1. Log in to P.A.S.S. with your credentials

2. Click Sign in

Students Faculty and Staff
E-Services / HRMS / PASS Login
1. Select Application
Exervices CS P.A.S.S.
2. Sign In
User ID:
Password:
Login using your UHCL username or 7-Digit Student/Employee ID Number Example: bunterh or 1234567 Lookup UHCL username Request A New Password? Request My User ID Sign in
Sign in

From the Employee Self Service screen

3. Click Time. The self-service menu screen will appear.



4. Click Manage Absence from the menu

Time	
Webclock	
📆 Timesheet	
💼 Manage Absence	
Absence Balances	
Le Cancel Absences	
Time View Requests	

The Manage Absences screen will appear

- 5. Enter or select the start and end dates
- 6. Select Absence Type under the Select Absence Name drop down menu
- 7. Click Apply Absence

Manage	Absences

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Note: if you need to take a partial day, see instructions in the Requesting a Partial Day section

- 8. Verify dates, absence name, and duration are all correct
- 9. Enter comments (optional)
- 10. Click Submit

Create a new Request

										Submit	Save for Later
*Start Date	03/21/2024							End Date	03/21/2024	 +1 Day	
*Absence Name	Vacation Current Bal	20.75		•	Apply Absence]					
Partial Days	None					>					
Duration	8.00	Hours					-				
Comments											
	Ð										

Reusing a Denied Leave Request

- 1. Log in to P.A.S.S. with your credentials
- 2. Click Sign in

Students Faculty and Staff
E-Services / HRMS / PASS Login
1. Select Application
Utics E-services Organization Constraints Orga
2. Sign In
User ID:
Password:
Lagin using your UHCL username or 7-Digit Student/Employee ID Number Example: hunterh or 1234567 Lookup UHCL username Request A New Password? Request My User ID
Sign in

Sign in

From the Employee Self Service screen

3. Click Time



The Self-Service Menu screen will appear

- 4. Click View Requests from the menu
- 5. Select the Denied Request

Note: TRAM requires you to recycle denied leave request.

Time			
Webclock	View Requests		34 rows
Timesheet			
	Sick Denied	12/04/2023	>
La Manage Absence	Denied	8 Hours	
Absence Balances	CDV Fitness Release Time	11/29/2023	
a-1	Approved	0.5 Hours	>
La Cancel Absences	Vacation	11/29/2023	
🕞 View Requests	Approved	2.25 Hours	>
	CDV Fitness Release Time	11/22/2023	
	Approved	0.5 Hours	>

The Request Details screen will appear

- 6. Modify all required fields
- 7. Select the correct leave type and hit Apply Absence

$\leftarrow \mid \bigcirc \bigcirc$		Q. Search in	Menu				Ć	Ĵ Û	: 0
Time			17 ATT BUDT & R. 1974		8. 988 - 50 9 00		6.000	1.0.0	
😸 Webclock	Request Details								
Timesheet									
🕼 Manage Absence	Return to View Requests							Mana	oll requests
Absence Balances	Sick		CDV Fitness Re	lease Time	Vacation			1.2.1	
Le Cancel Absences	12/04/2023 8.00 Hours		11/29/2023 0.50 Hours		11/29/2023 2.25 Hours				
🕞 View Requests	() Denied	I.	 Approved 	I	 Approver 	t i	1		
	Create a new Request								
									Submit
	*Start Date	12/04/2023			End Date	12/04/2023	Ē	+1 Day	1
	"Absence Name	Sick	~	Apply Absence	'Reason	Employee/Self	~		
		Current Bal 23.2	5						
	Partial Days	None		>					
	Duration	8.00 Hou	rs		Status	Denied			
	Comments			6					
	Attachments	Ð							
	You have not added any A	Attachments.							
	Add Attachment								

Note: if you need to take a partial day, see Requesting a Partial Day below

8. Verify dates, absence name, and duration are all correct

9. Enter comments (optional)

10. Click Submit

Create a new Request	
	Submit Save for Later
*Start Date	03/21/2024 🗰 End Date 03/21/2024 🖽 +1 Day
*Absence Name	Vacation Apply Absence
	Current Bal 20.75
Partial Days	None >
Duration	8.00 Hours
Comments	
	۳.

Requesting a Partial Day

- 1. Log in to P.A.S.S. with your credentials.
- 2. Click Sign in

Students Faculty and Staff
E-Services / HRMS / PASS Login
1. Select Application
UtilLE-Services Oropeledic US Production To Properties Properties Properties CS Properies CS Properties CS Properties CS Propert
2. Sign In
User ID:
Password:
Login using your UHCL username or 7-Digit Student/Employee ID Number Example: hunterh or 1234567 Lookuu UHCL username Request A New Tassword? Request My User ID



From the Employee Self Service screen

3. Click Time



The Self-Service Menu screen will appear

4. Click Manage Absence from the menu

Time	
Webclock	
Timesheet	
📫 Manage Absence	
Absence Balances	
La Cancel Absences	
Te View Requests	

In the Create a New Request screen:

- 5. Select Absence Type under the Select Absence Name drop down menu
- 6. Enter or select the start and end dates
- 7. Select the correct leave type and hit Apply Absence

	-	1				
Vacation		CDV Fitness Release	Time	Other Paid Leave		
03/13/2024 8.00 Hours		03/08/2024 0.50 Hours		03/08/2024 2.00 Hours		
⊘ Approved	1	 Approved 	I.	Approved	1	
"Start Date "Absence Name	03/21/20 Select A Select A Adminis Bereave Blood D	24 ESENCE Name Value Leave ment Leave onor Leave	Apply Absence		End Dat	
	CDV Fit College FML Sic FML Un FML Va Faculty Jury Du Leave w Marrow Military	ness Release Time Release Time k paid Leave cation Development Leave by v/Pay-Investigation Donor Leave Leave				

8. Select the box for Partial Days

Create a new Request	
	Submit Save for Later
"Start Date	03/21/2024 🛗 End Date 03/21/2024 🛗 +1 Day
"Absence Name	Vacation Apply Absence
	Current Bal 20.75
Partial Days	None >
Duration	8.00 Hours
Commonte	
Comments	<u></u>

The Partial Days pop-up will appear

- 9. Select which day is a partial day. Either Start date, end date, or all days
- 10. Input the number of hours taken
- 11. Select Done



Note: Duration will automatically update.

- 12. Verify dates, absence name, and duration are all correct.
- 13. Enter comments (optional)
- 14. Click Submit

Create a new Request	
	Submit Save for Later
*Start Date	03/21/2024 Image: Brid Date 03/21/2024 Image: Brid Date +1 Day
*Absence Name	Vacation Current Bal 20.75
Partial Days	Start Day Only >
Duration	1.00 Hours
Comments	