



UNIVERSITY of  
**HOUSTON**

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CREATING LITERACY IN COMPUTER KNOWLEDGE

# ¿ Que es C.L.I.C.K.?

- Creating
- Literacy
- In
- Computer
- Knowledge

➤ [www.uh.edu/plantops/programs/click](http://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

● Para ver las fechas y horarios de las sesiones de clase y la información sobre cómo inscribirse, visite la página de C.L.I.C.K.

[www.uh.edu/plantops/programs/click](http://www.uh.edu/plantops/programs/click)



# **Bienvenidos a C.L.I.C.K**

## **Entrenamiento 102**

**PowerPoint By Yvonne Hernandez**

# Esquema de clase

- **Inicie sesión en CougarNet**
- **Identificarse para acceder a Access UH**
  - ¿Qué es el Acces UH ?
  - Servicios importante en el acceso UH
- **Navegue a través de PeopleSoft**
  - Información personal
  - Cambiar la contraseña
  - Informe de tiempo
- **la ética de ordenador**

# Inicie sesión en CougarNet



Ctrl

Alt

Delete

# ¿Qué es AccessUH ?



Login to AccessUH

- AccessUH le permite utilizar su ID CougarNet acceder a muchos servicios en línea sin necesidad de acceder a cada uno por separado .

## 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

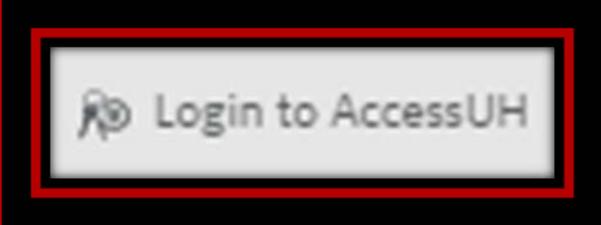
# Servicios importantes en AccessUH



- **P.A.S.S. (HR)**-Permite a los empleados para comprobar los beneficios y la información de nómina , listado de directorios de actualización y mucho más .
- **Email (Exchange)**- Proporciona listas de correo electrónico , calendario y contactos y tareas . Se accede a través de Outlook o en la web.
- **T.A.P. (Employee Online Training)**-Permite a los empleados para completar la capacitación anual obligatoria en línea .
- **FAMIS (Facility work order system)**-Permite a los estudiantes activos , profesores y personal de la capacidad para entrar en las solicitudes de servicio.

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

# AccessUH



A screenshot of a web browser displaying the University of Houston Plant Operations website. The browser's address bar shows the URL "http://www.uh.edu/pla...". The navigation menu at the top includes "UH Home", "Apply to UH", "Give to UH", and "Login to AccessUH", with the latter highlighted by a red rectangular 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 page content includes a breadcrumb "UH Home / Plant Operations", a "For Plant Ops Staff" button, and a "Plant Operations" section with contact information and social media icons. A large banner features the text "CAMPUS WAYFINDING" and "First Wave of Signage Being Installed in Arts District" with a photo of a building sign. At the bottom, there is a search bar labeled "SEARCH PLANT OPS:" and a "Go" button.

# Haga clic en el P.A.S.S. icono

University Services

		
CougarCard	Parking Self-Service	Software Download

Administrative Services

			
Email (Exchange)	Employee Training	HR and Campus Solutions	HR

# P.A.S.S. Menú Principal

The screenshot displays the Oracle P.A.S.S. Main Menu interface. A red box highlights the 'My Info (P.A.S.S.)' section on the left, which contains the following items:

- 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.

The main content area features a 'Photos' gallery with four images of university buildings and a 'Employee Message Center' with the following text:

