University of the Philippines
Diliman, Quezon City

QUICK GUIDE

View My Employee Information

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 Supervisor Self Service > My Employee Information

   View My Employee Information
   - Focus Name
   - Assignment Number
   - Job
   - Grade
   - Department
   - Location
   - Assignment Category
   - Hire Date

   View Employment tab
   o Click Go button
   - Name
   - Email Address
   - Assignment Number
   - Department
   - Job
   - Grade
   - Location

   View Salary tab
   o Click Go button

   - Name
   - Email Address
   - Assignment Number
   - Department
   - Job
   - Grade
   - Location

   View Performance tab
   o Click Go button

   - Name
   - Email Address
   - Assignment Number
   - Department

- Job
- Grade
- Location

View Absence tab

- o Click Go button
  - Name
  - Email Address
  - Assignment Number
  - Department
  - Job
  - Grade
  - Location

View Job Applications

- o Click Go button
  - Name
  - Email Address
  - Assignment Number
  - Department
  - Job
  - Grade
  - Location