



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:

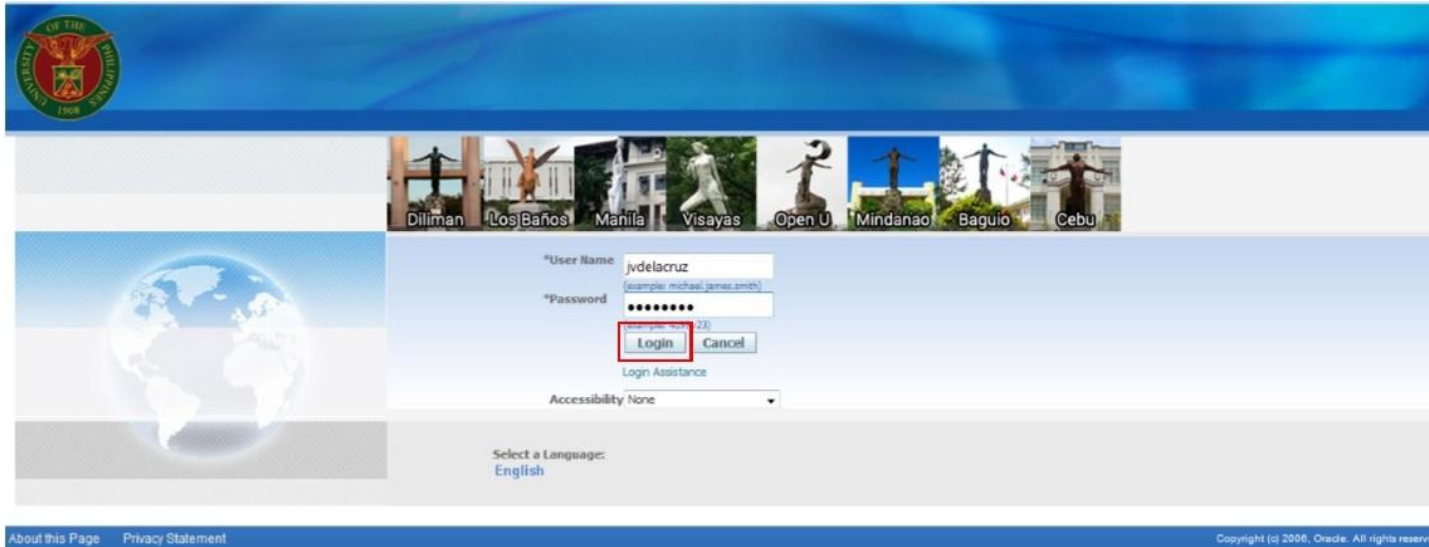
- Your credentials (username and password) are unique, but it can also be used to log-in to other information systems.
- Do not share your log-in credentials to anyone. Make sure to lock your computer or log out your account before leaving your computer. The system may have an auto-log out option, but 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 EMPLOYEE INFORMATION



UPDATE EMPLOYEE INFORMATION



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.

University of the Philippines

Enterprise Search All Search Results Display Preference Standard Logged In As SCJOHNSON

Oracle Applications Home Page

Main Menu

- UP Employee Self Service, Standard
 - All Actions Awaiting Your Attention
 - Absence Management
 - Employee Legislative Information
 - Feedback
 - Limited Practice of Profession
 - Publications
 - Creative Works
 - Other Scholarly Works
 - My Information
 - Other Special Information
 - Personal Information**
 - Contact Additional Information
 - Request for Certificates and Service Record
 - Request for Overtime

Worklist

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 1PS Test Parallel Jan-Jun-2015	26-Mar-2015	
Lagaya, Michael	HR	WPM Plan Refreshed scorecard	26-Mar-2015	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
 [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

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.

BASIC DETAILS

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Personal Information

Employee Name
Organization Email Address @up.edu.ph

Employee Number 10000
Business Group University of the Philippines

Basic Details

Full Name
Marital Status Single
Date of Birth 16-Feb-
Employee Number 10000
Organization Email Address i@up.edu.ph

Phone Numbers

Mobile +639198868888

Main Address

Address Line 1 1 Gold St., Right Village
Address Line 2
Address Line 3
Town/City
Province
Region
Country Philippines
Zip Code
Type Permanent

Update

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

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

The screenshot shows the 'UP Employee Self Service' interface. At the top left is the University of the Philippines logo. The page title is 'UP Employee Self Service'. Below the header, there are navigation links: 'Navigator', 'Favorites', 'Home', 'Logout', 'Help', and 'Personalize Page'. The main content area is titled 'Basic Details: Choose Option'. It displays the following information:

Employee Name		Employee Number	1000
Organization Email Address	@up.edu.ph	Business Group	University of the Philippines

Below this information, it says 'Select the type of change you want to make.' and provides two radio button options:

- Correct or complete the current details.
- Enter new information because of a real change to the current details (e.g. because of a change in marital status).

