University of Houston Clear Lake
Human Resources

How to Print Paychecks

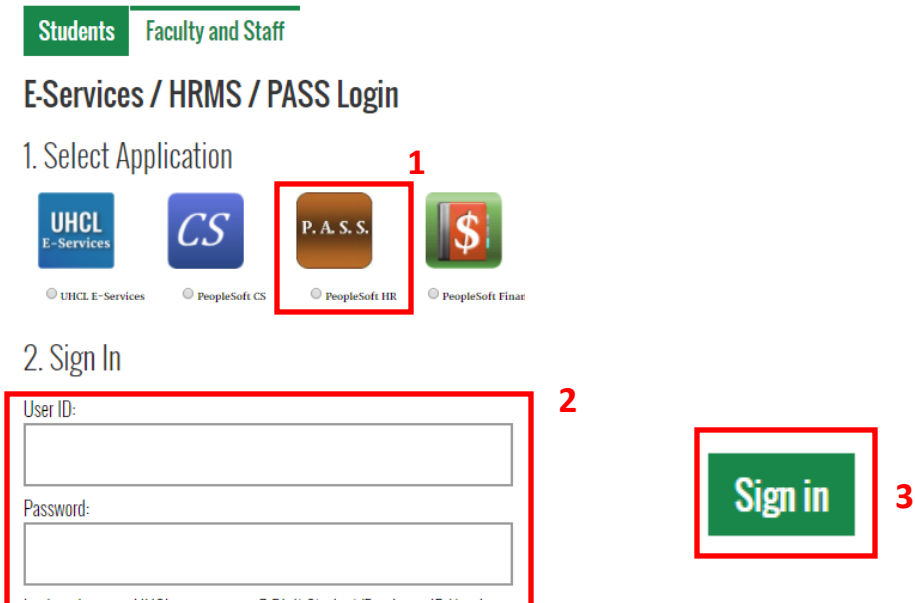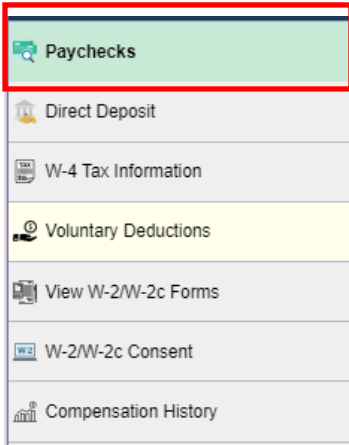|	
Go to the E-Services page. 1. **Select P.A.S.S. or PeopleSoftHR.** 2. **Login with your User ID and Password** 3. **Click Sign In.**	**Students** **Faculty and Staff** **E-Services / HRMS / PASS Login** 1. Select Application **1** UHCL E-Services CS P. A. S. S. $ ○ UHCL E-Services ○ PeopleSoft CS ○ PeopleSoft HR ○ PeopleSoft Finan 2. Sign In User ID: **2** Password: **Sign in** **3**
4. **Click the Payroll & Compensation tile.**	▼ Employee Self Service **Payroll & Compensation** **Time** **My Personal Info** **Benefits Summary** **4** **Total Rewards** **Training** **Miscellaneous** **Approvals** FY17 Total Rewards 0
5. **Click Paychecks.**	Paychecks **5** Direct Deposit W-4 Tax Information Voluntary Deductions View W-2/W-2c Forms W-2/W-2c Consent Compensation History

Previously received paychecks will load in list form. **6. Click on the desired paycheck line.** **7. From the next screen, click Print.**	
As an added security message, employees are required to enter a password. **8. The password is the employee's date of birth.** **Enter the date of birth in MMDDYYYY format.** **9. Click Submit.** **The selected paycheck will load in pdf. format and is available to print.**	