



QUICK GUIDE

Add/Update Contact Additional Information

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 > Personal Information and Family Background > Contact Additional Information

4. Contact Additional Information: Overview

Choose Contact

- Click Radio button
- Click Next button

Add Contact SALN Assets

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

Add Contact SALN Business Interest and Financial Connection

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

Add Contact SALN Liabilities

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

Add UP Contact Employment Information

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

5. Review.

Personal Information: Review

- Note: Review your changes and, if needed, attach supporting documents.
- Click the Submit button



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Confirmation

Note: Your changes have been saved.

- Click the Return to Overview button