

Umoja Portal - Home Page

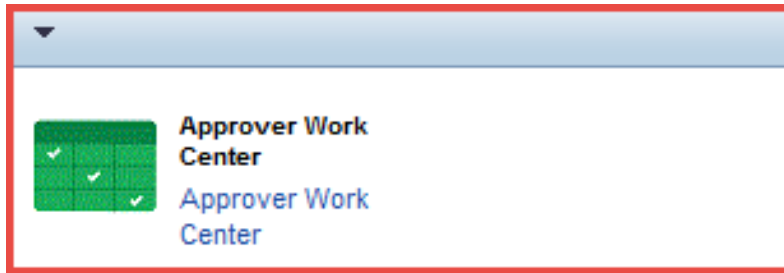
- The **Home** Page tab is available to all authorized users in ESS. Through this page, employees can review their outstanding tasks, display their organizational assignment, their role mapping, and their approvers.



The screenshot displays the Umoja Portal Home Page. At the top left is the 'umojja' logo. To its right is a search bar with a magnifying glass icon and a dropdown arrow. Further right, the text 'Umoja portal - P1J' and a 'Log off' link are visible. Below the search bar is a navigation bar with links for 'Back', 'Forward', 'History', 'Favorites', 'Personalize', 'View', and 'Help'. On the right side of this bar, it says 'Welcome: Ying OTILIA'. Below the navigation bar is a tabbed interface with 'Home' (highlighted with a red box) and 'Employee Self-Service SM'. Under the 'Home' tab, there is an 'Overview' section with a breadcrumb 'Home > Overview' and buttons for 'Full Screen' and 'Options'. The main content area features a large blue banner with the text 'Welcome to Umoja'. Below this banner is a white box containing a list of items: 'Approver Work Center' (with a green grid icon and two checkmarks), 'Approver Work Center' (with a blue grid icon and two checkmarks), and 'User Map' (with a blue icon of two people).

Home Page – Approver Work Center

- 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

A screenshot of the ESS Portal 'Approver Work Center' dashboard. The dashboard has a light blue header with navigation tabs: 'Home', 'Employee Self-Service SM', and 'HR Partner'. Below the header is an 'Overview' section with a breadcrumb 'Home > Overview' and buttons for 'Full Screen' and 'Options'. A red box highlights the main content area, which includes a tabbed interface with 'Entitlements Pending Items' selected. Below the tabs is a 'Show Quick Criteria Maintenance' button and a 'Change Query' section with 'Define New Query' and 'Personalize' links. A table with columns for Subject, Initiator Name, Sent Date, Effective Date, Priority, Status, Affected Employee, and Affected Employee is displayed. The table contains three rows of pending requests, all with a status of 'Ready'.

Subject	Initiator Name	Sent Date	Effective ...	Priority	Status	Affected Employee ...	Affected Employee
Approve Family Data Change Request of Employee 20001202	WICKMAN WICKMAN	29.12.2014	29.12.2014	5 Medium	Ready	MINUSTAH Civilian P...	WICKMAN WICKMAN
Approve Family Data Change Request of Employee 20000337	Hilton BUEHRLE	29.12.2014	29.12.2014	5 Medium	Ready	MINUSTAH Civilian P...	Hilton BUEHRLE
Approve Family Data Change Request of Employee 20001202	WICKMAN WICKMAN	29.12.2014	29.12.2014	5 Medium	Ready	MINUSTAH Civilian P...	WICKMAN WICKMAN

Umoja Portal – Manager Self-Service

- 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.

The screenshot displays the 'Approver Work Center' interface. At the top, there is a header bar with the title 'Approver Work Center'. Below the header, there are four tabs: 'Draft', 'Returned', 'Time Pending Items' (which is currently selected), and 'Time Completed Items'. Under the 'Time Pending Items' tab, there is a 'Show Quick Criteria Maintenance' button and a 'Change Query' link, along with 'Define New Query' and 'Personalize' options. The main content area features a table with the following columns: 'Process Ref...', 'Process N...', 'Subject', 'Initiator Name', 'Sent Date', 'Effective ...', 'Priority', 'Status', 'Affected Employee ...', and 'Affected Employee'. The table is currently empty. Above the table, there is a 'View: [Standard View]' dropdown menu, a 'Review and Approve' button, a 'Display' button, and a 'Refresh' button. A 'Filter Settings' link is also visible in the top right corner of the table area.

