

UN Secretariat workforce portal for Member States - HR

1 — Last update: 21 February 2024

United Nations - DOS

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1. UN Secretariat workforce portal for Member States – HR

The ***UN Secretariat workforce portal for Member States – HR*** is a new product that replaces the long standing ***HR Insight*** which provided Member States with information on Staff demographics as well as Member States Representation status.

The SWPMS-HR Portal consists of two reports:

1. ***Staff Analysis Dashboard***: display all United Nations Secretariat Staff data as of specified As of Date, by default the real time data. The As of Date, Nationality and other filters can be changed to display data from other member states and time periods.
2. ***Desirable Ranges Dashboard***: display the latest member state representation status on the System of Desirable Ranges. Date filters and others can be adjusted to display data other time periods and historical details for the representation status by Member State.

The Desirable Ranges report data consists of staff-related records dating back to January 2017, stored as monthly snapshots. For the Staff Analysis dashboard, the default displayed data is available as of COB the day prior to the date you are accessing the dashboard. The real-time data is “one day old”.

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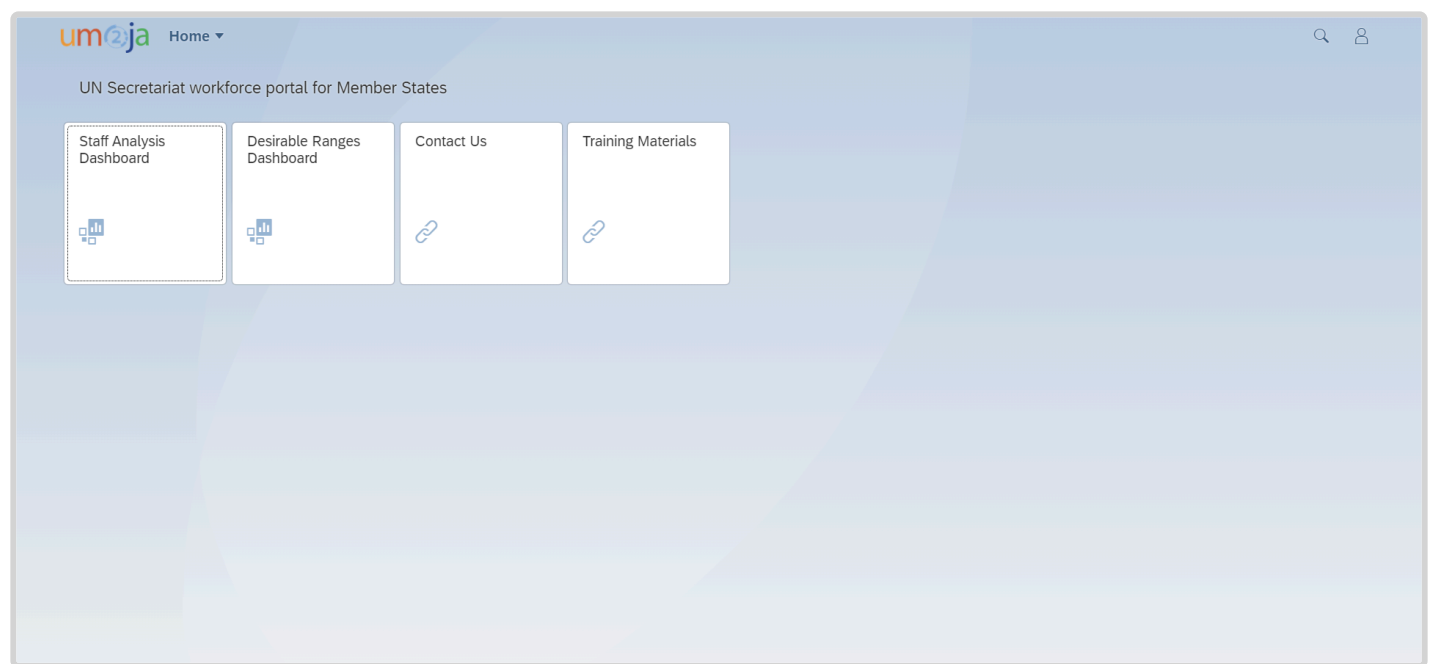
1.1. Dashboards

The new UN Workforce portal for Member States landing page is accessible on:

<https://ms.umoja.un.org> or <https://mobile.umoja.un.org>.



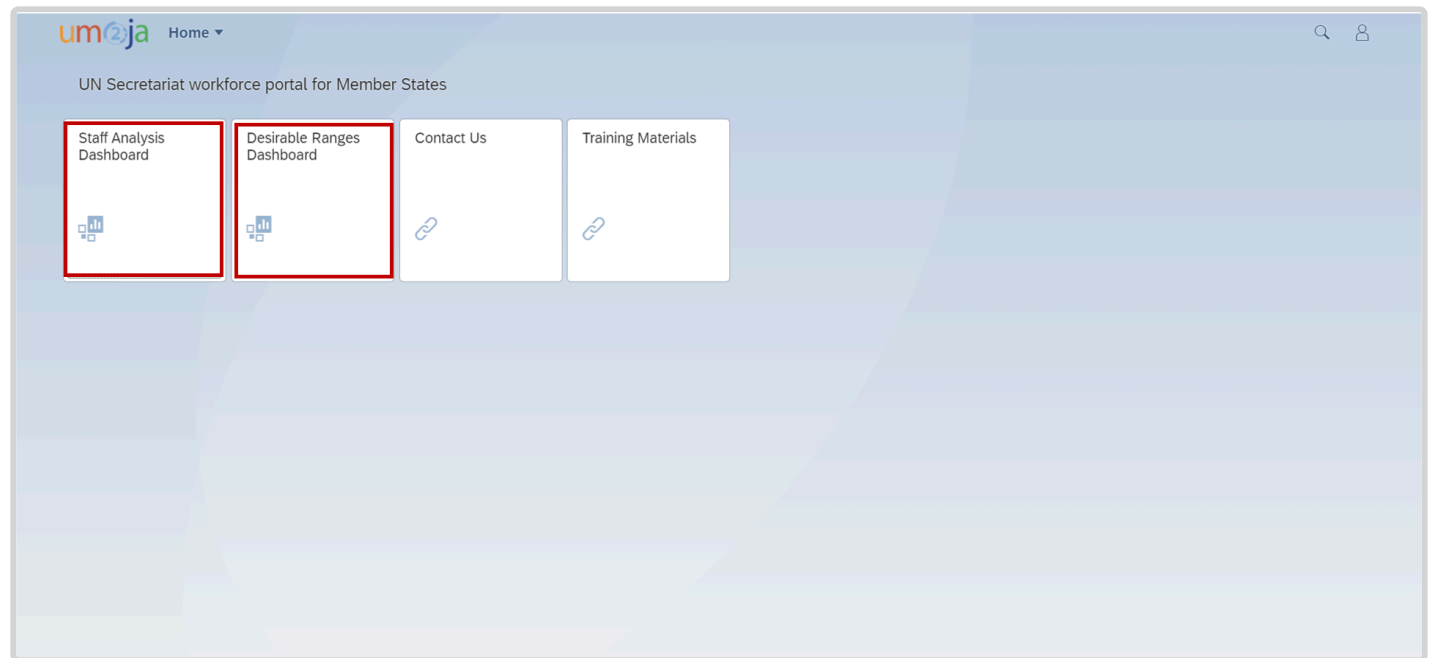
If you are using the UN Portals for first time, then you have to configure your account, kindly follow the steps indicated in the section 4 to [Activate your Microsoft account](#) and then [Set up multi-factor authentication](#).



The landing page gives you access to the two available dashboards:

- [Staff Analysis Dashboard](#)
- [Desirable Ranges Dashboard](#)

Clicking on a Dashboard tile, opens a new tab displaying the selected dashboard.



Clicking the [Contact Us](#) tile allows you to send an email requesting technical support.

Clicking the [Training Materials](#) tile provides access to more information on how to use the UN Secretariat workforce portal for Member States.

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1.2. Navigation

For easy access, bookmark this link in your browser:

- <https://ms.umoja.un.org>

The UN Secretariat workforce portal for Member States includes two reports: Staff Analysis and Desirable Ranges Analysis. Each report consists of one or more visuals and data summaries. These visuals and summaries are linked, such that applying or removing a filter selection applies to all visuals and summaries on the report.

Here are the ways you can manipulate each report:

- [Filters](#)
- [Representation Status Trend Filters](#)
- [Explorer View](#)

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1.2.1. Filters

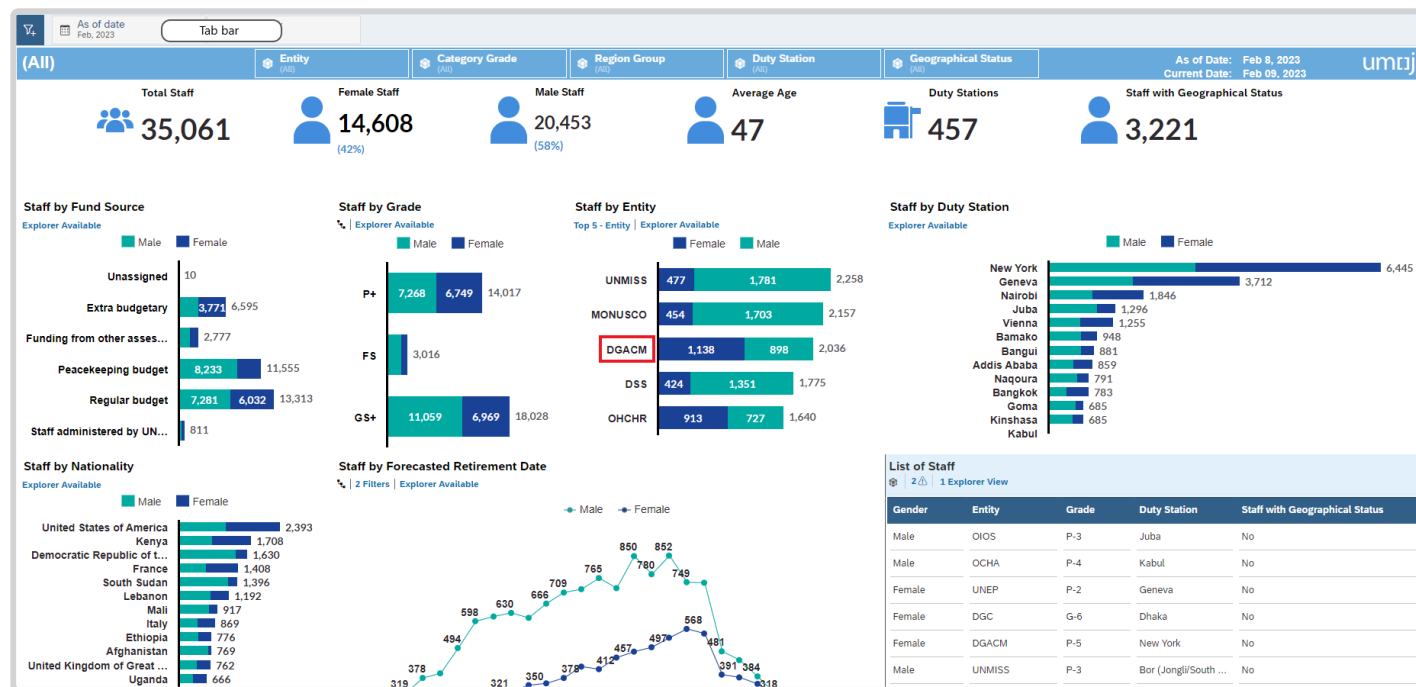
The Staff Analysis and Desirable Ranges reports provide various filters, allowing you to fine tune the scope of data displayed.

Available filters include:

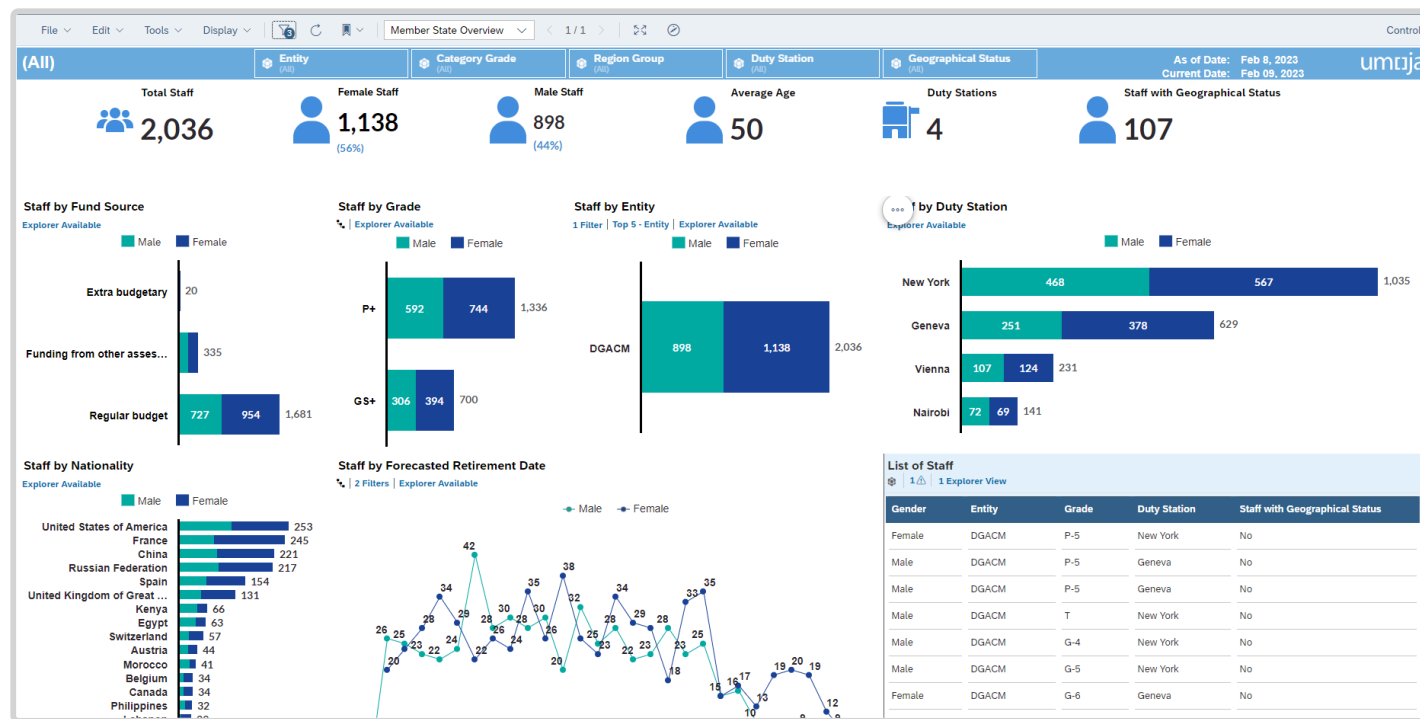
- [As of Date Filter and Report Snapshots](#)
- [Nationality Filter](#)
- [Overview Filter Bar](#)

You can also filter these interactive Dashboards by clicking on the category of interest directly in each visual. This will affect the entire dashboard and display the information filtered by the category selected in one of the visuals.

For example, you are interested in looking for information focused on DGACM in the Staff Analysis Dashboard, you can filter the information by clicking on *DGACM* in the Staff by Entity visual, and then selecting the  that will appear above the selected criteria.



This action will apply a filter to the entire Dashboard, showing information focused on DGACM.



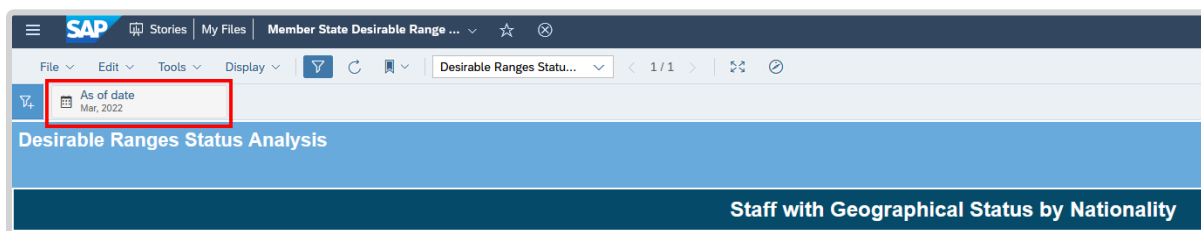
To remove the filter click on *DGACM* again, and select the to restore the Dashboard.

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1.2.1.1. As of Date Filter and Report Snapshots

Both the Staff Analysis and Desirable Ranges Analysis reports have the As of date filter.



Monthly Snapshots are captured as of the last day of each month and stored for future use.

