

# Administration of Interns in Umoja

1 — Last update: 4 September 2023

United Nations - DOS

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# 1. What's New!

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The topics listed below provide an overview of what's new in the online version of the Administration of Interns in Umoja since its original publication.

15.10.2021	Initial Release
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*Last modified: 13 October 2021*

## 2. About this Manual

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**This is a living document. It reflects the required processes and recommended best practices to implement the current administration of interns in Umoja using the tools available within the Secretariat. Its contents are subject to change in response to revisions of the Administrative Instruction on the Internship Programme, lessons learnt from surveys and evaluations and reporting requirements.**

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## 2.1. Scope

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This document is intended to provide Umoja operating procedures. From time to time changes in the system may occur which warrant to this document. Please refer to this online document to ensure you are working with the latest instructions. See [What's New](#) for a list of changes to this manual.

This manual specifically addresses requirements for the administration of interns derived from best practice and reporting requirements. Entities are encouraged to complete all steps to avoid the need for manual reporting. Further notes and information will be provided at important steps that should not be skipped, ensuring complete reporting.

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## 3. Process

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Intern Opportunities are published via Inspira as Temporary Job Openings. The recruitment process ends with the selection in Inspira of the most suitable candidate. Interns are not part of the Offer Management Module in Inspira, and so their onboarding is completed offline via email exchange. Accordingly, no direct link between Inspira and Umoja exists to feed the Umoja process.

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## 3.1. Preparing to Enter a New Intern

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Before Entering an Intern into Umoja, HR Partners must;

1. Check if the candidate already has an Index Number. (see the [Process section in the Global Index Requestor and Administrator in Umoja Job Aid](#))
2. If not, an Index Number must be created.  
(see the [Global Index Requestor Role section in the Global Index Requestor and Administrator in Umoja Job Aid](#))

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## 3.2. Preparing to Maintain an Intern Contract Information

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It is important to adjust the *Contract End Date* if an Intern is extended to ensure proper reporting.

This date will also be used to calculate whether an Intern has reached the maximum internship period of 6 months.

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## 3.3. Preparing to Exit an Intern

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It is important to enter the correct *End Date* of the contract for reporting purposes.

When exiting the Intern, the focal point should also;

1. Send out the Intern exit survey,
2. Issue the Internship certificate.

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## 4. Procedures

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The following procedures illustrate the steps for processing Personnel Actions to:

- [Enter a New Intern in Umoja](#)
- [Extend Intern Contract](#)
- [Exit an Intern](#)

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## 4.1. Enter a New Intern in Umoja



Rose Frappe is a new Intern who will be working for ESOG in New York from 01.05.2021 to 30.09.2021.

### Procedure

1. Start the transaction using the menu path or transaction code, **PA40**.



2. Enter the first day of the internship as the Start Date.



**The date defaults to the date on which the action is created, so it is important to ensure this date is correct as it will be used for reporting.**

In the Personnel Action list, scroll to locate then select the Enter Non-Staff no PY/ External PA. Click  to continue.

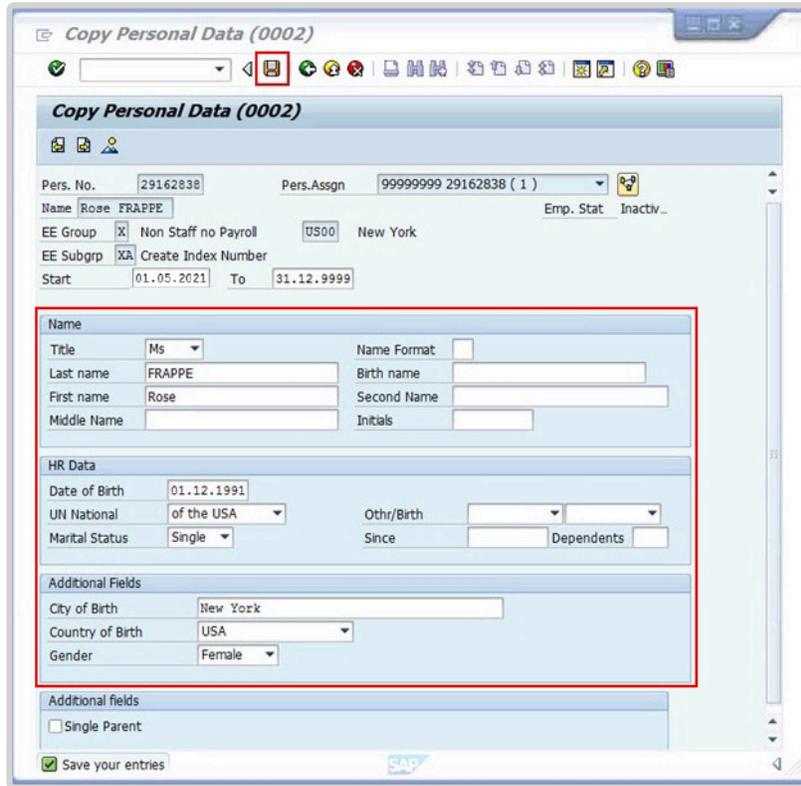
3. Enter or select
  - a. 02, Not On Payroll EG=X, as the Reason for Action,
  - b. X4 Intern for Employee Subgroup,

then click  to continue.

4. Review and correct any Personal Data as needed.

If any information is changed or added, click  to Save.

If no changes are made, click  to skip.



**Copy Personal Data (0002)**

Pers. No. 29162838 Pers. Assgn 99999999 29162838 ( 1 )

Name Rose FRAPPE Emp. Stat Inactiv...

