



UNIVERSITY of
HOUSTON

CREATING LITERACY IN COMPUTER KNOWLEDGE

What is C.L.I.C.K.?

- Creating
- Literacy
- In
- Computer
- Knowledge

➤ www.uh.edu/plantops/programs/click

PROGRAMS

- [Adopt-a-Spot](#)
- [Building Coordinator Program](#)
- [Capital Improvement Plan](#)
- [CLICK](#)**
- [Infrastructure Planning](#)
- [Maintenance Project Evaluation Committee \(MPEC\)](#)
- [Physical Recovery Emergency Planning \(PREP\)](#)
- [Sustainability](#)

Creating Literacy In Computer Knowledge (C.L.I.C.K.)



RESOURCES

- [Access UH](#)
- [Keyboard Lessons](#)
- [Mouse Lessons](#)
- [English Training 101 Presentation](#)
- [Spanish Training 101 Presentation](#)
- [English Training 102 Presentation](#)
- [Spanish Training 102 Presentation](#)

The intent of this program is to ensure support of basic competencies for both current and future technology updates within the university, including PeopleSoft, time entry, leave request and E-performance.

This program is planned to assist staff with personal and professional development in the area of technology.

To sign up for classes please visit the General Services building- Human Resources office in room 183 open Mon-Friday 8am-5pm.

Upcoming dates for C.L.I.C.K. 101 training sessions.

Wednesday	Friday	Wednesday & Friday
Spanish Sessions	English Sessions	Bilingual Sessions
June 17, 7:30-9:30am	June 19, 7:30-9:30am	June 17, 2:30-4:30pm June 19, 2:30-4:30pm

● To see the dates and times for class sessions and information on how to sign up please visit the C.L.I.C.K. web page

➤ www.uh.edu/plantops/programs/click



Welcome to C.L.I.C.K Training 102

PowerPoint By Yvonne Hernandez

CLASS OUTLINE

- Log into CougarNet
- Log into Access UH
 - What is Access UH?
 - Important services in Access UH
- Navigate through PeopleSoft
 - Personal Information
 - Change Password
 - Time Reporting
- Computer ethics

Log into CougarNet



Ctrl

Alt

Delete

What is AccessUH?



Login to AccessUH

- AccessUH lets you use your CougarNet ID to access many online services without logging into each one separately.

AccessUH



Due to the PeopleSoft maintenance, the myUH (PeopleSoft) ID login via AccessUH will be unavailable Sunday, 2/24/2013, from 6:00am - 2:00pm.

CougarNet ID: [Don't know your CougarNet ID?](#)

CougarNet Password: [Change your CougarNet](#)

Password.

Login

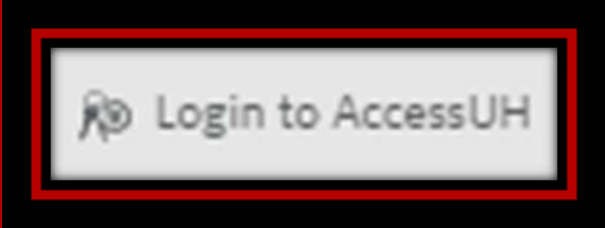
Important services in AccessUH



- **P.A.S.S. (HR)**-Allows employees to check benefits and payroll info, update directory listing and much more.
- **Email (Exchange)**-Provides email, calendar, and contact and task lists. It is accessed via Outlook or the web.
- **T.A.P. (Employee Online Training)**- Allows employees to complete yearly mandatory training online.
- **FAMIS (Facility work order system)**-Allows active students, faculty, and staff the capability to enter service requests.

<https://accessuh.uh.edu/login.php>

AccessUH



The screenshot shows a web browser window with two tabs: 'Plant Operations at the Uni...' and 'AccessUH - University of Hous...'. The address bar shows 'http://www.uh.edu/pla...'. The navigation menu includes 'UH Home', 'Apply to UH', 'Give to UH', and 'Login to AccessUH', with the last one highlighted by a red box. Below the navigation is a search bar. The main header reads 'UNIVERSITY of HOUSTON | PLANT OPERATIONS'. A red navigation bar contains links for 'About Us', 'News and Events', 'I Want To ...', 'Projects', 'Resources', 'Programs', 'FAMIS at UH', and 'Contact Us'. The breadcrumb trail shows 'UH Home / Plant Operations'. A 'For Plant Ops Staff' button is visible in the top right. The main content area features a 'Plant Operations' section with contact information: 'University of Houston, 4211 Elgin, Houston, TX 77204-1004, Contact Us', and social media icons for Facebook, YouTube, and Twitter. A large red banner reads 'CAMPUS WAYFINDING' with the sub-headline 'First Wave of Signage Being Installed in Arts District' and a short paragraph below it. To the right of the banner is a photo of a building with a sign that says '4200 ELGIN ST' and 'Gerald D. Hines College of Architecture'. At the bottom, there is a search bar labeled 'SEARCH PLANT OPS:' with a 'Go' button.

Click on the P.A.S.S. icon

University Services



CougarCard



Parking Self-Service



Software Download

Administrative Services



Email (Exchange)



Employee Training



HR and Campus Solutions



HR

P.A.S.S. Main Menu

ORACLE

Personalize Content | Layout ? Help

My Info (P.A.S.S.)

