

Time Management for Time Administrators and Time Senior Administrators

1 — Last update: 6 September 2023

United Nations - DOS

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1. What's New

The topics listed below provide an overview of what's new in the online version of the Time Management: Time Administrator and Time Senior Administrator iManual since its original publication on 31.01.2023. Content throughout this manual has been expanded, revised or is new.

- [Initial Publication 31.01.2023](#)

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Last modified: 31 January 2023

1.1. Initial Publication

The content in this manual is based on a conversion of the PDF manual last updated on 26.05.2017.

The following changes to that content are incorporated in this manual:

- References to policy documents updated
- Removal of Danger Pay Procedures
- Changes to Monitoring Report Procedures

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Last modified: 27 January 2023

2. About Time Management

Time management in Umoja is the administration of absence and attendance requests. These requests can be initiated by the staff member or the Time Administrator or Time Senior Administrator on behalf of the staff member.

The time management topics covered are:

- Annual Leave
- Maternity Leave
- Paternity Leave
- Sick Leave
- Special Leave
- Home Leave
- Family Visit
- Rest and Recuperation
- Overtime, Compensatory Time Off, and Night Differential
- Flexible Working Arrangements
- Miscellaneous Attendance/Absence Types

In addition to recording the above absence and attendance requests on behalf of the staff member in ESS the Time Senior Administrator is also responsible when required for recording the following time transactions in ECC:

- Mission Subsistence Allowance
- View, create and modify leave records in ECC
- View, create and change work schedules
- Monitoring Reports

Further information about specific Time Reports can be found on the [Umoja website](#), and in [CDOTS Campus](#).

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Last modified: 16 November 2022

2.1. Roles and Responsibilities

Among other options, the Employee Self Service (ESS) Portal allows staff members to initiate their own leave requests. Depending on the type of request, the submission is routed to the appropriate authority, who review and approve or reject the request. In some instances, the submission may go through two different individuals, an endorser who recommends the request and an approver who has the final authority to agree to the recommendation of the endorser. In most instances, the request will only go to one approver.

For those rare instances in which the staff member is unable to submit the request personally (due to extended sick leave, unavailability of computer, etc.), a role was created for the possibility of having administrative staff enter the staff member's submissions "on behalf of the staff member". It must be noted, however, that this option is considered to be an exception and staff are expected to manage their own time requests through the ESS Portal.

UN Staff members are responsible for ensuring that their absence and attendance records are accurate and updated in accordance with Staff Rules [10.1](#) and [10.2](#).

Sometimes transactions are more complicated than a simple request for time off. To handle the full range of time transactions, the following Umoja roles have been created.

Staff:

All staff are given access to the Portal (ESS) and are required to initiate requests related to entitlements and benefits, such as:

- **Submit leave requests:** The system assumes that the staff member is present unless the staff member makes a request for leave that is approved. Once approved, this leave is deducted from their quota.
- **Enter certain attendance types:** It is not necessary for staff members to log their attendance every day, however there are certain attendances that do not follow a regular work schedule that must be recorded. Among them are time worked as Overtime or CTO, and time worked under a WAE contract or compressed work schedules that are used to enable flexible working arrangements. If a staff member avails of telecommuting, as part of a Flexible Work Arrangement (FWA) agreement, then the staff member must record those days as telecommuting days on a weekly basis in ESS.

At the end of every month, and at the end of the year, all staff members receive a summary of all the leave taken during that period. The staff member is responsible for certifying its

accuracy. It is also the staff member's responsibility to take appropriate action to add or correct any missing or inaccurate entries at the time of certification.

Time Manager

The Time Manager is usually the direct supervisor of the staff member and is empowered to:

- Approve absence/attendance requests for staff members for the following type of leave and time related processes:
 - Annual Leave, including advanced leave
 - Home Leave
 - Family Leave
 - CTO and OT after consultation with their administrative office.
- Endorse staff member's request for:
 - Special Leave and R&R.
 - time entries for When Actually Employed (WAE) staff members.
- View
 - absence balances of staff members to determine if the staff member can take the leave.
 - team calendars to determine whether the leave request can be approved based on the leave requests already approved for other staff members in the office.
- Delegate the time approval role to a secondary time manager. This delegation can be made for a specific period of time (for example, for the duration the manager is on leave). or it can be made permanently if the manager decides to delegate this function to another staff member in the office. The delegation to the secondary time manager through ESS can only be made for a staff member within the same organizational unit. If it is necessary to delegate the time manager role to a staff member in a different organizational unit, an HR Partner must make this change.

Secondary Time Manager

A secondary time manager is a role delegated by the Time Manager to an Umoja user, empowering them to perform the same functions as the Time Manager for staff members in the same organizational unit. The Time Manager may delegate this authority to cover a period of their own absence.

The secondary Time Manager must belong to the same organizational unit as the Time Manager. This delegation is granted through ESS.

Exception Time Manager

The exception Time Manager is a role assigned by the HR Partner. This individual acts as the Time Manager for staff members who are on assignment to another organizational unit.

The exception Time Manager role should only be used when the staff member belongs to a different org unit from the Time Manager.

HR Partner

The HR Partner acts as first, or second level approver of some time transactions initiated in ESS by the staff member.

First Level Approver for:

- Jury Duty
- Certified Sick Leave 20 days or less
- Maternity Leave

Second Level Approver for:

- When actually Employed (WAE) attendance
- Daily Conference Language – Additional Days
- Rest and Recuperation
- Special Leave with Full Pay
- Special Leave without Pay

In addition, the HR Partner:

- Executes all time-related personnel actions for staff members in ECC when the request requires the raising of PAs in addition to having the leave record approved (e.g., Special Leave Without Pay).
- Adjusts and sets leave quotas and records in ECC.
- Can assign the role of Exception Time Manager to other staff members across organizational units at the request of the Time Manager.
- Performs time monitoring tasks and runs time reports.

Time Administrator:

Staff members with this role are able to:

- Create ESS requests on behalf of staff members who have no access to Umoja through the Time Administrator Services in the Umoja Portal.
- Perform monitoring tasks and ensure that the staff member's entries are accurate.
- View absence balances of staff members in ESS.
- View Team Calendar.

Time Senior Administrator:

Staff members with this role can perform the same duties as the Time Administrator and in addition they are able to:

- Enter no MSA days.
- View, modify and create leave entries in ECC.
- Change work schedules.
- Perform time monitoring tasks and run time reports.

Many of these functions overlap with the access that the HR Partner has for time management. Where there is overlap, the assumption is that those are the primary functions of the Time Senior Administrator, and the HR Partner is a backup in the event that the Time Senior Administrator is not available.

The only areas related to time that are the exclusive responsibility of HR Partners are the execution of time PAs, the quota set up, the approval of the leave types indicated above, the reinstatement of entitlement travel days, and the assignment of the role of exceptional time manager.

Time Administrators and Time Senior Administrators are the primary focal points for staff members who have time related queries.

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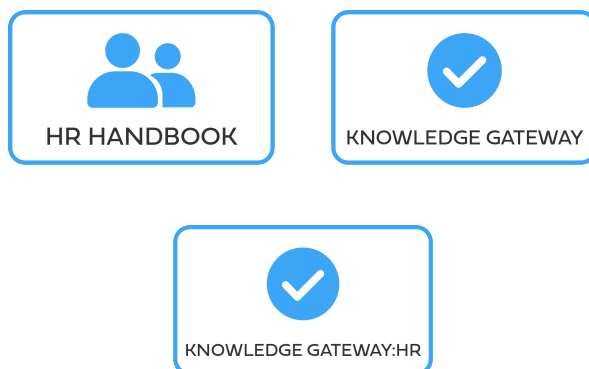
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2.2. Policy and Practice

The regulations, rules, policies and SOPs governing time management have developed over time. The official documents can be found at the [policy portal](#).

This Manual consolidates existing guidance materials and practices within the context of the applicable legal and policy frameworks. Documents referenced include the UN Staff Regulations and Rules, relevant AI, relevant policy, and operational guidelines, Umoja job aids and manuals and identified best practices. The [Staff Regulations](#) and [Rules](#) and relevant administrative issuances are the authoritative source of policy and this document does not in any way supersede or invalidate any applicable Staff Regulations, Rules, [Secretary General's Bulletins \(SGBs\)](#) or Administrative Instructions (AI).

This is a living document — Its contents are subject to change, including amendments to the Staff Regulations and Rules and administrative issuances, and lessons learned from jurisprudence of the United Nations Dispute and Appeals Tribunals.

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2.2.1. Policy

The UN [Regulations](#) and [Staff Rules](#), the Secretary-General's bulletins (SGB), the [administrative instructions](#) provide the policy, for the administration of entitlements. The relevant regulations, rules and administrative issuances for this guide, listed below, are summarized directly in the guide:

- Staff Regulations and Staff Rules of the United Nations – [ST/SGB/2023/1](#), the current staff regulations and rules governing human resource management, including various types of leave and working arrangements (i.e. overtime, night differential, etc.).
- Family Visit, maternity leave and paternity leave – [ST/AI/2005/2](#), [ST/AI/2005/2/Amed.2](#): Policy governing the administration of family visit, maternity leave and paternity leave for staff members.
- Sabbatical leave programme – [ST/AI/2015/5](#): Policy governing the administration of sabbatical leave for staff members.
- Recording of attendance and leave – [ST/AI/1999/13](#), [ST/AI/2005/1](#): Policy governing the recording and computation of attendance.
- Sick Leave – [ST/AI/2005/3](#), [ST/AI/2005/3/Amend.1](#): Policy governing sick leave.
- Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the UN – Appendix D of [ST/SGB/2023/1](#).
- Administration of temporary appointments – [ST/AI/2010/4/Rev.1](#): Policy governing the administration of temporary appointments.
- Overtime compensation for staff members in the Field Service category at established missions – [ST/AI/2000/3](#)
- Abandonment of Post – [ST/AI/400](#): Policy governing the administration of abandonment of post and explanation of unauthorized absences.
- Home Leave – [ST/AI/2015/2/Rev. 1](#).
- Official Travel – [ST/AI/2013/3](#), [ST/AI/2013/3/Amend. 3](#), [ST/AI/2013/3/Amend. 4](#): Policy governing the administration of all official travel.
- Rest and recuperation – [ST/AI/2018/10](#), [ST/AI/2018/10/Corr.1](#): Policy governing the administration of the rest and recuperation entitlement.
- Family Visit Travel – [ST/AI/2000/15](#), [ST/AI/2000/15/Amend.1](#): Policy governing the administration of family visit travel.

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2.2.2. Practice

Major practice guidelines may be found on iSeek and other platforms.

- [UN Policy Portal – Human Recourses](#): Repository of the legislation governing all aspects of human resource management.
- [Knowledge Gateway: Human Resources](#)
- [HRSD Knowledge Management Platform](#) (Permission must be requested when accessing the web page for the first time).
- [Implementation of Common System Compensation Package in the United Nations Secretariat](#).
- [International Civil Service Commission Website](#): Provides valuable knowledge regarding specific staff member entitlements, i.e., information regarding danger pay.
- [United Nations Salaries, Allowances, Benefits and Job Classifications Website](#): Provides valuable knowledge regarding salaries and specific staff member entitlements.

HR Partners, HR Administrators, Time Administrators and Time Senior Administrators are also encouraged to complete the HR Partner eCertification course, and the Time Administrators and Time Senior Administrators Courses. [Details can be found on Knowledge Gateway](#).

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2.3. Prerequisites

Time management requests require advance preparation on the part of the staff member, Time Administrator or Time Senior Administrator as do the approvals made by the HR Partner, where applicable.

Particular attention must be paid by ALL to the documentation required depending on the type of request, e.g. a medical certificate when requesting certified sick leave. Familiarity with the policies and procedures of the various time-related entitlements and approval workflow in Umoja is mandatory.

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2.4. About Time Management Requests

This guide aims to assist you in processing various types of time requests that require approval in Umoja. The guide provides best practice advice, prerequisites, and procedures for each request type, including those that require a PA and those that do not.

