Via the Employee Self Service SM tab, staff can access all the Employee Services (functionalities) available to their employee group (e.g. in the Entitlements area, the link to “Apply On-line” for Rental Subsidy will appear only if the staff member’s employee group is “International” ).
Umoja ESS – Key Differences in Procedures

• The Umoja Portal shares the same database as the Umoja ECC. No dual maintenance or reconciliation of data is required.

• When entering their information and requests in Umoja, Staff assume higher responsibility/accountability for their own data due to self-service/self-certification.

• When not asked to produce an original document, Staff members are required to retain original documents for a specified number of years (generally 5 years) for monitoring and auditing purposes.

• Upon approval, Staff records are automatically updated, Staff can view their own data at anytime and update them when required.

• Each Area of the Employee Self-Service page will be explained in detail in a dedicated online course.
In the **Employee Self Service SM – Status Overview**: Employees can view the status of their open processes.
You can see additional information about your transaction by clicking on the **Details** button.

Click the **Refresh** button to see newly submitted transactions.
In the **Employee Self Service SM – Entitlements** area, employees can add/modify a **Dependent**, display/update **Rental Subsidy** and submit both **Travel** and **Time** requests in connection with an entitlement travel.

**NOTE:** the **Education Grant** form will be available in ESS at a later date.
Entitlements tab for “Local” General Service staff member:

- Note that the staff member can view information on Rental Subsidy, but cannot apply for this entitlement. However, the “Apply On-line” link is active for dependency.
In the **Employee Self Service SM – Life and Work Events** area, employees can review the list of tasks he/she will be required to undertake in connection with a life event (i.e. marriage, birth of a child), or a work event (join the UN as a new Staff Member). By clicking on the active link, you can access the form to initiate these processes.

**NOTE:** The Life and Work Events area also enables staff to update all forms in connection with their Annual Declaration (an annual process to confirm or update personal data, information on dependents, rental subsidy and beneficiaries).
In the **Employee Self Service SM – Personal Information** area, employees can view/add/change their: Personal Data (marital status, nationality), Addresses and Emergency contacts, Beneficiaries, Dependents, and Banking information. Some processes have a workflow to an Approver.

The **Employee Self Service SM – Career and Job** area provides a link to Inspira where employees can view/apply for UN job openings, as well as create/complete ePerformance documents, and view/enroll in training opportunities, etc.
In **Employee Self Service SM – Time Management** area, employees can:

- Request Maternity Leave
- Review and certify attendance/absence in the Monthly/Annual Time Summary
- Create/view Leave Request, i.e., Annual Leave, Home Leave, Sick Leave, Paternity Leave, CTO, R&R, etc.
- Access policy information related to absence/attendance.
In the **Employee Self Service SM – Benefits and Payment** area, employees can:

- Enroll in health, dental and life insurance plans, change the current family status of the plan, and print a form with the enrolled plans
- Display the most recent salary payments, display planned recoveries, and simulate any possible changes in salary, allowances, subsidies and deductions.
In the Employee Self Service SM – Travel, Shipment and Expenses area, employees can:

- Create requests for: Official Travel, HR Travel, Entitlement Travel, and Shipments.
- Create Expense Reports, and request cancellation of a submitted travel or shipment request.
- Display travel guidelines and policies.
- This screen also contains links to external sites, such as the Department of Safety and Security (DSS) to raise travel security clearance (TRIP) requests.