

# UNIVERSITY of HOUSTON

## HUMAN RESOURCES

# PASS

(People Advantage Self Service)

**Direct login:** <http://my.uh.edu>

**AccessUH login:** <http://accessuh.edu>

## Instructions:

- ◆ Enter your PeopleSoft Employee ID and password
  - ◆ *Select Reset Password and follow prompts if you do not know your password.*
    - ◆ Click "Sign In:"
    - ◆ Click the "P.A.S.S." link



## Direct Deposit

### (To set up a primary account)

- ◆ Click "Payroll and Compensation"
- ◆ Select "Direct Deposit"
- ◆ Click "Add Account"

#### Enter the required information:

- ◆ Routing Number
- ◆ Account Number
- ◆ Re-Enter Account Number
- ◆ Account Type
- ◆ Deposit Type: Balance of Net
- ◆ Amount: Leave blank
- ◆ Deposit Order (automatically populates)

- ◆ Click the Checkbox
- ◆ Click "Submit"
- ◆ Click "OK"

#### To set up a secondary/additional account:

- ◆ Must enter primary account information to confirm
- ◆ Enter new account information
- ◆ Deposit Type: Amount
- ◆ Enter amount
- ◆ Deposit Order: Enter a different number i.e. 101
- ◆ Click "Submit"

**Anytime a change is made, you must enter your primary account information.**

## W-4

- ◆ Click "Payroll and Compensation"
- ◆ Select W-4 Tax Information
- ◆ Verify your Home and Mailing address

#### Enter the total number of allowances you are claiming

- ◆ Enter your marital status. (If you are married, but would like to withhold at the higher single rate, select "Single")
- ◆ If you meet both exemption from withholding conditions and you do not want to withhold income tax from your pay, select "Exempt" in the Claim Exemption section. Note that you may be required to pay taxes when you file.
- ◆ Click "Submit"
- ◆ Enter your PASS password to confirm changes
- ◆ Click continue

**You will receive an e-mail confirming changes.**

**For more detailed instructions for PASS and for more HR information, please visit our HR Website:**  
<http://www.uh.edu/human-resources/>

## HR Service Center

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