UNIVERSITY OF THE PHILIPPINES MANILA

Padre Faura St., Ermita, Manila, Metro Manila

Information Management Service (IMS)

PAYSLIP NAVIGATION

UNIVERSITY OF THE PHILIPPINES

*User Name	dumartin
	(example: JRDELACRUZ)
*Password	••••••••••
	(example: Rb3A4%8c)
	Login Cancel

Process 1. LOGIN PAGE
(Enter username and password)

UNIVERSITY OF THE PHILIPPINES

Favorites ▼   Logout Preferences Help

Logged In As **DUMARTIN**

University Information System Home Page

Main Menu

Personalize

⊞ 📁 UP Employee Self Service
⊞ 📁 UPM HR Information System
⊞ 📁 UPM Payroll Manager
⊞ 📁 UPM Payslip

Main Menu

Personalize

	Full List (12)
	Sent ▲
	17-Mar-2015
⊞ 📁 UP Employee Self Service	10-Feb-2017
	10-Feb-2017
⊞ 📁 UPM HR Information System	10-Feb-2017
	03-Jul-2017
⊞ 📁 UPM Payroll Manager	03-Jul-2017
	03-Jul-2017
⊞ 📁 UPM Payslip	10-Jul-2017

Alcid, Lorina	HR WPM Plan	Alcid, Lorina has transferred your scorecard to you (UP SPMS II 2017).	04-Oct-2017
Alcid, Lorina	HR	Your appraisal has been completed. Please review and provide feedback.	04-Jan-2018
Martin, Dennis	HR Save For Later	UP Change Extra Information is saved for later	08-Feb-2018

Process 2.

(Click 'UPM PAYSLIP')

Process 3.

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

NOTE: Payslip date format – DD-MMM-YYYY

Process 4.

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

Process 5.

(Click 'SUBMIT' to generate the Payslip)

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)

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	Completed	Normal	04-May-2018 16:53:47	▦	⚙	▣
4384979	UPM Payslip Report	Completed	Normal	04-May-2018 15:33:53	▦	⚙	▣

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