EE Group  Non Staff no Payroll US00 New York

EE Subgrp  Create Index Number

Start 01.05.2021 To 31.12.9999

**Name**

Title Ms Name Format

Last name FRAPPE Birth name

First name Rose Second Name

Middle Name Initials

**HR Data**

Date of Birth 01.12.1991

UN National of the USA Othr/Birth

Marital Status Single Since Dependents

**Additional Fields**

City of Birth New York

Country of Birth USA

Gender Female

**Additional fields**

Single Parent

Save your entries

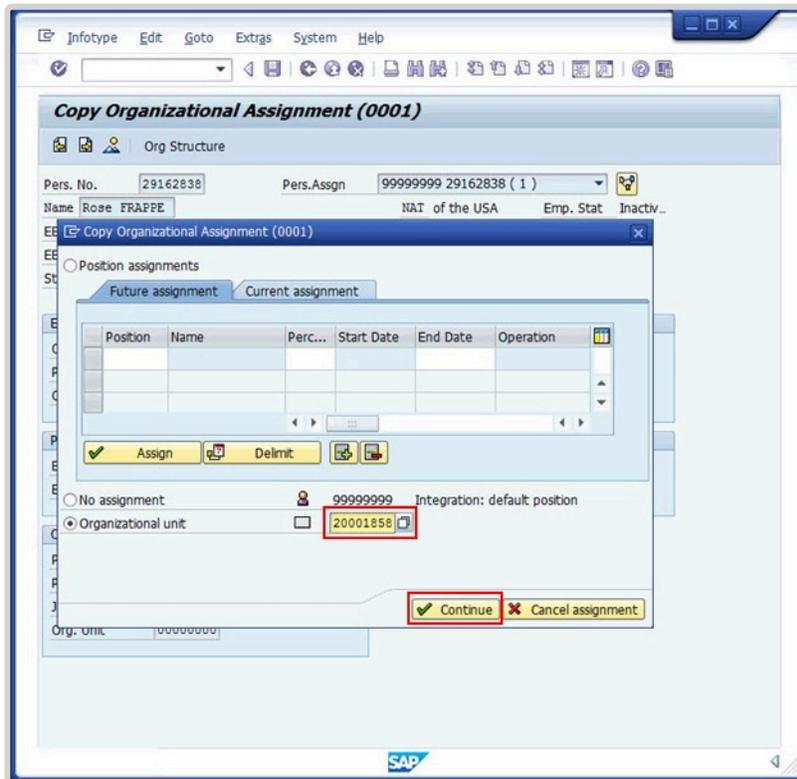
5. Click Assignment.

6. Select the Organizational Unit radio button, then enter or search for and select the appropriate Org Unit.

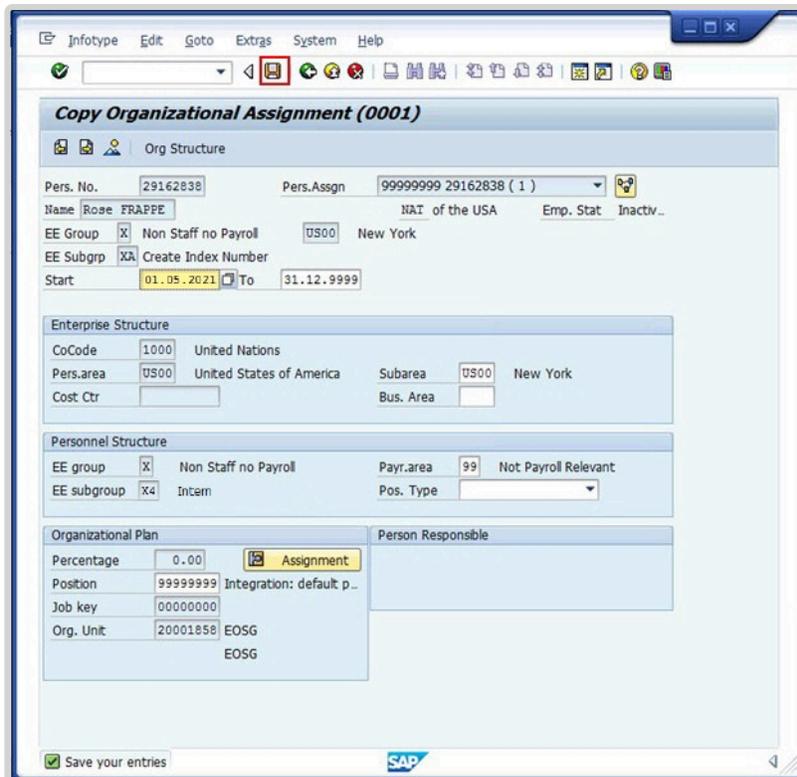


**For reporting purposes, it is important to enter only the highest category, for example, if the intern is in DOS/HRSD/OSAS/NSCU, DOS should be selected.**

Click *Continue*.

