



QUICK GUIDE

How to upload number of days in the UIS

1. Pre-requisite

- UIS account and UP mail

2. Log in to UIS 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

University Information System Home Page

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
- Click **Save**



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**)
- Click **Save**

| Line | Assignment | Name | Days | Effective Date | Costing | F |
|------|------------|----------------|------|----------------|---------|---|
| | 100025707 | Peñamante, L | 11 | 15-NOV-2021 | | |
| | 100025864 | Tenorio, Troy | 11 | 15-NOV-2021 | | |
| | 100026874 | Ramos, Mr. Cu | 11 | 15-NOV-2021 | | |
| | 100025618 | Madrillo, Kian | 11 | 15-NOV-2021 | | |
| | 100024737 | Mallwat, Ms. K | 11 | 15-NOV-2021 | | |

6. Validate

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

Process Batch: 15-DEC-2021

Process Mode

Transfer

Validate

Purge

Request ID:

Start Cancel

Batch Header: 15-DEC-2021

Batch Name: ITDC_Days_Nov15_2021

Batch Type:

Source:

Reference:

Batch Status

Unprocessed

Valid

Transferred

Transfer Incomplete

Error

Status Mismatch

Batch Control

Action If Entry Exists

Create New Entry

Reject Entry

Change Existing Entry

Undefined

Date Effective Changes

Update

Correct

Override

Undefined

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

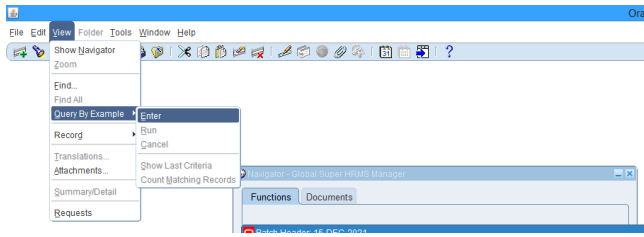
Element Lines Assignment Lines

Totals Messages **Process...**

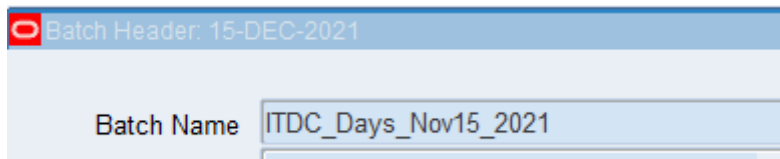


7. Search and Transfer

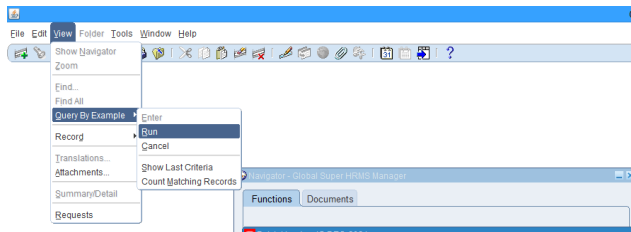
- Go to View > Query by Example > **Enter**



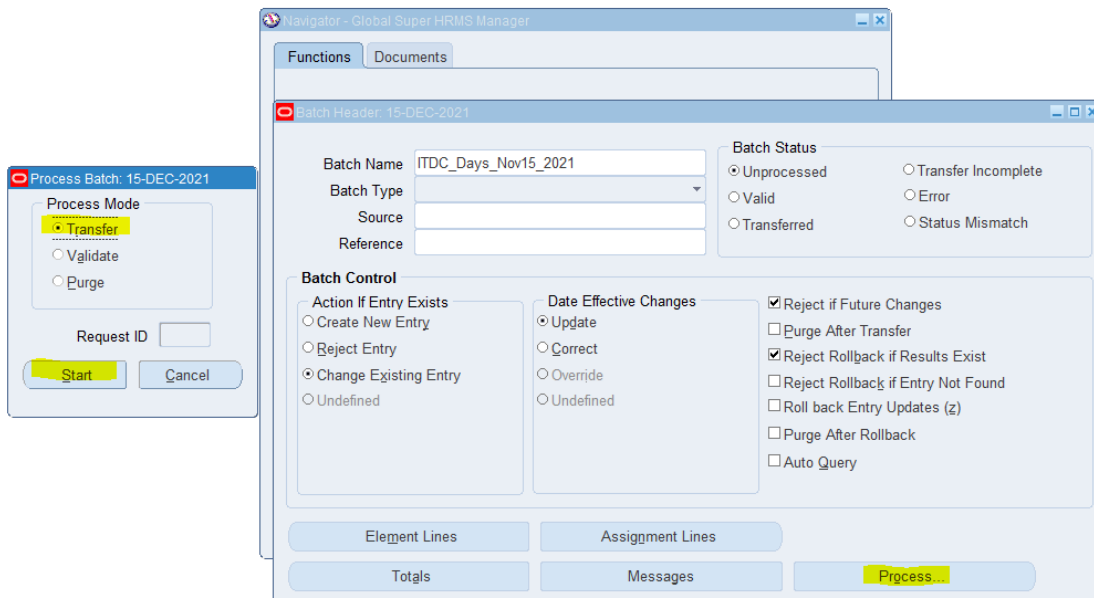
- Enter the Batch Name **ITDC_Days_Nov15_2021**



- Go to View > Query by Example > **Run**



- Go to **Process**
- Choose **Transfer** then Click the **Start** Button



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