



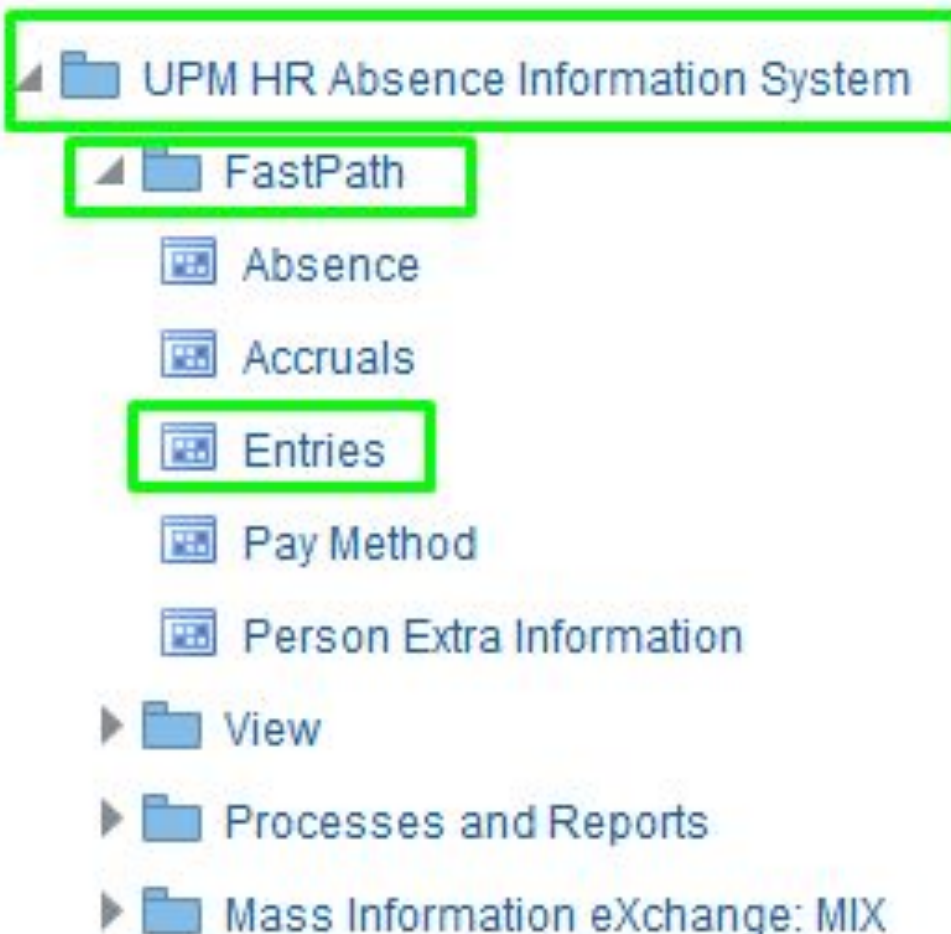
**UIS:
Uploading of Leave
Types through Java
Application
QUICK GUIDE v1.0**

