
Purpose

Use this procedure to submit requests for the following leave absences:

- Annual Leave - used to record annual leave. The leave amount can be taken at any time provided sufficient time has been accrued by the staff member.
- Annual Leave - Reverse EGT - used to record annual leave due to reverse EGT which is drawn against the staff members annual leave quota.
- Annual Leave - Home Leave - used to record annual leave due to home leave. It is drawn against the staff members annual leave quota and reduces home leave points by 24.
- Annual Leave - Family Visit - used to record annual leave due to family visit and is drawn against the staff members annual leave quota.
- CTO Use - used to record Compensatory Time-Off (CTO) leave and is drawn against the number of pre-approved CTO hours earned by the staff member.
- Compressed Reg Day Off - used to record the 10th day of a 9 in 10 compressed work schedule

Intended Audience

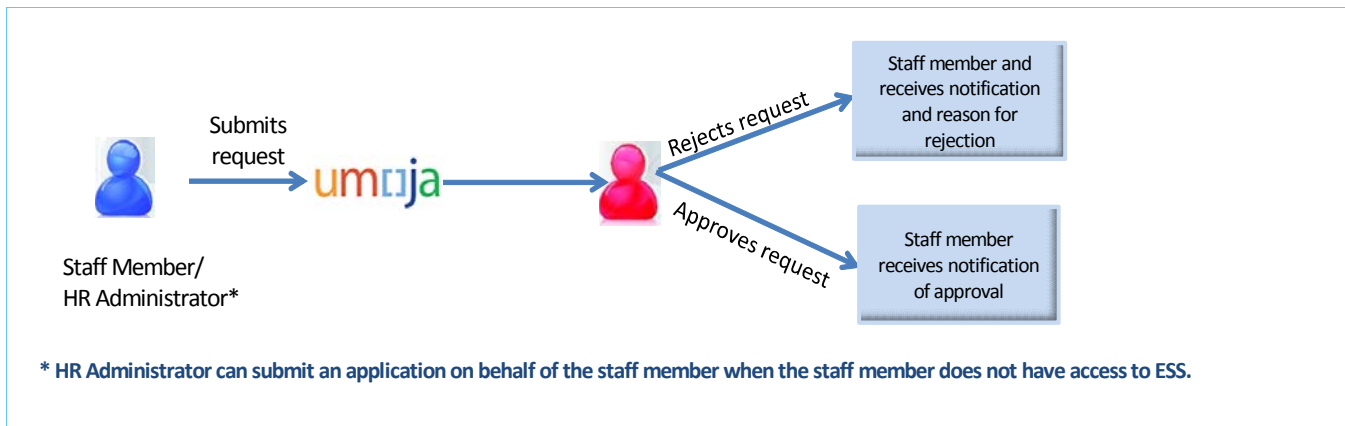
- *Staff Member*

Global Process

This process begins after the *staff member* has logged into the [Umoja Employee Self-Service](#) application.

Below is a description of the types of leaves covered by this procedure and their approval requirements.

S



1. **Staff member** submits a request for leave through the Umoja Employee Self-Service portal.
2. **Time Manager** verifies and reviews the request through the Umoja Approver Work Centre.
 - a. If the **Time Manager** approves the request, the request is recorded in Umoja and a notification is sent to the **staff member**.
 - b. If the **Time Manager** rejects the request, the **staff member** is notified. The **staff member** will need to create and submit a new request.

Types of leaves requiring single level approval

The following types of leave require approval only from the Time Manager:

- Annual Leave
- Annual Leave - Reverse EGT
- Annual Leave - Home Leave T
- Annual Leave - Family Visit
- CTO Use
- Compressed Reg Day Off

Travel

Some leave requests once approved require the staff member to submit a request for travel entitlements. Leaves that have travel entitlements associated with them are:

- Annual Leave - Home Leave
- Annual Leave - Family Visit
- Annual Leave - Reverse EGT

It is the staff members responsibility to submit the travel request once their leave request has been approved.

Once the travel request has been submitted the HR and Travel teams will review the request for eligibility of entitlement.

Objectives

As part of the demonstration, we will show you:

1. How to check your leave balances.
2. How to check your colleagues approved leave requests.
3. How to submit a leave request for full and half days.
4. How to ensure your secondary time manager(s) receive notification of your request.
5. How to check the status of your request.
6. How to check your new leave balances, after your request has been approved.

Scenario

A **staff member** submits a request for two and a half (2.5) days of annual leave starting on 20 March and ending on 23 March with a half day taken on 24 March.

Menu Path

Use the following menu path(s) to begin this process:

[Employee Self-Service SM > Overview > Time Management> Create Leave Request](#)

Procedure

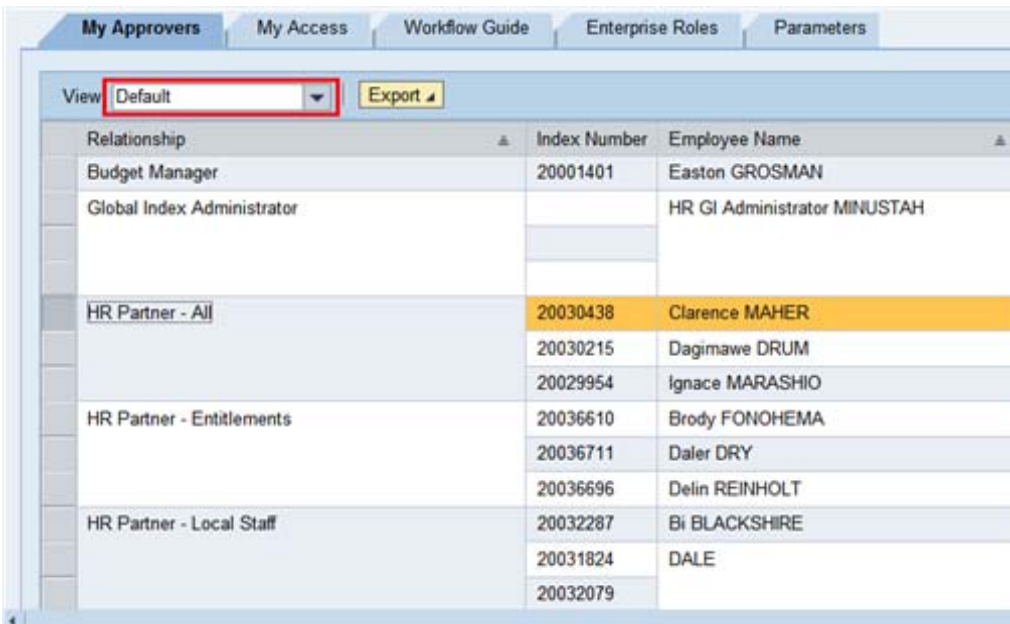
Before we submit a leave request, we will be showing you how to check the time managers and time administrators assigned to you. Every staff manager is assigned a primary time manager who is responsible for approving your time related requests. Your primary time manager can delegate the role of time approver to one or more secondary time managers.

Welcome to Umoja




1. To find out who are your assigned Time Manager(s) and Time Administrator(s) click on the [User Map](#) link.

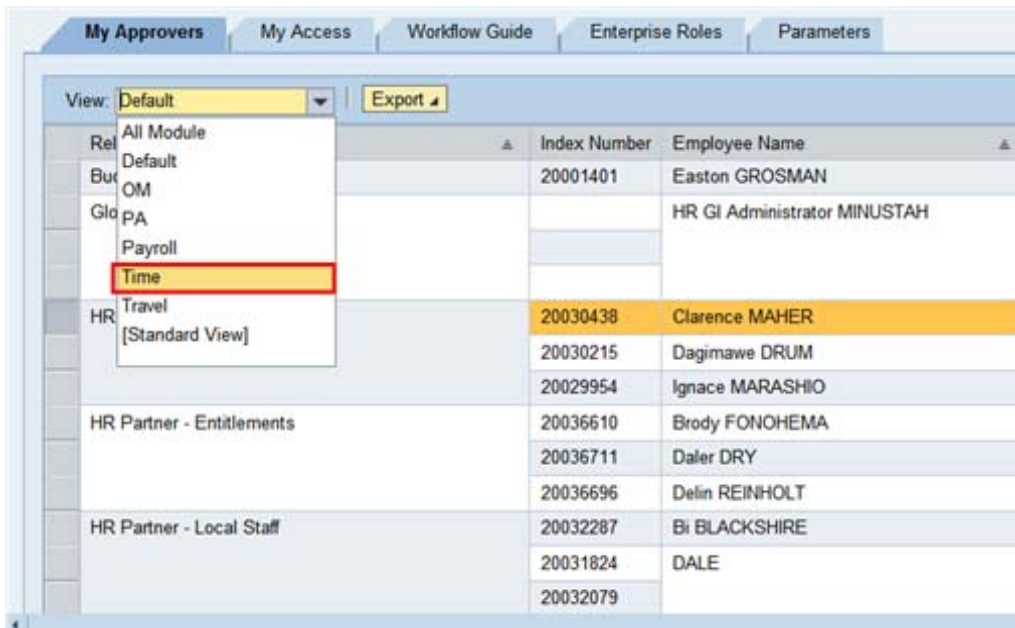
User or Employee Search



Relationship	Index Number	Employee Name
Budget Manager	20001401	Easton GROSMAN
Global Index Administrator		HR GI Administrator MINUSTAH
HR Partner - All	20030438	Clarence MAHER
	20030215	Dagimawe DRUM
	20029954	Ignace MARASHIO
HR Partner - Entitlements	20036610	Brody FONHEMA
	20036711	Daler DRY
	20036696	Delin REINHOLT
HR Partner - Local Staff	20032287	Bi BLACKSHIRE
	20031824	DALE
	20032079	

- All managers and administrators assigned to you are listed in the table. To filter the list by the type of processed handled, click on the View drop-down arrow .