**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.

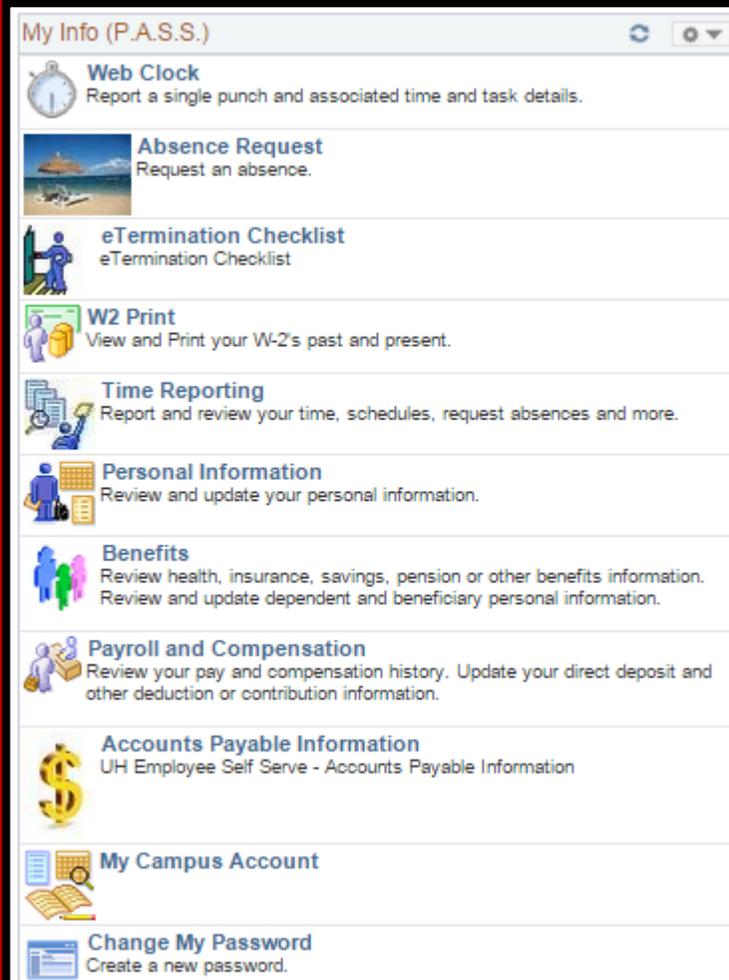
Logos for UH, University of Houston Clear Lake, UH-D, and UNIVERSITY OF HOUSTON - VICTORIA are displayed.

The bottom section, 'Top Menu Features Description', states: "Our menu has changed!"

On the right side, there are sections for 'My Work' and 'My Links' with the following links:

