University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Viewing of Payslip
Version 1.0

1. Pre-requisite
   o Payroll Run, General Payroll and Bank File

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 > UP ICS Self Service > Payslip

4. Choose a Payslip Date
   o Click on the Date

5. Download Payslip
   o Click Download Payslip