- Web Clock**
Report a single punch and associated time and task details.
- Absence Request**
Request an absence.
- eTermination Checklist**
eTermination Checklist
- W2 Print**
View and Print your W-2's past and present.
- Time Reporting**
Report and review your time, schedules, request absences and more.
- Personal Information**
Review and update your personal information.
- Benefits**
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
- Payroll and Compensation**
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
- Accounts Payable Information**
UH Employee Self Serve - Accounts Payable Information
- My Campus Account**
- Change My Password**
Create a new password.

Photos

Employee Message Center

EMPLOYEE MESSAGE CENTER

Welcome to the new HR Home Page.

On the left side of the page you will find P.A.S.S. under the headings of "My Info" and "My Professional Development"

On the right side of the page employees with administrative roles will see quick links based on their assigned tasks under the heading "My Work"

For your convenience, we have reduced navigation by adding quick links.

The Employee Message Center will be updated periodically with new information.

My Work

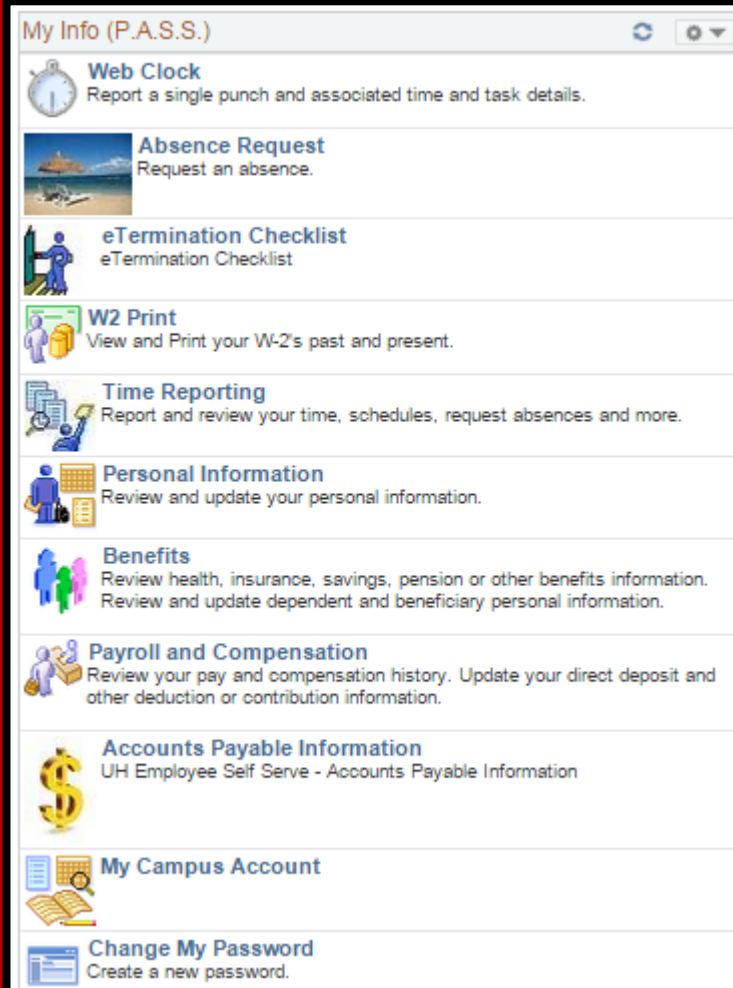
- ERS**
ERS Home Page
- TEXFLEX**
TexFlex Home Page
- UH System**
UH System Home Page
- UH Central Human Resources**
UH Central Human Resources

Top Menu Features Description

Our menu has changed!

The menu is now located across the top of the page. Click on Main Menu to get started.

Navigating through P.A.S.S.



- Personal Information
- Change My Password
- Time Reporting

Personal Information

- You can also access your personal information by clicking on the shortcut in the main menu

My Info (P.A.S.S.)

- Web Clock**
Report a single punch and associated time and task details.
- Absence Request**
Request an absence.
- eTermination Checklist**
eTermination Checklist
- W2 Print**
View and Print your W-2's past and present.
- Time Reporting**
Report and review your time, schedules, request absences and more.
- Personal Information**
Review and update your personal information.
- Benefits**
Review health, insurance, savings, pension or other benefits information.
Review and update dependent and beneficiary personal information.
- Payroll and Compensation**
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
- Accounts Payable Information**
UH Employee Self Serve - Accounts Payable Information
- My Campus Account**
- Change My Password**
Create a new password.

Favorites Main Menu

ORACLE

Main Menu > UHS_MY_INFO >

Personal Information
Review and update your personal information.

Email Addresses Add or update your email addresses.	Emergency Contacts Add or update your emergency contact information.	Ethnicity
Home and Mailing Address Review and update your home and mailing addresses.	Marital Status Update your marital status.	Name Change Review or update your name information.
Personal Information Summary Review a summary of your personal information.	Phone Numbers Add or update phone numbers, or specify your primary phone number.	Preferred Name Change Preferred Name Change
Veteran Status	Work Address Work Address	Release Personal Info Release of Personal Information

Personal Information

The 'Primary Name' is the name that appears on your Social Security Card. The 'Preferred Name' is the name you prefer to go by.