For convenience, references to policies and prerequisites have been included for each request type. However, policies are subject to change from time to time, and therefore the reader should refer to the recently promulgated administrative issuances in the event of policy changes.

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2.4.1. Processing Time – Related Requests

Time management is not a static activity but a process. Administering time for staff members should follow a clear process, as emphasized throughout this guide.

The best practice for each request type is to follow the direction of the guide:

1. Review the policy and practice for the request type.
2. Review the prerequisite documentation submitted by the staff member (if applicable) and liaise with the staff member if necessary to ensure that they provide all documentation or data necessary to have the request approved.
3. Review the procedures for processing the approval of the request type.
4. Follow each procedure to the end.
5. Carefully review the request in Umoja.

You are strongly urged to develop a good practice of following this process and completing each activity and procedure in order.

[Guidelines on the timeframes for processing the different types of absence and attendance is available in iSeek.](#)

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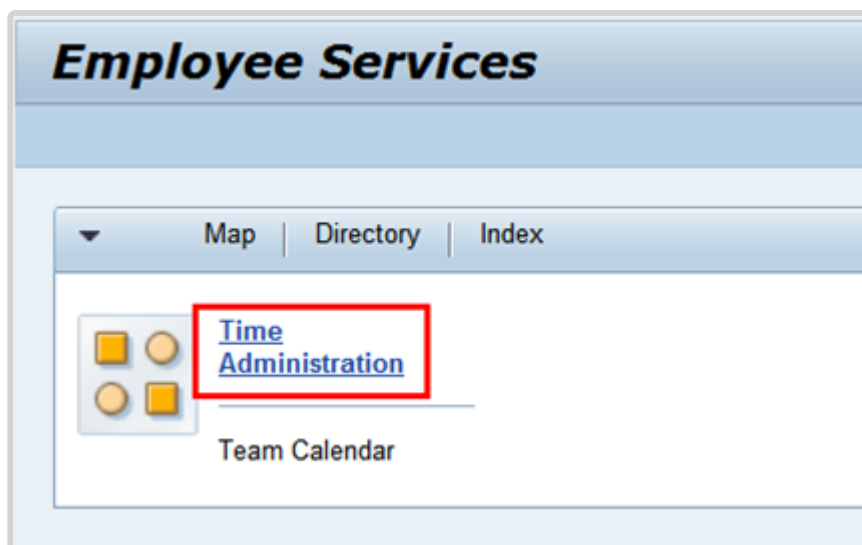
2.5. Common Procedure: Searching for a staff member

The majority of time related requests are submitted through ESS. Only in very exceptional circumstances are leave records entered directly in ECC. All time requests submitted on behalf of a staff member will start with the same procedure of looking up the staff member in question. The procedure below shows how this is done.

1. Login to ESS, then start the transaction using the menu path: **Time Administrator>Time Administration>Time Work Center**
2. Click on the **Time Administrator** tab.



3. Click on the **Time Administration** link.

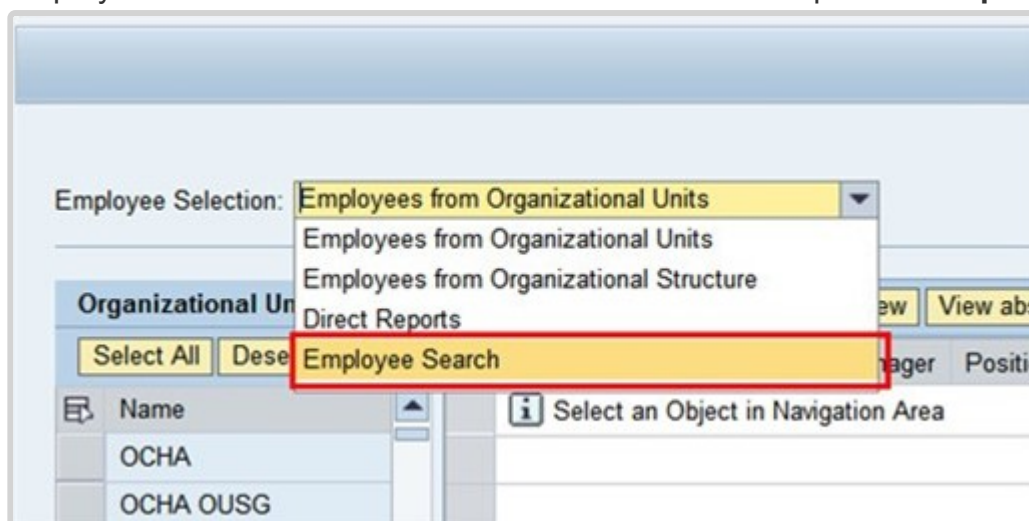


4. Click on the **Time Work Center** link to see the search options.



5. Search options are:

- **Employees from Organizational Units** – allows you to search for employees by their organization unit by selecting the unit from the list on the left side of the screen. A list of all employees of the selected unit will appear.
- **Employees from Organizational Structure** – allows you to search for employees by their organization, sub-organization and department by selecting the organizational structure from the list on the left side of the screen. A list of employees who report to the selection will appear in the table.
- **Direct Reports** – displays staff members that you are responsible for time administration.
- **Employee Search** – allows you to search for a specific employee. Displays an employee search window. The recommended search option is **Employee Search**.



6. You can search for a specific staff member by name or personnel number (index number). In this demonstration we will be searching for the staff member by their Personnel Number.



You cannot search for staff members whom you do not service. If you do, you will receive no results.

For staff members you do service as a Time Administrator or Time Senior Administrator, when searching by Last or First name you can:

- enter the full name, which returns the staff member whose name you entered, or
- use a wildcard, e.g. Ev* or *ry, which will return a list of staff members whose name contains the letters entered.

Employee Selection: Employee Search

Last name:

First name:

Middle name:

Personnel Number:

Start Advanced Search

7. Click on the *Start* button, this will start the search.

Employee Selection:

Last name:

First name:

Middle name:

Personnel Number:

Start **Advanced Search**

8. Select the staff member by clicking on the gray ☐ button.
9. Click on the *Create Leave Request* button.

Employee Selection:

Last name:

First name:

Middle name:

Personnel Number:

Start **Advanced Search**

Create leave request **Leave Overview** **View absence Balances**

Name	Personnel Number	Manager	Position	Staffing Rate	Job	Org
MALKA SUSEyPet	20035374			0.00		

10. From this point, use any of the procedures used by the staff member for submitting a time related request. As the Time Administrator or Time Senior Administrator you will perform the same steps followed a staff member when submitting a leave request in ESS.

MALKA SUSEyPet - Leave Request: New

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

Personal Calendar

View: 2015 **Apply**

March 2015 April 2015 May 2015

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Absent **Multiple Entries** **Sent** **Deletion Requested** **Non-Working Day**

3. Section I – Time Administrator

The chapters that follow contain procedures that are performed by the Time Administrator or Time Senior Administrators on behalf of the staff member to submit requests for:

- Annual Leave
- Maternity Leave
- Paternity Leave
- Sick Leave
- Special Leave
- Home Leave
- Family Visit
- Rest and Recuperation
- Overtime, Compensatory Time Off, and Night Differential
- Flexible Working Arrangements
- Miscellaneous Attendance/Absence Types

Remember, all functions that a Time Administrator can perform can also be performed by a Time Senior Administrator.

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3.1. Annual Leave

Staff members accrue annual leave monthly for their period of service with the Organization. The accrual of annual leave (AL) varies by type of appointment:

1. Staff members holding Permanent, Continuing or Fixed-Term appointments accrue annual leave at a rate of 2½ days per month.
2. Staff members holding Temporary appointments accrue annual leave at a rate of 1½ days per month.

The regulations, rules, policies, and standard operating procedures (SOP) governing annual leave have developed over time. The official documents are easily accessible within the UN intranet.

1. Staff Regulations of the United Nations – [ST/SGB/2023/1](#)
[Regulation 5.1 Annual leave](#)
[Rule 5.3: Annual leave](#)
2. [Administration of temporary appointments – ST/AI/2010/4/Rev.1](#)
Section 8: Annual leave
3. [Recording of attendance and leave – ST/AI/1999/13](#) and [ST/AI/2005/1](#)
Section 1: Recording of attendance (ST/AI/1999/13)
Section 3: Computation (ST/AI/1999/13)
4. [Implementation of the Change in the Annual Leave Cycle \(In effect until further notice\) – ST/IC/2005/8](#)

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3.1.1. Prerequisites

Staff members are required to submit their request for annual leave through the Employee Self-Service (ESS) portal and the time manager will approve or reject it in ESS.

When it is not possible to use ESS, the following actions are required to process a request on behalf of a staff member directly in ECC.

- **A written request** with the type of leave and day(s) they want recorded and a clear explanation as to why it is necessary to request the Time Senior Administrator's assistance. In the event the reason is justified, the Time Senior Administrator will create an AL record in ECC.
- **Validate eligibility:** Check to ensure the staff member has sufficient annual leave to cover their request.
- **Check for exceptions/special cases** (i.e., Advance AL request).
- **Written confirmation** that the period of leave has been approved by the staff member's time manager.

While both HR Partners and Time Senior Administrators have access to create annual leave requests in ECC, this is an activity that should be primarily handled by the Time Senior Administrator.

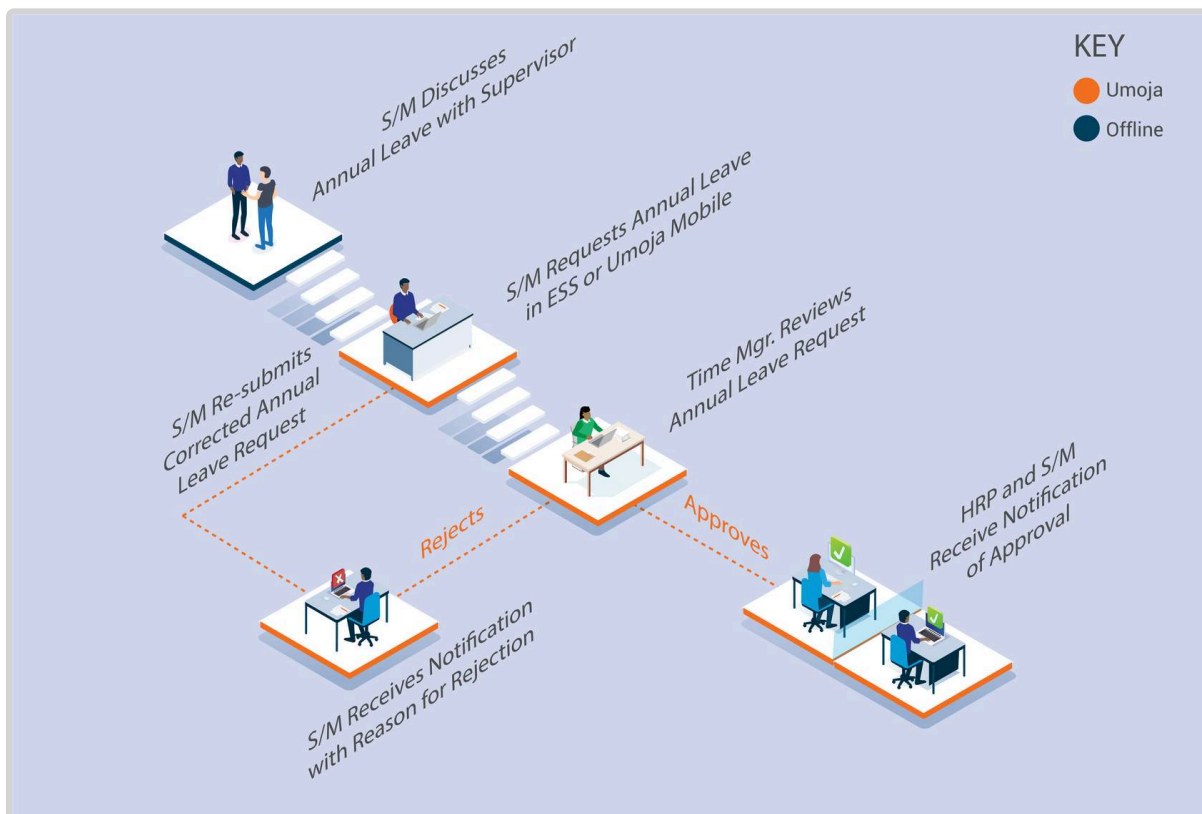
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3.1.2. Process

There are four different annual leave types (annual leave, annual leave- reverse EG travel, annual leave-home leave, and annual leave-family visit). Each deducts from the annual leave quota of the staff member. Annual leave can be requested up to 3 months retroactively and 12 months in advance of the proposed dates.