Umoja Portal – Manager Self-Service

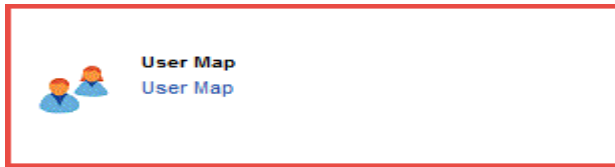
- Primary Time Managers, who are required to regularly review and approve requests for Absences and Attendances, will see pending and completed requests appearing in their **Approver Work Center**.
- However, a Staff Member delegated by the Primary Time Manager to approve leave in his/her absence, will 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 screenshot displays the 'Approver Work Center' interface. At the top, there are tabs for 'Draft', 'Returned', 'Time Pending Items' (which is selected), and 'Time Completed Items'. Below the tabs, there is a 'Show Quick Criteria Maintenance' button and links for 'Change Query', 'Define New Query', and 'Personalize'. The main area features a 'View: [Standard View]' dropdown, a 'Review and Approve' button with a checkmark icon, a 'Display' button with a magnifying glass icon, and a 'Refresh' button. A 'Filter Settings' link is also present. The data is presented in a table with the following columns: Process Ref..., Process ..., Subject, Initiator Name, Sent Date, Effective ..., Priority, Status, Affected Employee ..., and Affected Employee. A single row is visible, representing a leave request.

Process Ref...	Process ...	Subject	Initiator Name	Sent Date	Effective ...	Priority	Status	Affected Employee ...	Affected Employee
	Annual L...	Humam EVERY's Leave Request	Humam EVERY	18.02.2015	20.02.2015	5 Medium	Ready	ODMSD ODDMS OCL...	Humam EVERY

Home Page - User Map

- 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.



Umoja Structural Authorization SAP System ID T1E Client 400 User Name ESS999902 [Logout](#)

User or Employee Search

User:

User Name:

Personnel No.:

Employee Name:

Organizational Details

Position: F56 2380 CLAIMS OFFICER

Org. Unit: Training test 1

Cost Center: MNUSTAH

Pers. subarea: MNUSTAH

Enterprise Structure

Personnel area: Republic of Haiti

Pers. subarea: MNUSTAH

EE group: International Staff

EE subgroup: Professional & Above

Structural Authorization Report | **User Access** | **Workflow Guide**

Relationship	Personnel No.	Employee Name	Email ID	SAP User ID
Budget Manager	00838399	Roger OKOCHA	XXXXXXXX@X.XXX	PBARROSO
Certifying Officer - Not Available	00000000			
HR Admin All Staff - Not Available	00000000			
HR Admin Local Staff - Not Available	00000000			
HR Benefits Administration	00535278	Nelum Michelle VANTWEST	XXXXXXXX@X.XXX	ESS535278
HR Benefits Administration	00583236	Angela Pinamang ADOMAKO	XXXXXXXX@X.XXX	ESS583236
HR Benefits Administration	10000053	John KINGSTON		EBARRANCO
HR Benefits Administration	00095409	Samira GAMRANI	XXXXXXXX@X.XXX	ESS95409
HR OM Administration	00143721	Andrey Anatolovich SHVYREV		ESS143721
HR OM Administration	00157339	Kent Olof EKSTROM	XXXXXXXX@X.XXX	ESS157339
HR OM Administration	00219103	Joseph Foerster LOUIS-JEAN		O20MADM2
HR OM Administration	00224923	Jean Antoine BATALLE	XXXXXXXX@X.XXX	O20MSBGAD2
HR OM Administration	00227191	Jean Delice GETANT	XXXXXXXX@X.XXX	O20MBDGAD2
HR OM Administration	00518715	Ons BEN ZAKOUR	XXXXXXXX@X.XXX	ESS518715
HR OM Administration	00519040	Eliazard ROBERT	XXXXXXXX@X.XXX	ESS519040
HR OM Administration	00520111	Weaner JEAN	XXXXXXXX@X.XXX	ESS520111
HR OM Administration	00520238	Patrick JEAN-LOUIS	XXXXXXXX@X.XXX	ESS520238
HR OM Administration	00520544	Marie Jose Ginette KANZKO	XXXXXXXX@X.XXX	ESS520544
HR OM Administration	00520694	Tahmina LATF	XXXXXXXX@X.XXX	ESS520694
HR OM Administration	00526496	Junior GABREL	XXXXXXXX@X.XXX	ESS526496

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).

