

Umoja Employee Self Service SM

- 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”).

The screenshot displays the 'Employee Services' section of the Umoja Employee Self Service SM interface. At the top, there is a navigation bar with 'Map', 'Directory', and 'Index' options. Below this, the interface is organized into several service categories, each with an icon and a brief description:

- Status Overview**: You can display an overview of the status of your open processes here.
- Personal Information**: In this area, you can use services to maintain and display your personal data.
- Entitlements**: In this area, you can access to your entitlements.
- Benefits and Payment**: Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.
- Life and Work Events**: Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.
- Travel, Shipment and Expenses**: In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.
- Time Management**: In this area, you can use services to record your working time, request leave, and display your time account data.
- Career and Job (Outside Umoja)**: In this area, you can use access to UN career an job opportunities.

Under the 'Travel, Shipment and Expenses' category, there is a 'Quick Links' section with the following links:

- [Traveler Work Center](#)
- [Create Official Travel](#)
- [Create HR Travel](#)
- [Create Entitlement Travel](#)
- [Create Uniformed Personnel Travel](#)
- [Create Unaccompanied Shipment Request](#)
- [Create Expense Report](#)
- [Create Group Travel \(only for Uniformed Personnel and Meeting Participants\)](#)

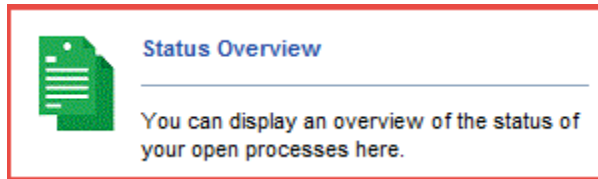
Umoja ESS – Key Differences in Procedures

- 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.



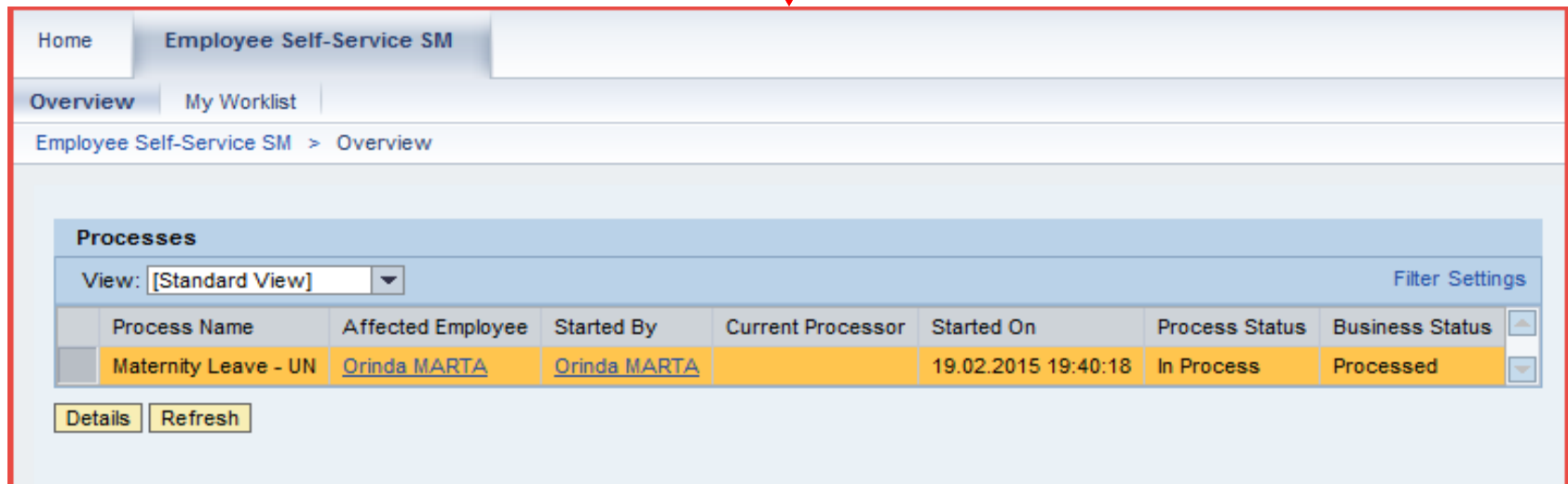
Umoja Employee Self Service SM

- In the **Employee Self Service SM – Status Overview**: Employees can view the status of their open processes.



