



# **Human Resource Information System**

## **User Manual**

### **Self Service Module**





# HRIS User Manual

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## I. INTRODUCTION

### A. General Information

The purpose of this manual is to provide users of the HRIS (Human Resource Information System) with a guide containing procedures and step-by-step instruction on navigating and doing specific tasks in HRIS.

This manual covers operations that can be done under HRIS Self-Service, which include the following:

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### B. The Human Resource Information System (HRIS)

The Human Resource Information System (HRIS) aims to enhance human resource (HR)-related processes at the University of the Philippines (UP) including:

- Employee profiles and records of professional undertakings (e.g. publications, creative and scholarly works)
- Compensation and benefits

- Learning and development
- Performance management

As the country's premier University, UP aims to adapt new technology to make our operations more effective and more efficient. With HRIS then, all HR operations across the entire UP system will be consolidated into one computerized information system, which will be utilized by both the employees and Human Resource Departments.

### HRIS Modules

HRIS is composed of a total of seven modules, grouped under Foundation Modules and Advanced Modules:

<b>Foundation Modules</b>
HR Module
Payroll Module
Self-Service Module
Time and Labor Module
<b>Advanced Modules</b>
Core Recruitment
Performance Management
Training Management

### Benefits of Using HRIS

HRIS, a tool both for HRDOs across UP CUs and the employees, aims to promote operational efficiency in managing and processing day-to-day HR-related transactions.

Using HRIS, UP employees may:

- Access and update employee information (e.g. basic employee information, dependents and beneficiaries details, leave credits) anytime, anywhere
- Request employment documents from HRDO minus the queuing
- Accomplish forms and submit professional records (e.g. SALN, publication, research, and creative and scholarly work records) at their convenience

HRDOs in all CUs are also set to benefit from HRIS, as they may now:

- Generate real-time reports
- Improve decision-making capability, with HR-related information easily accessible and stored in a single platform

### C. HRIS User Credentials

- User accounts are usually distributed by the HR personnel assigned to the employee’s unit.
- If there are difficulties using the issued account credentials, users may just click the Log-In Assistance Option in the log-in page.
  - **Forgot Password**  
Enter username and instruction on how to reset password. The password will be e-mailed.
  - **Forgot Username**  
Enter the email address associated the employee’s account. The username will be e-mailed.

Should further assistance be needed, users may contact the:

#### eUP System Helpdesk

Contact no.: (02) 376-3100; (02) 376-3101

e-mail : helpdesk@up.edu.ph

### D. Technical Guidelines

It is important to ensure that the required software is installed on devices (e.g. laptop, desktop computer) for HRIS to run properly.

#### • Browsers

The HRIS Self Service runs best on the following web browsers:

- [Mozilla Firefox](#)
- [Safari](#)
- [Internet Explorer](#) (version 10 and below only)
- [Google Chrome](#)

#### • Operating Systems

HRIS works on all major operating systems (e.g. Windows7, Windows 8, Linux, Mac OS X).

#### • Internet Connection

Internet connectivity is necessary to access HRIS. This may be via campus/office network, home broadband, DSL, USB dongle, etc.

**Note:** Any connectivity problem should be reported to the CU’s local IT Offices or internet provider (PLDT, Globe, Smart, etc).

On the other hand, system-related concerns should be reported to the local HRIS Technical Staff assigned in the CU.



### E. Logging in to HRIS


1. Open a web browser (e.g. Safari).
2. Go to hris.up.edu.ph.
3. Enter the username and password, then click the Login button.  
The HRIS Homepage will then open.

### F. Symbols and Conventions Used in the Manual

To make them stand out a bit better, codes and Uniform Resource Locators (URLs) are written in monospace font. They will appear like this:  
hris.up.edu.ph.

Some of the button and symbols which will be frequently encountered while using the system are listed below:

Icon	Description
	<b>Search Button:</b> This button indicates that a field has a List of Values, which contains universal values. However, there are also fields which may have a List of Values, but also accepts free texts. There are also some fields with a List of Values that strictly follow the universal List of Values.
	<b>Calendar Button:</b> These icons usually appear in fields that require dates. Clicking this icon will redirect users to another window which contains a calendar. Select the correct month, day and year from the calendar, and click OK to use that date.

	<p><b>Delete Button:</b> Click this icon located beside a field to remove the entry on the section (e.g. Phone number).</p>
<p>*</p>	<p><b>Asterisk:</b> Fields marked with asterisk are required fields. Employees need to fill out the required fields before they can proceed to the next step or to submission.</p>

## II. HRIS PROCESSES

### A. UPDATE EDUCATION AND QUALIFICATIONS

**Step 1.** Go to hris.up.edu.ph

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the HRIS Main Menu on your left, select the **UP Employee Self-Service folder**, then click **Professional Details** folder.