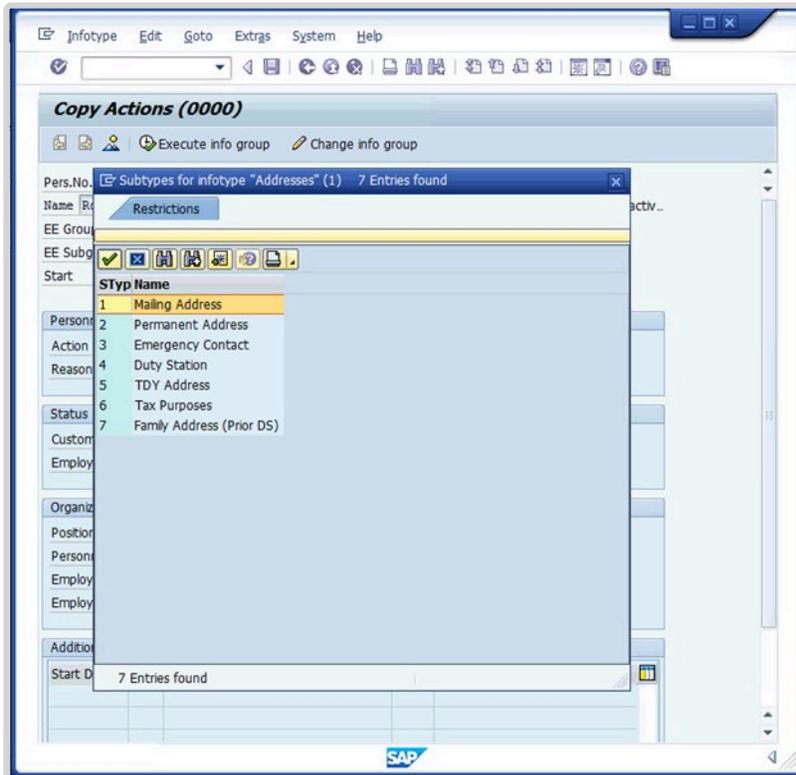


7. Click  to save and continue

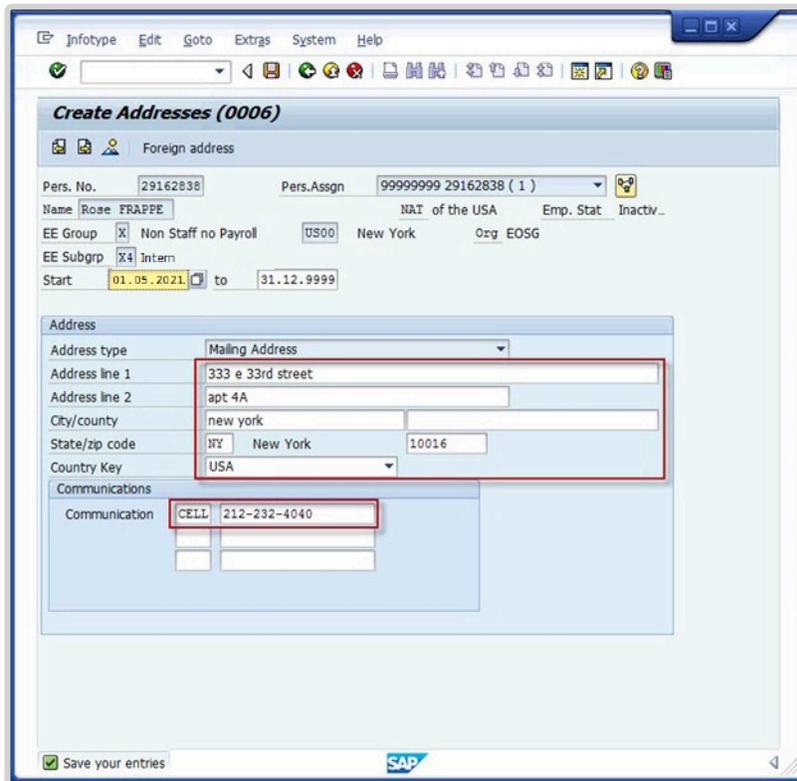


8. It is important to enter both a Mailing Address and an Emergency Contact.

Select Mailing Address and then click  to continue.

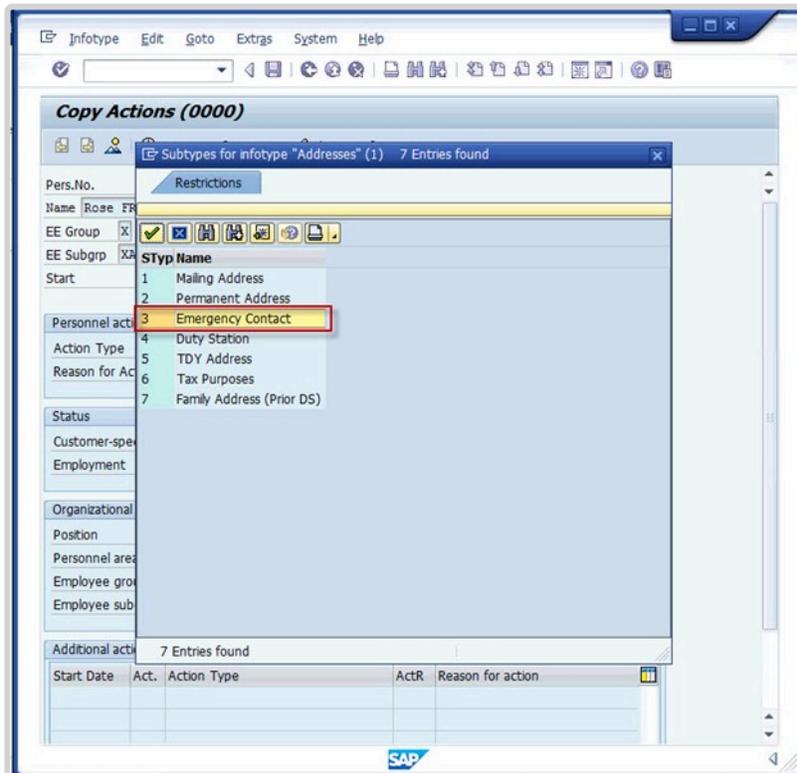


9. Enter the primary mailing address info including a phone number, then click  to continue.

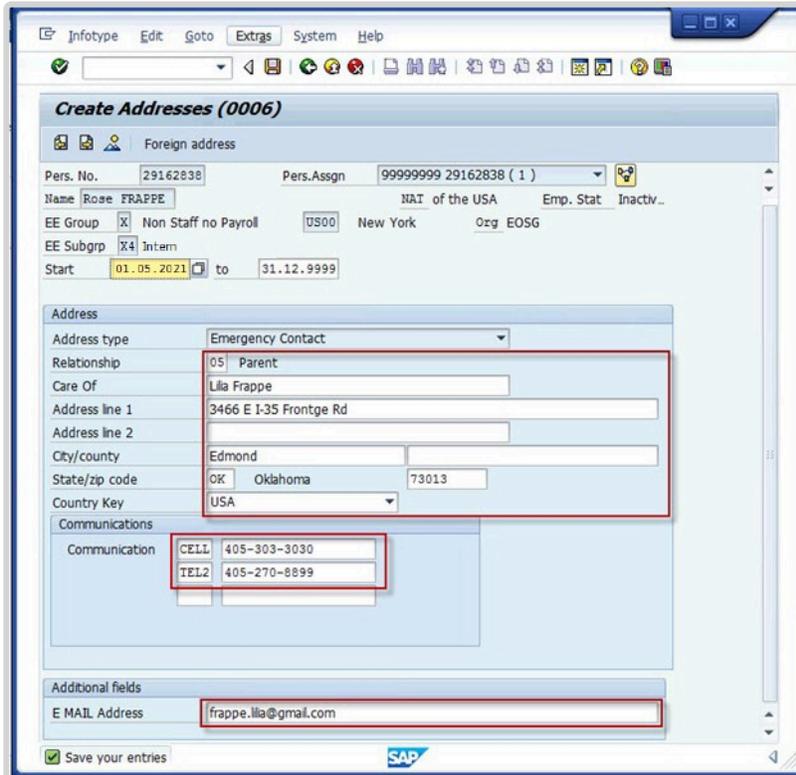


10. Select Emergency Contact then click  to continue.

It is important to enter an emergency contact on file to ensure duty-of-care.