Changing the 'Primary Name' does not automatically change the 'Preferred Name', you must select each name you would like to change.

Primary Name:

Preferred Name:

Addresses

Address Type	Status	As Of	Country	Address
Home	Current		USA	
Mailing	Current		USA	

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Mobile			<input checked="" type="checkbox"/>
Home			<input type="checkbox"/>
Test Score Load information			<input type="checkbox"/>

Emergency Contacts

Relationship to Employee	Primary Contact
	<input type="checkbox"/>
Sibling	<input checked="" type="checkbox"/>

Personal Information Summary

- Review your personal information summary for any changes such as:
 - Home address
 - Phone numbers
 - Emergency contact
 - Email Address
- Note: It is important to provide your email address because when you reset your CougarNet password it will send it to the email you have provided.

Change Password

The screenshot shows a web interface titled "My Info (P.A.S.S.)" with a list of services. The "Change My Password" option is highlighted with a red box. The interface includes a search bar and a list of services with icons and descriptions.

Service Name	Description
Web Clock	Report a single punch and associated time and task details.
Absence Request	Request an absence.
eTermination Checklist	eTermination Checklist
W2 Print	View and Print your W-2's past and present.
Time Reporting	Report and review your time, schedules, request absences and more.
Personal Information	Review and update your personal information.
Benefits	Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
Payroll and Compensation	Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
Accounts Payable Information	UH Employee Self Serve - Accounts Payable Information
My Campus Account	
Change My Password	Create a new password.

Change Password

Change Password

User ID:

Description:

System Passwords need to have:

1. Minimum Length - 8 characters.
2. At least one character from each of the following:
 - a. Upper or Lower case (a-z, A-Z)
 - b. Numeric: 0-9
 - c. Special Character: ! # % & () * @ ^ .

Current Password:

New Password:

Confirm Password:

Change Password

Changing your password here will change your PeopleSoft password.

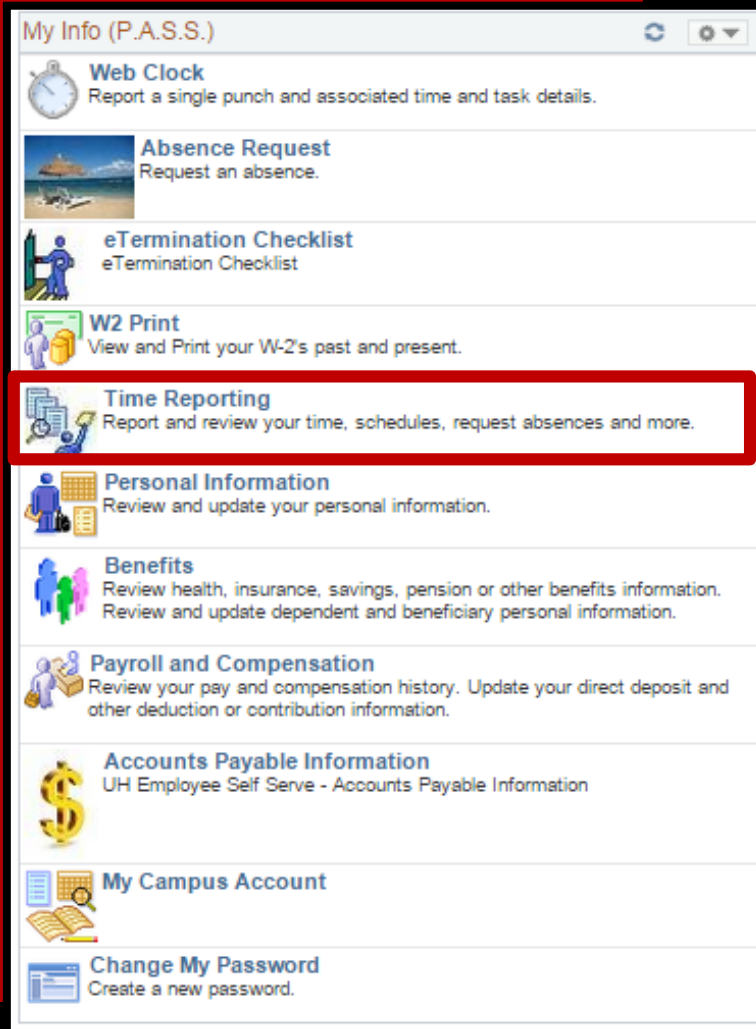
To change your CougarNet password, use the [Computer Account Management](#) page.

To change your UHV password, use the [UHV Self-Service Password Recovery](#) page.

To change your UHCL network password, use the [Profiles Reset Password Tool](#).

- This will change only your PeopleSoft password.
- If your password is about to expire you can change your current password.
- Under computer account management you can change your CougarNet Password.

Time Reporting












- Report Time
 - Timesheet
 - Absence Request
- View Time
 - Pay Time
 - Absence Request History
 - Absence Balances

Time Reporting Menu: Report Time

- Time Reporting Menu lets you report and view your time.

