



**UIS:  
Print UP Approved  
Leave 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

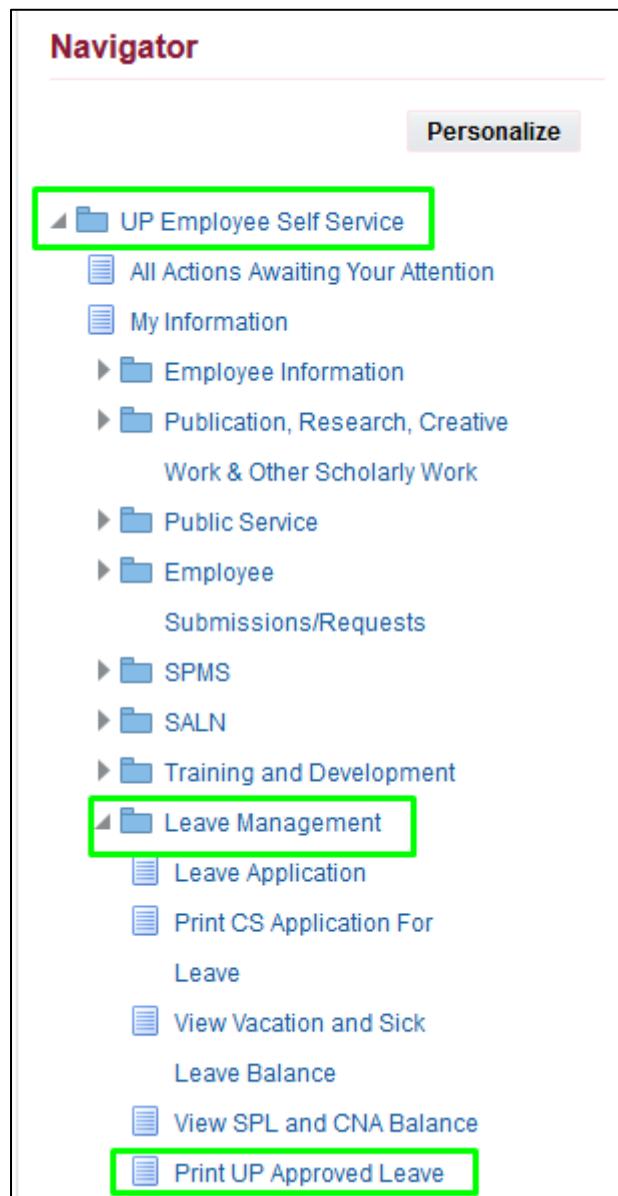
Leave Type  Leave Category   
Approval Status  End Date   
Start Date (16-Jul-2022)

Create Leave

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 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 three buttons at the top right: 'Manage Schedule', 'Cancel', and 'Continue'. A note indicates that an asterisk (\*) denotes a required field. The form contains the following fields:

- Program Name: UP Leave Application Form
- Request Name: [Text Input Field]
- Parameters: [Tabbed Section with 'Parameters', 'Layout', and 'Delivery Options' tabs]
- Leave Start Date: [Text Input Field 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 four buttons at the top right: 'Manage Schedule', 'Cancel', 'Back', and 'Submit' (which is highlighted with a green box). The form displays the following information:

- Name**
  - Concurrent Program Name: UP Leave Application Form
  - Request Name: [Text Input Field]
  - Operating Unit: [Text Input Field]
- Language Settings**
















Language	Territory	Numeric Character	Sort
American English	United States	''	Binary Sort
- Parameters**
  - Leave Start Date: 16-Aug-2022
- Layout**

For Language	Template Name	Language	Output Format
American English	UP Leave Application Form	English	PDF
- Delivery Options**
  - Show Delivery Options [Link]

At the bottom right, there are four buttons: 'Manage Schedule', 'Cancel', 'Back', and 'Submit'.

# Request Summary

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

Requests Summary Table							
Refresh       							
Request ID 	Name 	Phase 	Status	Scheduled to Run 	Details 	Output 	Republish 
8036029	Application for UP Approved Leave	Completed	Normal	08-Aug-2022 16:31:25			

# Technical Support

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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  
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