



QUICK GUIDE

Print SALN Report

1. **Log in to <https://uis.up.edu.ph>**
 - Enter UIS credentials (username and password) > Login button
2. **UIS Home Page > Main Menu**
 - UP Employee Self Service > SALN > Print SALN Report
3. **Print SALN Report**
 - Fill up text fields (Note: * - Required field)
 - Click Calendar button As of:
 - Click Dropdown button tab If Married, will you file jointly?
 - Click Continue button
4. **Schedule Request: Review**
 - Click Submit button

Confirmation

Note: Your request for UP HR Certificate of Service has been scheduled.
The Request ID is 5XXXXX

- Click Ok button

5. Requests

Requests Summary Table

- Click the Refresh button until the Phase becomes Completed and the Status becomes Normal.
- Click Output icon to view the report