



## QUICK GUIDE

### View Payslip

1. Log in to <https://uis.up.edu.ph>
  - o Enter UIS credentials (username and password) > Login button
2. UIS Home Page > Main Menu
  - o UP Scholar/SAGA Self Service > View Payslip
3. Payslip
  - o Choose a Payslip
  - o Click Go button
  - o Download Payslip