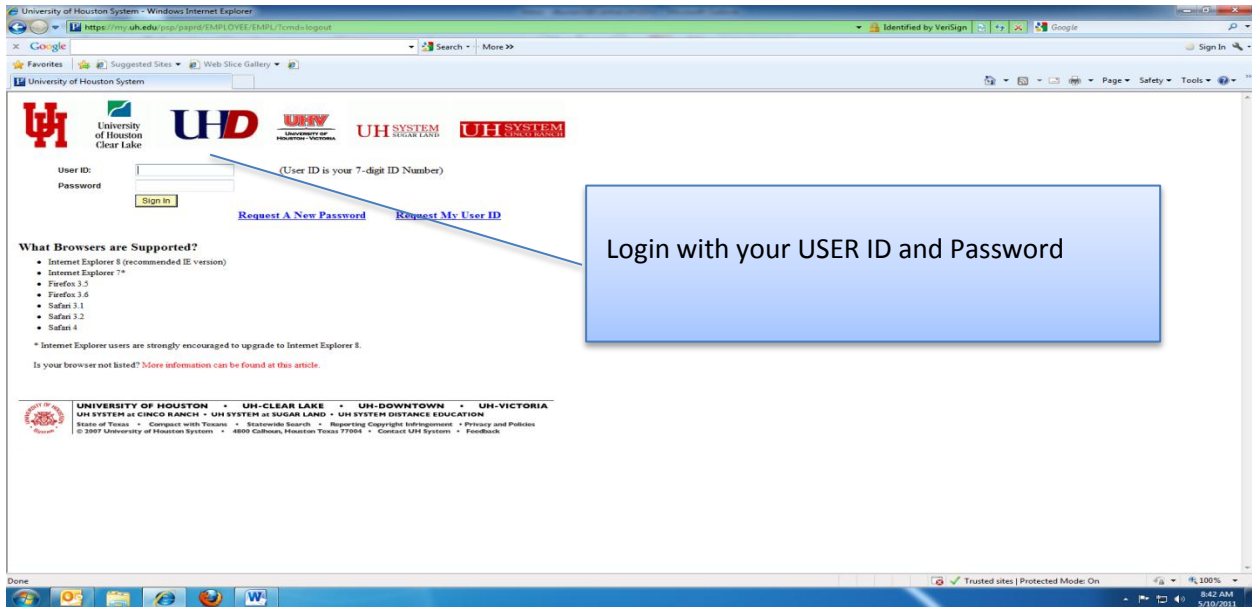
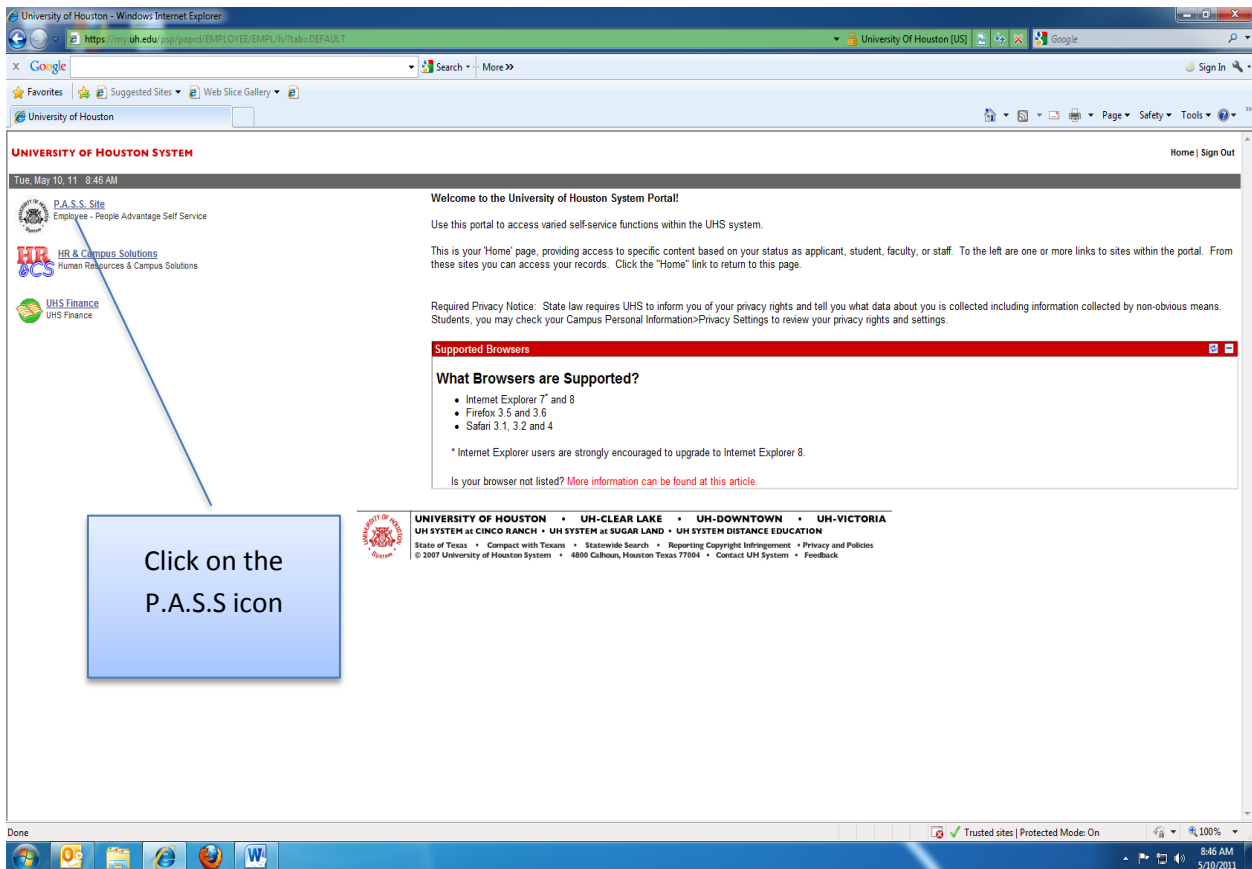


