

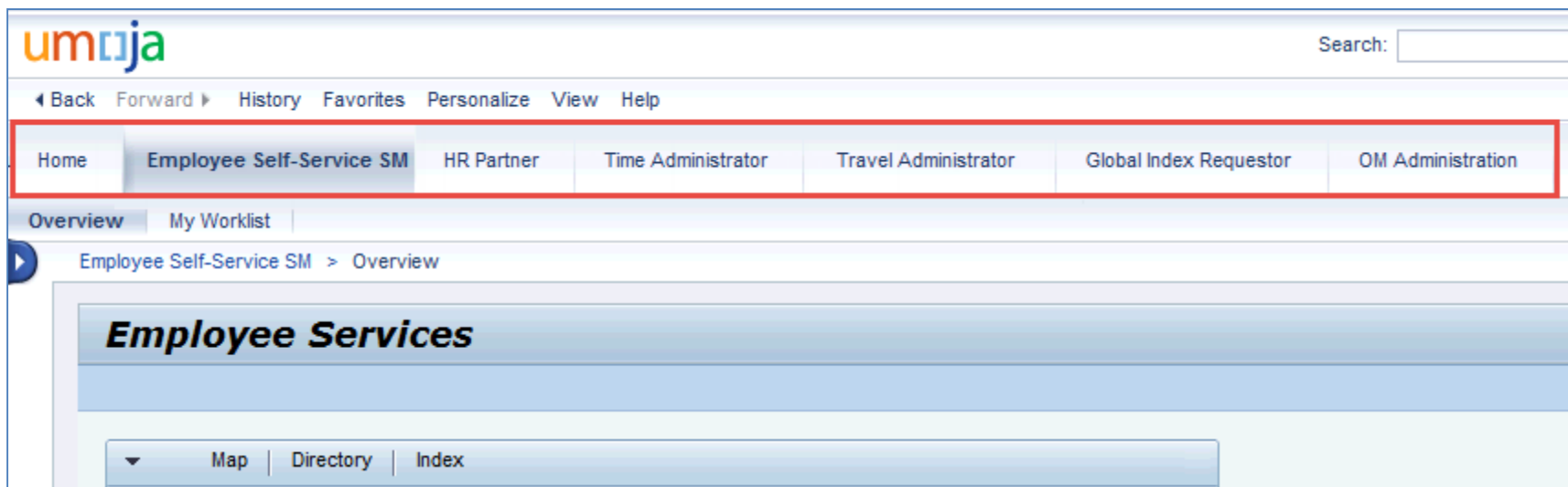
# Umoja Portal Role Toolbar

- The **Role bar** runs across the top of the Umoja Portal screen and displays the different menu tabs available. The **Role bar** is visible on all screens within ESS. However, options displayed will depend on the roles assigned to you in Umoja.

The screenshot displays the Umoja Portal interface. At the top left is the 'umojja' logo. To the right is a search bar and a 'Log off' link. Below this is a navigation bar with links for 'Back', 'Forward', 'History', 'Favorites', 'Personalize', 'View', and 'Help'. A red box highlights the 'Role bar' containing menu tabs: 'Home', 'Employee Self-Service SM' (which is selected), 'HR Partner', 'Time Administrator', 'Travel Administrator', 'Global Index Requestor', and 'OM Administration'. Below the role bar are 'Overview' and 'My Worklist' tabs. The main content area is titled 'Employee Services' and contains four service tiles: 'Status Overview', 'Personal Information', 'Entitlements', and 'Benefits and Payment', each with a brief description of the service.

# Enterprise Roles in Umoja

- The structure and delivery of content of the Umoja Portal to the different users is determined by the role or user's tasks within the Organization.
- The role-based setting enables the different users — from Employees to Managers, to HR Partners, to Certifying Officers — to focus exclusively on data relevant to a specific function.
- Users can access their dedicated Umoja Portal role-based applications, information repositories, and services by clicking on the relevant Portal tab.



# Umoja Portal Role Toolbar

- Most staff members will see two primary tabs: “**Employee Self Service SM**” and “**Home**”. This course will focus on the structure and options available under these two tabs.
- Any other tab users may see are connected with their Enterprise Role/s in Umoja and will be detailed in other dedicated courses.

