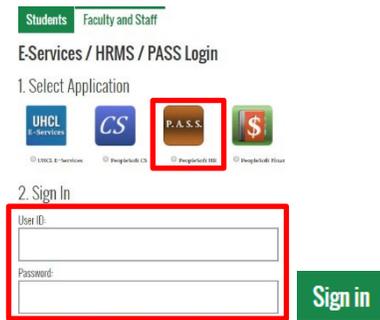
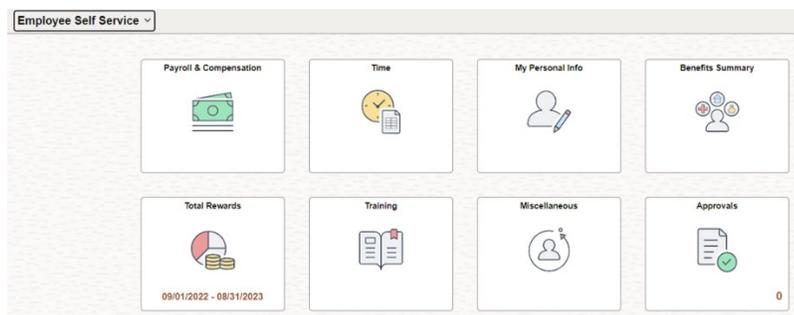


Go to the [E-Services](#) page.

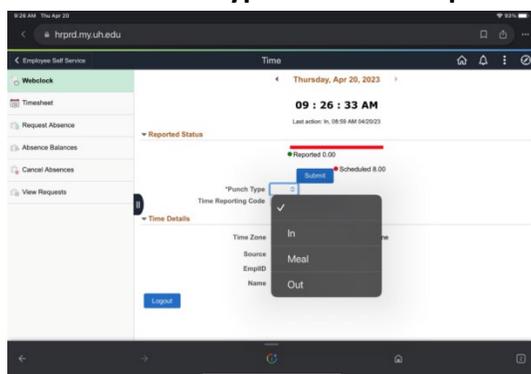
1. Select **P.A.S.S.** or **PeopleSoftHR**
2. Login with your **User ID** and **Password**
3. Click **Sign In**



4. Click the **Time** tile



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



The options are: In, Meal, Out

6. Click **Submit**

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