HRIS - AUTHORITY TO FILL MANUAL v. 1.0

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I. SUBMITTING A REQUEST

A. NAVIGATION/CHECKING OF RESPONSIBILITY

Step 1:
Make sure that your account has the UP Authority to Fill responsibility. If none, please contact your local HRDO or the eUP Helpdesk to request the addition of the responsibility to your HRIS account.

The type of employee that will be given this responsibility varies per office. While most require an admin staff to submit a request, others may require the Head of Units. That is why the respective users with this responsibility depend on the discretion of each office, and it is their responsibility to inform the HRDO/eUP Team on who these employees are.

Step 2:
If done in Step 1, navigate to UP Authority to Fill ➔ Submit Authority to Fill
B. ADDING THE BASIC FIELDS

Step 1:
Click Add

Step 2:

Fill up the following basic fields *(fields with * are Required)*:

1. **Position to be Filled**
   - Clicking the magnifying glass lists all items currently assigned to your organization/unit. You can only request “Available” *(in Description column)* items. These are the items that are currently without occupancy. If you choose an “Unavailable” position, an error will occur in **Step 4**. Also, check the Position Type column, this will define the Approval Flow that will be followed depending on your CU rules (i.e. Admin items go to VCA/VPA; REPS go to VCAA/VCRE/VPAA; etc.). Admin items are labeled “Administrative”. REPS are labeled “Support to Technical”. Certain key positions that have Plantilla are “Key”.


If you see any inconsistency in this list (e.g. “Available” that should be “Unavailable” and vice versa; missing items; items that should not be in the list; admin items that are labeled “Support to Technical”; etc.), that means the positions in the system are not updated. Please contact your HRDO for these types of concerns.

2. **Date of Vacancy** *(date input)*
3. **Reason for Vacancy** *(also chooses from a list of values)*
4. **Previous Appointee** *(free text)*
5. **Brief Justification** *(free text)*
6. **Remarks** *(free text)*

**Step 3:**
Click **Apply**

**Step 4:**
If you have more than 1 request, you can repeat the steps 1-3. Otherwise, click **Next**.
C. ADDING ATTACHMENTS/REVIEWING THE DETAILS

Step 1:
In the upper part of the page, review if entries inputted are correct.

Step 2:
In the Additional Information tab, click **Add** under Attachments.

Fill up **Title, Description**, and the necessary File that you should attach. Please refer to this standard list of required attachments:

1. Justification for filling an item
2. List of duties and responsibilities with corresponding percentages
3. Personnel chart
4. Functional chart
5. Organizational chart
6. Signs and degree of backlog
7. Coping mechanism
8. Statement on the mission and goals of the unit over the next five (5) years
9. Contribution of the proposed recruitment on the stated mission and goals.
Click **Apply** or **Add Another** until all required attachments are attached. **Please note that the required list above may vary per CU.** You may add or omit attachments based on what exactly are required by your own UP campus.

**Step 3:**
In the Approvers tab, take note of the list of Approvers. Check if the Approvers are correct. If not, you may contact your HRDO for corrections.

**Step 4:**
Click Submit. This finishes the submission.

You may regularly check your worklist for updates on which approver your request had passed (or had been rejected). After the President has approved the request, you can see the result when you go back to **Part A.**
II. Generating the Summary Report

The Authority to Fill Summary Report lists all approved requests from the requestor’s own organization spanning a given time period.

This report is important because there may be cases where there are more than 1 person assigned per unit in requesting, or if the former person that has approved requests has already resigned.

Step 1:
Navigate to UP Authority to Fill → Summary Report

Step 2:
Choose your own organization, and then fill up the date fields.

Step 3:
Click Next, Next, Submit, and then OK.

Step 4:
Repeatedly click Refresh until the icon in the Output column appears. Click this Icon.

Step 5:
View/Print the Summary Report.
III. PRINTING THE OFFICIAL DOCUMENT

The Authority to Fill Official Document replaces the offline copy that is sent to units once the President has approved the filling of the position item.

Note: As of version 1.0 of this manual, a final format for this official document has not been finalized. Thus, this function is still hidden in HRIS' production instance.

Step 1:
Navigate to **UP Authority to Fill ➡ Printed Document**

Step 2:
From the list of all approved requests from your own office, choose the respective position that you wish to generate the report on.

Step 3:
Click Next, Next, Submit, and then OK.

Step 4:
Repeatedly click Refresh until the icon in the Output column appears. Click this Icon.
Step 5:
View/Print the Official Document.