Under the Professional Details drop down list, select **Education**.

You will be directed to the Education and Qualifications page.

**Step 4.** Click the **Add Qualification** button on the Education and Qualifications page.

You will be directed to the Add Qualification page.

**Step 5.** Fill out the fields on the Add Qualification page.

Among the Types of Qualification you can list are Baccalaureate and Master’s Degrees, Doctorates, Civil Service Eligibility, PRC Exams, etc.

Remember that fields with the asterisk (\*) sign (ex. School and Typare required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button or drop down arrow beside the corresponding field to open the list of values.

Fill out the **Actual Completion Date** field by clicking the **Calendar** icon beside each text field.

Set the month and the year, then select a day.

Fill out the **Status** field (optional) by selecting from the list of values: Complete, Incomplete, or Ongoing.

**Step 6.** Once you have filled out the fields in Add Qualification page, click the **Next** button.

You will be redirected to the Education: Review page.

**Step 7.** Click the **Submit** button after checking the information.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

- Click “Yes” if you wish to completely cancel the activity.
- Click “No” to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you’ve made for revisions/completion in the future. A prompt will appear after you click the “Save for Later” button where you will be asked to confirm the option you’ve chosen. Click “OK” and you will be redirected back to the *Home Page/Main Menu*.

Since the changes require the approval, attach electronic copies of supporting documents, as proof of validity and references for your manager or supervisor.

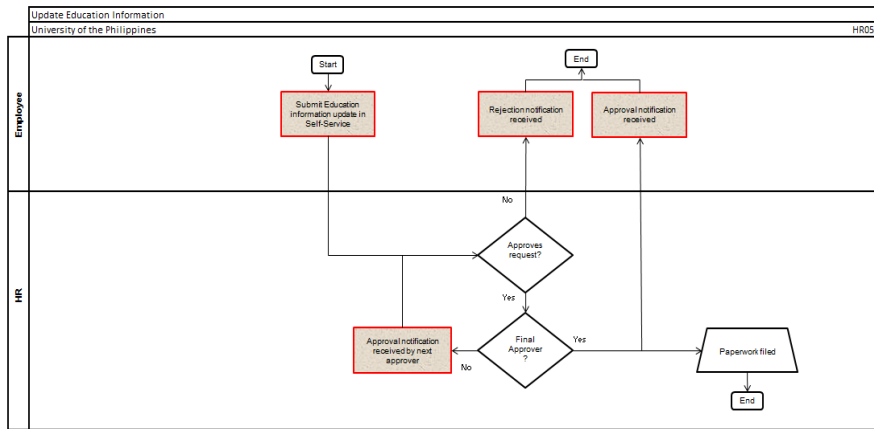
Click the **Add** button under the Additional Information – Attachments subsection.

You will be directed to the Add Attachment page.

Click the **Browse** button to select and upload files from your computer.

You may also upload other or multiple files by clicking the **Add Another** button.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager’s approval.



## B. UPDATE LIMITED PRACTICE OF PROFESSION

**Step 1.** Go to [hris.up.edu.ph](http://hris.up.edu.ph)

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the HRIS Main Menu on your left, select the **UP Employee Self-Service folder**, then click **Limited Practice of Profession** from the drop down list.

You will be directed to the Limited Practice of Profession: Special Information page.

**Step 4.** Click the **Add** button to enter the details of your limited practice of profession.

You will be directed to the Limited Practice of Profession page.

**Step 5.** Fill out the fields on the Creative Works page.

Remember that fields with the asterisk (\*) sign (ex. Assignment Position, Profession, Start and End Dates, Nature of Work, Number of Hours, and Name

and Address of Organization) are required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button beside each field to open the list of values.

To fill out the Start and End Dates fields, click the **Calendar** icon beside each text field.

Set the month and the year, then select a day.

**Step 6.** Once you have filled out the fields in Limited Practice of Profession page, click the **Apply** button.

You will be directed to the Limited Practice of Profession: Special Information page.

