



# **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:

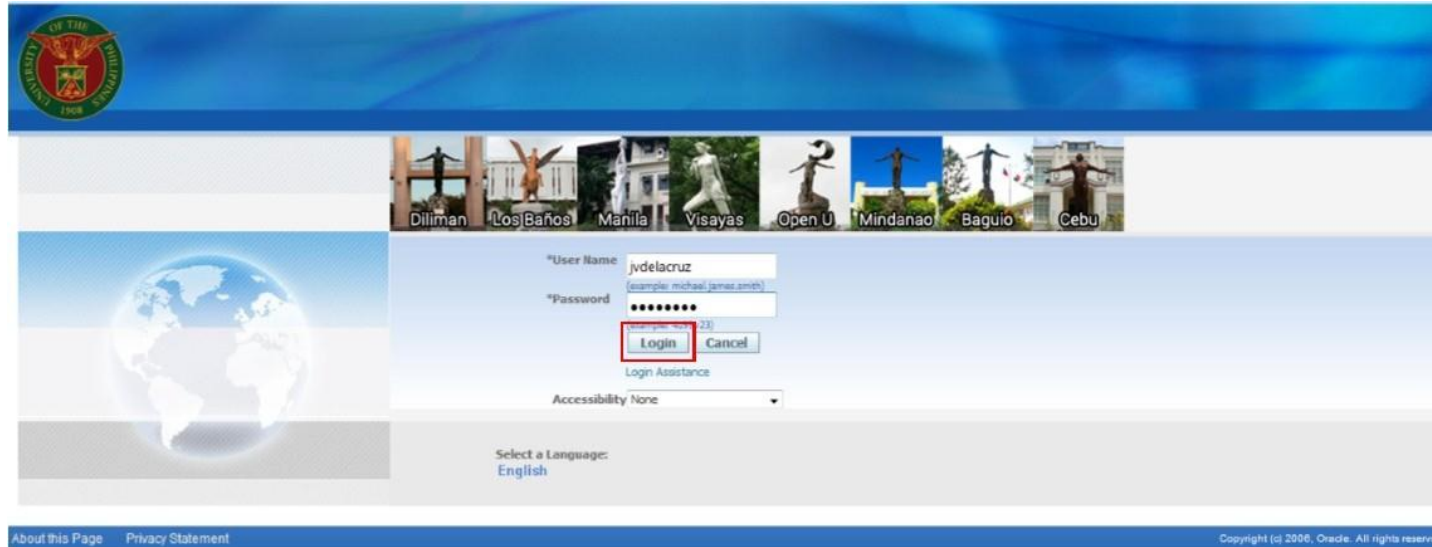
- Your credentials (username and password) are unique, but it can also be used to log-in to other information systems.
- Do not share your log-in credentials to anyone. Make sure to lock your computer or log out your account before leaving your computer. The system may have an auto-log out option, but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



## 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.



The screenshot shows the Oracle Applications Home Page for the University of the Philippines. The 'Main Menu' on the left contains a tree view of navigation options. The 'Other Scholarly Works' option is highlighted with a red rectangular box. The 'Worklist' on the right displays a table of notifications.

From	Type	Subject	Sent	Due
SYSADMIN	HR	<a href="#">Change Special Information has been forwarded for approval</a>	16-Aug-2015	
SYSADMIN	HR	<a href="#">Change Special Information has been forwarded for approval to Yan, Evelyn</a>	14-Aug-2015	
Johnson, Sarah HR Save For Later		<a href="#">Change Special Information is saved for later</a>	28-Jul-2015	
Johnson, Sarah HR Save For Later		<a href="#">Change Special Information is saved for later</a>	19-Jun-2015	
Johnson, Sarah HR Save For Later		<a href="#">Change Special Information is saved for later</a>	17-Jun-2015	
Lagaya, Michael HR WPN Plan		<a href="#">Rolled back IPS Test Paralel Jan-Jun-2015</a>	26-Mar-2015	
Lagaya, Michael HR WPN Plan		<a href="#">Refreshed scorecard</a>	26-Mar-2015	
<input checked="" type="checkbox"/> <a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications.				
<input checked="" type="checkbox"/> <a href="#">TIP Worklist Access</a> - 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 **Other Scholarly Works** from the drop down list.

You will be directed to the Other Scholarly 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 'Other Scholarly Works: Special Information'. The user's profile information is displayed, including 'Employee Name', 'Organization Email Address' (with a '@up.edu.ph' link), 'Employee Number 1000', and 'Business Group University of the Philippines'. The main section is titled 'Other Scholarly 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 Scholarly Work', 'Title of Scholarly Work', 'Role', and 'Assignment Position'. One row is visible with the following data: 'Documented technology developed and/or discovered', 'A New Technology', 'First Author', and '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', and 'Copyright (c) 2006, Oracle. All rights reserved.'

