- Submitting a Leave Request

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

From the **Employee Self Service** screen
3. Click Time
How to Submit a Leave Request

1. Click Manage Absence from the menu.

2. Click Webclock.

3. Click Timesheet.

4. Click Manage Absence.

5. Click Absence Balances.

6. Click Cancel Absences.

7. Click View Requests.

8. Click Apply Absence.

The Self-Service Menu screen will appear

4. Click Manage Absence from the menu.

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.
How to Submit a Leave Request

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

- Reusing a Denied Leave Request

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

2. Click Sign in
How to Submit a Leave Request

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.**
How to Submit a Leave Request

The Request Details screen will appear

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

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.
- Requesting a Partial Day

1. Log in to P.A.S.S. with your credentials.
2. Click Sign in
   
   From the Employee Self Service screen
3. Click Time
How to Submit a Leave Request

The Self-Service Menu screen will appear

4. Click Manage Absence from the menu

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.
8. Select the box for Partial Days

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

For questions, please email your Training & Development team at training@uhcl.edu