Main Menu > UHS_MY_INFO >

 **Time Reporting**
Report and review your time, schedules, request absences and more.

<p> Report Time Report your time and request planned overtime and absences.</p> <ul style="list-style-type: none"> Timesheet Web Clock Absence Request	<p> View Time View your schedules, forecasted, payable and comp time, exceptions and more.</p> <ul style="list-style-type: none"> Pay Time Absence Request History Absence Balances
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Time Sheet

1. View your timesheet by three categories:

- Time Period, Day , Week

2. Select the Time Frame you wish to view and click Refresh

3. Day and Date

- The day and the date of the punch is listed (Punch Times)

4. The Punch Times will reflect the actual time of the punch.

Punch times include:

- In (When you arrive to work)
- Meal (When you leave for a meal)
- In (When you return from a meal)
- Out (When you leave for the day)

The screenshot shows a web-based time sheet interface. At the top, there are controls for 'View By' (set to 'Time Period'), a date field (01/01/2014), and a 'Refresh' button. Below these are navigation links for 'Previous Time Period' and 'Next Time Period'. A 'Scheduled Hours' field shows '80.00 Hours'. The main data area is a table with columns for 'Day', 'Date', 'Status', 'Exception', 'In', 'Lunch', 'In', 'Out', 'Punch Total', and 'Time'. The table contains data for days from Wednesday 1/1 to Wednesday 1/8. Annotations #1 through #4 point to specific UI elements: #1 points to the 'View By' dropdown, #2 points to the date field and 'Refresh' button, #3 points to the 'Day' and 'Date' columns, and #4 points to the 'In' and 'Out' columns.

	Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Time
	Wed	1/1	New							
	Thu	1/2	Approved							Vaca
	Fri	1/3	Approved							Vaca
	Sat	1/4	New							
	Sun	1/5	New							
	Mon	1/6	Approved		6:57:44AM	12:04:58PM	1:02:26PM	3:57:29PM	8.03	
	Tue	1/7	Approved		8:00:00AM	12:00:00PM	1:00:30PM	4:00:19PM	7.00	
	Wed	1/8	Approved		5:57:50AM	11:44:16AM	12:40:50PM	3:57:17PM	9.03	

Time Sheet

#5 Scheduled Hours

- Your scheduled hours for the day, according to the schedule in the system

#6 Status

- The status indicates if the hours have been approved by the manager

#7 Comments

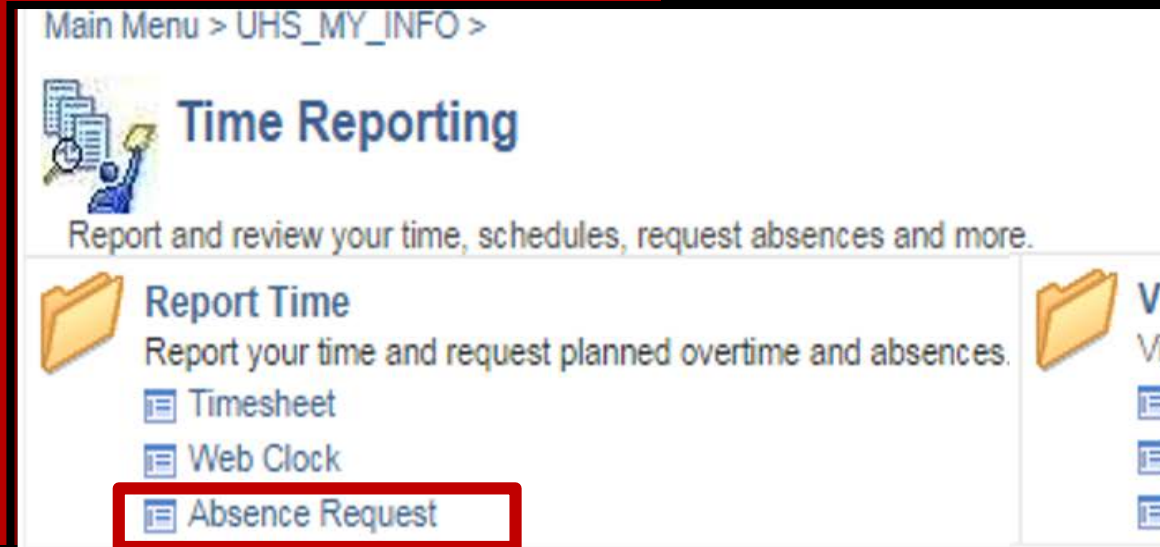
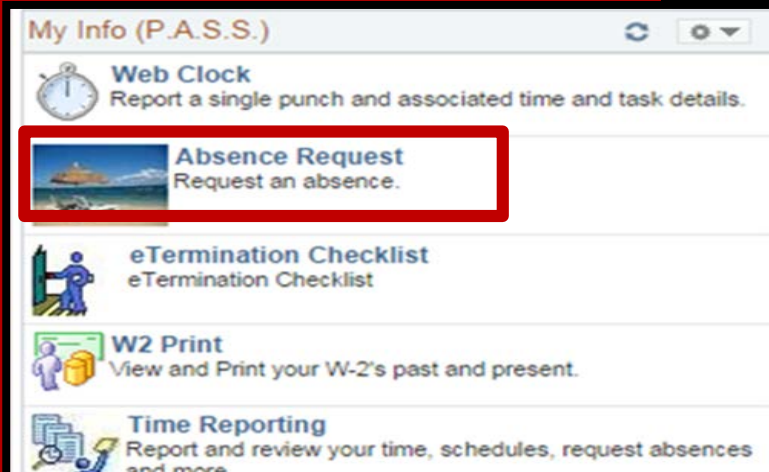
- Any time a change is made to a timesheet, the manager will enter a comment. Click on the icon to view the comment.