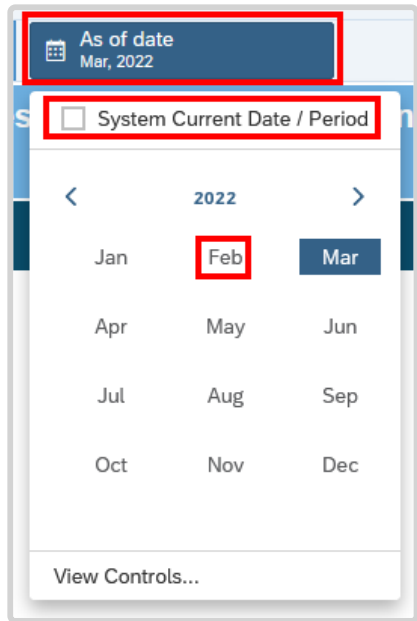
Daily Snapshots are a temporary Snapshot of HR/Staff data for the current month up through close of business the previous day. These Daily Snapshots are not stored and are replaced each day. Consequently, you can choose to view historical data as of the end of each specific month back to January 2012 for the **Desirable Ranges**, and back to January 2020 to “as of yesterday” for **Staff Analysis** dashboards.



A previous daily Snapshot cannot be retrieved once it is replaced by the system. If required for reference, you should export the daily Snapshot to Excel and store the data locally on your computer. Follow the documented steps for [Exporting to Excel](#).

The **As-of Date** filter defaults to the latest available Monthly Snapshot, i.e., the most recent monthly snapshot is selected.

1. To change the **As-of Date** click the filter, then select another month. Click the < icon to move to the previous year, and the > icon to move to the next year.



2. To select the current Daily Snapshot, check the System Current Date/Period box.
3. Click anywhere on the page to close the As of date filter.

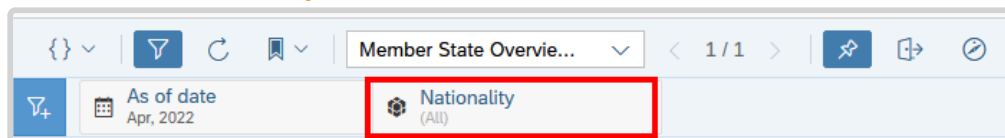
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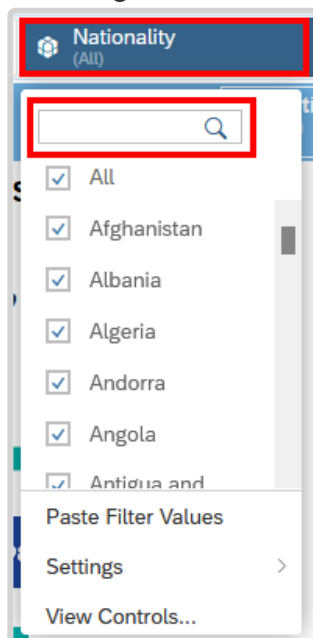
1.2.1.2. Nationality Filter

The **Staff Analysis** report uses the Nationality filter, which defaults to All, meaning the data presented represents all member states combined. However, you can select one or more nationalities.

1. Select the **Nationality** filter.



2. **Unselect All**, then select one or more nationalities. To find a specific nationality without scrolling, enter the nationality in the filter search box.



3. Click any white space in the report to close the Nationality filter.

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1.2.1.3. Overview Filter Bar



In addition to the As of date and Nationality filters, the Staff Analysis Dashboard also provides the following.

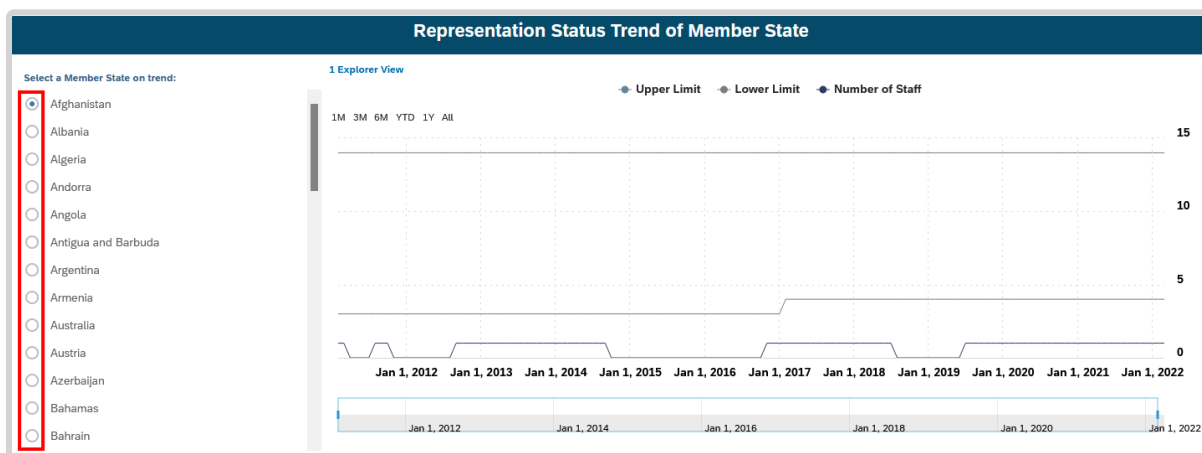
Filters	Options
Entity	All Departments, Missions and Offices applicable for selected Nationality. Available values vary depending on other filter selections.
Category Grade	All, DSG, USG, ASG, D-2, D-1, P-5, P-4, P-3, P-2, P-1, INT, T, R, LT, NO-D, NO-C, NO-B, NO-A, G-7, G-6, G-4, G-3, G-2, G-1, SS, FS-7, FS-6, FS-5, FS-4, FS-3, PIA, TC. Available values vary depending on other filter selections.
Regional Group	All, Africa, Asia-Pacific, Eastern Europe, Latin America and the Caribbean, Other, Western Europe and Others
Duty Station	Available values vary depending on other filter selections.
Geographical Staff	All, No, Yes

You can select a specific Entity, Category Grade, Regional Group, Duty Station or Geographical Staff status to filter the visuals in the Dashboard. Click on the filter of interest in the Filter Bar, de-select *All*, and select the criteria to implement the filters in the Dashboard.

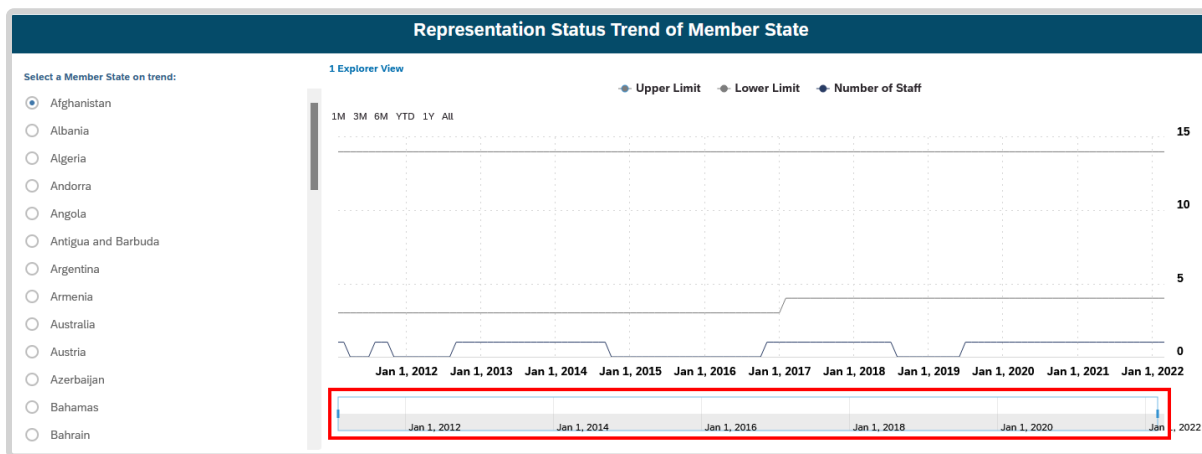
1.2.2. Representation Status Trend Filters

On the Desirable Ranges Status Analysis report, you will find the Representation Status Trend of Member State visual. This visual defaults to the alphabetically first member state country in the list.

Scroll through the list and select any other individual member state by click the radio button to the left of the member state name.




This visual also provides a Date Range filter at the bottom of the chart. To change the date range, use the cursor to grab an end of the blue box, and drag left or right to adjust. One or both ends of the date range can be adjusted.

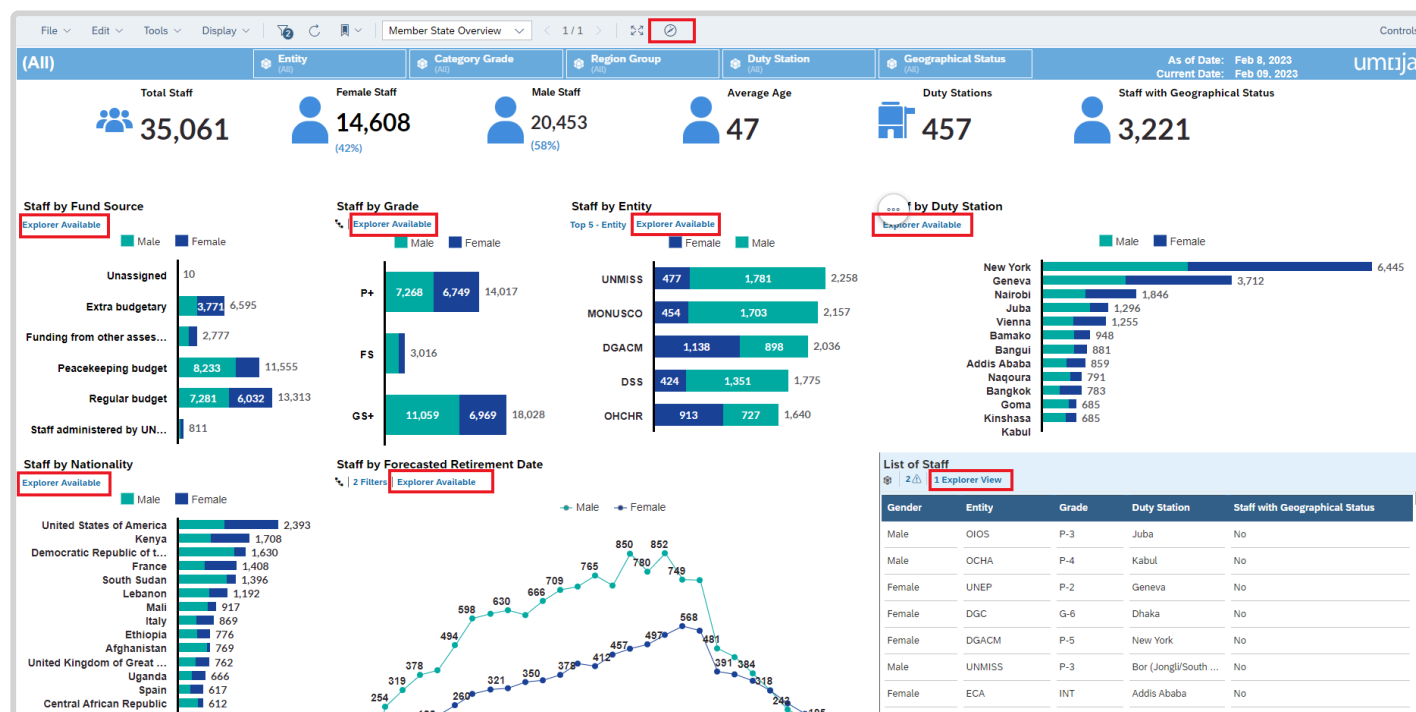

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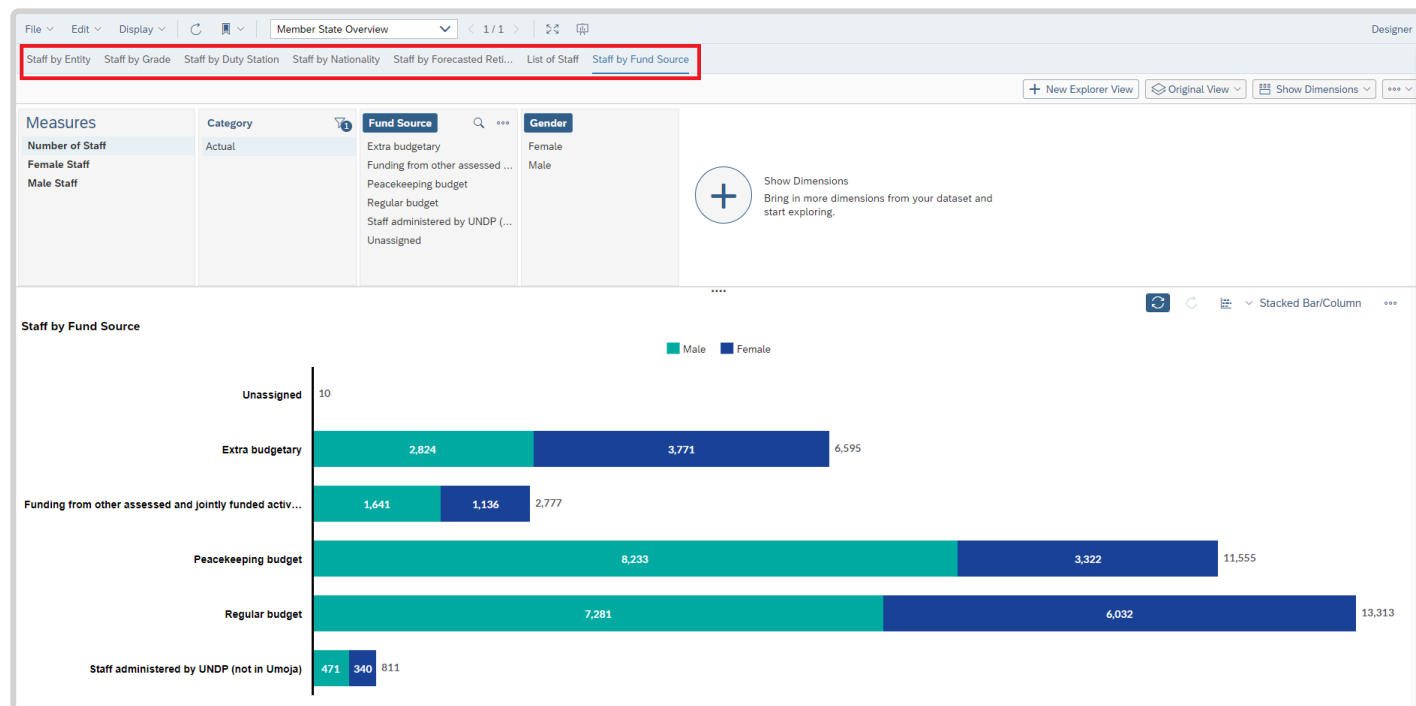
1.2.3. Explorer View

Explorer View is a feature of Umoja Analytics that allows the user to perform an ad hoc query on a specific dataset associated with a visualization. It allows you to analyse in more detail the data underlying certain graphs and tables presented in the **Member State Staff Analysis** and **Member State Desirable Ranges**.

