



## QUICK GUIDE

### Set Up Payroll Elements/Entries Version 1.0

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 HR Responsibility > Global Super HRMS Manager > Total Compensation > Basic > Element Description > Alter Date if needed
3. Create Element Description
  - o Input Name (ex. Regular Days)
  - o Input Description (ex. Elements used to enter regular days for Daily Rate Employees)
4. Choose type
  - o Recurring (For continuous payment / deductions)
  - o Non - Recurring (For one time payment / deductions)
5. Set Priority (You may base on existing element entry for reference)
  - o Ex. 499
6. Input Values
  - o Days
  - o Effective Date

The screenshot shows two overlapping windows from the HRMS system. The 'Element' window is in the background, and the 'Input Values(Regular Days)' window is in the foreground.

**Element Window:**

- Name: Regular Days
- Reporting Name: [Empty]
- Description: Elements used to enter regular days for Daily Rate Employees
- Primary Classification: Information
- Benefit Classification: [Empty]
- Effective Dates: From 01-JAN-1908 To [Empty]
- Processing: Standard (selected), Advanced, Advance Pay, Recalculation
- Type:  Nonrecurring,  Recurring
- Termination:  Actual Termination,  Final Close,  Last Standard Process
- Priority: 499
- Skip Rule: [Empty]

**Input Values(Regular Days) Window:**

Name	Units	Sequence	Required	User Enterable	Database Item
Days	Day	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Effective Date	Date	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons at the bottom of the 'Input Values' window: Input Values, Balance Feeds, Balance Feed Control(z), Frequency Rules(q), Exclude Balances, Iterative Rules(O), Extra Information(g), Usages.



### 7. Check Element Link (If the created Element exist)

- HR Responsibility > Global Super HRMS Manager > Total Compensation > Basic > Link > Alter Date if needed
- Search for %Regular%Days

The screenshot displays the 'Global Super HRMS Manager' interface. On the left, a 'Functions' pane shows a tree view under 'Total Compensation:Basic:Link'. The 'Link' option is selected. The main window, titled 'Element Link', contains the following fields and options:

- Element Name:** Regular Days
- Description:** Elements used to enter regular days for Daily Rate Employees
- Classification:** Information  Standard
- Processing Type:**  Recurring,  Nonrecurring
- Eligibility Criteria:**
  - Organization: [Text Box]
  - Job: [Text Box]
  - Grade: [Text Box]
  - Employment Category: [Text Box]
  - Salary Basis: [Text Box]
  - Group: [Text Box]
  - Position: [Text Box]
  - Location: [Text Box]
  - Payroll: [Text Box]
  - Link To All Payrolls
- Costing:**
  - Costable Type:**  Not Costed (A),  Fixed Costed,  Costed,  Distributed
  - Distribution Set:** [Text Box]  Transfer To GL
  - Costing:** [Text Box]
  - Balancing:** [Text Box]
- Create in Batch Mode
- Link Status:** Complete
- Input Values:** [Button]