

Warning - Payroll Lock

- Close to the end of each month, when the payroll is calculated, the Payroll Control Record will be set in a "Released for Payroll" status.
- The "Released for Payroll" status blocks all changes for periods that are on or before the end date of the "Released Payroll". Therefore, if an employee initiates any request that may cause a change in payroll (e.g. Add a Dependent, Request Rental Subsidy) this request will be suspended until the Payroll Lock is released.
- In other words, during the Payroll Lock period (approximately 3 days), employees will be able to submit their requests in the Umoja Portal, but transactions that may cause changes in payroll (e.g. request for rental subsidy) will not be available to the Approvers until the Payroll processing is completed.



Warning - Payroll and Employee Lock

- During Payroll Lock it is not possible to initiate any Time related process. Therefore, if you need to submit any Absence or Attendance request during a Payroll Lock period, it is recommended to seek approval for this transaction offline and record the Absence/Attendance in Umoja as soon as the Payroll Lock is released.
- In addition, while an HR Partner is updating an employee's record the system locks the record of this employee to avoid two individuals updating the record at the same time.
- If the employee tries to submit any transaction while an HR Partner is updating his/her record, the system will display a warning message. It will be sufficient to wait a few minutes giving the HR Partner the opportunity to complete the work and the record will be unlocked and available again.