The screenshot shows a web-based time sheet interface. At the top, there are navigation controls: 'View By: Time Period', '*Date: 01/01/2014', a 'Refresh' button, and links for '<< Previous Time Period' and 'Next Time Period >>'. Below this, it displays 'Scheduled Hours: 80.00 Hours' and a date range 'From 01/01/2014 to 01/14, 2014'. The main table is titled 'Timesheet' and has columns: Day, Date, Status, Exception, In, Lunch, In, Out, Punch Total, Time Reporting Code, Quantity, and Sched Hrs. The 'Status' column is highlighted with a red box and labeled #6. The 'Sched Hrs' column is also highlighted with a red box and labeled #5. A comment icon in the 'Day' column for Tuesday 1/7 is highlighted with a red box and labeled #7. The table data is as follows:

Day	Date	Status	Exception	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs
Wed	1/1	New									8.00
Thu	1/2	Approved							Vacation - 171	8.00	8.00
Fri	1/3	Approved							Vacation - 171	8.00	8.00
Sat	1/4	New									0.00
Sun	1/5	New									0.00
Mon	1/6	Approved		6:57:44AM	12:04:58PM	1:02:26PM	3:57:29PM	8.03			8.00
Tue	1/7	Approved		8:00:00AM	12:00:00PM	1:00:30PM	4:00:19PM	7.00			8.00
Wed	1/8	Approved		5:57:50AM	11:44:16AM	12:40:50PM	3:57:17PM	9.03			8.00
Thu	1/9	Approved		6:57:47AM	11:42:00AM	12:37:28PM	3:57:29PM	8.06			8.00
Fri	1/10	Approved		6:57:38AM	11:57:50AM	12:53:28PM	3:57:30PM	8.06			8.00
Sat	1/11	New									0.00
Sun	1/12	New									0.00
Mon	1/13	Approved		6:57:38AM	12:02:21PM	1:00:28PM	3:57:40PM	8.03			8.00
Tue	1/14	Needs Approval		6:57:03AM	11:29:01AM	12:26:29PM	3:57:09PM	8.05			8.00

Absence Request

- There are two locations for an Absence Request.
- Absence request is located under Time Reporting.
- Absence Request is also located on the main menu.



Absence Request: Process

- **Email notification:** Request is approved, denied, or pushed back or Verification via P.A.S.S.
- **It is important to enter your request as soon as possible.**
- **120 days in the future to enter your leave request.**
- **If there is a mistake with your leave request, talk to your supervisor.**
- **Note: Once an absence request is approved, denied, or pushed back, the employee will be notified via email. The employee can also go to Pass and look under the absence request history to review the status of a request.**

Absence Request

P.A.S.S. Employee Self-Service


Wed, Feb 27, 13 1:52 PM

Favorites | Main Menu > Time Reporting > Absence Request

Request Absence

Enter Start Date, Type of Absence, and Requested fields. The absence request can be saved for later or submitted for approval.

Absence Detail

* Start Date:  [View Monthly Schedule](#)

Filter by Type: ▼

* Absence Name: ▼

Comments

Requestor Comments:

* Required Field

Go To: [View Absence Request History](#)

- Once you click into Absence Request
- Select the date you will start your absence.
- Type in the date in month, day, year format or click on the calendar icon. This will bring up a calendar where you will be able to select the specific date.
- In the absence request form, you can also view your absence request history.

Absence Request

P.A.S.S. P.A.S.S. Employee Self-Service

Wed, Feb 27, 13 1:52 PM

Favorites | Main Menu > Time Reporting > Absence Request


Request Absence

Enter Start Date, Type of Absence, and Requested fields. The absence request can be saved for later or submitted for approval.

Absence Detail

* Start Date: [View Monthly Schedule](#)

Filter by Type:

* Absence Name: 

Comments

Requestor Comments:

* Required Field

Go To: [View Absence](#)

- 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

- You can simply select the type of leave you wish to request by selecting from the "Absence Name" drop down menu.
- This menu will include all absence types.

Absence Request

P.A.S.S. P.A.S.S. Employee Self-Service


Wed, Feb 27, 13 1:52 PM


Favorites Main Menu > Time Reporting > Absence Request

Request Absence

Enter Start Date, Type of Absence, and Requested fields. The absence request can be saved for later or submitted for approval.