**Step 7.** Click the **Next** button.

You will be directed to the Limited Practice of Profession: Review page.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

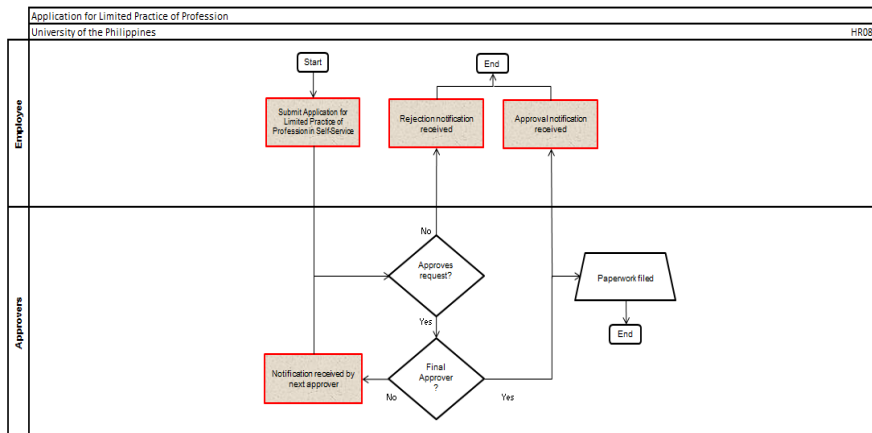
- Click "Yes" if you wish to completely cancel the activity.
- Click "No" to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you've made for revisions/completion in the future. A prompt will appear after you click the "Save for Later" button where you will be asked to confirm the option you've chosen. Click "OK" and you will be redirected back to the *Home Page/Main Menu*.

**Step 8.** After reviewing the details on the Review page, and no more changes will be made, click the **Submit** button.

Note that it is also optional to include attachments on your request. Just click the **Add** button to upload files.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager's approval.



### C. UPDATE CREATIVE WORKS

**Step 1.** Go to [hris.up.edu.ph](http://hris.up.edu.ph)

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the menu tab on your left, select the **UP Employee Self-Service folder**, then click **Creative Works** from the drop down list.

You will be directed to the Creative Works: Special Information page.

**Step 4.** Click the **Add** button to create a new creative work record.

You will be directed to the Creative Works page.

**Step 5.** Fill out the fields on the Creative Works page, particularly the required fields: **Assignment Position, Category of Creative Work, Type of Creative Work, Title of Creative Work, and Role.**

Remember that fields with the asterisk (\*) sign are required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button beside each field to open the list of values.

**Step 6.** Once you have filled out the fields in the Creative Works page, click the **Apply** button.

You will be redirected to the Creative Works: Special Information page.

**Step 7.** Click the **Next** button.

You will be directed to the Creative Works: Review page.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

- Click “Yes” if you wish to completely cancel the activity.
- Click “No” to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you’ve made for revisions/completion in the future. A prompt will appear after you click the “Save for Later” button where you will be asked to confirm the option you’ve chosen. Click “OK” and you will be redirected back to the *Home Page/Main Menu*.

**Step 8.** After reviewing the details of your new Creative Work record for submission, click the **Submit** button.

Note that it is also optional to include attachments on your request. Just click the **Add** button to upload files.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager’s approval.

### D. SUBMIT FEEDBACK

**Step 1.** Go to [hris.up.edu.ph](http://hris.up.edu.ph)

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the HRIS Main Menu on your left, select the **UP Employee Self-Service folder**, then click **Feedback** from the drop down list.

You will be directed to the Feedback: Extra Information page.

**Step 4.** Click the **Add** button.

You will be directed to the UP Employee Feedback page.

**Step 5.** Fill out the fields on the UP Employee Feedback page.

Remember that fields with the asterisk (\*) sign (ex. Type and Subject) are required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button or drop down arrow beside the corresponding field to open the list of values.

Enter the text (feedback) that you want to submit on the Comment 1 and Comment 2 fields.

To fill out the Type of Feedback field, click the magnifying glass beside its text box.

The Search and Select: Type window will open. Click the **Go** button. A list of values will appear.

Click the corresponding **Quick Select** button of the Type of Feedback that you want to submit.

**Step 6.** Once you have filled out the fields and entered your feedback, click the **Apply** button.

You will be redirected to the Feedback: Extra Information.

**Step 7.** Click the **Next** button.

You will be directed to the Feedback: Review page.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

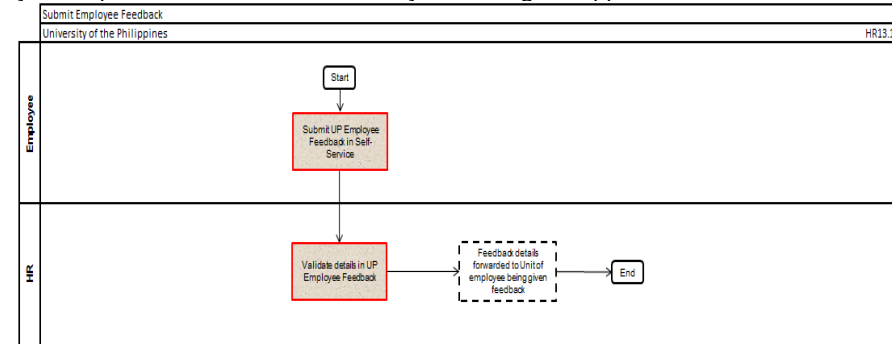
- Click “Yes” if you wish to completely cancel the activity.
- Click “No” to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you’ve made for revisions/completion in the future. A prompt will appear after you click the “Save for

Later” button where you will be asked to confirm the option you’ve chosen. Click “OK” and you will be redirected back to the *Home Page/Main Menu*.

