



QUICK GUIDE

General Payroll Version 1.0

1. Pre-requisite

- Payroll Run

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 > Submit Processes and Reports

4. Submit a New Request

- Single Request
- Choose Report (ex. UP General Payroll ICS)

5. Parameters

- Legal Employer (ex. UP System)
- Payroll (ex. UP ICS Semi-Monthly Payroll)
- Assignment Set (ex. UPS_ITDC_SEMI_NEW)
- Start Date (ex. 01-OCT-2019)
- End Date (ex. 15-OCT-2019)
- Fund (ex. 101)
- Responsibility Center
- Special Code
- Bank Name
- Signatory 1
- Signatory 2
- Signatory 3
- Click Submit

6. View Output

- HR Responsibility > UPS Payroll Manager > Process and Reports > View Reports > Find > Click Name > View Output

* Please note all employees should have the same fund, responsibility center and special code to avoid any errors