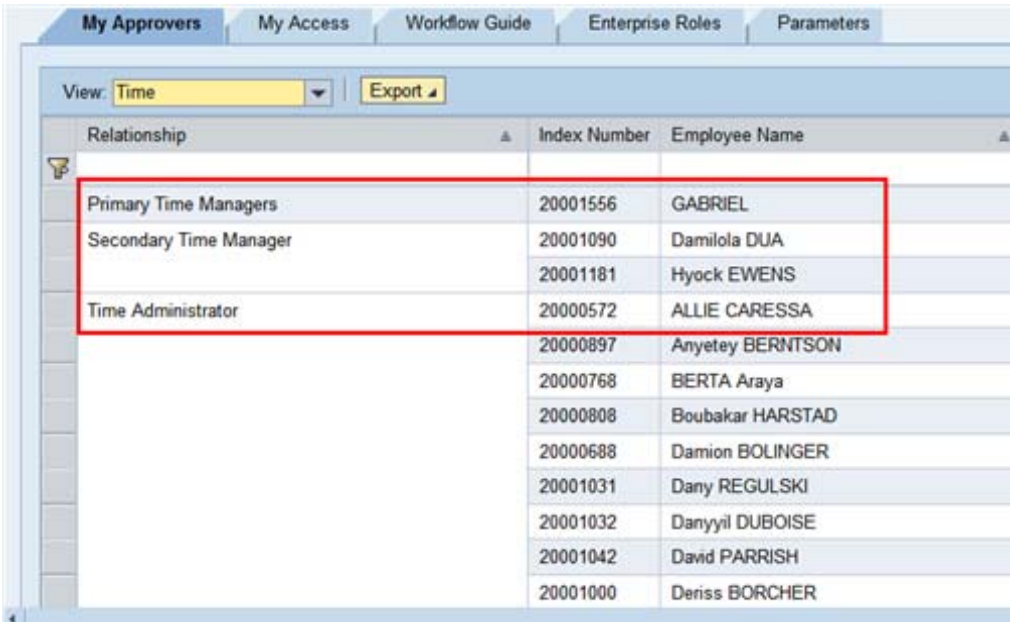
User or Employee Search



	Index Number	Employee Name
Rel		
Bur	20001401	Easton GROSMAN
Glo		HR GI Administrator MINUSTAH
HR	20030438	Clarence MAHER
	20030215	Dagimawe DRUM
	20029954	Ignace MARASHIO
HR Partner - Entitlements	20036610	Brody FONHEMA
	20036711	Daler DRY
	20036696	Delin REINHOLT
HR Partner - Local Staff	20032287	Bi BLACKSHIRE
	20031824	DALE
	20032079	

3. Select Time from the list to filter by the time manager(s) and time administrator(s) assigned to you.

User or Employee Search



Relationship	Index Number	Employee Name
Primary Time Managers	20001556	GABRIEL
Secondary Time Manager	20001090	Damilola DUA
	20001181	Hyock EWENS
Time Administrator	20000572	ALLIE CARESSA
	20000897	Anyetey BERTSON
	20000768	BERTA Araya
	20000808	Boubakar HARSTAD
	20000688	Damion BOLINGER
	20001031	Dany REGULSKI
	20001032	Danyyil DUBOISE
	20001042	David PARRISH
	20001000	Deriss BORCHER

- The Time Manager(s) and Administrators are listed. Your primary manager is GABRIEL who has assigned two secondary time managers.



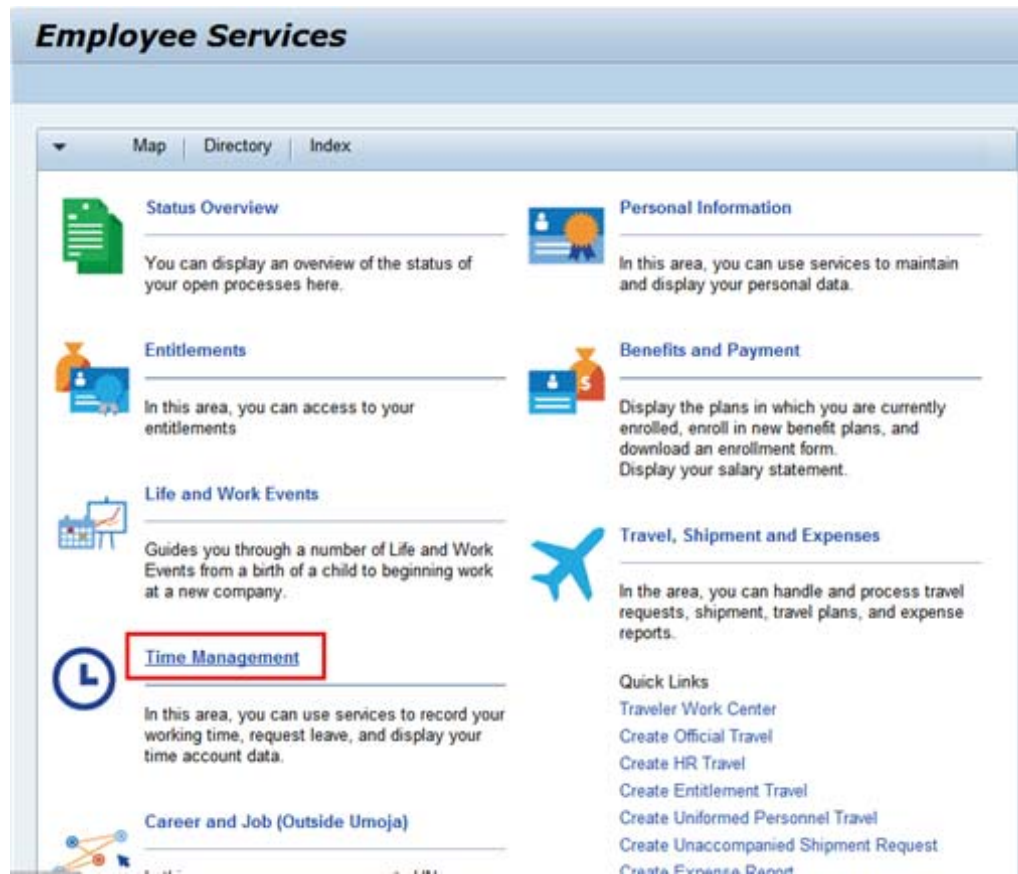
Next, we will be demonstrating how to create annual leave for 2-1/2 days. It is important to remember that leave requests taken consecutively in days/half days or non-consecutively must be entered separately. First we will demonstrate how to enter the consecutive full days of leave.

User Map - Umoja qa portal - Q3J - Windows Internet Explorer



5. Click on the **Employee Self-Service SM** tab.

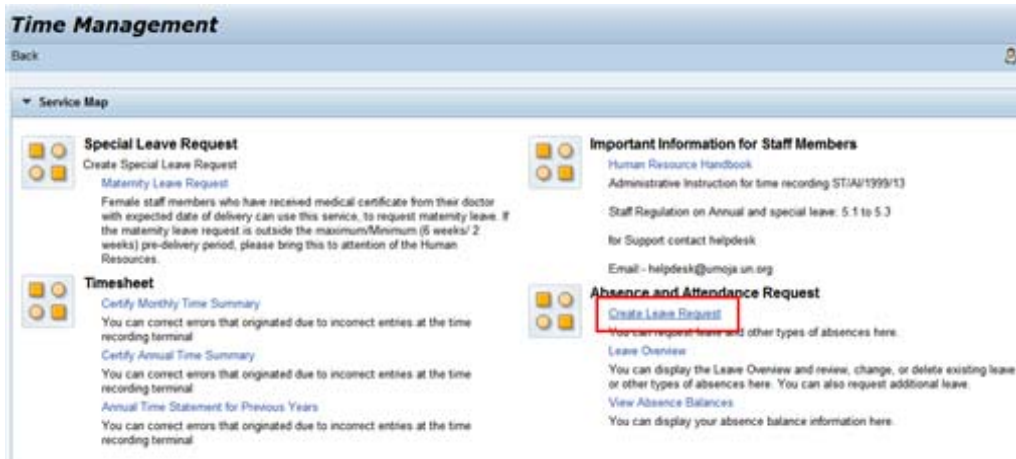
Employee Services



The screenshot shows the 'Employee Services' portal with a navigation bar containing 'Map', 'Directory', and 'Index'. The main content area is divided into two columns. The left column includes sections for 'Status Overview', 'Entitlements', 'Life and Work Events', 'Time Management' (highlighted with a red box), and 'Career and Job (Outside Umoja)'. The right column includes 'Personal Information', 'Benefits and Payment', 'Travel, Shipment and Expenses', and a 'Quick Links' section with several options like 'Traveler Work Center', 'Create Official Travel', etc.