Absence Detail

*Start Date:  [View Monthly Schedule](#)

End Date: 

Filter by Type:

*Absence Name:

*Reason:

Partial Days:

Duration: H

Comments



Requestor Comments:

* Required Field

Go To: [View Absence Request History](#)

February 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

 [Current Date](#) 

- When you select the type of absence, multiple fields will open up on the form.
- Complete the required fields that include the end date of your absence as well as if partial days will be taken.
- To complete the end date, you can enter the last day of your leave in the field with the month day year format or you may click on the calendar icon and select the date.

Absence Request: Reasons

P.A.S.S. Employee Self-Service

Wed, Feb 27, 13 1:52 PM

Favorites Main Menu > Time Reporting > Absence Request

Request Absence

Enter Start Date, Type of Absence, and Requested fields. The absence request can be saved for later or submitted for approval.

Absence Detail

*Start Date: 02/27/2013 [View Monthly Schedule](#)

End Date: 02/28/2013

Filter by Type: All

*Absence Name: Sick Current Bal 165.00

*Reason: **Select Absence Reason**

- Child
- Employee/Self**
- Parent
- Select Absence Reason
- Spouse

Partial Days:

Duration:

Calculate Duration

Comments

Requestor Comments:

* Required Field

Save for Later Submit

Go To: [View Absence Request History](#)

- Multiple absence types will require an additional reason.
- As an example, for sick days, you will need to indicate if it is for you, a spouse, a child, or a parent.
- If there is additional information needed, you can add it to the comments field. Certain types of leave may require additional documentation such as sick leave of 3 days or more, F M L, bereavement, leave without pay, and so forth. Please verify with your supervisor what, if any, additional documentation will be needed.
- After you complete the information requested, you can save for later or submit it to the next approver.

Absence Request: Attachments

Note: Please ask your supervisor to help you with attachments on an absence request. Once an absent request has been submitted you can't go back to attach a document.

View All First 1 of 1 Last					
Attached File	Attachment Type	Absence Type	Add Attachment	View Attachment	Delete Attachment
1	<input type="text"/>	Sick	Add Attachment	View Attachment	Delete Attachment
Return to Absence Request	<ul style="list-style-type: none">Bereavement JustificationBlood Donor VerificationFMLA ApprovalJury Duty Absence ExcuseJury Duty SummonsJustification Upon ReturnMarrow Donor VerificationMilitary OrderOrgan Donor VerificationPrior Approval DocumentReturn to Work Authorization				

Absence Request: Partial Days

P.A.S.S. Employee Self-Service

Wed, Feb 27, 13 1:52 PM

Favorites | Main Menu > Time Reporting > Absence Request

Request Absence

Enter Start Date, Type of Absence, and Requested fields. The absence request can be saved for later or submitted for approval.

Absence Detail

*Start Date: 02/27/2013 [View Monthly Schedule](#)

End Date: 02/28/2013

Filter by Type: All

*Absence Name: Sick Current Bal 165.00

*Reason: Employee/Self

Partial Days:

Duration:

Calculate Duration

Comments

Requestor Comments:

* Required Field

Save for Later Submit

Go To: [View Absence Request History](#)

- ❖ If you take partial days, select the days if it is:
 - The first day,
 - last day,
 - both the first and last day
 - if all of the days you are requesting leave are partial.

Calculation Duration for Partial Days

P.A.S.S. P.A.S.S. Employee Self-Service

Wed, Feb 27, 13 1:52 PM

Favorites Main Menu > Time Reporting > Absence Request

Request Absence

Enter Start Date, Type of Absence, and Requested fields. The absence request can be saved for later or submitted for approval.

Absence Detail

*Start Date: [View Monthly Schedule](#)

End Date:

Filter by Type:

*Absence Name: Current Bal 165.00

*Reason:

Partial Days:

Start Day Hours:

Duration: Hours

Comments

Requestor Comments:

* Required Field

Go To: [View Absence Request History](#)

- After you indicate that you will be taking partial days for your leave request, the field, for the hours will appear.
- Enter the requested leave hours for the partial days.
- When you click on calculate duration, it will calculate the hours for the partial days in the duration field.
- After you complete the information requested, you can save for later or submit it to the next approver.

Absence Request: Partial Days

Submit Confirmation

 The Absence Request was successfully submitted.

OK

- When you submit the form, you will receive a confirmation. Click "ok" to confirm the request.

Absence Request: Status

- Approved: request has been granted
- Cancel: absence request was denied or pushed back to be edited or cancelled.
- Deny: used when a Time Approver denies an employee's absence request for leave.
- Push Back: sent to the employee to edit, resubmit, or cancel if the request isn't going to be modified or taken.
- Note: If your absence request is denied, cancelled, or push backed, you need to go back and delete it.

Absence Request: Details

Request Details

View Request Status and Approval Details

Details

Start Date: 12/17/2012
End Date: 12/17/2012
Absence Name: Sick Current Balance: 0.00 **
Reason: Employee/Self Projected Bal
Partial Days: None
Duration: Hours

Workflow

Status: Submitted

Request History

Status	Name	Date	Comments
1 Submitted	Ashley Waggoner	01/07/2013	

AbsenceManagement

➤ **Absence Management: Pending**

AbsenceManagement

Pending

🕒 [Multiple Approvers](#)
Absence Approver List

**Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: [Request Absence](#)

[View Absence Request History](#)

[View Absence Balances](#)

- After you click "OK," you will be able to view the status.
- Notice that the status is pending approval once you submit the request.
- The request will be sent to your department approvers for authorization.