At the bottom right of the form area, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box. At the bottom of the page, there are links for 'About this Page' and 'Privacy Statement', and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

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.

UP Employee Self Service

Basic Details: Update Information

Employee Name
Organization Email Address @up.edu.ph

Employee Number 10000
Business Group University of the Philippines

* Indicates required field

Name

* Effective Date 17-Aug-2015

Title

First Name

Middle Name

Prefix

* Last Name Johnson

Suffix (eg. Jr., Sr.)

Preferred Name

Previous Last Name

Other

Employee Number 10000

Date of Birth 16-Feb

* Gender Female

Marital Status Single

Organization Email Address @up.edu.ph

Cancel Save For Later Back Next

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 icon.

UP Employee Self Service

Basic Details: Update Information

Employee Name
Organization Email Address @up.edu.ph

Employee Number 10000
Business Group University of the Philippines

* Indicates required field

Name

* Effective Date 17-Aug-2015

Title

First Name

Middle Name

Prefix

* Last Name Johnson

Suffix (eg. Jr., Sr.)

Preferred Name

Previous Last Name

Other

Employee Number 10000

Date of Birth 16-Feb

* Gender Female

Marital Status Single

Organization Email Address @up.edu.ph

Cancel Save For Later Back Next

Step 7. Click the **Next** button once you have entered your basic details.

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

UP Employee Self Service

Employee Name: [Redacted] Organization Email Address: @up.edu.ph

Employee Number: 10000 Business Group: University of the Philippines

Review your changes and, if needed, attach supporting documents.

Basic Details

Current	Proposed
Effective Date: 01-Nov-2005	17-Aug-2015
Title: Prof. (X)	Ms.
Full Name: Johnson, Prof.	Johnson,
First Name: [Redacted]	[Redacted]
Middle Name: [Redacted]	[Redacted]
Last Name: Johnson	Johnson
Employee Number: 10000	100001173
Date of Birth: 16-Feb-	16-Feb-
Marital Status: Single	Single
Organization Email Address: @up.edu.ph	i@up.edu.ph

Additional Information

Attachments

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

None

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
<input type="button" value="Show"/>	1	Yan, Evelyn	HR People	1	Approver		<input type="button" value="Delete"/>
<input type="button" value="Show"/>	2	Lumabas, Virginia	HR People	2	Approver		<input type="button" value="Delete"/>

Comments to Approver

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*.

UP Employee Self Service

Personal Information: Review

Employee Name: [Redacted] Organization Email Address: @up.edu.ph

Employee Number: 10000 Business Group: University of the Philippines

Review your changes and, if needed, attach supporting documents.

Basic Details

	Current	Proposed
Effective Date	01-Nov-2005	17-Aug-2015
Title	Prof. (X)	Ms.
Full Name	Johnson, Prof.	Johnson,
First Name		
Middle Name		
Last Name	Johnson	Johnson
Employee Number	10000	100001173
Date of Birth	16-Feb-	16-Feb-
Marital Status	Single	Single
Organization Email Address	@up.edu.ph	i@up.edu.ph

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	Yan, Evelyn	HR People	1	Approver		
Show	2	Lumabas, Virginia	HR People	2	Approver		

