



**UIS:
Print Leave
Application Form
QUICK GUIDE v1.0**

Prerequisite

Prerequisite/ Dependency: Only an **Approved Leave** can generate the report.

Absence Management: Summary

Employee Name: _____ Employee Number: _____
Organization Email Address: _____ Business Group: _____

Leave Management

Leave Summary | Leave Balances

Search

Note that the search is case insensitive

Leave Type: _____ Leave Category: _____
Approval Status: _____ End Date: _____
Start Date: (16-Jul-2022) _____
Go Clear

Create Leave | [Refresh] [Filter] [Settings] [List]

Start Date	End Date	Leave Type	Leave Category	Duration Days Hours	Approval Status	Supporting Documents	Details	Update	Confirm	Delete
25-Jul-2022	25-Jul-2022	Special Privilege Leave	Paid Leave	1	Approved					

Navigator

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

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 CS Application For Leave
- View Vacation and Sick Leave Balance
- View SPL and CNA Balance
- Print UP Approved Leave

Leave Application Parameter/Review

Step 2: You may fill up the **Leave Start Date**. Click the **Next** button to review the request.

The screenshot shows the 'Define' step of a 'Schedule Request' process. A progress bar at the top indicates the current step is 'Define', with 'Review' as the next step. The page title is 'Schedule Request: Define'. There are buttons for 'Manage Schedule', 'Cancel', and 'Continue'. A note states '* Indicates required field'. The form includes a 'Program Name' field with the value 'UP Leave Application Form' and a 'Request Name' field. Below the 'Request Name' field is a sub-section with tabs for 'Parameters', 'Layout', and 'Delivery Options'. The 'Parameters' tab is active, showing a required field for '* Leave Start Date' with a calendar icon.

Step 3: Click the **Submit** button.
















The screenshot shows the 'Review' step of the 'Schedule Request' process. The progress bar at the top indicates the current step is 'Review'. The page title is 'Schedule Request: Review'. There are buttons for 'Manage Schedule', 'Cancel', 'Back', and 'Submit'. The 'Submit' button is highlighted with a green border. The form is divided into several sections: 'Name' (with fields for Concurrent Program Name, Request Name, and Operating Unit), 'Language Settings' (with a table for Language, Territory, Numeric Character, and Sort), 'Parameters' (with a field for Leave Start Date set to 16-Aug-2022), 'Layout' (with a table for For Language, Template Name, Language, and Output Format), and 'Delivery Options' (with a 'Show Delivery Options' link). At the bottom right, there are buttons for 'Manage Schedule', 'Cancel', 'Back', and 'Submit'.

Language	Territory	Numeric Character	Sort
American English	United States	..	Binary Sort

For Language	Template Name	Language	Output Format
American English	UP Leave Application Form	English	PDF

Request Summary

Step 4: Click the **Output** icon.

Requests Summary Table							
Refresh     							
Request ID 	Name 	Phase 	Status	Scheduled to Run 	Details 	Output 	Republish 
8036025	UP Leave Application Form	Completed	Normal	08-Aug-2022 16:19:48			

Technical Support

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

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



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