

Rejected Certified Sick Leave Monitor

1 — Last update: 28 August 2023

United Nations - DOS

Table of Contents

| | |
|--|-----------|
| 1. What's New! | 3 |
| 2. About this Manual | 4 |
| 2.1. Intended Audience | 5 |
| 2.2. Scope..... | 6 |
| 3. Rejected Certified Sick Leave Monitoring Report – ZMTCSLREPORT | 7 |
| 3.1. View and Edit Rejected Certified Sick Leave Records | 8 |
| 3.1.1. How to Read and Understand the Report..... | 11 |
| 3.2. How to Use the Report | 15 |
| 3.2.1. Pause-Resume Conversion..... | 16 |
| 3.2.2. Resubmission of a Rejected CSL Request..... | 20 |
| 3.2.3. Defer Conversion | 22 |
| 3.2.4. Permanently Exclude Conversion..... | 26 |
| 3.2.5. Manually Convert to Unauthorized Absence..... | 31 |
| 3.2.6. Manually Delete Unauthorized Absence..... | 36 |
| 3.2.7. Monitor Certified Sick Leave Exceptions | 44 |
| 4. Notifications of Rejected Certified Sick Leave | 48 |

1. What's New!

The topics listed below provide an overview of what's new in the online version of the Rejected Certified Sick Leave Monitor job aid since its original publication.

| | |
|------------|--|
| 14.10.2022 | Initial Release |
| 31.01.2021 | Added procedure Resubmission of a Rejected CSL Request |

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2. About this Manual

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. Intended Audience

This job aid is intended for use by:

- HR Partners (view & edit), mapped to PA.01 & PA.02
- HR Partner Support (view & edit), mapped to PA.32 and PA.34
- Time Senior Administrators (view only), mapped to TM.02

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2.2. Scope

This document covers the actions and step-by-step processes and procedures an HR Partner must follow to:

- View all Rejected Certified Sick Leave that has not been accounted for by another type of absence,
- accurately trigger automated notifications to staff for unresolved rejected certified sick leave,
- permanently exclude rejected certified sick leave records from conversion to unauthorized absence,
- defer the conversion of Rejected Certified Sick Leave records from conversion to unauthorized absence, and
- convert any unresolved days to unauthorized absence in line with Staff Rule 5.1 (e) (ii) and 6.2(d).

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3. Rejected Certified Sick Leave Monitoring Report – ZMTCSLREPORT

This report was developed to:

- address the challenges encountered in highlighting unresolved certified sick leave days, and
- provide a solution that eliminates the need for HR Partners and approving officers to follow up with staff members for medical certificates.

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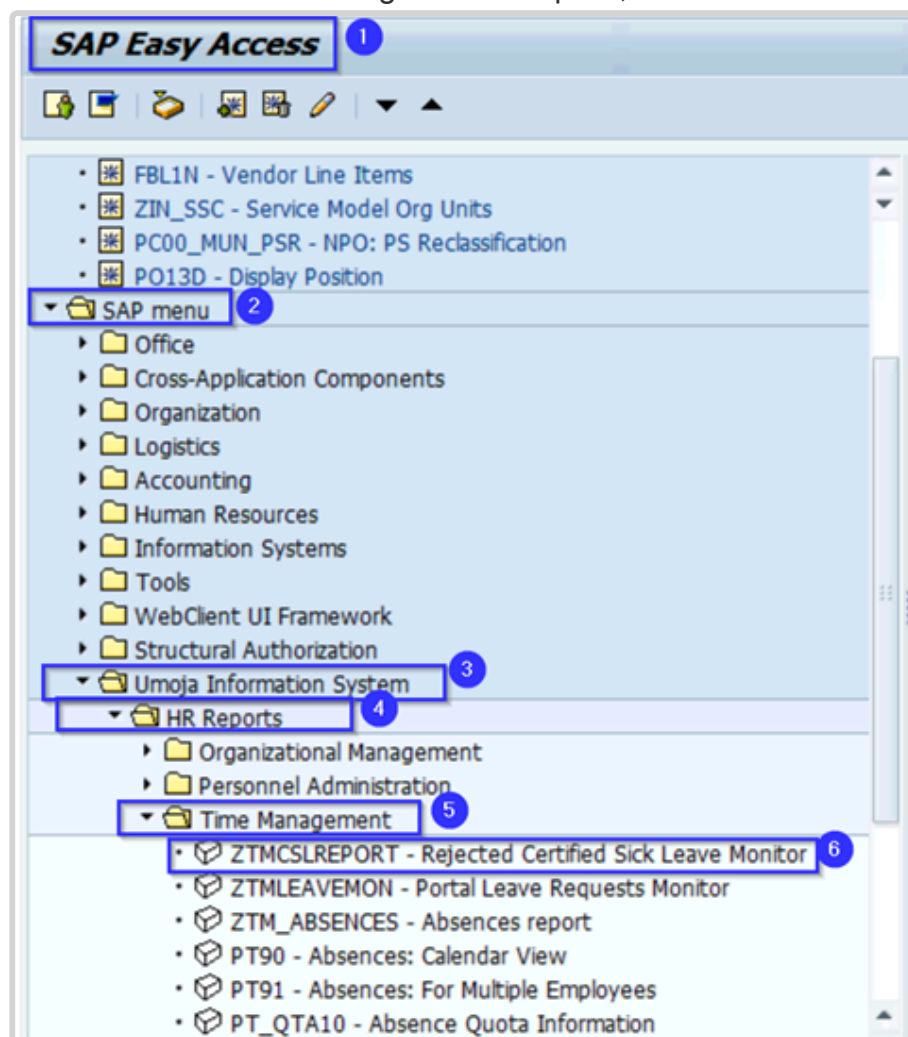
3.1. View and Edit Rejected Certified Sick Leave Records

Follow these steps to view/edit all rejected certified sick leave that has not been accounted for by another type of absence.

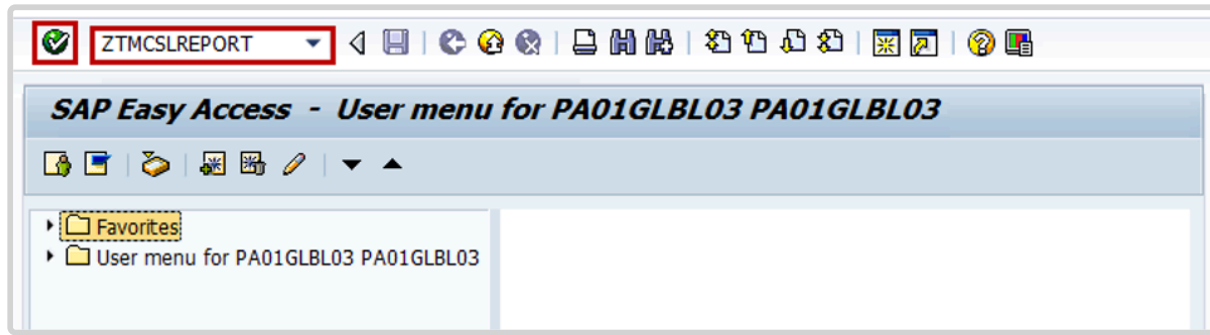



Time Senior Administrators have only view access to the records.

1. Start the transaction using the menu path,



or transaction code ZTMCSLREPORT.



2. Click the Enter  icon.
3. Select the period to generate the report. For example, Current year.
4. Enter the staff member's index number in the Personnel Number text box.

Rejected Certified sick leave Monitor

Further selections Search helps Sort order

Period

☐ Today
 ☐ Current month
 ☒ Current year

☐ Up to today
 ☐ From today

☐ Other period

Data Selection Period To

Person selection period To

Payroll period

Selection

Personnel Number

Employment status

Company Code

Payroll area


Pers.area/subarea/cost centre

Employee group/subgroup

Leave Start Date to

Leave Request ID to

☐ Exception Reporting

5. Click on the Execute  icon to generate the report.

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3.1.1. How to Read and Understand the Report


