

How to Verify Your PASS AODoc Has Been Received by HRIS

Introduction

The majority of HR forms, as shown in the [HR Form Routing Guide](#), are to be submitted for approval using PASS AODocs. The benefits of using PASS AODocs include:

- allowing approvers to electronically approve HR forms, removing the signature portion of form approval
- a much-improved tracking system for HR to locate and timestamp submissions
- enabling submitters to view and follow the progress of all their submissions

If you are unsure whether or not your PASS AODocs submission has been approved by the approver(s) you entered into the PASS AODocs form or received by the appropriate destination, please take care to check that you've completed the steps below. Instructions for completing and submitting [the PASS AODoc](#) and [HRIS Forms AODoc](#) (for NWRINAS only) can be found on the [HRIS website](#).

Action Items

