University of Houston-Downtown

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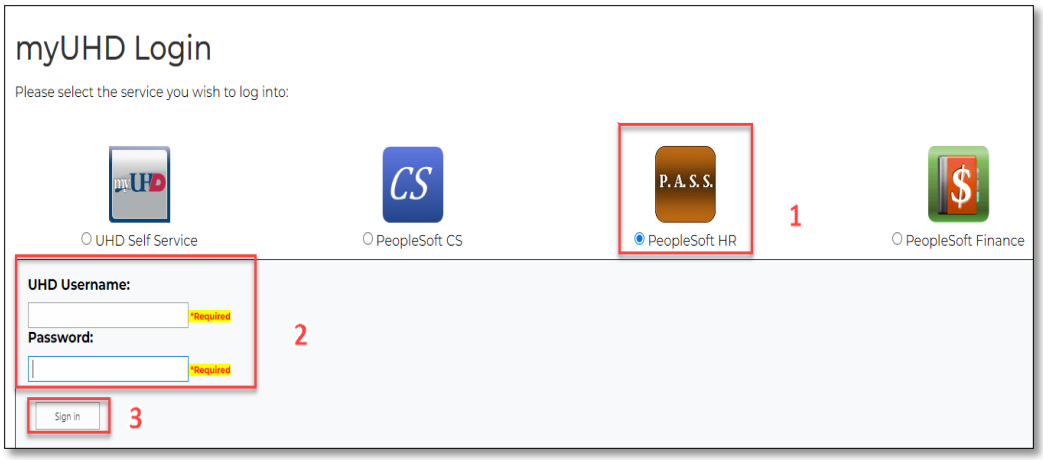
How to Submit an Absence Request

Go to the myUHD page.

1. Select P.A.S.S. or PeopleSoftHR.

2. Login with your User ID and Password

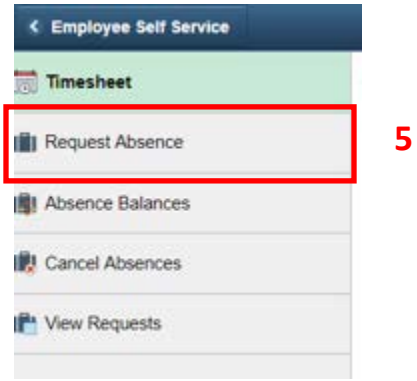
3. Click Sign In.



4. Click the Time tile.

5. Click on Request Absence.

The system displays the current direct deposit elections.



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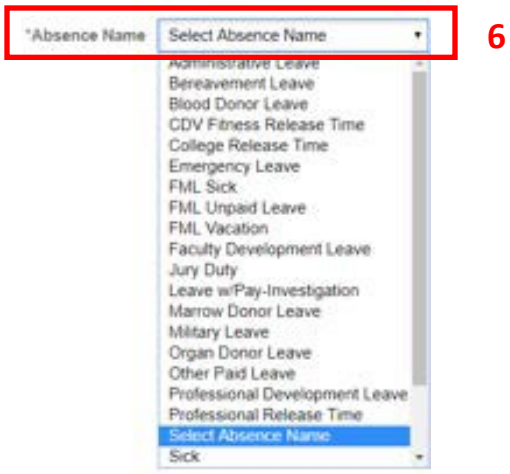
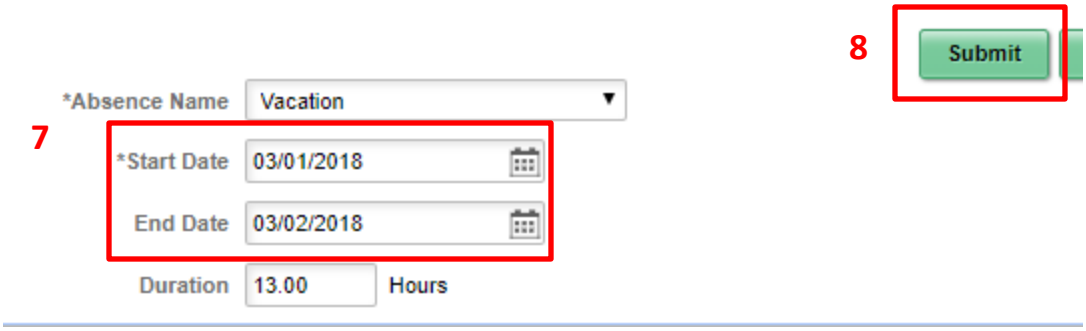
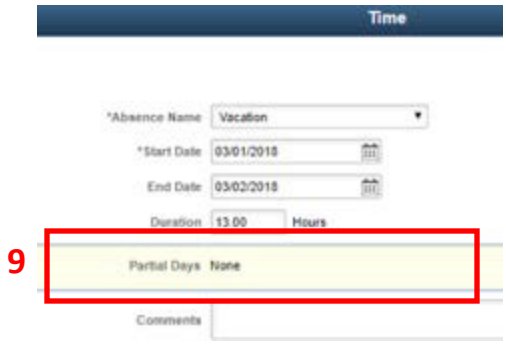
6. From the Absence Name drop down menu, select the appropriate Absence Name.	
The selected Absence Name will upload. **7. Enter the Start and End dates.** **8. If there are no partial days in your leave request, click Submit.**	
9. If there are partial days in the leave request, click on Partial Days.	

