



Human Resource Information System User Manual Self Service Module



INTRODUCTION

This manual was developed for the purpose of guiding Human Resource Development Officers in using, navigating and utilizing the HRIS. As the country’s premier University, UP aims to adapt new technology to make our operations more effective and more efficient. With HRIS, all HR operations across the entire UP system will be consolidated into one secure system accessible to both the employees and Human Resource Department Offices (HRDOs). This will not only help both the HR and the employee to easily access employee record and information across CUs; it will also lessen the paperwork and the effort exerted in passing information from one campus to another.


Though HR Information is exclusive to HRD Offices, some information are needed to be shared to other offices such as Accounting (for Payroll). Through the HRIS, shared processes will be integrated for easier transactions for both offices sharing the same information.



Symbols and Conventions Used in This Manual

To highlight the codes and Uniform Resource Locators (URLs), they are written in monospace font. They will be found in this manual like this:

`hris.up.edu.ph`

It is also important to be familiar with the symbols used both in the HR Information System and this manual. Some of the buttons and symbols used are listed below:

Icon	Description
	<p>Search Button: This button indicates that a field has a List of Values, which contains universal values for that field. However, there are fields which may have a List of Values, but also accept free texts. There are also some fields with a List of Values that strictly follow the universal List of Values.</p>

	<p>Calendar Button: These icons usually appear in fields that require dates. Clicking this icon will redirect you to another window that contains a calendar. Select the correct month, day and year from the calendar and click OK to apply that date.</p>
	<p>Delete Button: Click this icon located beside a field, if you want to remove that entry from the section (e.g. Phone Number)</p>

GETTING STARTED

Technical Guidelines

For the system to run properly, note that is important to check on the following technical requirements:

- **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**

Though HRIS works on any operating system and browser, you cannot log-in or access any of its features without an internet connection. As long as you are connected to an internet connection (e.g. campus/office network, home broadband, DSL, USB dongle, etc.), you can access HRIS anywhere around the globe. Any connectivity problem should be referred to your local IT offices (CU-/office-based) or internet service provider (PLDT, Globe, Smart, etc.). In cases when your concerns are HRIS-related, refer to the local HRIS Technical assigned to your CU.

- **User Accounts**

User accounts are usually distributed by the HR personnel assigned to your unit. If you're having trouble using the issued account credentials, simply click the Log-In Assistance Option in the log-in page.

➤ **Forgot Password**

Enter username and instruction on how to reset your password will be emailed to you.

➤ **Forgot Username**

Enter the email address associated with your account and your username will be emailed to you.

• **eUP System Helpdesk**

Contact no.: (02) 376-3100

e-mail: helpdesk@up.edu.ph

Definition of Terms

Before you can fully utilize the features of the system, it will also help to remember that there may be terms and features in the system that use different labels as opposed to the international standard terms. The table below shows the basic terms used in the system and their counterparts used in UP operations outside of HRIS.

TERMS			ACRONYMS	
UP	HRIS	Meaning	Abbreviation	Meaning
Title	Title	Ex. Dr.; Ms.; Prof.; Atty. etc	HRDO	Human Resource Development Office
First Name	First Name	First Name of Employee	HRIS	Human Resource Information System
Middle Name	Middle Name	Middle Name of Employee	URL	Uniform Resource Locator
Surname	Last Name	Last Name of Employee	CSC	Civil Service Commission
Name Extension	Suffix	Ex. I, II, III, Jr. Sr.	HRD	Human Resource Department

UP Number	Employee Number	Employee Number	CU's	Constituent Units
Date of Birth	Date of Birth	Date of Birth of Employee	IS	Information System
Place of Birth	Place of Birth	Determine by Town/Province, Region and Country of Birth		
Civil Status	Marital Status	Civil status of employee		
Sex	Gender	Gender of Employee		
E-mail Address	Email Address	Valid address of the employee		
Telephone Number	Phone Numbers	Phone number of employee		
Address Type	Address Type	Address Type of employee's address either Permanent or Residential		
Residential Address	Address	Employee's address determine with Town/City, Region and Country		
Zip code	Zip Code	Zip Code of employee's address		

Using Your HRIS Account

Your HRIS account contains your personal and employment-related information, hence, protecting your account's security is an imperative. Here are a few reminders:

- Your credentials (username and password) are unique, but it can also be used to log-in to other information systems.
- Do not share your log-in credentials to anyone. Make sure to lock your computer or log out your account before leaving your computer. The system may have an auto-log out option, but there may still be an instance in between that may allow other people to view and use your profile.
- Change your password regularly, and make sure you report any suspicious encounters in your account.



