

QUICK GUIDE

How to upload number of days in the UIS

1. Pre-requisite

• UIS account and UP mail

2. Log in to <u>UIS</u> through SSO

- Open your UP mail
- Go to Google Workspace
- Click on UIS Account

3. UIS Home Page > Main Menu

• UP Days/Hours Upload - CU > Batch Element Entry

| rsonalize Table Layout: (menuTable) | Personalize "Worklist" | | | | | | |
|---|---|------|-----------|--|--|--|-------------|
| Navigator | Worklist | | | | | | |
| Personalize "Navigator" | Personalize "Notifications Worklist Function" | | | | | | |
| Personalize Table Layout: (headerTable) | | | Full List | | | | |
| Personalize | Personalize "Notification List" | | | | | | |
| | 📃 🈂 🖻 🌞 🗸 | | | | | | |
| 🖿 UP Days/Hours Upload - CU | From | Туре | Subject | | | | |
| Batch Element Entry | There are no notifications in this view. | | | | | | |
| BEE Summary | ♂TIP <u>Vacation Rules</u> - Redirect or auto-respond to notifications. | | | | | | |
| BEE Spreadsheet Interface | | | | | | | |
| System Extract | | | | | | | |
| UP Days/Hours Upload - Unit | Favorites | | | | | | |
| | Personalize Table Layout (favoritesTable) | | | | | | |
| UP Employee Self Service | | | | | | | Personalize |

4. Create Batch Name

- Change the effectivity Date (Payroll cut off date ex: 15-NOV-2021)
- Click on the Change Existing Entry
- Click on update
- o Click Save

| Batch Header | | | | |
|---|----------|--|---|--|
| Batch Name Batch Type Source Reference Batch Control Action If Entry f Create New En Reject Entry Change Existin Undefined | ntry | Date Effective Changes Update Correct Override Undefined | □ Purge ☑ Reject □ Reject □ Roll b | ○ Error ○ Status Mismatch t if Future Changes After Transfer t Rollback if Results Exist t Rollback if Entry Not Found ack Entry Updates (z) After Rollback |
| Elemer | nt Lines | Assignment Lines | | |
| Tot | als | Messages | | Process |

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5. Element Lines

- Go to Element and choose the Regular Days
- Input the assignment number or name of the employee
- Input the number of days
- Input the effective date (ex. 15-NOV-2021)
- Click Save

| Batch Ele | _ | nes(ITDC_Days_N atch Lines for — | ov15_2021) | | | E |
|---------------------------------------|---|---|--|----------------|---|-----------|
| E | | nt Regular Days | | Unknown elem | nents | Find |
| + + + + + + + + + + + + + + + + + + + | | Assignment 100025707 100025864 100026874 100026618 100024737 | Name Peñamante, L Tenorio, Troy , Ramos, Mr. Cu Madrillo, Kian Maliwat, Ms. K | 11 11 11 | Effective Date 15-NOV-2021 15-NOV-2021 15-NOV-2021 15-NOV-2021 15-NOV-2021 | Costing F |
| | | | | | | |

6. Validate and Transfer

- Go to Process
- Click on Validate then click the Start button
- Search for the batch name (ex: ITDC_Days_Nov15_2021)
- Click on Process again
- Click Transfer then click the Start Button

| ocess Batch Process Mode Transfer Validate Durge | atch | | Batch Name TDC_Days_Nov Batch Type Source Reference | 15_2021 * | Batch Status ⊙ Unprocessed ○ Valid ○ Transferred | ○Transfer Incomplete ○Error ○Status Mismatch |
|--|-----------------------|--|--|--|---|--|
| | 1 4 4 9 1 | Action If E Create N Reject Er O Change E | Batch Control Action If Entry Exists Create New Entry Beject Entry Change Existing Entry Undefined | Date Effective Changes ○ Update ○ Correct ○ Override ○ Undefined | Reject if Future Changes Purge After Transfer Reject Rollback if Results Exist Reject Rollback if Entry Not Found Roll back Entry Updates (z) Purge After Rollback Auto Query | |
| | | | Element Lines | Assignment Line | s | |
| | <u> </u> | | Totals | Messages | | Process |