Add Adhoc Approver

Comments to Approver

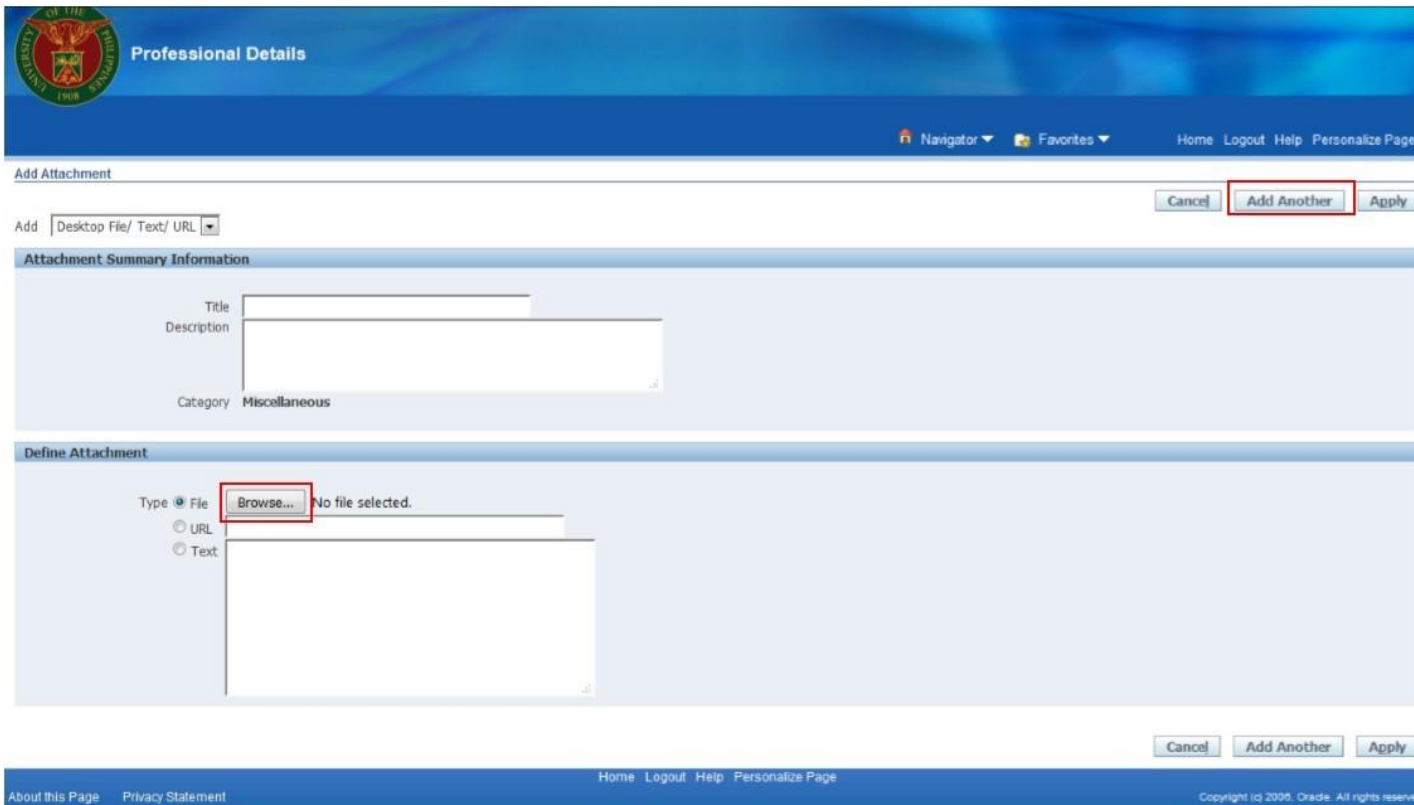
Cancel Printable Page Save For Later Back Submit

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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.



Professional Details

Home Logout Help Personalize Page

Add Attachment

Add Desktop File/ Text/ URL

Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category Miscellaneous

Define Attachment

Type File URL Text

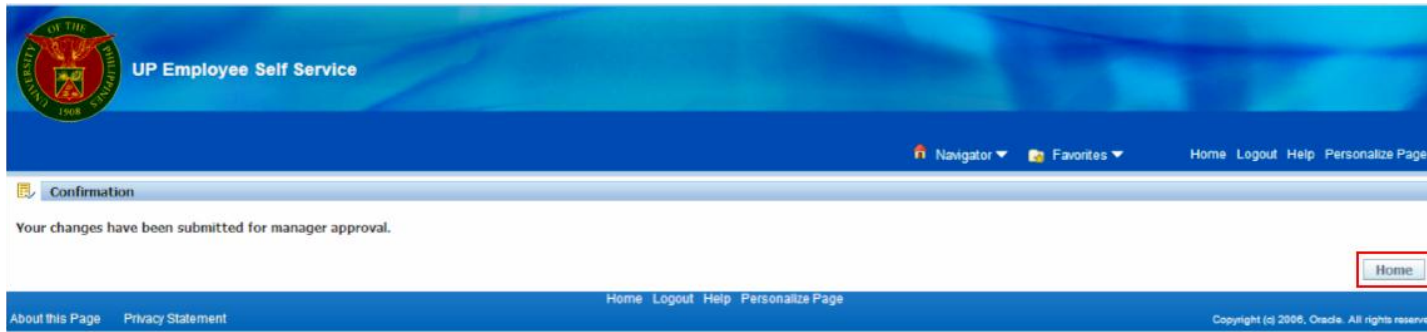
Browse... No file selected.

Cancel Add Another Apply

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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.

