UIS:
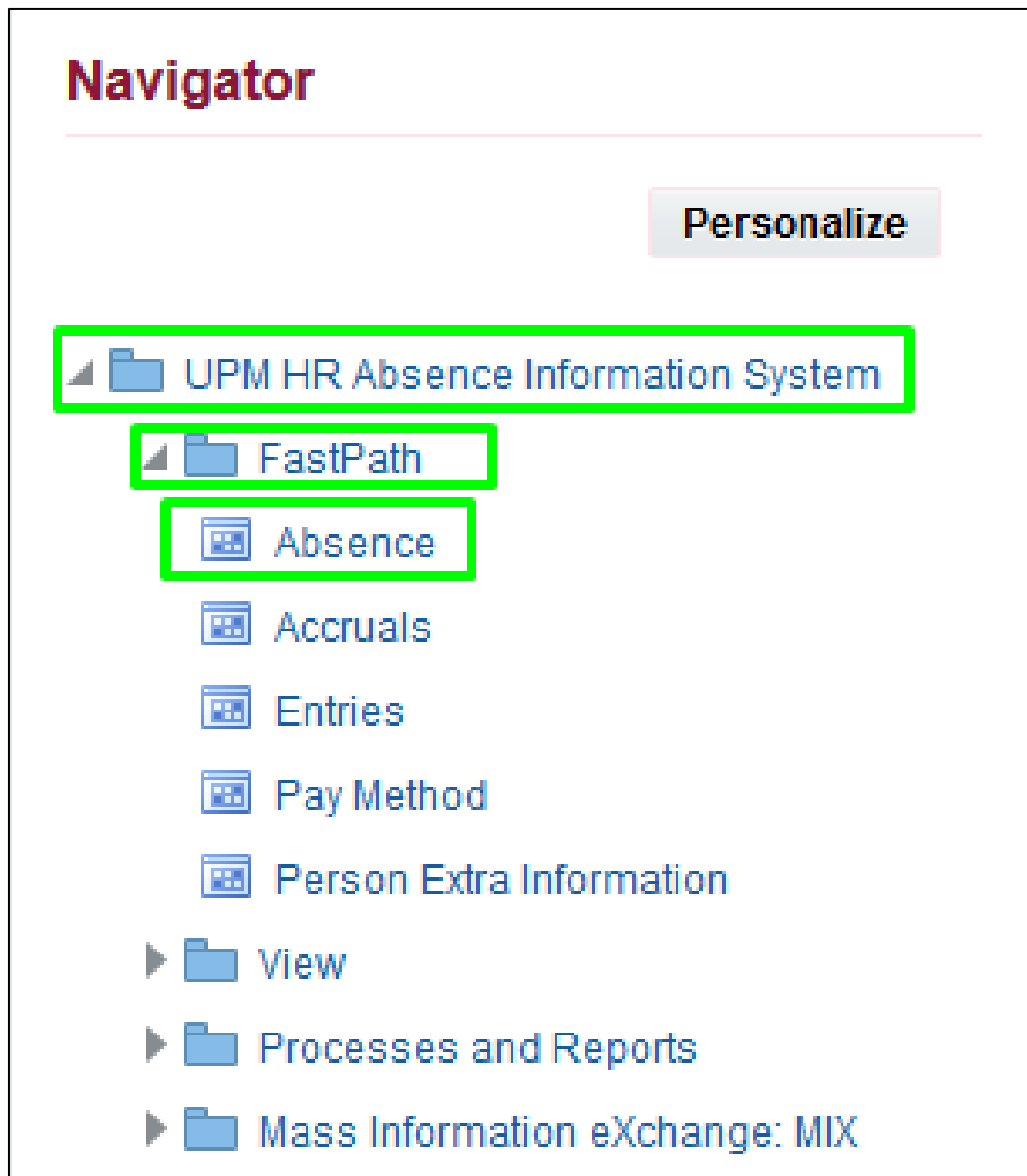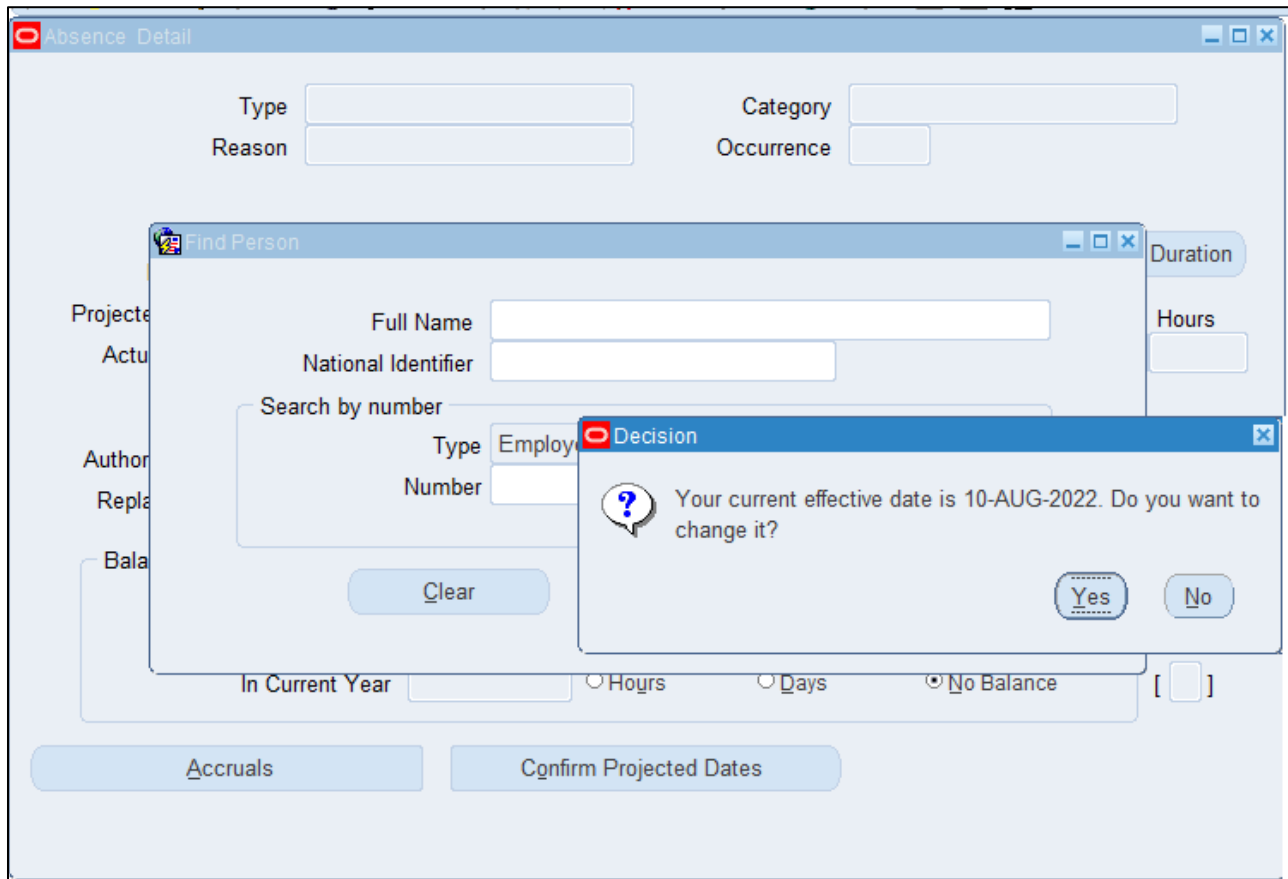# Creation of Leave thru Java Application