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

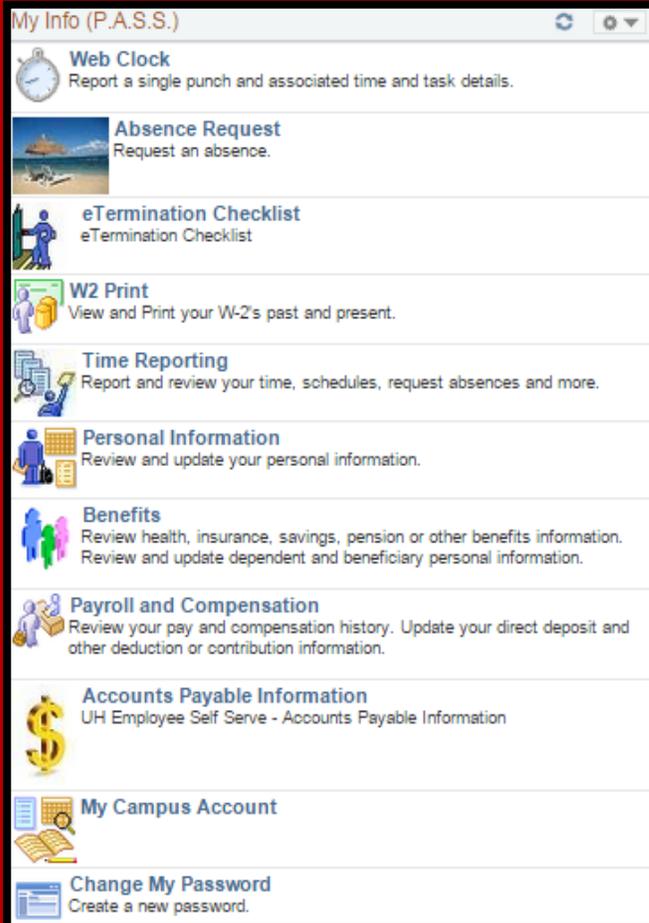
# Navegue a través de P.A.S.S



- Información personal
- Cambiar la contraseña
- Informe de tiempo

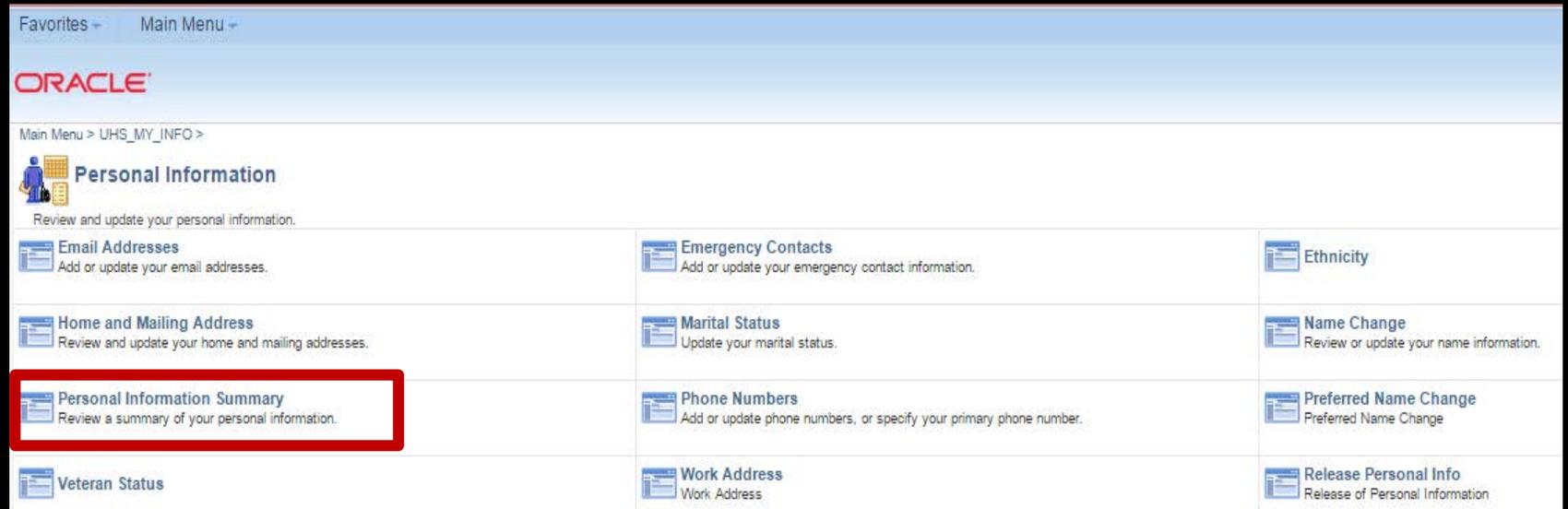
# Información personal

- También puede acceder a su información personal haciendo clic en el acceso directo en el menú principal



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

- Web Clock**  
Report a single punch and associated time and task details.
- Absence Request**  
Request an absence.
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eTermination Checklist
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- 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
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Create a new password.



Favorites Main Menu

ORACLE

Main Menu > UHS\_MY\_INFO >

### Personal Information

Review and update your personal information.

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

# Personal Information Summary

ORACLE

## 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.

Name

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
Sibling	<input checked="" type="checkbox"/>

- Revise el resumen de su información personal para cualquier cambio como:
  - dirección números de
  - teléfono contacto de
  - emergencia dirección de
  - correo electrónico
- **Nota** : Es importante que proporcione su dirección de correo electrónico ya que al restablecer la contraseña CougarNet que lo enviará a la dirección de correo electrónico que usted ha proporcionado .

# Change Password

## Cambiar la contraseña

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.
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UH Employee Self Serve - Accounts Payable Information
- My Campus Account**
- Change My Password**  
Create a new password.

