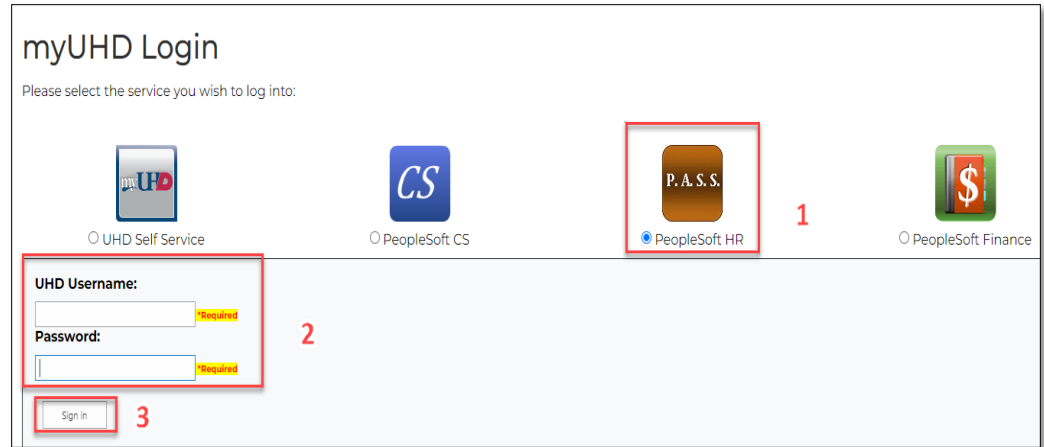


Go to the [myUHD](#) page.

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

2. Login with your User ID and Password

3. Click Sign In.



The screenshot shows the myUHD Login page. At the top, it says "myUHD Login" and "Please select the service you wish to log into:". There are four service options: "UHD Self Service", "PeopleSoft CS", "PeopleSoft HR", and "PeopleSoft Finance". The "PeopleSoft HR" option is highlighted with a red box and a red number "1". Below the options is a login form with fields for "UHD Username:" and "Password:", both marked as "Required". A red box highlights these fields with a red number "2". At the bottom left of the form is a "Sign in" button, highlighted with a red box and a red number "3".

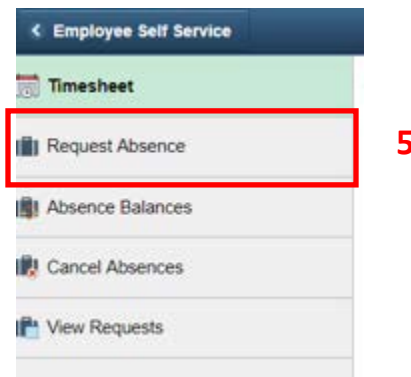
4. Click the Time tile.



The screenshot shows the "Employee Self Service" dashboard. It features a grid of tiles: "Payroll & Compensation", "Time", "My Personal Info", "Benefits Summary", "Total Rewards", "Training", "Miscellaneous", and "Approvals". The "Time" tile is highlighted with a red box and a red number "4".

5. Click on Request Absence.

The system displays the current direct deposit elections.



The screenshot shows a menu titled "Employee Self Service" with a back arrow. The menu items are: "Timesheet", "Request Absence", "Absence Balances", "Cancel Absences", and "View Requests". The "Request Absence" item is highlighted with a red box and a red number "5".

6. From the Absence Name drop down menu, select the appropriate Absence Name.

*Absence Name Select Absence Name **6**

- Administrative Leave
- Bereavement Leave
- Blood Donor Leave
- CDV Fitness Release Time
- College Release Time
- Emergency Leave
- 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
- Select Absence Name
- Sick

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.

*Absence Name Vacation

7 *Start Date 03/01/2018 [Calendar Icon]

End Date 03/02/2018 [Calendar Icon]

Duration 13.00 Hours

8 Submit

9. If there are partial days in the leave request, click on Partial Days.

Time

*Absence Name Vacation

*Start Date 03/01/2018 [Calendar Icon]

End Date 03/02/2018 [Calendar Icon]

Duration 13.00 Hours

9 Partial Days None

Comments [Text Area]

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.