

Go to the [E-Services](#) page.

1. Select **P.A.S.S.** or **PeopleSoftHR**
2. Login with your **User ID** and **Password**
3. Click **Sign In**

Students Faculty and Staff

E-Services / HRMS / PASS Login

1. Select Application



2. Sign In

User ID:

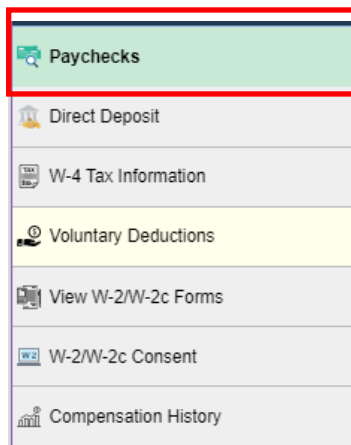
Password:

Sign in

4. Click the **Payroll & Compensation** tile



5. Click **Paychecks**



Previously received paychecks will load in list form.

6. Click on the desired paycheck line

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
03/01/2018	UH System Consolidated	02/01/2018 02/28/2018		 >
02/01/2018	UH System Consolidated	01/01/2018 01/31/2018		 >

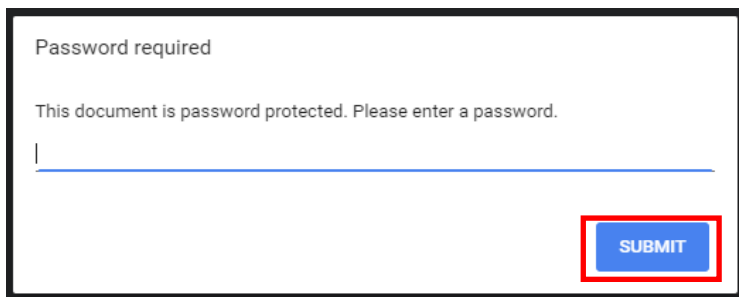
7. On the next screen, click **Print**



As an added security measure, employees are required to enter a password.

8. The password is the employee's date of birth. **Enter the date of birth** in MMDDYYYY format.

9. Click **Submit**



A screenshot of a password entry form. It has the title 'Password required' and the text 'This document is password protected. Please enter a password.' Below this is a text input field. In the bottom right corner, there is a blue button labeled 'SUBMIT' which is highlighted with a red rectangular box.

The selected paycheck will load in pdf format and is available to print.