



**University of Houston System**  
**PAYROLL/HRMS**  
**Frequently Asked Question**

## Addendum II

QUESTION	ANSWER	CATEGORY
Can an alternate approver and the Time/Payroll Approver approve at the same time?	No	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	GENERAL
Does the system tell the user when they don't have enough leave hours to use?	A message appear on screen indicating the number of hours you have to use.	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.	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 vacation hours can be used. 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 system automatically defaults to unpaid leave.	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.