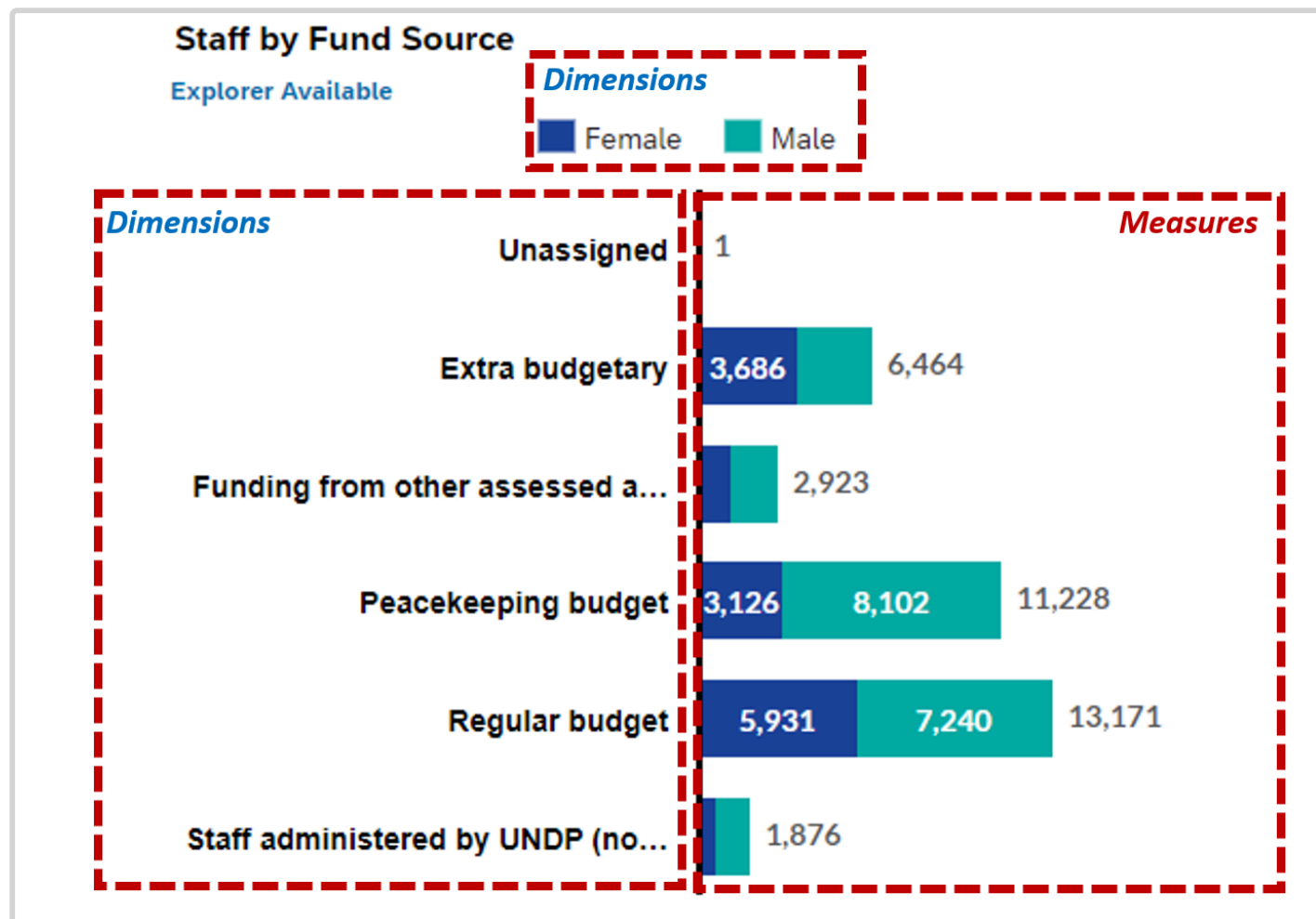
There are multiple ways to enter Explorer View. Click the Explorer View icon  at the top of the page, click *Explorer Available* in any of the applicable graphs or *Explorer View* in any of the tables.



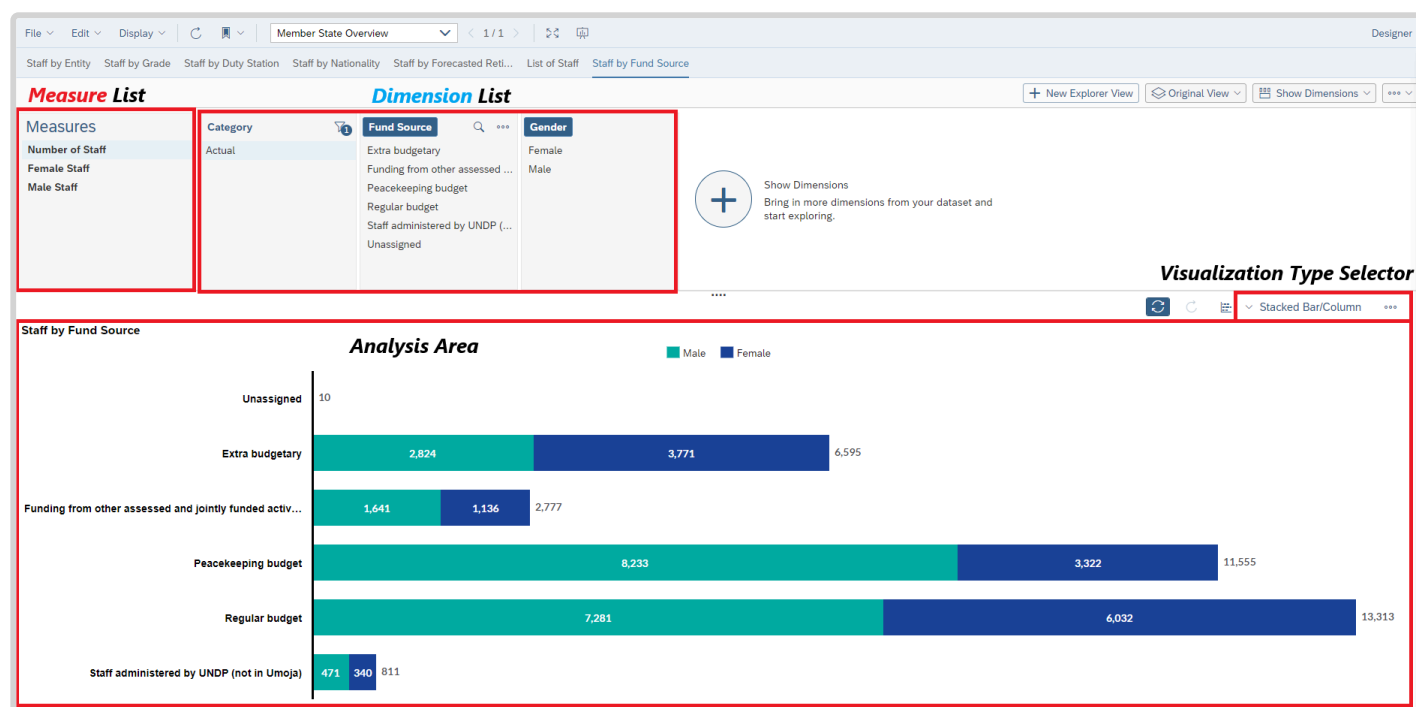
Once in Explorer View, focus is placed on the graph or table you selected, but you can change the focus to other available graphs or tables using the tabs at the top of the page.



In Umoja Analytics, categories are known as Dimensions, whereas aggregation or counts are known as Measures. For example, in the **Staff by Fund Source** visualization, the chart aggregates Staff by Fund Source and Gender. In other words, the chart has two Dimensions (Gender and Fund Source) for the Measure.



Explorer View provides tools which allow you to change the Measures and Dimensions included in the selected graph or table. It also allows changing the type of Visualization used to show the information.



Explorer view provides tools to:

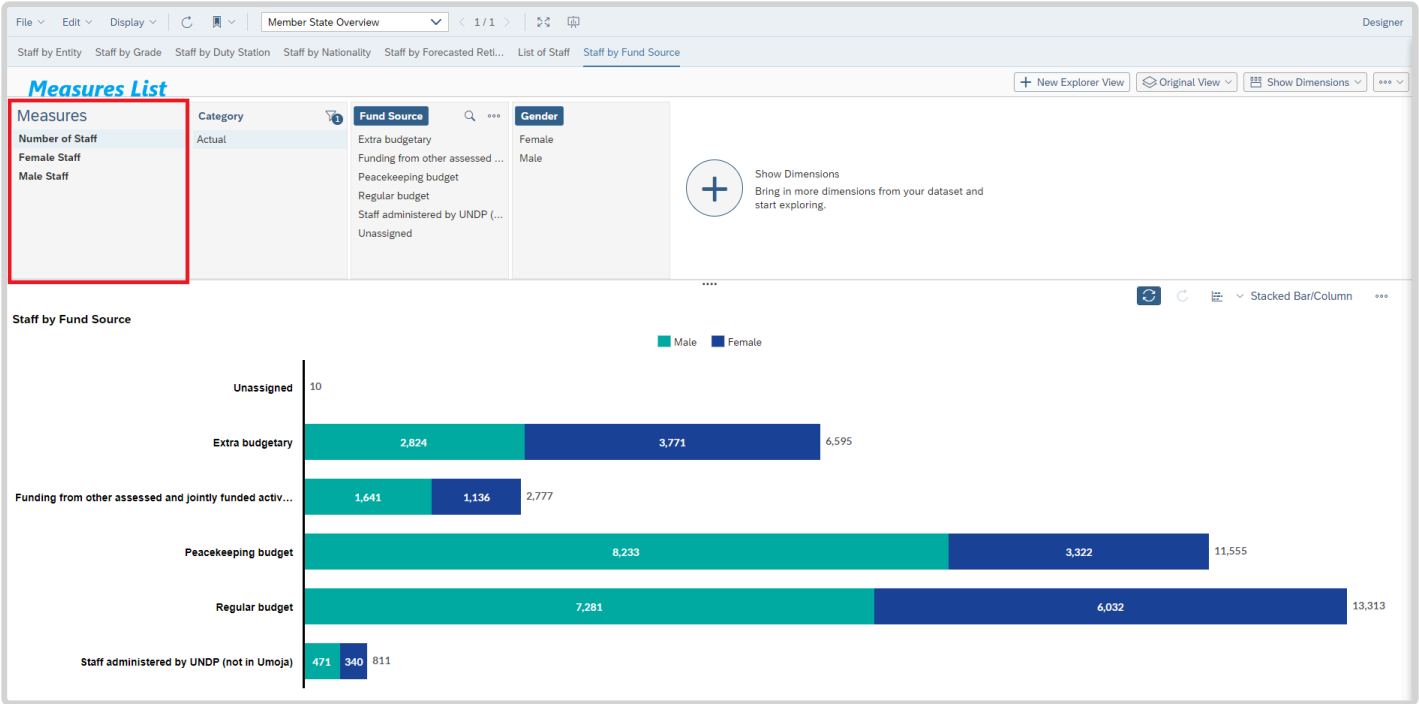
- [Change Measure](#)
- [Change Dimensions](#)
- [Change Visuals](#)
- [Manage Bookmarks](#)
- [Manage Views](#)

To exit Explorer View click *Explorer View Mode* icon .

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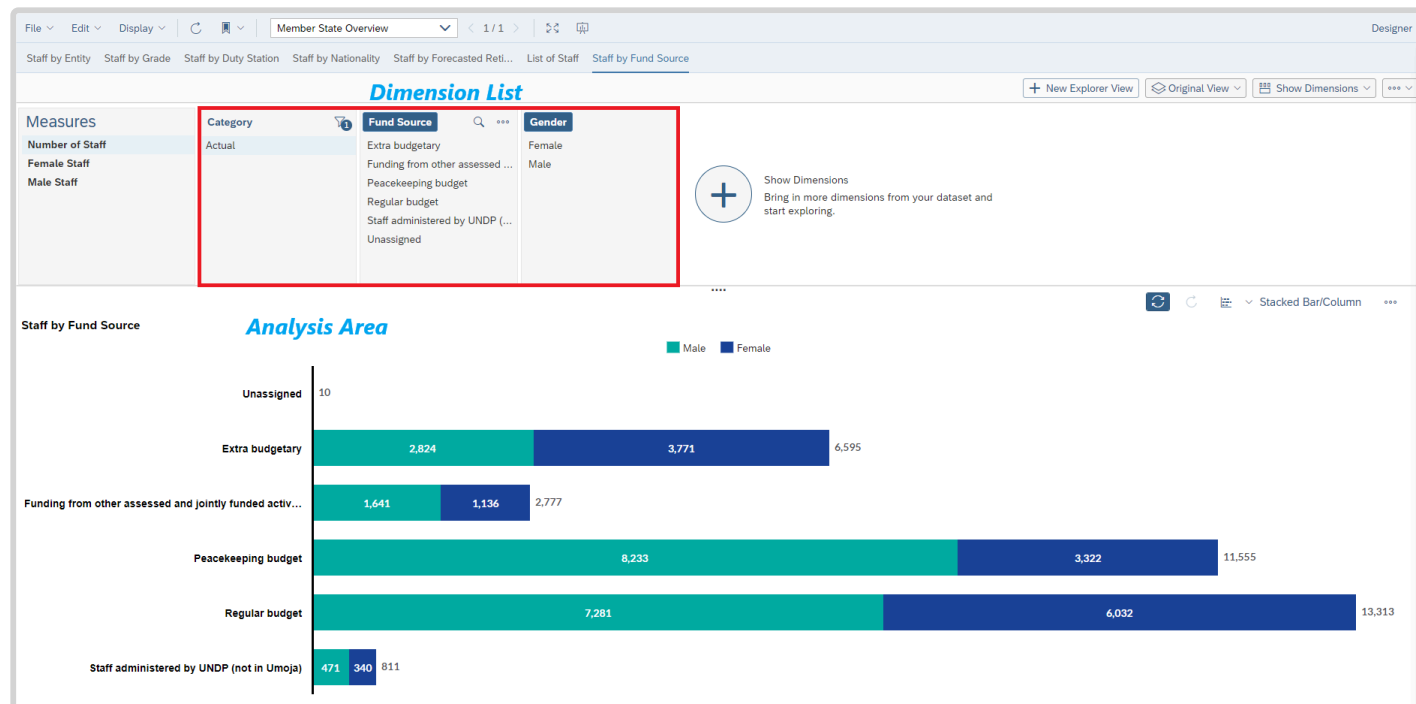
1.2.3.1. Change Measure



The Measure List shows all available measures in one column. A highlighted measure (in light blue) means it is selected for view in the Analysis below. Clicking on the highlighted measure unselects/removes it from view in the Analysis.

1.2.3.2. Change Dimensions

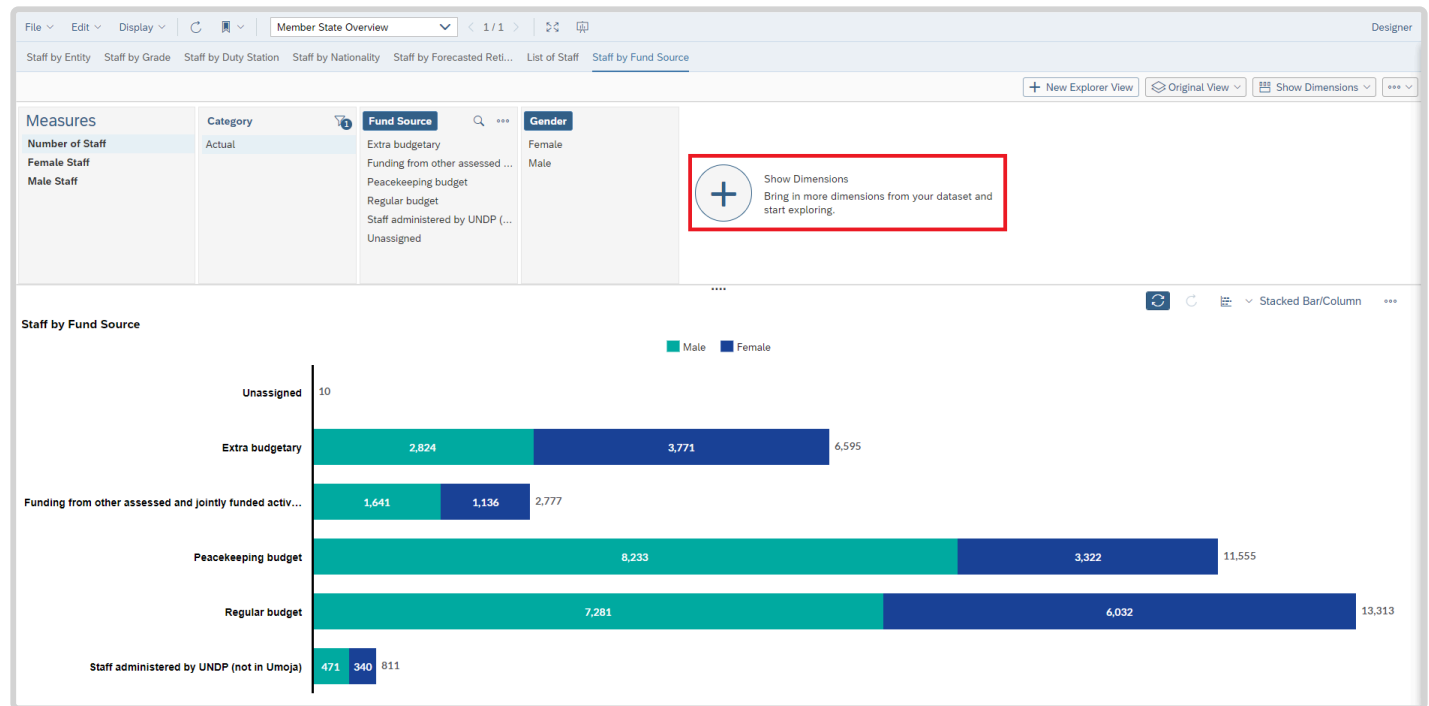
Unlike the Measure List, the Dimensions List comprises of columns representing all the initially available Dimensions to use. Each column displays the dimension header and its associated values.



You can use the Dimensions in the Dimension List to drill down into the data by clicking on the item of interest in each subset. A highlighted dimension header means it is selected for view in the Analysis Area. Highlighted dimension value(s) means the Analysis Area will represent data filtered by the selected dimension value(s).

Highlighting a dimension header and value(s) can be mutually exclusive. That is, a dimension header can be selected without any of its values selected, and vice versa. Dimensions initially listed are those that are required for the originating Visualization shown in the main dashboard.

If additional Dimensions are required for your analysis, or if more detail is desired, click on the *Show Dimensions* button (indicated by a plus sign) to open a dropdown list of additional information you can choose to include. Each Visual with Explorer View enabled has different additional Dimensions available, which are mentioned in the section describing each visual.




