University of Houston Clear Lake
Human Resources

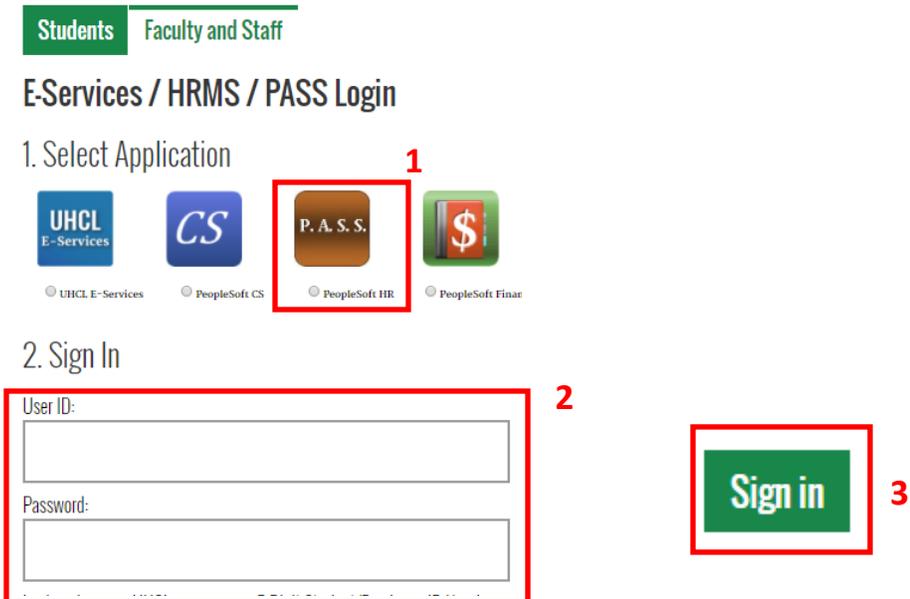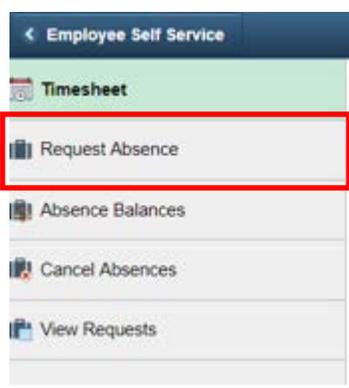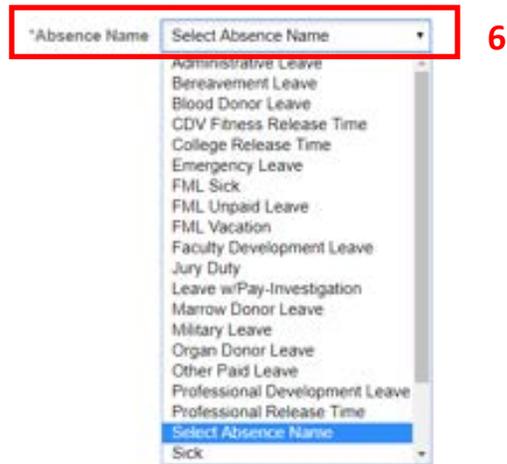# How to Submit an Absence Request

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 **1** UHCL E-Services | CS | P. A. S. S. | $ ○ UHCL E-Services ○ PeopleSoft CS ○ PeopleSoft HR ○ PeopleSoft Finan 2. Sign In **2** User ID: [ ] Password: [ ] **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

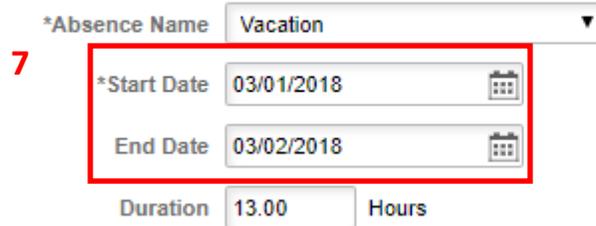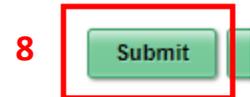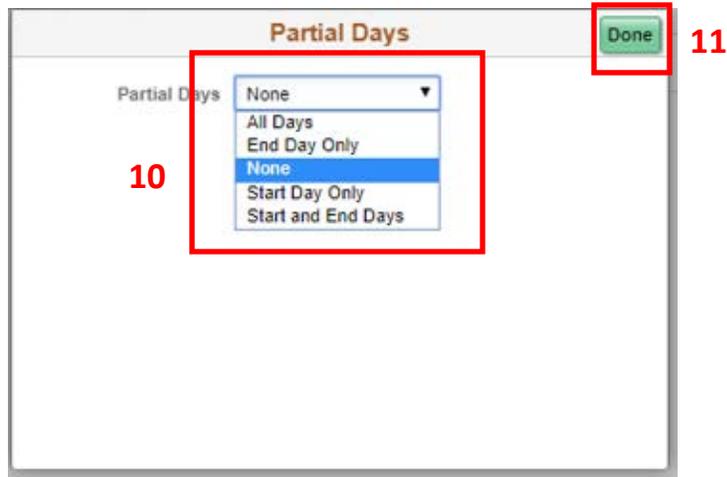|	
6. From the Absence Name drop down menu, select the appropriate Absence Name.	*Absence Name [Select Absence Name ▼] **6** Administrative Leave Bereavement Leave Blood Donor Leave CDV Fitness Release Time College Release Time Emergency Leave FML Sick FML Unpaid Leave FML Vacation Faculty Development 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.**	**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
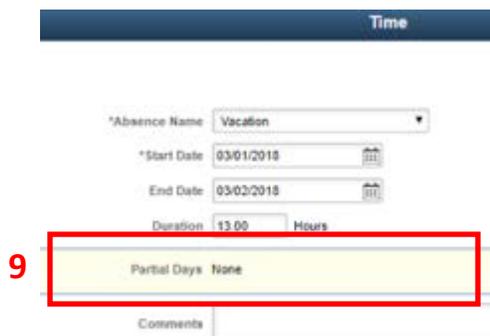
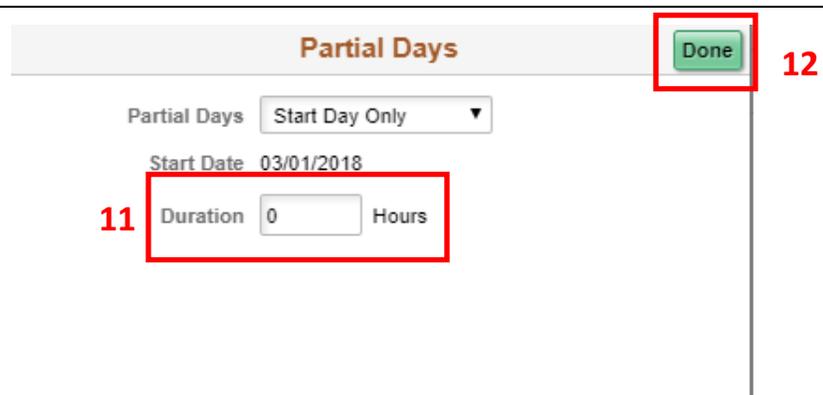|	
10. From the Partial Days drop down menu select the appropriate option: **All Days = All days of the leave request are partial days such as 4 hours per day.** **End Days Only = Only the last day of the leave request is a partial day.** **Start Day Only = Only the first day of the leave request is a partial day.** **Start and End Days = The first and last days of the requested leave are partial days.**	
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.**	