| Pers.No. | Start Date | End Date | Rec.Stat | Leave Status | WF ID | WF Status | WF Date | A/A days | Hours | AM/PM | Notify | Reason for excluding | Exc/Inc By | Exc/Inc On | Req. Statu | Stat.ChgBy | Stat.ChgOn | Mails Cnt | Mail Date | UA Date | Full Na |
|----------|------------|-------------------|----------|--------------|-------|-----------|----------|------------|-------|--------|---------------------------|----------------------|------------|------------|------------|------------|------------|-----------|-----------|---------|---------|
| 000002 | 09.11.2021 | 2.11.2021 | 4 | REJECT | 5 | 299341441 | REJECTED | 13.12.2021 | 5,00 | 35,00 | NA | 7 | 8 | | | | | 9 | 10 | 11 | 12 |
| 00000001 | 09.03.2020 | 13.03.2020 | ✓ | REJECTED | | 234820456 | REJECTED | 13.04.2020 | 5,00 | 35,00 | NA | | | | | | | | | | |
| | 09.03.2020 | UNHQ 0900-1700 7h | ✓ | | | | | | 1100 | | Annual Leave | Match | | | | | | | | | |
| | 10.03.2020 | UNHQ 0900-1700 7h | ✓ | | | | | | 1100 | | Annual Leave | Match | | | | | | | | | |
| | 11.03.2020 | UNHQ 0900-1700 7h | ✓ | | | | | | 1100 | | Annual Leave | Match | | | | | | | | | |
| | 12.03.2020 | UNHQ 0900-1700 7h | ✓ | | | | | | 1100 | | Annual Leave | Match | | | | | | | | | |
| | 13.03.2020 | UNHQ 0900-1700 7h | ✓ | | | | | | 1100 | | Annual Leave | Match | | | | | | | | | |
| 00000000 | 09.11.2019 | 07.11.2019 | 1 | REJECTED | | 218742680 | REJECTED | 18.06.2020 | 3,00 | 21,00 | NA | | | | | | | | | | |
| 00000000 | 15.03.2016 | 18.03.2016 | 1 | REJECTED | | 33223166 | REJECTED | 19.04.2017 | 4,00 | 28,00 | NA | | | | | | | | | | |
| 00000000 | 01.10.2019 | 14.10.2019 | ✓ | REJECTED | | 211653746 | REJECTED | 05.11.2019 | 10,00 | 80,00 | NA | | | | | | | | | | |
| | 01.10.2019 | ET00 0830-1730 8h | ✓ | | | | | | 1108 | | Special Leave without Pay | Match | | | | | | | | | |
| | 02.10.2019 | ET00 0830-1730 8h | ✓ | | | | | | 1108 | | Special Leave without Pay | Match | | | | | | | | | |
| | 03.10.2019 | ET00 0830-1730 8h | ✓ | | | | | | 1108 | | Special Leave without Pay | Match | | | | | | | | | |
| | 04.10.2019 | ET00 0830-1730 8h | ✓ | | | | | | 1108 | | Special Leave without Pay | Match | | | | | | | | | |
| | 05.10.2019 | OFF OFF | ✓ | | | | | | 1108 | | Day off | Match | | | | | | | | | |
| | 06.10.2019 | OFF OFF | ✓ | | | | | | 1108 | | Day off | Match | | | | | | | | | |
| | 07.10.2019 | ET00 0830-1730 8h | ✓ | | | | | | 1108 | | Special Leave without Pay | Match | | | | | | | | | |
| | 08.10.2019 | ET00 0830-1730 8h | ✓ | | | | | | 1108 | | Special Leave without Pay | Match | | | | | | | | | |
| | 09.10.2019 | ET00 0830-1730 8h | ✓ | | | | | | 1108 | | Special Leave without Pay | Match | | | | | | | | | |
| | 10.10.2019 | ET00 0830-1730 8h | ✓ | | | | | | 1108 | | Special Leave without Pay | Match | | | | | | | | | |
| | 11.10.2019 | ET00 0830-1730 8h | ✓ | | | | | | 1108 | | Special Leave without Pay | Match | | | | | | | | | |
| | 12.10.2019 | OFF OFF | ✓ | | | | | | 1108 | | Day off | Match | | | | | | | | | |
| | 13.10.2019 | OFF OFF | ✓ | | | | | | 1108 | | Day off | Match | | | | | | | | | |
| | 14.10.2019 | ET00 0830-1730 8h | ✓ | | | | | | 1108 | | Special Leave without Pay | Match | | | | | | | | | |
| 00000000 | 07.01.2019 | 12.02.2019 | 1 | REJECTED | | 16089997 | REJECTED | 03.04.2019 | 27,00 | 190,00 | NA | | | | | | | | | | |
| 00000000 | 12.04.2018 | 02.05.2018 | 1 | REJECTED | | 728709 | REJECTED | 17.05.2018 | 14,00 | 103,25 | NA | | | | | | | | | | |
| 00000000 | 27.03.2018 | 11.04.2018 | 1 | REJECTED | | 28269432 | REJECTED | 02.05.2018 | 10,00 | 75,75 | NA | | | | | | | | | | |
| 00000000 | 12.03.2018 | 24.03.2018 | 1 | REJECTED | | 124854323 | REJECTED | 16.04.2018 | 11,00 | 81,75 | NA | | | | | | | | | | |
| 00000000 | 17.02.2020 | 23.03.2020 | ✗ | REJECTED | | 234351114 | REJECTED | 30.03.2020 | 26,00 | 195,50 | NA | | | | | | | | | | |
| 00000000 | 30.01.2020 | 24.03.2020 | ✗ | REJECTED | | 34108489 | REJECTED | 26.03.2020 | 39,00 | 292,00 | NA | | | | | | | | | | |
| 00000000 | 09.01.2017 | 12.03.2017 | ✓ | PARTIAL AP | | 72663422 | POSTED | 31.01.2017 | 24,00 | 192,00 | NA | | | | | | | | | | |
| 00000000 | 14.02.2018 | 16.02.2018 | ✗ | REJECTED | | 123333718 | REJECTED | 21.03.2018 | 3,00 | 24,00 | NA | | | | | | | | | | |
| | 14.02.2018 | ET00 0830-1730 8h | ✗ | | | | | | | | | No match | | | | | | | | | |
| | 16.02.2018 | ET00 0830-1730 8h | ✗ | | | | | | | | | No match | | | | | | | | | |

Please refer to Scenario 4 for more details on how to "Create Unauthorized"

Please refer to Scenario 3 for more details on how to "Permanently Exclude"

Please refer to Scenarios 1 and 2 on how to "Pause" or "Defer" the record

| Ref No. | On report image | Description |
|---------|---|--|
| 1 |  | Record detail can be expanded. Click to expand the details of the rejected CSL record. |
| 2 | Pers.No. Date | Pers No (index number) of the concerned staff member. |
| 3 | Start Date End Date DWS Daily WS text | Start and End dates for the monitored rejected CSL |
| 4 | Rec.Stat Status | Status of the record ✗ Requires HRP attention – Not resolved/no match cases ✓ Resolved |

| | | |
|---|--|--|
| | |  Resolved with a manual intervention by the HRP in IT2001. Might need to be reviewed by HRP, if required. |
| 5 | <div>Leave Status</div> | <p>REJECTED – CSL rejected by medical services</p> <p>PARTIALLY APPROVED – CSL partially rejected by medical services</p> <p>HR REJECT – CSL rejected by HR office</p> |
| 6 | <div>A/A days</div> | Total number of rejected days that require attention/follow up, and absence type. |
| 7 | <div>Hours AM_PM Notify</div> <div>Att./abs. type text</div> | <p>If resolved, Type of Absence used to replace will be indicated in full day or ½ day (am/pm) or N/A, e.g.</p> <ul style="list-style-type: none"> • Annual Leave • Certified Sick Leave • Uncertified Sick Leave • Paternity/Maternity Leave |
| 8 | <div>Reason for excluding Observations</div> | <p>Reason for excluding</p> <p>Note of HRP action will appear under this column for Pause, Deferral and Permanently Excluded.</p> <p>Observation</p> <ul style="list-style-type: none"> • resolved: Match • unresolved: No Match • non-working day: Day off |

| | | |
|----|-----------|---|
| 9 | Mails Cnt | Number of notification eMails received by the concerned staff member. <i>Refer to Annex of this Job Aid for further details on notifications.</i> |
| 10 | Mail Date | Date of last notification email received by the concerned staff member. |
| 11 | UA Date | Unauthorized Absence <u>date</u> of conversion. |
| 12 | Full Name | First and Last name of the concerned staff member. |

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3.2. How to Use the Report

Use these procedures to:

- [Pause-Resume Conversion](#)
- [Defer Conversion](#)
- [Permanently Exclude Conversion](#)
- [Manually Convert to Unauthorized Absence](#)
- [Manually Delete Unauthorized Absence](#)
- [Monitor Certified Sick Leave Exceptions](#)

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3.2.1. Pause-Resume Conversion



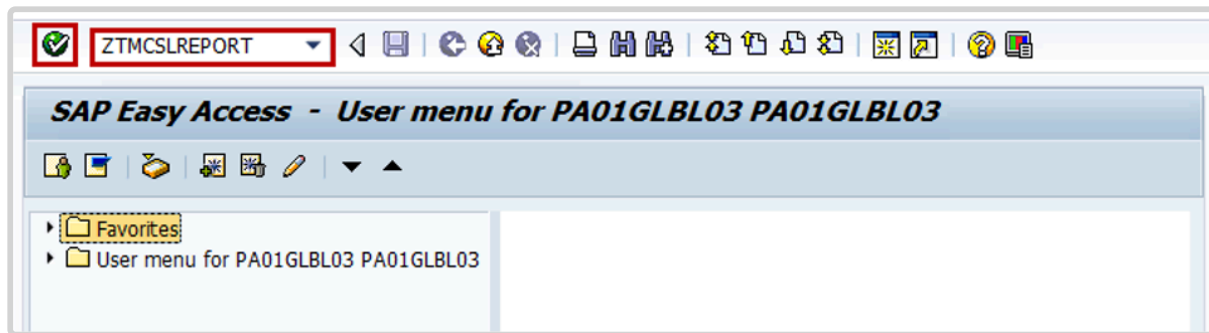
PAUSE/RESUME THE CONVERSION of rejected Certified Sick Leave records to Unauthorized Absence.



This option should be used when the staff member requires additional time to provide the required documentation to support the rejected CSL at any point before the third notification email. Refer to Annex for further details on notifications.

Once Paused, the system will not proceed with the issuance of the automated notifications nor the conversion of the record to an Unauthorized Absence record. Therefore, HR Partner needs to proactively monitor using this report and to act as required.

Procedure

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



2. Click the Enter icon . Add the personnel number and select the period, then click the Execute icon .

Rejected Certified sick leave Monitor

Further selections Search helps Sort order

Period

☐ Today
 ☐ Current month
 ☐ Current year

☒ Up to today
 ☐ From today







☐ Other period

Data Selection Period To

Person selection period To


Payroll period

Selection

| | | |
|-------------------------------|----------------------|---|
| Personnel Number | <input type="text"/> |  |
| Employment status | 3 |  |
| Company Code | <input type="text"/> |  |
| Payroll area | <input type="text"/> |  |
| Pers.area/subarea/cost centre | <input type="text"/> |  |
| Employee group/subgroup | <input type="text"/> |  |

3. Expand the record to confirm the days you need to pause.

| Rejected Certified sick leave Monitor | | | | | | | | | | | | | |
|---------------------------------------|------------|---------------|----------|--------------|-----------|-----------|-----------|------------|--------------|-------|-------|--------|----------------------|
| Pers.No. | Start Date | End Date | Rec.Stat | Leave Status | Process | WF ID | WF Status | WF Date | A/A days | Hours | AM_PM | Notify | Reason for excluding |
| Date | DWS | Daily WS text | Status | Att./abs. | type text | Status | Att./abs. | type text | Observations | | | | |
| ***** | 05.10.2022 | 05.10.2022 | ✓ | HR_REJECT | | 274276767 | REJECTED | 14.09.2022 | 1.00 | 8.00 | NA | | |
| ***** | 27.09.2022 | 29.09.2022 | ✗ | HR_REJECT | | 274280655 | REJECTED | 06.10.2022 | 3.00 | 24.00 | NA | | |
| 27.09.2022 | ET00 | 0830-1730 8h | ✗ | | | | | | | | | | No match |
| 28.09.2022 | ET00 | 0830-1730 8h | ✗ | | | | | | | | | | No match |
| 29.09.2022 | ET00 | 0830-1730 8h | ✗ | | | | | | | | | | No match |

4. Scroll to the right and click the  to Pause icon to temporarily pause the record from conversion to Unauthorized Absence at any point before the third email reminder.