Navigator

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

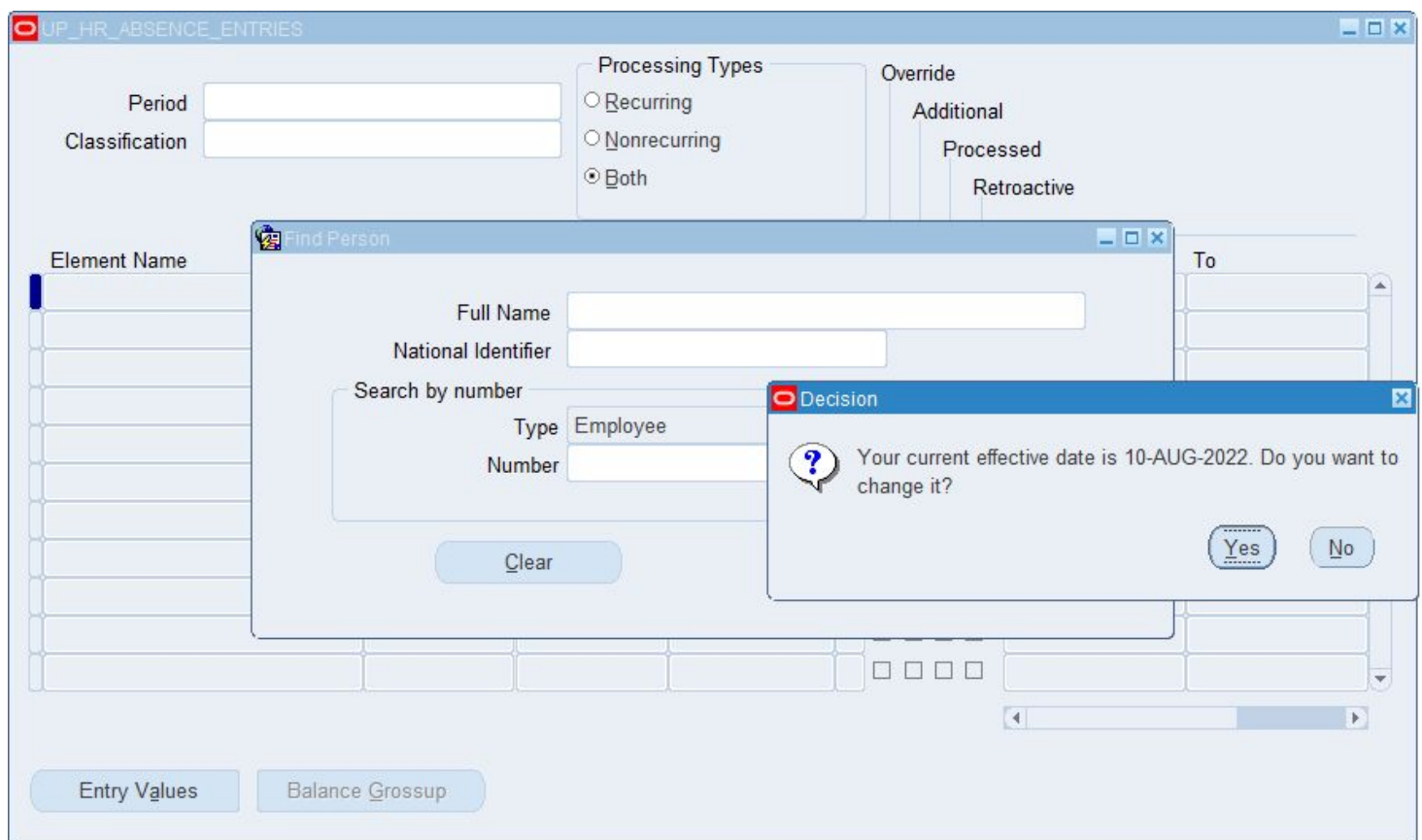
Navigator

Personalize



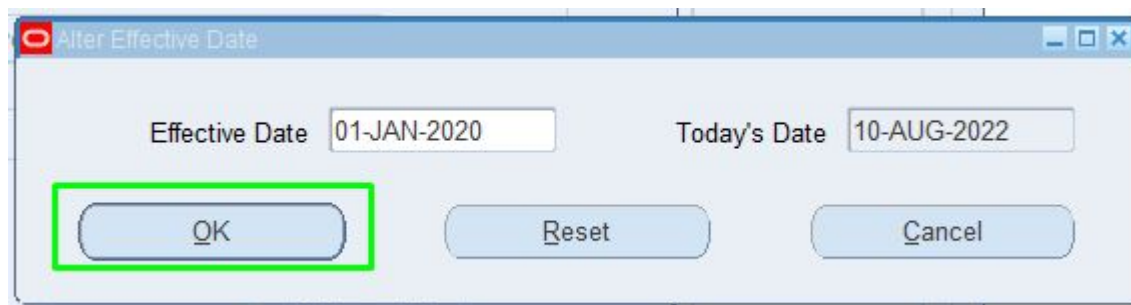
Alter Leave Start Date

Step 2: Change the effective date of the employee depending on the Continuous Service Date of Leave by clicking the **Yes** button.



The screenshot shows the 'UP_HR_ABSENCE_ENTRIES' application window. It features a 'Find Person' dialog box with fields for 'Full Name', 'National Identifier', 'Search by number', 'Type' (set to 'Employee'), and 'Number'. A 'Clear' button is located below these fields. Overlaid on this is a 'Decision' dialog box with a question mark icon and the text: 'Your current effective date is 10-AUG-2022. Do you want to change it?'. The 'Decision' dialog has 'Yes' and 'No' buttons. The background application window includes a 'Processing Types' section with radio buttons for 'Recurring', 'Nonrecurring', and 'Both' (selected). There are also 'Override', 'Additional', 'Processed', and 'Retroactive' checkboxes. At the bottom of the application window are 'Entry Values' and 'Balance Grossup' buttons.

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



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

Add Leave Type

Step 4: Click the **New** Button to add **Leave Types**. Then click **Save**.

The screenshot shows the 'UP_HR_ABSENCE_ENTRIES' window for the period '1 2022 Calendar Month (01-JAN-2022)'. The 'Processing Types' section has 'Both' selected. The 'Elements' dialog box is open, displaying a list of leave types and their processing types. The 'UPM Vacation Leave' entry is highlighted in the list.

Element Name	Processing Type
UPD Vacation Leave	Recurring
UPLB Faculty Cumulative Leave	Recurring
UPLB Sick Leave	Recurring
UPLB Vacation Leave	Recurring
UPM Faculty Cumulative Leave	Recurring
UPM Sick Leave	Recurring
UPM Vacation Leave	Recurring
UPMin Faculty Cumulative Leave	Recurring
UPMin Sick Leave	Recurring
UPMin Vacation Leave	Recurring
UPOU Faculty Cumulative Leave	Recurring
UPOU Sick Leave	Recurring
UPOU Vacation Leave	Recurring

Step 5: Fill out the **Entry Values Details** by Clicking the Entry Values Button. Then click **Save**.

The screenshot shows the 'UP_HR_ABSENCE_ENTRIES' window with the 'UPM Vacation Leave' entry selected. The 'Entry Values' dialog box is open, showing details for the entry. The 'Continuous Service Date' is set to '01-JAN-2022' and the 'Processing Priority' is set to '500'.

Field	Value
Continuous Service Date	01-JAN-2022
Further Entry Information	
Date Earned	
Original Date Earned	
Payee Details	
Processing Priority	500

Technical Support

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

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



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