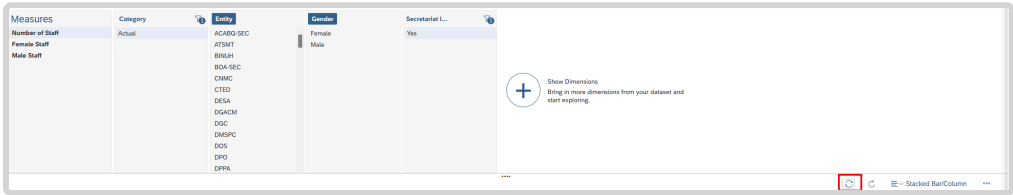
The use of additional dimensions adds granularity (more details) to the data. Table may be the most appropriate Visualization type to use.



When adding or removing dimensions, Explorer view is set by default to immediately apply the change, closing the dimension selection dropdown. This means you can add or remove only one dimension at a time.

If you would like to make multiple dimension changes before applying to the visual, click the

Synchronize Visualization Automatically  icon to deselect, before starting to make your dimension changes.



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1.2.3.3. Change Visualizations

Umoja Analytics allows the user to perform an ad hoc query on a specific dataset associated with a visualization. For example, it allows the user to change the type of visual (e.g., bar chart, table, pie chart) used for the selected graph or table. While there are many types of Visualizations to choose from, not all of them may be appropriate for the dataset you are analyzing.

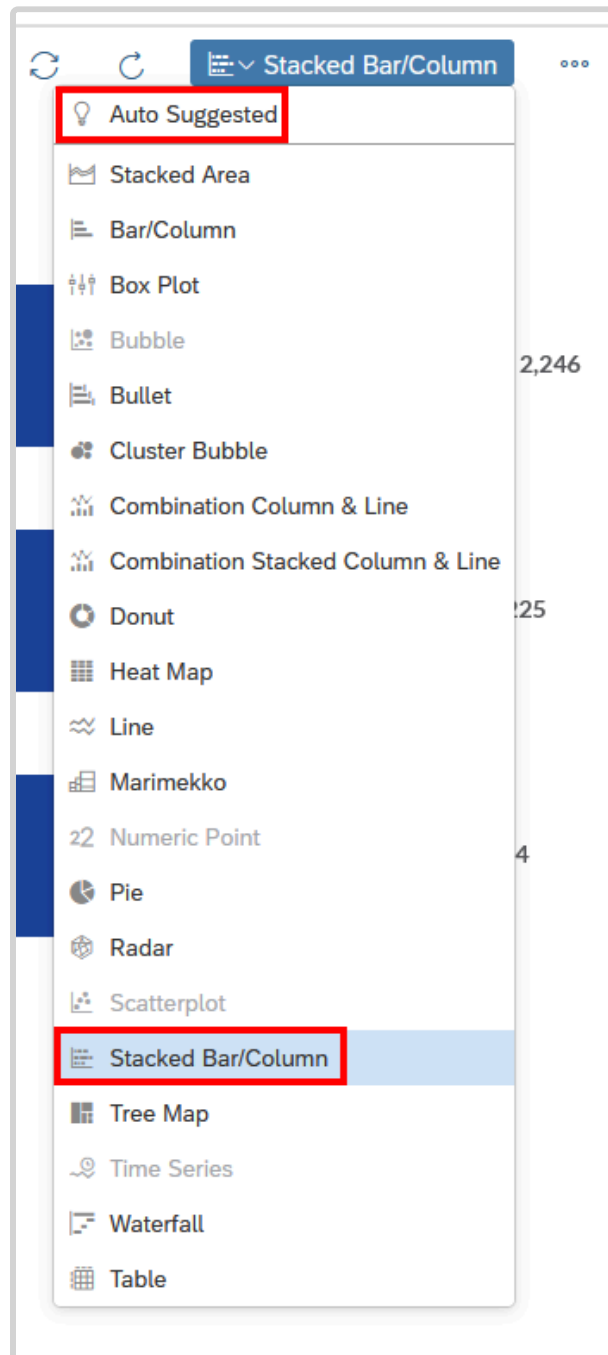


The default Explorer Visualization is often the same type as that of the originating Visualization

Click on the Visualization icon  to explore the different types of visuals available.



Umoja Analytics will provide a suggested visual according to the information in the dataset. To view the suggested visual click on *Auto Suggested* type in the visuals menu.



Select the visual you consider is more descriptive of your data and click on it to display it in the Analysis Area

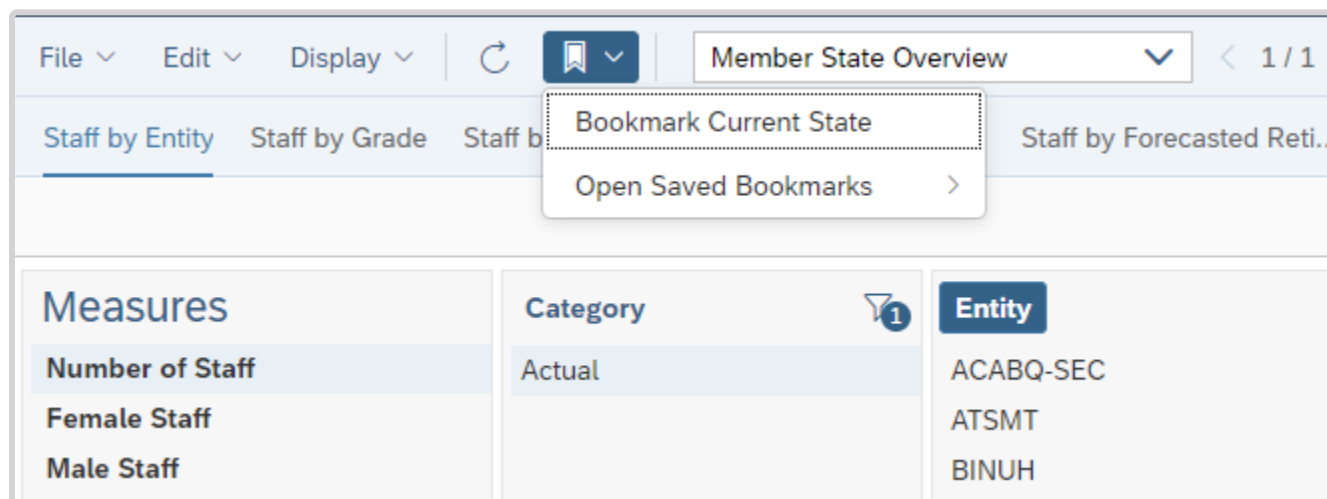
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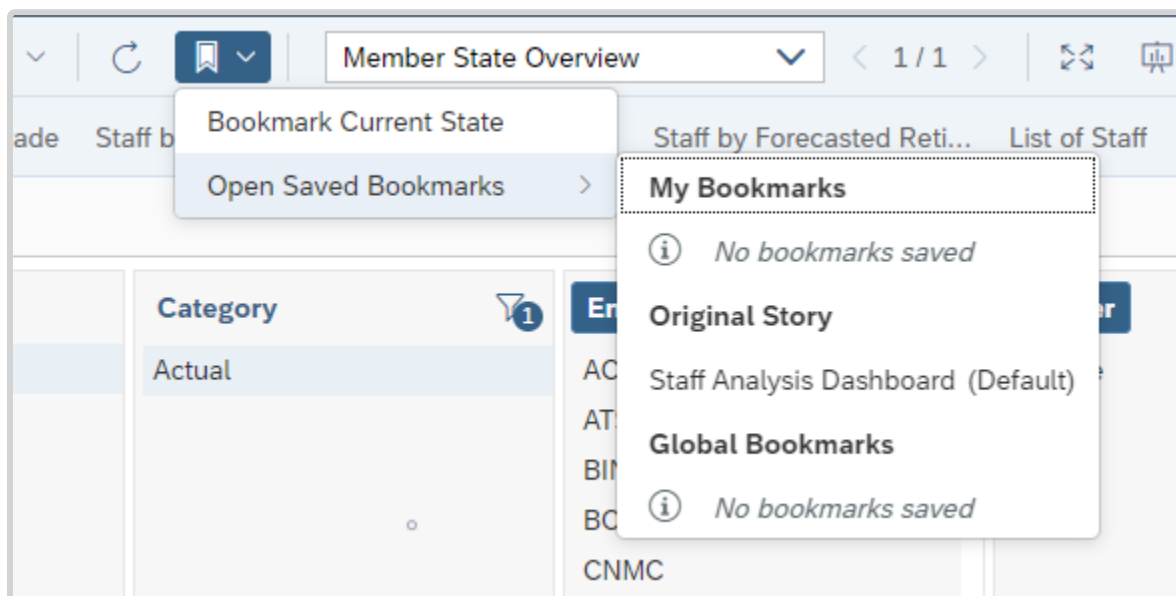
1.2.3.4. Manage Bookmarks

Once you have changed the dimensions and/or visual used to present information for the selected graph or table, you can bookmark these changes. Bookmarks allow you to recall these changes to the visuals easily in future sessions.

To create a Bookmark, click the bookmark icon, then click *Bookmark* current state.



To display a previously saved bookmark, click the bookmark icon, then click *Open saved* bookmarks.

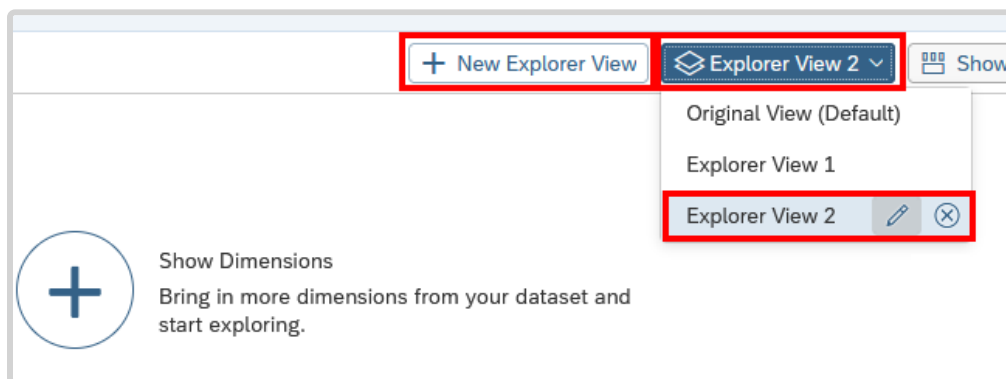

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1.2.3.5. Manage Views

Views allow you to save the current state of all Explore View graphs and tables for easy access during future sessions.

To create a new View, after making all setting changes, click *New Explorer View*. This adds the new view to the list of views accessible from the View dropdown list.



From the view dropdown list, you can:

- select a view to display,
- edit (pencil icon) a view name,
- delete (circled x icon) a view.

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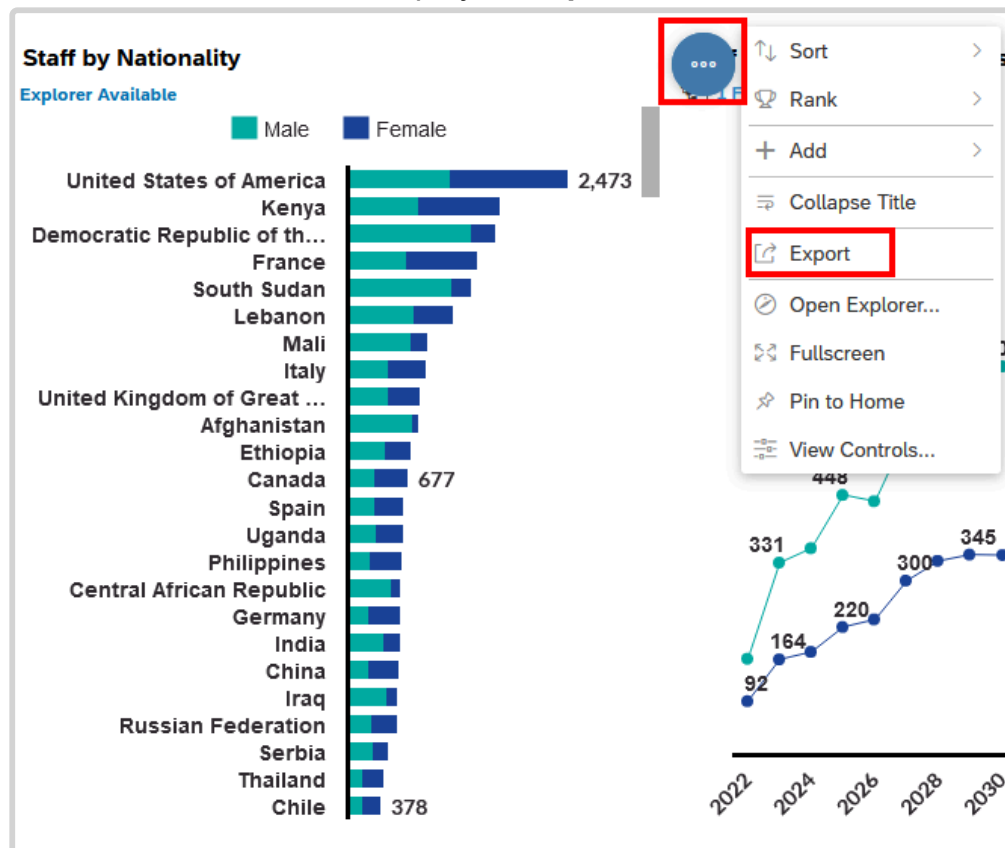
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1.3. Exporting to Excel

Data for each table and visual, whether in Report or Explorer View, can be exported to excel for offline analysis.

To export data,

1. Click a visual or table to display the **Options** menu.



2. Click the menu then select **Export**:

Export

Name:

M_PEOPLE_FACT_SS_MS_DESIRABLE_GLOBAL

File Type

CSV

Scope

All

☐ Include Formatting (converts numbers to strings) ⓘ

CSV Delimiter

Comma ,

ⓘ Custom cells and client calculations won't be exported. Hidden rows and columns will be exported.

OK Cancel

3. The default File Type is **CSV**. CSV will export all available data, based on the selection for Scope.
The options for Scope are: – Point of View – include only those records for the data currently displayed – All – include all records
4. Make your selection, then click **OK**.

You can also export data in XLSX format, likewise, select **All** on the Scope filter, then click **OK**.

Export

Name:

M_PEOPLE_FACT_SS_MS_DESIRABLE_GLOBAL

File Type

XLSX

☐ Include Formatting (converts numbers to strings) ⓘ

☐ Indent Hierarchy

ⓘ Custom cells won't be exported.

OK

Cancel

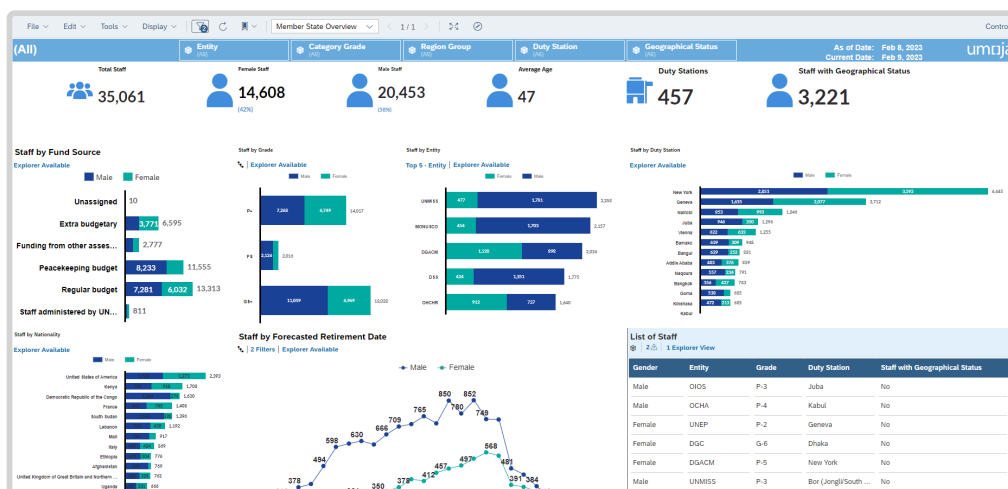
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2. Staff Analysis Dashboard

This page provides summary level information for the **Total staff**, breakdown by **Gender**, **Average Age**, **Duty Station** and the **Staff with Geographical Status**.