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

You will be directed to the **Other Scholarly Works** page.

UP Employee Self Service

Other Scholarly Works

Employee Name  
Organization Email Address @up.edu.ph

Employee Number 10000  
Business Group University of the Philippines

\* Assignment Position  
\* Type of Scholarly Work  
\* Title of Scholarly Work  
Published  
Exhibited  
Presented  
\* Role  
Collaborators/Co Authors  
Editor/Producer  
Publisher/Distributor  
Start Date  
End Date  
Place  
Edition  
Version  
Mode of Distribution  
Award  
Award Title  
Date Accepted  
Conferring Body  
Points  
Remarks

Cancel Apply

Home Logout Help Personalize Page

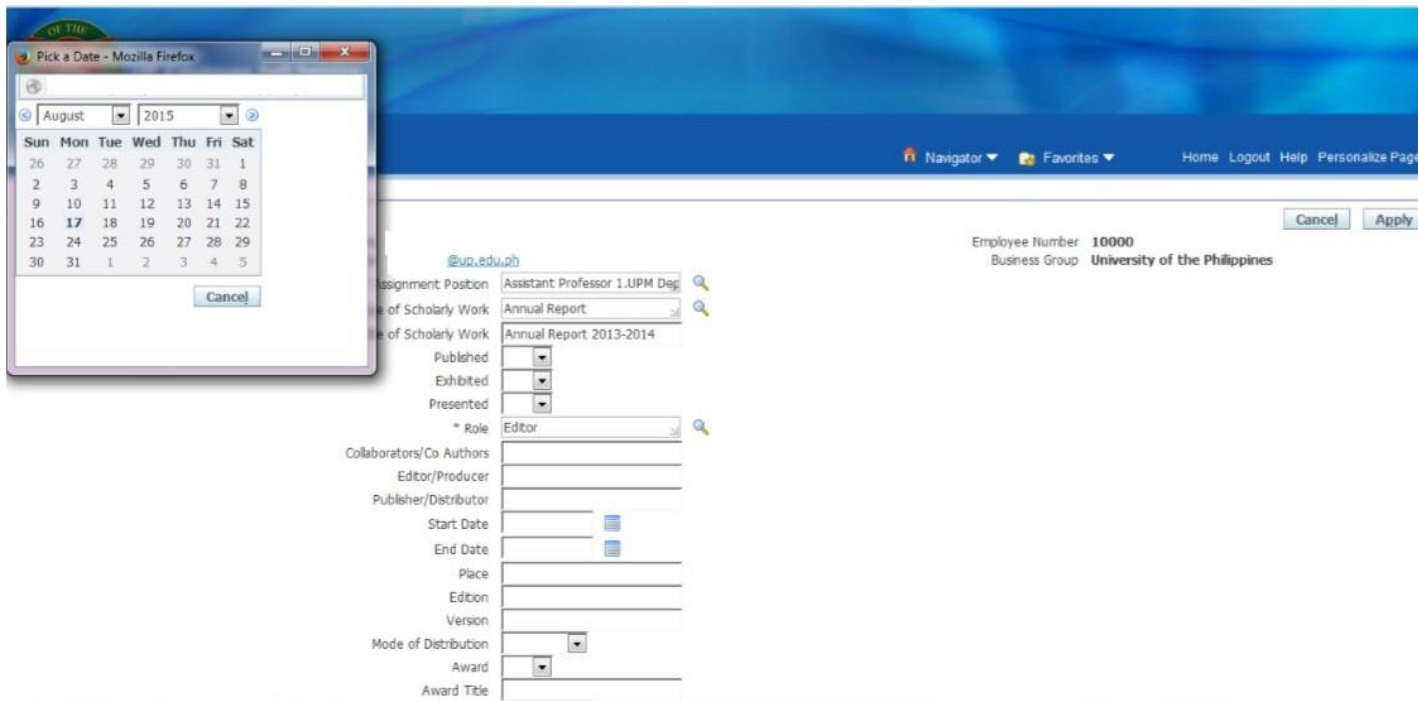
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**Step 5.** Fill out the fields on the Other Scholarly Works page.

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.