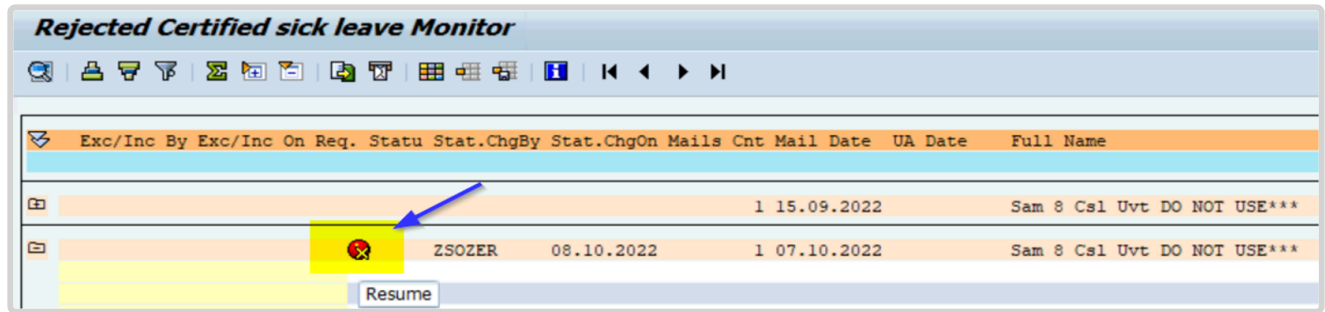
| Rejected Certified sick leave Monitor | | | | | | | | | | | | | |
|---------------------------------------|------------|------|-------|------------|------------|-------|------------|-----------|---------|-----------------------------|--|--|--|
| Exc/Inc By | Exc/Inc On | Req. | Statu | Stat.ChgBy | Stat.ChgOn | Mails | Cnt | Mail Date | UA Date | Full Name | | | |
| | | | | | | 1 | 15.09.2022 | | | Sam 8 Csl Uvt DO NOT USE*** | | | |
| | | | | | | 1 | 07.10.2022 | | | Sam 8 Csl Uvt DO NOT USE*** | | | |

5. Once the Pause icon is clicked it will turn to red icon .

| Rejected Certified sick leave Monitor | | | | | | | | | | | | | |
|---------------------------------------|------------|------|-------|------------|------------|-------|------------|-----------|---------|-----------------------------|--|--|--|
| Exc/Inc By | Exc/Inc On | Req. | Statu | Stat.ChgBy | Stat.ChgOn | Mails | Cnt | Mail Date | UA Date | Full Name | | | |
| | | | | | | 1 | 15.09.2022 | | | Sam 8 Csl Uvt DO NOT USE*** | | | |
| | | | | | | 1 | 07.10.2022 | | | Sam 8 Csl Uvt DO NOT USE*** | | | |

6. The HRP can click on the same icon  to resume the notifications and it will turn back to the green icon.

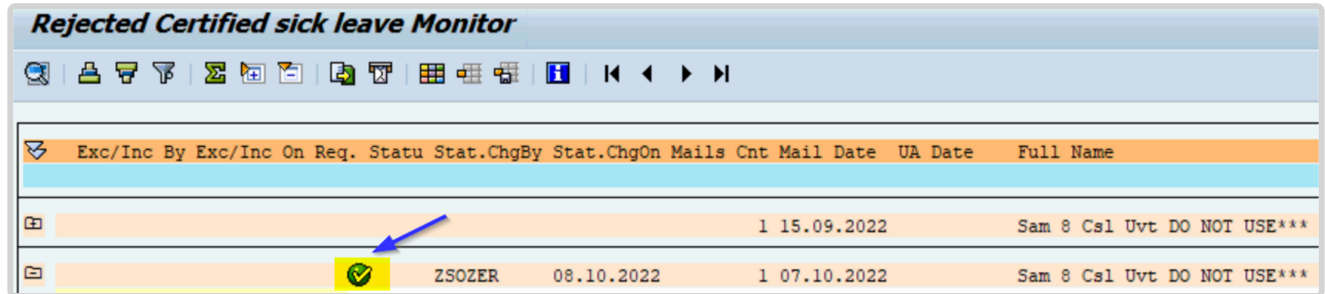
Rejected Certified sick leave Monitor



| Exc/Inc By | Exc/Inc On | Req. | Statu | Stat.ChgBy | Stat.ChgOn | Mails | Cnt | Mail Date | UA Date | Full Name |
|------------|------------|------|-------|------------|------------|-------|------------|-----------|-----------------------------|-----------|
| | | | | | | 1 | 15.09.2022 | | Sam 8 Csl Uvt DO NOT USE*** | |
| | | | | ZSOZER | 08.10.2022 | 1 | 07.10.2022 | | Sam 8 Csl Uvt DO NOT USE*** | |

Resume

Rejected Certified sick leave Monitor



| Exc/Inc By | Exc/Inc On | Req. | Statu | Stat.ChgBy | Stat.ChgOn | Mails | Cnt | Mail Date | UA Date | Full Name |
|------------|------------|------|-------|------------|------------|-------|------------|-----------|-----------------------------|-----------|
| | | | | | | 1 | 15.09.2022 | | Sam 8 Csl Uvt DO NOT USE*** | |
| | | | | ZSOZER | 08.10.2022 | 1 | 07.10.2022 | | Sam 8 Csl Uvt DO NOT USE*** | |

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3.2.2. Resubmission of a Rejected CSL Request



RESUBMISSION OF REJECTED OR PARTIALLY REJECTED CERTIFIED SICK LEAVE REQUEST

This option should be used when a request for certified sick leave has been resubmitted by the staff member after initially being rejected, or partially rejected by the HRP.

1. Certified sick leave requests rejected by HRP display with a **Status** of *Rejected*.

| Show from: <input type="text"/>  Apply | | | | | | | |
|---|------------|------------|----------------|----------|----------------|-----------------|-----------|
| Type of Absence | Start Date | End Date | Next Processor | Status | Att./abs. days | Att./abs. hours | Used |
| Certified Sick Leave | 10.01.2023 | 11.01.2023 | HR Partner | Rejected | 2.00 | 0.00 | |
| Annual Leave | 23.12.2022 | 06.01.2023 | | Approved | 8.00 | 0.00 | 8 Days |
| Family Emergency Leave | 22.12.2022 | 22.12.2022 | | Approved | 0.50 | 0.00 | 0.50 Days |

2. The **Rejected Certified Sick Leave Report** shows the record as *REJECTED* and *No match*.

Rejected Certified sick leave Monitor

</

3. When the staff member submits a new CSL request with the same dates as the rejected dates, you will see a new submission with the same dates as the rejected one.

Calendar

Team Calendar

Leave Requests


Absence Balance

Show from:

Apply

| Type of Absence | Start Date | End Date | Next Processor | Status | Att./abs. days | Att./abs. hours | Used |
|--------------------------------------|------------|------------|----------------|----------|----------------|-----------------|--------|
| Certified Sick Leave | 10.01.2023 | 11.01.2023 | HR Partner | Sent | 2.00 | 0.00 | 2 Days |
| Certified Sick Leave | 10.01.2023 | 11.01.2023 | HR Partner | Rejected | 2.00 | 0.00 | |

4. The HRP approves the resubmitted certificated sick leave request.

| Show from: <input type="text"/>  Apply | | | | | | | |
|---|------------|------------|----------------|----------|----------------|-----------------|--------|
| Type of Absence | Start Date | End Date | Next Processor | Status | Att./abs. days | Att./abs. hours | Used |
| Certified Sick Leave | 10.01.2023 | 11.01.2023 | | Approved | 2.00 | 0.00 | 2 Days |
| Certified Sick Leave | 10.01.2023 | 11.01.2023 | HR Partner | Rejected | 2.00 | 0.00 | |

5. The report now shows *Approved* for **Status** once the record details are expanded. Additionally, the *No match Status* is converted to *Subsequently Approved* in the **Rejected Certified Sick Leave Report**. This means that the record will longer be

recorded as an unauthorized absence conversion for the staff member. The **WF Status** might remain as *Rejected*, it will not affect the overall result.

| Rejected Certified sick leave Monitor | | | | | | | | | | | | | |
|---------------------------------------|------------|---------------|----------|---------------------|----------------------|---------------------|------------|---------------------|---------------------|---------------------|---------------------|-----------------------|--------------|
| Pers.No. | Start Date | End Date | Rec.Stat | Leave Status | Process | WF ID | WF Status | WF Date | A/A days | Hours AM_PM | Notify | Reason for excluding | |
| Date | DWS | Daily WS text | Status | Att./abs. type text | Status | Att./abs. type text | Status | Att./abs. type text | Att./abs. type text | Att./abs. type text | Att./abs. type text | Att./abs. type text | Observations |
| 10.01.2023 | 10.01.2023 | 11.01.2023 | ✓ | HR_REJECT | 274291640 | REJECTED | 23.01.2023 | 2.00 | 16.00 | NA | | Subsequently approved | |
| 10.01.2023 | ET00 | 0830-1730 8h | ✓ | 1119 | Certified Sick Leave | APPROVED | | | | | | Subsequently approved | |
| 11.01.2023 | ET00 | 0830-1730 8h | ✓ | 1119 | Certified Sick Leave | APPROVED | | | | | | Subsequently approved | |

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3.2.3. Defer Conversion



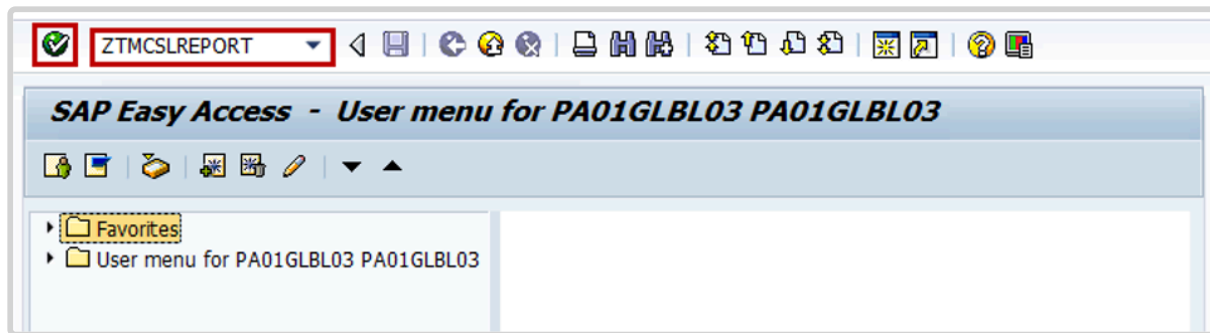
DEFER THE CONVERSION of rejected Certified Sick Leave record to Unauthorized Absence



This option should be used when the staff member requires additional time to provide the required documentation to support the rejected CSL. This action can be used only after the generation of the 3rd Notification email. Refer to Annex for further details on notifications.