The process for successfully processing and approving an annual leave request includes these procedures and roles:



Once approved, the annual leave quota is deducted, and the leave type and dates are updated in ECC.

Exceptional Record Entries in ECC

In very exceptional cases, when the Staff Member, Time Administrator and Time Manager do not have access to ESS, the Time Senior Administrator or HR Partner can create, modify, and delete attendance records including Annual Leave Types directly in ECC. In cases where only the staff member does not have access to ESS, the Time Administrator and Time Senior Administrator can submit a request on behalf of the staff member in ESS.

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3.1.3. Procedures

Submission of an annual leave request on behalf of a staff member involves two steps:

- [Search and select the staff member for whom you will be submitting the Annual leave request](#)
- Enter the request in ESS as the staff member and submit the transaction on their behalf for approval by their Time Manager. Request types include:
 - [Create a leave request](#)
 - [Cancel an Unapproved Annual Leave request](#)
 - [Cancel an Approved Annual Leave Request](#)
 - [Certify a Monthly Time Statement](#)

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3.1.3.1. Create a leave request

Requests for the following types of Annual Leave can be submitted up to 3 months post facto and 12 months in advance.

- **Annual Leave** – used to record annual leave. The leave amount can be taken at any time provided sufficient time has been accrued by the staff member.
- **Annual Leave – Reverse EGT** – used to record annual leave due to reverse Education Grant Travel (EGT) Time taken will be deducted against the staff member's annual leave quota.
- **Annual Leave – Home Leave** – used to record annual leave due to home leave. Time taken will be deducted against the staff member's annual leave quota and in addition there will be a deduction of 24 home leave points.
- **Annual Leave – Family Visit** – used to record annual leave due to family visit. Time taken will be deducted against the staff members' annual leave quota.

As there are different leave types in the options menu, you must be careful to select the correct one from the drop-down menu. Before raising a request on behalf of a staff member you should always check their available balances.

1. Click on the *Absence Balance* tab.

The screenshot shows the 'Humam EVERY - Leave Request: New' interface. At the top, there is a 'Send' button. Below it, there are four tabs: 'Calendar', 'Team Calendar', 'Leave Requests', and 'Absence Balance'. The 'Absence Balance' tab is highlighted with a red rectangular box. Below the tabs, there is an 'Attachments' section with a dropdown arrow. Underneath, there is an 'Add' button and a table with three columns: 'Action', 'File Name', and 'File Extension'. The table has four empty rows for data entry.

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

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

- The available balances for the various leave absences that have quotas are displayed in the Available Balance column.



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

- Click on the *Team Calendar* tab. The Team Calendar displays the current month's absences for each team member.

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

- To view the team member's absences for a different month, click on the drop-down arrow to select a month.

5. Select the month you wish to view.
6. Click on the *Apply* button to display the team member's absence for the selected month.

Humam EVERY - Leave Request: New

Send

Calendar Team Calendar Leave Requests Absence Balance

Team Calendar

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

		2015 March																					
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Humam EVERY																							
Aimon NOLIN																							

7. Now that you have checked the absence balances and the team's absence schedule you are ready to create the request. Click on the drop-down arrow ▼ to close this section.

Humam EVERY - Leave Request: New

Send

Calendar Team Calendar Leave Requests Absence Balance

Team Calendar


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

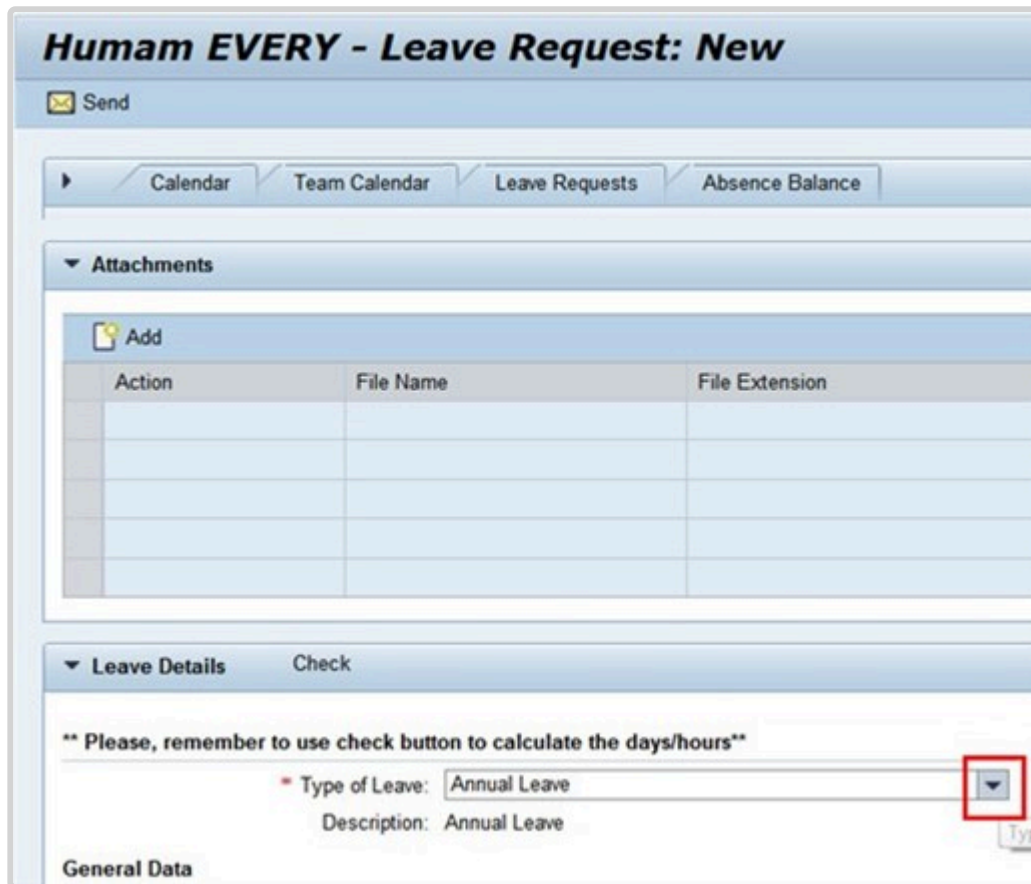
		Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
		1	2	3	4	5	6	7	8	9	10	11	12	13
Humam EVERY														
Aimon NOLIN														
Albwin VALADE														
Aldric MACIARELLO														

Attachments

Add

Action	File Name	File Extension

8. Click on the drop-down arrow  to view the of leave types available.
9. Select Annual Leave from the list.



Humam EVERY - Leave Request: New

Send

Calendar Team Calendar Leave Requests Absence Balance


▼ Attachments

Add

Action	File Name	File Extension

▼ Leave Details Check

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

Type of Leave: Annual Leave 

Description: Annual Leave

General Data



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

- Annual Leave
 - Annual Leave – Home Leave
 - Annual Leave – Family Leave
 - Annual Leave – Reverse EGT
 - Floating Holiday
 - Compressed Reg Day Off

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

Leave Details Check

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

Type of Leave: Annual Leave
Description: Annual Leave

General Data

Start Date: 12.03.2015

End Date: 12.03.2015

Att./abs. days: 1.00

New Note:

11. On the calendar, select the absence start date.
12. Select the date the leave is to end. Dates can be selected from the calendar by clicking on the Calendar icon or entered directly into the field using the DD.MM.YYYY format.

Leave Details Check

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

Type of Leave: Annual Leave
Description: Annual Leave

General Data

Start Date: 12.03.2015

End Date: 12.03.2015

Att./abs. days: 1.00

New Note:

Additional

Select



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

13. Enter additional information for the time manager in the New Note box. Indicate that you

have been asked to raise this request on behalf of a staff member.

The screenshot shows the 'Leave Details' form with the following fields:

- Type of Leave:** Annual Leave
- Description:** Annual Leave
- General Data:**
 - Start Date:** 20.03.2015
 - End Date:** 23.03.2015
 - Att./abs. days:** 1.00
- New Note:** Raising on behalf of SM (highlighted with a red box)



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

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

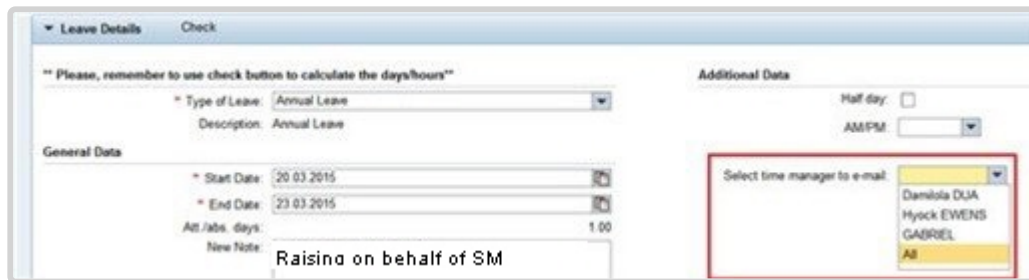
The primary time manager will automatically receive a notification of the leave request even if s/he has delegated the time approval function to a secondary manager.

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

The screenshot shows the 'Leave Details' form with the following fields:

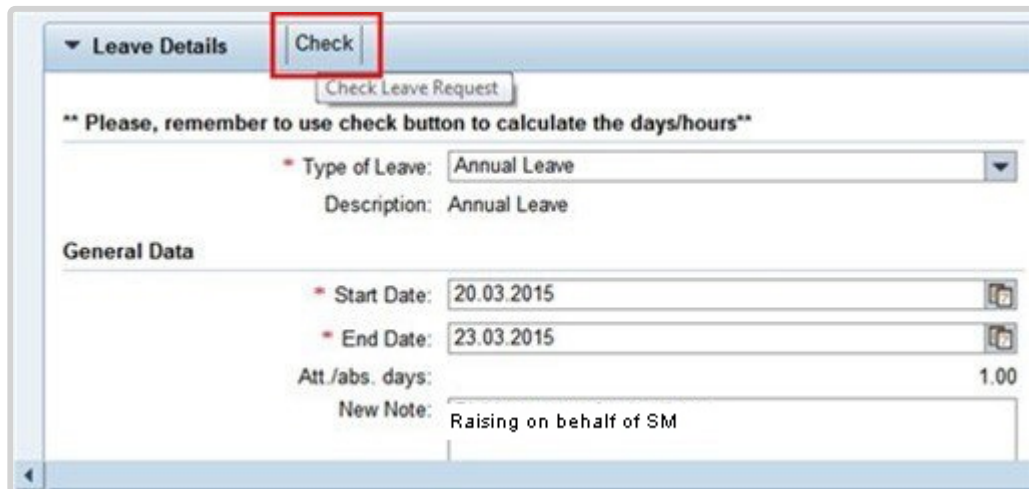
- Type of Leave:** Annual Leave
- Description:** Annual Leave
- General Data:**
 - Start Date:** 20.03.2015
 - End Date:** 23.03.2015
- Additional Data:**
 - Half day:** ☐
 - ADAPM:** ☐
 - Select time manager to e-mail:** (highlighted with a red box)

