University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Processing a Payslip
Version 1.0

1. Pre-requisite
   o Payroll Run and General Payroll

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 > UPS Payroll Manager > Submit New Request Set

4. Request Set
   o Click on the edge button
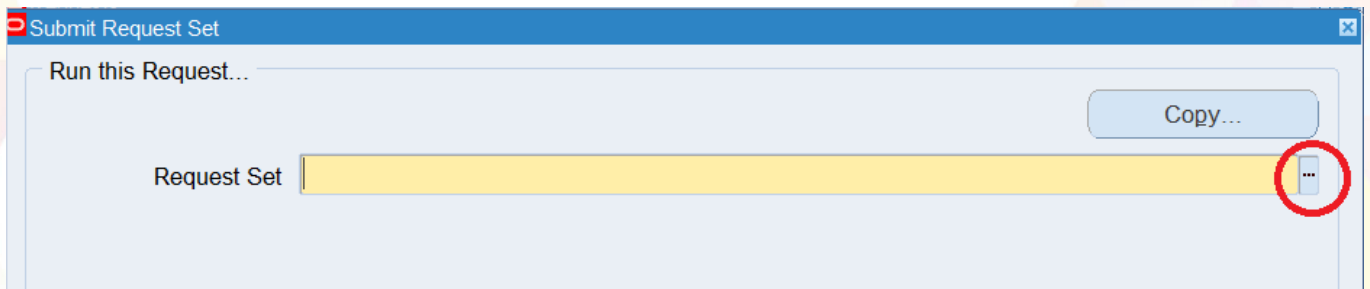
5. Choose UP System Employees Payslip Request Set
   o Input the required Parameters for PrePayments, Direct Deposit (International Payroll), UP Direct Deposit Report and Payroll Archiver (International Payroll)

6. PrePayments
   o Payroll
   o Consolidation Set
   o Start Date
   o End Date
   o Click OK
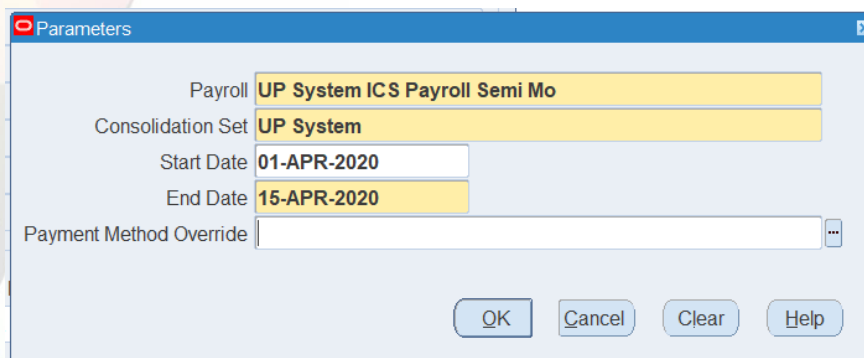
7. Direct Deposit (International Payroll)
- o Payroll
- o Consolidation Set
- o Starting Pay Date
- o Ending Pay Date
- o Payment Type
- o Payment Method

Parameters

Payroll	UP System ICS Payroll Semi Mo
Consolidation Set	UP System
Starting Pay Date	01-APR-2020
Ending Pay Date	15-APR-2020
Payment Type	Direct Deposit PH
Payment Method	UPS LBP EFT1
Override Direct Deposit Date	

OK Cancel Clear Help

8. UP Direct Deposit Report
- o Direct Deposit Program
- o Assignment Set

Parameters

Direct Deposit Program	Direct Deposit (International Payroll)	Direct Deposit (Inter
Assignment Set	UPS_ITDC_SEMI_NEW	UPS_ITDC_SEMI_N

OK Cancel Clear Help

9. Payroll Archiver (International Payroll)
- o Start Date
- o End Date
- o Payroll Name
- o Consolidation Set Name

Parameters

Start Date	01-APR-2020
End Date	15-APR-2020
Payroll Name	UP System ICS Payroll Semi Mo
Consolidation Set Name	UP System

OK Cancel Clear Help

10. Click Submit Button

Office of the Vice President for Development
Information Technology Development Center
Human Resources Information System
hris@up.edu.ph