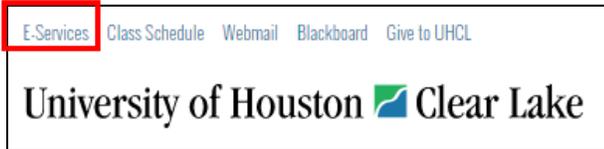


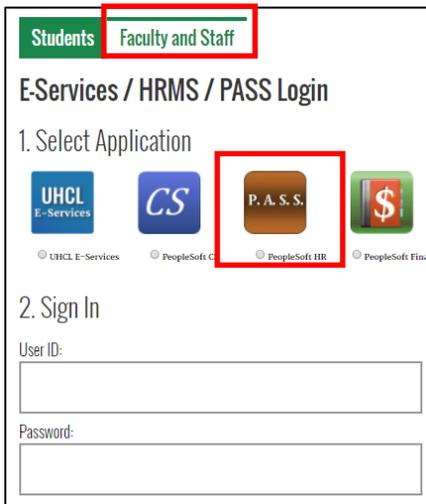
Login to E-Services from the UHCL home page at www.uhcl.edu.

1. Click on E-Services in the top right corner.



2. Select the Faculty and Staff tab
3. Select P.A.S.S. or PeopleSoft HR
4. Login with your User ID and Password
5. Select Sign In

Please note: User ID is the 7-digit employee ID number or UHCL username.



Upon logging in you will see 8 tiles.

1. Payroll/Compensation
2. Time
3. My Personal Info
4. Benefits Summary
5. Total Rewards
6. Training
7. Miscellaneous
8. Approvals

Below is a legend of the options found within each tile:

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