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



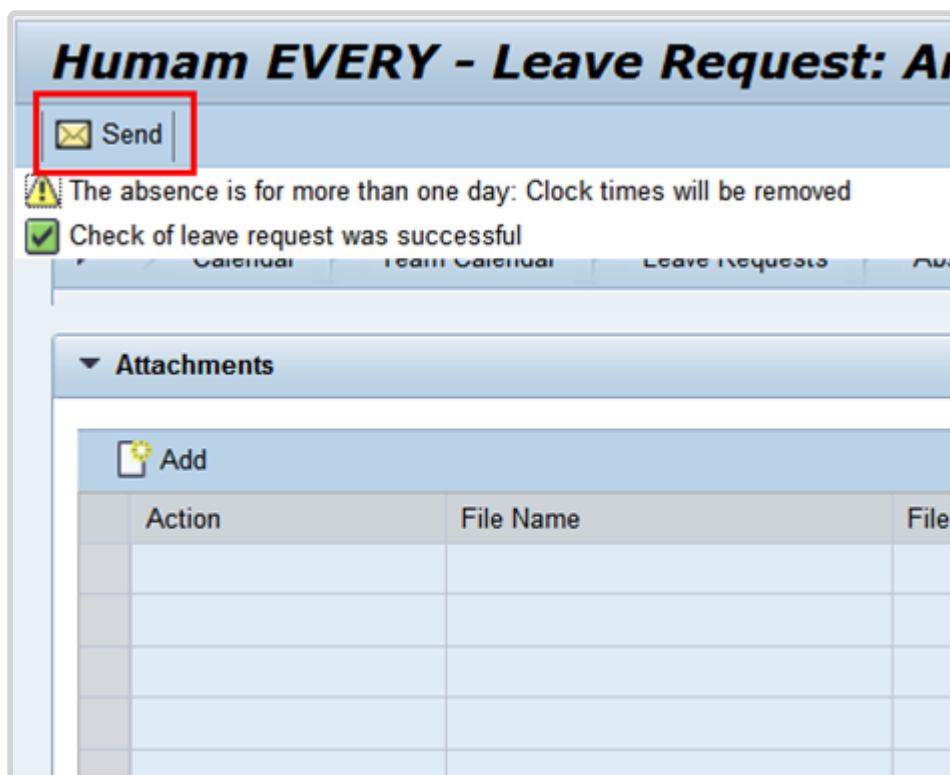

Next, have the system check the request against the staff member's quota.

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






Next, you are ready to submit the request.


17. Click on the *Send* button. You will be asked to verify the information you entered for the leave request. The number of leave days has been calculated.
A message will appear at the top of the screen indicating whether the check was successful or there are conflicts.




Humam EVERY - Leave Request: All

 **Send**

 The absence is for more than one day: Clock times will be removed

 Check of leave request was successful


Attachments

 **Add**

Action	File Name	File

18. Verify the information (dates, note, calculation of used dated and managers who will be notified) and click on the *OK* button. The request will be sent to the primary time manager and any secondary time manager selected.

Leave Request: New

 The absence is for more than one day: Clock times will be removed

Type of Absence
Type of Absence: Annual Leave

General Data
Start Date: 20.03.2015
End Date: 23.03.2015
Abs/Att days: 2.00
Note: Picking up son from college
Used: Annual Leave Balance: 2.00 Days

Additional Data
Half-day:
AM/PM:
Selected time manager to e-mail: All

OK **Cancel**

19. Leave can be taken in half days, either am or pm. To create a ½ day leave, select *Annual Leave* from the list.

Leave Details Check

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

Type of Leave: **Annual Leave**
Description: **Annual Leave**

General Data
Start Date:
End Date:
Att./abs. days:
New Note:

Uncertified Sick leave
Special Leave w/Full Pay
Special Leave without Pay
Certified Sick Leave
Compressed Reg Day Off
Jury Duty
Dormitory Leave

20. Place a checkmark in the Half day checkbox.

Leave Details Check

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

Type of Leave: Annual Leave
Description: Annual Leave

General Data

Start Date: 24.03.2015
End Date: 24.03.2015
Att./abs. days: 1.00

New Note: Raising on behalf of SM

Additional Data

Half day: ☐
AM/PM: Customer Field

Select time manager to e-mail:

21. Click on the drop-down arrow on the AM/PM field to display the available options. Select whether the leave will be taken in the AM or PM.

Proceed to complete the remaining fields for the date(s) the staff member will be away and the manager(s) you wish to receive notifications by following the instructions outlined in Steps 15 through 18.

Leave Details Check

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

Type of Leave: Annual Leave
Description: Annual Leave

General Data

Start Date: 24.03.2015
End Date: 24.03.2015
Att./abs. days: 1.00

Additional Data

Half day: ☒
AM/PM: AM

Select time manager to e-mail:



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

Once the staff member has received notification, they can check the status by performing the following steps.

*Remember, half day and full day requests must be entered as two separate requests. *

Click on the **Leave Requests** tab, the status of each request will be either Approved or Rejected. For requests with quota the days requested will appear in the Used column.

Leave Overview

▼ Leave Data Overview 

Show from:  Apply

Edit	Cancel	Type of Absence	Start Date	End Date	Next Processor	Status	Alt./abs. days	Alt./abs. hours	Used
		Annual Leave	02.04.2015	07.04.2015	GABRIEL	Rejected	3.00	0.00	
		Annual Leave	24.03.2015	24.03.2015		Approved	0.50	0.00	0.50 Days
		Annual Leave	20.03.2015	23.03.2015		Approved	2.00	0.00	2 Days
		Christmas (2.30)	01.03.2015	01.03.2015		Approved	0.00	0.00	
		CTO Annual	27.02.2015	27.02.2015		Approved	0.00	0.00	



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

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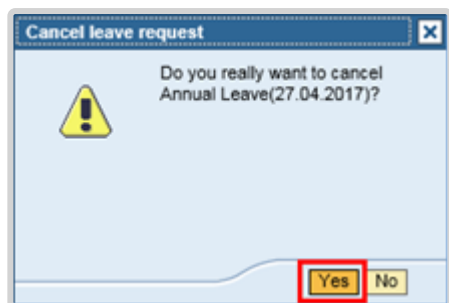
Last modified: 12 January 2023

3.1.3.2. Cancel an Unapproved Annual Leave request

1. Follow the steps to search for a staff member, then select the staff member and click *Leave Overview*.
2. Locate the Annual Leave record to be cancelled. Click the trash can icon for that record to cancel.



3. Click Yes to confirm cancellation.



4. The Annual Leave request has been cancelled and removed from the Leave Overview.

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Last modified: 7 November 2022

3.1.3.3. Cancel an Approved Annual Leave Request

Leave requests that have already been approved by a manager are routed to the time manager for re-approval. If the request for deletion is to shorten the original leave request and the new dates that the staff member plans to submit overlap in part with the cancelled request, staff members or time administrators must wait until the time manager has cancelled the first request before a new request is submitted, otherwise the system treats both as overlapping requests and it will not be possible to submit leave requests of any type in ESS. Whenever an exception occurs due to overlapping requests, users should open an iNeed ticket for technical support and resolution.

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Last modified: 4 April 2022

3.1.3.4. Certify a Monthly Time Statement

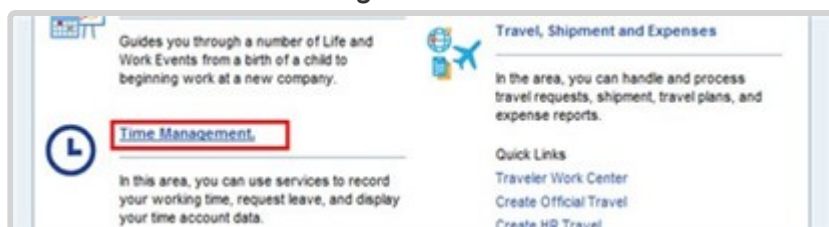
The certification of the time statements should be completed by the staff member. In exceptional circumstances, the Time Administrator or Time Senior Administrator may do so using the on-behalf functionality.

It is strongly advised that the Time Administrator/Time Senior Administrator follow the procedure below to step 5, save a copy of the time statement PDF and email it to the staff member before certifying the time statement. Only upon written confirmation from the staff member that the time statement is accurate the Time Administrator/Time Senior Administrator should follow the instructions through to completion and certify the monthly time statement.

1. Start the transaction using the menu path: **Employee Self-Service>Time Management>Certify Monthly Time Summary**
2. Click on the **Employee Self-Service** tab.



3. Click on the *Time Management* link.



4. Click on the *Certify Monthly Time Summary* link.

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

If the maternity leave request is outside the maximum minimum (6 weeks & weeks) pre-delivery period, please bring this to attention of the Human Resources.

Time Statement

[Certify Monthly Time Summary](#)

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

[Certify Annual Time Summary](#)

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

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

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

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

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

Annual leave accrual: 2.5 days

* Quota balances as at 31 March 2015

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



If any discrepancies are identified in the absence record, do not certify the Monthly Time and Attendance Certificate and take the following action

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



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

6. If everything is correct in the Absence Quota balance, then select *“I confirm that the time statement for the above specified month is correct.”*

* Quota balances as at 31 March 2015

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

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

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

Content Area

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

* Quota balances as at 31 March 2015

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

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

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

8. Click on the **Back** button to return to the main menu.
9. It is recommended that if you are certifying the monthly time statement on behalf of the

staff member that you download a copy once saved and send it to them via email. They will not be able to retrieve certified monthly time statements themselves in ESS, only historical annual time statements can be retrieved in ESS.

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Last modified: 13 January 2023

3.2. Maternity Leave

Review This

Maternity leave is a social security benefit for a pregnant staff member consisting of a period of pre-delivery and post-delivery leave. Maternity leave is requested by the staff member using ESS and approved by the HR Partner using ECC. A Personnel action is not required.

The regulations, rules, policies, and standard operating procedures (SOP) governing maternity leave have developed over time. The official documents are easily accessible within the UN intranet.



Maternity leave may be followed by a period of Special Leave without Pay. For further details, please check the Special Leave Without Pay chapter in this document.

1. Staff Rules and Staff Regulations of the United Nations – ST/SGB/2018/1/Rev.2
[Article VI, Social Security – Regulation 6.2](#)
[Rule 6.3 – Maternity and paternity leave](#)
2. Family Leave, maternity leave and paternity leave – [ST/AI/2005/2](#) and [ST/AI/2005/2/Amend.2](#)
Part II – Maternity leave (ST/AI/2005/2)
Section 5 – General
Section 6 – Pre-delivery leave (ST/AI/2005/2/Amend.2)
Section 7- Post-delivery leave
Section 8 – Relationship of maternity leave to other entitlements: (ST/AI/2005/2)
 - Section 8.1 – Sick leave and annual leave
 - Sections 8.2 – 8.4 – Extension of fixed-term appointments for utilization of maternity leave entitlement
 - Section 9.4 of [ST/AI/2010/4/Rev.1](#) – Administration of temporary appointments – Maternity Leave

Information can also be found on the Knowledge Gateway

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Last modified: 20 February 2023

3.2.1. Prerequisites

Staff Members are required to submit their request for leave through the Employee Self-Service (ESS) portal.

The following documents and data are required to submit a maternity leave request on behalf of a staff member.

- **Maternity Request:** The Staff Member should submit, at least six weeks prior to the expected delivery date, a completed request for maternity leave in ESS indicating the date that the staff member requests the pre-delivery leave to commence. The ESS request must include a licensed medical practitioner or midwife statement clearly indicating the expected date of delivery.
- **Official Documentation:** Documentation from the treating physician of the staff member regarding the maternity leave approval dates. This documentation must be attached to the ESS request and, in cases in which ESS is not accessible by the staff member or Time Administrator/Time Senior Administrator and an HR Partner action is required directly in ECC, originals must be provided to the HR Partner.



If the staff member is requesting to work up to two weeks prior to delivery, the documentation must also certify that the staff member is fit to continue to work until such date.

