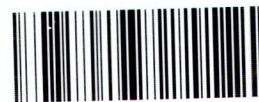




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OVCA10001414

07 May 2018

MEMORANDUM ORDER NO. CCDP 2018-077

T O : All Deans/Directors/Heads of Offices
All Faculty/REPS/Administrative Staff

SUBJECT : **GO LIVE OF NEW PAYROLL SYSTEM VIA HRIS (UIS)**

Please be informed that UP Manila's New Payroll System via HRIS is now implemented. In this regard, employees can access their payslip starting May 2018 via UP Employee Self Service of HRIS. Employees can view and print their payslip using their UIS account.

Attached are the following for your reference:

1. User Manual (viewing and printing of payslip)
2. Sample payslip

For inquiries, kindly contact any of the following:

1. Information Management Service (email address: upm-ims@up.edu.ph or at telephone number 526-2265)
2. Human Resources Development Office (email address: hrdo@upm.edu.ph or at telephone number 526-5869)
3. Accounting Office (email address: upm-accounting@up.edu.ph or at telephone number 521-82-80)

Please be guided accordingly.

CARMENCITA D. PADILLA, MD, MAHPS
Chancellor