



# **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><b>Search Button:</b> 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><b>Calendar Button:</b> 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><b>Delete Button:</b> 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:

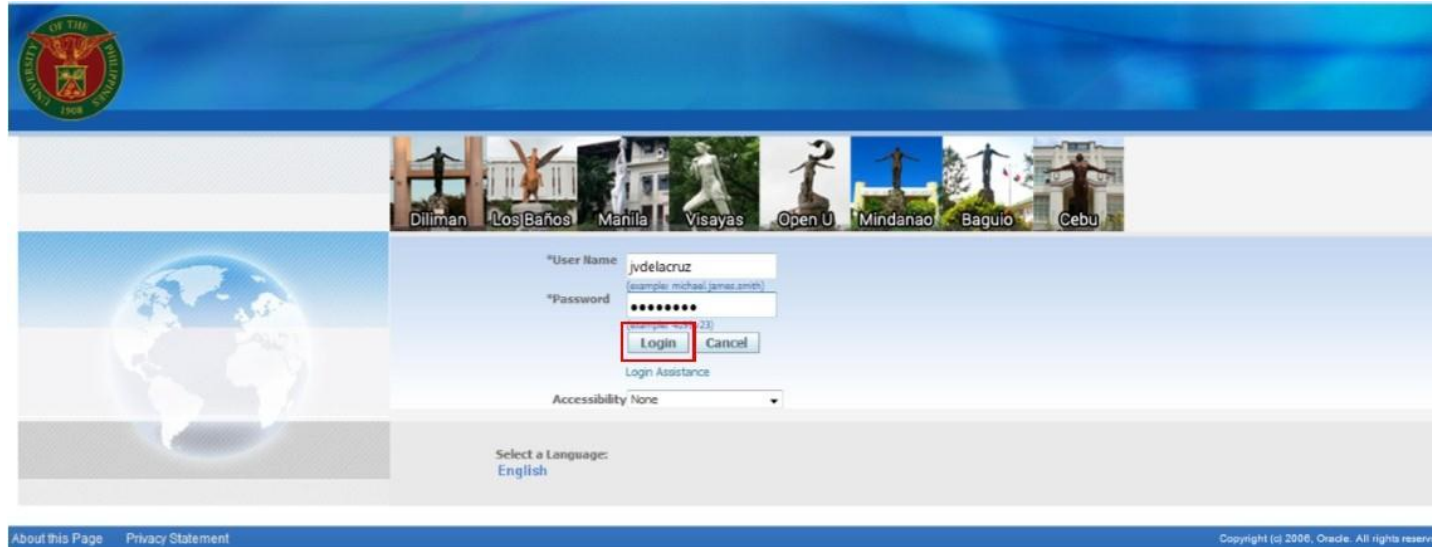
- Your credentials (username and password) are unique, but it can also be used to log-in to other information systems.
- Do not share your log-in credentials to anyone. Make sure to lock your computer or log out your account before leaving your computer. The system may have an auto-log out option, but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



## 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.

University of the Philippines

Enterprise Search: All [Go] Search Results Display Preference: Standard [v] 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
  - Request for Travel Authority

**Worklist**

From	Type	Subject	Sent	Due
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		Roll back IPS Test Paralel 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 **Creative Works** from the drop down list.

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



The screenshot shows the 'UP Employee Self Service' interface. At the top, there is a blue header with the UP logo and navigation links like 'Navigator', 'Favorites', 'Home', 'Logout', 'Help', and 'Personalize Page'. Below the header, the page title is 'Creative Works: Special Information'. The user's profile information is displayed, including 'Employee Name', 'Organization Email Address' (@up.edu.ph), 'Employee Number' (10000), and 'Business Group' (University of the Philippines). The main section is titled 'Creative Works' and contains 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 for 'Select Status', 'Type of Creative Work', 'Title of Creative Work', 'Role', and 'Assignment Position'. The table contains one row with the following data: 'Decorative art', 'Title of Work', 'Associate Editor', and 'Assistant Professor 1.UPM Department of Physical Sciences and Mathematics.UPSB-AP4-28-2010'. At the bottom of the table, there are 'Cancel', 'Save For Later', 'Back', and 'Next' buttons. The footer includes 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

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

You will be directed to the Creative Works page.

