



University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Viewing of Payslip Version 1.0

1. **Pre-requisite**
 - Payroll Run, General Payroll and Bank File
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 > UP ICS Self Service > Payslip
4. **Choose a Payslip Date**
 - Click on the Date
5. **Download Payslip**
 - Click Download Payslip

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