



## QUICK GUIDE

### Creation of Assignment Set Version 1.0

1. **Pre-requisite**
  - Batch Element (Number of Days)
2. **Log in to <https://uis.up.edu.ph>**
  - Enter UIS credentials (username and password) > Login button
3. **UIS Home Page > Main Menu**
  - HR Responsibility > UPS Payroll Manager > Payroll > Assignment Set
4. **Create New Assignment Set**
  - Input Assignment Set name
  - Choose Payroll Group (ex. UP System ICS Semi-Monthly Payroll)
  - Click Save
  - Click Amendment button
5. **Include Employee in Assignment Set**
  - Type Include
  - Include the employee using name or assignment number
  - Click Save
6. **Exclude Employee in Assignment Set**
  - Choose the employee to exclude
  - Click the delete button
  - Click Save