11. Enter the contact information, then click  to save.



The screenshot shows the SAP Infotype 0006 'Create Addresses' window. The 'Address' section is highlighted with a red box, showing the following details:

- Address type: Emergency Contact
- Relationship: 05 Parent
- Care Of: Lila Frappe
- Address line 1: 3466 E I-35 Frontge Rd
- Address line 2: (empty)
- City/country: Edmond
- State/zip code: OK Oklahoma 73013
- Country Key: USA

The 'Communications' section is also highlighted with a red box, showing:

- Communication: CELL 405-303-3030
- Communication: TEL2 405-270-8899

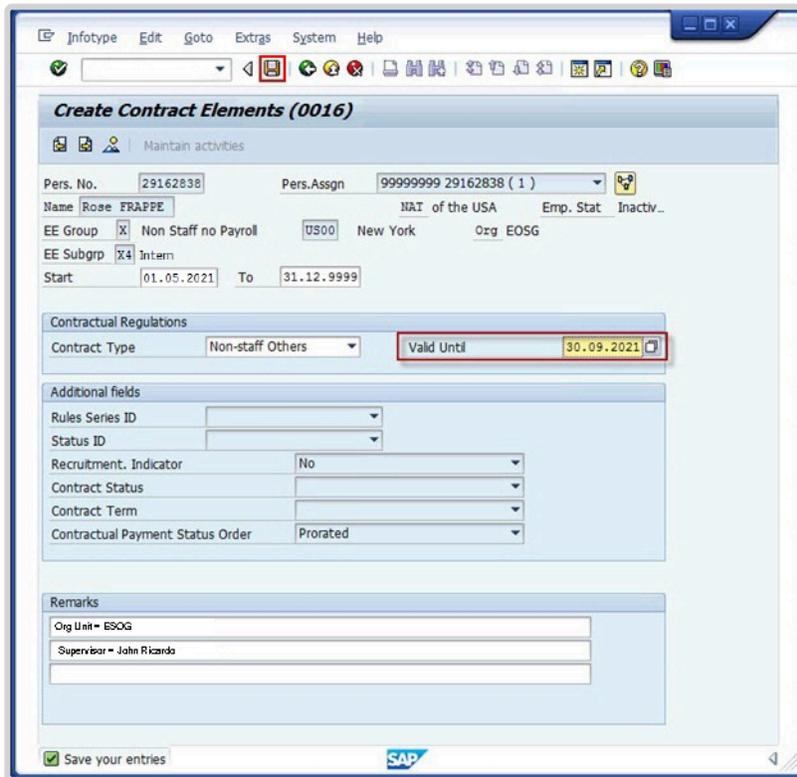
The 'Additional fields' section at the bottom shows the E MAIL Address: frappe.lila@gmail.com.