# Change Password

## Cambiar la contraseña

### 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.

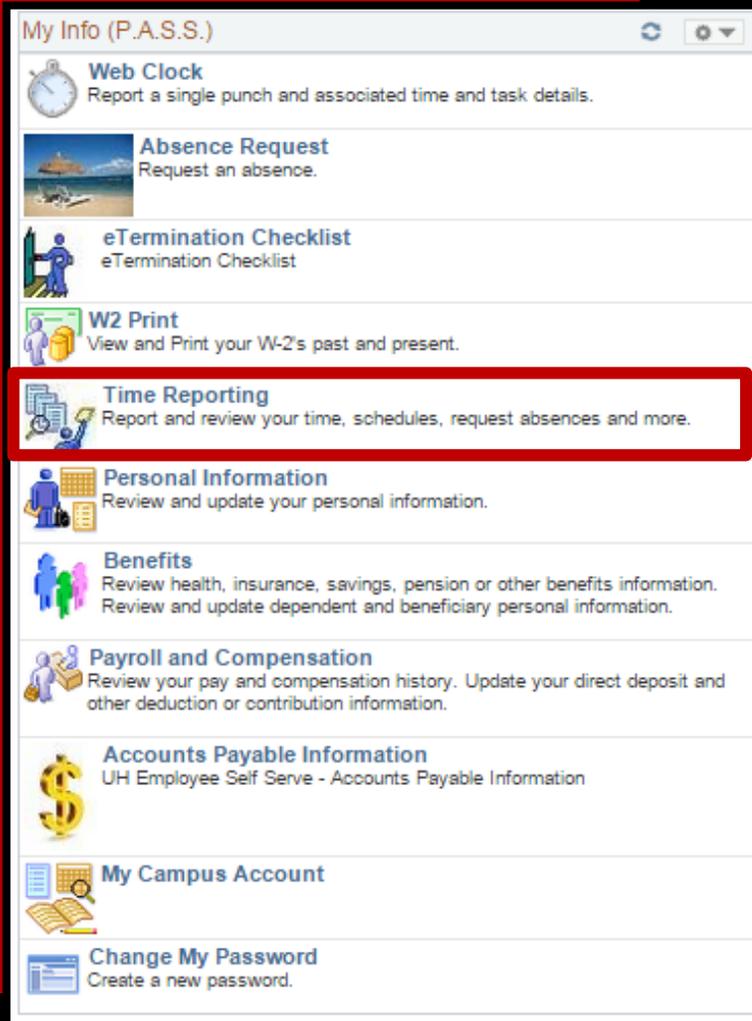
To change your Cougarnet password, use the [Computer Account Management](#) page.

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](#).

- Si la contraseña está a punto de caducar puede cambiar su contraseña actual .
- Esto va a cambiar sólo la contraseña de **PeopleSoft** .
- Bajo la gestión de cuenta de equipo que usted puede cambiar su contraseña CougarNet .

# Menú de Time Reporting



- Reportes en Tiempo
  - Hoja de Tiempo
  - Solicitud de Ausencia
- Ver Tiempo
  - Tiempo Pagado
  - Historia de Ausencia de solicitud
  - Saldos Ausencia

# Time Reporting Menú: Hoja del Trabajo

- Para ver sus registros, haga clic en timesheet en el menú de time reporting. Revise su Hoja de Trabajo

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

# Hoja de Tiempo

- #1 Ver su hoja de tiempo por tres categorías: – Período de tiempo , día, semana
- #2 Seleccione el período de tiempo que desea ver y haga clic en Refresh
- #3 Día y Fecha El día y la fecha de la perforadora está en la lista
- #4 The Punch Times es el registro de tiempo refleja el tiempo actual del registro:
  - In (Cuando llegue al trabajo)
  - Meal (Cuando sale para el almuerzo)
  - In (Cuando regrese del almuerzo)
  - Out (Cuanod sale del trabajo)

El registro total será basado en el tiempo actual de los registros. Esto NO será el tiempo por lo que usted será pagado. Recuerde, su salario será basado en una tabla de redondeo

The screenshot shows a time sheet application interface. At the top, there are controls for viewing the data: 'View By: Time Period' (annotated #1), a date field 'Date: 01/01/2014' with a calendar icon and a 'Refresh' button (annotated #2), and navigation links '<< Previous Time Period' and 'Next Time Period >>'. Below this, it shows 'Scheduled Hours: 80.00 Hours'. A blue bar indicates the selected date range: 'From 01/01/2014 to 01/11/2014'. The main table is titled 'Timesheet' (annotated #3) and has columns: 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. The 'In' and 'Out' columns for the last three days (Mon, Tue, Wed) are highlighted with a red box (annotated #4).

