HOW TO CLOCK YOUR HOURS

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Log into P.A.S.S. via myUHD , which can be found on the upper right hand corner of the UHD website.		
2 Select P.A.S.S.		P. A. S. S. PeopleSoft HR
B Log in to P.A.S.S. using your Un login (employee ID and associa	niversity of Houston System Ited password).	UNIVERSITY OF HOUSTON SYSTEM Image: Strategy of the st
Select the Time Tile		Time Total Researds My Person Approvals Prob Total Researds Benefits 3 9 9
Select Webclock. Hourly Employees that clock in/out using Webclock to record their time will have a Webclock option available on their Time page.		
Select the Punch Type and click Submit . The system displays the last reported time on the bottom of the page. Employees should not clock in/out from their phone unless previously approved by the "Reports to" manager.		
 A typical day might produce the following punches: In (first punch of the day) Meal (out for lunch) In (return from lunch) Out (last punch of the day) 	Webclock Webclock Timesheet Timesheet Voor Requests Absence Balances Time Details Time Zone Out Submitted 0 Hours Last reported time was Out on Wednesdey. See	Friday, Bep 22, 2017 Time Reporting Code No Salection Available • Q. Central Time p 20, 2017 at 12:59 PM.