



UNIVERSITY OF THE PHILIPPINES MANILA

Padre Faura St., Ermita, Manila, Metro Manila
Information Management Service (IMS)



PAYSLIP NAVIGATION



UNIVERSITY OF THE PHILIPPINES

*User Name
(example: JRDELACRUZ)


*Password
(example: Rb3A4%8c)

Process 1. LOGIN PAGE
(Enter username and password)

The screenshot shows the 'University Information System Home Page'. At the top, there is a header with the university logo and name. Below the header, there are navigation links for 'Favorites', 'Logout', 'Preferences', and 'Help'. The main content area is titled 'Main Menu' and contains a list of menu items: 'UP Employee Self Service', 'UPM HR Information System', 'UPM Payroll Manager', and 'UPM Payslip'. The 'UPM Payslip' item is highlighted with a red box, and a red arrow points to it from a smaller 'Main Menu' sidebar on the left. To the right of the menu items, there is a 'Full List (12)' section with a 'Sent' dropdown and a list of dates and messages.

Full List (12)		
Sent --		
		17-Mar-2015
		10-Feb-2017
		10-Feb-2017
		10-Feb-2017
		03-Jul-2017
		03-Jul-2017
		03-Jul-2017
		10-Jul-2017
		10-Jul-2017
		04-Oct-2017
		04-Jan-2018
		08-Feb-2018

Process 2.
(Click 'UPM PAYSIP')



[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Layout](#) [Review](#)

Schedule Request: Parameters

* Indicates required field

Program Name **UPM Payslip Report**
 Request Name

* Assignment ID
 * Payslip Date
 Date


[Cancel](#) [Submit](#) Step 1 of 3 [Next](#)

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Process 3.

(This window will pop out, then fill out the 'PAYSLIP DATE')

NOTE: Payslip date format – DD-MMM-YYYY



[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Layout](#) [Review](#)

Schedule Request: Parameters

* Indicates required field

Program Name **UPM Payslip Report**
 Request Name

* Assignment ID
 * Payslip Date

Pick a Date - Mozilla Firefox

uis.up.edu.ph/OA_HTML/cabo/jsps/a.jsp?t=fred&ret

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2


[Cancel](#)

[Cancel](#) [Submit](#) Step 1 of 3 [Next](#)

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Process 4.

(Also to fill out the Payslip date click the icon to view the calendar)



[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Layout](#) [Review](#)

Schedule Request: Parameters

* Indicates required field

Program Name **UPM Payslip Report**
 Request Name


* Assignment ID
 * Payslip Date
 Date

[Cancel](#) [Submit](#) Step 1 of 3 [Next](#)

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Process 5.

(Click 'SUBMIT' to generate the Payslip)



[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Requests

View Last 24 hours Go [Search](#) [Submit Request](#)


Requests Summary Table

[Refresh](#)

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
4385597	UPM Payslip Report	Running	Normal	04-May-2018 16:53:47			
4384979	UPM Payslip Report	Completed	Normal	04-May-2018 15:33:53			

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Process 6. Request Form
(Click 'REFRESH' to complete the RUNNING STATUS)



[Home](#)
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[Preferences](#)
[Help](#)

Requests

View Last 24 hours Go [Search](#) [Submit Request](#)

Requests Summary Table

[Refresh](#)

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[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Process 7. Completed Status

(When the request is complete click the icon  to view the Payslip)





University of the Philippines
Manila
PAYSLIP

UP HR Form No. 0063

EMPL NO.	EMPLOYEE NAME/DESCRIPTION	AMOUNT DUE	DEDUCTION	REMARKS
ACCOUNT CODE	FOR THE PERIOD	TOTAL AMOUNT DUE	= TOTAL DEDUCTION =	NET PAY

This is an HRIS generated report