

Umoja Portal Content Area - Title Bar

Title Bar is located directly below the Path Bar. The title in this bar changes according to the menu and screen you are navigating.

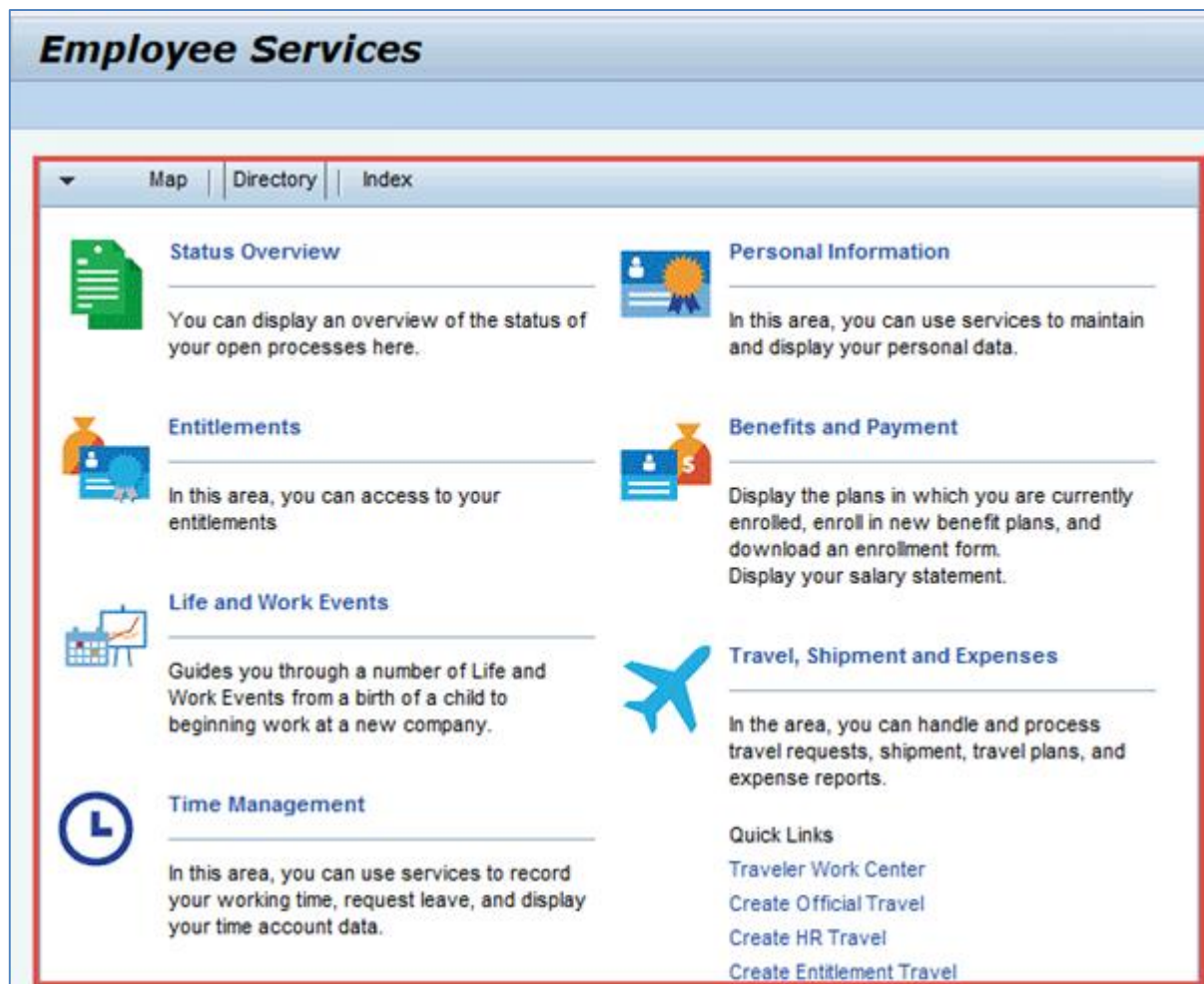
The screenshot displays the Umoja Portal interface. At the top left is the 'umojja' logo. To the right is a search bar with a magnifying glass icon. Below the logo is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. A secondary navigation bar contains 'Home' and 'Employee Self-Service SM'. Below that is another bar with 'Overview' and 'My Worklist'. A breadcrumb trail shows 'Employee Self-Service SM > Overview'. The main content area features a prominent title bar labeled 'Employee Services' in bold black text, which is highlighted with a red rectangular border. Below this, there are four service tiles arranged in a 2x2 grid. Each tile has an icon, a title, and a brief description. The tiles are: 'Status Overview' (green document icon), 'Personal Information' (blue person icon with a sunburst), 'Entitlements' (orange person icon with a blue document), and 'Benefits and Payment' (blue person icon with a dollar sign). At the top of the content area, there are tabs for 'Map', 'Directory', and 'Index'.

Umoja Portal Area Group Page (or Home Page)

The **Area Group Page or Home Page** is located directly below the Title Bar and introduces the employee directly to their dedicated applications.

The **Area Group Page** changes according to the menu tab and screen you are accessing (i.e. Employee Self Service menu, Time Administrator menu, etc.).