12. Enter the date for the last day of the internship as the Valid Until date.

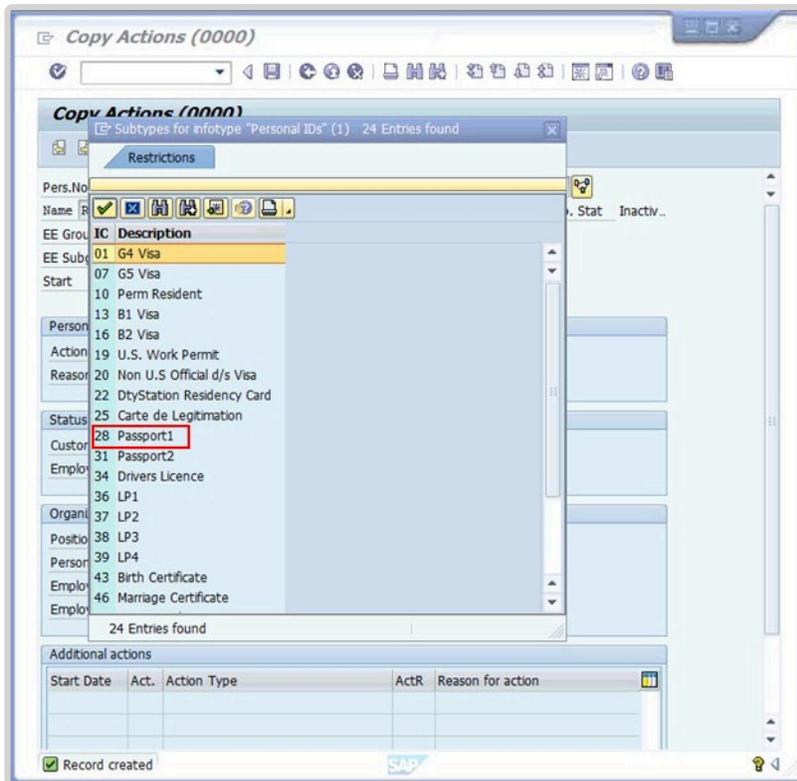


**In remarks, enter the organizational unit and the name of the intern's supervisor.**

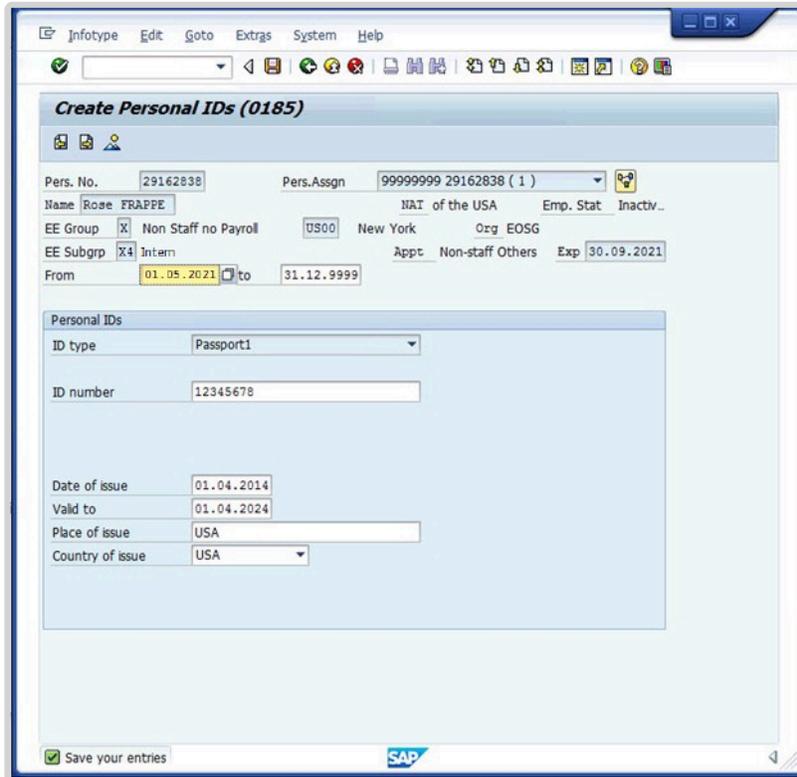
Click  to save.



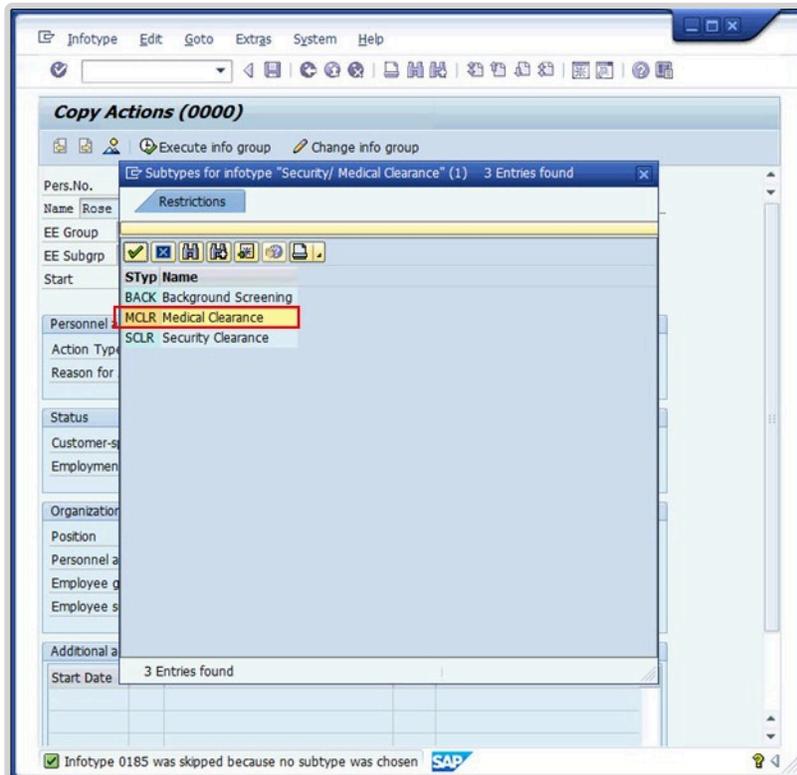
13. Select Passport1 then click  to continue.



14. Enter the passport information then click  to save.



15. Select Medical Clearance information including duty station. Click  to continue.



## 16. Enter clearance information.



**In remarks, enter a note confirming that proof of insurance and medical certificate of good health or self-certification have been received.**

Click  to continue.

**Create Security/ Medical Clearance (0487)**

Pers. No. 29162838 Pers. Assign 99999999 29162838 ( 1 )

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv..

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Start 01.05.2021 to 31.12.9999

Clearance Type MCLR Medical Clearance

**Clearance Information**

Clearance Category 02 Initial Appointment

Application Status M2 Medical: Fit

Reference Number

**Remarks**

Proof of insurance received

**Additional fields**

Duty Station US00 New York

Sequence No. 0

Save your entries

17. At a minimum, enter the Intern's personal email address. Select Personal Email, then click  to continue.

**Copy Actions (0000)**

Execute info group Change info group

Pers.No. 10000414 Pers.Assgn 99999999 10000414 ( 1 )

Name Jack UNHQ1-71 NAT Saint Lucian Emp. Stat Inactiv..

EE Group [X] Non Staff no Payroll US00 New York

EE Subgrp [X4] Intern

Start 01

Subtypes for infotype "Communication" (1) 14 Entries found

Restrictions

Personnel action

Action Type

Reason for Action **STyp Name**

0001 System user name (SY-UNAME)

0005 Fax

0010 UN Email Address

0020 UN Office Telephone

CELL Cell phone

MAIL Personal Email Address

Organizational assign PAGR Pager

Position U003 Radio Call Sign

Personnel area U006 Data Line

Employee group U007 Telex Line

Employee subgroup U008 Satellite Phone

U009 Dect Phone

U010 Trunking Radio

U011 Pension system ID Num

Additional actions

Start Date Act.

18. Enter a personal email address, then click  to continue.

**Create Communication (0105)**

Pers.No. 29162838 Pers.Assgn 99999999 29162838 ( 1 )

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv..

