



Please take note of the following pass travel notice from the United Employee Travel Team.

Retiree pass enrollment for all eligible pass riders will be June 1- June 28 at 11:59 pm for travel beginning on July 1 through December 31. When adding a new enrolled friend to an empty slot in your eligible pass rider list, it may take up to 48 hours before they will show up on your pass rider list. Once they show on your list, they are eligible for travel during the current travel period.

NOTE:

This message is being sent to all retiree organization leaders

Good morning,

Our PeopleSoft system, where employee and pass rider information is managed, will be upgraded this weekend, between 4 p.m. June 14 and the afternoon of June 16. During that time, the Dependent Management System – which you use to add, change or delete pass riders – will not be available.

This scheduled freeze of the tool will not impact existing approved pass riders or their travel in any way. You can check your existing approved pass riders through [employeeRES](#) > My Profile > Manage Profile > Traveler Profiles.

If you need to add an enrolled friend or family member, you can do that through Flying Together >

Travel > [Manage pass riders](#) prior to the freeze on Friday, or after the upgrade is complete on Sunday afternoon. Still have a question? Contact an Employee Travel team member using [Help Hub](#) or at 1-877-825-3729 from 7am – 7pm CT, 7 days a week.

**Sincerely,
Employee Travel Team**



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