Time Reporting Menu: View Time

Main Menu > UHS_MY_INFO >



Time Reporting

Report and review your time, schedules, request absences and more.



Report Time

Report your time and request planned overtime and absences.

- Timesheet
- Web Clock
- Absence Request



View Time

View your schedules, forecasted, payable and comp time, exceptions and more.

- Pay Time
- Absence Request History
- Absence Balances

Time Reporting Menu: View Time

View Time
View your schedules, forecasted, payable and comp time, exceptions and more.

- Pay Time**
- Absence Request History
- Absence Balances

Pavable/Reported Time Summary

paid.

Start Date:

End Date:

[Refresh](#)

Payable Time From 01/01/2014 To 01/07/2014

Time Reporting Code	Description	Type	Wed 1/1	Thu 1/2	Fri 1/3	Sat 1/4	Sun 1/5	Mon 1/6	Tue 1/7	Total Quantity
020	Regular Earnings Bi-Weekly	Hours						8.000000	7.000000	15.000000
151	Holiday Pay	Hours	8.000000							8.000000
171	Vacation	Hours		8.000000	8.000000					16.000000


Reported Time From 01/01/2014 to 01/07/2014


Timesheet [\[+\]](#)




Select	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Type	Quantity	Taskgroup
<input type="checkbox"/>	Wed	1/1	New									H0173
<input type="checkbox"/>	Thu	1/2	Approved						Vacation	Hours	8.000000	H0173
<input type="checkbox"/>	Fri	1/3	Approved						Vacation	Hours	8.000000	H0173
<input type="checkbox"/>	Sat	1/4	New									H0173
<input type="checkbox"/>	Sun	1/5	New									H0173
<input type="checkbox"/>	Mon	1/6	Approved	6:57:44AM	12:04:58PM	1:02:26PM	3:57:29PM	8.033340				H0173
<input type="checkbox"/>	Tue	1/7	Approved	8:00:00AM	12:00:00PM	1:00:30PM	4:00:19PM	7.000000				H0173


Absence Request History




Main Menu > UHS_MY_INFO >

 **Time Reporting**
Report and review your time, schedules, request absences and more.

 **Report Time**
Report your time and request planned overtime and absences.

-  Timesheet
-  Web Clock
-  Absence Request

 **View Time**
View your schedules, forecasted, payable and comp time, exceptions and more.

-  Pay Time
-  **Absence Request History**
-  Absence Balances

Time Reporting Menu: View Time

Favorites | Main Menu > Time Reporting > Absence Request History

Absence Request History

Select date range of absences to be viewed. Select the absence name link to view request details. Select edit button to edit the request, submit the request for approval, or cancel the request.

From:  Through: 

Absence Request History Find | View All |  |  First Last

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Comp Time Taken @ 1.5	Approved	11/26/2013	11/30/2013	24 Hours	Employee	<input type="button" value="Edit"/>
Sick	Saved	10/24/2013	10/25/2013	16 Hours	Employee	<input type="button" value="Edit"/>
Sick	Approved	09/17/2013	09/17/2013	8 Hours	Employee	<input type="button" value="Edit"/>
Vacation	Approved	08/23/2013	08/24/2013	16 Hours	Employee	<input type="button" value="Edit"/>
Vacation	Approved	08/10/2013	08/13/2013	16 Hours	Employee	<input type="button" value="Edit"/>
Sick	Approved	08/09/2013	08/09/2013	8 Hours	Employee	<input type="button" value="Edit"/>

Go To: [Request Absence](#)
[View Absence Balances](#)
[Job List](#)

Absence Request History: Status

- Saved: Not yet submitted
- Submit: Once a request has been submitted, you cannot go back and attach documents.
- Approved

Favorites | Main Menu > Time Reporting > Absence Request History

Absence Request History

Select date range of absences to be viewed. Select the absence name link to view request details. Select edit button to edit the request, submit the request for approval, or cancel the request.

From: Through:


Absence Request History Find | View All | | First 1-6 of 6 Last

<u>Absence Name</u>	<u>Status</u>	<u>Start Date</u>	<u>End Date</u>	<u>Duration</u>	<u>Requested By</u>	<u>Edit</u>
Comp Time Taken @ 1.5	Approved	11/26/2013	11/30/2013	24 Hours	Employee	<input type="button" value="Edit"/>
Sick	Saved	10/24/2013	10/25/2013	16 Hours	Employee	<input type="button" value="Edit"/>
Sick	Approved	09/17/2013	09/17/2013	8 Hours	Employee	<input type="button" value="Edit"/>
Vacation	Approved	08/23/2013	08/24/2013	16 Hours	Employee	<input type="button" value="Edit"/>
Vacation	Approved	08/10/2013	08/13/2013	16 Hours	Employee	<input type="button" value="Edit"/>
Sick	Approved	08/09/2013	08/09/2013	8 Hours	Employee	<input type="button" value="Edit"/>