EE Group [X] Non Staff no Payroll US00 New York Org EOSG

EE Subgrp [X4] Intern Appt Non-staff Others Exp 30.09.2021

Start 01.05.2021 To 01.04.2021 Chngd 06.07.2021 INSTRUCTOR01

Communication

Type MAIL Personal Email Address

ID/number rfrappe@gmail.com

19. Select yes for Action Completed Flag. The Action Completed Date will be filled in for you with the current date. Click  to continue.

The screenshot shows the SAP 'Change Entitlement Monitoring Infotype (9003)' screen. The title bar includes 'Infotype Edit Goto Extras System Help'. The main content area is titled 'Change Entitlement Monitoring Infotype (9003)'. It contains several data fields and sections:

- Header Fields:** Pers. No. 29162838, Pers. Assgn 99999999 29162838 (1), Name Rose FRAPPE, NAT of the USA, Emp. Stat Inactiv..., EE Group X Non Staff no Payroll US00 New York Org EOSG, EE Subgrp X4 Intern, Appnt Non-staff Others Exp 30.09.2021, Start 01.05.2021 To 01.04.2021 Chngd 06.07.2021 INSTRUCTOR01.
- Personnel Action Details:** Subtype 0302 Personnel action monitoring, Action / Reason CA02, Effective Date 01.04.2021, Action CA Enter Non-Staff no PY/External, Reason 02 Not On Payroll EG=X, Initiated / Last Update Date 06.07.2021, Initiated / Last Update By INSTRUCTOR01.
- Action Completion Status:** Action Completed On 14.07.2021, Action Completed Flag Yes.
- Remarks:** Three empty text input lines.

At the bottom left, there is a checkbox 'Data hidden by screen modifications' which is checked. The SAP logo is visible at the bottom center.

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## 4.2. Extend Intern Contract



Rose Frappe's internship was originally expected to run from 01.05.2021 to 30.09.2021. To allow for completion of a project, her internship will be extended one month, now ending on 31.10.2021

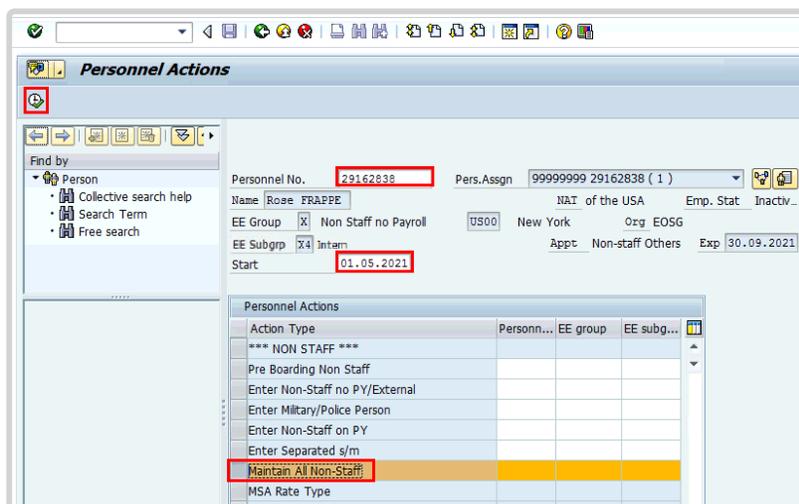
### Procedure

1. Start the transaction using the menu path or transaction code, **PA40**.

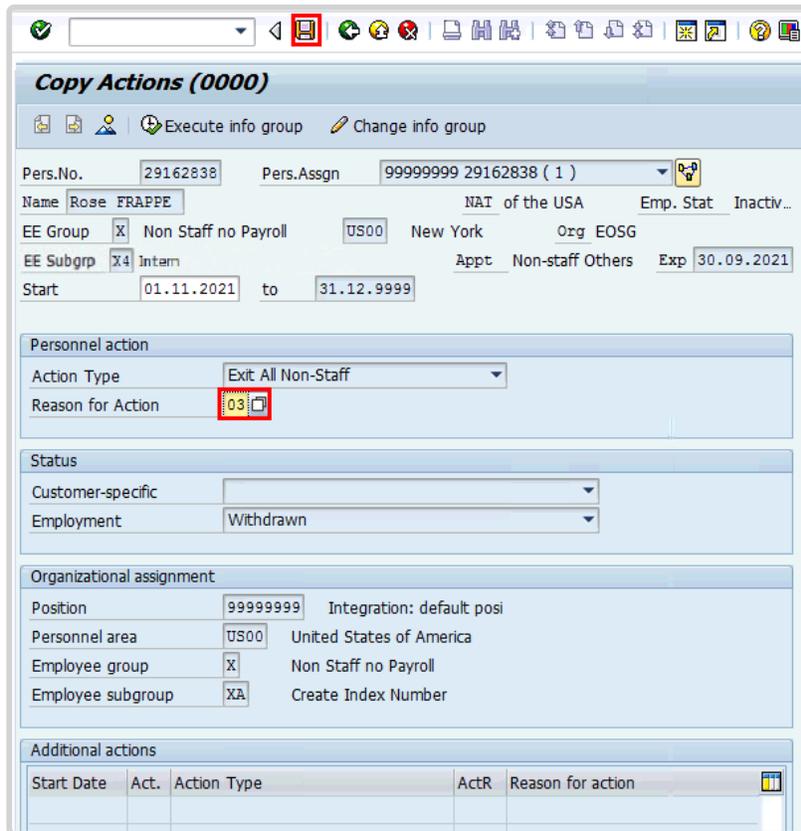


2. Enter the Personnel No., the first day of the extension period as the Start Date, and scroll to locate and select the Maintain All Non-Staff PA.

Click the Execute icon,  to continue.