UPDATE LIMITED PRACTICE OF PROFESSION



UPDATE LIMITED PRACTICE OF PROFESSION

The screenshot shows the HRIS login interface. The 'User Name' field is populated with 'jvdelaacruz'. The 'Password' field is masked with dots. The 'Login' button is highlighted with a red box, indicating the next step in the process. The page also includes a language selection dropdown set to 'English' and an 'Accessibility' dropdown set to 'None'.

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.

The screenshot shows the HRIS Main Menu on the left and a Worklist on the right. The Main Menu includes a 'Personalize' button and a list of options. The 'Limited Practice of Profession' option is highlighted with a red box. The Worklist is a table with the following data:

From	Type	Subject	Sent	Due
SYSADMIN	HR	Change Special Information has been forwarded for approval	16-Aug-2015	
SYSADMIN	HR	Change Special Information has been forwarded for approval to Yan, Evelyn	14-Aug-2015	
Johnson, Sarah	HR Save For Later	Change Special Information is saved for later	28-Jul-2015	
Johnson, Sarah	HR Save For Later	Change Special Information is saved for later	19-Jun-2015	
Johnson, Sarah	HR Save For Later	Change Special Information is saved for later	17-Jun-2015	
Lagaya, Michael	HR WPM Plan	Rolled back IPS Text Parallel Jan-Jun-2015	26-Mar-2015	
Lagaya, Michael	HR WPM Plan	Refreshed scorecard	26-Mar-2015	

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.

The screenshot shows the 'UP Employee Self Service' interface. At the top, there is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Help', and 'Personalize Page'. Below this, the page title is 'Limited Practice of Profession: Special Information'. The main content area includes fields for 'Employee Name', 'Organization Email Address' (with a link to '@up.edu.ph'), 'Employee Number' (10000), and 'Business Group' (University of the Philippines). There are 'Cancel', 'Save For Later', 'Back', and 'Next' buttons. The 'Limited Practice of Profession' section features a 'Select Object:' area with 'Delete', 'Update', and 'Add' buttons. The 'Add' button is highlighted with a red box. Below this is a table with columns: 'Select Status', 'Nature of Work', 'Number of Hours', 'Profession', 'Start Date', 'End Date', 'Remarks', and 'Assignment Position'. The table contains one row with the following data: 'Select Status' (radio button), 'Nature of Work' (Teaching), 'Number of Hours' (400.000), 'Profession' (Profession), 'Start Date' (08-Jul-2015), 'End Date' (08-Aug-2015), 'Remarks' (Assistant Professor 1.UPM Department of Physical Sciences and Mathematics.UPSB-AP4-28-2010), and 'Assignment Position' (Assistant Professor 1.UPM Department of Physical Sciences and Mathematics.UPSB-AP4-28-2010). At the bottom, there are 'Cancel', 'Save For Later', 'Back', and 'Next' buttons, and a footer with 'About this Page', 'Privacy Statement', 'Home', 'Logout', 'Help', 'Personalize Page', and 'Copyright (c) 2006, Oracle. All rights reserved.'

