.edu

Notification Center Message - 5/28/2021 8:00:40 AM

To   Garcia, Carol

APPLICATION: PASS
SUBJECT: PASS document NP000237 Needs Action

This email is sent from an unattended mailbox. Please do not respond to this address.

You are receiving this email because you are an approver or a proxy for the approval level.

Transaction Type: NP - New Position

Transaction Number: NP000237

Effective Date: 01-Jun-2021

Position Class: G3306

Position Title: Resident Instructor 6th Year

Position Orgn: 534601

Position Orgn Title: Surgery Dept Elp Genl

Please review the PASS document NP000237 using the PASS System HERE

Thank you

If a transaction is rejected due to incorrect or insufficient information, the transaction status will change to "Returned". Originators can edit rejected transactions and resubmit for approvals. The email notification will comment as to what needs correcting.

Thu 6/3/2021 2:00 PM

noreply-notificationCenter@ttu.edu

Notification Center Message - 6/3/2021 3:00:10 PM

To   Garcia, Carol

APPLICATION: PASS
SUBJECT: PASS document RC000292 Return For Correction

This email is sent from an unattended mailbox. Please do not respond to this address.

The following PASS transaction has been returned to your level per comment below.

Comment by: Christina Delgado

Comment: Please change Reclass Effective Date to 5/01/2021 to match the Personnel Date. Thank you!

Transaction Type: RC - Reclassification

Transaction Number: RC000292

Position Number: E92520

Effective Date: 01-May-2021

Position Class: S0614

Position Title: Director

Position Orgn: 533048

Position Orgn Title: Molecular and Trans Medicine

Approved Transactions:

Only Originators will receive an email once a transaction is approved. The transaction status will change to "Approved/Complete" and the system will automatically generate an E-number for new positions, and create the ePAF for Reclassifications and Salary Reviews.

Transaction #	Originator	Position Orgn	Chart	Employee Name	Position #	Position Title	Type	Status	Effective Date ▲	ePAF #	View Details
NP002450	First Last Name R00123456	534001-Pediatrics Elp	E		E99881	P0608-Senior Director	New Position	Approved Complete	11/01/2020		Review

Transaction #	Originator	Position Orgn	Chart	Employee Name	Position #	Position Title	Type	Status	Effective Date ▼	ePAF #	View Details
RC002189	First Last Name R00123456	533801-Ob Gyn Dept Elp Genl	E		E95074	S0704-Ld Coding & Reimburs Spec	Reclassification	Approved Complete	07/01/2021	2009210	Review

Transaction #	Originator	Position Orgn	Chart	Employee Name	Position #	Position Title	Type	Status	Effective Date ▼	ePAF #	View Details
SR001004	First Last Name R00123456	534321-Neurology Dept Elp Genl	E		E92061	F5230-Faculty Associate - NP	Salary Review	Approved Complete	08/01/2021	2009564	Review