The **Link** contained in the Area Group page can be either within or outside Umoja (i.e. link to Inspira, etc.)



The screenshot displays the 'Employee Services' portal interface. At the top, there is a navigation bar with 'Map', 'Directory', and 'Index' tabs. Below this, the main content area is organized into several sections, each with an icon and a brief description:

- Status Overview**: You can display an overview of the status of your open processes here.
- Personal Information**: In this area, you can use services to maintain and display your personal data.
- Entitlements**: In this area, you can access to your entitlements.
- Benefits and Payment**: Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.
- Life and Work Events**: Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.
- Travel, Shipment and Expenses**: In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.
- Time Management**: In this area, you can use services to record your working time, request leave, and display your time account data.

At the bottom right, there is a 'Quick Links' section with the following links:

- Traveler Work Center
- Create Official Travel
- Create HR Travel
- Create Entitlement Travel

Umoja Portal - Link Area Pages


Each Area Group Page displays a group of dynamic navigation **Link Area Pages** (i.e. Entitlement, Time Management, Personal Information etc.)

The screenshot displays the Umoja Portal interface with a navigation bar at the top containing 'Map', 'Directory', and 'Index'. The main content area is divided into several sections, each with an icon and a title:

- Status Overview**: You can display an overview of the status of your open processes here.
- Personal Information**: In this area, you can use services to maintain and display your personal data.
- Entitlements**: In this area, you can access to your entitlements.
- Benefits and Payment**: Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.
- Life and Work Events**: Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.
- Travel, Shipment and Expenses**: In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.
 - Quick Links
 - Traveler Work Center
 - Create Official Travel
 - Create HR Travel
 - Create Entitlement Travel
 - Create Uniformed Personnel Travel
 - Create Unaccompanied Shipment Request
 - Create Expense Report
 - Create Group Travel (only for Uniformed Personnel and Meeting Participants)
- Time Management**: In this area, you can use services to record your working time, request leave, and display your time account data.
- Career and Job (Outside Umoja)**: In this area, you can use access to UN career an job opportunities.

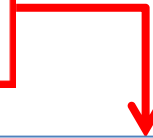
Umoja Portal - Quick Link Service

By clicking on each Link Area Page, you can display the **Quick Links** that are relevant to the content displayed in the Area Page (i.e. Special Leave Request, Absence and Attendance Request, etc.)



Time Management


In this area, you can use services to record your working time, request leave, and display your time account data.



Time Management.

Back 👤 ?


▼ Service Map



Special Leave Request

[Create Special Leave Request](#)
[Maternity Leave Request](#)

Female staff members who have received medical certificate from their doctor with expected date of delivery can use this service, to request maternity leave. If the maternity leave request is outside the maximum/Minimum (6 weeks/ 2 weeks) pre-delivery period, please bring this to attention of the Human Resources.




Time Statement

[Certify Monthly Time Summary](#)
You can correct errors that originated due to incorrect entries at the time recording terminal

[Certify Annual Time Summary](#)
You can correct errors that originated due to incorrect entries at the time recording terminal


[Annual Time Statement for Previous Years](#)
You can correct errors that originated due to incorrect entries at the time recording terminal



Important Information for Staff Members

[Human Resource Handbook](#)
Administrative Instruction for time recording ST/AI/1999/13

Staff Regulation on Annual and special leave: 5.1 to 5.3
for Support contact helpdesk



Absence and Attendance Request

[Create Leave Request](#)
You can request leave and other types of absences here.

[Leave Overview](#)
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.

[View Absence Balances](#)
You can display your absence balance information here.

Umoja Related Links – Processes and Forms

By clicking on each Quick Link, the form or the process associated to this link opens in a new window.



Absence and Attendance Request

[Create Leave Request](#)

You can request leave and other types of absences here.

Gagnon PIERRE - Leave Request: New

✉ Send

▼ Leave Details Check

**** Please, remember to use check button to calculate the days/hours****

* Type of Leave: Annual Leave
Description: Annual Leave

General Data

* Start Date: 09.05.2014
* End Date: 09.05.2014
Att./abs. days: 1.00
Approver Name: Andrey Anatolovich SHVYREV
New Note:

Umoja Portal – Content (Home Page)

- A different menu is available to each Enterprise Role which enables access to different Content Area and the execution of different transactions. For example:
 - **Administrators (Time or Travel)** will have a tab to: view employee data, initiate requests for leave and time entries, or initiate travel requests and expense reports on behalf of employees who have no access to ESS
 - **OM Administrator** will have a tab to: create positions, maintain/extend loan positions and return positions from loan.

The screenshot displays three overlapping panels from the Umoja Portal's Service Map, each representing a different enterprise role's content area. Each panel has a 'Service Map' header and a set of four colored icons (two yellow squares and two orange circles).

- Time Work Center:** Lists various time-related processes such as 'Create leave request / Leave Overview / V Balances', 'Maternity Leave on Behalf', and 'Time Administration for Employees'.
- OM Administration:** Lists organizational management processes such as 'Create position', 'Create organizational unit', and 'Maintain organizational unit'.
- Travel Administration:** Lists travel-related processes such as 'Create and process Travel on behalf' and 'Travel Administration for Employees'.