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Other Scholarly Works

Employee Name  
Organization Email Address @up.edu.ph

Employee Number 10000  
Business Group University of the Philippines

Cancel Apply

\* Assignment Position Assistant Professor 1.UPM Deg

\* Type of Scholarly Work Annual Report

\* Title of Scholarly Work Annual Report 2013-2014

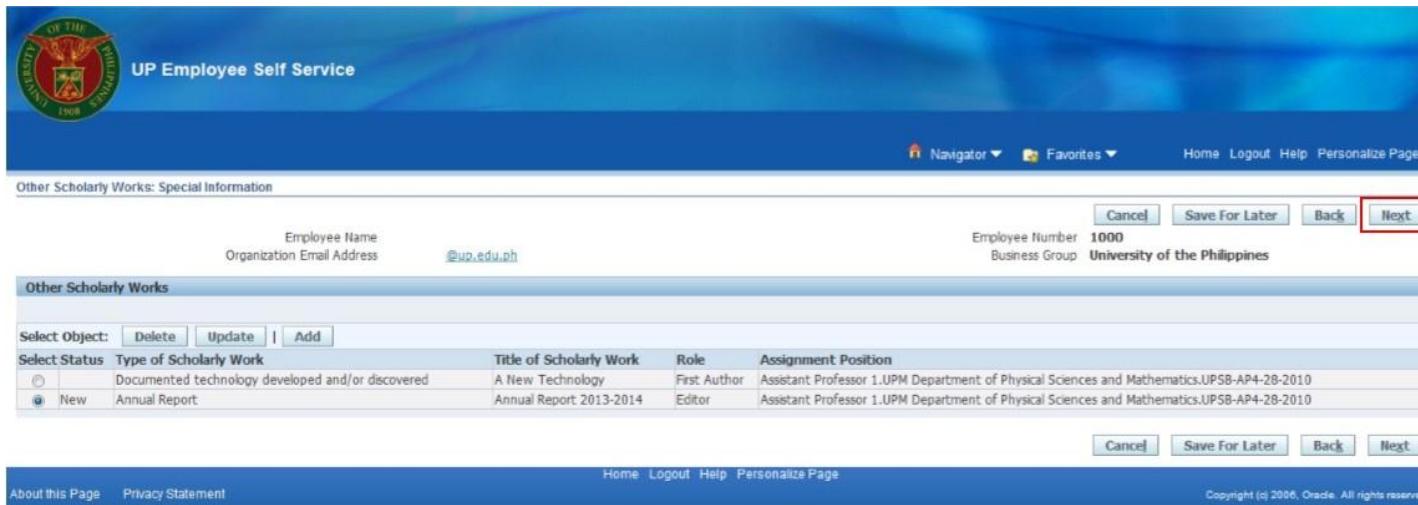
Published  
Exhibited  
Presented

\* Role Editor

Collaborators/Co Authors  
Editor/Producer  
Publisher/Distributor  
Start Date  
End Date  
Place  
Edition  
Version  
Mode of Distribution  
Award  
Award Title

**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*.

UP Employee Self Service

Navigator Favorites Home Logout Help Personalize Page

Other Scholarly Works: 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.

Special Information Types

Other Scholarly Works

Proposed

Assignment Position Assistant Professor 1.UPM Department of Physical Sciences and Mathematics.UPSB-AP4-2B-2010

Type of Scholarly Work Annual Report

Title of Scholarly Work Annual Report 2013-2014

Role Editor

Start Date 17-Aug-2015

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

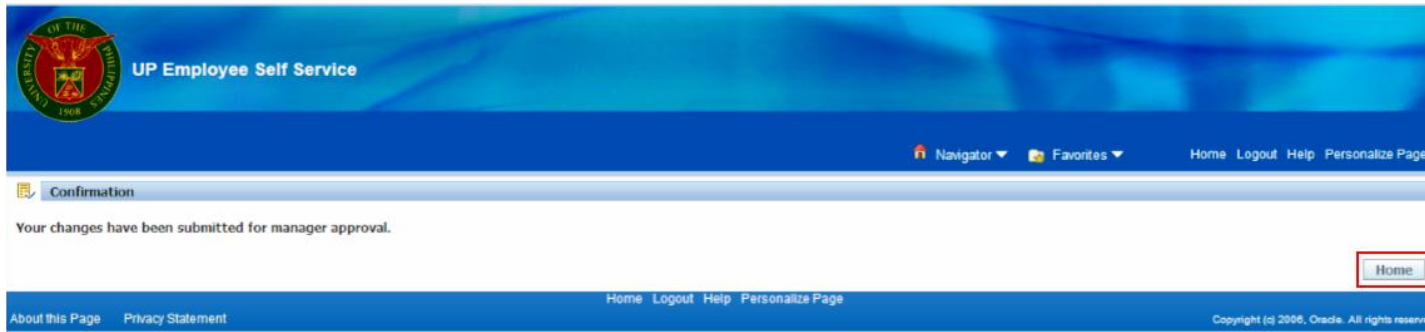
Comments to Approver

Cancel Printable Page Save For Later Back Submit

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**Step 8.** After reviewing the details of your new 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.