The screenshot displays the 'Organizational Assignment' interface. It features three main panels at the top: 'User or Employee Search', 'Organizational Details', and 'Enterprise Structure'. Below these is a navigation bar with tabs for 'My Approvers', 'My Access', 'Workflow Guide', 'Enterprise Roles', and 'Parameters'. The main content area shows a table of budget managers with columns for Relationship, Index Number, Employee Name, SAP Login ID, Email, and Amount Group. The table is currently filtered to show five entries under the 'Budget Manager' relationship.

Relationship	Index Number	Employee Name	SAP Login ID	Email	Amount Group
Budget Manager	6683515	Esala EDIGER	INSTRUCTOR03	someone@someone.com	
	771091	Fleury JERRELL	INSTRUCTOR05	someone@someone.com	
	60256591	HARRIETT AKILAH	INSTRUCTOR04		
	92123306	Hongtao EVANCHYK	INSTRUCTOR02	someone@someone.com	
	95756737	Ihumure Calvin BUNCE	INSTRUCTOR01		

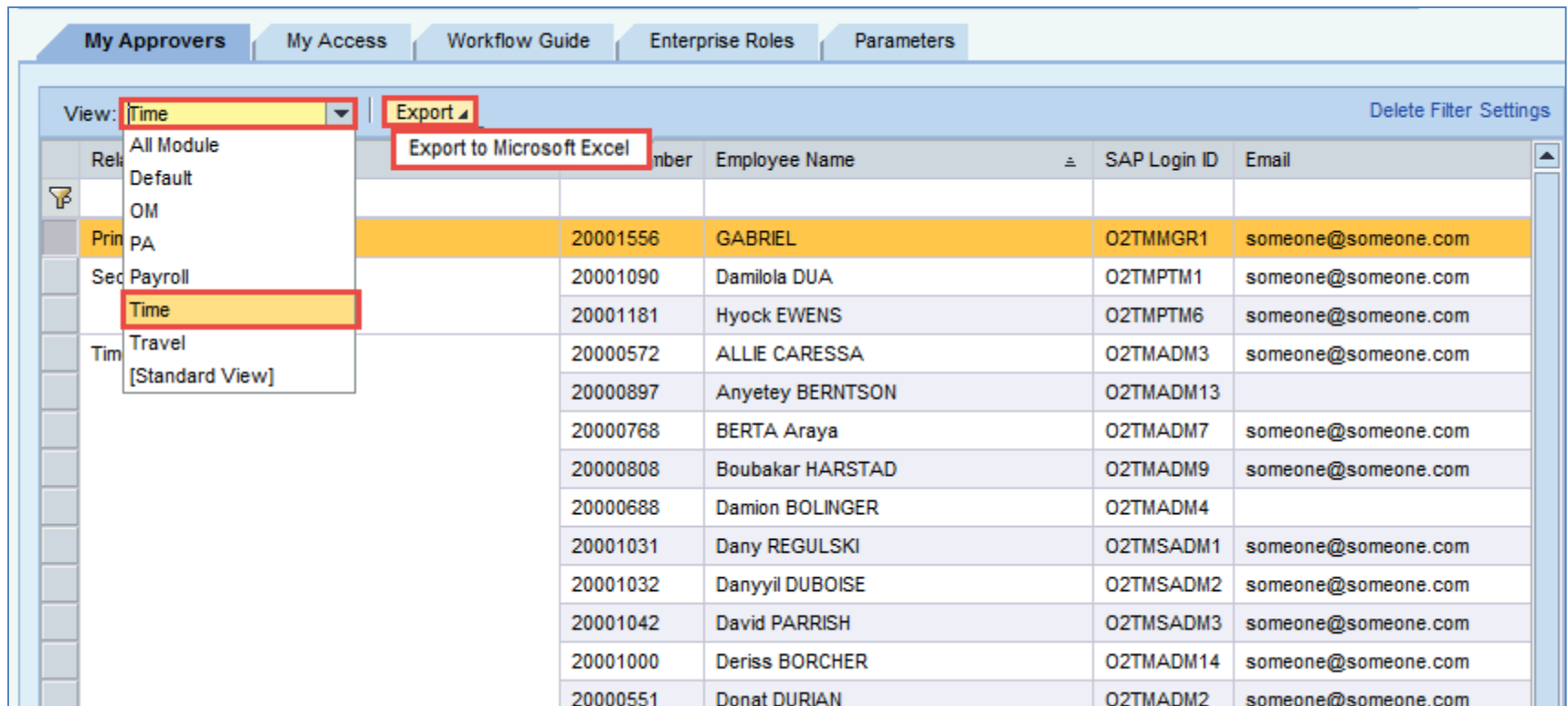
Home Page – My Approvers

- **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)