Status Overview

You can display an overview of the status of your open processes here.



Home Employee Self-Service SM

Overview My Worklist

Employee Self-Service SM > Overview

Processes

View: [Standard View] Filter Settings

Process Name	Affected Employee	Started By	Current Processor	Started On	Process Status	Business Status
Maternity Leave - UN	Orinda MARTA	Orinda MARTA		19.02.2015 19:40:18	In Process	Processed

Details Refresh

Umoja Employee Self Service SM

- You can see additional information about your transaction by clicking on the **Details** button
- Click the **Refresh** button to see newly submitted transactions.

The screenshot displays the Umoja Employee Self-Service SM interface. At the top, there are navigation tabs for 'Home' and 'Employee Self-Service SM'. Below this, there are sub-tabs for 'Overview' and 'My Worklist'. The main content area shows a breadcrumb 'Employee Self-Service SM > Overview' and a 'Processes' section. The 'Processes' section includes a 'View' dropdown set to 'Standard View' and a 'Filter Settings' link. A table lists the processes, with one row highlighted in yellow: 'Maternity Leave - UN' for employee 'Orinda MARTA', started by 'Orinda MARTA' on '19.02.2015 19:40:18', with a status of 'In Process' and a business status of 'Processed'. Below the table are 'Details' and 'Refresh' buttons. A 'Details' dialog box is open, showing the following information:

Details

Process Name: Maternity Leave - UN
Process Status: In Process
Reference Number: 000000000364
Started On: 19.02.2015 19:40:18
Ended On:

Started By: Orinda MARTA
Business Status: Processed
Affected EE: Orinda MARTA
Curr. Processor:


Process Steps

Step Name	Processor	Started On	End Date	Step Status
Orinda MARTA: Maternity Leave - UN - Step 01	Orinda MARTA	19.02.2015 19:40:18	19.02.2015	Completed

Close

Umoja Employee Self Service SM

- 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

In this area, you can access to your entitlements

<h3>Add Dependent/Household Members</h3> <p>Dependency benefits are paid to staff members upon UN recognition of an eligible spouse, child or secondary dependent (parent or sibling). Dependency benefits are paid either as 'dependent rate' of base salary and post adjustment, or in the form of a flat allowance.</p> <p>[Apply On-line] [Application History] [More Information]</p>	<h3>Education Grant</h3> <p>This service is currently unavailable. Please contact your HR Partner to submit a new application and to settle prior applications. You will be notified when this becomes available in ESS</p>
<h3>Entitlement Travel</h3> <p>Eligible staff members may qualify for Travel on Home Leave, Family Visit, R&R and Reverse EGT. First submit your leave request and only after its approval, submit the relevant travel request.</p> <p>Create Leave Request You can request leave and other types of absences here</p> <p>Create Entitlement Travel You can create or change entitlement travel request</p>	<h3>Rental Subsidy</h3> <p>The rental subsidy and deduction scheme is designed to provide equity in accommodation expenses among UN staff in duty stations where rents vary considerably, and to alleviate hardships of staff facing higher than average rent costs for reasonable standard accommodations.</p> <p>[Apply On-line] [More Information]</p>

Umoja Employee Self Service SM

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.

Home Employee Self-Service SM

Overview My Worklist

Employee Self-Service SM > Overview Full Screen Options

Add Dependent/Household Members

Dependency benefits are paid to staff members upon UN recognition of an eligible spouse, child or secondary dependent (parent or sibling). Dependency benefits are paid either as 'dependent rate' of base salary and post adjustment, or in the form of a flat allowance.

