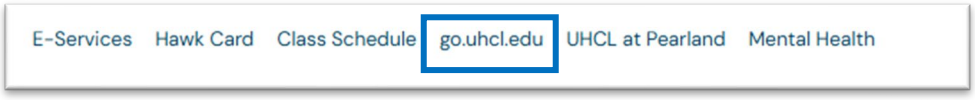
Human Resources
Administration and Finance

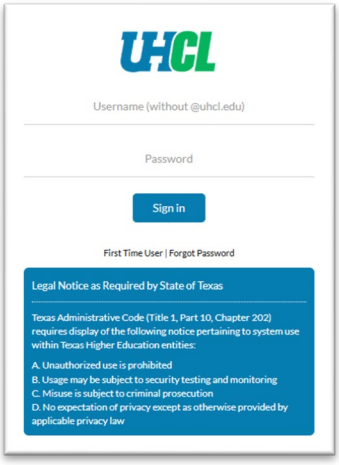
How to Clock In

From the uhcl.edu webpage:

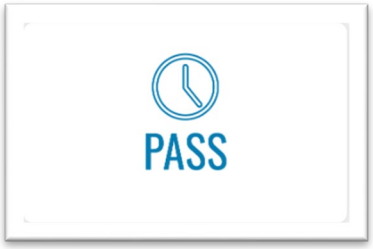
1. Click on **go.uhcl.edu**.



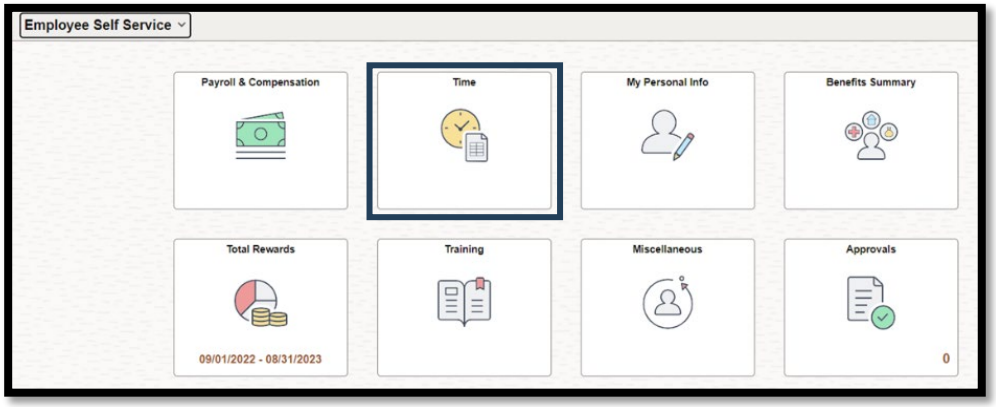
2. **Log in** using your UHCL employee credentials.



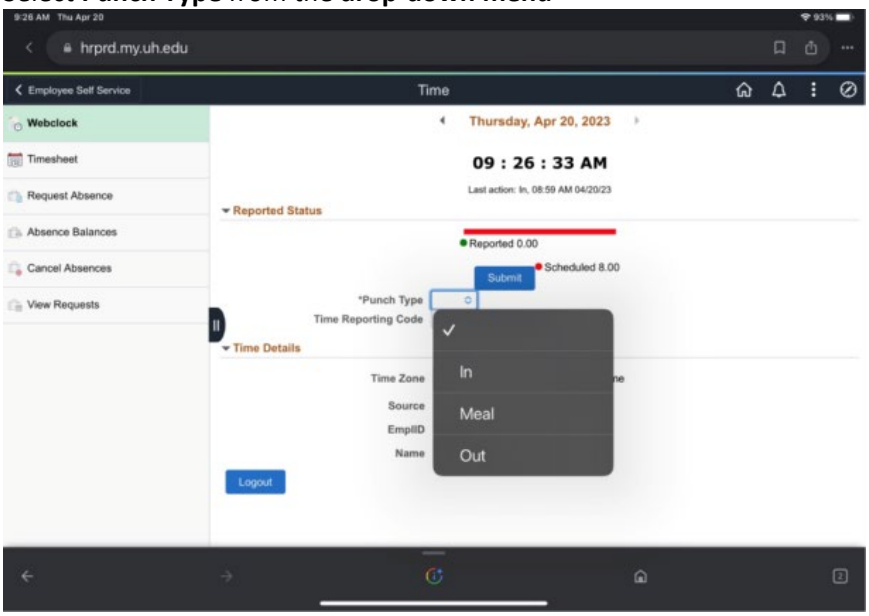
3. From this screen, click on the **PASS icon**



4. Click the **Time** Tile



5. Select **Punch Type** from the **drop-down menu**



Note: The options are: In, Meal, Out

6. Click **Submit**

The system displays the last reported time on the bottom of the page.