	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	

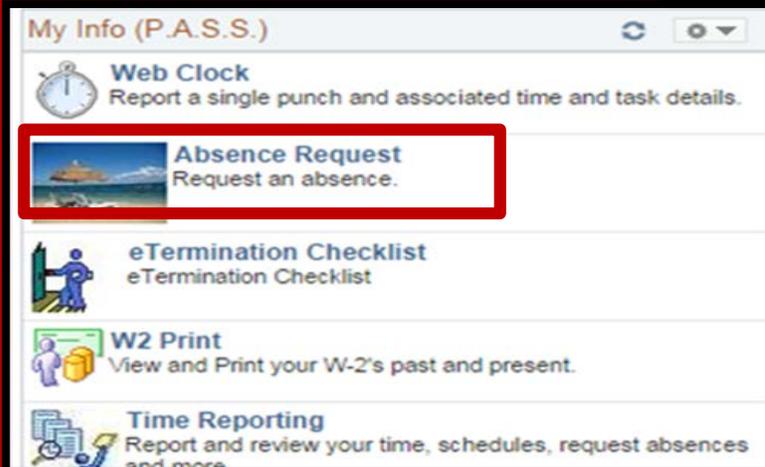
# Hoja de Tiempo

- **#5 Scheduled Hours** – Sus horas programadas del día, según su horario en el Sistema pueden ser vistas como también el estatus.
- **#6 Status** – El estatus indica si sus horas han sido aprobadas por un supervisor.
- **#7 Comments** – Cada vez que un cambio es hecho a una hoja de trabajo el supervisor tiene que entrar un comentario. Haga clic en el icono para ver el comentario.

The screenshot shows a web-based time sheet interface. At the top, there are navigation options: 'View By: Time Period', a date field set to '01/01/2014', a 'Refresh' button, and links for '<< Previous Time Period' and 'Next Time Period >>'. Below this, it indicates 'Scheduled Hours: 80.00 Hours'. The main data area is titled 'From 01/01/2014 to 01/14, 2014' and contains a 'Timesheet' table. The table has columns for Day, Date, Status, Exception, In, Lunch, In, Out, Punch Total, Time Reporting Code, Quantity, and Sched Hrs. Callout #6 points to the 'Status' column, #5 points to the 'Sched Hrs' column, and #7 points to a comment icon in the first column of the table rows.

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 (Solicitud de Ausencia)



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

**Web Clock**  
Report a single punch and associated time and task details.

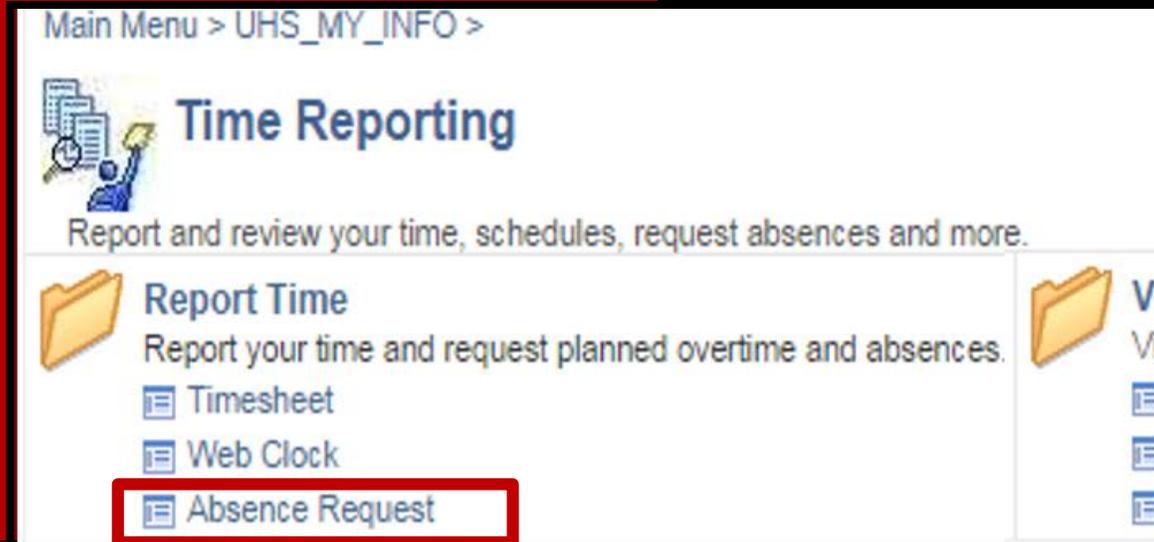
**Absence Request**  
Request an absence.

**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.

- Hay dos lugares para Solicitud de Ausencia
- Ausencia solicitud se encuentra bajo Report Time .
- Solicitud de Ausencia también se encuentra en el menú principal.