[Apply On-line] [More information]

Education Grant

This service is currently unavailable. Please contact your HR Partner to submit a new application and to settle prior applications. You will be notified when this becomes available in ESS

Entitlement Travel

Eligible staff members may qualify for Travel on Home Leave, Family Visit, R&R and Reverse EGT. First submit your leave request and only after its approval, submit the relevant travel request.

[Create Leave Request](#)
You can request leave and other types of absences here

[Create Entitlement Travel](#)
You can create or change entitlement travel request

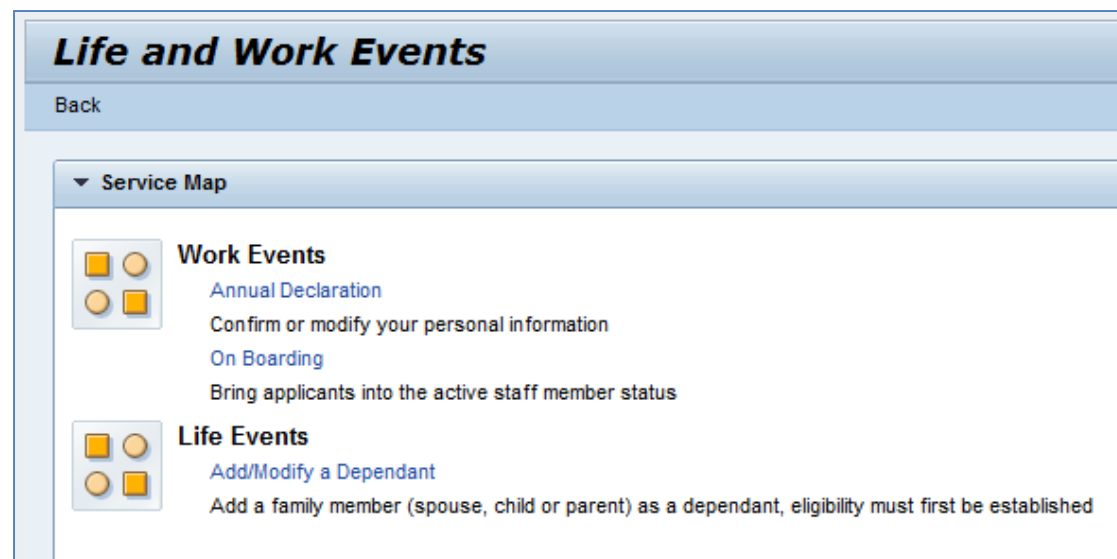
Rental Subsidy

The rental subsidy and deduction scheme is designed to provide equity in accommodation expenses among UN staff in duty stations where rents vary considerably, and to alleviate hardships of staff facing higher than average rent costs for reasonable standard accommodations.

[More information]

Umoja Employee Self Service SM

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).

Umoja Employee Self Service SM

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.

Personal Information

Back

▼ Service Map

 **Personal Information**

- [Personal Data](#)
Enter, change, or delete your Personal Data
- [Addresses](#)
Enter, change, or delete your addresses
- [Beneficiary Details](#)
Add/view beneficiary details
- [Family Members/Dependents](#)
Add/view family members/dependents

Career and Job (Outside Umoja)

Back

▼ Service Map

 **Career and Job Center**

- [Careers and Job](#)
Access to UN career an job opportunities

Umoja Employee Self Service SM

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.

The screenshot shows the 'Time Management' section of the Umoja Employee Self Service SM interface. The page has a light blue header with the title 'Time Management' and a 'Back' button. Below the header is a 'Service Map' section containing several service cards. Each card has an icon of two overlapping squares (one yellow, one orange) and a title. The cards are: 'Special Leave Request' (with sub-links for 'Create Special Leave Request' and 'Maternity Leave Request'), 'Timesheet' (with sub-links for 'Certify Monthly Time Summary', 'Certify Annual Time Summary', 'Annual Time Statement for Previous Years', and another 'Certify' link), 'Important Information for Staff Members' (with sub-links for 'Human Resource Handbook', 'Administrative Instruction for time recording ST/AI/1999/13', 'Staff Regulation on Annual and special leave: 5.1 to 5.3', and 'Email- helpdesk@umoja.un.org'), and 'Absence and Attendance Request' (with sub-links for 'Create Leave Request', 'Leave Overview', and 'View Absence Balances').

