HOW TO CLOCK YOUR HOURS

1 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

3 Log in to P.A.S.S. using your University of Houston System login (employee ID and associated password).

UNIVERSITY OF HOUSTON SYSTEM

4 Select the **Time Tile**

5 Select **Webclock**. Hourly Employees that clock in/out using Webclock to record their time will have a Webclock option available on their Time page.

Webclock
Timesheet
Request Absence
View Requests
Absence Balances
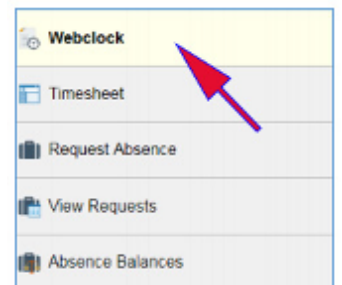
6 Select the **Punch Type** and click **Submit**. The system displays the last reported time on the bottom of the page. Employees should not clock in/out from their phone unless previously approved by the "Reports to" manager.

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)