Accessing PeopleSoft

Ways to access PeopleSoft

- Login to P.A.S.S. via AccessUH (access.uh.edu)
- Or go to hrprd.my.uh.edu

Employees have to use their CougarNet ID and CougarNet Password to log in.

Accessing Web clock

Once inside P.A.S.S.,

1. Select ‘Employee self Service’
2. Employees will select a tile named ‘Time’.
3. The first option in ‘Time’ is ‘Webclock’.

Select ‘Webclock’ Icon and the punch screen will appear.
Using Web clock

On the web clock punch screen:

For Non-mobile users:

1. Select a job (applicable in case of multiple jobs)
2. Check the EmplID and Name to ensure it is correct.
3. Select the desired punch type from the drop down menu and click on Submit
For mobile users:

1. Select Job on screen 1
2. On second screen, Check Name and EmplID to ensure they are correct.
3. Select the desired punch type from the buttons in the bottom of screen.
4. Click ‘Logout’

A typical day might produce the following punches:

- **In** (first punch of the day)
- **Meal** (out for lunch)
- **In** (return from lunch)
- **Out** (last punch of the day)