MAIN AND OTHER ADDRESSES

The screenshot displays the 'UP Employee Self Service' web application. At the top, there is a blue header with the UP logo and navigation links: 'Navigator', 'Favorites', 'Home', 'Logout', 'Help', and 'Personalize Page'. Below the header, the 'Personal Information' section shows 'Employee Name' and 'Organization Email Address' as '@up.edu.ph', and 'Employee Number' and 'Business Group' as '10000' and 'University of the Philippines' respectively. A 'Back' button is located in the top right of this section. The 'Basic Details' section lists 'Full Name', 'Marital Status' (Single), 'Date of Birth' (16-Feb-1), 'Employee Number' (10000), and 'Organization Email Address' (@up.edu.ph). A 'View Pending Approval' button is on the right. The 'Phone Numbers' section shows a 'Mobile' number '+63919888888' with an 'Update' button. The 'Main Address' section displays 'Address Line 1' as '1 Gold St., Right Village', 'Town/City', 'Province', 'Region', 'Country' as 'Philippines', 'Zip Code', and 'Type' as 'Permanent'. An 'Update' button is highlighted with a red box on the right side of this section.

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

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

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Main Address: Choose Option

Employee Name
Organization Email Address @up.edu.ph

Employee Number 1000
Business Group University of the Philippines

Cancel Next

Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.

Correct or amend this address.

Enter a new address if you have moved.

Cancel Next

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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.

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Main Address: Enter New Address

Employee Name
Organization Email Address @up.edu.ph

Employee Number 10000
Business Group University of the Philippines

Enter the date your change takes effect. Select your country and enter your address.
TIP For Address Line 1: Indicate the Street/Lot/Block and Baranggay
* Indicates required field

* Effective Date 17-Aug-2015

Type

Country Philippines

Philippine Address Style

* Address Line 1 Bk. 1

Address Line 2

Address Line 3

Town/City

Province

Region

Country Philippines

Zip Code 1101

Cancel Save For Later Back Next

Home Logout Help Personalize Page

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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.

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Main Address: Enter New Address

Employee Name
Organization Email Address @up.edu.ph

Employee Number 10000
Business Group University of the Philippines

Enter the date your change takes effect. Select your country and enter your address.
TIP For Address Line 1: Indicate the Street/Lot/Block and Baranggay
* Indicates required field

* Effective Date 17-Aug-2015
Type
Country Philippines
Philippine Address Style
* Address Line 1 Bk. 1
Address Line 2
Address Line 3
Town/City
Province
Region
Country Philippines
Zip Code 1101

Cancel Save For Later Back Next

Home Logout Help Personalize Page

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Step 7. Click the **Next** button once you have entered your address details.

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

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Personal Information: Review

Employee Name
Organization Email Address @up.edu.ph

Employee Number 1000
Business Group University of the Philippines

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

Main Address

	Current	Proposed
Effective Date	24-Jul-2015	17-Aug-2015
Country	Philippines	Philippines
Address Line 1	1 Gold St., Right Village	Blk. 1
Country	Philippines	Philippines
Zip Code		1101
Type	Permanent	

Additional Information

Attachments

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

None Add

Cancel Printable Page Save For Later Back Submit

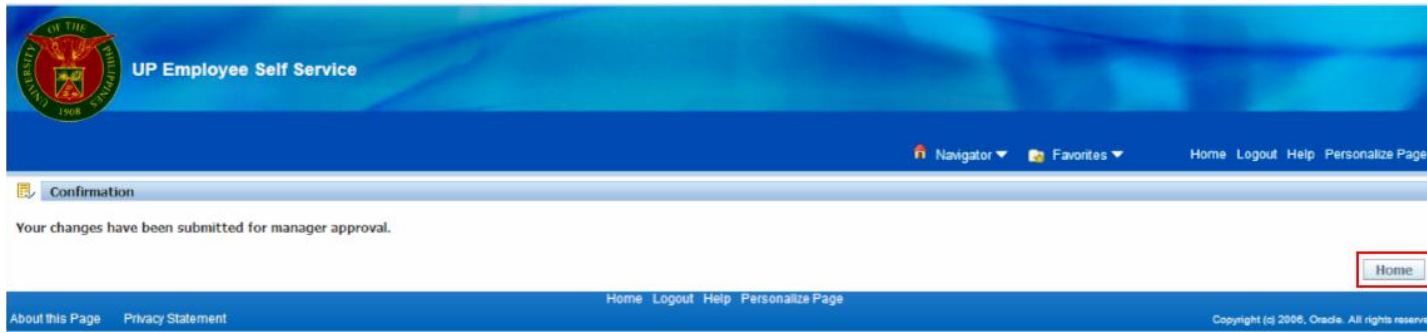
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Step 8. Click the **Submit** button after checking the information, and no more changes will be made.

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.