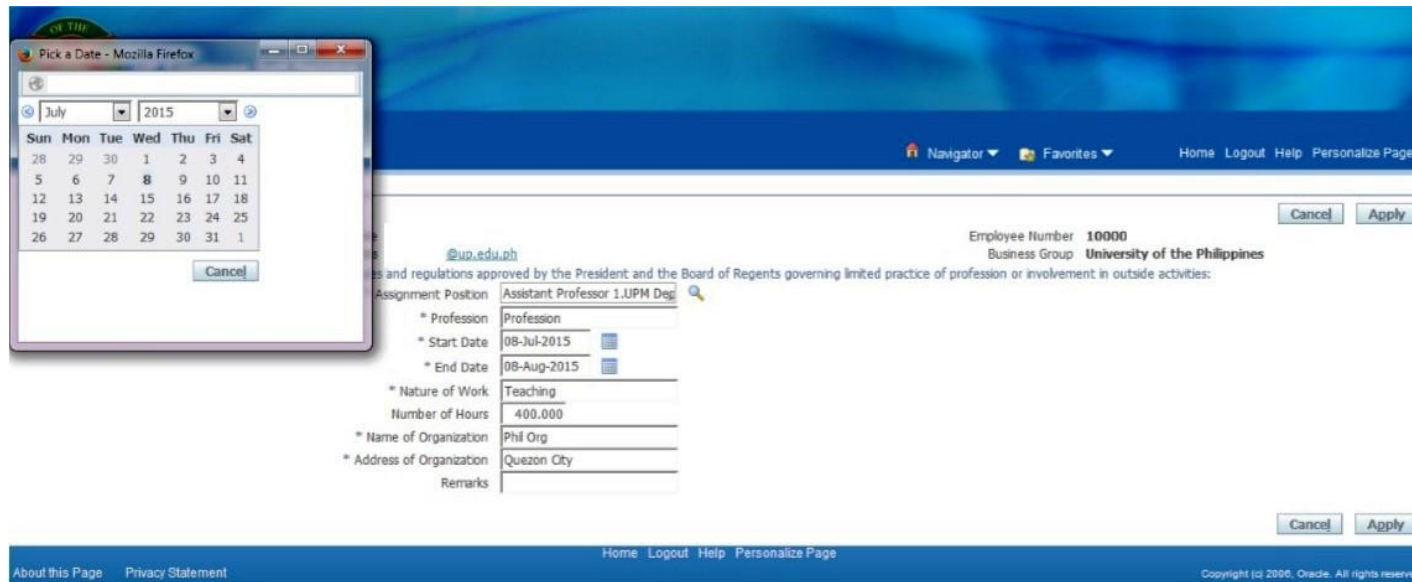
Step 4. Click the **Add** button to enter the details of your limited practice of profession.

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.

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Limited Practice of Profession

Employee Name
Organization Email Address @up.edu.ph

Employee Number 10000
Business Group University of the Philippines

TIP By clicking the Apply button, I hereby abide by the rules and regulations approved by the President and the Board of Regents governing limited practice of profession or involvement in outside activities:

* Assignment Position Assistant Professor 1.UPM Deg

* Profession Profession

* Start Date 08-Jul-2015

* End Date 08-Aug-2015

* Nature of Work Teaching

Number of Hours 400.000

* Name of Organization Phil Org

* Address of Organization Quezon City

Remarks

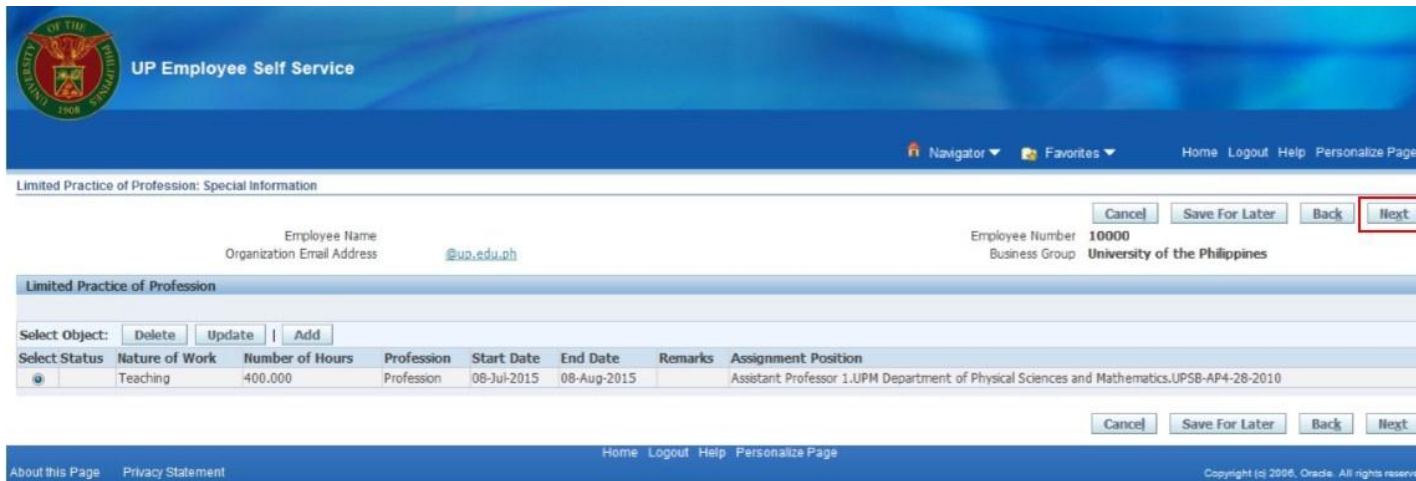
Cancel Apply

Cancel Apply

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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 cancellation 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*.

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Limited Practice of Profession: Review

Employee Name
Organization Email Address @up.edu.ph

Employee Number 100001
Business Group University of the Philippines

Cancel Printable Page Save For Later Back **Submit**

Review your changes and, if needed, attach supporting documents.
Indicates Changed Items.

Special Information Types

Limited Practice of Profession

	Current	Proposed
Assignment Position	Assistant Professor 1.UPM Department of Physical Sciences and Mathematics.UPSB-AP4-28-2010	Assistant Professor 1.UPM Department of Physical Sciences and Mathematics.UPSB-AP4-28-2010
Profession	Profession	Profession
Start Date	08-Jul-2015	08-Jul-2015
End Date	08-Aug-2015	08-Aug-2015
Nature of Work	Teaching	Teaching
Number of Hours	400.000	400.000
Name of Organization	Phil Org	Phil Org
Address of Organization	Quezon City	Quezon City
Remarks		
Start Date	29-Jul-2015	29-Jul-2015

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.
None **Add**

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	Lirazan, Marcelina	HR People	1	Approver		
Show	2	Lumabas, Virginia	HR People	1	Approver		
Show	3	Gonzaga, Alex	HR People	2	Approver		
Show	5	Simbulan, Nymia	HR People	4	Approver		
Show	6	Padilla, Carmencita	HR People	5	Approver		

Add Adhoc Approver

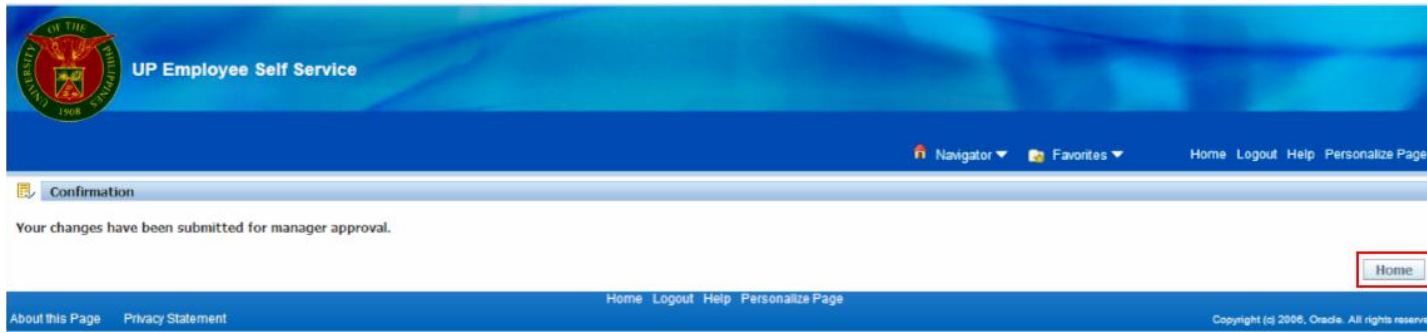
Comments to Approver

Cancel Printable Page Save For Later Back **Submit**

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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.