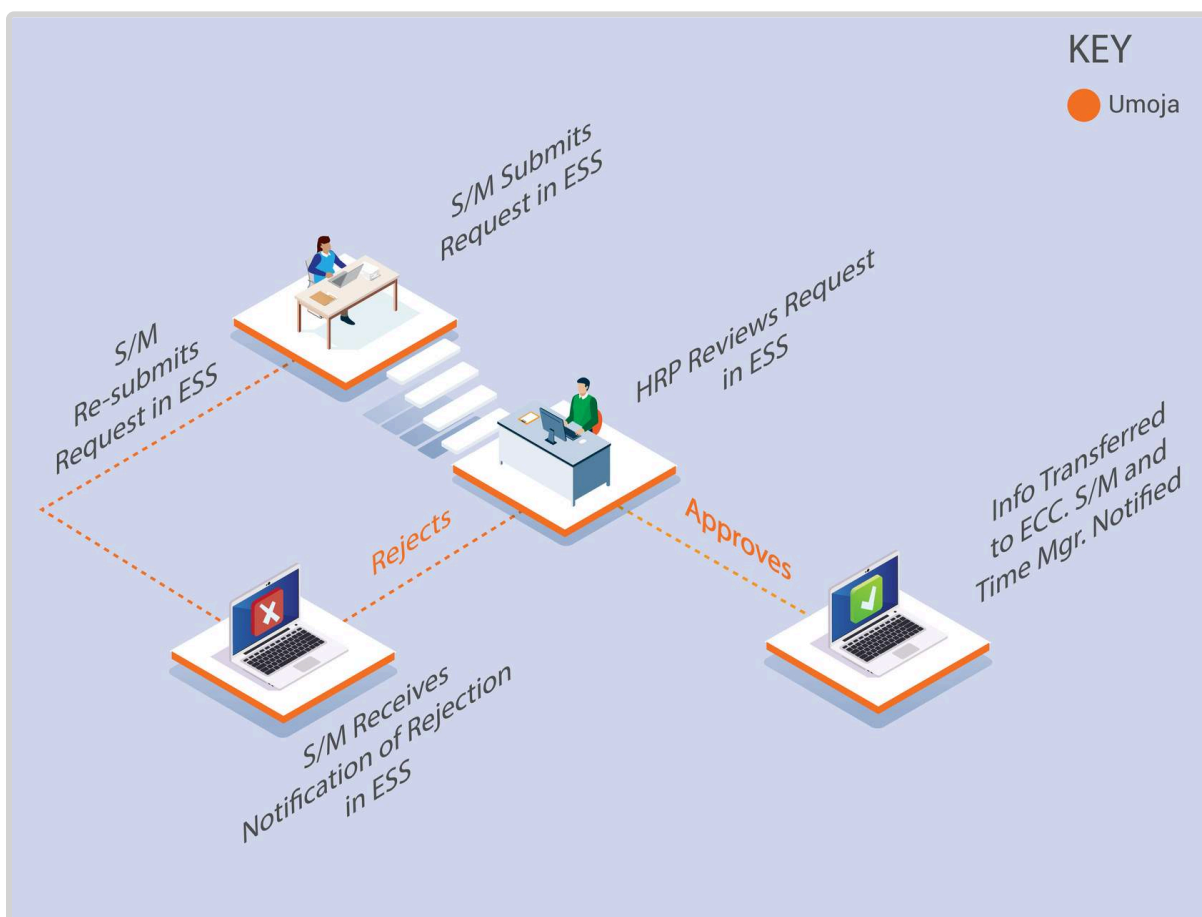
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Last modified: 19 October 2022

3.2.2. Process

At least six weeks prior to the expected delivery date, the staff member submits a completed request for Maternity Leave in ESS indicating the date that the staff member requests the pre-delivery leave to commence. The ESS request must include a licensed medical practitioner or midwife statement clearly indicating the expected date of delivery. The only system limitation is that the period of maternity leave cannot start more than 6 weeks prior to the expected delivery date.

The process for successfully processing and approving a maternity leave request includes these activities and roles:



The **HR Partner** review of the Maternity Leave request includes verification that the staff member's appointment does not expire before the requested end of leave and processes an **Appointment Extension PA** if required to align with the end of the maternity leave period. The HR Partner also verifies staff member's eligibility and that the requested dates are in line with policies.

Exceptional Record Entries in ECC

Exceptionally, when neither the Staff Member nor Time Administrator have access to ESS, the

Time Senior Administrator or HR Partner can create, modify, and delete attendance records, including maternity leave, directly in ECC. However please note that approval of maternity leave in ECC should be the exception and all submissions should ideally come through ESS.

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Last modified: 19 October 2022

3.2.3. Procedures

Submission of a maternity leave request on behalf of a staff member involves two steps:

- [Search for a staff member](#)
- [Enter a request for maternity leave in ESS as the staff member and submit the transaction on their behalf](#)

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Last modified: 2 June 2022

3.2.3.1. Submit a request for maternity leave

1. Select or enter the date the staff member will be going on Maternity leave.

The start date cannot be less than two (2) weeks prior to the expected date of birth.



If you plan to take leave between 6 and 2 weeks prior to your delivery date, a doctor's note certifying your ability to continue work until this time is required.

2. Select or enter the expected delivery date.

3. Press the Enter key to calculate the End Date and number of absence days.

4. The End date and number of absence days is automatically calculated.
5. Enter additional information for the HR Partner in the Note To Approver text box. e.g. created on behalf of staff member.

Type Of Absence:
 Start Date:
 Expected Delivery Date:
 End Date:
 Absence Days:
 Note To Approver:

6. Click on the Expand tray button in the Attachment section.

Attachments

Maternity Leave Request

Name	ELDA ROBBYNI	Entry on duty Secretariat	15.08.2012
Personnel Number	99550015	Contract Type	Fixed Term
Duty Station	Geneva	Contract End Date	14.08.2016
Department	HR OCHA No Post	Grade Step	P-4 /04

7. Click on the *Add Attachment* button.

Attachments

Attachment

☐ Certificate of Pregnancy

Add Attachment **Delete Attachment**

Maternity Leave Request

8. Click on the *Browse* button.

Attachments

Attachment

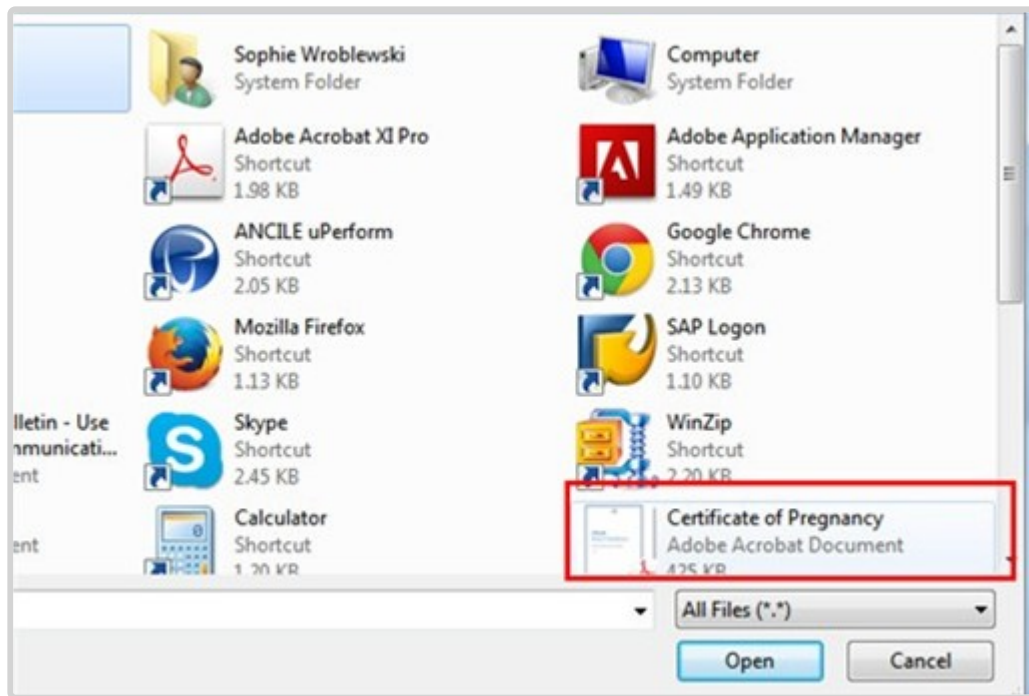
☐ Certificate of Pregnancy

Attachment Type:

Browse **Upload** **Cancel**

Add Attachment **Delete Attachment**

9. Select the document to attach. You should upload PDF documents only.
10. Click on the *Open* button.



11. Click on the *Upload* button.



12. Select the document you just uploaded.



13. Click on the *Next* button to review your entries.
14. Review the information entered. If you need to make any corrections click on the *Previous* button.

Fill Out Form Maternity Leave - UN

1 Fill Out Form 2 Review and Send 3 Confirmation

Previous **Next** Save Draft

Attachments

15. Click on the *Send* button.

Review Form Maternity Leave - UN

Display Message Log

1 Fill Out Form 2 Review and Send 3 Confirmation

Previous **Send**

Attachments

16. A message appears indicating whether the request was sent successfully. Consider taking a screen shot and sending via email to the staff member you have submitted the request on behalf of for their records.

Step Completed

✓ Data sent (process reference number: 000000000066)

Display Message Log

1 Fill Out Form 2 Review and Send 3 Confirmation

Previous Next

3.3. Paternity Leave

Paternity leave is a social security benefit for staff members, consisting of a period of leave following the birth of the staff member's child. Paternity leave is requested by the staff member using ESS and exceptionally by the Time Administrator/Time Senior Administrator on behalf of the staff member.

However, before the staff member can submit a paternity leave request, the HR Partner must establish the paternity leave quota in Umoja upon confirmation of the eligibility to the entitlement.

The regulations, rules, policies, and standard operating procedures (SOP) governing paternity leave have developed over time. The official documents are easily accessible within the UN intranet.



Paternity leave may be followed by a period of Special Leave without Pay. For further details, please check the Special Leave Without Pay chapter in this document.

1. Staff Rules and Staff Regulations of the United Nations – ST/SGB/2018/1/Rev.2
Article VI [Social Security Regulation 6.2](#)
[Rule 6.3 – Maternity and paternity leave](#)
2. [Family Leave, maternity leave and paternity leave – ST/AI/2005/2](#)
Part III – Paternity Leave
Paternity leave Section 9 – General
Section 10 – Paternity leave requests
Section 11 – Relationship of paternity leave to other entitlements: Sick leave and annual leave
Section 12 – Final provisions
3. Sections 9.5 and 9.6 of [ST/AI/2010/4/Rev.1](#) – Administration of temporary appointments – Paternity leave

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Last modified: 26 January 2023

3.3.1. Prerequisites

Establishment of Paternity Leave Quota: Paternity leave requests can only be submitted through ESS after the HR Partner has established the paternity leave quota for the staff member. To establish the quota, the staff member must submit to the HR Partner either a certificate from a licensed medical practitioner or midwife indicating the expected delivery of the child (if prior to the birth of the baby) or a birth certificate.

Upon review and validation of eligibility, the HR Partner will establish the appropriate quota.

- **Validate Eligibility:** A minimum of 12 months is required between the ending date of one paternity leave and the starting date of the next.
- **Validate Appointment Status:** The **HR Partner** should review the expiration date of the staff member's appointment and process an Appointment Extension PA, if required.



In the case of a staff member whose fixed-term appointment is set to expire during their period of paternity leave, and a decision is made not to extend the staff member's appointment (based on factors unrelated to the staff member having a child) the current appointment will be extended to cover the full duration of the paternity leave. In cases of temporary appointees, they must have served for 6 continuous months and have at least 3 months left in their contract upon return from paternity leave to be eligible.

Once this quota is created, the Staff member, or the Time Administrator/Time Senior Administrator on their behalf, can submit the request for paternity leave through ESS. Time Administrators/Time Senior Administrator will also require the following to submit a paternity leave request through ESS:

- **Written request with justification:** Staff members must submit a written request for the type of leave request they want Time Administrator/Time Senior Administrator to submit on their behalf with a clear explanation as to why it is necessary to request their assistance. If the reason is justified, the Time Administrator/Time Senior Administrator will proceed to submit their request on behalf of the staff member.
The request must clearly indicate the type of leave as well as the day(s) requested and whether the quota has already been established by the HR Partner.

