University of Houston Clear Lake
Human Resources

How to Punch-In Using Webclock

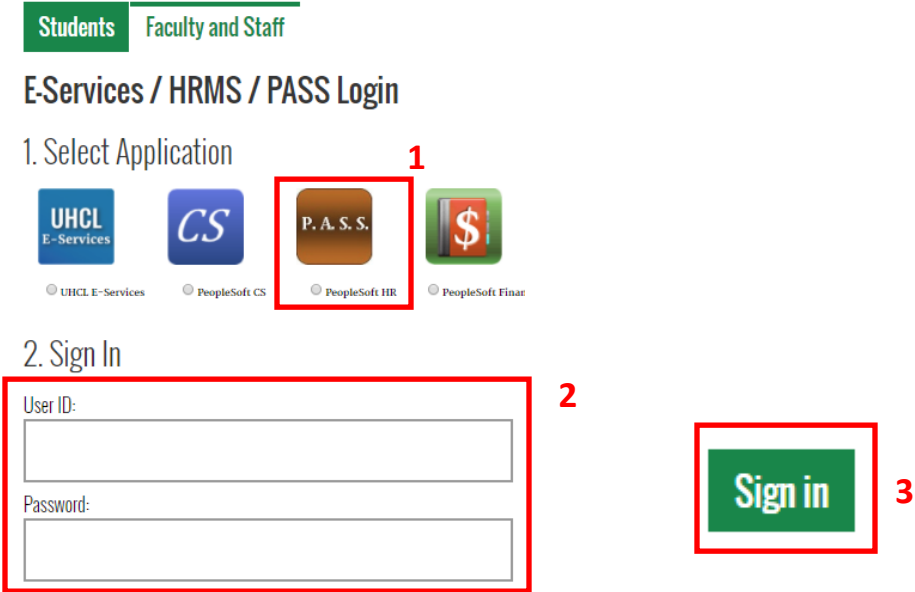|	
Go to the **E-Services** page. 1. Select P.A.S.S. or PeopleSoftHR. 2. Login with your User ID and Password 3. Click Sign In.	
4. Click the Time tile.	
5. Select Punch Type from the drop down menu. The options are: In Meal Out 6. Click Submit. The system displays the last reported time on the bottom of the page.	