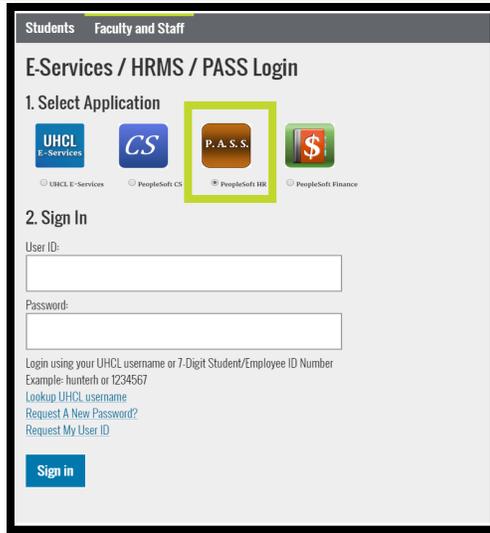
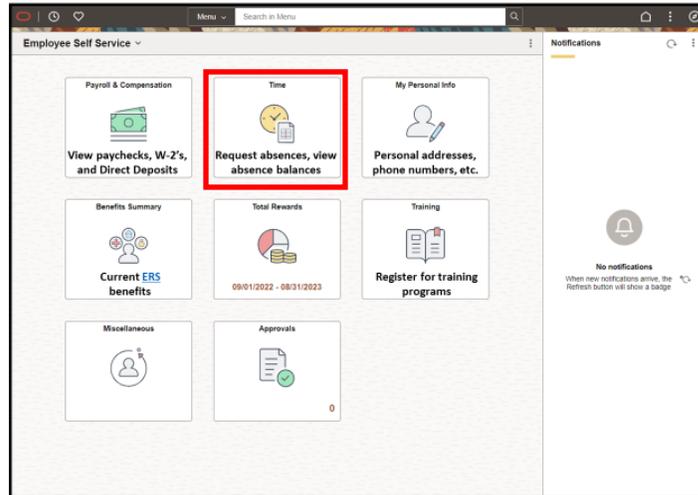


- Submitting a Leave Request

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

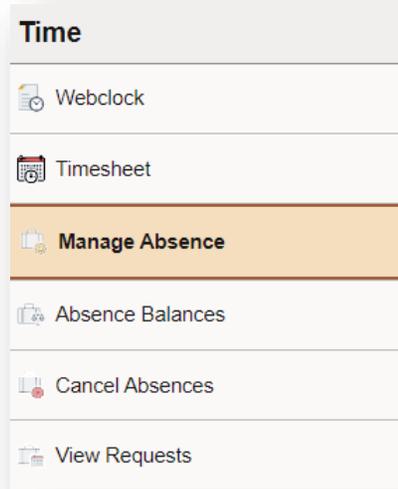


- From the **Employee Self Service** screen
3. Click **Time**



The **Self-Service Menu** screen will appear

4. Click **Manage Absence** from the menu



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



<p>Vacation</p> <p>03/13/2024 8.00 Hours</p> <p>Approved</p>	<p>CDV Fitness Release Time</p> <p>03/08/2024 0.50 Hours</p> <p>Approved</p>	<p>Other Paid Leave</p> <p>03/08/2024 2.00 Hours</p> <p>Approved</p>
---	---	---

Create a new Request

* Start Date: 03/21/2024 End Date: 03/21/2024

* Absence Name: **Select Absence Name** (dropdown menu) **Apply Absence** (button)

The dropdown menu lists the following absence types: Administrative Leave, Bereavement Leave, Blood Donor Leave, CDV Fitness Release Time, College Release Time, FML Sick, FML Unpaid Leave, FML Vacation, Faculty Development Leave, Jury Duty, Leave w/Pay-Investigation, Marrow Donor Leave, Military Leave, Organ Donor Leave, Other Paid Leave, Professional Development Leave, Professional Release Time, Sick, and Unpaid Leave.

