



## QUICK GUIDE

### How to upload number of days in the UIS

#### 1. Pre-requisite

- UIS account and UP mail

#### 2. Log in to UIS through SSO

- Open your UP mail
- Go to Google Workspace
- Click on UIS Account

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

- UP Days/Hours Upload - CU > Batch Element Entry

#### University Information System Home Page

#### 4. Create Batch Name

- Change the effectivity Date (Payroll cut off date ex: 15-NOV-2021)
- Click on the Change Existing Entry
- Click on update
- Click Save



## 5. Element Lines

- Go to Element and choose the Regular Days
- Input the assignment number or name of the employee
- Input the number of days
- Input the effective date (ex. 15-NOV-2021)
- Click Save

The screenshot shows the 'Batch Lines' window for the batch 'ITDC\_Days\_Nov15\_2021'. The 'Element' is set to 'Regular Days'. The table below lists the data for each line item:

Line	Assignment	Name	Days	Effective Date	Costing	F
	100025707	Penamante, L	11	15-NOV-2021		
	100025864	Tenorio, Troy	11	15-NOV-2021		
	100025874	Ramos, Mr. Cu	11	15-NOV-2021		
	100026618	Madrillo, Kian	11	15-NOV-2021		
	100024737	Mallwat, Ms. R	11	15-NOV-2021		

## 6. Validate and Transfer

- Go to Process
- Click on Validate then click the Start button
- Search for the batch name (ex: ITDC\_Days\_Nov15\_2021)
- Click on Process again
- Click Transfer then click the Start Button

The screenshot shows the 'Process Batch' window with 'Transfer' selected in the 'Process Mode' dropdown. The 'Batch Header' window is also visible, showing the batch name 'ITDC\_Days\_Nov15\_2021' and various control options. The 'Batch Status' is set to 'Unprocessed'. The 'Batch Control' section includes options for 'Action If Entry Exists' (Create New Entry, Reject Entry, Change Existing Entry, Undefined) and 'Date Effective Changes' (Update, Correct, Override, Undefined). The 'Batch Control' section also includes checkboxes for 'Reject if Future Changes', 'Purge After Transfer', 'Reject Rollback if Results Exist', 'Reject Rollback if Entry Not Found', 'Roll back Entry Updates (z)', 'Purge After Rollback', and 'Auto Query'. The 'Process...' button is highlighted in yellow.