**Step 8.** After reviewing the details on the Review page, and no more changes will be done, click the **Submit** button.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager’s approval.



## E. REQUEST CERTIFICATES AND SERVICE RECORDS

**Step 1.** Go to [hris.up.edu.ph](http://hris.up.edu.ph)

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the HRIS Main Menu on your left, select the **UP Employee Self-Service folder**, then click **Request for Certificates and Service Record** from the drop down list.

You will be directed to the Request for Certificates and Service Records: Special Information page.

**Step 4.** On the Request for Certificates and Service Record page, you can add and/or update an existing entry.



Click the **Add** button to make a new request.

You will be directed then to the Request for Certificate page.

**Step 5.** Fill out the **Type** and **Purpose** fields, which are required fields.

Remember that fields with asterisk (\*) sign are required fields which may not be left blank in order to proceed.

To fill out the Type field, click the magnifying glass beside its field. The Search and Select: Type window will open. Click the **Go** button. The list of values for the types of certificate will then appear.

Click the **Quick Select** icon that corresponds to the Type of Certificate you want to request.

**Step 6.** Click **Apply** once all information have been entered.

Your changes will then be saved, and you will be directed to the Request for Certificates and Service Record: Special Information page.

**Step 7.** Click the **Next** button to proceed with submitting your request, with your request marked as “New” under the Status column.

Note that you can also opt to select other actions:  
**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

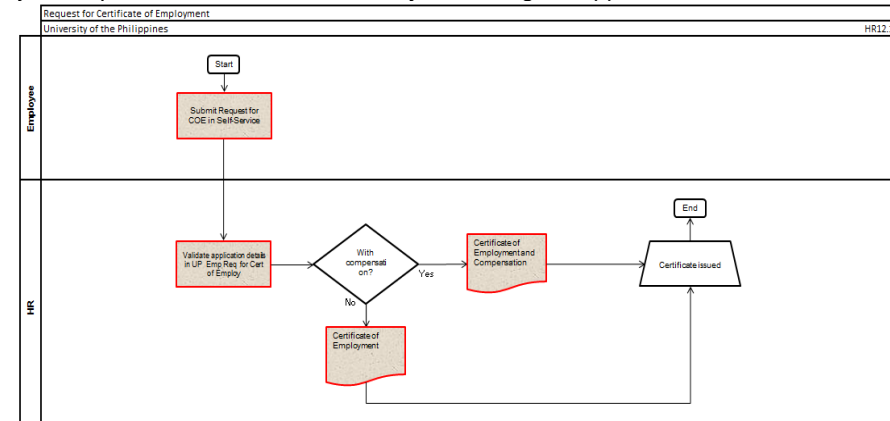
- Click “Yes” if you wish to completely cancel the activity.
- Click “No” to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you’ve made for revisions/completion in the future. A prompt will appear after you click the “Save for Later” button where you will be asked to confirm the option you’ve chosen. Click “OK” and you will be redirected back to the *Home Page/Main Menu*.

**Step 8.** On the Request for Certificates and Service Record: Review page, click the **Submit** button once you have finished reviewing the details you have entered.

Note that it is also optional to include attachments on your request. Just click the **Add** button to upload files for your approvers’ reference.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager’s approval.



## F. PRINT STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)

**Step 1.** Go to [hris.up.edu.ph](http://hris.up.edu.ph)

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the HRIS Main Menu, select the **My Self-Service folder**, then click **Print SALN Report** from the drop down list.

You will be directed to the Schedule Request: Parameters page where you will be asked to enter the parameters of your request.

**Step 4.** Enter the **As of** date of your request, then click the **Next** button.

To set the As of date, click the calendar icon beside the As of text field. A calendar will then open.

Set the month and year, then click a particular day.

You will be redirected then to the Submit Request: Parameters window.

**Step 4.** Click the **Next** button once you have set the As of date.

You will be directed to the Schedule Request: Layout Page.

**Step 5.** Click the **Next** button again.

This will direct you to the Schedule Request: Review Page.

