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## Purpose

This procedure is used by the *Staff Member* to certify their monthly time statement.

## Reference

Factsheets contain additional information on the different eligibility and documentation requirements for this subject.

This quick guide, the simulation and the factsheets are provided for information and navigational purposes only. The United Nations Staff Rules and Regulations, and Administrative Instructions are the authoritative documents on this subject and staff members should refer to those documents for the complete eligibility and documentation requirements as it pertains to their situation

## Intended Audience

- *Staff Member*

## Global Process

This process begins after the *Staff Member* has logged into the **Umoja** portal.

- *Staff member* reviews their monthly time statement through the Umoja Employee Self-Service portal.
- The *staff member* certifies and submits their monthly time statement through the Umoja Employee Self-Service.

## Pre-requisites

It is very important that you keep an accurate and updated record of attendance for each month so that the report correctly reflects the leave taken and you can easily verify and certify the report.

## Objectives

As part of the demonstration, we will show you:

- How to view your monthly time statement.
- How to certify and submit your monthly time statement.
- How to save and print your monthly time statement.

## Scenario

At the beginning of each month Umoja sends an automated message to all Staff Members to notify the availability of the current Monthly Time and Attendance Certification for the previous month.

The Staff Member logs in the Employers Self Service Portal , reviews the absence record and, if consistent with the actual attendance, confirms the Monthly Certification.

## Menu Path

[Employee Self Service SM > Time Management>Certify Monthly Time Summary](#)

## Procedure

1. Start the transaction using the menu path:

[Employee Self-Service>Time Management>Certify Monthly Time Summary](#)

## Overview - Umoja training portal - T2J - Windows Internet Explorer



2. Click on the [Employee Self-Service SM](#) tab.

### Employee Services



**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.

**Time Management**  
In this area, you can use services to record your working time, request leave, and display your time account data.

**Travel, Shipment and Expenses**  
In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.

**Quick Links**  
[Traveler Work Center](#)  
[Create Official Travel](#)  
[Create HR Travel](#)

3. Click on the [Time Management](#) link.

**Time Management.**

If the maternity leave request is outside the maximum/minimum (0 weeks/ 2 weeks) pre-delivery period, please bring this to attention of the Human Resources.



**Time Statement**

[Certify Monthly Time Summary](#)

You can correct errors that originated due to incorrect entries at the time recording terminal

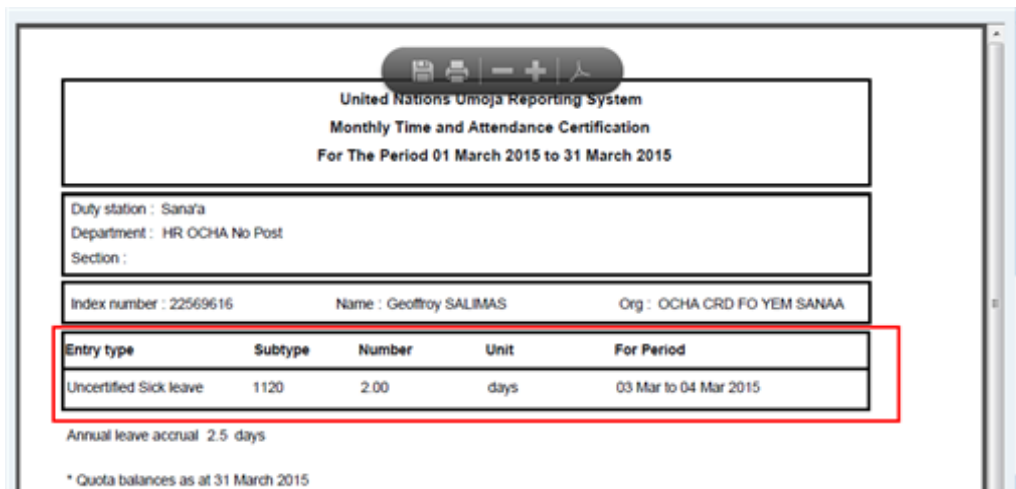
[Certify Annual Time Summary](#)

You can correct errors that originated due to incorrect entries at the time recording terminal

- Click on the [Certify Monthly Time Summary](#) link.

A PDF report will be produced showing the list of absence types taken and the duration of the leave. Please note that this is not a dynamic report and will only show the leave taken as of the date of the generation of the report.