3. Enter or select 03, EG=M Extend Tour of Duty, as the Reason for Action, then click  to continue.



**Copy Actions (0000)**

Execute info group Change info group

Pers.No. 29162838 Pers.Assgn 99999999 29162838 ( 1 )

Name Rose FRAPPE NAI of the USA Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Start 01.11.2021 to 31.12.9999

**Personnel action**

Action Type Exit All Non-Staff

Reason for Action 03

**Status**

Customer-specific

Employment Withdrawn

**Organizational assignment**

Position 99999999 Integration: default posi

Personnel area US00 United States of America

Employee group X Non Staff no Payroll

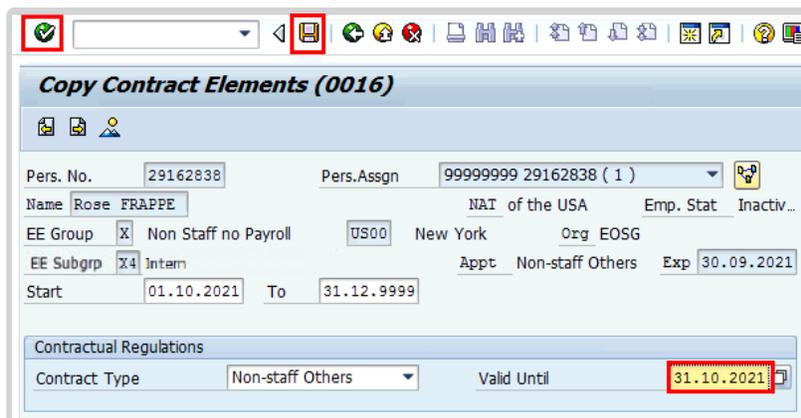
Employee subgroup XA Create Index Number

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action

4. Enter the new date for the last day of the internship as the Valid Until date.

Click  to save.



**Copy Contract Elements (0016)**

Pers. No. 29162838 Pers.Assgn 99999999 29162838 ( 1 )

Name Rose FRAPPE NAI of the USA Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Start 01.10.2021 To 31.12.9999

**Contractual Regulations**

Contract Type Non-staff Others Valid Until 31.10.2021

5. On the Copy Organizational Assignment infotype click  to continue.

**Copy Organizational Assignment (0001)**

Org Structure

Pers. No. 29162838 Pers.Assgn 99999999 29162838 ( 1 )

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv...

EE Group  Non Staff no Payroll US00 New York Org EOSG

EE Subgrp  Intern Appt Non-staff Others Exp 30.09.2021

Start 01.10.2021 To 31.12.9999

**Enterprise Structure**

CoCode 1000 United Nations

Pers.area US00 United States of America Subarea US00 New York

Cost Ctr Bus. Area

**Personnel Structure**

EE group  Non Staff no Payroll Payr.area 99 Not Payroll Relevant

EE subgroup  Create Index Number Pos. Type

**Organizational Plan**

Percentage 100.00 Assignment

Position 99999999 Integration: default p...

Job key 00000000

Org. Unit 00000000

6. Select yes for Action Completed Flag. The Action Completed Date will be filled in for you with the current date. Click  to continue.

**Change Entitlement Monitoring Infotype (9003)**

Pers. No. 29162838 Pers.Assgn 99999999 29162838 ( 1 )

Name Rose FRAPPE NAT of the USA Emp. Stat Inactiv...

EE Group  Non Staff no Payroll US00 New York Org EOSG

EE Subgrp  Intern Appt Non-staff Others Exp 30.09.2021

Start 01.10.2021 To 01.10.2021 Chngd 03.09.2021 INSTRUCTOR03

**Personnel Action Details**

Subtype 0302 Personnel action monitoring

Action / Reason CI03

Effective Date 01.10.2021

Action CI Maintain All Non-Staff

Reason 03 EG=M Extend Tour of Duty

Initiated / Last Update Date 03.09.2021

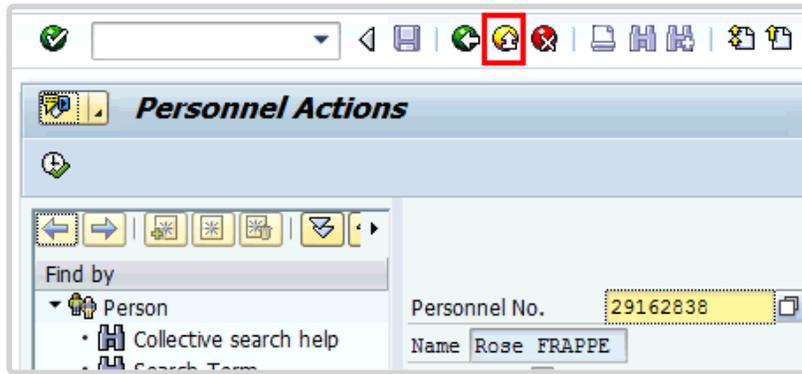
Initiated / Last Update By INSTRUCTOR03

**Action Completion Status**

Action Completed On 03.09.2021

Action Completed Flag Yes

7. Click  to return to the SAP Easy Access screen.



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## 4.3. Exit an Intern



Rose Frappe's internship has ended. The Exit All Non-Staff PA must be run to formally end her internship.

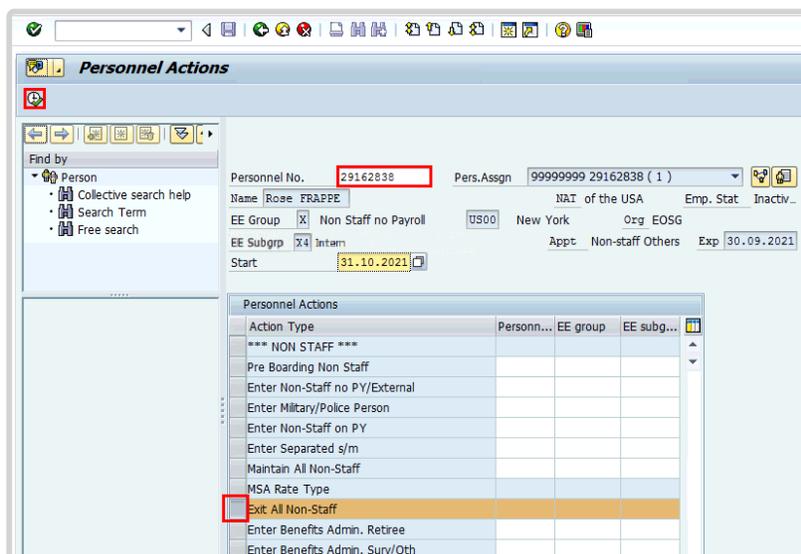
### Procedure

1. Start the transaction using the menu path or transaction code, **PA40**.



2. Enter the Personnel No., and the last day of the internship as the Start Date, and scroll to locate and select the Exit All Non-Staff PA.