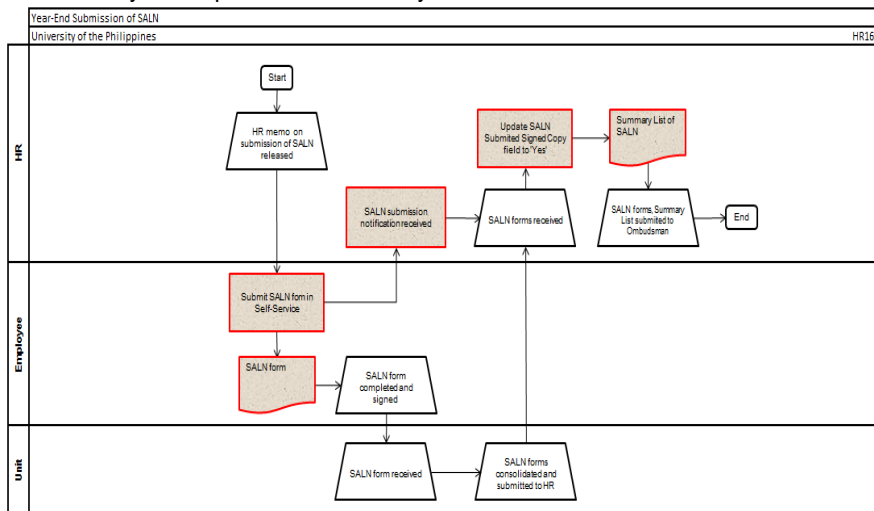
**Step 6.** On the Schedule Request: Review window, check if the details you have entered are correct, then click **Submit** to process your SALN Report.

After submitting your request, a note indicating your Request ID will appear.

Take note of the request ID as this will be used to retrieve your SALN later.

**Step 7.** On the Requests page, find your Request ID, then click the icon on its **Output** column.

This allows you to open and download your SALN in PDF format.



## G. UPDATE EMPLOYEE INFORMATION

**Step 1.** Go to [hris.up.edu.ph](http://hris.up.edu.ph)

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the menu tab on your left, select the **UP Employee Self-Service folder**, then click the **Personal Information** folder.

You will be directed to the Personal Information page.

### 1. BASIC DETAILS

**Step 4.** Click the **Update** button of the Basic Details subsection.

You will be directed to the Basic Details: Choose Option page.

**Step 5.** Select whether to “Correct or complete current details” or to “Enter new information because of a real change to the current details”, then click the **Next** button.

You will then be directed to the Basic Details: Update Information page.

**Step 6.** Enter the information needed on the Basic Details: Update Information page.

Remember that fields with the asterisk (\*) sign (ex. Effective Date, Last Name, and Gender) are required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button or drop down arrow beside the corresponding field to open the list of values.

To enter the Effective Date, click the calendar button.

**Step 7.** Click the **Next** button once you have entered your basic details. You will be directed to the Personal Information: Review page.

**Step 8.** Click the **Submit** button after checking the information.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

- Click “Yes” if you wish to completely cancel the activity.
- Click “No” to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you’ve made for revisions/completion in the future. A prompt will appear after you click the “Save for Later” button where you will be asked to confirm the option you’ve chosen. Click “OK” and you will be redirected back to the *Home Page/Main Menu*.

Since the changes require the approval, you may attach electronic copies of supporting documents, as proof of validity and references for your manager or supervisor.

Click the **Add** button under the Additional Information – Attachments subsection.

You will be directed to the Add Attachment page.

Click the **Browse** button to select and upload files from your computer.

You may also upload other or multiple files by clicking the **Add Another** button.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager’s approval.

## 2. MAIN AND OTHER ADDRESSES

**Step 4.** Click the **Update** button of the Main Address subsection.

You will be directed to the Main Address: Choose Option page.

**Step 5.** Select whether to “Correct or amend the address” or to “Enter a new address if you have moved”, then click the **Next** button.

You will then be directed to the Main Address: Enter New Address page.

**Step 6.** Enter the information needed on the Main Address: Enter New Address page.

Remember that fields with the asterisk (\*) sign (ex. Effective Date and Address Line 1) are required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button or drop down arrow beside the corresponding field to open the list of values.

To enter the Effective Date, click the calendar button.

**Step 7.** Click the **Next** button once you have entered your address details. You will be directed to the Personal Information page.

**Step 8.** Click the **Submit** button after checking the information, and no more changes will be made.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

- Click “Yes” if you wish to completely cancel the activity.
- Click “No” to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you’ve made for revisions/completion in the future. A prompt will appear after you click the “Save for Later” button where you will be asked to confirm the option you’ve chosen. Click “OK” and you will be redirected back to the *Home Page/Main Menu*.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager’s approval.