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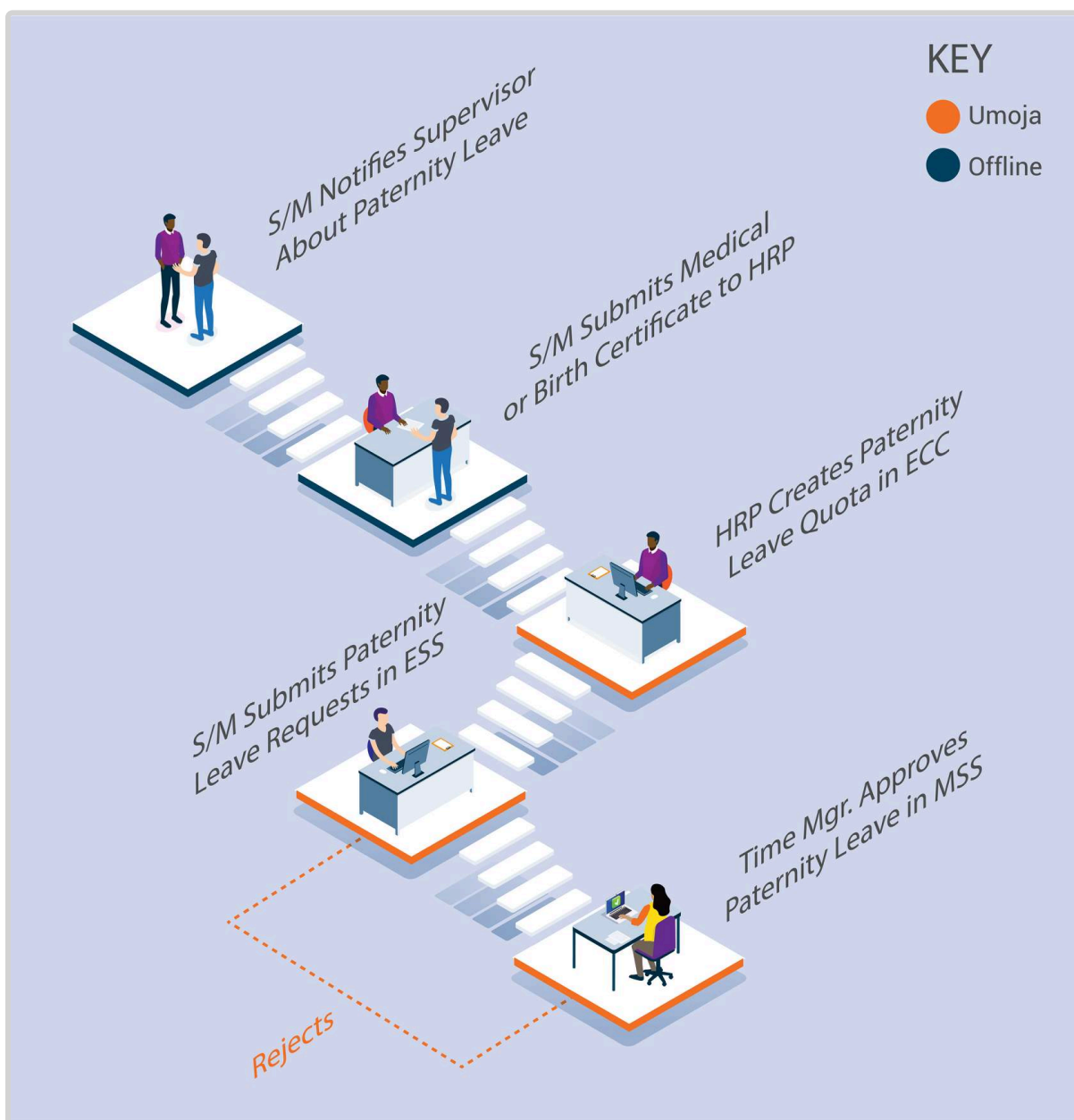
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Last modified: 13 January 2023

3.3.2. Process

Paternity leave requests can be made in ESS up to 3 months before the proposed dated and 3 months retroactively. Paternity leave does not need to be taken, continuously, it can be spread over a 12-month period.

The process for successfully submitting a paternity leave request on behalf of a staff member includes these basic activities and roles:



After the HR Partner establishes the Paternity Leave Quota in ECC, the Paternity Leave type option is added to the drop-down list in ESS for the requesting staff member.

Once approved and entered as Paternity leave in the system, the leave days are deducted automatically from the established paternity leave quota.

Exceptional Record Entries in ECC

Exceptionally, when neither the Staff Member, Time Administrator/Time Senior Administrator nor Time Manager have access to ESS, the HR Partner can create, and modify absence records, including paternity leave, directly in ECC on an exceptional basis.

Although Time Senior Administrators have the ability to view, create and modify paternity leave requests, they should not make ECC changes unless they are requested by the HR Partner, as any creation or modification requires review by the HR Partner.

The HR Partner or Time Senior Administrator should only create or modify paternity leave absences in ECC in very exceptional circumstances when ESS is not available.

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Last modified: 13 January 2023

3.3.3. Procedure

Submission of a paternity leave request involves two steps:

- [Search and select the staff member for whom you will be submitting the Paternity leave request](#);
- [Enter the request for Paternity Leave in ESS as the staff member and submit the transaction on their behalf.](#)

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Last modified: 2 June 2022

3.3.3.1. Submit a request for Paternity Leave

Requests for Paternity Leave can be submitted up to 3 months post facto and 3 months in advance.

1. Click on the **Absence Balance** tab.

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

Absence Balance Type	Balance as of date (show from)	Future Deductions	Available Balance
Annual Leave Balance	10	0.00000	10
Paternity Leave	20	0.00000	20
Sick Leave with Full Pay	195	0.00000	195

2. Available balances will be displayed in the Available Balance column. Normally, Paternity Leave will have a zero (0) balance until the applicable documents (medical note or child's birth certificate) are presented to the HR Partner and they establish the quota. In this demonstration, we know the quota has been established because we see a balance of 20, so we can now proceed with the request.
3. Click on the dropdown arrow to close the Absence balance section.

4. Select *Paternity leave* from the list of leave types.

The screenshot shows the 'Leave Details' form with the 'Type of Leave' dropdown menu open. The menu lists various leave types: Annual Leave, Uncertified Sick leave, Special Leave w/Full Pay, Special Leave without Pay, Certified Sick Leave, Compressed Reg Day Off, Jury Duty, Paternity Leave (highlighted with a red box), Adoption Leave, Overtime (1.5), and Overtime (2.0). The 'Check' button is visible at the top right of the form.

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

The screenshot shows the 'General Data' section of the form. The 'Start Date' field is highlighted with a yellow background and contains the date '10.04.2015'. A calendar icon is visible to the right of the field. A calendar pop-up is displayed, showing the month of April 2015. The date '10' is highlighted with a red box. The 'End Date' field is empty, and the 'Att./abs. days' field shows '1.00'.

6. Select or enter the date the leave is to end.

The screenshot shows the 'General Data' section of the form. The 'End Date' field is highlighted with a red box and contains the date '10.04.2015'. A calendar icon is visible to the right of the field. The 'Start Date' field is highlighted with a yellow background and contains the date '20.04.2015'. The 'Att./abs. days' field shows '1.00'.

7. You should add remarks or comments in the **New Note** box when submitting a request on behalf a staff member.
8. A half day leave can be requested by placing a checkmark in the half day field and selecting whether AM or PM. By default, the range of dates are full days, if you click on half days the range of dates will be half days. **Remember, half day and full day requests must be entered as two separate requests.**

Leave Details Check

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

Type of Leave: Paternity Leave
Description: Paternity Leave

General Data

Start Date: 20.04.2015
End Date: 11.05.2015
Att./abs. days: 1.00
New Note: We are having a boy!

Additional Data

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

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

The primary time manager will automatically receive notification of the leave request even if s/he has delegated the time approval function to a secondary manager. If they have delegated the time responsibility to a secondary time manager, the staff member's secondary manager will not be notified of the request unless they are selected from the list of time managers.

Leave Details Check

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

Type of Leave: Paternity Leave
Description: Paternity Leave

General Data

Start Date: 20.04.2015
End Date: 11.05.2015
Att./abs. days: 1.00
New Note: We are having a boy!

Additional Data

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

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

Additional Data

Half day: ☐
AM/PM:

Select time manager to e-mail:

Damilola DUA
Hyock EWENS
GABRIEL
All

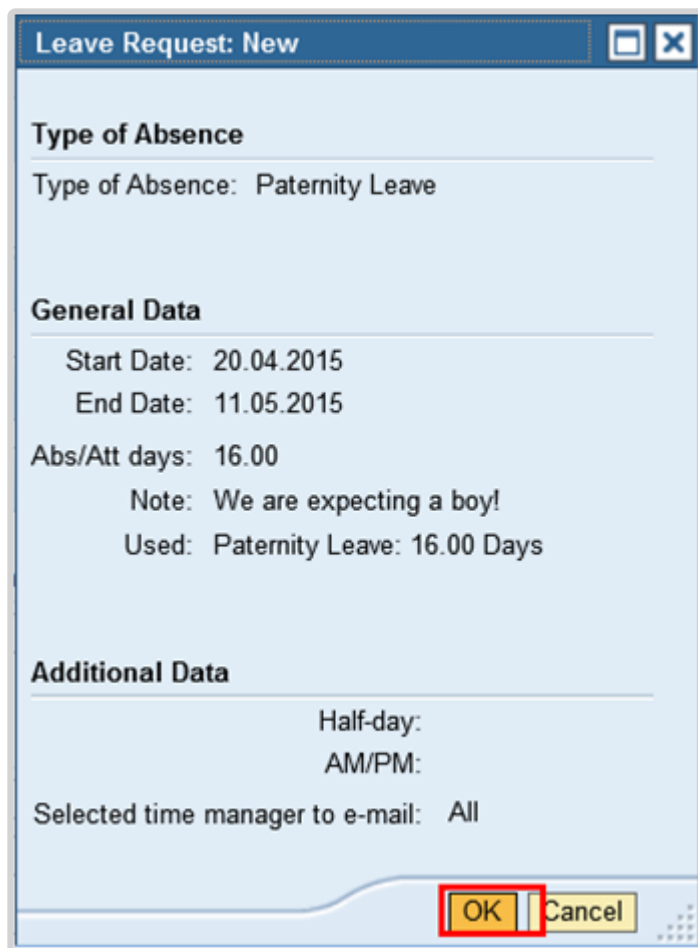


Next, we are going to have the system check the request against the staff member's leave balances.

11. Click on the *Check* button. This will check the request against any other submitted requests and the leave balances.

12. Click on the *Send* button. You will be asked to verify the information you entered for the paternity request.

13. Verify the information (dates, note, calculation of used dates and managers who will be notified) and click on the *OK* button.



14. The request will be sent to the staff member's primary time manager and any secondary time manager you selected earlier.
15. Click on the **Leave Requests** tab



16. The request has been sent to the time manager and is shown as sent in the Leave Requests list. The status will change when approved. The primary time manager will appear in the table, but the request will also be sent to any secondary manager you selected in the steps above.



17. As the Time Administrator/Time Senior Administrator who submitted the request on behalf of the staff member, you must now inform the staff member that the request was submitted. It is recommended that you send them a screenshot of the pending request.

Type of Absence	Start Date	End Date	Next Processor	Status	Att./abs. days	Att./abs. hours	Used
Paternity Leave	29.04.2015	11.05.2015	GAZRIEL	Sent	16.00	0.00	16 Days
Annual Leave	15.04.2015	17.04.2015	GAZRIEL	Rejected	3.00	0.00	
Annual Leave	24.03.2015	24.03.2015		Approved	0.50	0.00	0.50 Days

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3.4. Sick Leave

Staff members who are unable to perform their duties by reason of illness or injury or whose attendance at work is prevented by public health requirements will be granted sick leave. All sick leave must be approved on behalf of, and under conditions established by, the Secretary-General.

