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 **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.)
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.)
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 Statement**
- Certify Monthly Time Summary
- Certify Annual Time Summary
- Annual Time Statement for Previous Years

**Important Information for Staff Members**
- Human Resource Handbook
- Administrative Instruction for time recording ST/AH/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**

**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 Anatolivich SHVYREV
  - **New Note:**
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.