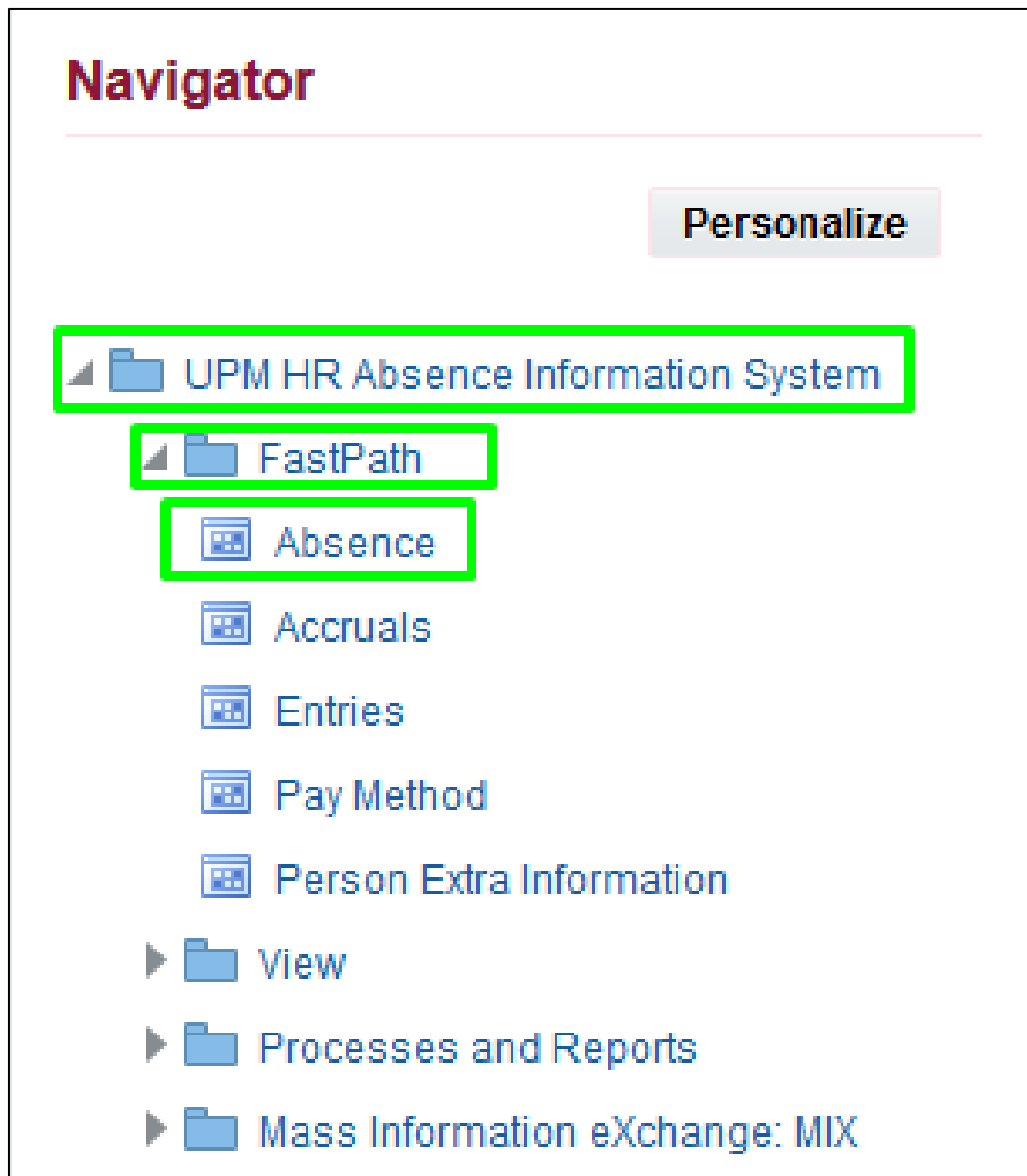




**UIS:  
Creation of Leave  
thru Java Application  
QUICK GUIDE v1.0**

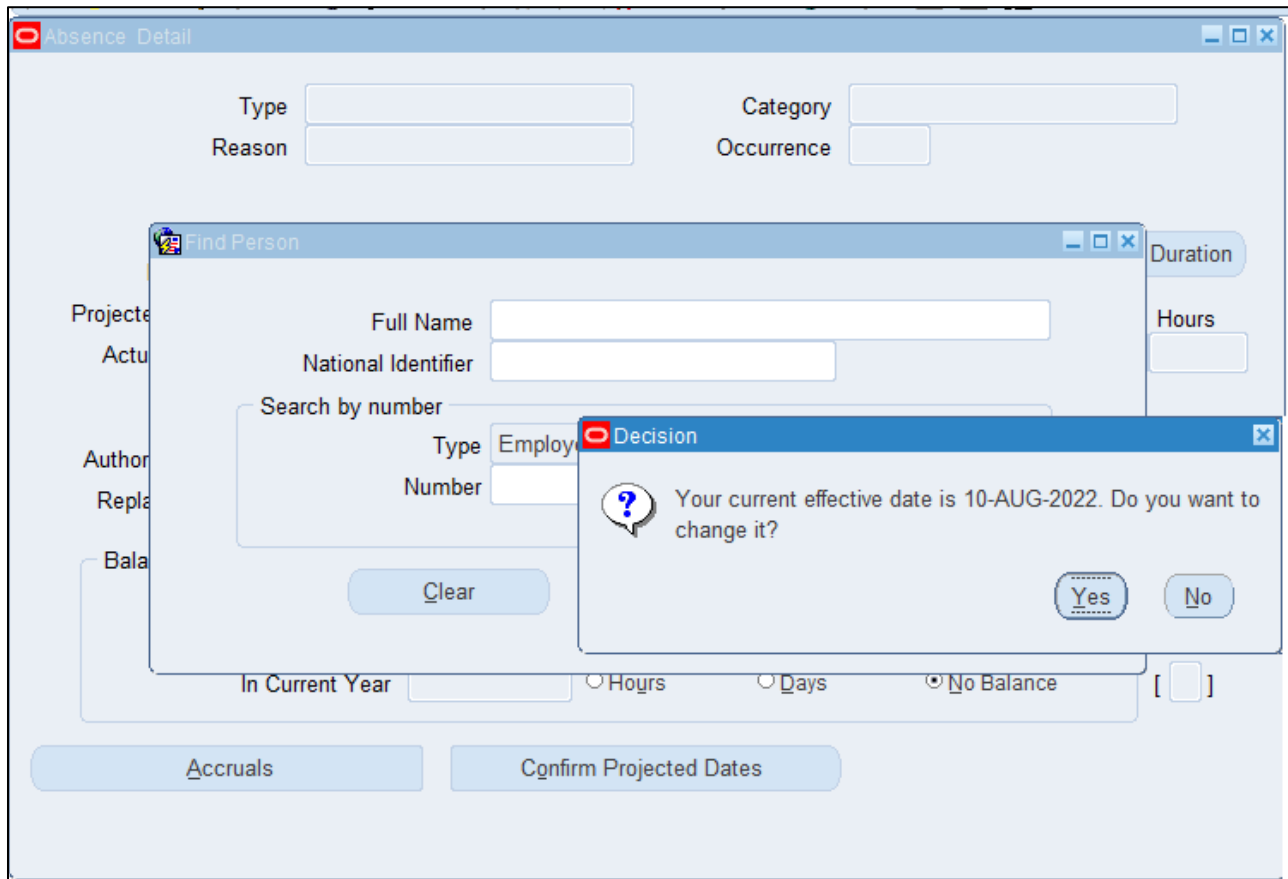
# Navigator

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



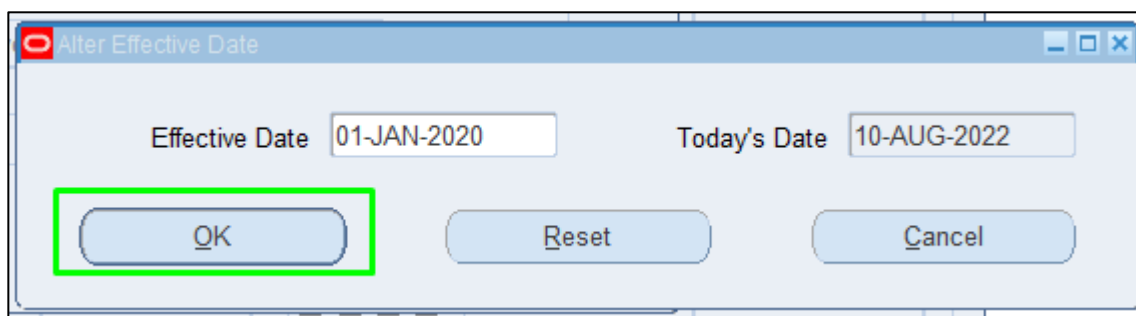
# Alter Leave Start Date

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



The screenshot shows the 'Absence Detail' window with a 'Find Person' dialog box open. A 'Decision' dialog box is overlaid on top, asking: 'Your current effective date is 10-AUG-2022. Do you want to change it?'. The 'Yes' button is highlighted with a dashed border. The background window contains fields for Type, Reason, Category, Occurrence, Duration, Hours, Full Name, National Identifier, Search by number, Type (Employ), Number, Clear, In Current Year, Hours, Days, No Balance, Accruals, and Confirm Projected Dates.

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



The screenshot shows the 'Alter Effective Date' dialog box. It has two date fields: 'Effective Date' with the value '01-JAN-2020' and 'Today's Date' with the value '10-AUG-2022'. Below the fields are three buttons: 'OK', 'Reset', and 'Cancel'. The 'OK' button is highlighted with a green rectangular border.

# Leave Details

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

The screenshot shows a web-based form for entering leave details. The main form is partially filled out, and a dialog box titled "Additional Absence Details" is open in the foreground.

**Main Form Fields:**

- Type: **Vacation Leave**
- Reason: **Within the Philippines**
- Category: **Vacation**
- Occurrence:
- Date:
- Notified: **15-AUG-2022** Time:
- Projected Start:  End:
- Actual Start: **15-AUG-2022** End: **15-AUG-2022** Duration: **1** Days  Hours
- Authorized by:  Number:
- Replaced by:  Number:
- Balance Information:
  - Associated Element: **Vacation Leave**
  - Running Total: **0**
  - In Current Year: **0**  Hours  Days  No Balance

**Additional Absence Details Dialog Box:**

- Assignment Position: **Administrative Assistant V.UPM Information Management Services.UPSB-ADAS5-714-2004**
- Specify Leave Reason: **Cebu**
- Commutation: **Not Requested**

Buttons: **OK**, **Cancel**, **Clear**, **Help**

# Technical Support

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

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



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