Umoja Extension 1 Processes for Cluster 3 & 4

umoja
be the change

WORKFORCE MANAGEMENT

- Personnel Administration (Onboarding/Contract Renewal/ Movements/Separation)
- Entitlements
- Maintain HR Reference Tables
- Core Master Data Management
- Medical and Life Insurance Enrolment
- After Service Health Insurance (ASHI) and After Service Life Insurance (ASLI) Data Maintenance
- Life and Work Events
- Claims under Staff Rules Appendix D and Malicious Acts Insurance Policy (MAIP)
- Annual Enrolment
- Special Leave without Pay – Prepaid Insurance and Pension

ORGANIZATIONAL MANAGEMENT

- Manage Reorganization
- Maintain Organization Structure
- Create Position (Non-Post)
- Maintain Position
- Loan Position
- Bulk Extension of Positions
- HR Budget Implementation

TRAVEL MANAGEMENT

- Official Business Travel
- HR Travel
- Uniformed Personnel Travel
- Shipment of Personal Effects
- Travel Master Data
- Travel Expenses
- Ticket Billing and Invoicing Solution
- Online Booking *

TIME MANAGEMENT

- Leave Management
- Manage Work Schedules
- Positive Time Recording
- Request for Overtime (OT) and Compensatory Time Off (CTO)
- Evaluate Time Data

PAYROLL

- Staff Payroll
- Pension Reconciliation
- US Tax Data Collection
- Claims Processing – Overpayment
- Arrears Processing
- Off-Cycle Processing
- Replacement Payments and Disbursement
- Reversals and Voids
- Maintain Payroll Master Data

* Functionality deferred to future deployments

v6 | 20 Jan 2015