

Key Terminology

Key Term	Description
Umoja ESS	Employee Self-Service portal: The front end tool used to provide access to end-users to update their personal information, request services and view their own data. All staff will have ESS access while non-staff may have limited access.
Umoja MSS	Manager Self-Service functionalities: End users with manager roles can login to the Umoja Self Service Portal and access information, through dedicated areas, as well as perform tasks that will automatically trigger workflows to other parties such as HR Partners, update records in the ERP Central Component (ECC) system or send notifications (for example time approvals).
Business Process Flow	Business Process Flows drive users through the sequence of tasks within a defined end-to-end process. Business process flows are comprised of steps that must be completed sequentially, including sub-steps that may be optional. Depending on a user's role, the steps available can involve requesting actions, or reviewing and approving submitted actions.

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Workflow	<p>Automatic routing of a document (or request) from one user to another user with a different role, who can perform different actions in the system. In a typical workflow step the document created by a User (Staff Member) is directed to his/her specific Approver (Manager or HR Partner).</p> <p>The workflow generally generates approval tasks and/or email notifications to the next person (or role) in the sequence. It is possible to track the status of an activity based on when the approver (or other role) takes action on the specific work item.</p>