

QUICK GUIDE

How to upload number of days in the UIS

1. Pre-requisite

• UIS account and UP mail

2. Log in to <u>UIS</u> through SSO

- Open your UP mail
- Go to Google Workspace
- Click on UIS Account

3. UIS Home Page > Main Menu

• UP Days/Hours Upload - CU > Batch Element Entry

ersonalize Table Layout: (menuTable)	Personalize "Worklist"				
Navigator	Worklist				
Personalize "Navigator"	Personalize "Notifications W	orklist Function"			
Personalize Table Layout: (headerTable)			Full List		
Personalize	Personalize "Notification List	r			
	📜 😂 🖻 🌣 🗸				
UP Days/Hours Upload - CU	From	Туре	Subject		
Batch Element Entry	There are no notifications in	this view.			
BEE Summary	CTTR Vessiles Dates Deal		-		
BEE Spreadsheet Interface	IP vacation Rules - Redi	rect or auto-respond to n	ouncations		
System Extract					
	Favorites				
UP Days/Hours Opload - Unit	Personalize Table Layout (favoritesTable)			
UP Employee Self Service					Personalize
	Personalize "Favorites"				

4. Create Batch Name

- Change the effectivity Date (Payroll cut off date ex: 15-NOV-2021)
- Choose the Change Existing Entry under Batch Control
- Choose Update under Date Effective Changes

|--|

OBatch Header		
Batch Name ITDC_Days_Nov15 Batch Type Source Reference	5_2021 S_2021	Status rocessed O Transfer Incomplete d O Error sferred O Status Mismatch
Batch Control Action If Entry Exists Create New Entry Beject Entry Change Existing Entry Undefined	Date Effective Changes	 ✓ Reject if Future Changes Purge After Transfer ✓ Reject Rollback if Results Exist Reject Rollback if Entry Not Found Roll back Entry Updates (z) Purge After Rollback Auto Query
Element Lines	Assignment Lines	
Totals	Messages	Process

Office of the Vice President for Development | Human Resources Information System | Version 1.0



University of the Philippines Diliman, Quezon City

5. Element Lines

- Go to Element and choose the Regular Days
- Enter the assignment number or name of the employee (Surname%Firstname)
- Enter the number of days
- Enter the effective date (ex. 15-NOV-2021)
- o Click Save

atch Ele	Batch Line C Show Ba	es(ITDC_Days_N tch Lines for —	ov15_2021)			
E	Elemen	t Regular Days		Unknown element	IS	Find
4 + S	Line	Assignment	Name	Days	Effective Date	Costing F
- " - "		100025707	Peñamante, Le	11	15-NOV-2021	
<u>e</u>	й <mark>—</mark>	100025884	Ramos, Mr. Cu	11	15-NOV-2021	
	Ŭ 🚃	100026618	Madrillo, Kian	11	15-NOV-2021	
		100024737	Maliwat, Ms. K	11	15-NOV-2021	
-						
						-
	й — —					
	й — —					
	I 🗖					

- 6. Validate
 - Close the window (X button)
 - Go to Process
 - Choose Validate then click the Start button

Calidate Purge Request ID Start Cancel	Batch Type Source Reference Batch Control Action If Entry Exists Create New Entry Beject Entry Change Existing Entry Undefined	 ■ Date Effective Changes ■ Update □ Correct ○ Override ○ Undefined 	 ○ Unprocessed ○ Valid ○ Transferred ☑ Reject if Futt □ Purge After □ Reject Rollback Er □ Purge After I □ Auto Query 	© Fransfer incomplete © Error © Status Mismatch ure Changes fransfer ack if Results Exist ack if Entry Not Found try Updates (z) Rollback
	Element Lines	Assignment Line	es	

Office of the Vice President for Development | Human Resources Information System | Version 1.0



University of the Philippines Diliman, Quezon City

7. Search and Transfer

• Go to View > Query by Example > Enter



• Enter the Batch Name ITDC_Days_Nov15_2021

Batch Header: 15-DEC-2021

Batch Name ITDC_Days_Nov15_2021

• Go to View > Query by Example > Run

		0
Edit View Folder Tool	s Window Help	
Show Navigator Zoom) 🎯 i 🖄 🖗 🏚 i 🌽 🖄 🍥 🥔 🍫 i 🛅 🛅 🏹 i ?	
Eind Find All		
Query By Example	Enter	
Record	Gancel	
Translations Attachments	Show Last Criteria	_ ×
Summary/Detail	Functions Documents	
Requests		

• Go to Process

• Choose Transfer then Click the Start Button

cess Batch: 15-DEC-2021 Process Mode	Functions Docum Functions Docum Batch Name Batch Type Source Reference	er HRNS Manager eents EC-2021 ITDC_Days_Nov1	5_2021	Batc ⊙Un ⊂Val ○Tra	h Status processed lid insferred	Transfer Incomplete Error Status Mismatch
Validate Purge Request ID Start Cancel	Batch Control Action If Entry E Create New Ent Beject Entry Change Existing Undefined	xists ry g Entry	 Date Effective Changes ○ Update ○ <u>C</u>orrect ○ Override ○ Undefined 		Reject if Futur Eurge After Tr Reject Rollbac Reject Rollbac Rollback Entr Purge After Ro Auto Query	e Changes ansfer :k if Results Exist :k if Entry Not Found y Updates (2) Illback
l	Element	: Lines Ils	Assi <u>gn</u> ment Lin Messages	ies		Process

Note: You may press **F11** on your keyboard to Search then **ctrl F11** to Find the Batch Name.

Office of the Vice President for Development | Human Resources Information System | Version 1.0