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

Time Management



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 (5 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@umojja.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.

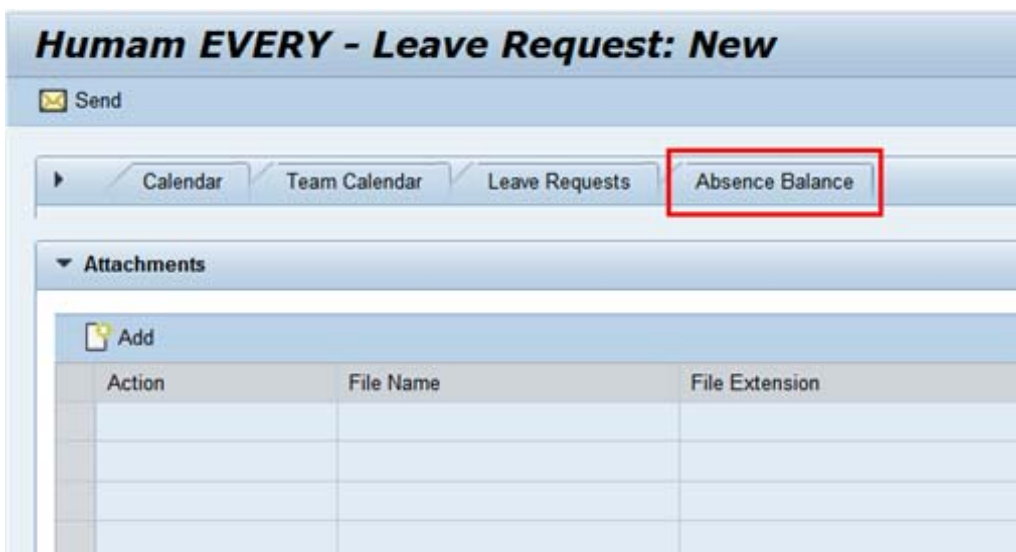
7.

Click on the [Create Leave Request](#) link.



The Create Leave Request allows you to submit requests for various types of leaves.

Humam EVERY - Leave Request: New



Humam EVERY - Leave Request: New

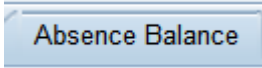
Send

Calendar | Team Calendar | Leave Requests | **Absence Balance**

Attachments

Add

Action	File Name	File Extension

8. Click on the  tab.

Most leave types have a quota (maximum amount of time) that can be taken as leave. You are advised to check your total balance at the time of the request so that you know how much time you can request.

Humam EVERY - Leave Request: New



Absence Balance Type	Balance as of date (show from)	Future Deductions	Available Balance
Uncertified SL	7	0.00000	7
Annual Leave Balance	12.5	0.00000	12.5
Paternity Leave	20	0.00000	20
Sick Leave with Full Pay	195	0.00000	195
Sick Leave with Half Pay	195	0.00000	195

9. Your available balances for the various leave absences that have quotas will be displayed in the Available Balance column.



Next, we will check the Team Calendar. It is important to check this calendar before submitting a request since your manager may not approve your leave request if there are a large number of colleagues absent on the days you want to go on leave.

Humam EVERY - Leave Request: New



Humam EVERY - Leave Request: New

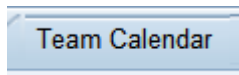
✉ Send

Calendar **Team Calendar** Leave Requests Absence Balance

Absence balance type: All Types Show from:

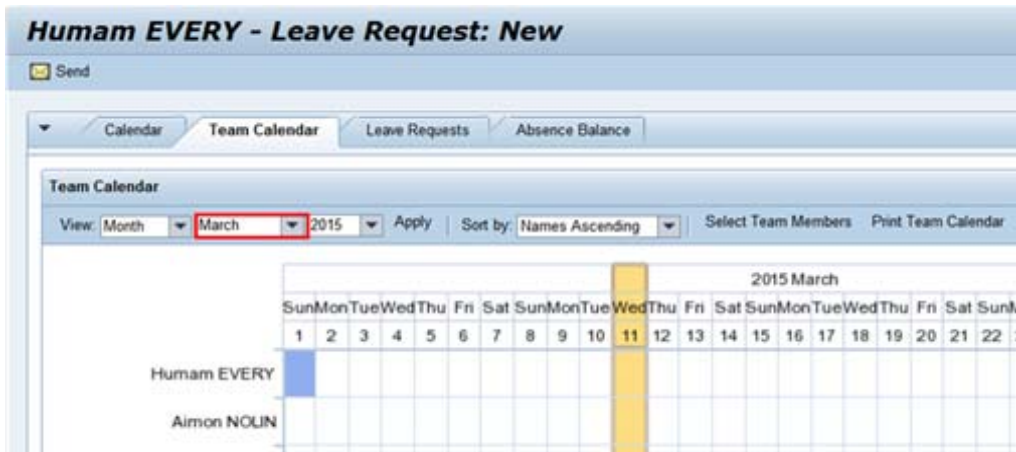
Absence Balance Type	Balance as of date (show from)
Uncertified SL	7
Annual Leave Balance	12.5
Paternity Leave	20
Sick Leave with Full Pay	195
Sick Leave with Half Pay	195

10.



Click on the **Team Calendar** tab. The Team Calendar will display the current month's absences for each member of your team.

Humam EVERY - Leave Request: New



Humam EVERY - Leave Request: New

✉ Send

Calendar **Team Calendar** Leave Requests Absence Balance

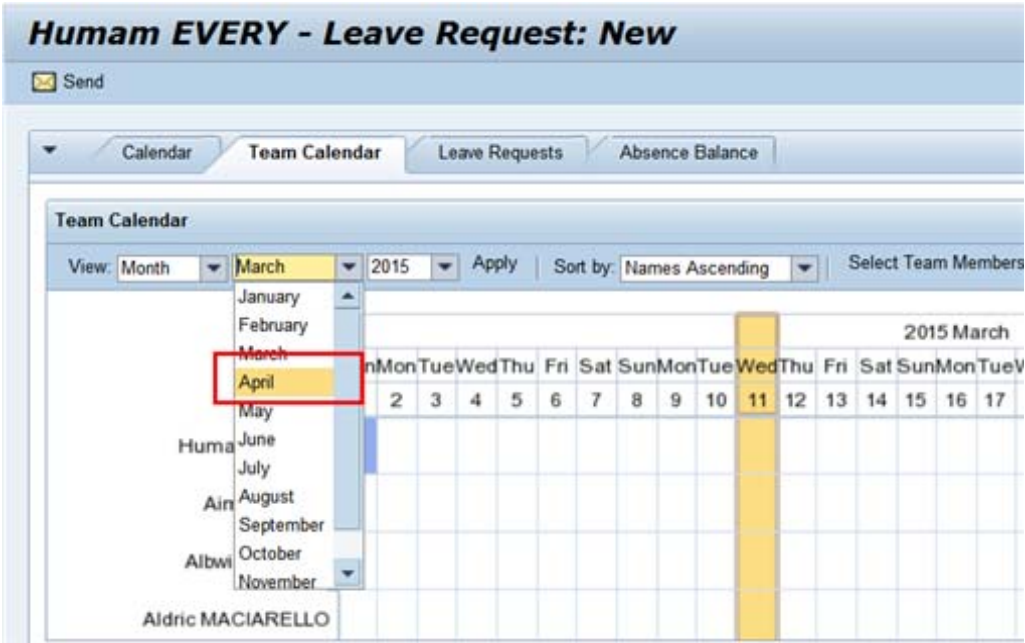
Team Calendar

View: Month **March** 2015 Apply Sort by: Names Ascending Select Team Members Print Team Calendar

		2015 March																					
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Humam EVERY																							
Aimon NOLIN																							

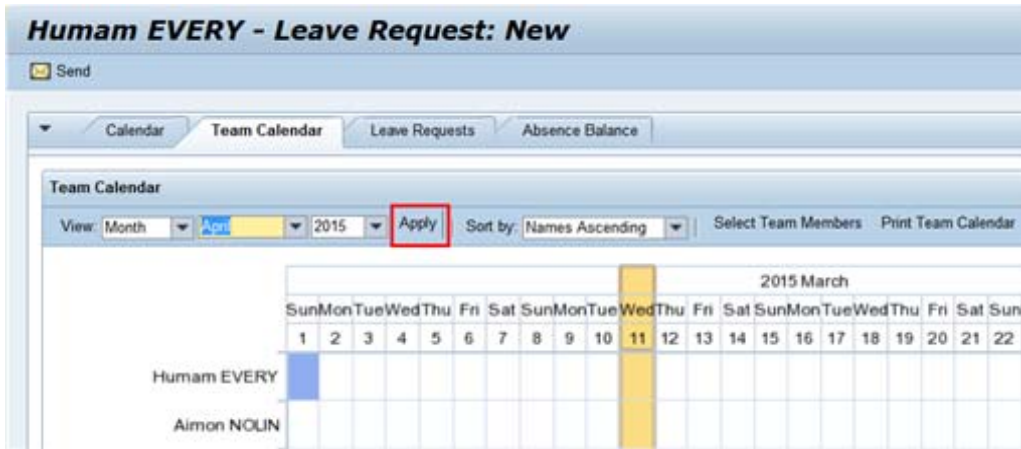
- To view the team member's absences for a different month click on the drop-down arrow **March** .