PHONE NUMBERS

The screenshot displays the 'UP Employee Self Service' interface. At the top, there is a blue header with the university logo and navigation links. Below the header, the 'Personal Information' section is visible, showing fields for Employee Name, Organization Email Address, Employee Number (10000), and Business Group (University of the Philippines). The 'Basic Details' section includes fields for Full Name, Marital Status (Single), Date of Birth (16-Feb-), Employee Number (10000), and Organization Email Address (@up.edu.ph). The 'Phone Numbers' section is highlighted, showing a 'Mobile' field with the value '+63919888888' and an 'Update' button. The 'Main Address' section is also visible, showing 'Address Line 1' as '1 Gold St., Right Village' and an 'Update' button.

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

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

UP Employee Self Service

Phone Numbers: Enter and Maintain

Employee Name: [Redacted] Employee Number: 1000
Organization Email Address: @up.edu.ph Business Group: University of the Philippines

TIP For Telephone no. indicate Country and Area Code (e.g. +6349) and number (e.g. 888-888) and for Mobile no. indicate the Country Code and the first 3 digits (excluding the first 0) (e.g. +639193256395)

Type	Number	Delete
Mobile	+639198888888	
Add Another Row		

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.

UP Employee Self Service

Phone Numbers: Enter and Maintain

Employee Name: [Redacted] Employee Number: 1000
Organization Email Address: @up.edu.ph Business Group: University of the Philippines

TIP For Telephone no. indicate Country and Area Code (e.g. +6349) and number (e.g. 888-888) and for Mobile no. indicate the Country Code and the first 3 digits (excluding the first 0) (e.g. +639193256395)

Type	Number	Delete
Mobile	+63919888888	[Delete]
Home	578xxxx	[Delete]

Home Logout Help Personalize Page

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

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Phone Numbers: Enter and Maintain

Employee Name
Organization Email Address @up.edu.ph
Employee Number 1000
Business Group University of the Philippines

TIP For Telephone no. indicate Country and Area Code (e.g. +6349) and number (e.g. 888-888) and for Mobile no. indicate the Country Code and the first 3 digits (excluding the first 0) (e.g. +639193256395)

Type	Number	Delete
Mobile	+639198888888	
Home	5780000	

Add Another Row

Cancel Save For Later Next

Home Logout Help Personalize Page

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

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

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Personal Information: Review

Employee Name
Organization Email Address @up.edu.ph

Employee Number 1000
Business Group University of the Philippines

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

	Current	Proposed
Effective Date	24-Jul-2015	17-Aug-2015
Country	Philippines	Philippines
Address Line 1	1 Gold St., Right Village	Blk. 1
Country	Philippines	Philippines
Zip Code		1101
Type	Permanent	

Attachments

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

None Add

Cancel Printable Page Save For Later Back Submit

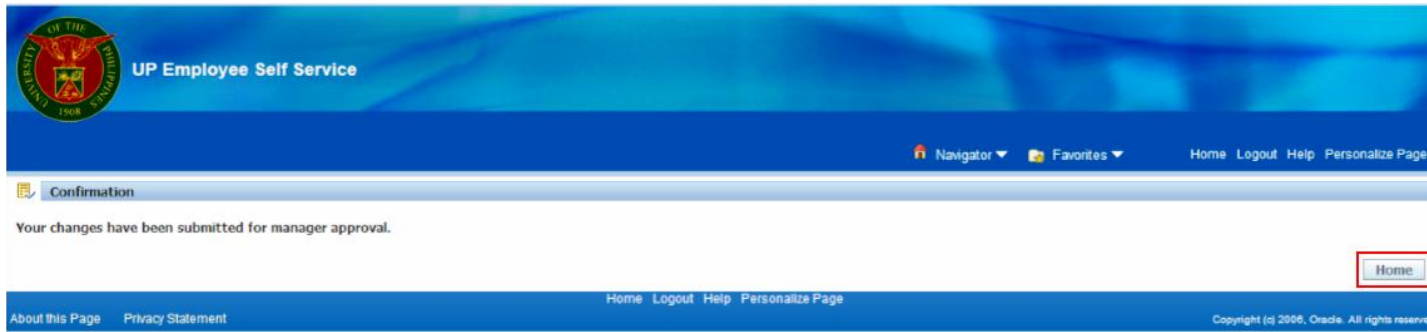
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Step 8. Click the **Submit** button after checking the information, and no more changes will be made.

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.

EMERGENCY CONTACTS

Address Line 2
Address Line 3
Town/City
Province
Region
Country Philippines
Zip Code
Type Permanent

Other Address Add

Dependents And Beneficiaries

Add or update information about your beneficiaries or dependents.
Note: People you enter here become dependents or beneficiaries only after you complete Benefits Enrollment.