## 3. PHONE NUMBERS

**Step 4.** Click the **Update** button of the Phone Numbers subsection.

You will be directed to the Phone Numbers: Enter and Maintain page.

**Step 5.** Enter a new phone number record by clicking the **Add Another Row** button.

After clicking the Add Another Row button, a blank field will appear. You may also delete existing records by clicking the **Delete** icon beside the corresponding phone number.

**Step 6.** Enter your **new phone number** record, and select the **Type of Phone Number** (ex. Home, Mobile).

**Step 7.** Click the **Next** button once you have filled out the details.

You will be directed to the Personal Information: Review page.

**Step 8.** Click the **Submit** button after checking the information, and no more changes will be made.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

- Click “Yes” if you wish to completely cancel the activity.
- Click “No” to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you’ve made for revisions/completion in the future. A prompt will appear after you click the “Save for Later” button where you will be asked to confirm the option you’ve chosen. Click “OK” and you will be redirected back to the *Home Page/Main Menu*.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager’s approval.

#### 4. EMERGENCY CONTACTS

**Step 4.** Click the **Add** button of the Emergency Contacts subsection.

You will be directed to the Emergency Contact: Create page.

**Step 5.** Enter the information needed on the Emergency Contact: Create page.

Remember that fields with the asterisk (\*) sign (ex. Last Name, Relationship, Start of Validity) are required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button or drop down arrow beside the corresponding field to open the list of values.

To enter the Effective Date, click the calendar button.

To enter the Start of Validity Date, click the calendar button.

**Step 6.** Click the **Next** button once you have filled out the details. You will be directed to the Personal Information: Review page.

**Step 7.** Click the **Submit** button after checking the information.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

- Click “Yes” if you wish to completely cancel the activity.
- Click “No” to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you’ve made for revisions/completion in the future. A prompt will appear after you click the “Save for Later” button where you will be asked to confirm the option you’ve chosen. Click “OK” and you will be redirected back to the *Home Page/Main Menu*.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your approval.

#### 5. DEPENDENTS AND BENEFICIARIES

**Step 4.** Click the **Update** button of the Dependents and Beneficiaries subsection.

You will be directed to the Dependents and Beneficiaries: Create page.

**Step 5.** Enter the information needed on the Dependent and Beneficiary: Create page.

Remember that fields with the asterisk (\*) sign (ex. Last Name, Relationship, Start of Validity, and Date of Birth of Dependent and Beneficiary) are required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button or drop down arrow beside the corresponding field to open the list of values.

To enter the Start of Validity Date and Date of Birth, click the calendar button.

**Step 6.** Click the **Next** button once you have entered your dependent and beneficiary details.

You will be directed to the Personal Information: Review page.

**Step 7.** Click the **Submit** button after checking the information for correctness and completeness.

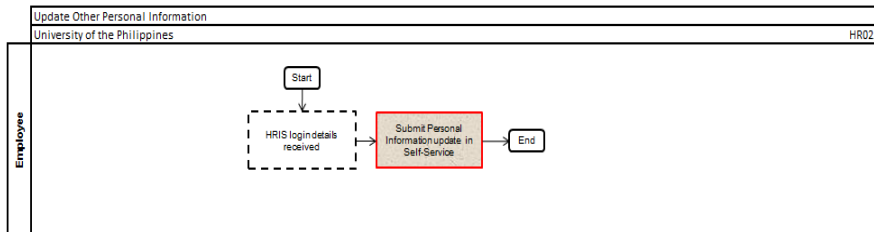
Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

- Click “Yes” if you wish to completely cancel the activity.
- Click “No” to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you’ve made for revisions/completion in the future. A prompt will appear after you click the “Save for Later” button where you will be asked to confirm the option you’ve chosen. Click “OK” and you will be redirected back to the *Home Page/Main Menu*.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager’s approval.



## H. VIEW EMPLOYEE LEGISLATIVE INFORMATION

**Step 1.** Go to [hris.up.edu.ph](http://hris.up.edu.ph)

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the HRIS Main Menu on your left, select the **UP Employee Self-Service folder**, then click **Employee Legislative Information** from the drop down list.

You will be directed to the Employee Legislative Information: Special Information page.

**Step 4.** View your **GSIS, HDMI, PhilHealth, and Tax Employee Information**.

Click the **Back** button to return to the Home page.

## I. UPDATE OTHER SPECIAL INFORMATION – VOLUNTARY WORK

**Step 1.** Go to [hris.up.edu.ph](http://hris.up.edu.ph)

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the HRIS Main Menu on your left, select the **UP Employee Self-Service folder**, then click **Other Special Information** from the drop down list.