Humam EVERY - Leave Request: New




- Select the month you wish to view. In our demonstration we will view the team's absences for the month of April.

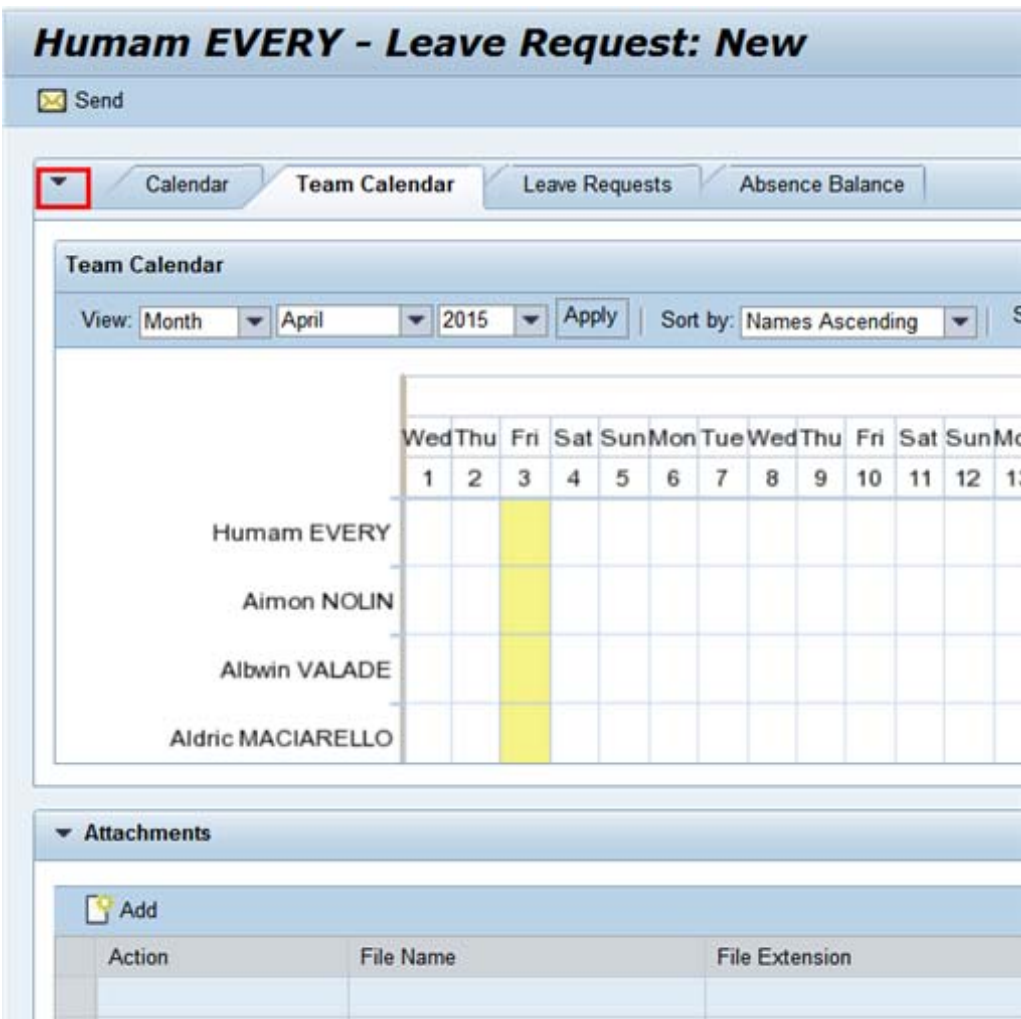
Humam EVERY - Leave Request: New



13.

Click on the  button to display the team member's absence for the selected month.

Humam EVERY - Leave Request: New



Humam EVERY - Leave Request: New

Send

Calendar
 Team Calendar
 Leave Requests
 Absence Balance

View: Month | April | 2015 | Apply | Sort by: Names Ascending

	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mo
	1	2	3	4	5	6	7	8	9	10	11	12	13
Humam EVERY													
Aimon NOLIN													
Albwin VALADE													
Aldric MACIARELLO													

▼ Attachments

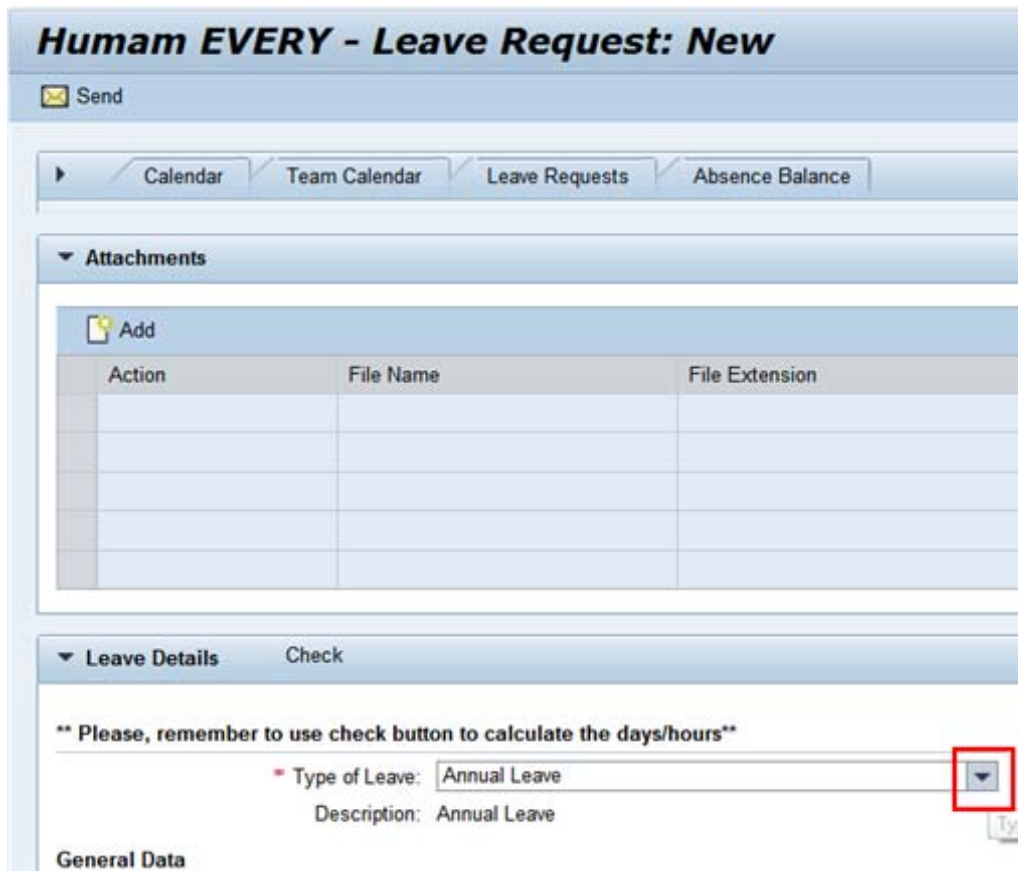
Add

Action	File Name	File Extension

14. Now that you have checked your absence balances and the team's absence schedule we are ready to create our request.

Click on the drop-down arrow  to close this section.

Humam EVERY - Leave Request: New



Humam EVERY - Leave Request: New

Send

Calendar Team Calendar Leave Requests Absence Balance

▼ Attachments

Add

Action	File Name	File Extension

▼ Leave Details Check

**** Please, remember to use check button to calculate the days/hours****

Type of Leave: Annual Leave
Description: Annual Leave

General Data

15.

Click on the drop-down arrow  to view the of leave types available.

Humam EVERY - Leave Request: New

Humam EVERY - Leave Request: New

✉ Send

▶
Calendar
Team Calendar
Leave Requests
Absence Balance

▼ Attachments

📎 Add

Action	File Name	File Extension

▼ Leave Details
Check

**** Please, remember to use check button to calculate the days/hours****

General Data

- Type of Leave:
- Description:
- Start Date:
- End Date:
- Att./abs. days:

Annual Leave

Annual Leave

Uncertified Sick leave

Special Leave w/Full Pay

Special Leave without Pay

Certified Sick Leave

Compressed Reg Day Off

Jury Duty

Paternity Leave

Department of Management
Office of Human Resources Management

17 March 2015

17/34

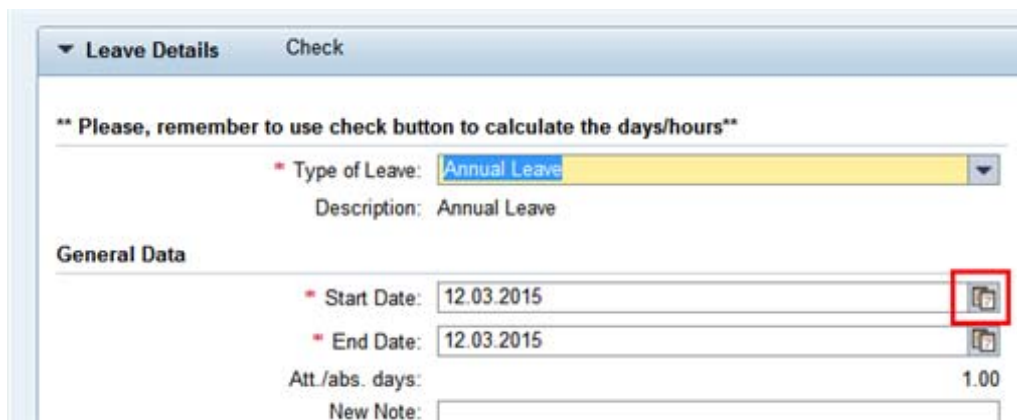
16. Select Annual Leave from the list.