Add

Select Name	Relationship
No results found.	

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Add

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile Pager
No results found.					

Back

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

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

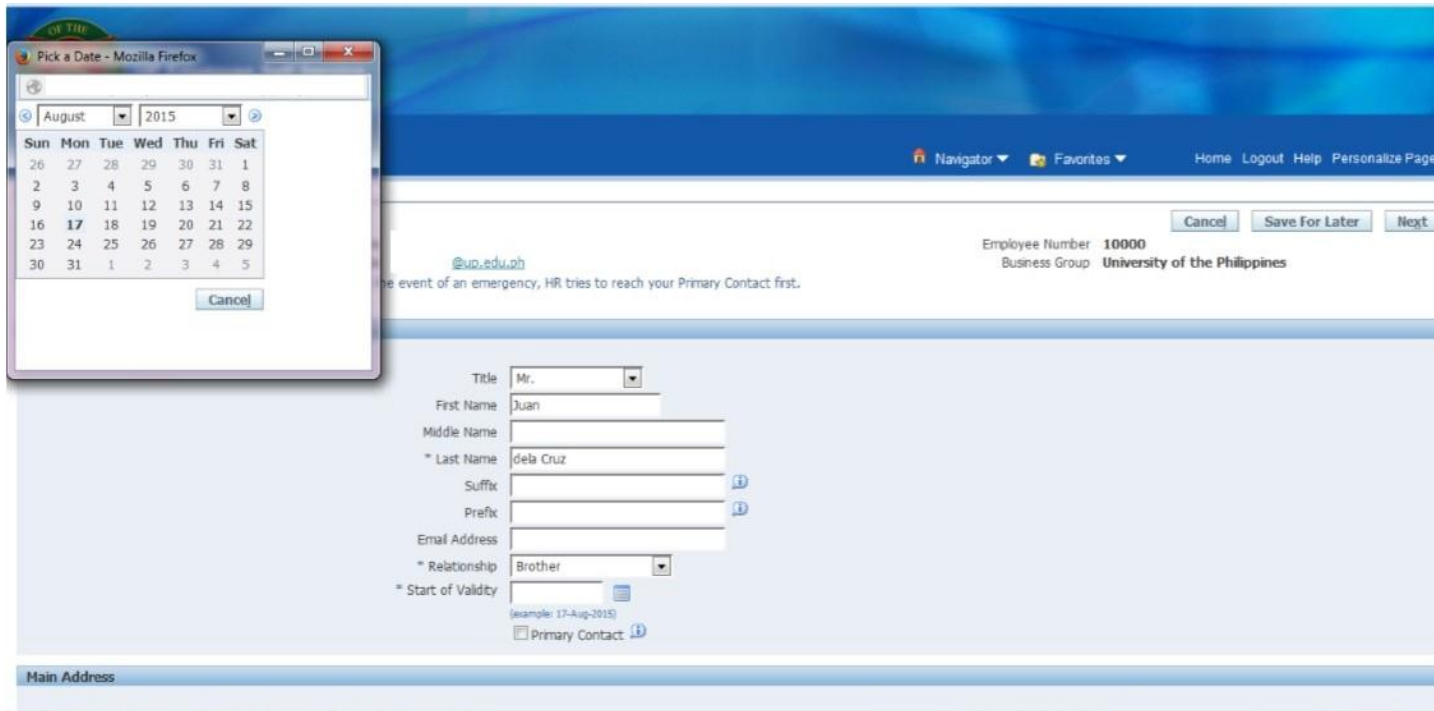
Step 5. Enter the information needed on the Emergency Contact: Create page.

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.



UP Employee Self Service

Emergency Contact: Create

Employee Name **Johnson, Sarah**
Organization Email Address sjohnson@up.edu.ph

Employee Number **100001173**
Business Group **University of the Philippines**

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.
* Indicates required field

General Information

Title

First Name

Middle Name

* Last Name

Suffix

Prefix

Email Address

* Relationship

* Start of Validity
(example: 17-Aug-2015)

Primary Contact

Main Address

Step 6. Click the **Next** button once you have filled out the details.

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

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Personal Information: Review

Employee Name
Organization Email Address @up.edu.ph

Employee Number 10000
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.