# ENTERING LEAVE REQUEST IN P.A.S.S

Login to PASS using my.uh.edu



Once you login, please access your P.A.S.S Site



## Once you are in the P.A.S.S, access time reporting

Access Employee Self Service functionality. - Windows Internet Explorer  
https://my.uh.edu/psp/paprd/UHE\_SITE/ENTP/h/?tab=DEFAULT

Employee Self Service  
2011.05.10 8:58 AM

**Enterprise Menu**

- Personal Information
- Benefits
- Payroll Information
- Time Reporting
- My Performance Documents
- Training
- Accounts Payable Information
- UH Central HR Dept
- Change My Password
- My System Profile
- HR & Campus Solutions
- Self Service Home

Welcome to your new P.A.S.S. site...  
People Advantage Self Service (P.A.S.S.) gives database.  
[Click Here for Online Instructions](#)

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Click on Time Reporting

## Click on time reporting to access your time sheet

Base Navigation Page - Windows Internet Explorer  
https://my.uh.edu/psp/paprd/UHE\_SITE/ENTP/s/WEBLIB\_PTPP\_SC.HOME PAGE.FieldFormula.JScript\_AppHP?pt\_fname

Employee Self Service  
2011.05.10 9:06 AM

**Menu**

- Personal Information
- Benefits
- Payroll Information
- Time Reporting
  - Timesheet
- My Performance Documents
- Training
- Accounts Payable Information
- UH Central HR Dept
- Change My Password
- My System Profile
- HR & Campus Solutions
- Self Service Home

Main Menu >  
**Time Reporting**  
Time Reporting  
**Timesheet**  
Report your Time

Click on Timesheet

Access your timesheet; report your time using the appropriate time reporting code from the drop down menu and click submit. Peoplesoft will route your reported time to your supervisor for their approvals.

**Menu**

- Personal Information
- Benefits
- Payroll Information
- Time Reporting
  - Timesheet**
- My Performance Documents
- Training
- Accounts Payable Information
- [UH Central HR Dept](#)
- [Change My Password](#)
- [My System Profile](#)
- [HR & Campus Solutions](#)
- [Self Service Home](#)

**Timesheet**

Employee ID:

Job Title:  Employee Record Number:

[Click for Instructions](#)

View By: **Week** Date: 05/04/2011 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours

From Wednesday 05/04/2011 to Tuesday 05/10/2011

Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7	Sun 5/8	Mon 5/9	Tue 5/10	Total	Time Reporting Code		
								180 - Sick Used Monthly	-	+
								079 - Professional Rels Time I	-	+
								100 - Administrative Leave Mor	-	+
								120 - Bereavement Leave Mon	-	+
								122 - Emergency Leave Month		
								128 - Weather-related Emerg L		
								140 - Jury Duty Monthly		
								142 - Other Paid Leave Month		
								150 - Holiday Pay Monthly		
								170 - Vacation Used Monthly		
								180 - Sick Used Monthly		
								185 - Marrow Donor Leave Mor		
								186 - Organ Donor Leave Mont		
								187 - Blood Donor Leave Mont		
								230 - Military Leave Monthly		
								420 - Unpaid Leave Monthly		
								422 - Unpaid Furlough Monthly		
								428 - Unpaid Voluntary Furloug		
								470 - Disciplinary Action		
								472 - Investigation Paid Time C		

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

**Submit your reported time**

**You can view your leave balance**

How do I know what time reporting category and code to use?

Time reporting categories and codes relevant to monthly employees are listed on the time sheet forms. Employees shall use the appropriate codes to record the time worked and leave taken.

<b>TRC</b>	<b>Description</b>	<b>Definition</b>
010	<i>Regular Earnings Monthly</i>	<i>Monthly regular hours worked</i>
061	<i>Faculty Development Leave</i>	<i>Faculty development leave of absence</i>
075	<i>College Release Time Monthly</i>	<i>College release time - 3 Hrs Per week</i>
077	<i>Fitness Release Time Monthly</i>	<i>Fitness release time monthly ( Other Campuses</i>
079	<i>Professional Release Time Monthly</i>	<i>Organization Meetings, functions etc</i>
100	<i>Administrative Leave Monthly</i>	<i>Administrative leave</i>
120	<i>Bereavement Leave Monthly</i>	<i>Leave for death in immediate family</i>
140	<i>Jury Duty Monthly</i>	<i>Jury duty monthly</i>
142	<i>Other Paid leave Monthly</i>	<i>Other paid leave</i>
150	<i>Holiday Pay Monthly</i>	<i>Holiday pay monthly</i>
170	<i>Vacation Used monthly</i>	<i>Vacation leave time</i>
180	<i>Sick Used Monthly</i>	<i>Sick leave time</i>
185	<i>Marrow Donor Leave Monthly</i>	<i>Bone marrow donor leave</i>
186	<i>Organ Donor Leave Monthly</i>	<i>Organ donor leave</i>
187	<i>Blood Donor Leave Monthly</i>	<i>Blood donor leave</i>
230	<i>Military Leave Monthly</i>	<i>Military leave monthly</i>
420	<i>Unpaid Leave Monthly</i>	<i>Unpaid leave monthly</i>
422	<i>Unpaid Furlough Monthly</i>	<i>Unpaid furlough monthly</i>
472	<i>Investigation Paid Time Off Monthly</i>	<i>Investigation paid time off monthly</i>
F70	<i>FML Vacation Monthly</i>	<i>Family medical leave - vacation time</i>
F80	<i>FML Sick Leave Monthly</i>	<i>Family medical leave - sick time</i>
F90	<i>FML Unpaid Leave Monthly</i>	<i>Family medical leave - unpaid</i>
K18	<i>Sick NRA N18</i>	<i>Slick leave time nonresident alien N18 teaching</i>
K19	<i>Sick NRA N19</i>	<i>Sick leave time nonresident alien N19 study/ training</i>
N18	<i>NRA Code 18 Teaching</i>	<i>Non Resident Alien N18 Teaching regular hours worked</i>
N19	<i>NRA Code 19 Study/Training</i>	<i>Non Resident Alien N19 Study/training regular hours worked</i>
V18	<i>Vacation NRA N18</i>	<i>Vacation leave time Non Resident Alien N18 Teaching</i>
V19	<i>Vacation NRA N19</i>	<i>Vacation leave time Non Resident Alien N19 Study / Training</i>

Time and Effort reporting, please refer to MAPP 02.05.02

Review Policy on Time & Effort Reporting & Verification for exempt employee

<http://www.uh.edu/dsa/policies/04.04.02%20Time%20%20Effort%20Reporting- Exempt%20Employee%2005-05-09.pdf>

Review MAPP on Human Resources

<http://www.uh.edu/mapp/02mapphr.htm>