The following steps can be used to request the following leave absence types:

- Annual Leave
- Annual Leave - Home Leave
- Annual Leave - Family Leave
- Annual Leave - Reverse EGT
- Compressed Reg Day Off

In our demonstration we will be requesting annual leave for 2 -1/2 days

Humam EVERY - Leave Request: New





▼ Leave Details Check

**** Please, remember to use check button to calculate the days/hours****

* Type of Leave: Annual Leave
Description: Annual Leave


General Data

* Start Date: 12.03.2015 

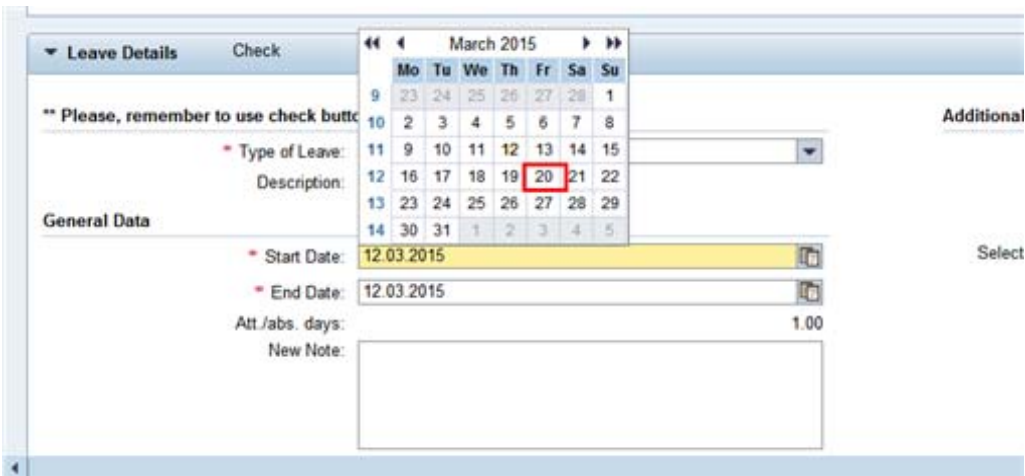
* End Date: 12.03.2015 

Att./abs. days: 1.00

New Note:

17. Select the date the leave is to start. Dates can be selected from the calendar by clicking on the Calendar  icon or entered directly into the field using the DD.MM.YYYY format.

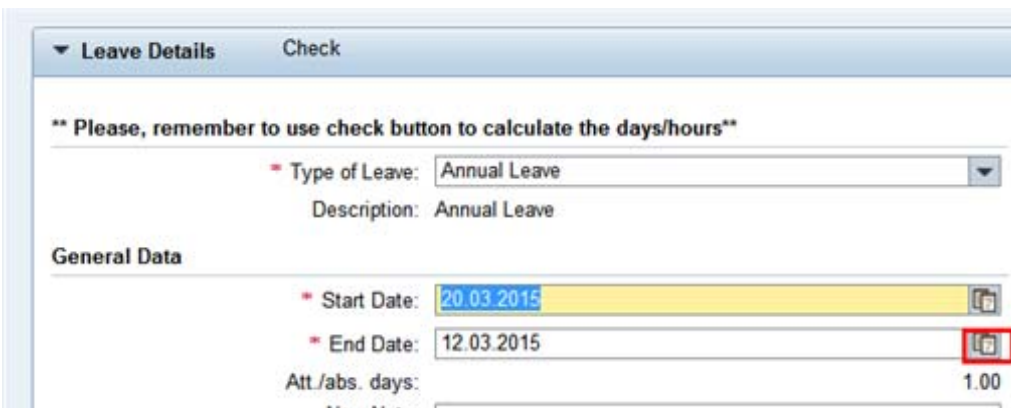
Humam EVERY - Leave Request: New




The screenshot shows a web form for creating a new leave request. A calendar for March 2015 is displayed, with the date 20 highlighted in red. Below the calendar, the 'Start Date' field is set to 12.03.2015. The form includes sections for 'Leave Details', 'General Data', and 'Additional' information.

18. On the calendar, select the absence start date. In this demonstration the start date will be 20 March 2015.

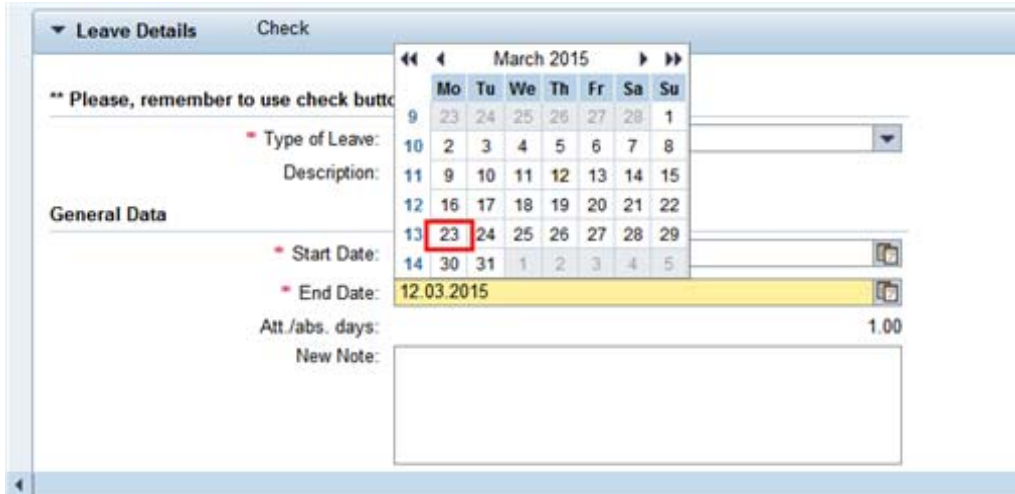
Humam EVERY - Leave Request: New



The screenshot shows the same web form, but now the 'End Date' field is set to 12.03.2015. The 'Type of Leave' is set to 'Annual Leave'. The 'Start Date' field is still set to 20.03.2015. The form includes sections for 'Leave Details', 'General Data', and 'Additional' information.

19. Select the date the leave is to end. Dates can be selected from the calendar by clicking on the Calendar  icon or entered directly into the field using the DD.MM.YYYY format.

Humam EVERY - Leave Request: New



Leave Details Check

** Please, remember to use check button

Type of Leave:

Description:

General Data

Start Date: 23

End Date: 12.03.2015

Att./abs. days: 1.00

New Note:

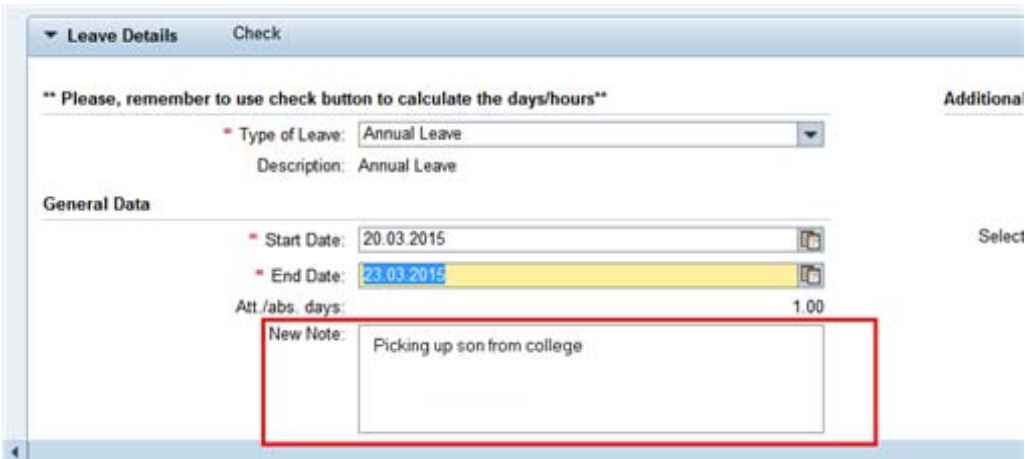
March 2015						
Mo	Tu	We	Th	Fr	Sa	Su
9	23	24	25	26	27	28
10	2	3	4	5	6	7
11	9	10	11	12	13	14
12	16	17	18	19	20	21
13	23	24	25	26	27	28
14	30	31	1	2	3	4

20. In our demonstration, we will be taking 2 days of absence, from 20 March 2015 to 23 March 2015 inclusive.



The system will ignore Saturday, Sundays and Holidays. If one of those days were selected a message will appear instructing you to choose another start or end date to calculate the days of absence.