Go To: [Request Absence](#)
[View Absence Balances](#)
[Job List](#)









Absence Balances

Main Menu > UHS_MY_INFO >



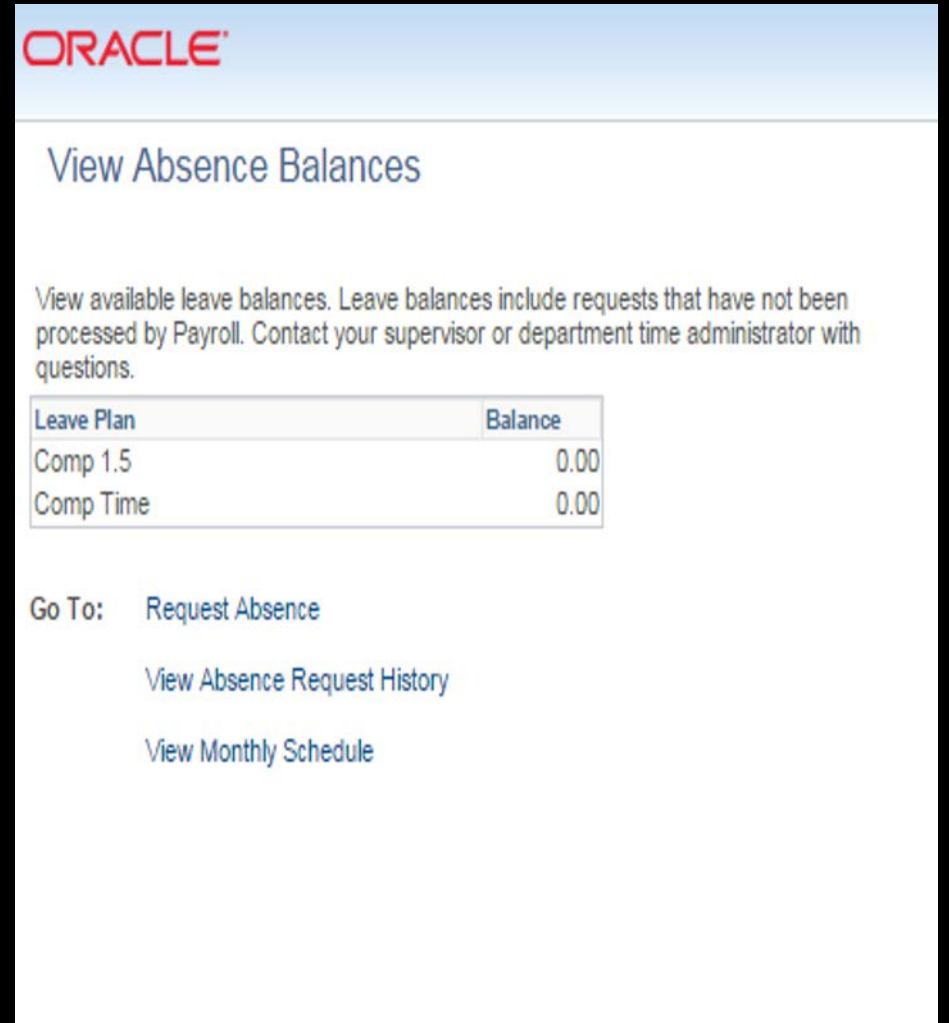
Time Reporting

Report and review your time, schedules, request absences and more.

 <h3>Report Time</h3> <p>Report your time and request planned overtime and absences.</p> <ul style="list-style-type: none"> Timesheet Web Clock Absence Request	 <h3>View Time</h3> <p>View your schedules, forecasted, payable and comp time, exceptions and more.</p> <ul style="list-style-type: none"> Pay Time Absence Request History Absence Balances
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Absence Balances

- Absence Balances lets you view how much sick time and vacation time you have.



The screenshot shows the Oracle HR system interface for viewing absence balances. At the top, the Oracle logo is displayed in red. Below it, the page title 'View Absence Balances' is shown in blue. A descriptive paragraph explains that the page shows available leave balances, including requests not yet processed by payroll, and advises contacting a supervisor or time administrator for questions. A table with two columns, 'Leave Plan' and 'Balance', lists 'Comp 1.5' and 'Comp Time', both with a balance of 0.00. Below the table, there are three blue links: 'Request Absence', 'View Absence Request History', and 'View Monthly Schedule'.

ORACLE

View Absence Balances

View available leave balances. Leave balances include requests that have not been processed by Payroll. Contact your supervisor or department time administrator with questions.

Leave Plan	Balance
Comp 1.5	0.00
Comp Time	0.00

Go To: [Request Absence](#)

[View Absence Request History](#)

[View Monthly Schedule](#)

Computer Ethics

- Do not give your password to anyone. Passwords are intended to protect your computer and your files.
- Please use a computer in ways that ensures consideration and respect for other people.
- **Note:** Abuse of guidelines will revoke entrance into lab. Below is the link for the UH IT policies and procedures that should be followed:
- <http://www.uh.edu/infotech/policies/index.php>



This concludes Training 102

Questions?