Deferral will allow an additional 30 days for the staff member to resolve the rejected CSL request. If no action is taken during this time the system will automatically convert the record to Unauthorized Absence after the additional 30 days. The staff member would have had 90 days to resolve their rejected CSL.

Procedure

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



2. Click the Enter icon . Add the personnel number and select the period, then click the Execute icon .

 The screenshot shows the 'Rejected Certified sick leave Monitor' form. At the top, there is a title bar with the text 'Rejected Certified sick leave Monitor' and a clock icon. Below the title bar, there is a toolbar with three buttons: 'Further selections', 'Search helps', and 'Sort order'. Below the toolbar, there is a 'Period' section with several radio buttons: 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. Below these radio buttons, there are two rows of input fields: 'Data Selection Period' and 'Person selection period', each with a 'To' field. Below these input fields, there is a 'Payroll period' button. Below the 'Period' section, there is a 'Selection' section with a table of input fields. The first row is 'Personnel Number' with a value '1111111111' and a yellow background. The other rows are 'Employment status' (value '3'), 'Company Code', 'Payroll area', 'Pers.area/subarea/cost centre', and 'Employee group/subgroup'. To the right of each input field in the 'Selection' section, there is a yellow button with a right arrow icon.

3. Expand the record to confirm the days you need to defer and confirm that the email count is three (3), indicating that the third reminder email has been sent to the staff member. Refer to the Annex for further details on notifications.

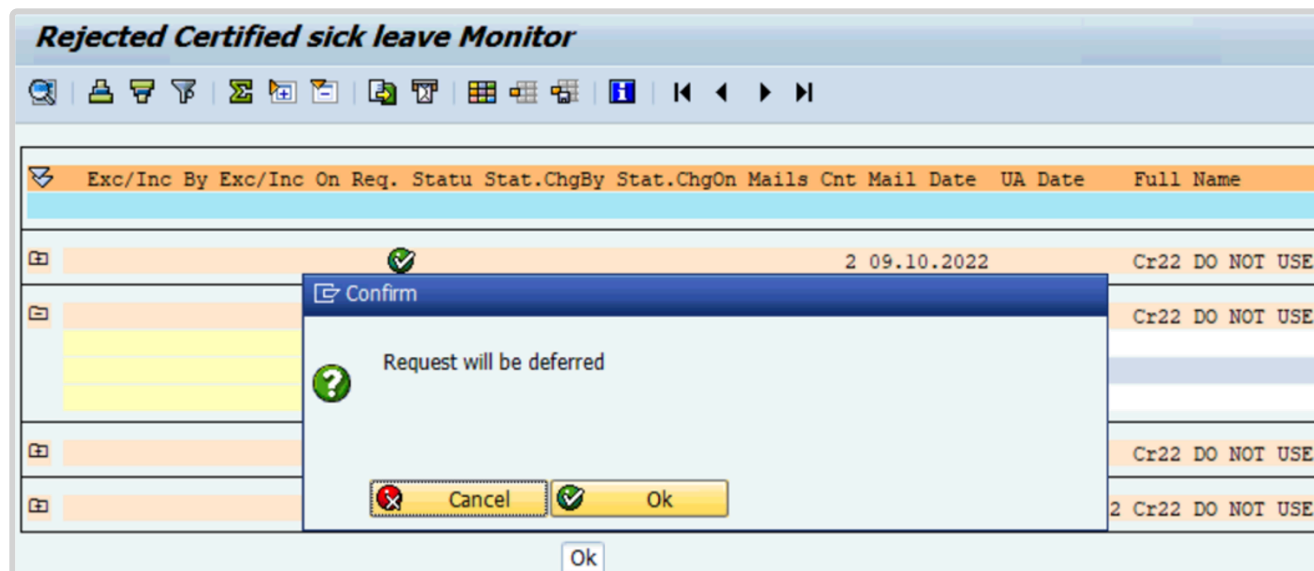
Rejected Certified sick leave Monitor


| Exc/Inc By | Exc/Inc On Req. | Statu | Stat.ChgBy | Stat.ChgOn | Mails Cnt | Mail Date | UA Date | Full Name |
|------------|-----------------|-------|------------|------------|-----------|------------|------------|-----------------|
| | | | | | 2 | 09.10.2022 | | Cr22 DO NOT USE |
| | | | | | 3 | 09.10.2022 | | Cr22 DO NOT USE |
| | | | | | | | | |
| | | | | | | | | Cr22 DO NOT USE |
| | | | PA01GLBL08 | 20.09.2022 | 4 | 22.09.2022 | 22.09.2022 | Cr22 DO NOT USE |

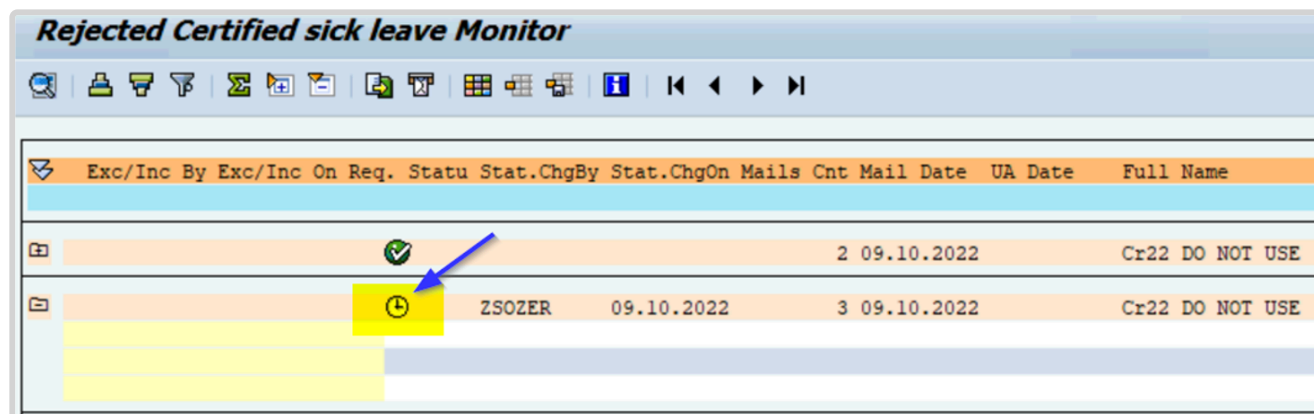
- 

Defer

- iManual published by United Nations DOS/CDOTSPDF version of the manual may become outdated.
Please always consult this site to get the most updated information.



6. The Deferred icon  indicates that the record has been deferred from conversion to Unauthorized Absence, which will allow additional 30 days for the staff member to resolve the issue, until the system converts the rejected CSL days to Unauthorized Absence.


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3.2.4. Permanently Exclude Conversion




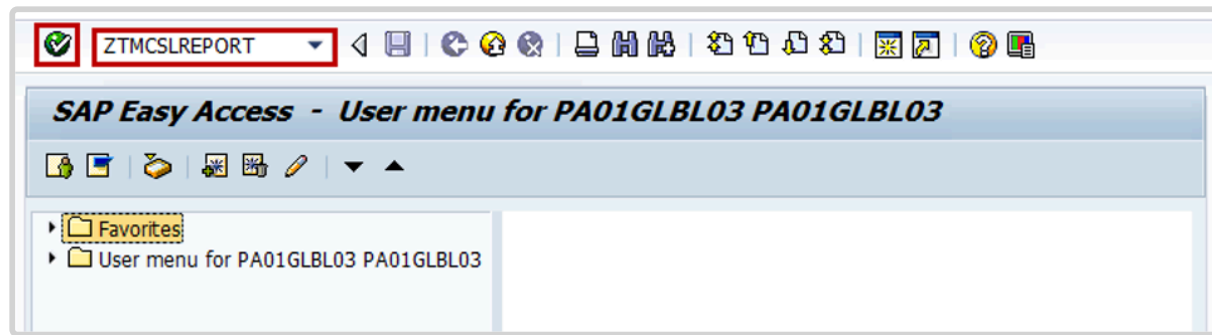
PERMANENTLY EXCLUDE rejected Certified Sick Leave from conversion to Unauthorized Absence


This option should be used when the staff member's attendance was confirmed by the Time Manager during the absence dates, e.g. the staff member returned to work or telecommuted. This action can be done at any time before the conversion of rejected days to Unauthorized Absence.

Once completed, it cannot be reversed.

Procedure

1. Start the transaction using the menu path or transaction code, **ZTMCSLREPORT**
Click the Enter icon  . .





2. Select the period to generate the report. For example, **Current year**.
Enter the staff member's index number in the **Personnel Number** text box, then click the Execute icon .



You may run the report for multiple staff members by clicking on the 'Multiple selection' icon and copying a list of index numbers to the **Personnel Number** field.