Humam EVERY - Leave Request: New



Leave Details Check

**** Please, remember to use check button to calculate the days/hours****

Type of Leave: Annual Leave
Description: Annual Leave

General Data

Start Date: 20.03.2015
End Date: 23.03.2015
Att./abs. days: 1.00

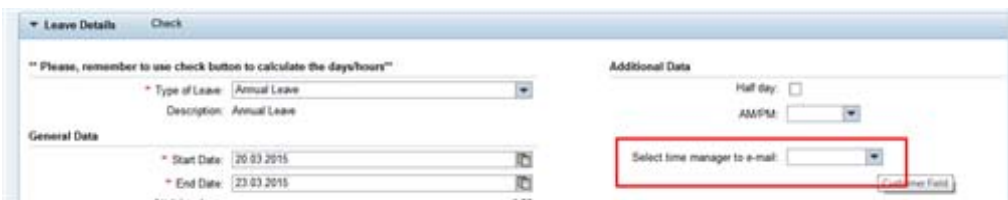
New Note: Picking up son from college

21. Enter additional information for your time manager in the New Note box. In our demonstration we entered the following text "Picking up son from college".



Next, select the time managers who should receive notification of your request.

Humam EVERY - Leave Request: New



Leave Details Check

**** Please, remember to use check button to calculate the days/hours****


Type of Leave: Annual Leave
Description: Annual Leave

General Data

Start Date: 20.03.2015
End Date: 23.03.2015

Additional Data

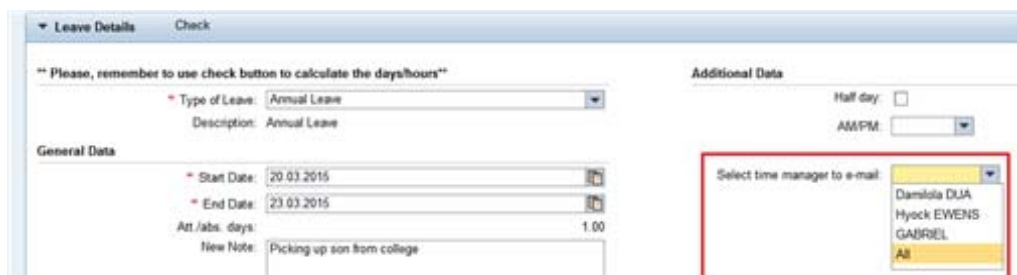
Half day:
AM/PM:
Select time manager to e-mail:

22. Click on the drop-down arrow  to view a list of your primary and secondary time managers. The list may be blank if your primary manager has not delegated this responsibility.

Your primary time manager will automatically receive notification of your leave request even if s/ he has delegated the time approval function to a secondary manager.

If they have delegated the time responsibility to a secondary time manager, your secondary manager will not be notified of the request unless they are selected from the list of time managers.

Humam EVERY - Leave Request: New

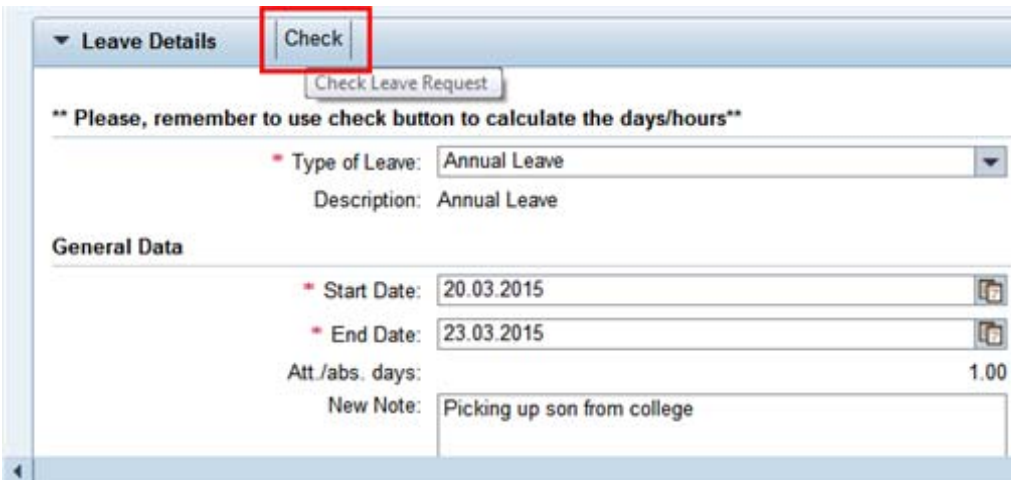


23. Select your secondary time manager from the list who should receive notification of your request or select ALL and all the secondary time managers will receive a notification.



Next, we are going to have the system check your request against your quota.

Humam EVERY - Leave Request: New



▼ Leave Details **Check**

Check Leave Request

**** Please, remember to use check button to calculate the days/hours****

* Type of Leave: Annual Leave
Description: Annual Leave

General Data

* Start Date: 20.03.2015
* End Date: 23.03.2015
Att./abs. days: 1.00
New Note: Picking up son from college

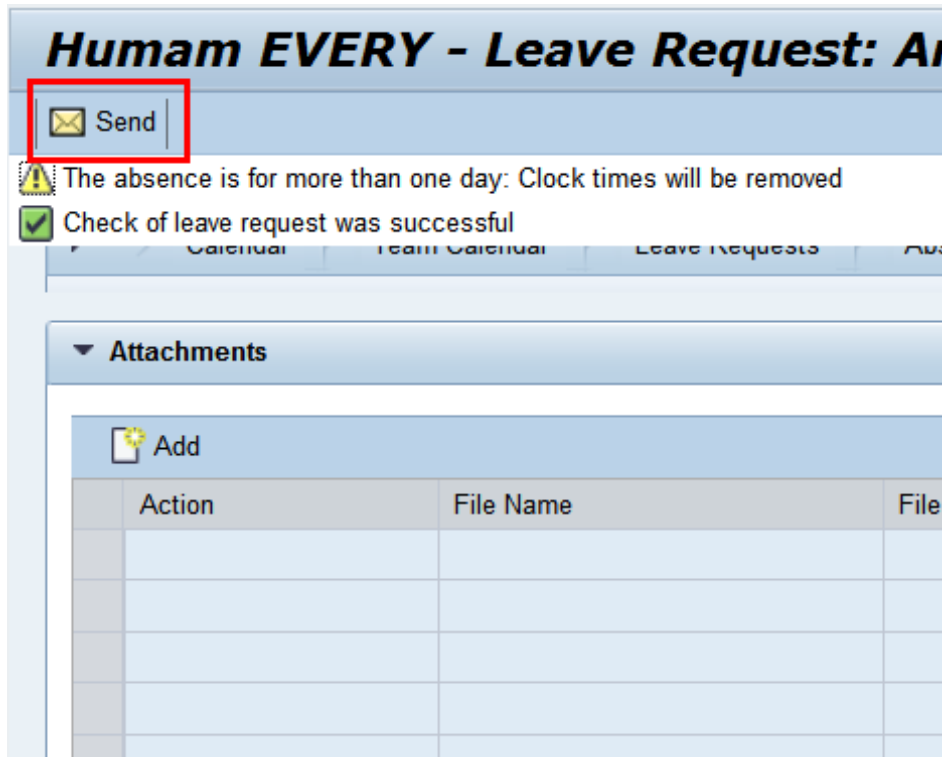
24.

Click on the  button. The number of request leave days will be calculated.



Next, you are ready to submit your request.

Humam EVERY - Leave Request: Annual Leave, 20.03.2015-23.03.2015



25. Click on the  button. You will be asked to verify the information you entered for the leave request.

The number of leave days has been calculated.

A message will appear at the top of the screen indicating whether the check was successful or there are conflicts.

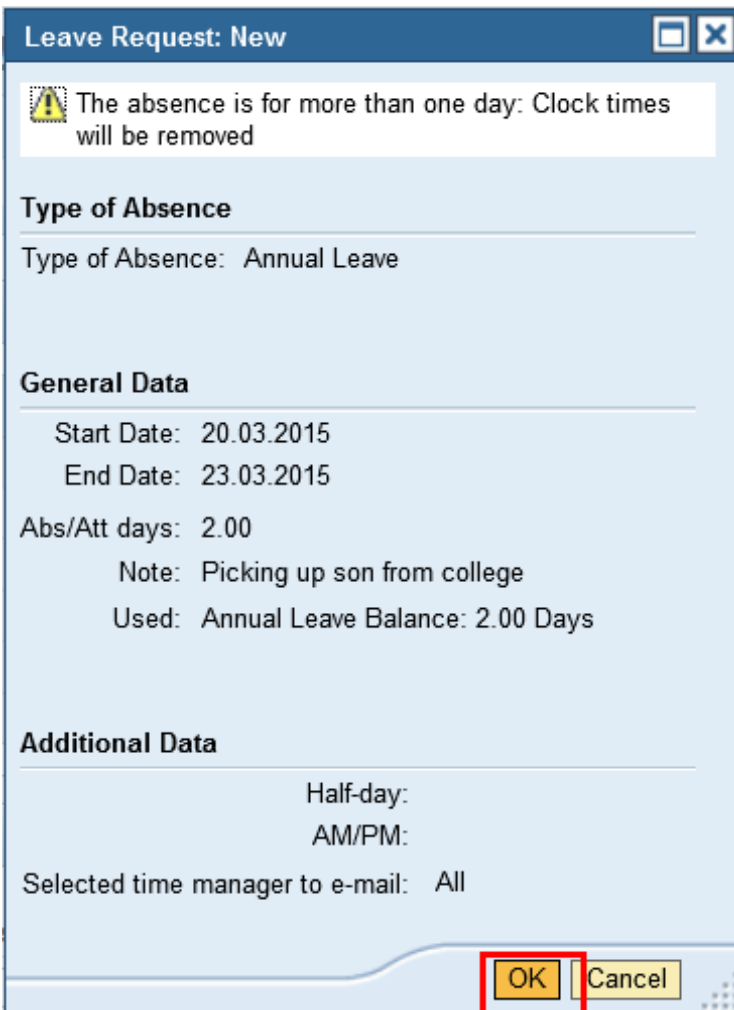



The number of leave days has been calculated.