Maintain Contact

Contact

Proposed	
Relationship Type	Brother
Title	Mr.
First Name	Juan
Last Name	dela Cruz
Primary Contact	No
Relationship Began On	01-Aug-2015
Emergency Contact	Yes
Resides With Me	Yes

Additional Information

Attachments

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

None Add

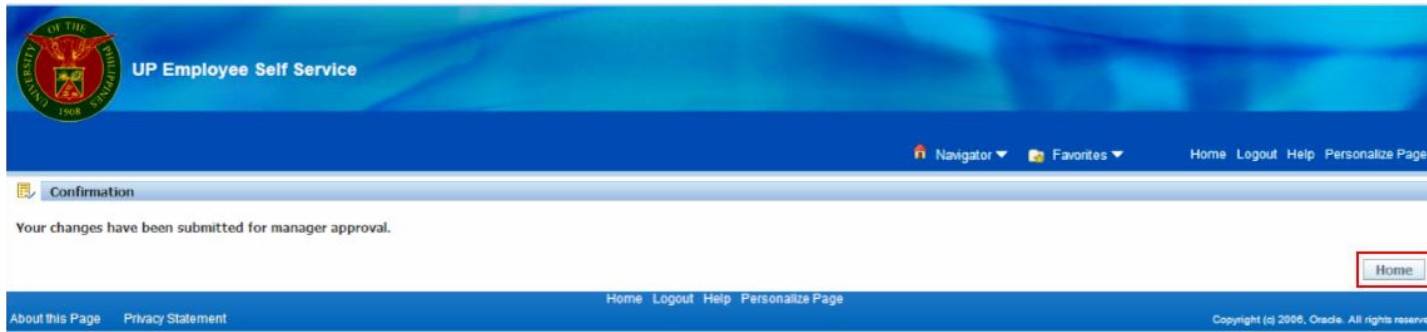
Cancel Printable Page Save For Later Back Submit

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 Manager's approval.

DEPENDENTS AND BENEFICIARIES

Main Address

Address Line 1 **1 Gold St., Right Village**
Address Line 2
Address Line 3
Town/City
Province
Region
Country **Philippines**
Zip Code
Type **Permanent**

[Update](#)

Other Address

[Add](#)

Dependents And Beneficiaries

Add or update information about your beneficiaries or dependents.
Note: People you enter here become dependents or beneficiaries only after you complete Benefits Enrollment.

[Add](#)

Select Name	Relationship
No results found.	

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

[Add](#)

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile Payer
No results found.					

[Back](#)

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

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

UP Employee Self Service

Employee Name: _____ Employee Number: **10000**
 Organization Email Address: @up.edu.ph Business Group: **University of the Philippines**

Use this page to provide information about a dependent or beneficiary and specify the person's relationship to you.
 * Indicates required field

General Information

Title: [Dropdown]
 First Name: [Text]
 Middle Name: [Text]
 * Last Name: [Text]
 Suffix: [Text] ⓘ
 Prefix: [Text] ⓘ
 Email Address: [Text]
 * Relationship: [Dropdown]
 * Start of Validity: [Text] ⓘ (example: 17-Aug-2015)

Main Address

Use my address for this person.

Phone Numbers

Type	Number	Delete
Home	[Text]	[Delete]

Additional Dependent and Beneficiary Information

Gender: [Dropdown]
 * Date of Birth: [Text] ⓘ
 Adoption Date: [Text] ⓘ
 Student Status: [Dropdown]

