



QUICK GUIDE

View My Information

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 UP Employee Self-Service > View My Information
3. View Employment/Salary/Performance/Absence/Job Applications

View Employment

- o Click Employment tab
 - Details Assignment Number
 - Assignment Start Date
 - Assignment End Date
 - Primary Assignment
 - Job
 - Grade
 - Department
 - Location
 - Assignment Category
 - Email Address

View Salary

- o Click Salary tab
 - Details Assignment Number
 - Change Date
 - Proposal Reason
 - Annualized Salary
 - Currency
 - Primary Assignment
 - Grade
 - Salary Rate
 - Salary Basis
 - Increase Amount
 - Next Review Date
 - Components



University of the Philippines
Diliman, Quezon City

View Performance

- Click Performance tab
 - Details Review Date
 - Last Rating
 - Next Review Date
 - Main Appraiser
 - Related Event
 - Period Start Date
 - Period End Date

View Absence

- Click Absence tab
 - Details Type
 - Reason
 - Actual Start Date
 - Actual Start Time
 - Actual End Date
 - Actual End Time
 - Number of Days
 - Notified Date

View Job Applications

- Click Job Applications tab
 - Details Application Date
 - Start Date
 - End Date
 - Application Status
 - Job Applied For
 - Department Applied For
 - Vacancy Name
 - Recruiter