A message will appear at the top of the screen indicating whether the check was successful or there are conflicts.

Leave Request: New

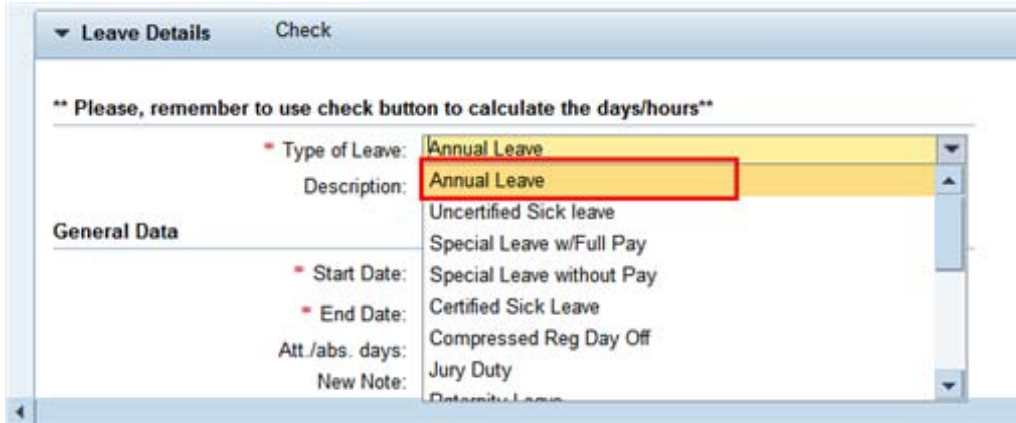


26. Verify the information (dates, note, calculation of used dated and managers who will be notified) and click on the  button. Your request will be sent to your primary time manager and any secondary time manager you selected earlier.



Next, we will be entering the request for a 1/2 day.

Humam EVERY - Leave Request: New



▼ Leave Details Check

**** Please, remember to use check button to calculate the days/hours****

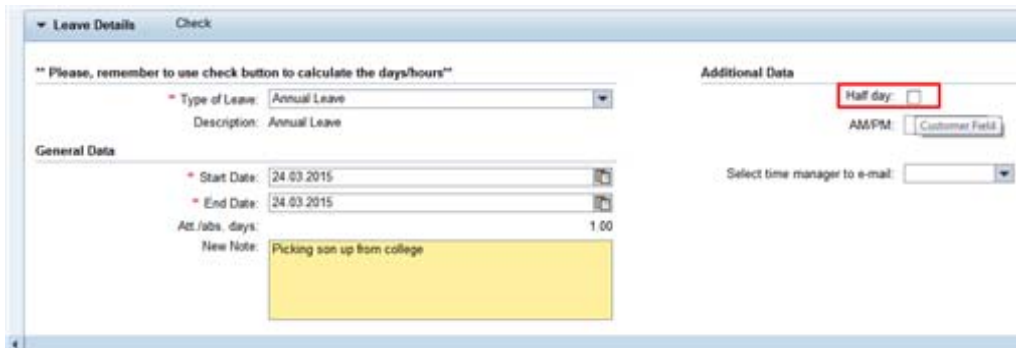
Type of Leave: **Annual Leave** (highlighted with a red box)
 Description: **Annual Leave** (highlighted with a red box)

General Data

Start Date: Special Leave w/Full Pay
 End Date: Special Leave without Pay
 Att./abs. days: Certified Sick Leave
 New Note: Compressed Reg Day Off
 Jury Duty

27. Select Annual Leave from the list.

Humam EVERY - Leave Request: New



▼ Leave Details Check

**** Please, remember to use check button to calculate the days/hours****

Type of Leave: Annual Leave
 Description: Annual Leave

General Data

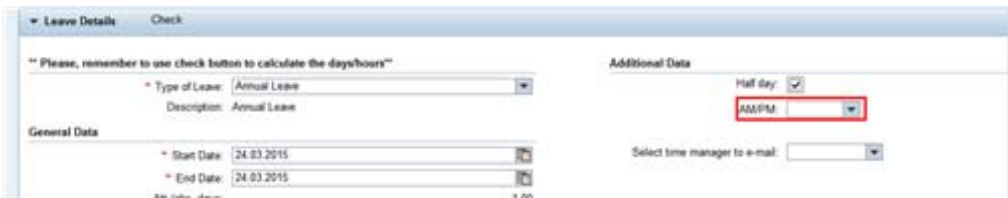
Start Date: 24.03.2015
 End Date: 24.03.2015
 Att./abs. days: 1.00
 New Note: Picking son up from college

Additional Data

Half day: (highlighted with a red box)
 AM/PM: Customer Field
 Select time manager to e-mail: [dropdown]

28. Place a checkmark in the Half day checkbox.

Humam EVERY - Leave Request: New



29. Click on the drop-down  arrow on the AM/PM field to display the available options.

Humam EVERY - Leave Request: New



30. Select whether you will be taking the leave in the AM or PM. In our demonstration we will select AM.

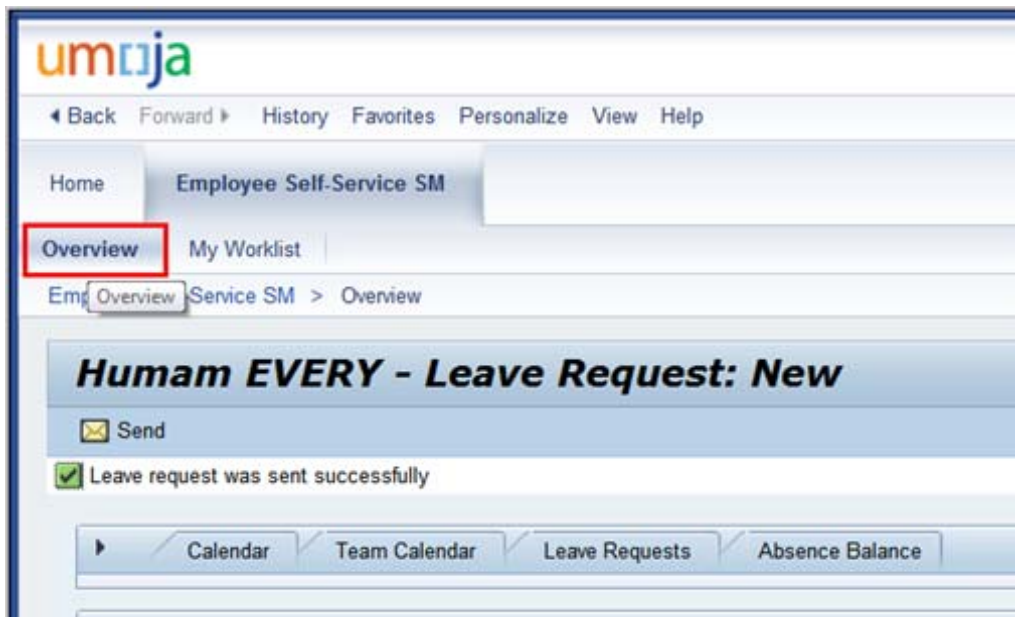
Proceed to complete the remaining fields for the date(s) you will be away and the manager(s) you wish to receive notifications by following the instructions outlined in Steps 16 through 26.



Next, once you have submitted your request, your time manager will either approve or reject the request and you will be notified of the decision.