Click the Execute icon, to continue.



- Enter or select 03, Not On Payroll EG=X, as the Reason for Action, then click  to continue.

**Copy Actions (0000)**

Execute info group | Change info group

Pers.No. 29162838 | Pers.Assign 99999999 29162838 ( 1 )

Name Rose FRAPPE | NAT of the USA | Emp. Stat Inactiv...

EE Group X Non Staff no Payroll | US00 | New York | Org EOSG

EE Subgrp X4 Intern | Appt Non-staff Others | Exp 30.09.2021

Start 01.11.2021 to 31.12.9999

Personnel action  
Action Type Exit All Non-Staff

Reason for Action Reason for Action (1) 5 Entries found

Restrictions

ActR	Name of reason for action
01	External Person EG=E
03	Not On Payroll EG=X
05	Military/Police Personnel EG=M
07	Non-Staff on Payroll EG=Y
09	Admin by UN Agency EG=7

Additional actions  
Start Date Act. Action Ty 5 Entries found

- Review the Organizational Assignment record. Click  to continue.

**Copy Organizational Assignment (0001)**

Org Structure

Pers. No. 29162838 | Pers.Assign 99999999 29162838 ( 1 )

Name Rose FRAPPE | NAT of the USA | Emp. Stat Inactiv...

EE Group X Non Staff no Payroll | US00 | New York | Org EOSG

EE Subgrp X4 Intern | Appt Non-staff Others | Exp 30.09.2021

Start 01.10.2021 To 31.12.9999

Enterprise Structure

CoCode 1000 United Nations

Pers.area US00 United States of America | Subarea US00 New York

Cost. Ctr | Bus. Area

Personnel Structure

EE group X Non Staff no Payroll | Payr.area 99 Not Payroll Relevant

EE subgroup XA Create Index Number | Pos. Type

Organizational Plan

Percentage 100.00 | Assignment

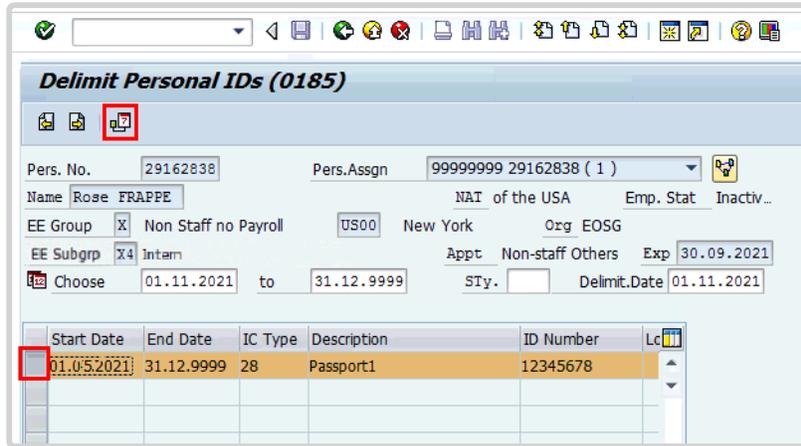
Position 99999999 Integration: default p...

Job key 00000000

Org. Unit 00000000

5. You must now delimit Personal ID records. First select the Passport record.

Click  to delimit.



**Delimit Personal IDs (0185)**

Pers. No. 29162838 Pers.Assgn 99999999 29162838 ( 1 )

Name Rose FRAPPE NAI of the USA Emp. Stat Inactiv...

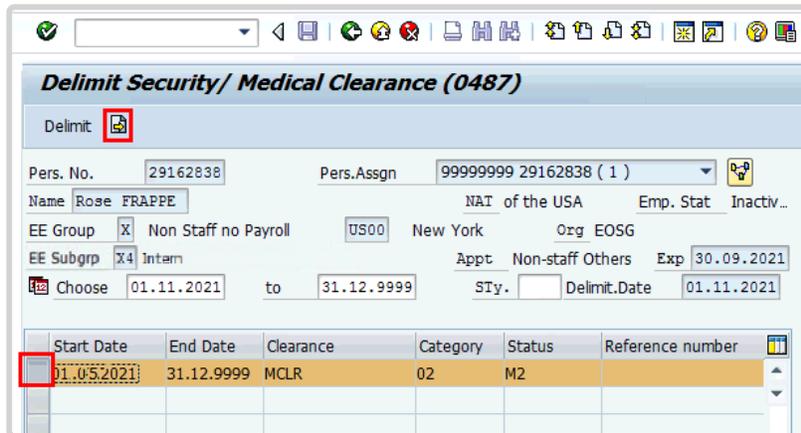
EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Choose 01.11.2021 to 31.12.9999 STy. Delimit.Date 01.11.2021

Start Date	End Date	IC Type	Description	ID Number	Lc
01.05.2021	31.12.9999	28	Passport1	12345678	

6. You must next delimit the Medical Clearance. Select the record, then click  to continue.



**Delimit Security/ Medical Clearance (0487)**

Delimit 

Pers. No. 29162838 Pers.Assgn 99999999 29162838 ( 1 )

Name Rose FRAPPE NAI of the USA Emp. Stat Inactiv...

EE Group X Non Staff no Payroll US00 New York Org EOSG

EE Subgrp X4 Intern Appt Non-staff Others Exp 30.09.2021

Choose 01.11.2021 to 31.12.9999 STy. Delimit.Date 01.11.2021

Start Date	End Date	Clearance	Category	Status	Reference number
01.05.2021	31.12.9999	MCLR	02	M2	

7. On the Change Entitlement Monitoring infotype, select yes for Action Completed Flag. The Action Completed Date will be filled in for you with the current date. Click  to continue.

8. Click  to return to the SAP Easy Access screen.

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