Rejected Certified sick leave Monitor

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☒ Current year
☐ Up to today ☐ From today
☐ Other period

Data Selection Period To
 Person selection period To
 Payroll period

Selection

Personnel Number
 Employment status
 Company Code
 Payroll area
 Pers.area/subarea/cost centre
 Employee group/subgroup

Leave Start Date to
 Leave Request ID to

☐ Exception Reporting

3. Click on the **Detail can be Expanded** icon  to view the details of the record(s).

Rejected Certified sick leave Monitor

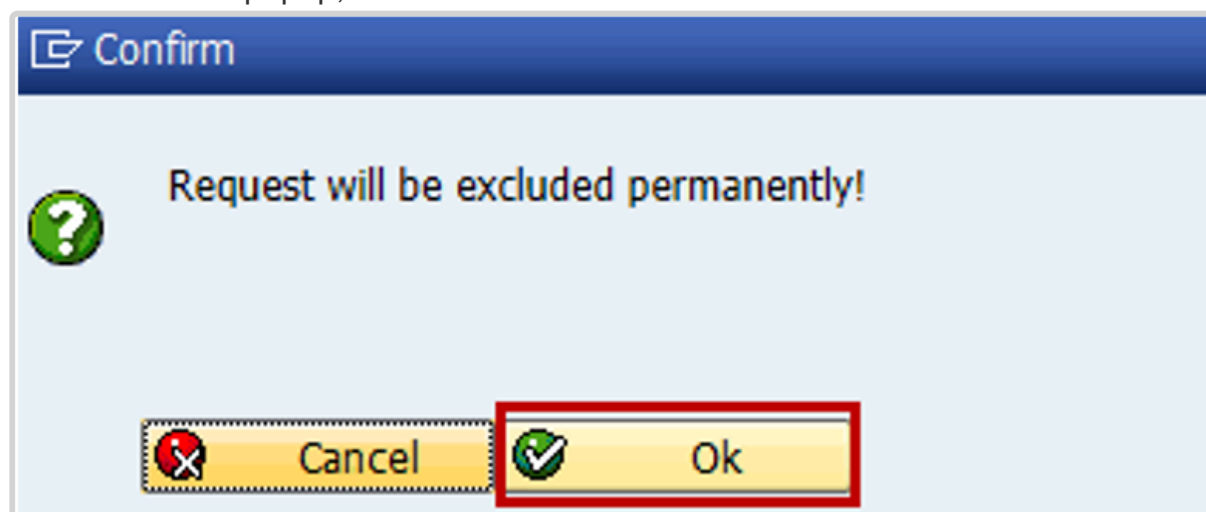
| Pers.No. | Start Date | End Date | Rec.Stat | Leave Status | Process | WF ID | WF Status | WF Date | A/A days | Hours AM/PM | Notify | Reason for excluding | Exc/Inc By | Exc/Inc On | Req. Statu | Stat.ChgBy | Stat.ChgOn | Ma |
|----------|------------|---------------|----------|--------------|-----------|-----------|-----------|------------|-----------|-------------|--------------|----------------------|------------|------------|------------|------------|------------|----|
| Date | DMS | Daily WS text | Status | Att./abs. | type text | Status | Status | Status | Att./abs. | type text | Observations | | | | | | | |
| 00000000 | 05.08.2022 | 06.09.2022 | ✓ | PARTIAL | AP | 274276129 | POSTED | 27.09.2022 | 9.00 | 63.00 | NA | | | | | | | |
| 00000000 | 27.08.2021 | 30.09.2021 | ✓ | PARTIAL | AP | 274255239 | POSTED | 15.12.2021 | 15.00 | 105.00 | NA | | | | | | | |
| 00001000 | 09.08.2016 | 09.08.2016 | ! | REJECTED | | 53783925 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | AM | | | | | | | |
| 00000000 | 07.07.2016 | 07.07.2016 | ! | REJECTED | | 48882744 | WITHDRAWN | 26.10.2016 | 1.00 | 7.00 | NA | | | | | | | |
| 00000000 | 29.04.2016 | 29.04.2016 | ✗ | REJECTED | | 45264947 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | PM | | | | | | | |
| 00000000 | 28.04.2016 | 28.04.2016 | ✗ | REJECTED | | 45264935 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | PM | | | | | | | |


4. Click on the **Permanently exclude** icon  to permanently exclude the record from



conversion to Unauthorized Absence.


| Rejected Certified sick leave Monitor | | | | | | | | | | | | | | | |
|---------------------------------------|------------|-------------------|----------|--------------|-----------|-----------|-----------|------------|-----------|-----------|-------|--------------|----------------------|------------|-----------------|
| Pers.No. | Start Date | End Date | Rec.Stat | Leave Status | Process | WF ID | WF Status | WF Date | A/A days | Hours | AM/PM | Notify | Reason for excluding | Exc/Inc By | Exc/Inc On Req. |
| Date | DWS | Daily WS text | Status | Att./abs. | type text | Status | | | Att./abs. | type text | | Observations | | | |
| 00000000 | 05.08.2022 | 06.09.2022 | ✓ | PARTIAL AP | | 274276129 | POSTED | 27.09.2022 | 9.00 | 63.00 | NA | | | | |
| 00000000 | 27.09.2021 | 30.09.2021 | ✓ | PARTIAL AP | | 274255239 | POSTED | 15.12.2021 | 15.00 | 105.00 | NA | | | | |
| 00000000 | 09.08.2016 | 09.08.2016 | ! | REJECTED | | 53783925 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | AM | | | | |
| 00000000 | 07.07.2016 | 07.07.2016 | ! | REJECTED | | 48882744 | WITHDRAWN | 26.10.2016 | 1.00 | 7.00 | NA | | | PA01GLBL03 | 29.09.2022 |
| 00000000 | 29.04.2016 | 29.04.2016 | ✗ | REJECTED | | 45264947 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | PM | | | PA01GLBL03 | 29.09.2022 |
| | 29.04.2016 | UNBQ 0900-1700 7h | ✗ | | | | | | | | | | No match | | |
| 00000000 | 28.04.2016 | 28.04.2016 | ✗ | REJECTED | | 45264935 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | PM | | | PWANJUKI | 21.12.2021 |

5. On the Confirm popup, click OK.



6. Enter appropriate remarks in the Reason for Excluding text box. Click the Enter icon  to save the remarks and complete the transaction

| Enter text | |
|--|--|
| Reason for excluding | Time Manager confirmed the staff member's telecommute and attendance |
| <div>   </div> | |

7. The Permanently excluded icon  displays, indicating that the record has been permanently excluded from conversion to Unauthorized Absence. It will display the message added on "reason for excluding".

| Rejected Certified sick leave Monitor | | | | | | | | | | | | | | | | | |
|---------------------------------------|------------|-------------------|----------|---------------------|-----------|---------------------|--------------|---------|----------|-------|-------|--------|----------------------|------------|------------|------------|-----------------------|
| Pers.No. | Start Date | End Date | Rec.Stat | Leave Status | Process | WF ID | WF Status | WF Date | A/A days | Hours | AM/PM | Notify | Reason for excluding | Exc/Inc By | Exc/Inc On | Req. Statu | Stat.ChgBy |
| Date | DWS | Daily WS text | Status | Att./abs. type text | Status | Att./abs. type text | Observations | | | | | | | | | | |
| 00000000 | 05.08.2022 | 06.09.2022 | ✓ | PARTIAL AP | 274276129 | POSTED | 27.09.2022 | 9.00 | 63.00 | NA | | | | | | | |
| 00000000 | 27.08.2021 | 30.09.2021 | ✓ | PARTIAL AP | 274255239 | POSTED | 15.12.2021 | 15.00 | 105.00 | NA | | | | | | | |
| 00000000 | 09.08.2016 | 09.08.2016 | ! | REJECTED | 53783925 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | AM | | | | | | | |
| 00000000 | 07.07.2016 | 07.07.2016 | ! | REJECTED | 48882744 | WITHDRAWN | 26.10.2016 | 1.00 | 7.00 | NA | | | | | | | PA01GLBL03 29.09.2022 |
| 00000000 | 29.04.2016 | 29.04.2016 | ✗ | REJECTED | 45264947 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | PM | | | | | | | PA01GLBL03 29.09.2022 |
| | 29.04.2016 | UNHQ 0900-1700 7h | ✗ | | | | | | | | | | No match | | | | |
| 00000000 | 28.04.2016 | 28.04.2016 | ✗ | REJECTED | 45264935 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | PM | | | | | | | PA01GLBL03 29.09.2022 |
| | | | | | | | | | | | | | | | | | FWANJUKI 21.12.2021 |

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3.2.5. Manually Convert to Unauthorized Absence

**Follow these steps to convert any unresolved days to Unauthorized Absence in line with Staff Rule 5.1 (e) (ii) and 6.2 (d) and trigger automated notifications to staff for unresolved rejected certified sick leave.



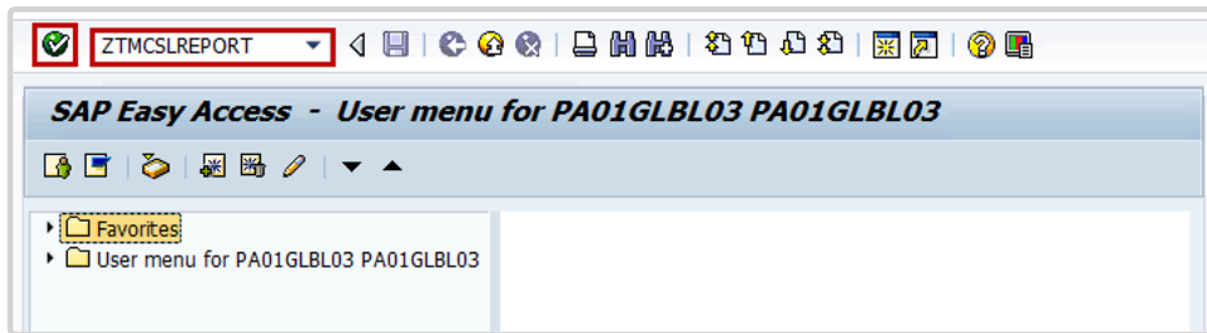
MANUALLY CONVERT UNRESOLVED REJECTED CERTIFIED SICK LEAVE TO UNAUTHORIZED ABSENCE


In some cases, e.g. when the staff member has no quota for another type of absence to replace the rejected CSL days and is soon to separate, the HRP may need to convert the rejected CLS days into Unauthorized Absence manually without waiting for the 60 days notification process. In such cases, the HRP should follow the process below.

