Web Clock User Instructions

Log into P.A.S.S via myUHD, which can be found on the upper right hand corner of the UHD website. Once the P.A.S.S. icon is selected, employees designated as Web Clock users will have a Web Clock icon available on their home page.

Hourly employees will select Web Clock (first tab on left navigation) and navigate to the Time Tile to record their time. Select the Punch Type and click Submit. The system displays the last reported time on the bottom of the page. Employees may not clock in/out from their phone unless previously approved by their supervisor.

A typical day might produce the following punches:

- In (first punch of the day)
- Meal (out for lunch)
- In (return form lunch)
- Out (last punch of the day)