



## QUICK GUIDE

### Adding Element / Entries in Personal Record Version 1.0

#### 1. Pre-requisite

- UIS Account

#### 2. Log in to <https://uis.up.edu.ph>

- Enter UIS credentials (username and password) > Login button

#### 3. UIS Home Page > Main Menu

- UPS HR Information System > People > Enter and Maintain > Alter date if needed > Input Assignment Number > Assignment > Entries

#### 4. Choose Regular Days

- Click on the blank field
- Click New button on the upper left
- Type %Regular%Days
- Press enter/ tab button
- Input Number of Days
- Input Effective Date
- Click Save

The screenshot displays the 'Element E' and 'En' windows in the UIS HR Information System. The 'Element E' window shows a table of elements with columns for Element Name, Processing Type, and Costing. The 'En' window shows the 'Days' field set to 11 and the 'Effective Date' set to 15-APR-2020. The 'Further Entry Information' section includes fields for Date Earned, Original Date Earned, Payee Details, and Processing Priority (499).

| Element Name         | Processing Type | Costing |
|----------------------|-----------------|---------|
| Emergency Allowance  | Nonrecurring    |         |
| Regular Days         | Nonrecurring    |         |
| Monthly Salary Basis | Recurring       |         |
| Salary Info          | Recurring       |         |
| Salary Pay Method    | Recurring       |         |
| Tax Deduction Vat    | Recurring       |         |
| UPS ICS Philhealth   | Recurring       |         |