Procedure

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


Click the Enter icon  . .















2. Select the period to generate the report. For example, **Current year**.
Enter the staff member's index number in the **Personnel Number** text box, then click the Execute icon .

 This screenshot shows the 'Rejected Certified sick leave Monitor' form. At the top, there is a green checkmark icon and a dropdown menu. Below this is a toolbar with various icons. The main header area displays 'Rejected Certified sick leave Monitor'. Underneath the header is a toolbar with icons. The form is divided into several sections:


- Further selections**: Contains buttons for 'Search helps' and 'Sort order'.
- Period**: Contains radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. The 'Current year' option is selected and highlighted with a red box. Below these are text boxes for 'Data Selection Period', 'Person selection period', and 'Payroll period', each with a 'To' field.
- Selection**: Contains a table with fields for 'Personnel Number', 'Employment status', 'Company Code', 'Payroll area', 'Pers.area/subarea/cost centre', and 'Employee group/subgroup'. The 'Personnel Number' field contains the value '02050' and is highlighted with a red box. To the right of each field is a yellow arrow button.
- Leave Start Date**: Contains a text box and a 'to' field with a yellow arrow button.
- Leave Request ID**: Contains a text box and a 'to' field with a yellow arrow button.
- Exception Reporting**: Contains a checkbox labeled 'Exception Reporting'.

3. Click on the **Detail can be Expanded** icon  to view the details of the record(s).

| Rejected Certified sick leave Monitor | | | | | | | | | | | | | | | | | | | | | |
|--|------------|---------------|----------|--------------|-----------|-----------|-----------|------------|----------|-----------|------|------|--------|----------------------|------------|------------|------------|------------|------------|----|--|
| <div><div></div><div></div></div> | | | | | | | | | | | | | | | | | | | | | |
| Pers.No. | Start Date | End Date | Rec.Stat | Leave Status | Process | WF ID | WF Status | WF Date | A/A days | Hours | AM | PM | Notify | Reason for excluding | Exc/Inc By | Exc/Inc On | Req. Statu | Stat.ChgBy | Stat.ChgOn | Ma | |
| Date | DWS | Daily WS text | Status | | Att./abs. | type | text | Status | | Att./abs. | type | text | | Observations | | | | | | | |
| 00000000 | 05.08.2022 | 06.09.2022 | ✓ | PARTIAL | AP | 274276129 | POSTED | 27.09.2022 | 9.00 | 63.00 | NA | | | | | | | | | | |
| 00000000 | 27.08.2021 | 30.09.2021 | ✓ | PARTIAL | AP | 274255239 | POSTED | 15.12.2021 | 15.00 | 105.00 | NA | | | | | | | | | | |
| 00000000 | 09.08.2016 | 09.08.2016 | ! | REJECTED | | 53783925 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | AM | | ✓ | | | | | | | | |
| 00000000 | 07.07.2016 | 07.07.2016 | ! | REJECTED | | 48882744 | WITHDRAWN | 26.10.2016 | 1.00 | 7.00 | NA | | ✓ | | | | | | | | |
| 00000000 | 29.04.2016 | 29.04.2016 | ✗ | REJECTED | ⌚ | 45264947 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | PM | | ✓ | | | | | | | | |
| 00000000 | 28.04.2016 | 28.04.2016 | ✗ | REJECTED | ⌚ | 45264935 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 | PM | | ✓ | | | | | PHANJUKI | 21.12.2021 | | |

- Click on the Create Unauthorized Absence  to convert the record to Unauthorized Absence.

[illegible]

- Click the **Test Mode** checkbox to uncheck it.
- Click the **Skip Notifications** checkbox to generate an email notification to the staff member. Then click the Execute icon .

Rejected Certified sick leave Monitor: Notification

Period

☒ Today
 ☐ Current month
 ☐ Current year
☐ Up to today
 ☐ From today
☐ Other period

Data Selection Period To
 Person selection period To

Selection

Personnel Number
 Employment status
 Company Code
 Payroll area
 Pers.area/subarea/cost cente
 Employee group/subgroup

Leave Start Date to
 Leave Request ID to

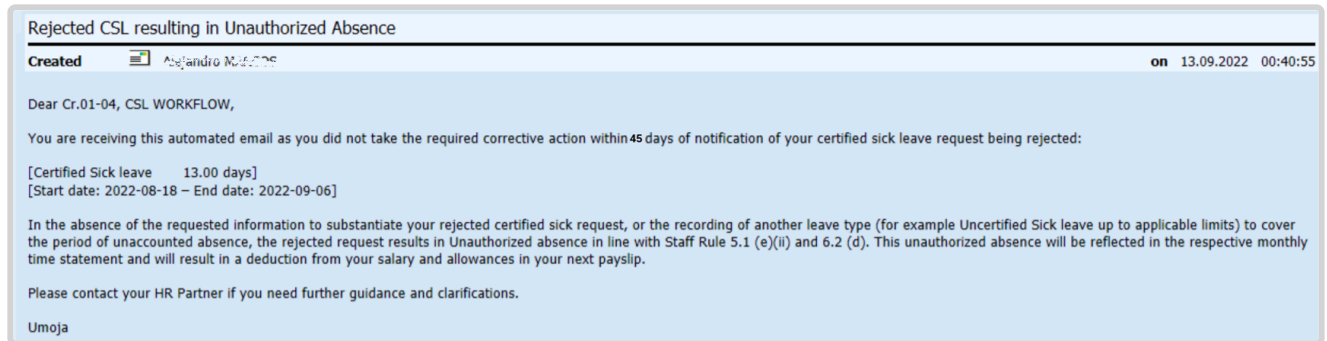
☐ Test Mode
☒ Skip Notifications

7. The Unauthorized Absence is created, and the notification is sent to the staff member.

Rejected Certified sick leave Monitor: Notification

| Document Identification | Changed on | Time | Seq No | PersNo. | User Name | Description |
|---------------------------------|------------|----------|--------|---------|------------|------------------------------|
| 005056BC629E1ED68FCB7134C4F23BE | 29.09.2022 | 01:58:42 | 1 | 22000 | PA01GLBL03 | Notification sent |
| | 29.09.2022 | 01:58:42 | 2 | 22000 | PA01GLBL03 | Unauthorized absence created |

8. The staff member will receive a notification by email indicating that the rejected CSL request has been converted to Unauthorized Absence. Below is a sample of the email notification.

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3.2.6. Manually Delete Unauthorized Absence



CERTIFIED SICK LEAVE APPROVED AFTER THE UNAUTHORIZED ABSENCE WAS CREATED

HR Partner can manually delete the unauthorized absence record.


At times, a staff member may provide the required doctor's certificate only after the staff member's rejected CSL have been converted to Unauthorized Absence, resulting in recoveries against the staff member's pay. Once Medical Services or an HR Partner approves the provided documentation, the HR Partner must manually delete the unauthorized absence record. This will trigger repayment of the recovery.

1. As a best practice, always keep an offline copy of the proof of CSL approval in the staff member files for future auditing purposes.


| Pers.No. | Start Date | End Date | Rec.Stat | Leave Status | Process | WF ID | WF Status | WF Date | A/A days | Hours | AM_PM | Notify | Reason |
|------------|------------|----------------|----------|----------------|----------------------|--------|----------------|----------------------|----------------|-------|-------|--------|--------|
| Date | DWS | Daily WS text | Status | Att./abs. type | text | Status | Att./abs. type | text | Observation | | | | |
| 00000000 | 05.08.2022 | 06.09.2022 | ✓ | PARTIAL AP | 274276129 | POSTED | 27.09.2022 | 9.00 | 63.00 | NA | | | |
| 05.08.2022 | UNHQ | 0900-1700 7h | ✓ | 1119 | Certified Sick Leave | POSTED | 1119 | Certified Sick Leave | Match | | | | |
| 06.08.2022 | OFF | OFF | ✓ | | | | | | Day off | | | | |
| 07.08.2022 | OFF | OFF | ✓ | | | | | | Day off | | | | |
| 08.08.2022 | UNHQ | 0900-1700 7h | ✓ | 1119 | Certified Sick Leave | POSTED | 1119 | Certified Sick Leave | Match | | | | |
| 09.08.2022 | UNHQ | 0900-1700 7h | ✓ | 1119 | Certified Sick Leave | POSTED | 1119 | Certified Sick Leave | Match | | | | |
| 10.08.2022 | UNHQ | 0900-1700 7h | ✓ | 1119 | Certified Sick Leave | POSTED | 1119 | Certified Sick Leave | Match | | | | |
| 11.08.2022 | UNHQ | 0900-1700 7h | ✓ | 1119 | Certified Sick Leave | POSTED | 1119 | Certified Sick Leave | Match | | | | |
| 12.08.2022 | UNHQ | 0900-1700 7h | ✓ | 1119 | Certified Sick Leave | POSTED | 1119 | Certified Sick Leave | Match | | | | |
| 13.08.2022 | OFF | OFF | ✓ | | | | | | Day off | | | | |
| 14.08.2022 | OFF | OFF | ✓ | | | | | | Day off | | | | |
| 15.08.2022 | UNHQ | 0900-1700 7h | ✓ | 1119 | Certified Sick Leave | POSTED | 1119 | Certified Sick Leave | Match | | | | |
| 16.08.2022 | UNHQ | 0900-1700 7h | ✓ | 1119 | Certified Sick Leave | POSTED | 1119 | Certified Sick Leave | Match | | | | |
| 17.08.2022 | UNHQ | 0900-1700 7h | ✓ | 1119 | Certified Sick Leave | POSTED | 1119 | Certified Sick Leave | Match | | | | |
| 18.08.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 19.08.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 20.08.2022 | OFF | OFF | ✓ | | | | | | Day off | | | | |
| 21.08.2022 | OFF | OFF | ✓ | | | | | | Day off | | | | |
| 22.08.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 23.08.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 24.08.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 25.08.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 26.08.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 27.08.2022 | OFF | OFF | ✓ | | | | | | Day off | | | | |
| 28.08.2022 | OFF | OFF | ✓ | | | | | | Day off | | | | |
| 29.08.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 30.08.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 31.08.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 01.09.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 02.09.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |
| 03.09.2022 | OFF | OFF | ✓ | | | | | | Day off | | | | |
| 04.09.2022 | OFF | OFF | ✓ | | | | | | Day off | | | | |
| 05.09.2022 | UNHQ | Public Holiday | ✓ | | | | | | Public Holiday | | | | |
| 06.09.2022 | UNHQ | 0900-1700 7h | ✓ | | | | 1160 | Unauthorized Absence | Match | | | | |

Delete the Unauthorized Absence

1. Execute the PA30 Tcode and select InfoType 2001 for edit.

To delete the Unauthorized Absence record: 1. Highlight the record 2. Click on the Delete icon .

