



## QUICK GUIDE

### Add/Update Work Experience

#### 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 > Employment > Work Experience

#### 4. Work Experience: Special Information

##### Add Work Experience

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

#### 5. Review.

##### Work Experience: 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