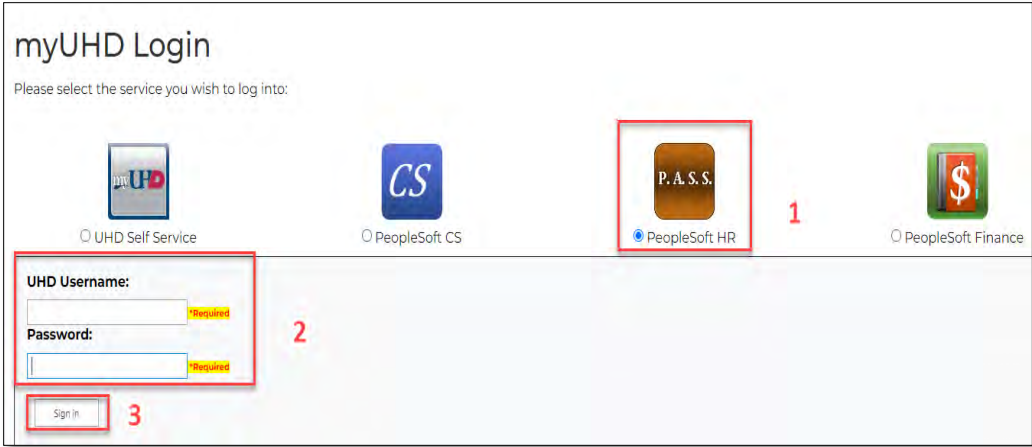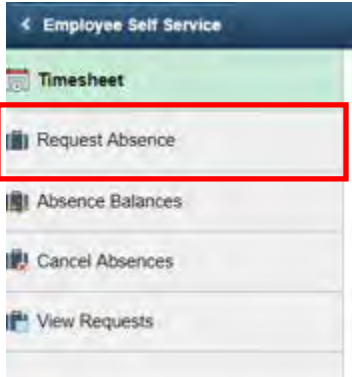|	
Go to the myUHD page. 1. **Select P.A.S.S. or PeopleSoftHR.** 2. **Login with your User ID and Password** 3. **Click Sign In.**	**myUHD Login** Please select the service you wish to log into: UHD Self Service · PeopleSoft CS · PeopleSoft HR (1) · PeopleSoft Finance **UHD Username:** *Required* **Password:** *Required* (2) Sign In (3)
4. **Click the Time tile.**	Employee Self Service Payroll & Compensation · Time (4) · My Personal Info · Benefits Summary Total Rewards (FY17 Total Rewards) · Training · Miscellaneous · Approvals (0)
5. **Click on Request Absence.** **The system displays the current direct deposit elections.**	Employee Self Service Timesheet Request Absence (5) Absence Balances Cancel Absences View Requests

6. From the Absence Name drop down menu, select the appropriate Absence Name.	**6** *Absence Name: Select Absence Name 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.**	**8** Submit *Absence Name: Vacation **7** *Start Date: 03/01/2018 End Date: 03/02/2018 Duration: 13.00 Hours
9. If there are partial days in the leave request, click on Partial Days.	Time *Absence Name: Vacation *Start Date: 03/01/2018 End Date: 03/02/2018 Duration: 13.00 Hours **9** Partial Days: None Comments:

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.**	**Partial Days** **Done** **11** Partial Days: None All Days End Day Only **None** **10** Start Day Only Start and End 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.**	**Partial Days** **Done** **12** Partial Days: Start Day Only Start Date: 03/01/2018 **11** Duration: 0 Hours
13. If the information entered is correct, click Submit. **14. Click Yes to submit the request.**	**Submit** **13** *Absence Name: Vacation *Start Date: 03/01/2018 End Date: 03/02/2018 Duration: 13.00 Hours Are you sure you want to Submit this Absence Request? **14** **Yes** **No**