List Absences (2001)

Find by:  Person

Pers. No. 22000 Pers. Assgn 30034120 00022000
 Name Jasmina YANMA EOD UN 27.05.2011 NAT of the USA Emp. Stat Active
 EE Group 2 Local Staff US00 New York DOS OSO HMD
 EE Subgrp GS General Service G-5 10 Appt Fixe term Exp 31.05.2027
 Choose 01.01.1800 To 31.12.9999 STy.

Absences

| Start Date | End Date | Ab... | Att./abs. type text | From | To | P | Abs.days | Ho |
|------------|------------|-------|----------------------|------|----|---|----------|----|
| 06.09.2022 | 06.09.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 02.09.2022 | 02.09.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 01.09.2022 | 01.09.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 31.08.2022 | 31.08.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 30.08.2022 | 30.08.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 29.08.2022 | 29.08.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 26.08.2022 | 26.08.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 25.08.2022 | 25.08.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 24.08.2022 | 24.08.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 23.08.2022 | 23.08.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 22.08.2022 | 22.08.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 19.08.2022 | 19.08.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 18.08.2022 | 18.08.2022 | 1160 | Unauthorized Absence | | | | 1.00 | |
| 05.08.2022 | 17.08.2022 | 1119 | Certified Sick Leave | | | | 9.00 | |

Delete the records - follow the two steps

2. Click the delete icon  again.

Delete Absences (2001)

Personal work schedule | Activity allocation | Cost assignment | External services

Pers. No. 22520 Pers. Assgn 30084420 00022000

Name -U. CSL EOD UN 27.05.2011 NAT of the USA Emp. Stat Active

EE Group 2 Local Staff US00 New York Org DOS OSO HMD

EE Subgrp GS General Service G-5 10 Appt Fixed Term Exp 31.05.2027

Start 18.08.2022 To 08.2022 Chg. 13.09.2022 AMARCOS1

Absence type 1160 Unauthorized


Time -


Absence hours 7.00

Absence days 1.00

Click the bin once again to delete the record

Create the CSL record(s) for the approved dates

1. Execute the PA30 Tcode and select (1) InfoType 2001, (2) STy 1119 Certified Sick Leave for edit. Then (3) click the Create icon .

3 

Personnel No. 22080 Pers. Assgn 30084420 00022000

Name Yasmine YAMTA EOD UN 27.05.2011 NAT of the USA Emp. Stat A

EE Group 2 Local Staff US00 New York Org DOS OSO HMD

EE Subgrp GS General Service G-5 10 Appt Fixed Term Exp 31.05

Basic Data | Contract Data | Payroll Data | Time Data | Benefits Data | S...

Infotype text S..

Organizational Assignment ☒

Planned Working Time ☒

Time Quota Compensation

Absences

Attendances

Substitutions

Overtime

Maternity Protection/Parental Leave

Absence Quotas

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype 2001 STy 1119

1 2

- Enter the (1) dates to be covered, (2) click **Validate** button, then click the **Save** button (3).

Payroll Simulation

Run a payroll simulation for the current month to confirm that the staff member will be refunded deductions made as a result of their rejected CSL being converted into Unauthorized Absence.

- Execute the PA30 Tcode and select (1) InfoType 0008 Basic Pay for edit. Then (2) click the View icon

Display HR Master Data

Personnel No. **62000** Pers.Assgn **30094426 00022080**

Name **C1.01-04 COL WARTSLOW** EOD UN **27.05.2011** NAT **of the USA** Emp. Stat **Act**

EE Group **2** Local Staff **US00** New York **Org** **DOS OSO HMD**

EE Subgrp **GS** General Service **G-5** **10** Appt **Fixed Term** Exp **31.05.2**

Find by
 Person
 Collecti
 Search
 Free se

Basic Data Contract Data Payroll Data Time Data Benefits Data S...

Infotype text S..

Actions ✓

Organizational Assignment ✓

Payroll Status ✓

Planned Working Time ✓

Basic Pay ✓

Activity with Higher Rate of Pay

Bank Details ✓

Recurring Payments/Deductions ✓

Additional Payments

Period
☐ Period
 From **01.01.1800** To **31.12.9999**
☐ Today ☐ Curr.week
☒ All ☐ Current month

Direct selection
 Infotype **Basic Pay** **1** STy

Use InfoType No. 8 and click enter to populate the Basic Pay

2. Click on **Payroll Simulation**.

Display Basic Pay (0008)

Pers. No. 00000 Pers.Assgn 0004400 00002000

Name Cr.01-04 CSL KODVLOW EOD UN 27.05.2011 NAT of the USA Emp. Stat Active

EE Group 2 Local Staff US00 New York Org DOS OSO HMD

EE Subgrp GS General Service G-5 10 Appt Fixed Term Exp 31.05.2027

Start 01.01.2019 To 31.12.9999 Chg. 10.01.2019 AASBELL

Object ID


Next increase 31.12.9999

| Pay scale | | Further Information | |
|-----------|--------------------|----------------------|----------------|
| Type | GS General Service | Capacity Util. Level | 100.00 % PER |
| Area | U1 USA - New York | Work hours/period | 174.00 Monthly |
| Group | G-5 Level 10 | Ann.salary | 0.00 USD |

| W... | Wage Type Long Text | O. | Amount | Curr... | I... | A.. | Number/Unit | Unit |
|------|------------------------|----|-----------|---------|------|-------------------------------------|-------------|------|
| 1100 | Gross Salary | | 81,987.00 | USD | I | <input type="checkbox"/> | 0.00 | |
| 1113 | Net Base Salary | | 61,571.00 | USD | I | <input checked="" type="checkbox"/> | 0.00 | |
| 4127 | Pensionable Base | | 78,416.00 | USD | I | <input type="checkbox"/> | 0.00 | |
| 1141 | 1st Language Allowance | | 0.00 | USD | I | <input type="checkbox"/> | 0.00 | |
| 1142 | 2nd Language Allowance | | 0.00 | USD | I | <input type="checkbox"/> | 0.00 | |

Click Payroll Simulation

IV 01.01.2019 31.10.2019 61,571.00 USD Payroll Simulation

3. Enter the (1)end of the current month, then (2) click Continue .

Pers. No. 22680 Pers.Assgn 30084120 00022000

Name YASMINA YASMYA EOD UN 27.05.2011 NAT of the USA Emp. Stat Act

EE Group 2 Local Staff US00 New York Org DOS OSO HMD

EE Subgrp GS General Service G-5 10 Appt Fixed Term Exp 31.05.2019

Start 01.01.2019 To 31.12.9999 Chg. 10.01.2019 AASBELL

Object ID

Next increase 31.12.9999

Pay scale

Type GS General Service

Area U1 USA - New York

Group G-5 Level 10

Further Information

Capacity Util. Level 100.00 %

Work hours/period 174.00 Monthly

Ann.salary 0.00 USD

Choose key date

Key date 1 31.08.2022

Selection period 01.01.2019 To 31.12.9999

2 [X] [Y]

Enter the end of the concerned month

| Amount | Curr... | I... | A.. | Number/Unit | Unit |
|-----------|---------|------|-------------------------------------|-------------|------|
| 81,987.00 | USD | I | <input type="checkbox"/> | 0.00 | |
| 61,571.00 | USD | I | <input checked="" type="checkbox"/> | 0.00 | |
| 78,416.00 | USD | I | <input type="checkbox"/> | 0.00 | |
| 0.00 | USD | I | <input type="checkbox"/> | 0.00 | |
| 0.00 | USD | I | <input type="checkbox"/> | 0.00 | |

- Then review the generated pay slip to confirm the reinstatement of the deductions.

| Pay Type | Regular payroll | USD | | | | | |
|---|-------------------------|--------------------------|---------------------|------|----------------------------|---------------------|---------|
| Pay Period | 01.08.2022 - 31.08.2022 | | | | | | |
| Pay Area | L1 Local UNHQ | | | | | | |
| Index | 000200/0 | VALERINE YAKIMA | | | | | |
| Pay Date. | 24.08.2022 | Grade | G-5 / 10 | | | | |
| | Rate | Retro-active Hrs/Unit | Amount | Rate | Current Period Hrs/Unit | Amount | YTD |
| Earnings & Allowances | | | | | | | |
| Gross Salary | | | 7,602.67 | | | 7,602.67 | |
| *** Total Earnings | | | 7,602.67 | | | 7,602.67 | |
| Deductions, Adjustments & Claims | | | | | | | |
| SM Pension Contribution | | | | | | 1,159.94 | |
| Staff Assessment | | | 1,871.42 | | | 1,871.42 | |
| *** Total Deductions | | | 1,871.42 | | | 3,031.36 | |
| Recoveries | | | | | | | |
| Salary Advance | 04 | | | | | 4,468.61 | Balance |
| *** Total Recoveries & Balances | | | | | | 4,468.61 | |
| *** Total Net | | | | | | 5,833.95 | |
| UN Contributions | | | | | | | |
| UN Pension Contribution | | | 1,159.93 | | | 1,159.93 | |
| *** Total UN Contributions | | | 1,159.93 | | | 1,159.93 | |
| Net Payments | | | | | | | |
| Payment | Wage Type | | Amt In Payroll Curr | | | Amt In Payment Curr | |
| | /559 | | 5,319.29 | | | | USD |
| Payment of balance | /558 | | 514.66 | | | | USD |