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 Apply Absence
Current Bal 20.75

Partial Days None

Duration 8.00 Hours

Comments

- 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

UHCL E-Services
 CS
 P.A.S.S.
 Finance

2. Sign In

User ID:

Password:

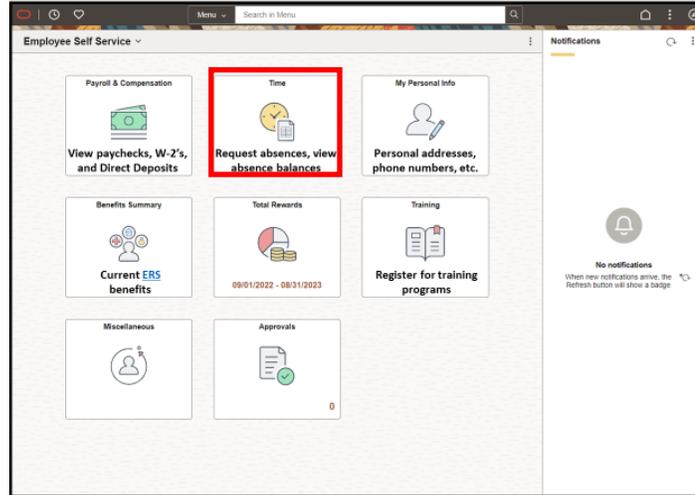
[Login using your UHCL username or 7-Digit Student/Employee ID Number](#)
 Example: hunterh or 1234567
[Lookup UHCL username](#)
[Request A New Password?](#)
[Request My User ID](#)

Sign in



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.*

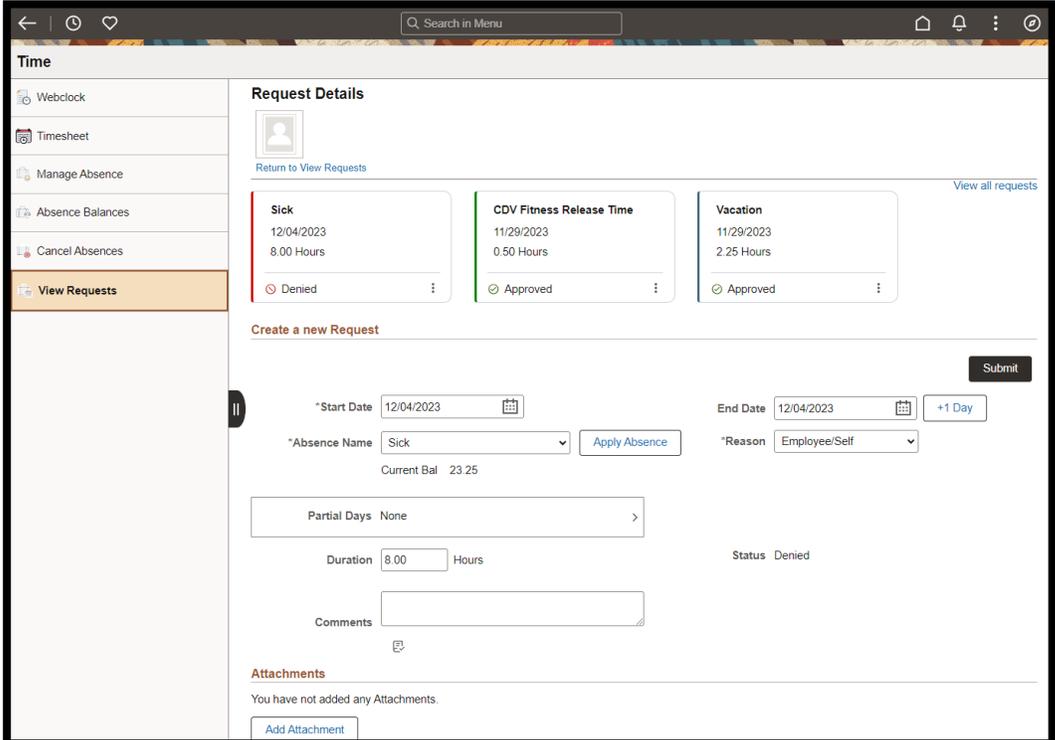
Time	
Webclock	
Timesheet	
Manage Absence	
Absence Balances	
Cancel Absences	
View Requests	

View Requests		34 rows
Sick Denied	12/04/2023	8 Hours >
CDV Fitness Release Time Approved	11/29/2023	0.5 Hours >
Vacation Approved	11/29/2023	2.25 Hours >
CDV Fitness Release Time Approved	11/22/2023	0.5 Hours >