QUICK GUIDE v1.0

Navigator

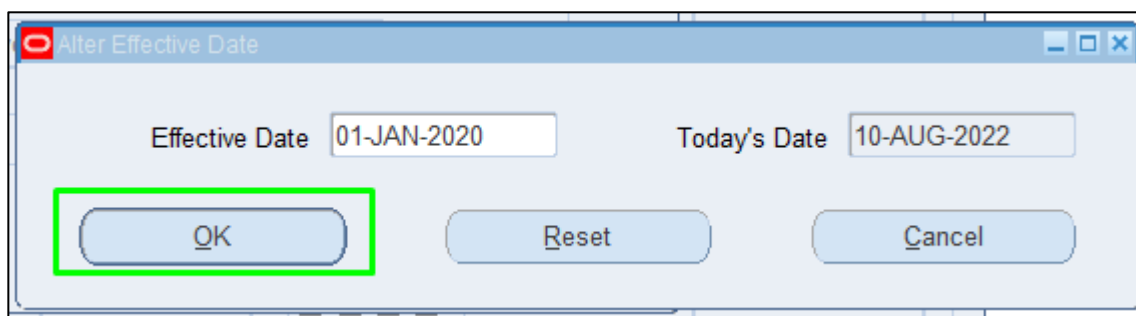Step 1: On the Navigator, go to *CU HR Absence Information System -> FastPath -> Absence.*

Alter Leave Start Date

Step 2: Change the effective date of the employee depending on the Actual Start of Leave by clicking the **Yes** button.

Step 3: After changing the effective date, click the **OK** button.

Leave Details

Step 4: Fill out the **Leave Details**. Then click **Save**.

Technical Support

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

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