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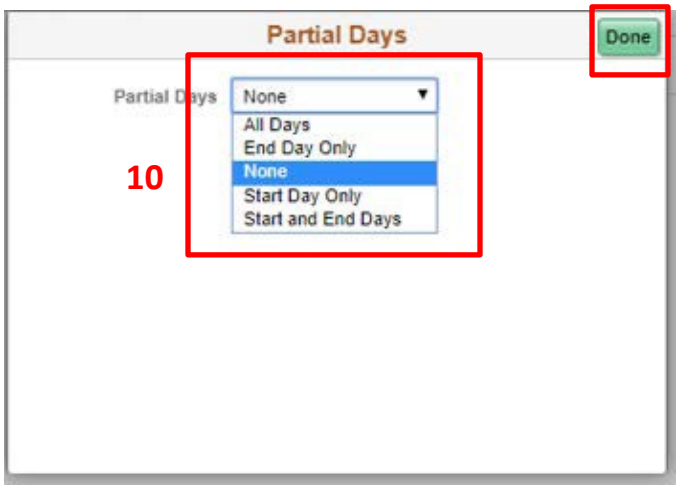
10. From the Partial Days drop down menu select the appropriate option:

All Days = All days of the leave request are partial days such as 4 hours per day.

End Days Only = Only the last day of the leave request is a partial day.

Start Day Only = Only the first day of the leave request is a partial day.

Start and End Days = The first and last days of the requested leave are partial days.

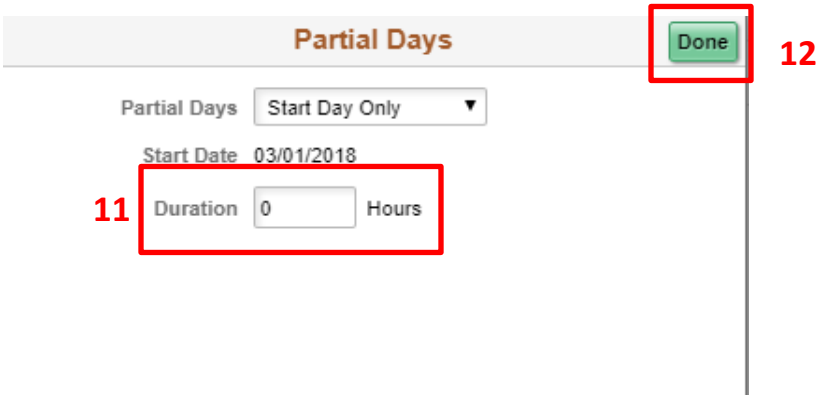


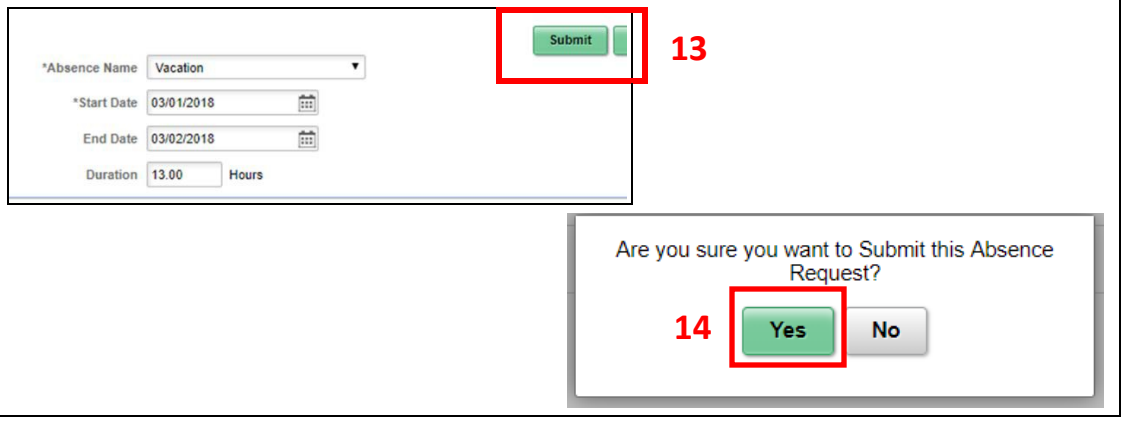
If selecting a partial day, the amount of hours must be filled in.

11. Enter the amount of hours needed for the leave on the partial day.

Example, if the employee works 8 hours per day but is only working 4 hours on the start day of the leave, the employee would enter 4 hours in the Duration box.

12. Click Done.



13. If the information entered is correct, click Submit.

14. Click Yes to submit the request.