The screenshot shows the 'UP Employee Self Service' interface for updating creative works. The header includes the UP logo and navigation links. The main content area is titled 'Creative Works' and displays employee information: Employee Name (redacted), Organization Email Address (@up.edu.ph), Employee Number (100001), and Business Group (University of the Philippines). The form contains two main sections, each with 'Cancel' and 'Apply' buttons. The first section includes fields for: \* Assignment Position, \* Category of Creative Work, \* Type of Creative Work, \* Title of Creative Work, Published, Recorded, Exhibited, Performed, Presented, \* Role, Collaborators/Co Authors, Editor/Producer, Publisher/Distributor, Start Date, End Date, Place, Duration in Minutes, No. of Performances, and another set of Collaborators/Co Authors, Editor/Producer, Publisher/Distributor, Start Date, End Date, Place, Duration in Minutes, and No. of Performances. The second section includes Edition, Version, Mode of Distribution, Award, Award Title, Date Accepted, Conferring Body, Points, and Remarks. Magnifying glass icons are present next to the required fields.

**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.

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Creative Works

Employee Name  
Organization Email Address @up.edu.ph

Employee Number 100001  
Business Group University of the Philippines

Cancel Apply

\* Assignment Position Assistant Professor 1,UPM Deg

\* Category of Creative Work Visual Arts

\* Type of Creative Work Interior design

\* Title of Creative Work Test

Published  
Recorded  
Exhibited  
Performed  
Presented

\* Role Co-Author

Collaborators/Co Authors  
Editor/Producer  
Publisher/Distributor  
Start Date  
End Date  
Place  
Duration in Minutes  
No. of Performances  
Edition

**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.

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Creative Works: Special Information

Employee Name  
Organization Email Address @up.edu.ph

Employee Number 10000  
Business Group University of the Philippines

Cancel Save For Later Back Next

**Creative Works**

Select Object: Delete Update Add

Select Status	Type of Creative Work	Title of Creative Work	Role	Assignment Position
<input type="radio"/>	Decorative art	Title of Work	Associate Editor	Assistant Professor 1.UPM Department of Physical Sciences and Mathematics.UPSB-AP4-28-2010
<input checked="" type="radio"/>	New Interior design	Test	Co-Author	Assistant Professor 1.UPM Department of Physical Sciences and Mathematics.UPSB-AP4-28-2010

Cancel Save For Later Back Next

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**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*.

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Creative Works: Review

Employee Name \_\_\_\_\_ Employee Number 100001  
 Organization Email Address @up.edu.ph Business Group University of the Philippines

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

**Special Information Types**

**Creative Works**

**Proposed**

Assignment Position Assistant Professor 1.UPN Department of Physical Sciences and Mathematics.UP58-AP4-28-2010  
 Category of Creative Work Visual Arts  
 Type of Creative Work Interior design  
 Title of Creative Work Test  
 Role Co-Author  
 Start Date 16-Aug-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	Gonzaga, Alex	HR People	2	Approver		
Show	3	Simbulan, Nymia	HR People	3	Approver		

Add Adhoc Approver

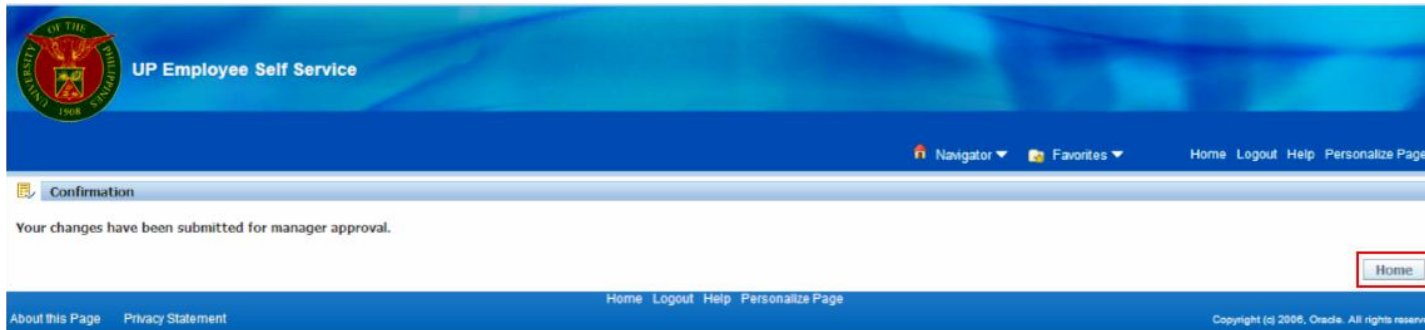
**Comments to Approver**

Cancel Printable Page Save For Later Back Submit

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**Step 8.** After reviewing the details 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.