

Accessing PeopleSoft

Ways to access PeopleSoft

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



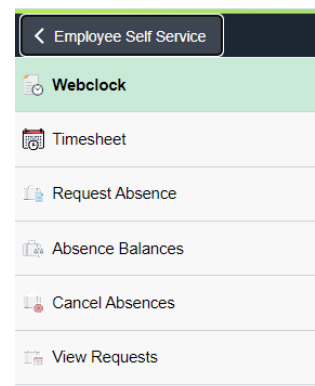
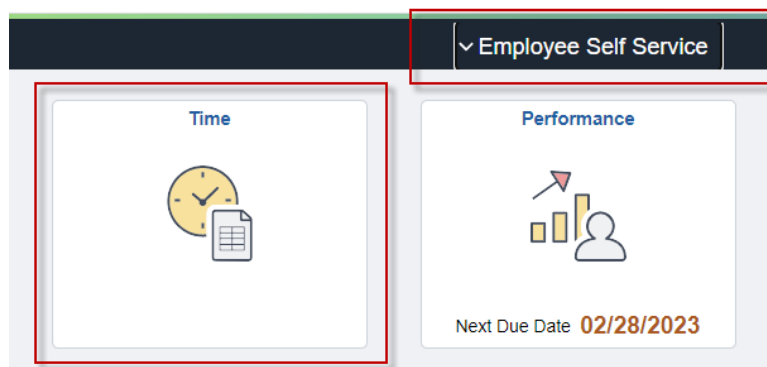
Employees have to use their CougarNet ID and CougarNet Password to log in.

A screenshot of the CougarNet login interface. It features two tabs: 'CougarNet Login' and 'MyUH Login'. Below the tabs are two input fields: 'CougarNet Username' and 'CougarNet Password', each with a red eye icon for toggling visibility. A link 'Don't know your CougarNet ID?' is positioned between the fields. Below the password field is a link 'Change/Reset your CougarNet Password.' and a red button labeled 'Login using your CougarNet'.

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:

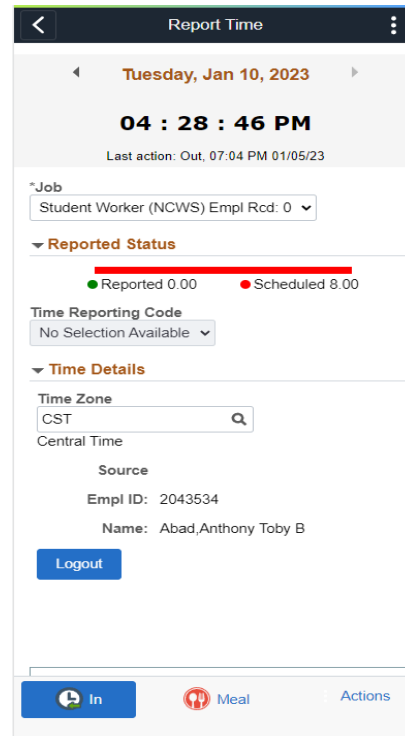
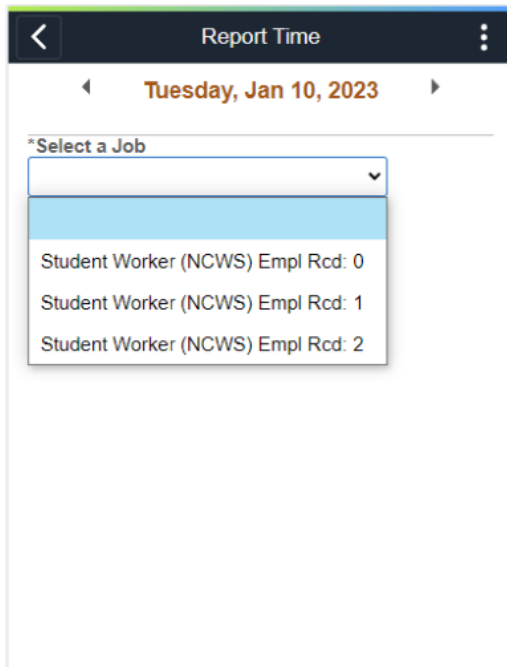
For Non-mobile users:

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

The screenshot displays the 'Time' web clock interface. At the top, it shows the current date as 'Tuesday, Jan 10, 2023' and the time as '04 : 30 : 38 PM'. Below this, it indicates the last action was 'Out, 07:04 PM 01/05/23' and the job is 'Student Worker (NCWS) Empl Rcd: 0'. The 'Reported Status' section shows a progress bar with 'Reported 0.00' and 'Scheduled 8.00'. There are input fields for '*Punch Type' and 'Time Reporting Code' (currently 'No Selection Available'). The 'Time Details' section shows 'Time Zone' as 'CST' (Central Time) and 'Source' as 'Central Time'. User information includes 'Empl ID: 2043534' and 'Name: Abad,Anthony Toby B'. A 'Logout' button is visible on the left, and a 'Submit' button is on the right. A 'Comments (0)' section is at the bottom.

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)