Human Resources

- Submitting a Leave Request

 Log in to P.A.S.S. with your credentials. Click Sign in 	Student Edentify and Staff E.Select Application For a
From the Employee Self Service screen 3. Click Time	Employee Self Service > Fyroid & Comparisation Witwo paychecks, witwa Witwo paychecks, witwa Corrent Ensis Current Ensis Current Ensis Miscellinewoi Official Miscellinewoi Official Official Official Official Official Official Official Approxis Official

The Self-Service Menu				
screen will appear	Time			
		🐻 Webclock		
4. Click Manage Absence from the menu		📷 Timesheet		
		🕒 Manage Absence		
		🕼 Absence Balances		
		Le Cancel Absences		
		Te View Requests		
The Manage Absences	Manage Absences			
 5. Enter or select the start and end dates. 	Vacation 03/13/2024 8.00 Hours	CDV Fitness Release Time 03/08/2024 0.50 Hours	Other Paid Leave 03/08/2024 2.00 Hours	
6. Select Absence Type under the Select Absence Name drop down menu.	Create a new Request	24 🟥	 Approved 	End Date 03
7. Click Apply Absence .	*Absence Name Select A Select A Adminisis Bereave Blood D COV Fit College FML Um FML Var FAculty i Jury Du'i Leave w Marrow Military i Organ C Other P; Professi Sick Unpaid	bsence Name	nce	

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Note: if you need to take a partial day, see instructions	Create a new Request Submit Save for Later
in the Requesting a Partial	*Start Date 03/21/2024 🖽 End Date 03/21/2024 🖽 +1 Day
Day section	*Absence Name Vacation Va
8. Verify dates, absence name, and duration are all correct.	Partial Days None Duration 8.00 Hours Comments
9.Enter comments (optional)	
10. Click Submit	

- Reusing a Denied Leave Request

 Log in to P.A.S.S. with your credentials. Click Sign in 	Students Faculty and Staff E-Services / HRMS / PASS Login 1. Select Application Utic:: CS * Unication * Unication	
	2. Sign In User (D Password: Login using your UHCL username or 7.Digit Student/Employee ID Number Example: hunteh or 1234567 Lookup UHCL username Request ANew Password? Request My User (D Sign in	Sign in

From the Employee Self Service screen 3. Click Time	Imployee Self Service > Pyrel & Compensation Pyrel & Comp	
 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 Manage Absence Sick Denied Absence Balances ZOV Fitness Release Time Approved Zeattion Approved ZOV Fitness Release Time Approved Approved	34 rows 12/04/2023 8 Hours 0.5 Hours 11/29/2023 2.25 Hours 11/22/2023 0.5 Hours

The Request Details screen	← ③ ♡ Time	an a	Q, Search in	Menu Andreas and a state of the state	۵	⊕ ; ⊚
will appear	Webclock	Request Details				_
6. Modify all required fields.	Timesheet	Return to View Requests				- 1
7. Select the correct leave	Manage Absence Absence Balances	Sick 12/04/2023		CDV Fitness Release Time	Vacation 11/29/2023	View all requests
type and hit Apply Absence .	Lancel Absences	8.00 Hours		0.50 Hours	2.25 Hours	- 1
		Create a new Request				
						Submit
		Start Date	12/04/2023		End Date 12/04/2023	+1 Day
		*Absence Name	Sick Current Bal 23.25	Apply Absence	*Reason Employee/Self	- 1
		Partial Days	None	>		- 1
		Duration	8.00 Hou	rs	Status Denied	
		Comments	Ē			- 1
		Attachments You have not added any A	ttachments.			
		Add Attachment				
Note: <i>if you need to take a</i>	Create a new Request					
partial day, see Requesting					Submit Save for Late	er
a Partial Day below	*Start Date 03/21/202	24 🛗		End Date 03/21/20	24 🔛 +1 Day	
8. Verify dates, absence	"Absence Name Vacation Current Ba	▼	Apply Absence			
name, and duration are all	Partial Days None					
correct.	Duration 8.00	Hours		,		
	buration 0.00	. 10413				
9. Enter comments .	Comments					
(optional)	E					
10. Click Submit .						

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- Requesting a Partial Day

 Log in to P.A.S.S. with your credentials. Click Sign in 	<image/>
From the Employee Self Service screen 3. Click Time	Intrestig of Houseon & Coar Lake Requesting a Partial Day

The Self-Service Menu	University of Houston Z Clear Lake			
screen will appear	Demosting a Destial Day			
		_		
	6 Webclock			
4. Click Manage Absence	🐻 Timesheet			
from the menu	Absence Balances			
	La Cancel Absences			
In the Create a New	Manage Absences			
Request screen:	-			
5. Select Absence Type	Vacation	CDV Eitnerr Beleare Time	Other Paid Leave	
under the Select	03/13/2024	03/08/2024	03/08/2024	
Absence Name drop	8.00 Hours	0.50 Hours	2.00 Hours	
down menu.	⊘ Approved I	⊘ Approved E	⊘ Approved 1	
	Create a new Request			
6. Enter or select the				
start and end dates.	"Start Date 03/21/202	4	End Date 03	
	*Absence Name Select Ab	sence Name Apply Absen	ce l	
7. Select the correct	Select Al Administ	osence Name		
leave type and hit Apply	Bereaver Blood Do	ment Leave		
Absence.	CDV Fite College F	less Release Time Release Time		
	FML Sid FML Unp	c aid Leave		
	Faculty D	ation Development Leave		
	Leave w Marrow I	Pay-Investigation Donor Leave		
	Military L Organ D	eave onor Leave		
	Other Pa Professio	id Leave		
	Professio Sick	eave		
	Unpaid L	edve *		

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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 Comments
The Deutle LD	
The Partial Days pop-up	
will appear	Cancel Partial Days Done
	Partial Days Start Day Only
9. Select which day is a	
partial day. Either Start	W Start Date 03/21/2024
date, end date, or all	Duration Hours
days.	
	*S d D
10. Input the number of	
hours taken.	en la
11. Select Done	
	an
	Crasta a new Renuest
Note: Duration will	
automatically update.	Submit Save for Later
,	*Start Date 03/21/2024 🖽 End Date 03/21/2024 🖽 +1 Day
12. Verify dates, absence	*Absence Name Vacation Apply Absence
name, and duration are	Current Bal 20.75
all correct.	Partial Days Start Day Only
13. Enter comments	Duration 1.00 Hours
(optional)	
	Comments
14. Click Submit	

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