



**UIS:
Creation of Leave
Application
QUICK GUIDE v1.0**

Navigator

Step 1: On the Navigator, go to **UP Employee Self Service -> Leave Management -> Leave Application.**

University Information System Home Page

Navigator

Personalize

UP Employee Self Service

All Actions Awaiting Your Attention

My Information

Employee Information

Publication, Research, Creative Work & Other Scholarly Work

Public Service

Employee Submissions/Requests

SPMS

SALN

Training and Development

Leave Management

Leave Application

Print Leave Application Form

View Vacation and Sick Leave Balance

View SPL and CNA Balance

Print UP Approved Leave

Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			

☒ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Leave Application Summary

Step 2: Go to Leave Summary, then click **Create Leave**.

Absence Management: Summary

Employee Name

Organization Email Address

Employee Number

Business Group

University of the Philippines

Leave Management

Leave Summary

Entitlement Balances

Search

Note that the search is case insensitive

Leave Type

Approval Status

Start Date

Go

Clear

Leave Category

Leave Status

End Date

Create Leave

Start Date

End Date

Leave Type

Leave Category

Duration

Days

Hours

Approval Status

Leave Status

Supporting Documents

Details

Update

Confirm

Delete

No results found.

Step 3: Fill up **Leave Details**.

Create Absence: Enter Leave Details

Cancel

Save For Later

Next

Employee Name

Organization Email Address

Employee Number

Business Group

* Indicates required field

* Leave Status

Confirmed

* Leave Type

Leave Category

Leave Reason

Duration

* Start Date

{14-Jul-2022}

Start Time

HH:MM (12:00-11:59)

End Date

TIP Start Date is required.

DaysHours

Total

Calculate Duration

* Assignment Position

Specify Leave Reason

Commutation

July

2022

SUN

MON

TUE

WED

THU

FRI

SAT

26

27

28

29

30

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

1

2

3

4

5

6

Comments

View Entitlement Balances

View Entitlement Balance

Supporting Documents

Optionally, attach supporting documents that justify the absence. You can attach document or image file, or specify a URL.

Add Attachment

Title

Type

Description

Category

Last Updated By

Last Updated

Usage

Update

Delete

No results found.

Cancel

Save For Later

Next

Leave Application Summary

Step 4: You may fill up the **comments** field, but it is **optional**.

Create Absence: Enter Leave Details

Cancel

Save For Later

Next

Employee Name

Organization Email Address

Employee Number

Business Group

* Indicates required field

* Leave Status

Confirmed

* Leave Type

Leave Category

Leave Reason

Duration

* Start Date

(14-Jul-2022)

Start Time

H:M:MM (12:00-11:59)

End Date

End Time

TIP Start Date is required.

DaysHours

Total

Calculate Duration

* Assignment Position

Specify Leave Reason

Commutation

Comments

View Entitlement Balances

View Entitlement Balance

Supporting Documents

Optionally, attach supporting documents that justify the absence. You can attach document or image file, or specify a URL.

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Cancel

Save For Later

Next

Leave Application Summary

Step 5: You may add/attach **supporting documents**, but it is **optional**.

Create Absence: Enter Leave Details

Cancel

Save For Later

Next

Employee Name

Organization Email Address

Employee Number

Business Group

* Indicates required field

* Leave Status

Confirmed

* Leave Type

Leave Category

Leave Reason

Duration

* Start Date

{14-Jul-2022}

Start Time

End Date

End Time

TIP Start Date is required.

DaysHours

Total

Calculate Duration

* Assignment Position

Specify Leave Reason

Commutation

July

2022

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Comments

View Entitlement Balances

View Entitlement Balance

Supporting Documents

Optionally, attach supporting documents that justify the absence. You can attach document or image file, or specify a URL.

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Cancel

Save For Later

Next

Leave Application Summary

Step 6: Click **Next** to review **Leave Details**.

Create Absence: Enter Leave Details

Cancel

Save For Later

Next

Employee Name

Organization Email Address

Employee Number

Business Group

* Indicates required field

* Leave Status

Confirmed

* Leave Type

Special Privilege Leave

Leave Category

Family Leave

Leave Reason

Within the Philippines

Duration

* Start Date

25-Jul-2022

End Date

25-Jul-2022

☒ TIP Start Date is required.

Days

Total 1

Calculate Duration

* Assignment Position

Administrative Aide VI UPM Human Resource Development

Specify Leave Reason

Cebu

Commutation

Not Requested

July

2022

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Comments

View Entitlement Balances

View Entitlement Balance

Supporting Documents

Optionally, attach supporting documents that justify the absence. You can attach document or image file, or specify a URL.

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Cancel

Save For Later

Next

Leave Application Review

Step 7: You can review the **Leave Details** here.

Create Absence: Review

Cancel

Printable Page

Save For Later

Back

Submit

Employee Name

Organization Email Address

Employee Number

Business Group

Absence Details

Proposed

Absence Status

Confirmed

Absence Type

Special Privilege Leave

Absence Category

Family Leave

Absence Reason

Within the Philippines

Start Date

25-Jul-2022

End Date

25-Jul-2022

Days

1

Assignment Position

Administrative Aide VI UPM Human Resource Development Office UP5B-ADA6-2451-2004

Specify Leave Reason

Cebu

Commutation

Not Requested

View Entitlement Balances

View Entitlement Balance

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None

Add

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	<div></div>	HR People	1	Approver		<div></div>
	2	<div></div>	HR People	2	Approver		<div></div>
	3	<div></div>	HR People	3	Approver		<div></div>
	4	<div></div>	HR People	4	Approver		<div></div>

Add Adhoc Approver

Comments to Approver

Cancel

Printable Page

Save For Later

Back

Submit

Leave Application Review

Step 8: You may add/attach **additional information**, but it is **optional**.

