University of the Philippines
Diliman, Quezon City

QUICK GUIDE

How to upload number of days in the UIS

1. Pre-requisite
   - UIS account and UP mail

2. Log in to UIS 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

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
   - Click Save

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

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