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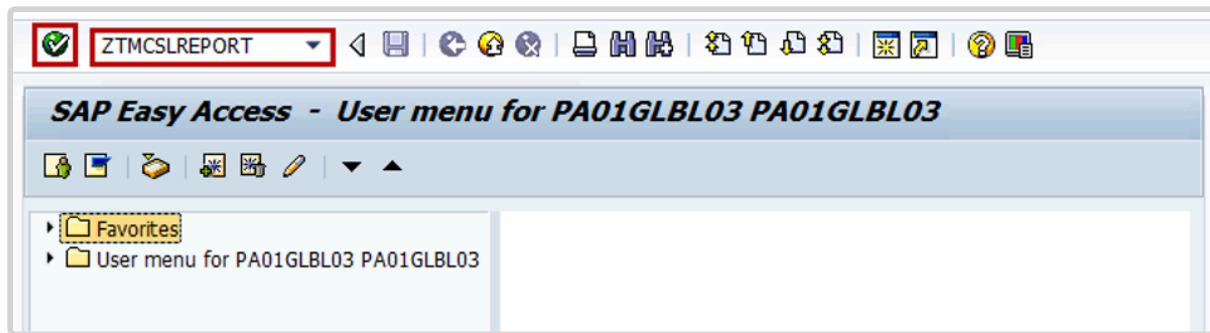
3.2.7. Monitor Certified Sick Leave Exceptions

HR Partners can use the Rejected Certified Sick Leave Monitoring Report to generate Exception Reports on:

- Permanently excluded
- Temporarily deferred
- Paused
- All exceptions



Follow the steps below to create exception reports.



1. Start the transaction using the menu path or transaction code, **ZTMCSLREPORT** then click the Enter icon .



2. Select the period to generate the report. For example, **Current year**.

Rejected Certified sick leave Monitor

Further selections  Search helps  Sort order

Period







☐ Today ☐ Current month ☒ **Current year**
☐ Up to today ☐ From today
☐ Other period



Data Selection Period To

Person selection period To


Payroll period

Selection



Personnel Number 
 Employment status 
 Company Code 
 Payroll area 
 Pers.area/subarea/cost centre 
 Employee group/subgroup 



Leave Start Date to 
 Leave Request ID to 

☒ **Exception Reporting**

3. Enter the staff member's index number in the **Personnel Number** text box.
4. Click the **Exception Reporting** checkbox, which will populate all types of available reports.
5. Select one of the Exception Reporting parameters to generate the report, then click the Execute icon .

Rejected Certified sick leave Monitor

Further selections  Search helps  Sort order

Period

☐ Today
 ☐ Current month
 ☒ Current year

☐ Up to today
 ☐ From today


☐ Other period


Data Selection Period To


Person selection period To


Payroll period


Selection


Personnel Number 


Employment status 


Company Code 

Payroll area 

Pers.area/subarea/cost centre 

Employee group/subgroup 

Leave Start Date to 

Leave Request ID to 

☒ Exception Reporting

☒ Permanently excluded

☐ Review - Temporarily deferred

☐ Review - Paused

☐ Review - All exceptions

6. You may review the report for monitoring purposes, or take appropriate action as outlined in the above steps.

| Rejected Certified sick leave Monitor | | | | | | | | | | | | | | | | | |
|---------------------------------------|------------|---------------|----------|---------------------|---------|----------|-----------|------------|----------|---------------------|--------------|----------------------|------------|------------|------------|------------|------------|
| | | | | | | | | | | | | | | | | | |
| Pers.No. | Start Date | End Date | Req.Stat | Leave Status | Process | WF ID | WF Status | WF Date | A/A days | Hours AM/PM | Notify | Reason for excluding | Exc/Inc By | Exc/Inc On | Req. Statu | Stat.ChgBy | Stat.ChgOn |
| Date | DWS | Daily WS text | Status | Att./abs. type text | Status | | | | | Att./abs. type text | Observations | | | | | | |
| 00000000 | 29.04.2016 | 29.04.2016 | ✗ | REJECTED | | 45264947 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 PM | | | PA01GLEL03 | 29.09.2022 | ✓ | PA01GLEL03 | 29.09.2022 |
| 00000000 | 28.04.2016 | 28.04.2016 | ✗ | REJECTED | | 45264935 | WITHDRAWN | 26.10.2016 | 0.50 | 3.50 PM | | | PA01GLEL03 | 29.09.2022 | ✓ | PWANJUKI | 21.12.2021 |

7. The same process should be followed to view all other available exception reports.

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4. Notifications of Rejected Certified Sick Leave

When a staff member's request for Certified Sick Leave is rejected, in whole or partially, notifications emails are sent:

- at the time the request is rejected,
- 15 days after the rejection (First Action Required email),
- 30 days after the rejection (Second Action Required email),
- 45 days after the rejection (Third Action Required email), and
- 60 days after rejection (Notice of Conversion of rejected CSL to Unauthorized Absence)



CSL Partially approved by Medical Services, rejected days are converted to Unauthorized Absence records

The screen shots below illustrate the email notifications sent to a staff member when their CSL is partly rejected.

Rejection Notification Email – email received by SM upon rejection of CSL

Certified Sick Leave rejected for Dominic RALPH

Created  CR01ALL04 CR01ALL04

Dear Dominic RALPH,

You are receiving this automated email as your request for Certified Sick Leave has been partially rejected by the Medical Service, as follows:

Certified Sick Leave 9,00 days
18.08.2022 - 06.09.2022 rejected
05.08.2022 - 17.08.2022 approved

Please take the required action as detailed in the notification received from the medical service. Alternatively, you can submit a request for a different leave type to cover the rejected period (for example Uncertified Sick leave up to applicable limits).

Failure to take corrective action within 60 days of the date of this notification will result in your rejected Certified Sick Leave days being treated as Unauthorized Absence in line with Staff Rule 5.1(e)(ii) and 6.2 (d), which will result in deduction from your salary and allowances.


Please contact your HR Partner if you need further guidance and clarifications.

Thank you,

Umoja

Rejection Notification Email – email received by SM 15 days after rejection

ACTION REQUIRED- Rejected CSL

Created 

Dear Dominic RALPH,

Our records indicate that you have an unresolved period of absence resulting from a rejected certified sick leave as follows.

[Certified Sick leave 13.00 days]
[Start date: 2022-08-18 – End date: 2022-09-06]

You have been required to provide additional information to substantiate your rejected sick leave request per the details provided by your HR Partner or Medical services in your rejection notification. This action should be taken as soon as possible.

Alternatively, you can submit a request for a different leave type to cover the rejected period (for example Uncertified Sick leave up to applicable limits).

Please take the required action within 45 days of this notification.


Failure to take corrective action by the set deadline will result in your rejected certified sick leave days being treated as Unauthorized Absence in line with Staff Rule 5.1 (e) (ii) and 6.2 (d), which will result in deduction from your salary and allowances.

For any inquiry on this matter please contact your HR Partner or supporting Medical Service where applicable quoting your case number.

Thank you for your cooperation,

Umoja

Rejection Notification Email – email received by SM 30 days after rejection

ACTION REQUIRED- Rejected CSL - REMINDER**Created** 

Dear Dominic KAUAI,

You are receiving this automated email as a reminder to take necessary action to resolve the following rejected certified sick leave request:

[Certified Sick leave 13.00 days]

[Start date: 2022-08-18 – End date: 2022-09-06]

You have been required to provide additional information to substantiate your rejected sick leave request per the details provided by your HR Partner or Medical services in your rejection notification. This action should be taken as soon as possible.

Alternatively, you can submit a request for a different leave type to cover the rejected period (for example Uncertified Sick leave up to applicable limits).


Please take the required action within **30** days of this notification.

Failure to take corrective action by the set deadline will result in your rejected certified sick leave days being treated as Unauthorized Absence in line with Staff Rule 5.1 (e) (ii) and 6.2 (d), which will result in deduction from your salary and allowances.

For any inquiry on this matter please contact your HR Partner or supporting Medical Service where applicable quoting your case number.

Thank you for your cooperation,

Umoja

Rejection Notification Email – email received by SM 45 days after rejection**ACTION REQUIRED- Rejected CSL- FINAL REMINDER****Created** **on**

Dear Dominic KAUAI,

You are receiving this automated email as the last reminder to take necessary action to resolve the following rejected certified sick leave request:

[Certified Sick leave 13.00 days]

[Start date: 2022-08-18 – End date: 2022-09-06]

You are required to provide additional information to substantiate your rejected sick leave request per the details provided by your HR Partner or Medical services in your rejection notification. This action should be taken as soon as possible.

Alternatively, you can submit a request for a different leave type to cover the rejected period (for example Uncertified Sick leave up to applicable limits).

Please take the required action within **15** days of the date of this notification per email sent on the 2022-09-09.

Failure to take corrective action by the set deadline will result in your rejected certified sick leave days being treated as Unauthorized Absence in line with Staff Rule 5.1 (e) (ii) and 6.2 (d), which will result in deduction from your salary and allowances.


For any inquiry on this matter please contact your HR Partner or supporting Medical Service where applicable quoting your case number.

Thank you for your cooperation,

Umoja

This will be the date of the rejection notification email

Rejection Notification Email – email received by SM 60 days after rejection

Rejected CSL resulting in Unauthorized Absence**Created** **on**

Dear Dominic RAMANI,

You are receiving this automated email as you did not take the required corrective action within 4 days of notification of your certified sick leave request being rejected:

[Certified Sick leave 13.00 days]

[Start date: 2022-08-18 – End date: 2022-09-06]

In the absence of the requested information to substantiate your rejected certified sick request, or the recording of another leave type (for example Uncertified Sick leave up to applicable limits) to cover the period of unaccounted absence, the **rejected request results in Unauthorized absence** in line with Staff Rule 5.1 (e)(ii) and 6.2 (d). This unauthorized absence will be reflected in the respective monthly time statement and will result in a deduction from your salary and allowances in your next payslip.

Please contact your HR Partner if you need further guidance and clarifications.

Umoja

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