**Times Statement Verification Month**



United Nations Umoja Reporting System  
Monthly Time and Attendance Certification  
For The Period 01 March 2015 to 31 March 2015

Duty station : Sana'a  
Department : HR OCHA No Post  
Section :

Index number : 22569616      Name : Geoffroy SALIMAS      Org : OCHA CRD FO YEM SANAA

Entry type	Subtype	Number	Unit	For Period
Uncertified Sick leave	1120	2.00	days	03 Mar to 04 Mar 2015

Annual leave accrual 2.5 days

\* Quota balances as at 31 March 2015

- Review the Absence record for the month then scroll to the end to the page.



If you identify any discrepancies in the absence record, do not certify the Monthly Time and Attendance Certificate and take the following action(s):

- **Missing absence record:** close the page and submit an absence request for the type of absence and days taken.
- **Leave not utilized or curtailed:** If the leave was already approved, follow the instructions for deleting an approved record. Once your time manager has approved the deletion, you may re-enter the correct leave time taken as a new record and your manager will approve accordingly.



**IMPORTANT:** whenever you correct any discrepancies (either by adding missing entries or by fixing incorrect data) you will not be able to see the updates in the monthly certification. As indicated earlier, monthly certification reports are generated at the beginning of a month for the previous month. So any corrections made after the report is generated will be viewable in your quota balances but will not be dynamically updated in the monthly report, which will always remain static. That is why it is important to keep your attendance up to date by the end of each month.

### Times Statement Verification Month

\* Quota balances as at 31 March 2015

Quota balances	Number of days/hours
Annual Leave Balance	21.5 Days
Sick Leave with Full Pay	193.0 Days
Uncertified SL	5.0 Days
Sick Leave with Half Pay	195.0 Days
Home Leave Points	14.0 Days

Please confirm the above absences, attendances and quotas are correct.  
If the time statement is not correct, please contact your Time Administrator or HR for correction.

I confirm that the time statement for the above specified month is correct.

Content Area

6. If everything is correct in your Absence Quota balance then select "I confirm that the time statement for the above specified month is correct."

### Times Statement Verification Month

\* Quota balances as at 31 March 2015

Quota balances	Number of days/hours
Annual Leave Balance	21.5 Days
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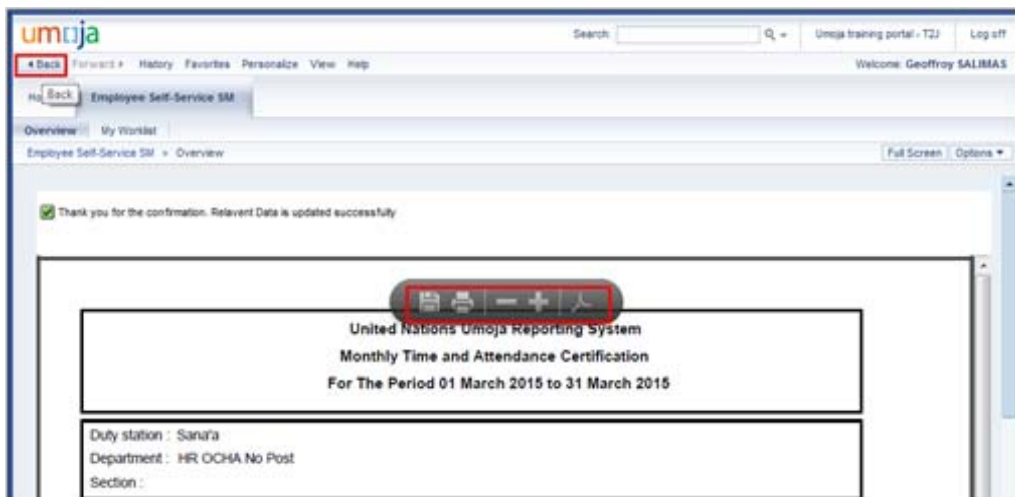
**Save** **Exit**

- Click on the **Save** button to submit your certified Monthly Statement.



The system enables you to save, print and display the Monthly Certification as a PDF document.

### Certify Monthly Time Summary - Umoja training portal - T2J - Windows Internet Explorer



Thank you for the confirmation. Relevant Data is updated successfully

United Nations Umoja Reporting System  
Monthly Time and Attendance Certification  
For The Period 01 March 2015 to 31 March 2015

Duty station : Sana'a  
Department : HR OCHA No Post  
Section :

8. Click on the [Back](#) button to return to the main menu.