Create Absence: Review

Cancel

Printable Page

Save For Later

Back

Submit

Employee Name

Employee Number

Organization Email Address

Business Group

Absence Details

Proposed

Absence Status: Confirmed

Absence Type: Special Privilege Leave

Absence Category: Family Leave

Absence Reason: Within the Philippines

Start Date: 25-Jul-2022

End Date: 25-Jul-2022

Days: 1

Assignment Position: Administrative Aide VI, UPM Human Resource Development Office, UP SB-ADAS-2451-2004

Specify Leave Reason: Cebu

Commutation: Not Requested

View Entitlement Balances

View Entitlement Balance

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found								

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

NoneAdd

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	<div>APPROVER</div>	HR People	1	Approver		<div></div>
	2	<div>APPROVER</div>	HR People	2	Approver		<div></div>
	3	<div>APPROVER</div>	HR People	3	Approver		<div></div>
	4	<div>APPROVER</div>	HR People	4	Approver		<div></div>

▶ Add Adhoc Approver

Comments to Approver

Cancel

Printable Page

Save For Later

Back

Submit

Leave Application Review

Step 9: You can review the **approvers** here.

Create Absence: Review

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

Employee Name

Employee Number

Organization Email Address

Business Group

Absence Details

Proposed

Absence Status

Confirmed

Absence Type

Special Privilege Leave

Absence Category

Family Leave

Absence Reason

Within the Philippines

Start Date

25-Jul-2022

End Date

25-Jul-2022

Days

1

Assignment Position

Administrative Aide VI, UPM Human Resource Development Office UPSPB-ADA6-2451-2004

Specify Leave Reason

Cebu

Commutation

Not Requested

View Entitlement Balances

[View Entitlement Balance](#)

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found								

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None [Add](#)

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	Supervisor	HR People	1	Approver		
	2	HR Recipient	HR People	2	Approver		
	3	HR Chief	HR People	3	Approver		
	4	VCA/VCAA/VCRE	HR People	4	Approver		

[Add Adhoc Approver](#)

Comments to Approver

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

Leave Application Review

Step 10: You may fill up the field for **comments to approver**, but it is **optional**.

Create Absence: Review

CancelPrintable PageSave For LaterBackSubmit

Employee Name

Employee Number

Organization Email Address

Business Group

Absence Details

Proposed

Absence Status

Confirmed

Absence Type

Special Privilege Leave

Absence Category

Family Leave

Absence Reason

Within the Philippines

Start Date

25-Jul-2022

End Date

25-Jul-2022

Days

1

Assignment Position

Administrative Aide VI, UPM Human Resource Development Office, UP SB-ADAS-2451-2004

Specify Leave Reason

Cebu

Commutation

Not Requested

View Entitlement Balances

View Entitlement Balance

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found								

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

NoneAdd

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	Administrative Aide VI, UPM Human Resource Development Office, UP SB-ADAS-2451-2004	HR People	1	Approver		
	2	Administrative Aide VI, UPM Human Resource Development Office, UP SB-ADAS-2451-2004	HR People	2	Approver		
	3	Administrative Aide VI, UPM Human Resource Development Office, UP SB-ADAS-2451-2004	HR People	3	Approver		
	4	Administrative Aide VI, UPM Human Resource Development Office, UP SB-ADAS-2451-2004	HR People	4	Approver		

Add Adhoc Approver

Comments to Approver

CancelPrintable PageSave For LaterBackSubmit

Leave Application Review

Step 11: Click **Submit**.

Create Absence: Review

CancelPrintable PageSave For LaterBack**Submit**

Employee Name
Organization Email AddressEmployee Number
Business Group

Absence Details

Proposed

Absence Status

Confirmed

Absence Type

Special Privilege Leave

Absence Category

Family Leave

Absence Reason

Within the Philippines

Start Date

25-Jul-2022

End Date

25-Jul-2022

Days

1

Assignment Position

Administrative Aide VI UPM Human Resource Development Office UP5B-ADAS-2451-2004

Specify Leave Reason

Cebu

Commutation

Not Requested

View Entitlement Balances

View Entitlement Balance

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found								

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

NoneAdd

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	XXXXXXXXXX	HR People	1	Approver		
	2	XXXXXXXXXX	HR People	2	Approver		
	3	XXXXXXXXXX	HR People	3	Approver		
	4	XXXXXXXXXX	HR People	4	Approver		

Add Adhoc Approver

Comments to ApproverCancelPrintable PageSave For LaterBack**Submit**

Leave Application Confirmation

Step 12: The Leave Application has been submitted and will be pending for approval.

Confirmation
 The changes have been submitted for approval.

Leave Management: Summary

Employee Name	<input type="text"/>	Employee Number	<input type="text"/>
Organization Email Address	<input type="text"/>	Business Group	<input type="text"/>

Leave Management

Leave Summary
Entitlement Balances

Search

Note that the search is case insensitive

Leave Type

Approval Status

Start Date

Leave Category

Leave Status

End Date

Create Leave

Start Date	End Date	Leave Type	Leave Category	Duration <small>Days Hours</small>	Approval Status	Leave Status	Supporting Documents Details Update Confirm Delete
25-Jul-2022	25-Jul-2022	Special Privilege Leave	Family Leave	1	Pending Approval	Confirmed	

Technical Support

For technical support, please contact us at the
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



This document was prepared by the Office of the Vice President for
Development-Information Technology Development Center (OVPD-ITDC).