Visuals on this page show:

- [Staff by Fund Source](#)
- [Staff by Grade](#)
- [Staff by Entity](#)
- [Staff by Nationality](#)
- [Staff by Forecasted Retirement Date](#)
- [Staff by Duty Station](#)
- [List of Staff](#)



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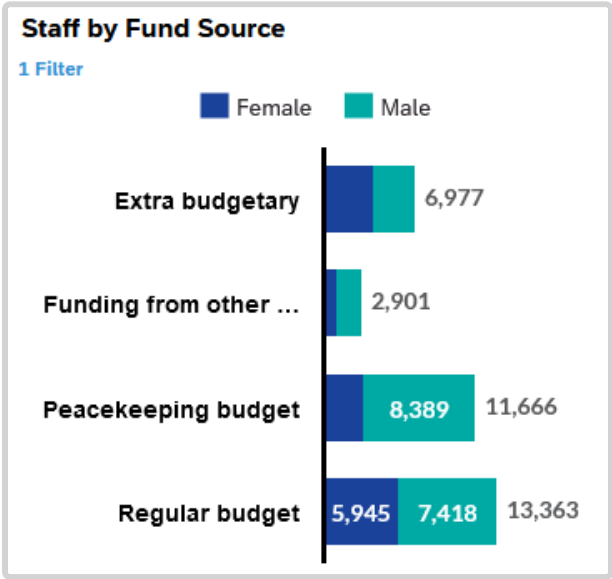
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2.1. Staff by Fund Source




The Staff by Fund Source graph presents a breakdown of staff by the Dimensions of gender, and funding by Extra budgetary, Funding from other sources, Peacekeeping budget and Regular budget.

Dimensions in this visual can be drilled down in [Explorer View](#) by:

- Fund Source
- Gender

Also, the following additional dimensions are available in *Show Dimensions*:

- Desirable Range Indicator Code

Remember you can also change the Measures included in the visual from the Measure list. as well as the type of visual used to display your data from the visuals icon .

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2.2. Staff by Grade


The Staff by Grade graph presents a breakdown of staff by the Dimensions of gender, and Position Grade.

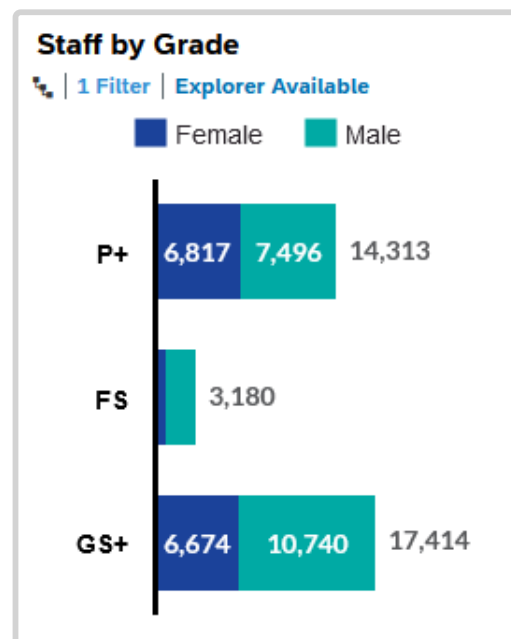
Dimensions in this visual can be drilled down in [Explorer View](#) by:

- Gender
- Level

Also, the following additional dimensions are available in Show Dimensions:

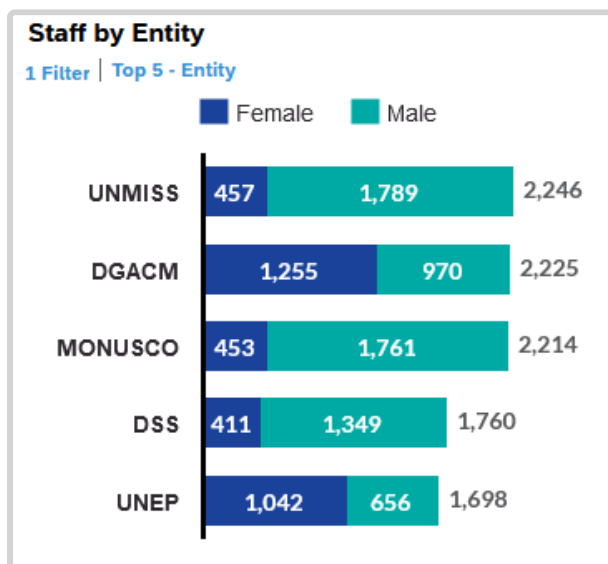
- Entity
- Geographic Region
- Nationality
- Staff with Geographical Status

Remember you can also change the Measures included in the visual from the Measure list. as well as the type of visual used to display your data from the visuals icon .

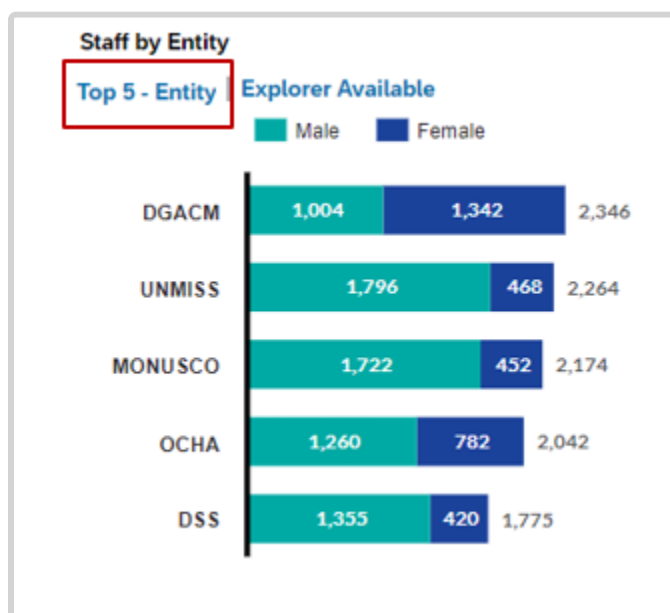

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2.3. Staff by Entity



The Staff by Entity graph presents a breakdown of staff by the Dimensions of gender, and by Entity. This visual has a **Top 5 Entity** filter enabled to display the five highest-ranking entities on Staff Analysis Dashboard. To edit this filter, click on *Top 5 – Entity*.



Edit the criteria displayed to change the ranking shown in the visual.


Mode	Top	▼
Value	5	
Dimension	Entity	▼
Measure	Number of Staff	▼
Cross Calculation	Measure Values	▼
Version	Actual	▼

Dimensions in this visual can be drilled down in [Explorer View](#) by:

- Gender
- Entity

Also, the following additional dimensions are available in Show Dimensions:

- Duty Station
- Level
- Nationality
- Staff with Geographical Status

Remember you can also change the Measures included in the visual from the Measure list. as well as the type of visual used to display your data from the visuals icon .

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2.4. Staff by Nationality


The Staff by Nationality graph presents a breakdown of staff by the Dimensions of gender and Nationality.

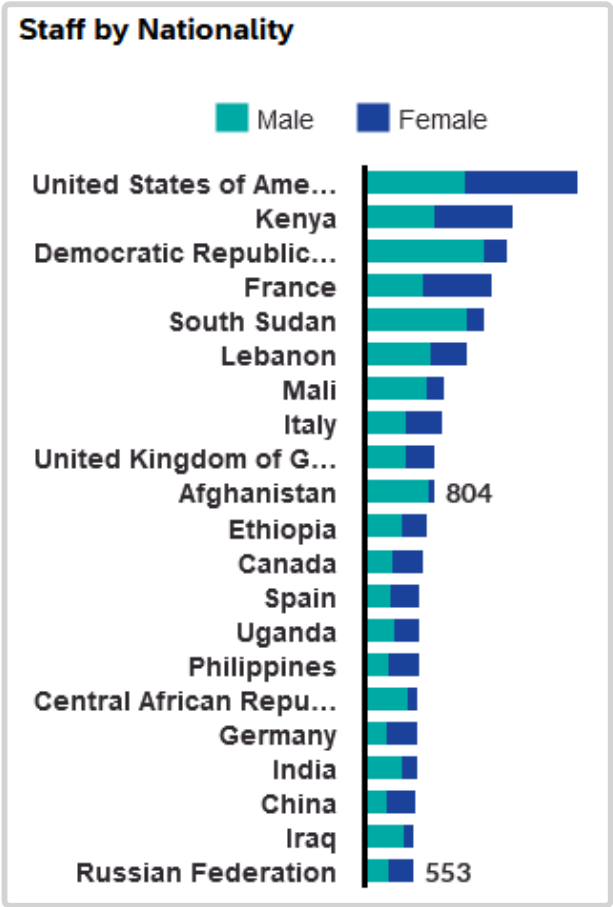
Dimensions in this visual can be drilled down in [Explorer View](#) by:

- Gender
- Nationality

Also, the following additional dimensions are available in Show Dimensions:

- Duty Station
- Entity
- Geographic Region
- Staff with Geographical Status

Remember you can also change the Measures included in the visual from the Measure list. as well as the type of visual used to display your data from the visuals icon .



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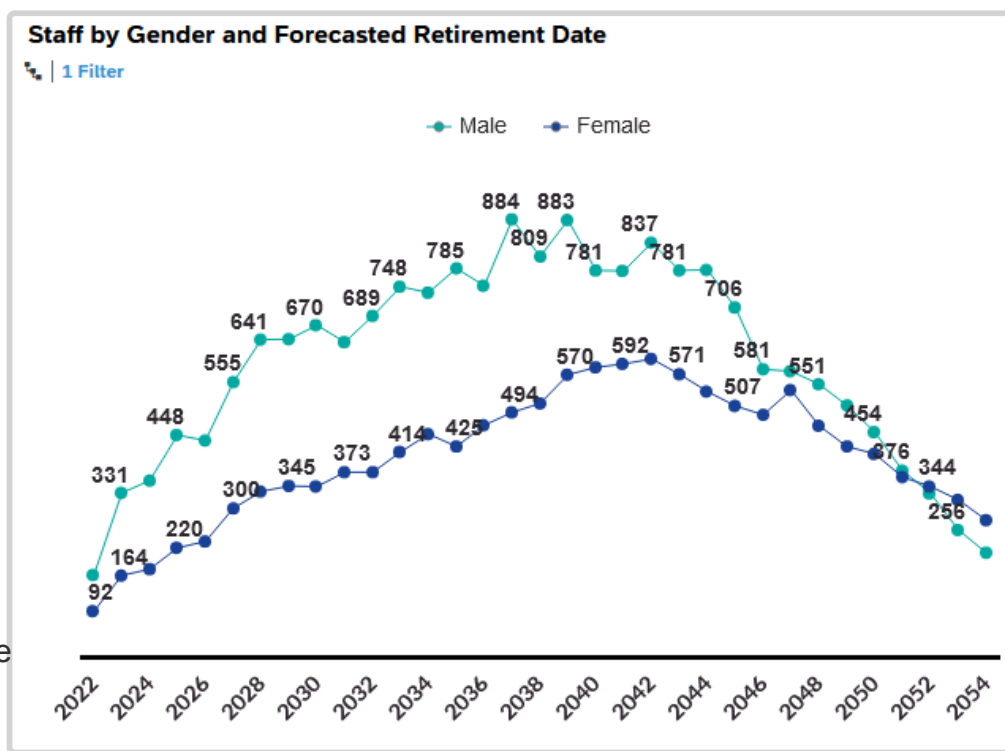
2.5. Staff by Gender and Forecasted Retirement Date

The Staff by Gender and Forecasted Retirement Date graph plots lines for the number of staff by the Dimensions of gender forecasted to retire each year.

Dimensions in this visual can be drilled down in


[Explorer View](#) by:

- Gender
- Appointment Type
- Retirement Date



Also, the following additional dimensions are available in Show Dimensions:

- Nationality

Remember you can also change the Measures included in the visual from the Measure list. as well as the type of visual used to display your data from the visuals icon .

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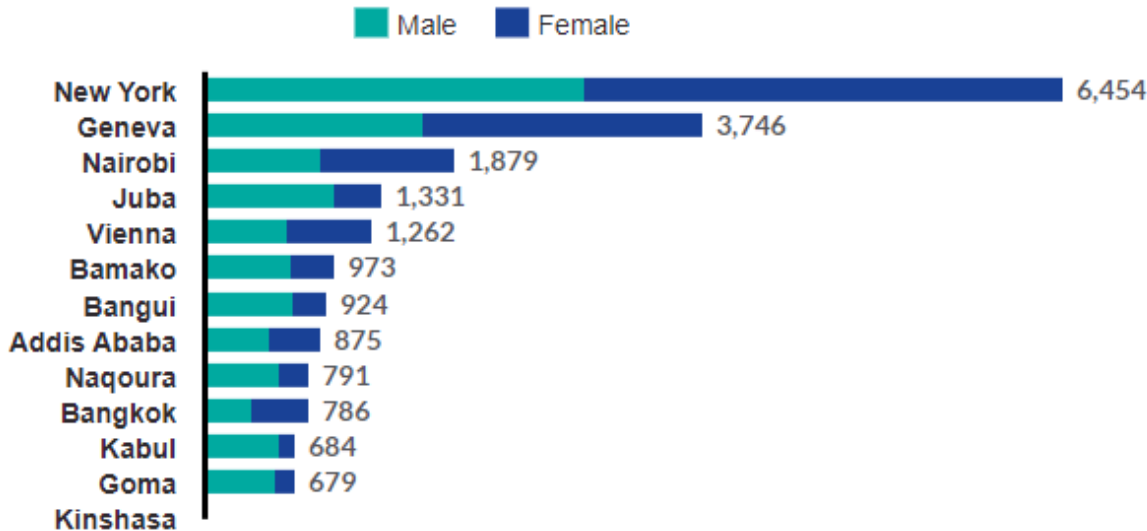
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2.6. Staff by Duty Station

The Staff by Duty Station graph presents a breakdown of staff by the Dimensions of gender and Duty Station.

Staff by Duty Station

[Explorer Available](#)



Dimensions in this visual can be drilled down in Explorer View by:

- Duty Station
- Gender

Also, the following additional dimensions are available in Show Dimensions:

- Level
- Nationality
- Staff with Geographical Status

Remember you can also change the Measures included in the visual from the Measure list. as well as the type of visual used to display your data from the visuals icon.

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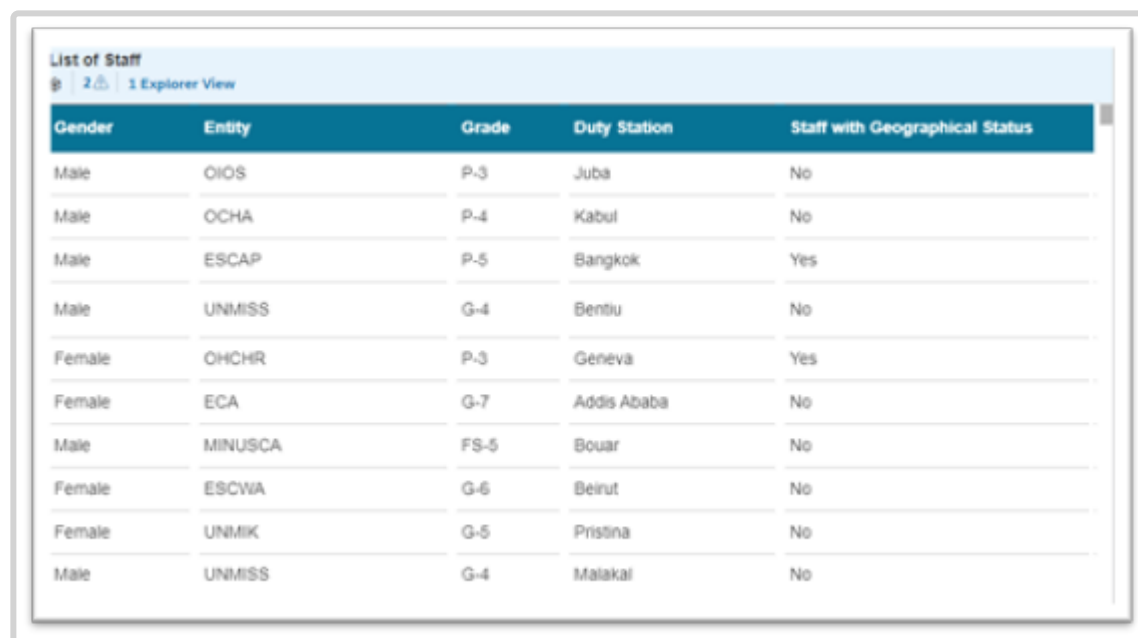
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2.7. List of Staff



Gender	Entity	Grade	Duty Station	Staff with Geographical Status
Male	OIOS	P-3	Juba	No
Male	OCHA	P-4	Kabul	No
Male	ESCAP	P-5	Bangkok	Yes
Male	UNMISS	G-4	Bentiu	No
Female	OHCHR	P-3	Geneva	Yes
Female	ECA	G-7	Addis Ababa	No
Male	MINUSCA	FS-5	Bouar	No
Female	ESCWA	G-6	Beirut	No
Female	UNMIK	G-5	Pristina	No
Male	UNMISS	G-4	Malakal	No

The List of Staff table presents all staff with columns for the Dimensions of Gender, Entity, Grade, Duty Station and Geographical Position indicator.