When unable to report to work, staff members must inform their immediate supervisor and their office Time Administrator/Time Senior Administrator, including the expected date of their return to work.

Uncertified Sick Leave is limited to 7 days per leave cycle and does not require supporting documentation.

Certified sick leave is limited and requires a certificate from a licensed medical practitioner indicating the date or dates of absence from duty by reason of illness, injury, or incapacitation to be submitted to the appropriate office/person.

When a staff member is on extended sick leave and it is anticipated that entitlements to sick leave at full pay may be exhausted, the case should be reviewed for action.

A staff member holding a fixed-term appointment who has completed less than three years of continuous service shall be granted 3 months (65 working days) of sick leave with full pay and 3 months (65 working days) of sick leave with half pay in any period of 12 consecutive months. A Staff member holding a permanent, continuing, or indefinite appointment, or a fixed-term appointment for three years or who has completed three years or more of continuous service, shall be granted up to 9 months (195 working days) of sick leave with full pay, and up to 9 months (195 working days) of sick leave at half pay in any period of four consecutive years.

The 12-month and 48-month (four-year) consecutive periods are counted as running periods from the month in which sick leave is taken, including the preceding 11 or 47 months, as applicable. The periods are determined based on of calendar months, not calendar years (and does not necessarily commence with the date of the staff member's appointment).

Computation of sick leave begins in the month that the sick leave starts. The number of days of sick leave taken in the preceding 11 or 47 months is counted and added to the sick leave taken in the current month to arrive at the amount of sick leave taken in the 12-month or 4-year consecutive period. The 12-month or 4-year consecutive period moves each month that further sick leave is taken, as 12-month or 4-year period counts backward from the month in which the sick leave is taken.

To keep the staff member in full-pay status when on sick leave with half pay, a half-day annual leave may be combined with a full day of sick leave with half pay. As combining a half-day annual leave with a full day of sick leave with half pay has the effect of reducing a staff member's annual leave balance, the staff member's written agreement to the arrangement must be obtained.



Annual leave is not accrued during periods of sick leave with half pay.



Sick leave with half pay cannot be combined with a half-day annual leave when an appointment has been extended solely for the purpose of allowing a staff member to utilize his/ her entitlement to sick leave.



Once a staff member exhausts their entitlement to sick leave at full pay and sick leave at half pay, any further absence may be charged to annual leave. Once sick leave and annual leave have been exhausted, the staff member is placed on special leave without pay. When a staff member is under consideration for a disability benefit under article 33 (a) of the Regulations of the United Nations Joint Staff Pension Fund and the staff member has exhausted all sick and annual leave entitlements, the staff member is placed on special leave with half pay, which must be approved by OHRM, until the date of such decision.

The regulations, rules, policies, and standard operating procedures (SOP) governing sick leave have developed over time. The official documents are easily accessible within the UN intranet.

1. Staff Regulations of the United Nations – [ST/SGB/2023/1](#)
Article VI, [Regulation 6.2 Social Security](#)
[Rule 6.2 – Sick leave](#)
[Rule 6.3 © Maternity leave](#) (c)

[Rule 9.6 \(i\) – Termination for health reasons](#)

[Rule 9.11: Restitution of advance annual and sick leave](#)

2. [Appendix D ST/SGB/2023/1 – Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations](#)

Article 3.1 – Injury or illness expenses, sick leave

Article 3.2 – Total disability

Article 3.9 – Relation to other benefits under the Staff Rules

3. Sick Leave – [ST/AI/2005/3](#) and [ST/AI/2005/3/Amend.1](#)

Section 1 – General (ST/AI/2005/3)

Section 2 – Certification of sick leave (ST/AI/2005/3)

Section 3 – Relationship of sick leave to other entitlements (ST/AI/2005/3)

- Sections 3.1 – 3.2 – Exhaustion of sick leave entitlement
- Sections 3.3 – 3.5 – Combination of sick leave on half pay with annual leave or half-time duty
- Section 3.6 – Accrual of annual leave during sick leave
- Section 3.7 – Effect of sick leave on entitlements other than annual leave
- Section 3.8 – Sick leave within a period of annual leave
- Sections 3.9 and 3.10 – Extension of fixed-term appointments for utilization of sick leave entitlement

4. [Family leave, maternity leave and paternity – ST/AI/2005/2](#) and [ST/AI/2005/2/Amend.2](#)

Section 2 – Family leave under the uncertified sick leave entitlement (ST/AI/2005/2)

Section 8 – Relationship of maternity leave to other entitlements (ST/AI/2005/2)

- Section 8.1 – Sick leave and annual leave
- Section 11 – Relationship of paternity leave to other entitlements
- Section 11.1 – Sick leave and annual leave

5. Recording of attendance and leave – [ST/AI/1999/13](#) and [ST/AI/2005/1](#)

Section 3 – Computation Sick leave (ST/AI/1999/13)

- Sections 3.3 – 3.5

6. Administration of temporary appointments [ST/AI/2010/4/Rev.1](#) – Sick leave

- Sections 9.2 – 9.3

Information can also be found on the Knowledge Gateway.

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3.4.1. Prerequisites

The following documents and data are required to process and approve a sick leave request.

- **Validate Eligibility:** Check that the staff member has not exceeded their maximum entitlement based on their appointment status and years of service. Umoja provides the balance of the sick leave entitlement for the staff member.
- **Sick Leave Request:** The staff member should submit a request for both uncertified and certified sick leave through ESS. Staff members are expected to enter these requests as soon as possible, and in the case of certified sick leave requests must be submitted no later than the 20th working day following the initial absence for duty. A certificate submitted more than 20 days after the commencement of the sick leave will not be certified and will be charged against the staff member's uncertified sick leave entitlement, accrued annual leave, or special leave without pay.
- **Medical Certificate:** ESS requests for certified sick leave must include a licensed medical practitioner certificate clearly indicating the date or dates of absence from duty by reason of illness, injury, or incapacitation, without identification of diagnosis and expected date of return to duty. After 20 working days of certified sick leave during the same 12-month period, the request is routed to the Medical Director or designated medical officer for certification. In this case, a detailed medical report from a licensed medical practitioner including the diagnosis must be submitted for their review.
- **Check for Exceptions/Special Cases:** When a staff member has exhausted his or her entitlement to sick leave with full pay, the situation should be brought to the attention of the Medical Director who will determine whether that staff member should be considered for a disability benefit. If the staff member is being considered for a disability benefit and all annual and sick leave entitlements have been exhausted, because of a delay in the medical determination of the staff member's incapacity for further service or in the decision by the United Nations Staff Pension Committee, the staff member is placed on special leave with half pay until the date of decision of the Pension Committee to award a disability benefit. The staff member's appointment may then be terminated by the Assistant Secretary-General for Human Resources Management for reasons of health under staff rule 9.6(g) as of the date of the decision of the Pension Committee. If a staff member is awarded a disability benefit by the UN Staff Pension Committee and he or she has not yet exhausted all sick and annual leave entitlements, the staff member's appointment may be terminated by the Assistant Secretary-General for Human Resources Management for reasons of health under staff rule 9.6(g) after the exhaustion of all sick and annual leave entitlements. You may want to consult the section on special

leave in this manual as these situations for additional information on how to deal with them.

If the request is sent to the Time administrator for submission on behalf of the staff member, a justification as to why it is not possible to submit through ESS is also required.

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3.4.2. Process

There are three different approval processes depending on the type and length of sick leave: uncertified sick leave or family emergency leave, certified sick leave (20 days or less per leave cycle) and certified sick leave (more than 20 days per leave cycle). Each is explained below:

- [Uncertified Sick Leave](#)
- [Certified Sick Leave](#)
- [Certified Sick Leave](#)



It is the S/M's responsibility to take action on rejected Sick Leave requests!

When a S/M's Sick Leave request is rejected, they must either amend the request per the instructions of the HR Partner or Medical Services (in the case of the absence exceeding 20 days, consecutively or cumulatively within the leave cycle) or submit an alternative leave request to cover their absence.

S/Ms will receive an initial automated message, plus three additional notifications at 15-day intervals from Umoja, reminding them of their need to act. If no action is taken after the 4th notification (on day 45), Umoja will automatically record the rejected Certified Sick Leave as Unauthorized Absence.

Failure to act will result in retroactive deductions of the S/M's salary and allowances in line with the UN Staff Rules [5.3 \(e\) \(ii\)](#), [6.2 \(a\) and \(e\)](#).

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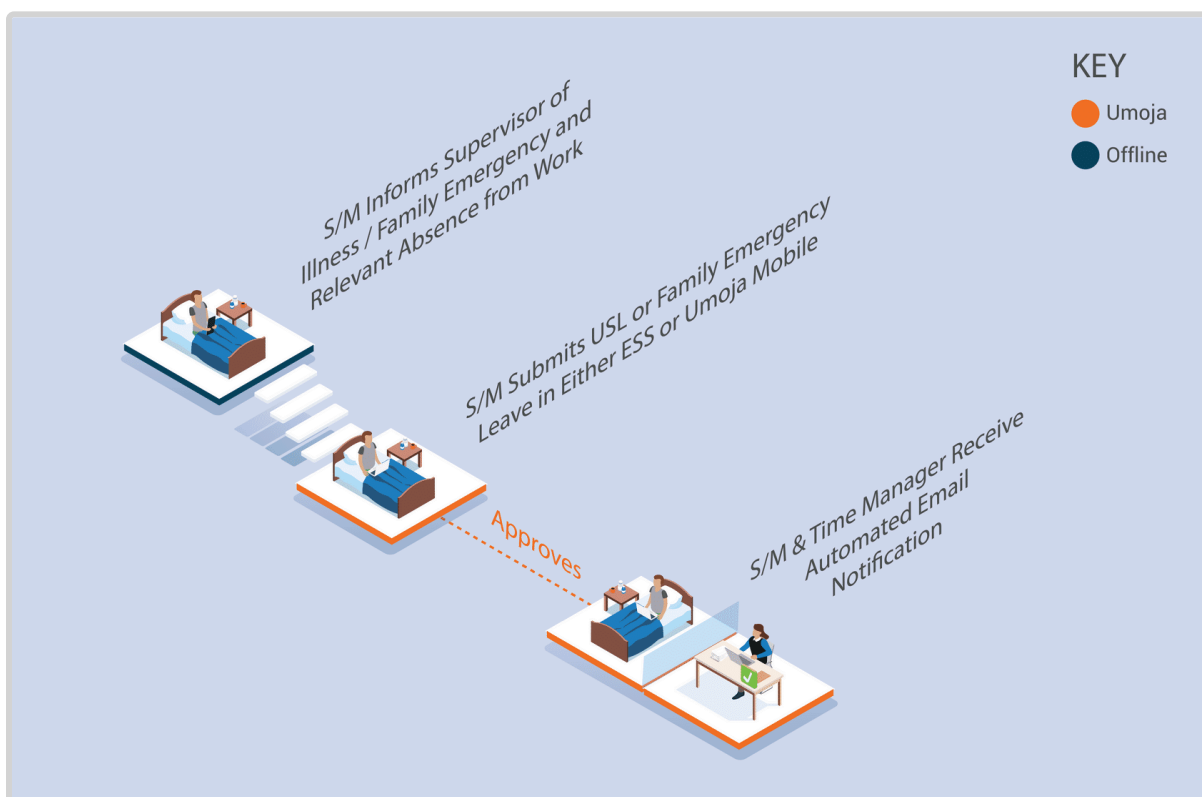
Uncertified Sick Leave (or Family Emergency Leave)

Uncertified Sick Leave can be claimed under two leave types:

- **Uncertified Sick Leave** – Per [Staff Rule 6.2](#), uncertified sick leave may be used when the staff member is not able to perform duties due to his or her illness or injury and does not require a medical diagnosis.
- **Family Emergency Leave** – Per [Staff Rule 6.2](#) uncertified sick leave may be used for family related emergencies.

