University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Adding and Updating Tax Information
Version 1.0

1. Pre-requisite
   o UIS Account

2. Log in to https://uis.up.edu.ph
   o Enter UIS credentials (username and password) > Login button

3. UIS Home Page > Main Menu
   o HR Responsibility > Global Super HRMS Manager > People > Enter and Maintain > Alter date if needed > Input Assignment Number > Assignment > Others

4. Click Extra Information
   o TAX Employee Info > Click Details

5. Extra Assignment Information
   o Start Date (Hired Date)
   o TAX ID No (TIN)
   o TAX Exempt Code
     ▪ C – 10%
     ▪ C2 – 5%
     ▪ Z – 0%
   o Claiming for Dep. Children: No
   o Employer Type: Main Employer
   o Click Save button

* In Assignment Entries Tax Deduction Vat = 3% , PPH Tax Information = 10%