



QUICK GUIDE

Payroll Run Version 1.0

1. **Pre-requisite**
 - Batch Element (Number of Days) and Assignment Set
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 > Alter Date if needed > UPS Payroll Manager > Submit Processes and Reports
4. **Submit a New Request**
 - Single Request
 - Payroll Run
5. **Parameters**
 - Payroll (ex. UP System ICS Semi-Monthly Payroll)
 - Element Set (ex. ICS without Philhealth)
 - Assignment Set (UPS_ITDC_SEMI_NEW)
 - Run Type (Standard)
 - Click Submit
6. **Deletion of Payroll Run**
 - HR Responsibility > UPS Payroll Manager > View > Payroll Process Results
 - Input Payroll to Delete
 - Click on the assignment set
 - Click the delete button
 - Click Save

* You can only run payroll run once, kindly delete first the previous run if there's an issue before running again the payroll run