University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Set Up Payroll Elements/Entries
Version 1.0

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

2. UIS Home Page > Main Menu
   o HR Responsibility > Global Super HRMS Manager > Total Compensation > Basic > Element Description > Alter Date if needed

3. Create Element Description
   o Input Name (ex. Regular Days)
   o Input Description (ex. Elements used to enter regular days for Daily Rate Employees

4. Choose type
   o Recurring (For continuous payment / deductions)
   o Non – Recurring (For one time payment / deductions)

5. Set Priority (You may base on existing element entry for reference)
   o Ex. 499

6. Input Values
   o Days
   o Effective Date

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7. Check Element Link (If the created Element exist)
- o HR Responsibility > Global Super HRMS Manager > Total Compensation > Basic > Link > Alter Date if needed
- o Search for %Regular%Days

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