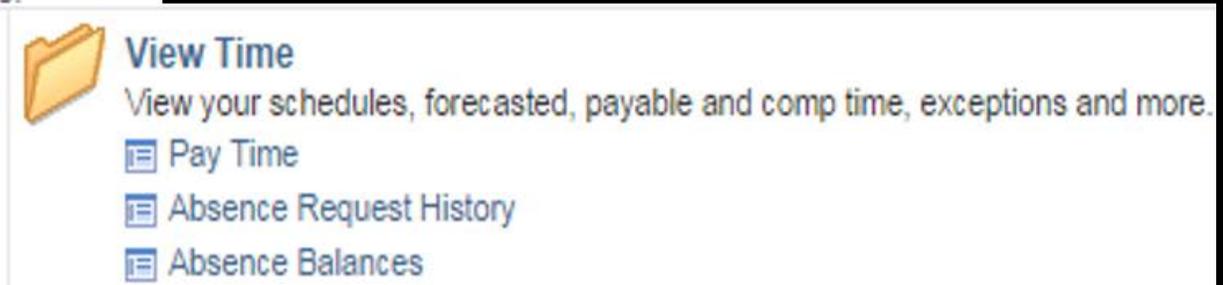


Main Menu > UHS\_MY\_INFO >

**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

# Solicitud de Ausencia : Procesos

- Cuando su solicitud de ausencia sea aprobada, negada, o regresada a usted para corregir, usted será notificado vía email. También puede entrar al sistema de P.A.S.S. y revisar su historial de solicitudes de ausencia “absence request history” para ver el estatus de su solicitud.
- Es importante solicitar su ausencia lo más temprano posible.
- Si tiene una solicitud de ausencia para el futuro, tiene hasta 120 días por adelantado para hacer su solicitud de ausencia.
- Si hay un error con su solicitud de ausencia, hable con su supervisor. La solicitud de ausencia tendrá que ser desaprobada por su supervisor antes de que usted pueda entrar al sistema de P.A.S.S. y hacer correcciones.
- Después de que contacte a su supervisor y su supervisor desapruebe su solicitud, podrá ingresar al área de historial de solicitudes de ausencias (absence request history). Si su solicitud de ausencia ya ha sido aprobada, por favor contacte su supervisor.

# Absence Request (Solicitud de Ausencia)

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 Request History](#)

- Una vez que haga clic en Solicitud de Ausencia Absence Request
- Seleccione la fecha en la que comenzará su ausencia.
- Ingrese la fecha con el formato MES/DIA/AÑO o haga clic en el calendario y escoja la fecha deseada.
- En el sitio "absence request," puede ver su historial de solicitud de ausencias en la parte baja de la página o ver su horario mensual en la parte superior de la página.

# Tipo de ausencias - "Absence Name"

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

Filter by Type: All

\*Absence Name: **Select Absence Name**

- Select Absence Name
- 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

**Comments**

Requestor Comments

\* Required Field

Go To: [View Absence](#)

- Puede seleccionar el tipo de ausencia que desee solicitar simplemente seleccionando del menu desplegable "Absence Name".
- Este menu incluye todos los tipos de ausencias.

# Absence Request (Solicitud de Ausencia)

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:

Filter by Type: All

\*Absence Name: Sick

\*Reason: Select Absence

Partial Days: None

Duration:  H

165.00

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		

### Comments

Requestor Comments:

\* Required Field

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

- Cuando seleccione "type of absence", múltiples áreas se abrirán en la pantalla.
- Complete las áreas requeridas incluyendo la fecha cuando termine su ausencia. (End Date)
- Para completar el "end date," puede ingresar la fecha in el formato MES/DIA/AÑO o puede hacer clic en el calendario y escoger la fecha.

# Absence Request: Reasons

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: 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](#)

- Algunos tipos de ausencia se requieren razones adicionales.
- Por ejemplo, para "sick days," usted necesitara indicar si la ausencia es debido a usted, su cónyuge, un hijo, o padre/madre.
- Si necesita agregar información adicional, puede hacerlo en el área "Comments"
- **Nota:** Ciertos tipos de licencia puede requerir documentación adicional, como la licencia por enfermedad de 3 días o más , FML , el duelo , licencia sin sueldo , y así sucesivamente . Por favor, verifique con su supervisor lo que , en su caso , se requerirá documentación adicional .

# Solicitud de Ausencia : Adjuntos

Nota : Por favor, pregunte a su supervisor que le ayude con los archivos adjuntos en una solicitud de ausencia. Una vez que una solicitud ausente se ha presentado no se puede volver a adjuntar un documento .