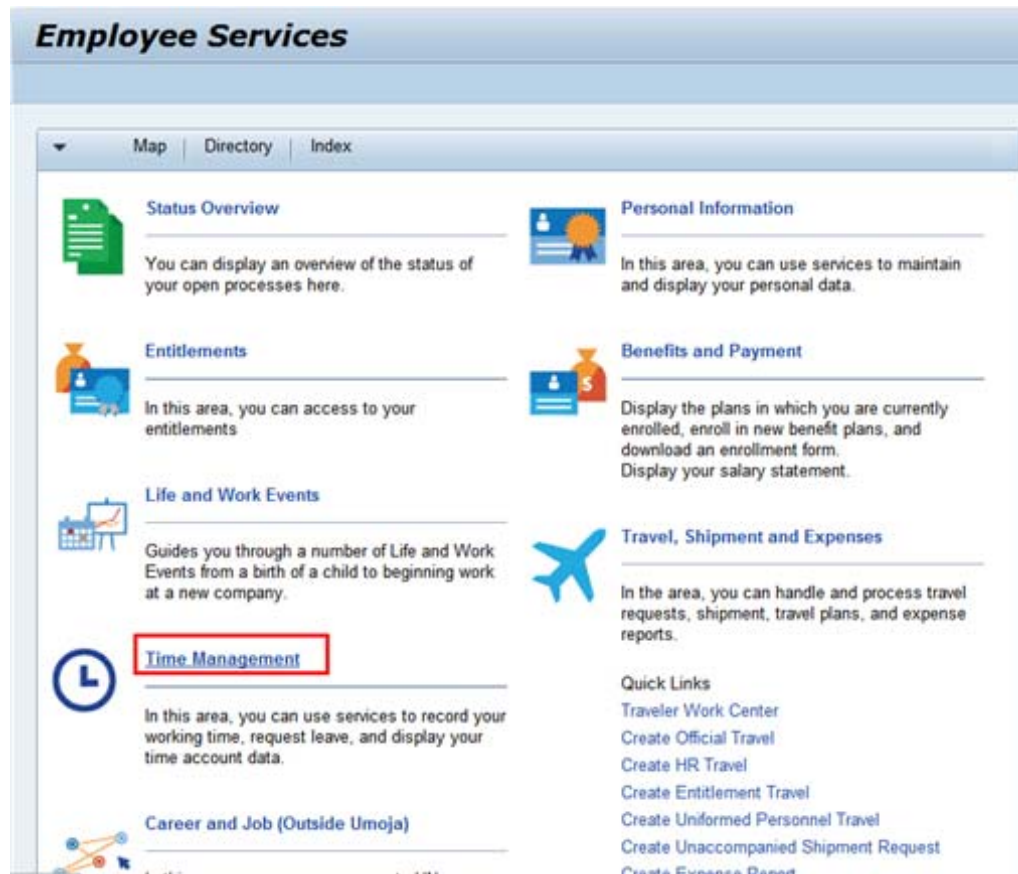
Once you have received notification, you can check the status by performing the following steps.

Create Leave Request - Umoja qa portal - Q3J - Windows Internet Explorer



31. Click on the **Overview** tab to view the status of your requests.

Employee Services



Employee Services

Map | Directory | Index

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.

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](#)
[Create Entitlement Travel](#)
[Create Uniformed Personnel Travel](#)
[Create Unaccompanied Shipment Request](#)
[Create Expense Report](#)

32.

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

Time Management

Time Management

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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 (5 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 STIA/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.

33. Click on the [Leave Overview](#) link.

Leave Overview

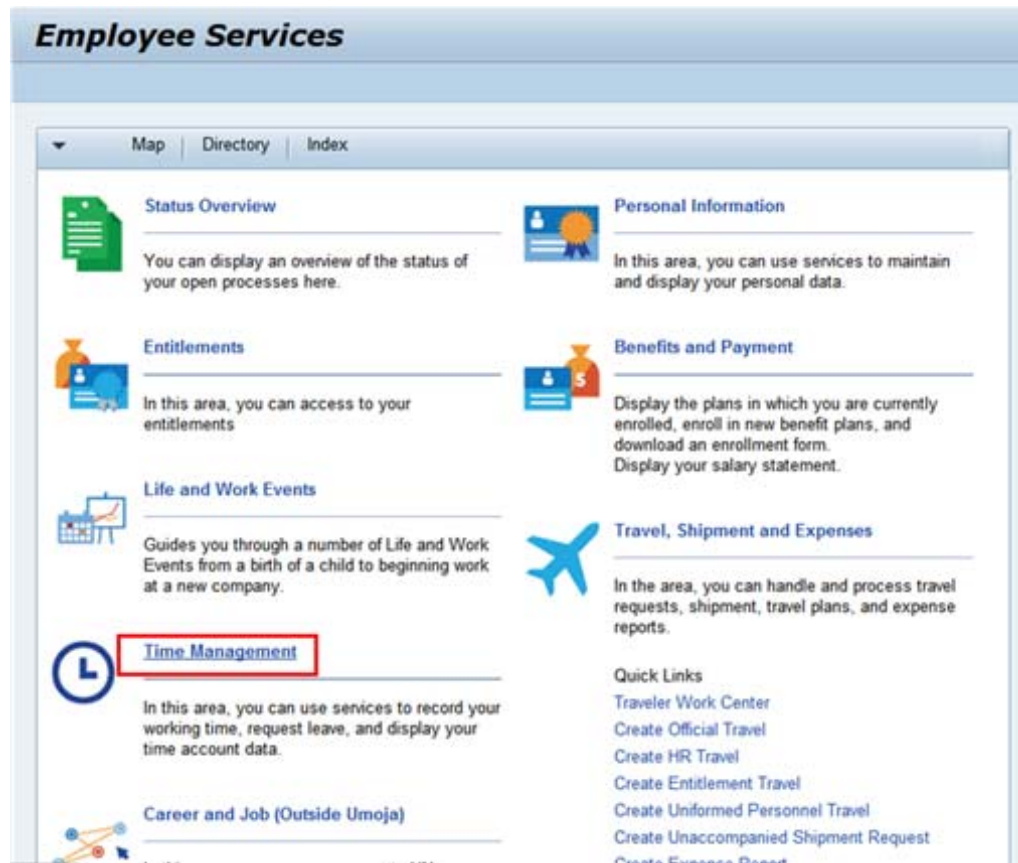
Edit	Cancel	Type of Absence	Start Date	End Date	Next Processor	Status	Att./abs. days	Att./abs. hours	Used
		Annual Leave	02.04.2015	07.04.2015	GABRIEL	Rejected	3.00	0.00	
		Annual Leave	24.03.2015	24.03.2015		Approved	0.50	0.00	0.50 Days
		Annual Leave	20.03.2015	23.03.2015		Approved	2.00	0.00	2 Days
		Maternity L.V.	01.03.2015	01.03.2015		Approved	0.00	0.00	
		CEO Annual	27.02.2015	27.02.2015		Approved	0.00	8.00	

34. The status of each request will be either Approved or Rejected. For requests with quota the days requested will appear in the Used column.



Next, you can check your absence balances by performing the following steps.

Employee Services



The screenshot shows the 'Employee Services' portal with a navigation bar containing 'Map', 'Directory', and 'Index'. The main content area is divided into several sections:

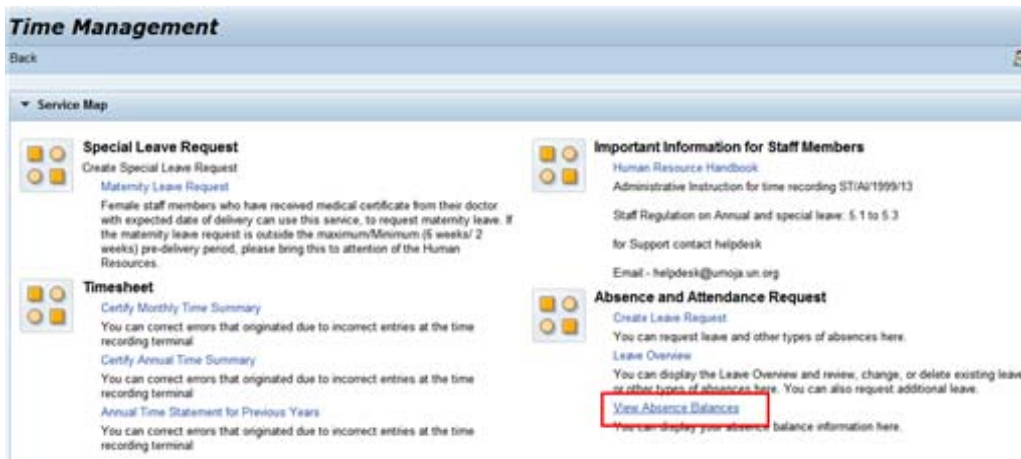
- Status Overview**: You can display an overview of the status of your open processes here.
- Personal Information**: In this area, you can use services to maintain and display your personal data.
- Entitlements**: In this area, you can access to your entitlements.
- Benefits and Payment**: Display the 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. This link is highlighted with a red box.
- Career and Job (Outside Umoja)**

At the bottom right, there is a 'Quick Links' section with the following items:

- Traveler Work Center
- Create Official Travel
- Create HR Travel
- Create Entitlement Travel
- Create Uniformed Personnel Travel
- Create Unaccompanied Shipment Request
- Create Expense Report

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

Time Management



Time Management

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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 (5 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.
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- Important Information for Staff Members**
Human Resource Handbook
Administrative Instruction for time recording STIA/1999/13
Staff Regulation on Annual and special leave: 5.1 to 5.3
for Support contact helpdesk
Email - helpdesk@umcija.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.

36. Click on the [View Absence Balances](#) link.

Show Absence Quota

Absence Type	Balance as of Today	Future Deductions	Available Balance
Annual Leave Balance	12.50000	2.50000	10.00000
Compensatory Time-Off	0.00000	0.00000	0.00000
Compressed Reg Day Off	0.00000	0.00000	0.00000
Home Leave Points	0.00000	0.00000	0.00000
Paternity Leave	20.00000	0.00000	20.00000
Sick Leave with Full Pay	195.00000	0.00000	195.00000
Sick Leave with Half Pay	195.00000	0.00000	195.00000
Uncertified SL	7.00000	0.00000	7.00000

37. Note that the 2.5 days requested and approved by your time manager have been deducted from your quota.



If you have submitted a request for Home Leave, Family Visit or Reverse EGT, then once your request has been approved you must submit a request for travel. Once submitted, the HR and Travel teams will review for eligibility of Entitlement.