Dimensions in this visual can be drilled down in [Explorer View](#) by:

- Duty Station
- Entity
- Gender
- Grade
- Staff with Geographical Status

Also, the following additional dimensions are available in Show Dimensions. To view additional Dimensions in this visual go to *Explorer View* and click on *Show Dimensions*.

The List of Staff visual can include the following additional dimensions:

- Functional Title
- Nationality
- Secretariat Indicator Description

Remember you can also change the Measures included in the visual from the Measure list. as well as the type of visual used to display your data from the visuals icon .

You can also download the full list of staff by clicking on the link **Navigate to External URL** and then selecting **List of Staff**.

List of Staff

Navigate to External URL

2

1 Explorer View

List of Staff

Show Hyperlinks in Table

Gender		Grade	Duty Station	Staff with Geographical Information
Female		G-5	Port-au-Prince	No
Male	OCHA	P-4	Sa'ada	No
Female	UNODC	P-4	Panama City	No
Male	MONUSCO	NO-C	Kinshasa	No

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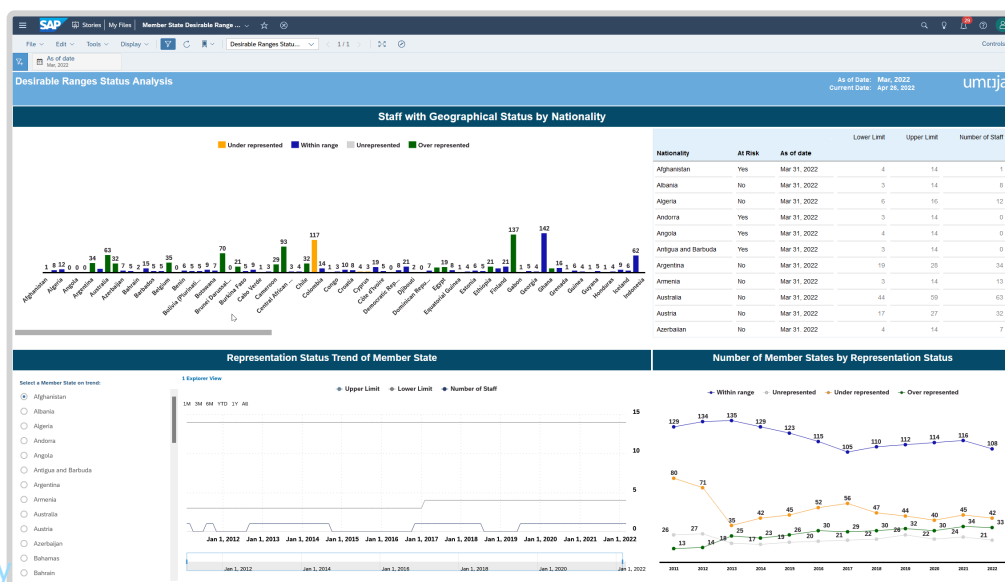
Last modified: 13 February 2024

3. Desirable Ranges Status Trend Analysis

The **Desirable Ranges Analysis** report shows all the Member States countries categorized based on their **Representation Status**. The graphs also provide the number of staff counted towards **Desirable Ranges**, **Lower Limit** and **Upper Limit**.

Visuals on this page show:

- [Staff with Geographical Status by Nationality](#)
- [Representation Status Trend of Member State](#)
- [Number of Member States by Representation Status](#)



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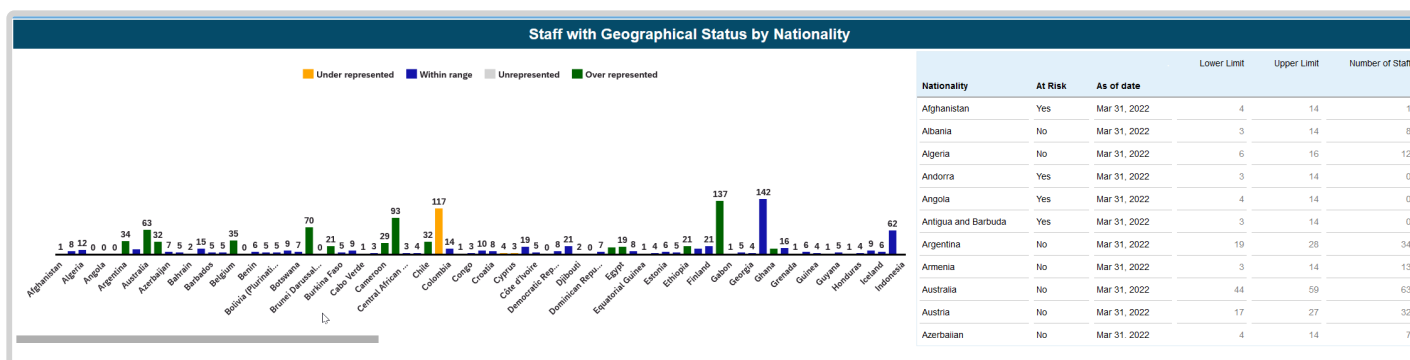
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3.1. Staff with Geographical Status by Nationality



The Staff with Geographical Status by Nationality graphic shows information in both bar chart and table formats.

The bar chart shows the number of staff with Geographical Status by the Dimensions of Nationality and Representation Status. Each bar is colour-coded to indicate representation as Under, Within range, Over, and Unrepresented.

Dimensions in this visual can be drilled down in [Explorer View](#) by:

- Member State
- Representation Status

Also, the following additional dimensions are available in Show Dimensions:

- As of Date
- At Risk
- Country Code
- Desirable Range Status Detail
- Economic Grouping
- Reason for Change
- Regional Group

Remember you can also change the Measures included in the visual from the Measure list. as well as the type of visual used to display your data from the visuals icon

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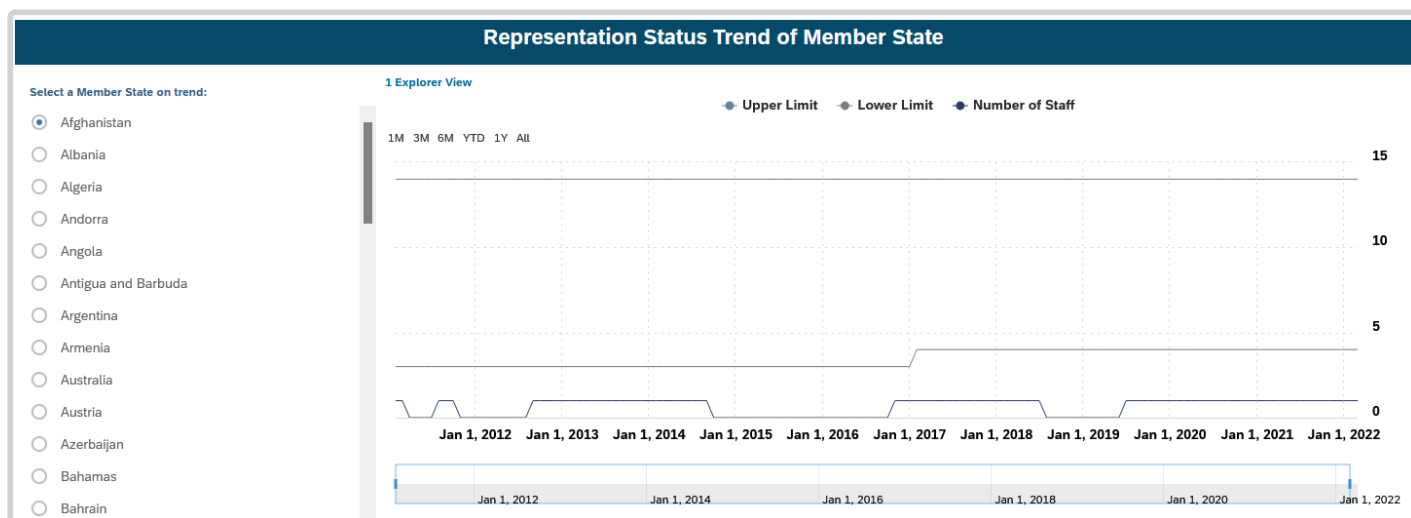
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3.2. Representation Status Trend of Member State



The Representation by Status Trend of Member State graphic presents trend line analysis for a selected Member State depicting the Upper and Lower Representation limits as well as the number of Member State staff, over a selected period of time.


The displayed Member State can be changed using the radio buttons on the left, and the date range can be changed using the expand/collapse tool on the timeline axis. See [Representation Status Trend Filters](#).

Dimensions in this visual can be drilled down in [Explorer View](#) by:

- As of Date
- Economic Status
- Previous Representation Status
- Representation Status
- Nationality
- At Risk

Also, the following additional dimensions are available in Show Dimensions:

- As of Date

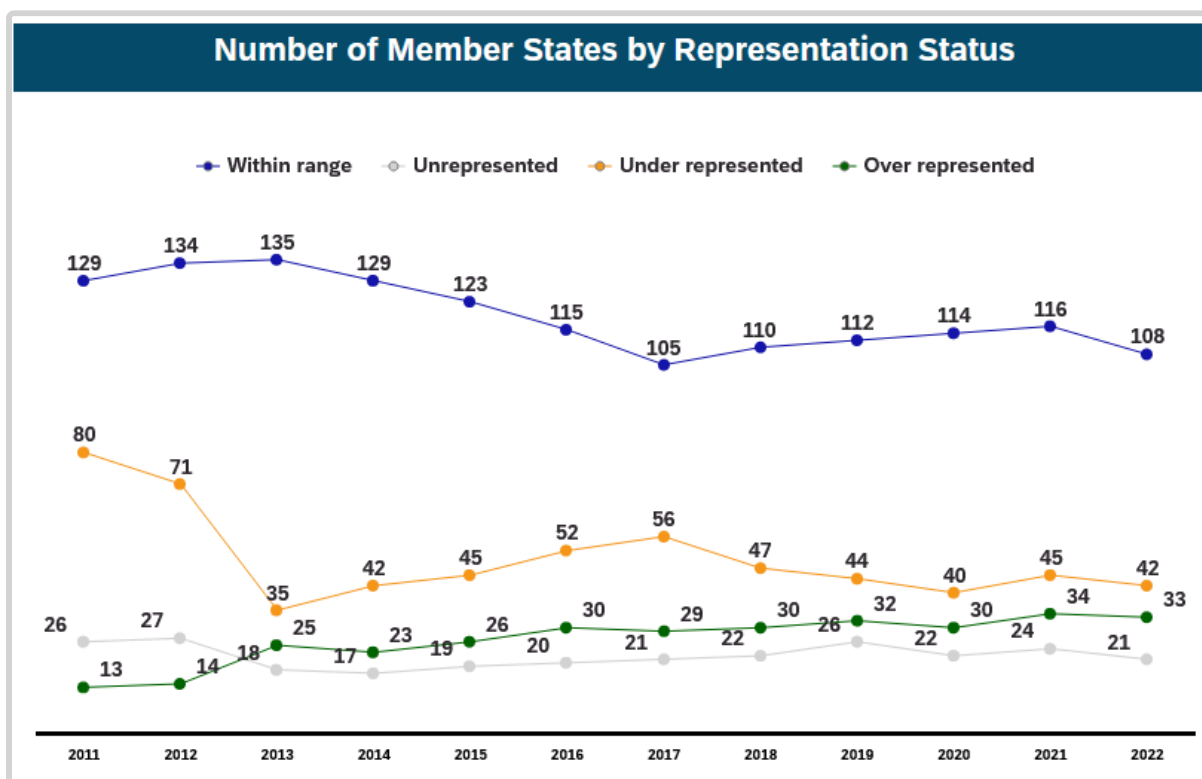
Remember you can also change the Measures included in the visual from the Measure list. as well as the type of visual used to display your data from the visuals icon  .

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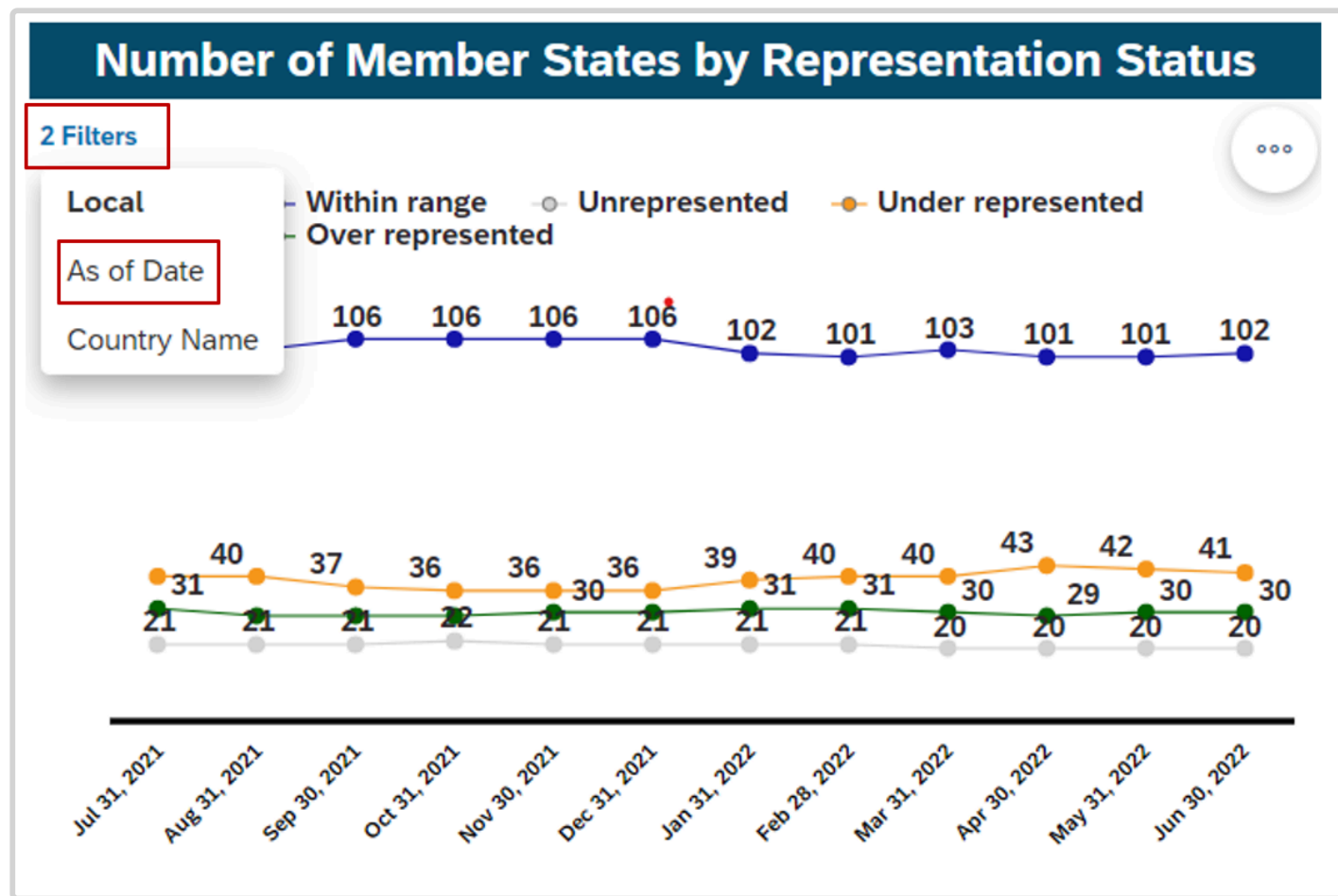
Last modified: 19 July 2022

3.3. Number of Member States by Representation Status

The Number of Member States by Representation Status graphic presents trend line analysis for all Member States depicting the number of Member States with representation statuses of Within range, Unrepresented, Under Represented, and Over represented, through 12 months, for example from 2021 to 2022.



You can view the Number of Member States by Representation Status for a specific period by changing the *As of Date* for the visual. Click on *Filters* to change the time period.



Change the **Look Back** value to change period shown in the visual.

<
As of Date

Look Back

☒

12

Current Period

Month (Jul, 2022)

Look Ahead

0

i

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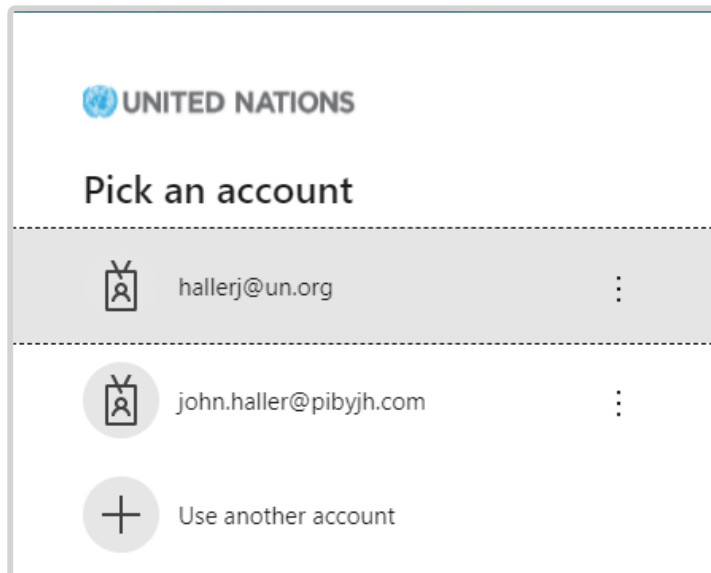
Last modified: 13 February 2024

4. Instructions for Activating Your Account



If you have not already done so, complete the steps to [Activate your Microsoft account](#), then [Set up multi-factor authentication](#).


