



QUICK GUIDE

SPMS Inclusion of Employee to OPCR Plan

- a) **Log in to <https://uis.up.edu.ph>**
 - o Enter UIS credentials (username and password) > Login button.
- b) **UIS Home Page > Main Menu**
 1. Select **HR Professional V4.0>Performance Management>Plan Administration.**
 2. Click enroll employee and search for the PMP
 3. Click continue and choose the worker to be added
 4. Choose **Submit** and wait for the workflow to finish