Relationship	Index Number	Employee Name	SAP Login ID	Email	Amount Group
HR Partner - All	20030215	Dagimawe DRUM	O2PTNRALL2	someone@someone.com	
	20029954	Ignace MARASHIO	O2PTNRALL1	someone@someone.com	
HR Partner - Entitlements	20036610	Brody FONHEMA	O2PTNRENTL1	someone@someone.com	
	20036711	Daler DRY	O2PTNRENTL3		
	20036696	Delin REINHOLT	O2PTNRENTL2	someone@someone.com	
HR Partner - Local Staff	20032287	Bi BLACKSHIRE	O2PTNROTH3	someone@someone.com	
Primary Time Managers	20001556	GABRIEL	O2PTNROTH1	someone@someone.com	
Secondary Time Manager	20001090	Damilola DUA	O2PTNROTH2	someone@someone.com	
	20001181	Hyock EWENS	O2PTNRPAC1	someone@someone.com	
Time Administrator	20000572	ALLIE CARESSA	O2PTNRPAC3	someone@someone.com	
	20000897	Anyetey BERNTSON	O2PTNRPAC2	someone@someone.com	
	20000768	BERTA Araya	SKUMAR		
	20000808	Boubakar HARSTAD	O2OMADMIN2	someone@someone.com	
	20000688	Damion BOLINGER	O2OMADMIN3	someone@someone.com	

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.



The screenshot displays the 'My Approvers' interface. At the top, there are tabs for 'My Approvers', 'My Access', 'Workflow Guide', 'Enterprise Roles', and 'Parameters'. Below the tabs, there is a 'View:' dropdown menu currently set to 'Time'. A red box highlights the 'View:' dropdown, and another red box highlights the 'Export' button. A third red box highlights the 'Export to Microsoft Excel' option in the dropdown menu. The main area shows a table of approvers with columns for 'Number', 'Employee Name', 'SAP Login ID', and 'Email'. The table is filtered to show only 'Time' approvers.

Number	Employee Name	SAP Login ID	Email
20001556	GABRIEL	O2TMMGR1	someone@someone.com
20001090	Damilola DUA	O2TMPTM1	someone@someone.com
20001181	Hyock EWENS	O2TMPTM6	someone@someone.com
20000572	ALLIE CARESSA	O2TMADM3	someone@someone.com
20000897	Anyetey BERNTSON	O2TMADM13	
20000768	BERTA Araya	O2TMADM7	someone@someone.com
20000808	Boubakar HARSTAD	O2TMADM9	someone@someone.com
20000688	Damion BOLINGER	O2TMADM4	
20001031	Dany REGULSKI	O2TMSADM1	someone@someone.com
20001032	Danyyil DUBOISE	O2TMSADM2	someone@someone.com
20001042	David PARRISH	O2TMSADM3	someone@someone.com
20001000	Deriss BORCHER	O2TMADM14	someone@someone.com
20000551	Donat DURIAN	O2TMADM2	someone@someone.com

Home Page - User Map

- **My Access:** Lists all the user's own roles. These roles determine the tabs the user will have on the Role Toolbar.

	My Approvers	My Access	Workflow Guide	Enterprise Roles	Parameters				
	Relationship	Start date	End Date	Description	Organization	Fund	Cost Center	Business Area	A
	HR Partner - All	01.01.2014	01.01.9999	UNS	20000002			*	
	HR Display - All	01.01.2014	01.01.9999	UNS	20000002			S100	
	OM Administrator	01.01.2014	01.01.9999	UNS	20000002			*	
	Payroll display	01.01.2014	01.01.9999	UNS	20000002			S100	
	HR Display - All	01.01.2014	01.01.9999	MINUSTAH	20007630			P012	
	Time Administrator	01.01.2014	01.01.9999	MINUSTAH	20007630			P012	

Home Page - User Map

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

My Approvers | My Access | **Workflow Guide** | Enterprise Roles | Parameters

Workflow Guide:

	Workflow Steps	Step Details	Option 1	Option 2
	1	Users having following roles can create the request	ESS	HR Partners
	2	Users having following roles can approve the request	HR Partners	HR Partners PA & Contracts