



QUICK GUIDE

Add/Update Awards

1. Pre requisite

- UP mail account (requested from OVPA/HRIS Team)
- Person Record

2. Log in to <https://uis.up.edu.ph>

- Enter UIS credentials (username and password) > Login button

3. UIS Home Page > Main Menu

- UP Employee Self Service > Employee Information > Other Information > Awards

4. Awards: Special Information

Add Awards

- Click the Add/Update button
- Fill up all text fields especially * indicate field
- Click the Apply button
- Click the Next button

5. Review.

Awards: Review

Note: Review your changes once all information are correct.

- Click the Submit button

Confirmation

Note: Your changes have been submitted for HRDO verification.

- Click the Home button