
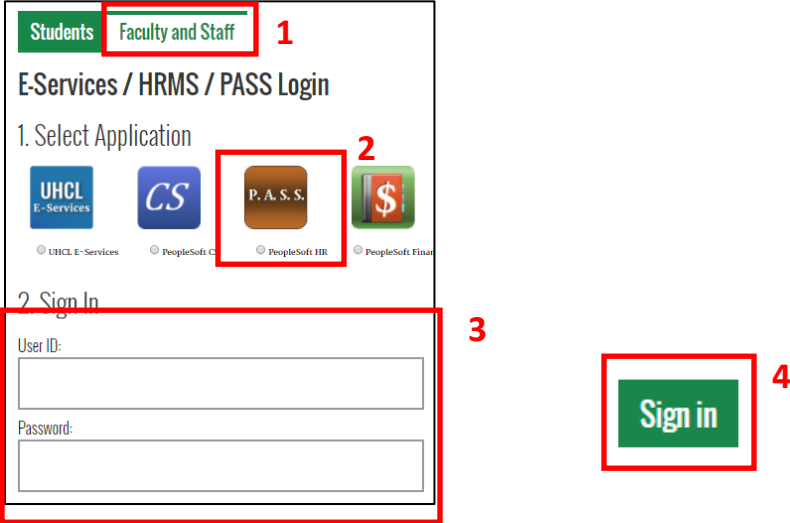
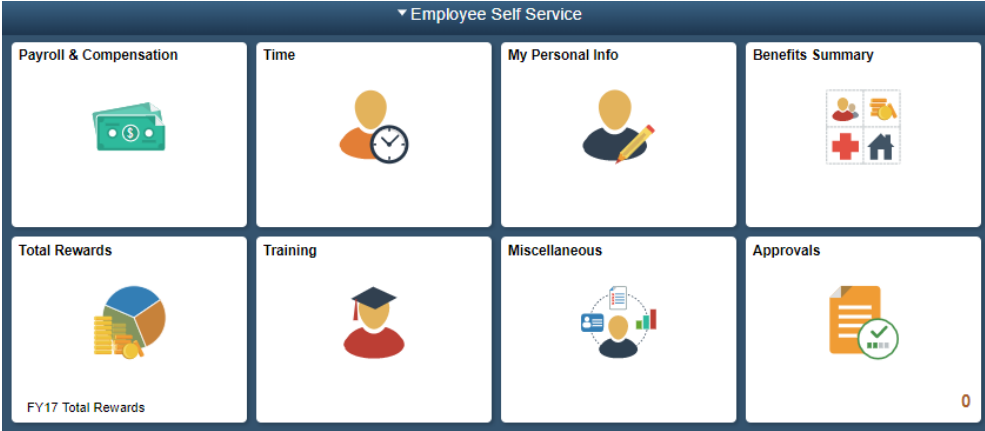


<p><b>Login to E-Services from the UHCL home page at <a href="http://www.uhcl.edu">www.uhcl.edu</a>.</b></p> <p><b>1. Click on E-Services in the top right corner.</b></p>	
<p><b>1. Select the Faculty and Staff tab.</b></p> <p><b>2. Select P.A.S.S. or PeopleSoft HR.</b></p> <p><b>3. Login with your User ID and Password</b></p> <p><b>4. Select Sign In.</b></p> <p><i>Please note: User ID is the 7 digit employee ID number or UHCL username.</i></p>	
<p><b>Upon logging in you will see 8 tiles;</b></p> <ol style="list-style-type: none"> <li>1. Payroll/Compensation</li> <li>2. Time</li> <li>3. My Personal Info</li> <li>4. Benefits Summary</li> <li>5. Total Rewards</li> <li>6. Training</li> <li>7. Miscellaneous</li> <li>8. Approvals</li> </ol>	

Below is a legend of what items are within each tile:

<b>Payroll/Compensation</b>	Direct Deposit, W-4, Voluntary Deductions, Viewing W-2 and W-2 Consent, and Compensation History
<b>Time</b>	Timesheet, Request an Absence, Absence Balances, Cancel an Absence, and View Requests
<b>My Personal Info</b>	Legal Name, Preferred Name Change, Address, Contact Details, Ethnicity, Emergency Contacts, Additional Information, Marital Status, Work Address, Veteran Status, and Release of Personal Information
<b>Benefits Summary</b>	1095-C Consent, View 1095-C
<b>Total Rewards</b>	Total Reward Summary, Compensation, Taxes, Retirement Benefits, and Health and Life Benefits
<b>Training</b>	Training Summary, Request Training Enrollment, Training Request Status, Consulting/Related Party
<b>Miscellaneous</b>	Manage Delegation, Change My Password, Password Help, AP Direct Deposit
<b>Approvals</b>	View pending approvals