



HUMAN RESOURCE INFORMATION SYSTEM

The **Human Resource Information System (HRIS)** is geared toward improving the University's processes relating to Human Resources (HR) Management. With 12,000 plus employees, the efficient management of data is unsurprisingly a challenge, more so, a necessity. This is hence the end to which HRIS is aimed at. With the development and implementation of HRIS, HRDOs across UP CUs now have a common and standard platform to record, store, process and maintain human resources information. As a platform now housing such vast volume of data on UP's Human Resources, HRIS has also become the tool for the University's administration, particularly its HRDOs in improving how HR processes are delivered.

Through HRIS, processes covering the following have hence been made available online:

HUMAN RESOURCES MODULE (by HRDOs)

- HR Data Management
- Generation of HR Reports

SELF SERVICE MODULE

- Viewing and Updating of Personal and Employment Information
- Updating of Person Record such as Address, Contact Numbers, Contact Persons, Membership in Organizations, Awards, Character References, etc.
- Updating of Education, Eligibility and Training
- Viewing of Government Legislative Information
- Viewing of Assignment/Appointment History
- Submission and Approval of Individual and Institutional Public Service
- Submission and Approval of Publications, Research, Creative Works, and other Scholarly Works
- Submission, Approval and Printing of Limited Practice of Profession
- Submission, Approval and Printing of Certificate of Service
- Submission and Approval of Local Travel
- Submission and Approval of International Travel
- Submission and Printing of SALN
- Submission and Approval of Authority to Fill (ATF)
- Submission and Approval of Authority to Hire - UP Contractual (ATH)
- Request for Certificates, Service Records and others
- Printing of UP Forms (eg. Oath of Office and Certificate of Assumption of Duty)
- Submission of HR Feedback

PERFORMANCE MANAGEMENT MODULE

- Submission and Approval of Targets (APCR, OPCR, and IPCR)
- Recording of Coaching and Monitoring Information
- Submission and Approval of Accomplishments during Appraisal (APCR, OPCR, and IPCR)
- Printing of the APCR, OPCR, IPCR, OCMJ, ICMJ, Staff Development Plan, and other SPMS Reports

PAYROLL

- Payroll of UPS ICS and Scholars
- Payroll of UPM Employees
- Viewing of Pay Slip

GENERATION OF REPORTS (by HRDOs)

- Status Reports (eg. ATF, ATH, etc.)
- CS Forms 33-A and 33-B
- Appointment Forms (eg. NAPA, NATA, etc.)
- CSC Reports (eg. Report on Accession, Summary List of SALN, etc.)