The **Home** Page tab is available to all authorized users in ESS. Through this page, employees can review their outstanding tasks, display their organizational assignment, their role mapping, and their approvers.
The Approver Work Center is available to all employees with access to the ESS Portal. However, the tabs displayed under the Approver Work Center will depend on the roles assigned to you in Umoja therefore only manager who are required to perform approving functions will be able to see pending request in their work area.
The **Approver Work Center**, gives Approvers a single point of access to manage their workflow efficiently, effectively, and proactively.

All Employees have the Time Manager tab available under their **Approver Work Center**. However, this work area will display as empty unless they have been assigned the Primary or Secondary Time Manager role.
• Primary Time Managers, who are required to regularly review and approve requests for Absences and Attendances, will see pending and completed requests appearing in their **Approver Work Center**.

• However, a Staff Member delegated by the Primary Time Manager to approve leave in his/her absence, will be able to view pending and completed requests in this work area, only for the period the delegation is active. During this period he/she would temporarily have the Secondary Time Manager role.
The **User Map** tab is available to all authorized users in ESS Portal. Through this page, employees can display their organizational assignment, the role(s) they are mapped to, and their corresponding Approvers: Time Manager, HR Partner, Travel Processor, etc.
Home Page – Organizational Assignment

- **User Search tool:** Enables the user to search for employees using the User Name or Personnel Number.
- **Organizational Details:** Shows the details stored against the position associated with the staff member.
- **Enterprise Structure:** Provides information on the employee’s duty station (personnel subarea) and the type of employee (category or employee subgroup).
Home Page – My Approvers

- **My Approvers**: Displays Managers, HR Partners and Administrators associated to the user on the basis of their structural localization (office, organizational unit and position. e.g. MINUSTAH, Human Resources, Recruitment Assistant)
Home Page – My Approvers

- By clicking on the View field drop down menu, it is possible to filter the Approver list according to Approver type (i.e. Time, Travel or Personnel Administration).
- It is also possible to Export the Approver List and save it as a Microsoft Excel file.
• **My Access**: Lists all the user’s own roles. These roles determine the tabs the user will have on the Role Toolbar.
Home Page - User Map

- **Workflow Guide**: Displays which Enterprise Role can initiate a request and which is the corresponding approver.

![Workflow Guide Table]

<table>
<thead>
<tr>
<th>Workflow Steps</th>
<th>Step Details</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Users having following roles can create the request</td>
<td>ESS</td>
<td>HR Partners</td>
</tr>
<tr>
<td>2</td>
<td>Users having following roles can approve the request</td>
<td>HR Partners</td>
<td>HR Partners PA &amp; Contracts</td>
</tr>
</tbody>
</table>