You will be directed to the Other Special Information: Special Information page which is divided into several subsections, including Character References, Committee Membership, Membership in Association/ Org, Non-Academic Distinction/ Recog, Physical Characteristics, Special Skills/ Hobbies, and Voluntary Work.

**Step 4.** Go to the Voluntary subsection, then click its **Add** button.

**Step 5.** Fill out the fields on the Voluntary Work page.

Remember that fields with the asterisk (\*) sign (ex. Name of Organization) are required fields, hence, cannot be left blank in order to proceed with the process.

You will be directed to the Voluntary Work page.

To fill out the Start and End Dates fields, click the **Calendar** icon beside each text field.

Set the month and the year, then select a day.

**Step 6.** Once you have filled out the fields in Voluntary Work page, click the **Apply** button.

You will be redirected to the Other Special Information: Special Information page.

**Step 7.** Click the **Next** button.

You will be directed to the Other Special Information: Review page.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

- Click “Yes” if you wish to completely cancel the activity.
- Click “No” to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you’ve made for revisions/completion in the future. A prompt will appear after you click the “Save for Later” button where you will be asked to confirm the option you’ve chosen. Click “OK” and you will be redirected back to the *Home Page/Main Menu*.

**Step 8.** After reviewing the details on the Review page, and no more changes will be made, click the **Submit** button.

Note that prior to submitting your change of information, it is also optional to include attachments on your request to facilitate the validation of the information by the approver/s. Just click the **Add** button to upload files.

You may also include a note or message to the approver via the Comments to Approver box.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager’s approval.

## J. UPDATE RESEARCH

**Step 1.** Go to [hris.up.edu.ph](http://hris.up.edu.ph)

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the HRIS Main Menu on your left, select the **UP Employee Self-Service folder**, then click **Research** from the drop down list.

You will be directed to the Research: Special Information page.

**Step 4.** Click the **Add** button to enter the details of your research.

You will be directed to the Research page.

**Step 5.** Fill out the fields on the Research page.

Remember that fields with the asterisk (\*) sign (ex. Assignment Position, Type of Research, Title of Research, and Role) are required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button beside the corresponding field to open the list of values.

To fill out the Start and End Dates fields, click the **Calendar** icon beside each text field.

Set the month and the year, then select a day.

**Step 6.** Once you have filled out the fields in Research page, click the **Apply** button.

You will be redirected to the Research: Special Information page.

**Step 7.** Click the **Next** button.

You will be directed to the Research: Review page.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

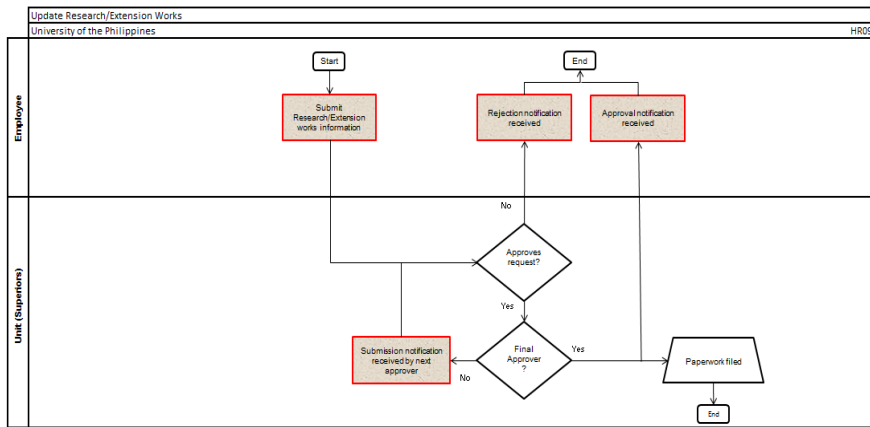
- Click “Yes” if you wish to completely cancel the activity.
- Click “No” to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you’ve made for revisions/completion in the future. A prompt will appear after you click the “Save for Later” button where you will be asked to confirm the option you’ve chosen. Click “OK” and you will be redirected back to the *Home Page/Main Menu*.

**Step 8.** After reviewing the details on the Review page and no more changes will be made, click the **Submit** button.

Note that it is also optional to include attachments on your request. Just click the **Add** button to upload files.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager’s approval.



## K. UPDATE PUBLICATIONS

**Step 1.** Go to [hris.up.edu.ph](http://hris.up.edu.ph)

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the HRIS Main Menu, select the **UP Employee Self-Service folder**, then click **Publications** from the drop down list.

You will be directed to the Publications: Special Information page.

**Step 4.** Click the **Add** button to enter the details of your publication.

You will be directed to the Publications page.