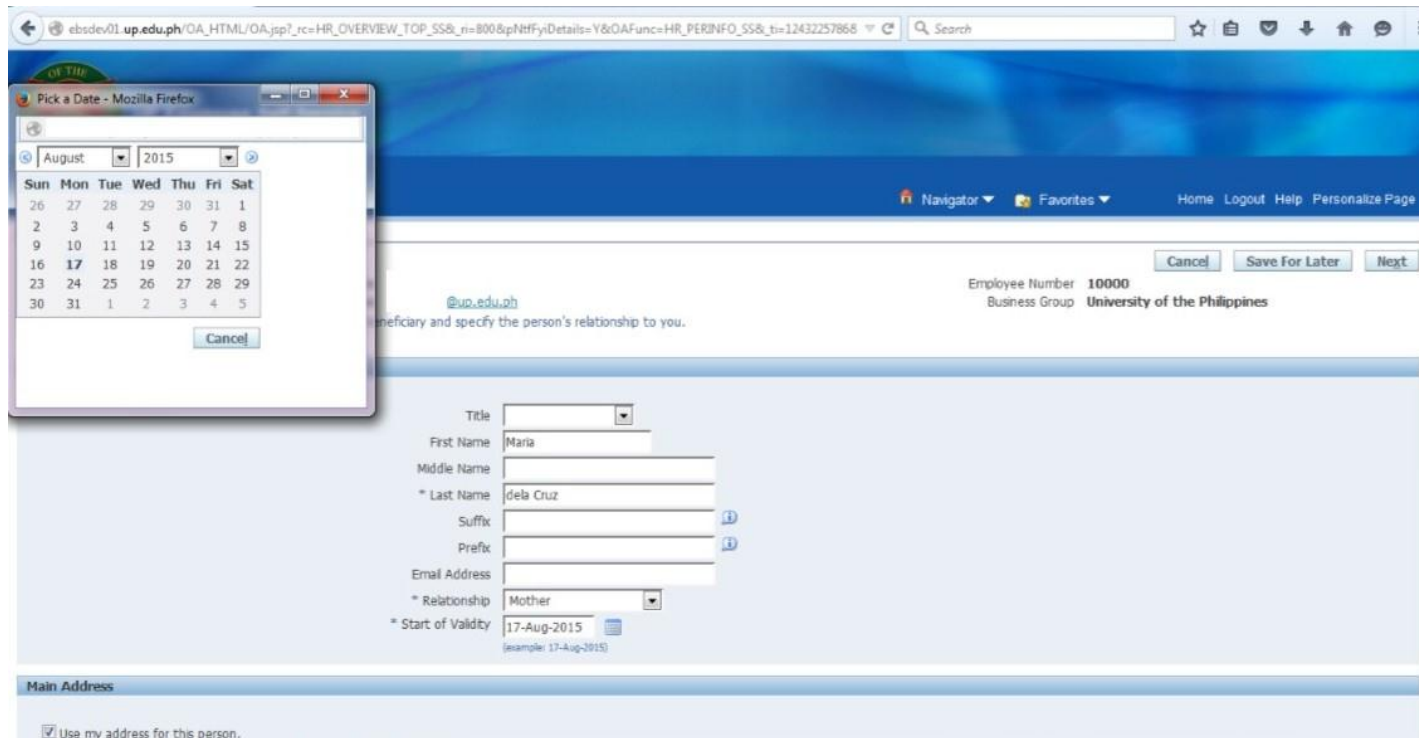
Buttons: Cancel Save For Later Next

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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.

UP Employee Self Service

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Dependent And Beneficiary: Create

Employee Name
Organization Email Address @up.edu.ph

Employee Number 10000
Business Group University of the Philippines

Cancel Save For Later Next

Use this page to provide information about a dependent or beneficiary and specify the person's relationship to you.
* Indicates required field

General Information

Title
First Name Maria
Middle Name
* Last Name de la Cruz
Suffix
Prefix
Email Address
* Relationship Mother
* Start of Validity 17-Aug-2015
(example: 17-Aug-2015)

Main Address

Use my address for this person.

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.

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Personal Information: Review

Employee Name
Organization Email Address @up.edu.ph

Employee Number 10000
Business Group University of the Philippines

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

Maintain Contact

Contact

Proposed	
Relationship Type	Mother
First Name	Maria
Last Name	de la Cruz
Date of Birth	01-Jun-2000
Relationship Began On	17-Aug-2015
Resides With Me	Yes

Additional Information

Attachments

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

None

Cancel Printable Page Save For Later Back Submit

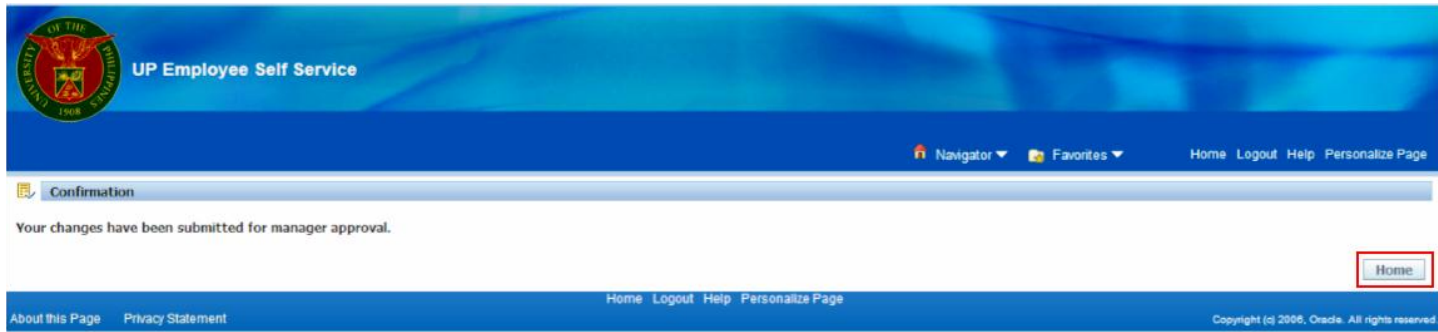
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Step 7. Click the **Submit** button after checking the information for correctness and completeness.

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.