View All    First 1 of 1 Last					
<a href="#">Attached File</a>	<a href="#">Attachment Type</a>	<a href="#">Absence Type</a>	<a href="#">Add Attachment</a>	<a href="#">View Attachment</a>	<a href="#">Delete Attachment</a>
1	<input type="text" value=""/>	Sick	<input type="button" value="Add Attachment"/>	<input type="button" value="View Attachmen"/>	<input type="button" value="Delete Attachment"/>
<a href="#">Return to Absence Request</a>	<ul style="list-style-type: none"><li>Bereavement Justification</li><li>Blood Donor Verification</li><li>FMLA Approval</li><li>Jury Duty Absence Excuse</li><li>Jury Duty Summons</li><li>Justification Upon Return</li><li>Marrow Donor Verification</li><li>Military Order</li><li>Organ Donor Verification</li><li>Prior Approval Document</li><li>Return to Work Authorization</li></ul>				

# 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](#)

- Si usted toma días parciales , seleccione los días si se trata de :
  - el primer día ,
  - último día ,
  - tanto el primero y el último día
- Esto es si todos los días que está solicitando la licencia son parciales .

# Cálculo de duración para los días parciales

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](#)

- Después de indicar que trabajará días parciales para su solicitud de ausencia, el área para esas horas aparecerá en su pantalla.
- Ingrese la cantidad de horas solicitadas de ausencia para el día de trabajo parcial en esta área.
- Cuando haga clic en “calculate duration”, el sistema calculara las horas de los días parciales en el área “duration field.”
- Cuando completa la solicitud de ausencia “Absence Request,” puede archivarla para el futuro (save for later) o someterla (submit the form).

# Absence Request: Confirmación

## Submit Confirmation

✓ The Absence Request was successfully submitted.

OK

- Después de su solicitud de ausencia, cuando someta dicha solicitud, recibirá un mensaje de confirmación. Haga clic en "OK."

# Solicitud de Ausencia : Estado

- **Aproved(Aprobado):** solicitud ha sido concedida •
- **Canceled (Cancelar) :** ausencia solicitud fue denegada o empujado de nuevo a ser editado o cancelado .
- **Denied (denegar):** se utiliza cuando un aprobador Tiempo niega solicitud de ausencia de un empleado.
- **Push Back (Empuje hacia atrás) :** enviado al empleado para editar , reenviar , o cancelar la solicitud si no va a ser modificado o adoptado .
- **Nota:** Si su solicitud es denegada ausencia , cancelado , o empuje el respaldo, necesita para volver atrás y eliminarlo.

# Absence Request: Details

(Solicitud de Ausencia : Detalles)

**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](#)

- Después de hacer clic en "OK," podrá ver el status de su solicitud.
- Note que el status de aprobación estará pendiente (pending).
- La solicitud de ausencia será enviada a su departamento para aprobación y autorización.

# 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

- Pay time reflejara el tiempo actual por lo que usted será pagado. Haga clic en Pay Time de bajo del menú de Time Reporting

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

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

**Payable/Reported Time Summary**

W  
Jr  
A  
nē  
paid.

Start Date:   End Date:

**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

# Absence Request: History

## Historial de solicitud de ausencia

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

Find | View All |  First 1-6 of Last

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

# Absence Request History: Status

## Historial de solicitud de ausencia: Estado

- **Saved (Salvado):** No se ha presentado
- **Submit (Entregar):** Una vez que una solicitud ha sido presentada, no se puede volver atrás y adjuntar documentos.
- **Approved (aprovado)**

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

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"><li> Timesheet</li><li> Web Clock</li><li> Absence Request</li></ul>	 <h3>View Time</h3> <p>View your schedules, forecasted, payable and comp time, exceptions and more.</p> <ul style="list-style-type: none"><li> Pay Time</li><li> Absence Request History</li><li> Absence Balances</li></ul>
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# Absence Balances (saldos de ausencia)

**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](#)

- Absence Balances le permite ver cuánto tiempo enfermo y el tiempo de vacaciones que tiene.

# Éticas de la Computadora

- No comparta con nadie su contraseña. Las contraseñas están destinadas a proteger su computadora y sus archivos.
- Por favor use la computadora teniendo consideración y respeto por las otras personas.
- Nota : El abuso de las reglas revocara la entrada al laboratorio. A continuación se encuentra la dirección para el sitio web que explica las reglas y procedimientos de UH IT que se deben seguir:  
<http://www.uh.edu/infotech/policies/index.php>



Esto concluye Capacitación 102

**¿Preguntas?**