1. Open <https://ms.umoja.un.org> to log in to the SWPMS-HR.
2. Select your Microsoft Account.



3. Enter your log in credentials and click *Sign in*.




4. Click the MFA option you would like to use and respond to the authentication request.




hallerj@un.org


Verify your identity




Approve a request on my Microsoft Authenticator app



Use a verification code from my mobile app



Text +X XXXXXXXX85



Call +X XXXXXXXX85

[More information](#)

Cancel

5. The UN Secretariat workforce portal for Member States page displays.

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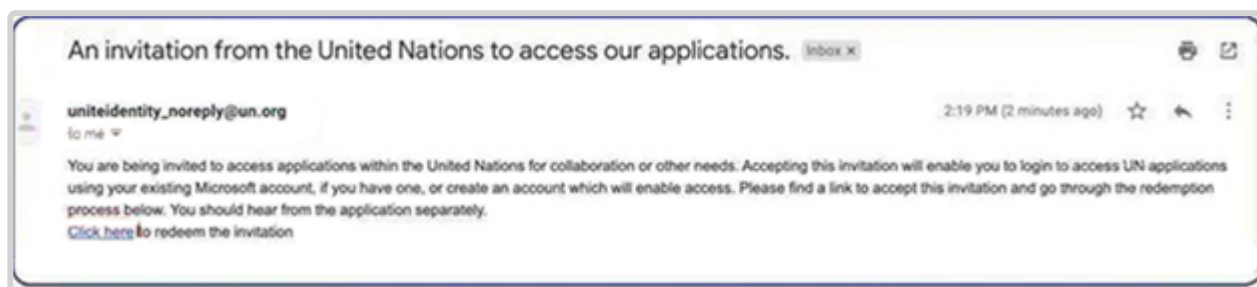
Last modified: 13 February 2024

4.1. Activate your Microsoft account

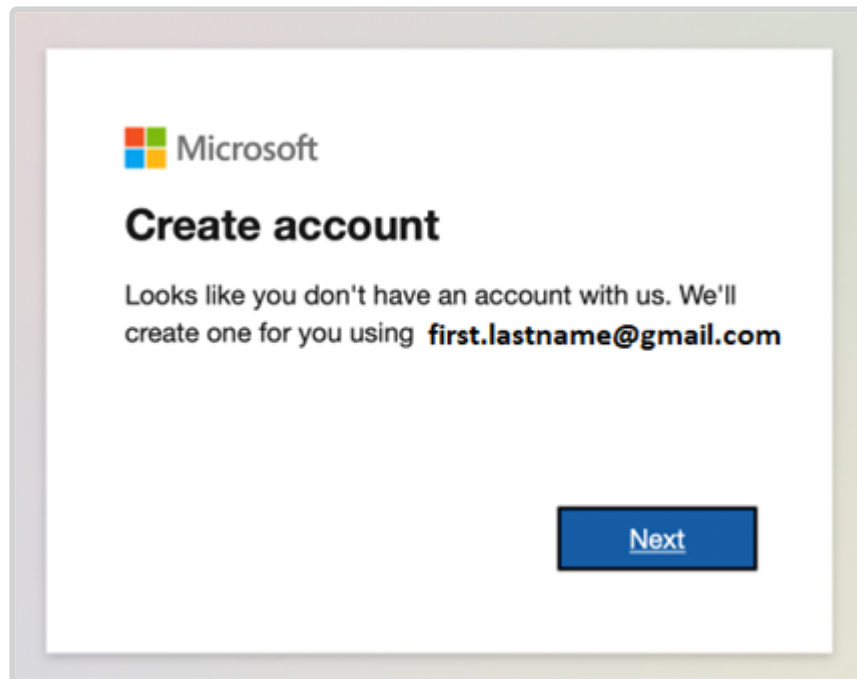


This is a one-time set-up process. After activating your UN Azure account, you can access the UN Secretariat workforce portal for Member States directly through <https://ms.umoja.un.org>. You will be prompted to log in using your UN Azure registered email address.

1. Check your email. You will have received the below invitation in your inbox. Click on the *Click here* link in the email.



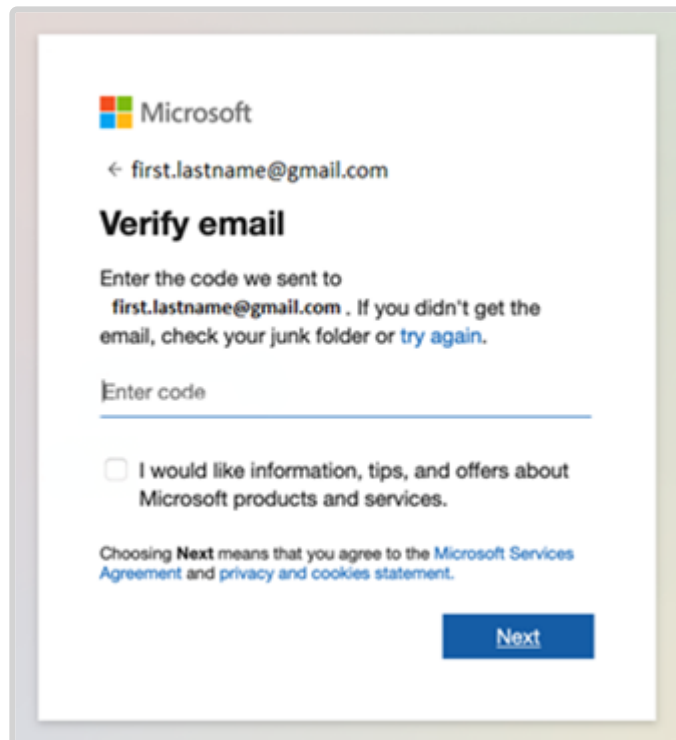
2. If you do not have an existing Microsoft Account associated with your email address, you will see the below message. Click *Next* to create an account.



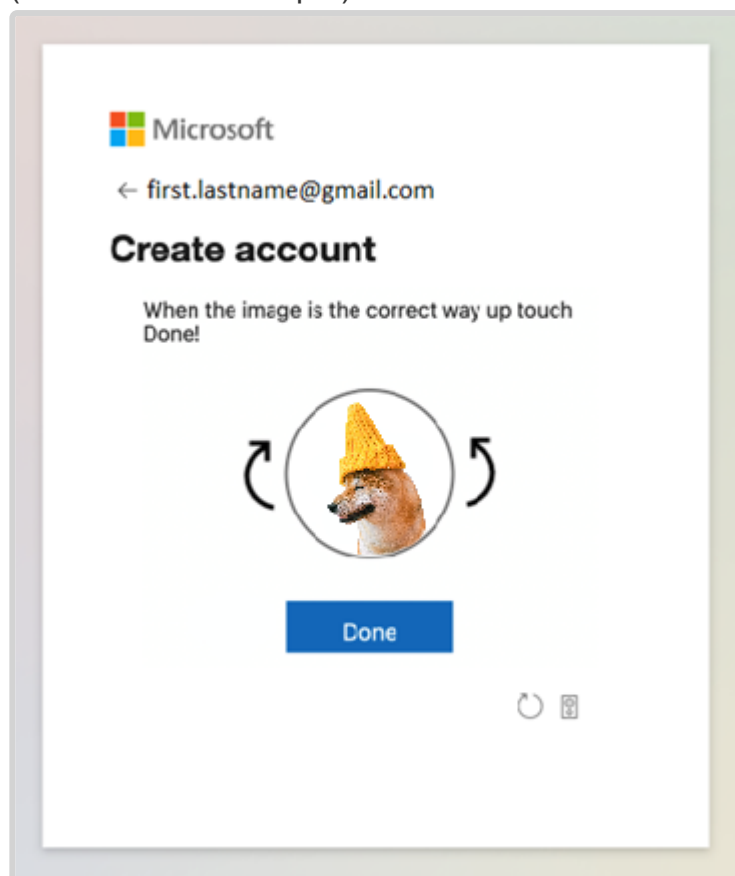
3. The system will prompt you to select a country and enter your birth date. Enter it below and click *Next*.

A screenshot of the Microsoft account creation page, showing the birthdate selection step. At the top left is the Microsoft logo. Below it, the email address 'first.lastname@gmail.com' is displayed with a back arrow. The heading 'Create account' is in bold. Below the heading, a message states: 'We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.' There are two dropdown menus: 'Country/region' with 'United States' selected, and 'Birthdate' with 'June' selected for the month. There are also input fields for 'Day' and 'Year'. At the bottom right, there is a blue button with the text 'Next'.

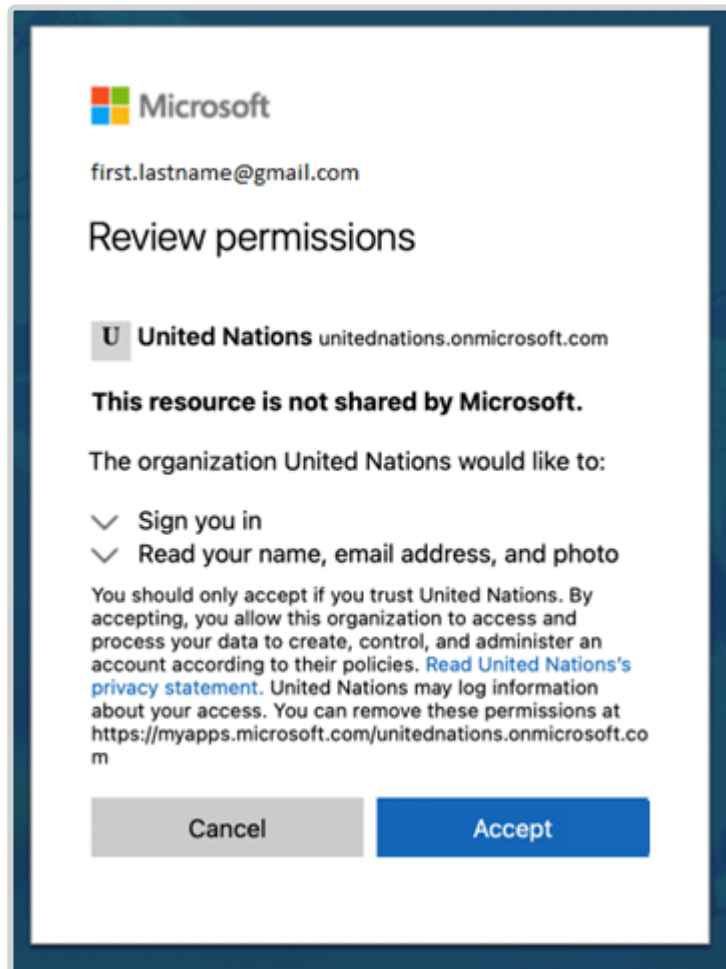
4. The system will send you a verification email to the email address you provided. Check your email. Enter the code you received, uncheck the box to receive offers about Microsoft products and services and click *Next*.



5. For security purposes, the site requires you to rotate the image until it appears correctly (the below is a sample). Click *Done*.



6. Review permissions and click *Accept*.



7. Your registration is now complete! Close the browser window/tab.
8. Open a new browser window and enter: <https://ms.umoja.un.org>. The first time you access this URL, the system will require you to secure your Microsoft Account as described in Part 2.

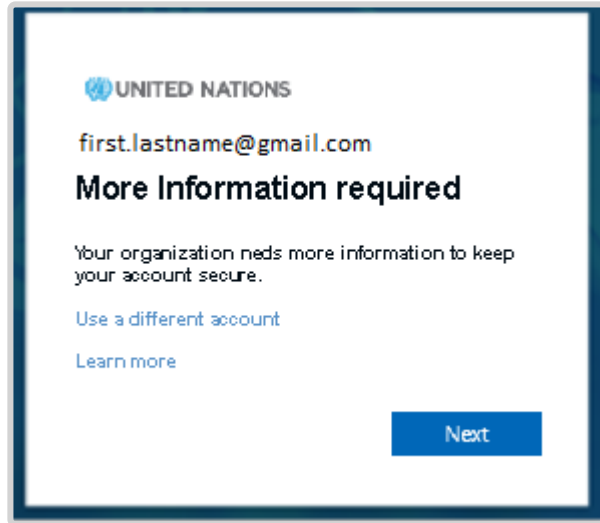
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Last modified: 9 January 2023

4.2. Set up multi-factor authentication (MFA)

Before you can access the UN Secretariat workforce portal for Member States, the system requires you to secure your Microsoft account by adding an additional method of login verification. This is known as multi-factor authentication (MFA).

1. Open a new browser window and navigate to: <https://ms.umoja.un.org>
2. Click on *Next*.



3. Select your desired additional security verification method: either a) Authentication phone or b) Mobile App.
If a) Authentication phone is selected:
 - Select your phone country/region.
 - Enter your phone number.
 - Select your desired Contact Method (text or call).
4. Click *Next*.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United States (+1) 9171231234

Method

☒ Send me a code by text message

☐ Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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If b) Mobile app is selected:

- Select how you want to use the mobile app (either receive a notification or use a verification code).
- Click *Set up* and follow the on-screen instructions to configure the mobile app.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

☒ Receive notifications for verification

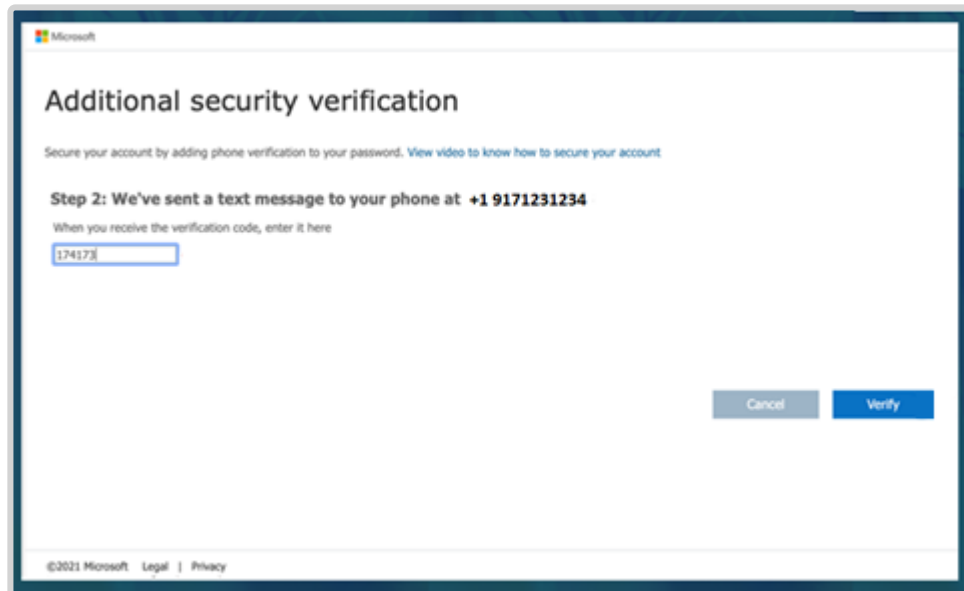
☐ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

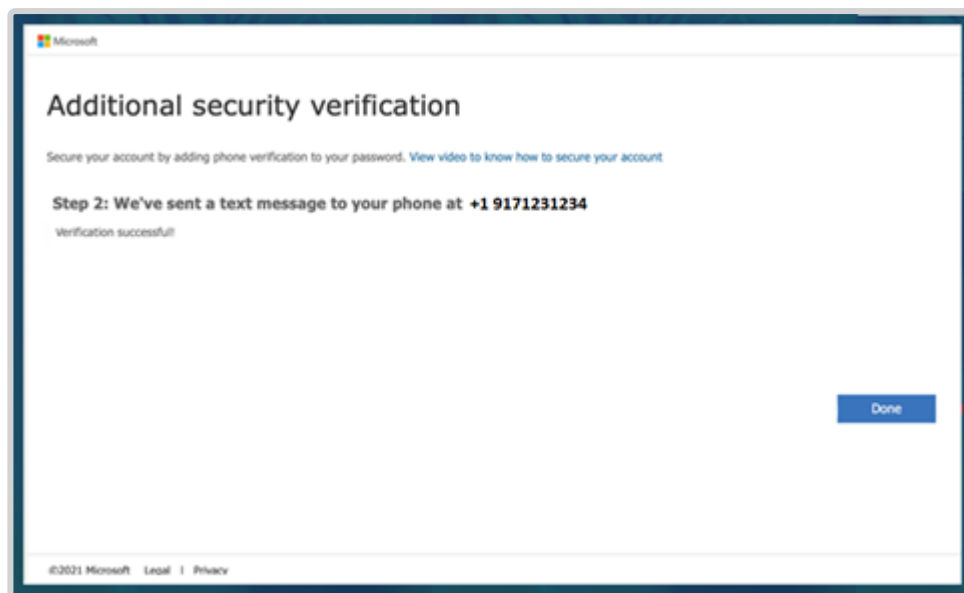
Set up Please configure the mobile app.

