



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

Navigator

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

The screenshot shows the 'University Information System Home Page'. On the left is the 'Navigator' menu with a 'Personalize' button. The 'UP Employee Self Service' folder is expanded, and the 'Leave Management' folder is also expanded, with 'Leave Application' selected. On the right is the 'Worklist' section with a 'Full List' button. Below the 'Full List' button is a table with columns 'From', 'Type', 'Subject', and 'Sent'. The table contains one row with the text 'There are no notifications in this view.' Below the table is a checkbox labeled 'TIP Vacation Rules - Redirect or auto-respond to notifications.' which is checked.

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 **Update Icon**.

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 (18-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	<input type="button" value="Add"/>	<input type="button" value="View"/>	<input type="button" value="Update"/>	<input type="button" value="Confirm"/>	<input type="button" value="Delete"/>

Step 3: Update **Leave Details**.

Update Absence: Enter Absence Details

Employee Name Employee Number
Organization Email Address Business Group

* Indicates required field

Absence Status Confirmed
Absence Type Special Privilege Leave
Absence Category Family Leave
Absence Reason Within the Philippines

Duration
* Start Date 25-Jul-2022
End Date 25-Jul-2022
 TIP Start Date is required.

Days
Total 1

* Assignment Position Administrative Aide VI UPM Human Resource Development
Specify Leave Reason Cebu
Commutation Not Requested

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.								

Leave Application Summary

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

Create Absence: Enter Leave Details

Cancel Save For Later Next

Employee Name Employee Number
Organization Email Address Business Group

* Indicates required field

* Leave Status
* Leave Type
Leave Category
Leave Reason

Duration

* Start Date Start Time
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 Employee Number
Organization Email Address Business Group

* Indicates required field

* Leave Status
* Leave Type
Leave Category
Leave Reason

Duration

* Start Date 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 _____ Employee Number _____
Organization Email Address _____ 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

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.

Update Absence: Review Cancel Printable Page Save For Later Back Submit

Employee Name: [text] Employee Number: [text]
Organization Email Address: [text] Business Group: [text]

Absence Details

	Current	Proposed
Absence Status	Confirmed	Confirmed
Absence Type	Special Privilege Leave	Special Privilege Leave
Absence Category	Family Leave	Family Leave
Absence Reason	Within the Philippines	Within the Philippines
Start Date	25-Jul-2022	25-Jul-2022
End Date	25-Jul-2022	25-Jul-2022
Days	1	1
Assignment Position	Administrative Aide VI, UPM Human Resource Development Office, UPSB-ADA6-2451-2004	Administrative Aide VI, UPM Human Resource Development Office, UPSB-ADA6-2451-2004
Specify Leave Reason	Cebu	Palawan
Commutation	Not Requested	Not Requested

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

Additional Information

Attachments

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

None Add

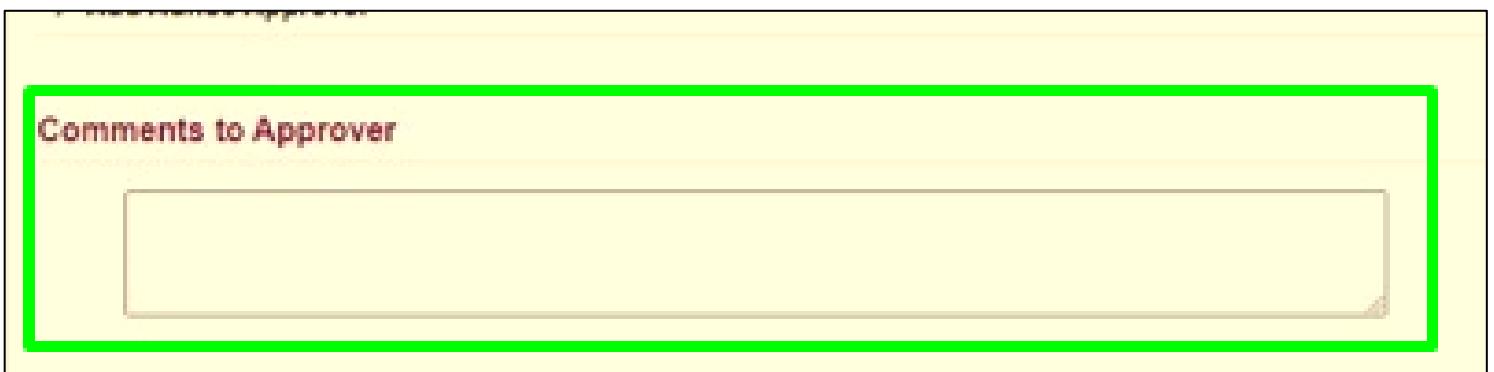
Leave Application Review

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



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		

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



Comments to Approver

Leave Application Review

Step 11: Click **Submit**.

Update Absence: Review Cancel Printable Page Save For Later Back Submit

Employee Name: [Redacted] Employee Number: [Redacted]
Organization Email Address: [Redacted] Business Group: [Redacted]

Absence Details

	Current	Proposed
Absence Status	Confirmed	Confirmed
Absence Type	Special Privilege Leave	Special Privilege Leave
Absence Category	Family Leave	Family Leave
Absence Reason	Within the Philippines	Within the Philippines
Start Date	25-Jul-2022	25-Jul-2022
End Date	25-Jul-2022	25-Jul-2022
Days	1	1
Assignment Position	Administrative Aide VI.UPM Human Resource Development Office.UPSB-ADA6-2451-2004	Administrative Aide VI.UPM Human Resource Development Office.UPSB-ADA6-2451-2004
Specify Leave Reason	Cebu	Palawan
Commutation	Not Requested	Not Requested

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

Confirmation
The changes have been submitted for approval.

Leave Management: Summary

Employee Name: [Redacted] Employee Number: [Redacted]
Organization Email Address: [Redacted] Business Group: [Redacted]

Leave Management

Leave Summary | Entitlement Balances

Search

Note that the search is case insensitive

Leave Type: [Dropdown] Leave Category: [Dropdown]
Approval Status: [Dropdown] Leave Status: [Dropdown]
Start Date: (14-Jul-2022) End Date: [Dropdown]
Go Clear

Create Leave | [Icons]

Start Date	End Date	Leave Type	Leave Category	Duration Days Hours	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	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]

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
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