Time Management

Back

▼ Service Map

Special Leave Request
Create Special Leave Request
[Maternity Leave Request](#)
Female staff members who have received medical certificate from their doctor with expected date of delivery can use this service, to request maternity leave. If the maternity leave request is outside the maximum/Minimum (6 weeks/ 2 weeks) pre-delivery period, please bring this to attention of the Human Resources.

Timesheet
[Certify Monthly Time Summary](#)
You can correct errors that originated due to incorrect entries at the time recording terminal
[Certify Annual Time Summary](#)
You can correct errors that originated due to incorrect entries at the time recording terminal
[Annual Time Statement for Previous Years](#)
You can correct errors that originated due to incorrect entries at the time recording terminal

Important Information for Staff Members
[Human Resource Handbook](#)
Administrative Instruction for time recording ST/AI/1999/13
Staff Regulation on Annual and special leave: 5.1 to 5.3
for Support contact helpdesk
Email- helpdesk@umoja.un.org

Absence and Attendance Request
[Create Leave Request](#)
You can request leave and other types of absences here.
[Leave Overview](#)
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.
[View Absence Balances](#)
You can display your absence balance information here.

Umoja Employee Self Service SM

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.

The screenshot displays the 'Benefits and Payment' section of the Umoja Employee Self Service SM interface. The page has a light blue header with the title 'Benefits and Payment' and a 'Back' link. Below the header is a 'Service Map' section with a dropdown arrow. The main content area is divided into three columns. The left column contains two sections: 'Benefits' and 'Payment'. The 'Benefits' section includes a 'Participation Overview' link, a description of viewing health and life insurance plans, a 'Confirmation form' link, and instructions on printing a confirmation statement. The 'Payment' section includes links for 'Display Salary Statement', 'Display Planned Recoveries', and 'Payroll Simulation', along with instructions on simulating changes to salary and tax data. The right column contains an 'Additional Information' section with a link to the 'Health and Life Insurance website'.

Benefits and Payment

Back

▼ Service Map

Benefits

[Participation Overview](#)

In this area you can view the health and life insurance plans in which you are enrolled.

[Confirmation form](#)

Once you have completed your health and/or life insurance selection you may print a confirmation statement for your records.

Payment

[Display Salary Statement](#)

You can view your most recent salary statement here.

[Display Planned Recoveries](#)

You can create or change Official Travel Requests.

[Payroll Simulation](#)

You can simulate changes to your salary, tax data, and social insurance data, and see how it would effect your salary statement here.

Additional Information

Our website can provide you detailed information regarding the Health and Life Insurance options available.

[Health and Life Insurance website](#)

Umoja Employee Self Service SM

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.

The screenshot displays the 'Travel, Shipment and Expenses' section of the Umoja Employee Self Service SM interface. At the top, there is a 'Back' button. Below it is a 'Service Map' section with a dropdown arrow. The main content area is organized into several sections, each with an icon and a title:

- Overview** (Icon: Suitcase with 'S', 'T', 'E')
Traveler Work Center
You can create, change/edit, display/print, request cancellation and delete travel requests, shipment requests and expense reports.
- Create Travel Request** (Icon: Airplane)
Create Official Travel
You can create or change official travel requests
Create HR Travel
You can create or change hr travel requests.
Create Entitlement Travel
You can create or change entitlement travel requests
Create Group Travel (for uniform personnel and meeting participants ONLY)
You can create or change group travel requests.
- Create Shipment Request** (Icon: Four squares)
Create Unaccompanied Shipment Request
You can create or change unaccompanied shipment
- Create Expense Report** (Icon: Four squares)
Create Expense Report
You can create or change expense reports.
- Create Travel Plan** (Icon: Four squares)
Create Third-Party Travel Plan
You can create or change travel plans.
- Travel Documents** (Icon: Four squares)
Online Help
Online Training
Official Travel Policies and Guidelines
Security Clearance
Medical Clearance