The **Request Details** screen will appear

6. Modify all required fields.

7. Select the correct leave type and hit **Apply Absence**.

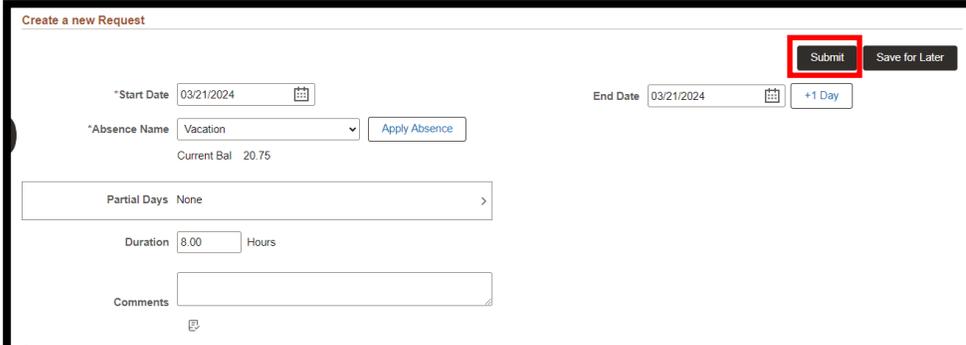


Note: if you need to take a partial day, see **Requesting a Partial Day** below

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

9. Enter **comments**. (optional)

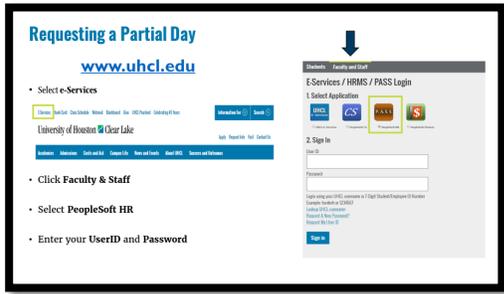
10. Click **Submit**.



- Requesting a Partial Day

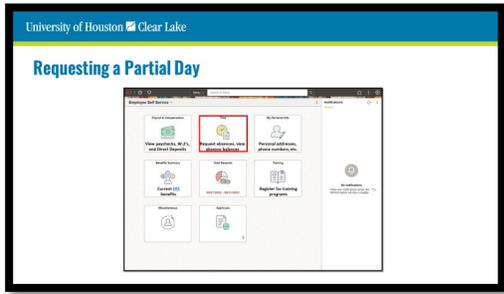
1. Log in to **P.A.S.S.** with your credentials.

2. Click **Sign in**



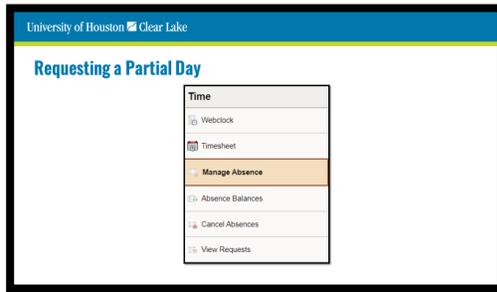
From the **Employee Self Service** screen

3. Click **Time**



The **Self-Service Menu** screen will appear

4. Click **Manage Absence** from the menu

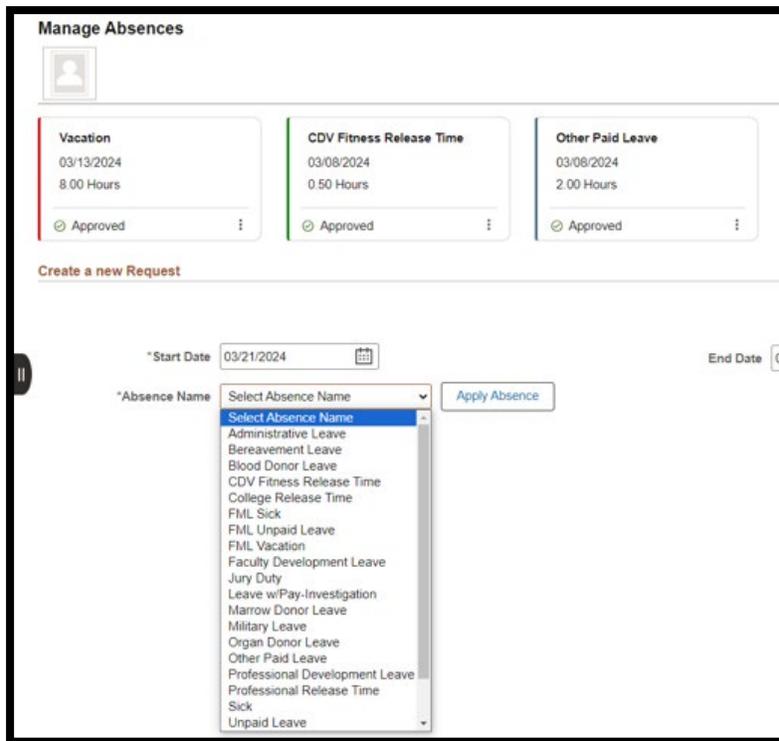


In the **Create a New Request** screen:

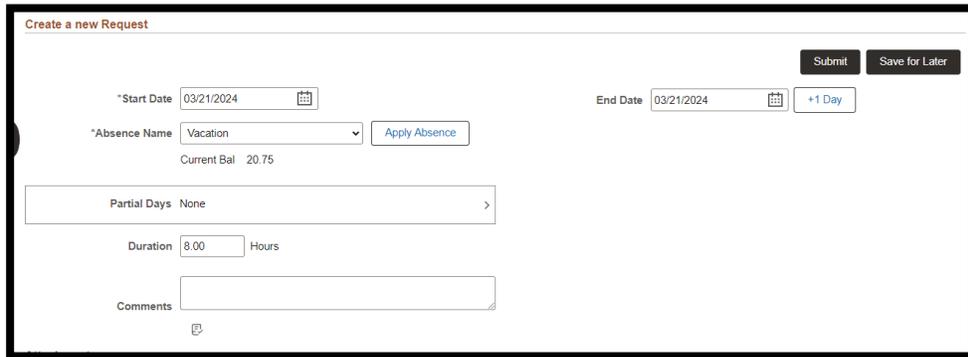
5. Select Absence Type under the **Select Absence Name** drop down menu.

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**

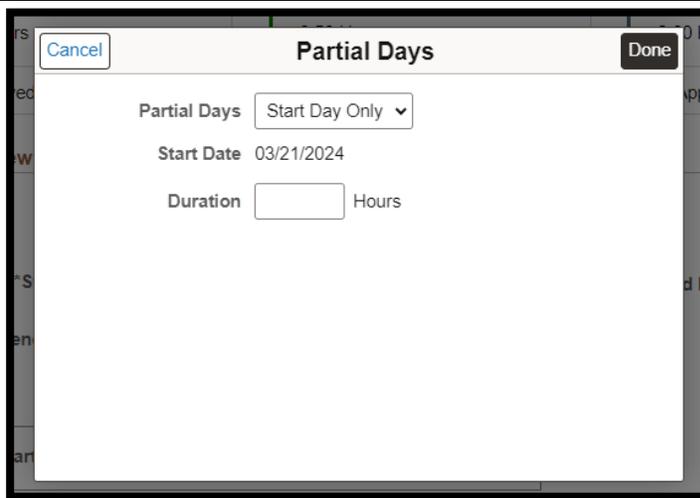


The **Partial Days** pop-up will appear

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

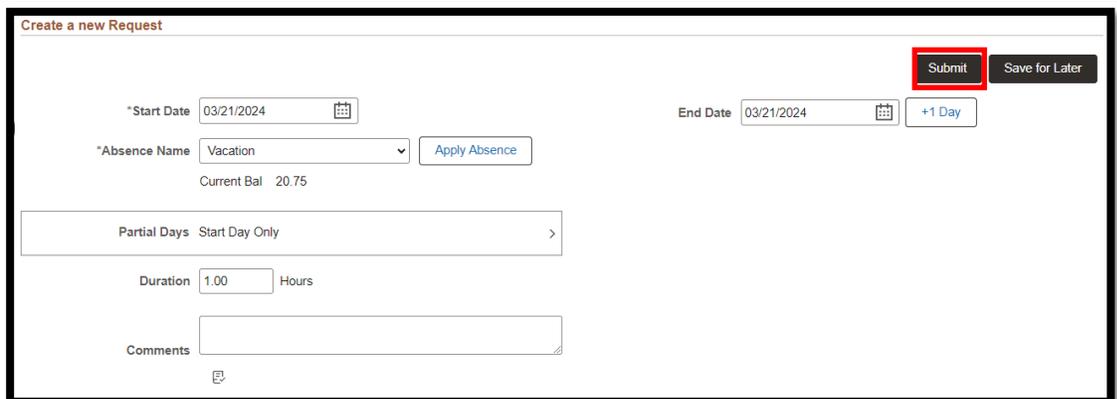


*Note: **Duration** will automatically update.*

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