University of Houston ◢ Clear Lake
Human Resources

Go to the E-Services page. 1. **Select P.A.S.S. or PeopleSoftHR.** 2. **Login with your User ID and Password.** 3. **Click Sign In.**	**Students** **Faculty and Staff** **E-Services / HRMS / PASS Login** 1. **Select Application** UHCL E-Services CS P.A.S.S. $ ○ UHCL E-Services (Faculty Center) ○ PeopleSoft CS ○ PeopleSoft HR ○ PeopleSoft Finance 2. **Sign In** User ID: Password: **3** Sign in
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.**	🗓 Webclock 📷 Timesheet **5** 🧳 Request Absence 🧳 Absence Balances 🧳 Cancel Absences 🧳 View Requests

6. Select the correct leave code: FML Sick, FML Vacation or FML Unpaid Leave.
 	
7. Select the reason.
	6 *Absence Name [FML Sick ▾] **7** *Reason [Employee/Self ▾]
	 *Absence Name [FML Vacation ▾] *Reason [Child ▾]
	 *Absence Name [FML Unpaid Leave ▾] *Reason [Parent ▾]
	     *Reason [Spouse ▾]
	     *Reason [Next of Kin ▾]

8. Enter the start date, end date and duration.
 	
*If you are taking partial day(s) select All Days and enter the number of hours.
 	
9. Click Submit.
	8 *Start Date [📅] ***** Partial Days None
	 End Date [📅]
	 Duration [8.00] Hours [Cancel] **Partial Days** [Done]
	     Partial Days [All Days ▾]
	     Duration [0 ▲▼] Hours
	
	 9 [Submit] [Save for Later]