In the below example, option a) Authentication phone has been selected.

5. A verification code will be sent to you. Enter the verification code you received. Click *Verify*.



6. A message will appear notifying you that the verification has been successful. Click *Done*.



7. Upon clicking *Done*, you will be brought to the UN Secretariat workforce portal for Member States Landing Page.



The tile description will depend on your access—whether you're a member of the ACABQ or a delegate of the Fifth Committee.

In the future to access the UN Secretariat workforce portal for Member States, navigate

<https://ms.umoja.un.org>.

You will be prompted to log in using your registered email address and authentication code.

- You may wish to consider adding uniteidentity_noreply@un.org to your safe list.
- Need help? Contact ms-portals-support@un.org

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5. HR Portal FAQs

What date can I choose for the As of Date?

There are two options. You can choose a date

1. **As of the last day of a month for completed months.**

This provides a Monthly Snapshot of staff data as at the end of the selected month. This functionality is available for all the reports across the UN Secretariat workforce portal for Member States and includes data for staff administered by the Secretariat as well as those administered by UNDP.

2. **Current date (one day old data)** – this provides a Daily Snapshot of staff data as of the close of business the prior day. This functionality is only available for the staff reports. The Desirable Ranges reports use only the Monthly Snapshot dates.

Who is included in the Staff Population

Data reported in the UN Secretariat workforce portal for Member States consists of all UN Secretariat staff in all the duty stations.

Who is included in the Monthly Snapshot

When selecting the Monthly Snapshot date, report data will include all UN Secretariat Staff both those administered by the Secretariat as well as those administered by UNDP.

The Export functionality on the graph “Staff by Gender and Forecasted Retirement date” does not allow “Excel”.

This is SAC standard behavior.

Export to Excel is only available for tables (i.e. the table ‘List of Staff’ can be exported to .xlsx)

Data related to other kind of graphs/charts can be exported as CSV only.

Supporting links from SAP Help Portal:

- [Export Table Data as an XLSX File – SAP Help Portal | SAP Help Portal](#)
- [Export Data as a CSV File – SAP Help Portal | SAP Help Portal](#)

The PDF Export functionality is not user ready as it is not

friendly nor include all records in the list of Staff

This is SAC standard behavior.

When exporting a story to PDF, the exported content will not be an exact match to your story pages:

The PDF shows exactly what appears on your story pages at the moment that you export them. If any charts or tables in your story are scrollable, only the visible parts are included in the exported file.

To export the full list of staff, the recommendation is to export as CSV.

Supporting link from SAP Help Portal: [Export a Story as a PDF or a PPTX – SAP Help Portal | SAP Help Portal](#)

The PDF Export functionality is not user ready as it does not include all records in the list of Member States

This is SAC standard behavior.

When exporting a story to PDF, the exported content will not be an exact match to your story pages:

The PDF shows exactly what appears on your story pages at the moment that you export them. If any charts or tables in your story are scrollable, only the visible parts are included in the exported file.

Supporting link from SAP Help Portal: [Export a Story as a PDF or a PPTX – SAP Help Portal | SAP Help Portal](#)

Exporting in XLS does not retrieve the full list of staff but only 500 records.

This is SAC standard behavior.

Export to Excel is following the recommended limit for drill down limitation: 30,000 cells (500 rows and 60 columns). Selecting more than the recommended cell limit would be possible, but it might cause long waiting time due to a huge amount of data.

To export the full list of staff, the recommendation is to export as CSV and select all the scope:

Export

Name:

List of Staff

File Type

CSV

Scope

All

☐ Include Formatting (converts numbers to strings) ⓘ

CSV Delimiter

Comma ,

ⓘ Custom cells and client calculations won't be exported. Hidden rows and columns will be exported.

OK

Cancel



Export to CSV is restricted to 3 million cells and 60 columns.

The layout of CSV export for “Staff by Gender and Forecasted Retirement Date” looks confusing. It does not have a clear table format.

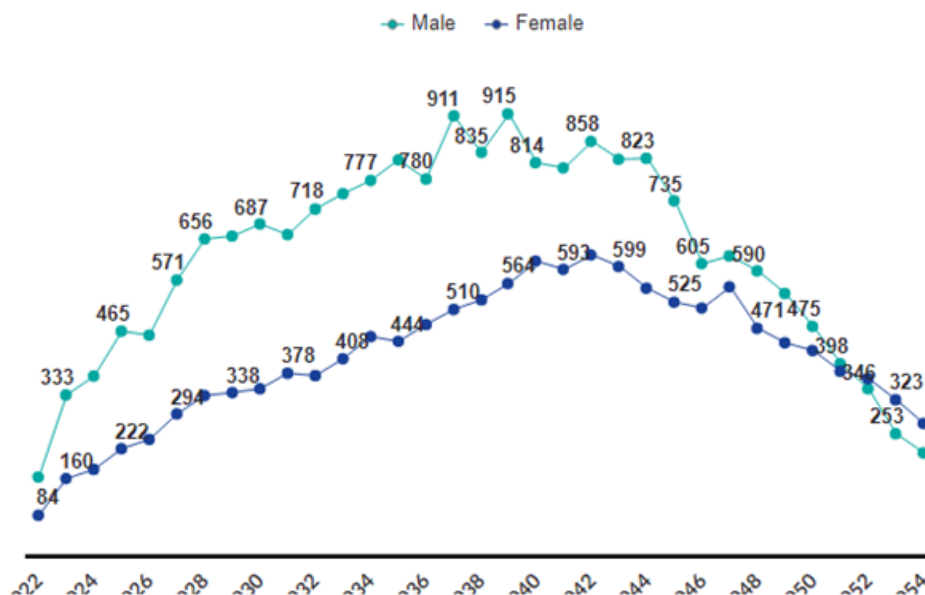
This is SAC standard behavior.

The export to .csv in functionality in charts keeps all levels of the hierarchy in the same column.

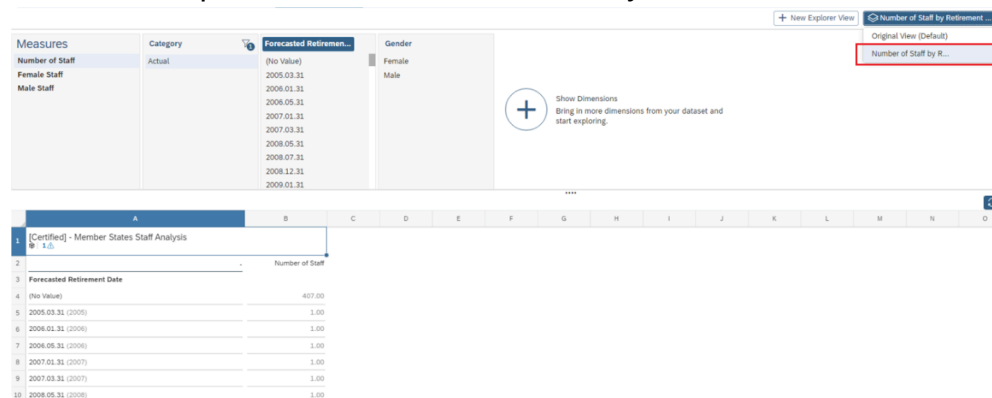
As a workaround you can follow the next steps: Click on the *Explorer view*

Staff by Gender and Forecasted Retirement Date

1 Filter 1 Explorer View



Select the Explorer View: *Number of Staff by Retirement Date*.

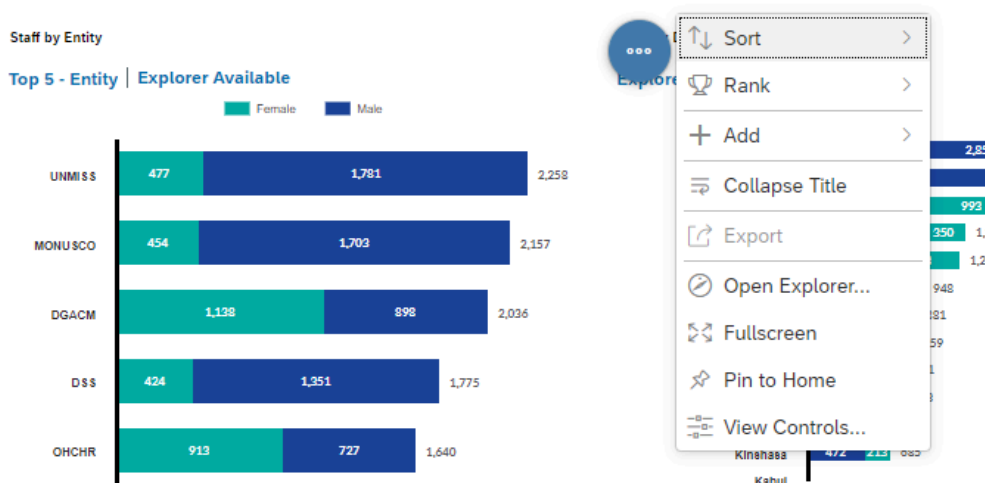


Export data from this table

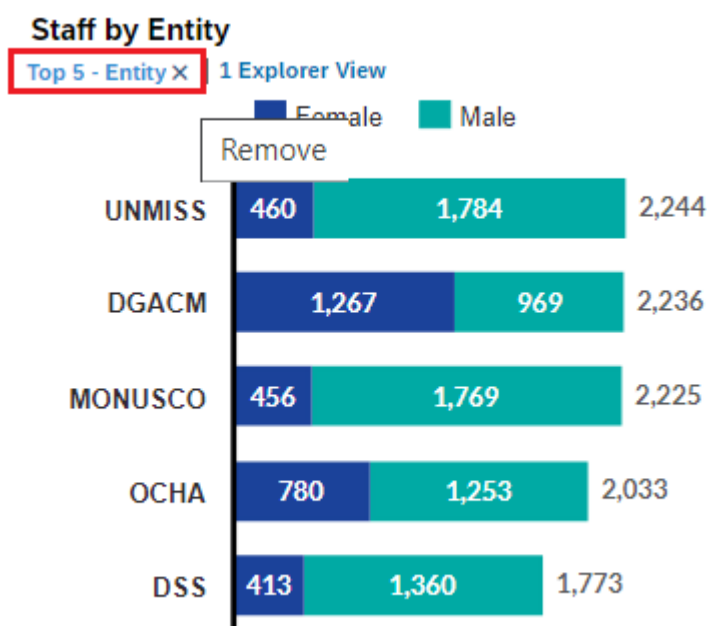
Export function by default is disabled for “Staff by Entity”. It’s re-enabled after I take out the “Top 5” filter. Can this be enabled by default?

This is SAC standard behavior.

The Export option is not available when the chart has multiple dimensions but rank is applied to only one dimension.



To be able to export data: Remove Top-5 Entity Rank



Export data

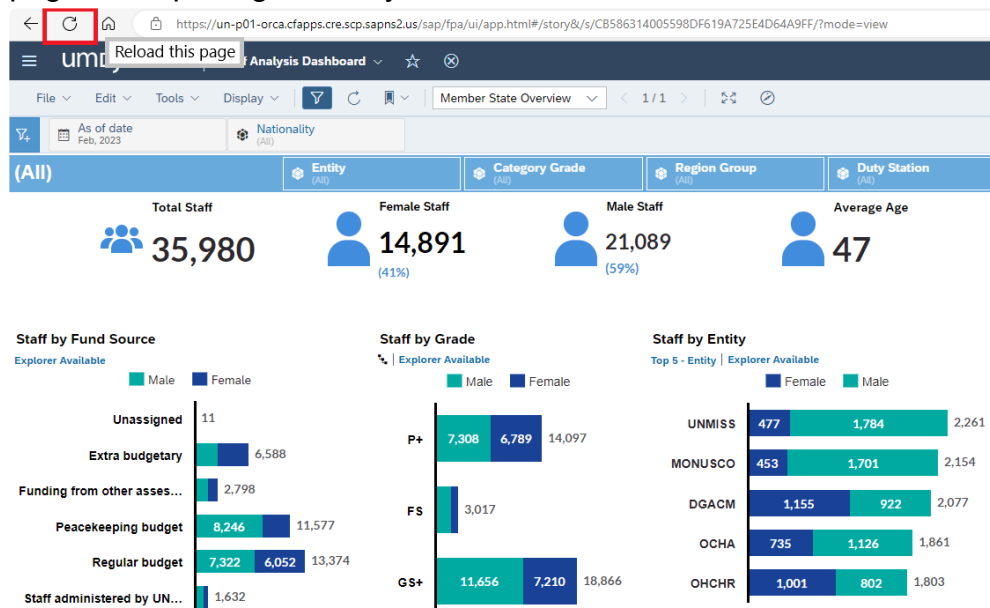
Drill down label is missing from “Staff by Gender and Forecasted Retirement Date”. It should be labelled as “Year”, “Quarter”, “Month”, “Day” etc, rather than Level 1, Level2, Level 3, etc.

At this moment, this is SAC standard behaviour. A limitation of the product as it doesn't present the Attribute Name used in the hierarchy. When there is a hierarchy, it is possible to drill without problems, but when you click the hierarchy icon in your chart, you see only Level1, Level2 and so on rather than the description of the fields such as: Year, Month, Day.

Page filter cannot be reinstated after being removed. Can we

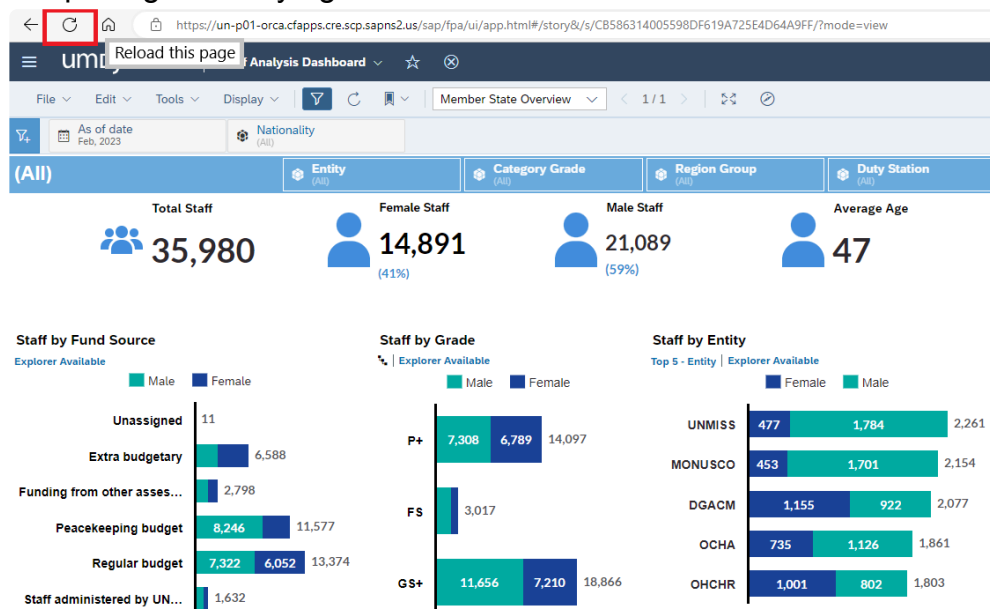
make this prompt non-removable, like “Nationality”?

This is SAC standard behaviour for the Calendar objects. If the user removes it unintentionally, he/she can bring it back by reloading the page or reopening the story:



No data is showing after removing the page filter “As of Date”. It should show the latest available data, like the other “staff analysis” dashboard

This is SAC standard behaviour for the Calendar objects. The user can remove them. However, if the user removes the filter by mistake, he/she can easily take it back by reloading the page as shown below or opening the story again.



Users can add forecasts onto the desirable ranges charts, which might cause confusion. Can we disable them from “Representation Status Trend of Member State” and “Number of Member States by Representation”?

This is standard behaviour for Time Series charts in SAC. At this moment it is not possible to disable this functionality.

Category showing the literal “Actual” in explorer view. Expect to see the Staff Categories.

This field corresponds to a standard dimension called ‘Category’ present in SAC all import-models.
This is a SAC Standard Behavior.

External accounts can open Data Models. External accounts are not supposed to see and open the Data Models.

At this moment it is not possible to hide the data model structure for users. This is SAC standard behaviour.

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