



## QUICK GUIDE

### Print Master List

#### 1. Pre requisite

- UP mail account (requested from OVPA/HRIS Team)
- Person Record
- Approved by the approvers

#### 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 > Public Service > Print Masterlist

#### 4. Schedule Request: Define

- Fill up all text fields especially \* indicate field
- Click the Continue button

#### 5. Review.

##### Schedule Request: Review

Note: Review your changes once all information are correct.

- Click the Submit button

##### Confirmation

Note: Your request for UP Public Service - Approved List has been scheduled. The Request ID is (eg. 1234567)

- Click the Ok button

#### 6. Request.

- Click the Output icon on the Request Summary Table
- Print the file