**Step 5.** Fill out the fields on the Publications page.

Remember that fields with the asterisk (\*) sign (ex. Assignment Position, Type and Title of Publication, Role, Publisher, Dates of Publication/ Completion and Release, Category of Publication, and Mode of Distribution) are required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button or drop down arrow beside the corresponding field to open the list of values.

To fill out the Start and End Dates fields, click the **Calendar** icon beside each text field.

Set the month and the year, then select a day.

**Step 6.** Once you have filled out the fields in Publications page, click the **Apply** button.

You will be redirected to the Publications: Special Information page.

**Step 7.** Click the **Next** button.

You will be directed to the Publications: Review page.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

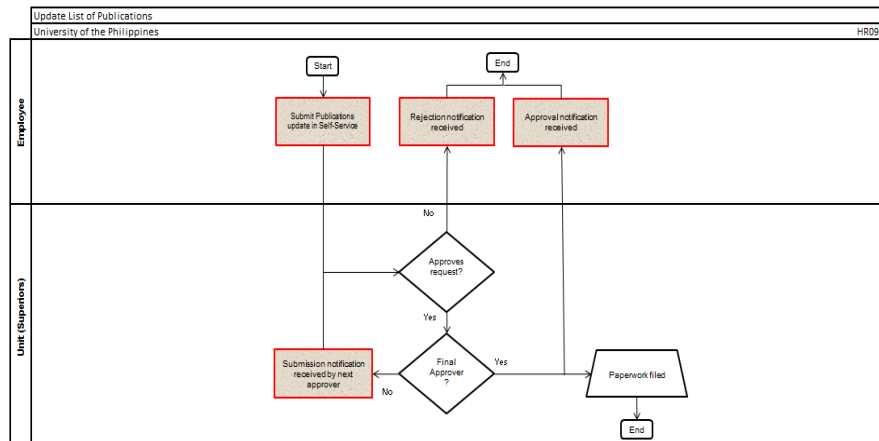
- Click "Yes" if you wish to completely cancel the activity.
- Click "No" to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you've made for revisions/completion in the future. A prompt will appear after you click the "Save for Later" button where you will be asked to confirm the option you've chosen. Click "OK" and you will be redirected back to the *Home Page/Main Menu*.

**Step 8.** After reviewing the details on the Review page, and no more changes will be made, click the **Submit** button.

Note that it is also optional to include attachments on your request. Just click the **Add** button to upload files.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager's approval.



## L. UPDATE OTHER SCHOLARLY WORKS

**Step 1.** Go to [hris.up.edu.ph](http://hris.up.edu.ph)

**Step 2.** Enter your username and password to log-in the HR Information System.

Once you have pressed the enter button of your keyboard, or clicked the **Log in** button located in your log-in page, you will be directed to the HRIS User Home Page.

**Step 3.** On the menu tab on your left, select the **UP Employee Self-Service folder**, then click **Other Scholarly Works** from the drop down list.

You will be directed to the Other Scholarly Works: Special Information page.

**Step 4.** Click the **Add** button to create a new scholarly work record.

You will be directed to the Other Scholarly Works page.

**Step 5.** Fill out the fields on the Other Scholarly Works page.

Remember that fields with the asterisk (\*) sign (ex. Assignment Position, Type and Title of Scholarly Work, and Role) are required fields, hence, cannot be left blank in order to proceed with the process.

Click the magnifying glass button or drop down arrow beside each field to open the list of values.

To fill out the Start and End Dates fields, click the **Calendar** icon beside each text field.

Set the month and the year, then select a day.

**Step 6.** Once you have filled out the fields in the Other Scholarly Works page, click the **Apply** button.

You will be redirected to the Other Scholarly Works: Special Information page.

**Step 7.** Click the **Next** button.

You will be directed to the Other Scholarly Works: Review page.

Note that you can also opt to select other actions:

**Cancel.** Clicking the cancel button will delete current activity. A prompt will appear asking you to confirm the cancelation of your activities.

- Click "Yes" if you wish to completely cancel the activity.
- Click "No" to go back to the previous page.

**Save for Later.** This option will temporarily store the entries you've made for revisions/completion in the future. A prompt will appear after you click the "Save for Later" button where you will be asked to confirm the option you've chosen. Click "OK" and you will be redirected back to the *Home Page/Main Menu*.

**Step 8.** After reviewing the details of your new other scholarly works record for submission, and there are no more changes to be done, click the **Submit** button.

Note that it is also optional to include attachments on your request. Just click the **Add** button to upload files.

After clicking the Submit button, you will receive a Confirmation message that your request has been submitted for your Manager's approval.