



University of Houston System
PAYROLL/HRMS
Frequently Asked Questions

QUESTION	ANSWER	CATEGORY
Can an alternate approver and the Time/Payroll Approver approve at the same time?	No, they approve in order, the Time Approver first, then the Payroll Approver will approve after the Time Administration Process runs.	APPROVERS
Can I have more than one alternate approver?	Yes you can, however you can only designate one at a time on the Time Approver screens.	APPROVERS
Who is my Time Approver?	The person who currently signs your paper timesheet or the person who is designated by the Department Business Administrator.	APPROVERS
What is a TCD?	Time Collection Device - used for biweekly employees to record punch time.	GENERAL
What is elapsed time?	Employee leave time, ie: sick, vacation, college release time, jury duty, etc. It is consider any leave time outside of regular hours	GENERAL
What is the Time Administration process?	Payroll runs this process, it turns the reported time that appears on a timesheet to Payable time.	GENERAL
What is the last day that I can record my leave hours in P.A.S.S.?	You will record hours during the current month and will have until the last day of the month to record your leave hours.	GENERAL
Does the system tell the user when they don't have enough leave hours to use?	A message appears on screen indicating the number of hours you have to use. The user can see their leave balances on the timesheet screen.	LEAVE
Does the system tell the user how many hours they have in other leave banks that are available to use?	The hours for sick and vacation are displayed on screen when the user click on the 'Balances-Click to View link'	LEAVE
Is there a preferred order for using leave hours if the current leave bank does not have enough hours?	If there are not enough sick hours unpaid leave should be entered. You may not use sick hours if there are not enough vacation hours available.	LEAVE
Does the system automatically default to unpaid leave or does the user have to enter the appropriate earnings code?	The user has to enter the TRC for unpaid leave.	LEAVE
What is a TRC?	A TRC is a time reporting code.	LEAVE

When do I have to record hours on the timesheet?	You will record only leave hours on the timesheet.	LEAVE
What if I do not have enough hours in my sick leave bank what do I enter on my timesheet?	You will record the hours you do have in your bank and you will code the balance hours as unpaid leave?	LEAVE
Do I still need to fill out the leave request form?	Yes, the leave request form should be filled out and turned into your supervisor/manager for their approval.	LEAVE
What if I am taking vacation in two months, can I record my leave on the timesheet now?	No, you will only be able to record hours from the first day of the current month to the last day of the month.	LEAVE
Will probationary employees be able to select leave time on the timesheet?	The system is not designed to stop employee from selecting the leave time. The payroll approver will have to monitor these actions and delete them.	LEAVE
What is P.A.S.S.?	People Advantage Self Service - Employee Self Service-employees may update their personal addresses, personal phone numbers, personal email addresses, their preferred name, and request primary name changes. Print Pay advices, W-2, change their W-4, add direct deposit, enter elapsed time and add contributions.	P.A.S.S.
What is the link to P.A.S.S.?	my.uh.edu	P.A.S.S.
What if I can not log into P.A.S.S.?	Usually if you can not log into P.A.S.S. it is due to a password that is incorrect, you can use the link on the log in page to request a new password. A new one will be emailed to you in minutes.	P.A.S.S.
If I did not take any leave during the month do I need to record any hours on my timesheet?	No, if you did not take any leave, you will not have to record any regular hours on your timesheet.	TIMESHEET
When will I record my leave hours on the timesheet?	Record you leave hours on your timesheet any time during the current month.	TIMESHEET
What if I am home sick and have not recorded my leave on my timesheet?	You can log into P.A.S.S. at home and enter your sick leave time. Fill out the leave request form when you return to work for your manager/supervisors signature. If you don't have a home computer, your manager/supervisor can add the time to your timesheet for you.	TIMESHEET