Uncertified Sick Leave or Family Emergency Leave can be requested in ESS one month before and recorded up to one month after the dates taken.

The process for successfully processing and approving either type of Uncertified Sick Leave request includes these procedures and roles:



The system automatically approves the request after checking the staff member's USL quota balance is sufficient to cover the request.

Once approved, Uncertified Sick leave quota, leave type, and dates are deducted in real time.

Exceptional Record Entries in ECC

Exceptionally, when neither the **Staff Member** and **Time Administrator** nor the manager have access to ESS, the **HR Partner** or **Time Senior Administrator** can view, create, or modify absence records including certified and uncertified sick leave entries, directly in ECC.

However, note that no changes should be made to sick leave entries in ECC unless there is proof of approval by the HR Partner or Medical services, as appropriate. Whenever a change is made for sick leave entries in ECC, a note should be entered indicating reference to the approval or the change made.

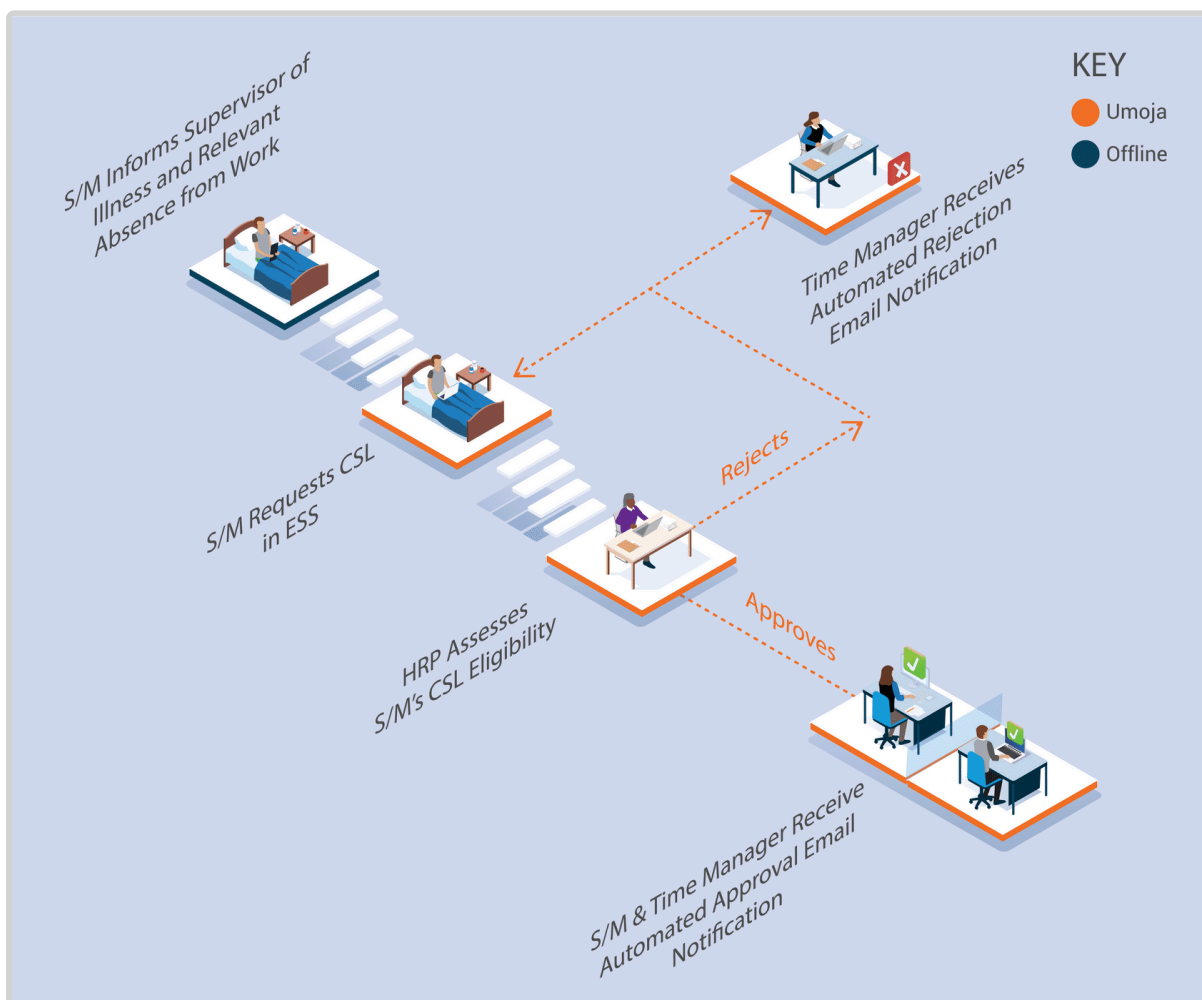
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Certified Sick Leave (less than 20 days per cycle)

Certified sick leave entries can be made in ESS up to 3 years retroactively and 3 years in advance. Requests for Certified Sick Leave must include a medical certificate from a licensed medical practitioner indicating the date(s) of absence from duty by reason of illness, injury, or incapacitation, without identification of diagnosis.

The process for successfully processing and approving a Certified Sick Leave request includes these procedures and roles:



- The system automatically routes requests to the HR Partner only if the staff member is eligible and the Sick Leave is for up to a cumulative or consecutive period of 20 days within a leave cycle (1 April to 31 March).
- If the request is approved by the **HR Partner**, the sick leave quota is updated, and an e-mail notification is sent to the **Staff Member** and the **Time Manager**. The status of the leave request is updated in ESS and the certified sick leave is recorded in ECC.
- If the request is rejected by the **HR Partner**, an e-mail notification is sent to the **Staff**

Member, Time Manager and Time Administrator. The status of the request is updated in ESS, and the staff member can amend and re-submit, or submit an alternative leave request.



When a request is rejected, it is often because the staff member has not attached an official document to support the requested Certified Sick Leave.



When the staff member's request is rejected the HR Partner must change the leave to, for example, Uncertified Sick Leave, Annual Leave, Special Leave without Pay (SLWOP) after consultation with the staff member. For some leave types like annual leave will have to be discussed with the staff member's time manager/first reporting officer.

Exceptional Record Entries in ECC

Exceptionally, when neither the **Staff Member** nor **Time Administrator/Time Senior Administrator** have access to ESS, the **HR Partner** or **Time Senior Administrator** can view, create, or modify attendance records including certified and uncertified sick leave, directly in ECC. However, the preferred mode of submission should always be through ESS and any ECC entries or changes must be accompanied by a detailed note making reference to the approval details.

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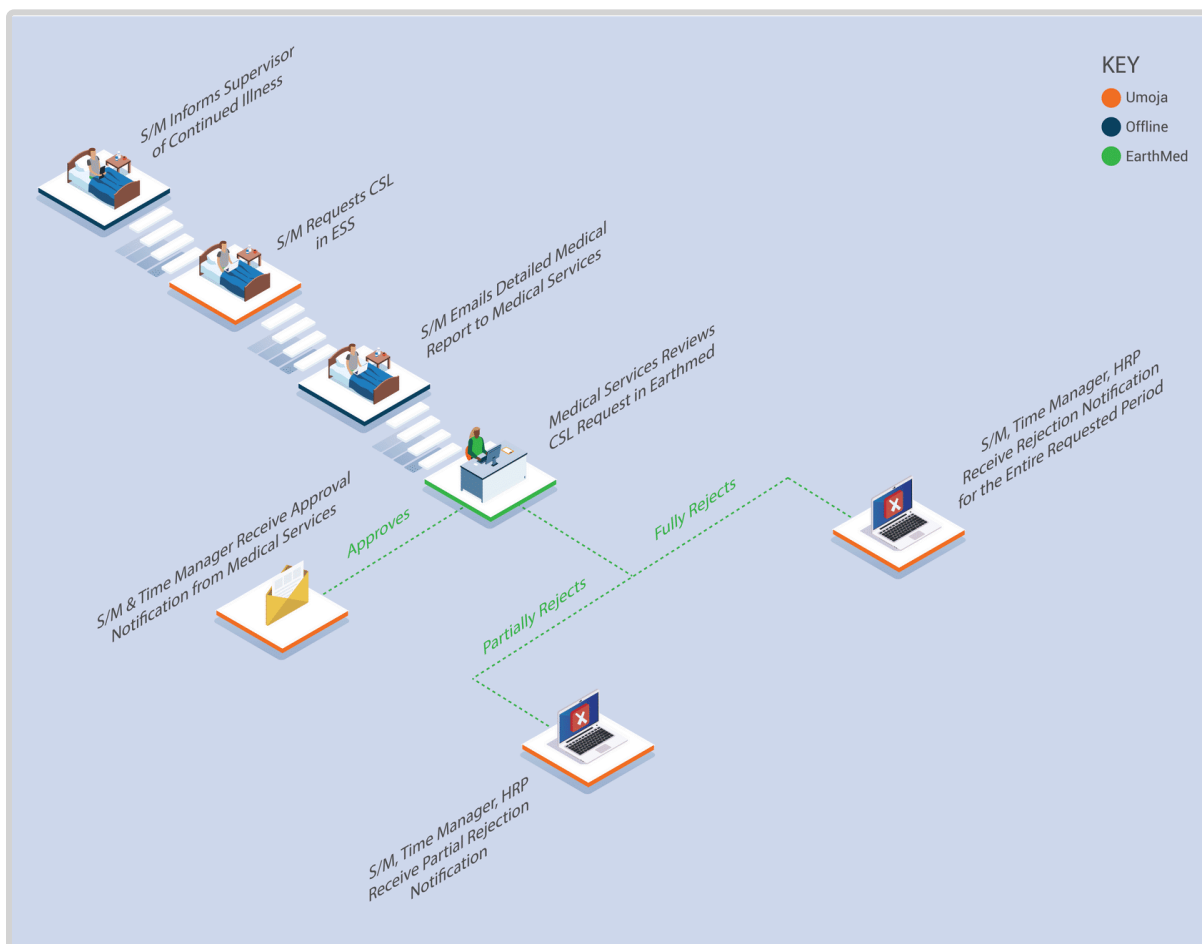
Last modified: 13 January 2023

Certified Sick Leave (more than 20 days per cycle)

Certified Sick Leave entries can be made in ESS up to 3 years in advance, and 3 years retroactively.

Requests for Certified Sick Leave over 20 cumulative or consecutive days in a leave cycle **DO NOT** require attachment of the medical report for privacy reasons. The report, including diagnosis of the staff member's condition, must be emailed to Medical Services.

The process for successfully processing and approving a Certified Sick Leave request that is longer than 20 days in a leave cycle (April to March) includes these procedures and roles:



- If Medical Services certifies only some days, the system sends out an email notification to the staff member, Time Manager and HR Partner. The status of the days that were approved is updated in ESS and these days are deducted from the Sick Leave with Full Pay quota, and automatically recorded in ECC. The staff member must submit either an updated Certified Sick Leave request in ESS or another type of leave request for the rejected days. The staff member will have 60 days from the initial automatically generated

email informing them that their Certified Sick Leave has been partly approved. The email will contain information the approved and the rejected days. They will have 60 days to address the issue highlighted with their rejected Certified Sick Leave request, if they do not act the rejected Certified Sick Leave will be recorded and Unauthorized Absence on the 60th day.

- If Medical Services fully rejects the Sick Leave period, the system automatically notifies the staff member, Time Administrator and HR Partner. The HR Office follows up with the staff member concerning their absence for the period of leave that has not been certified by Medical Services. The staff member will have 60 days from the initial automatically generated email informing them their Certified Sick Leave days have been fully rejected, and they are required to take action. If they do not take action on day 60 the rejected Certified Sick Leave will be recorded as an Unauthorized Absence.

Exceptional Record Entries in ECC

Exceptionally, when neither the **Staff Member** nor the **Time Administrator/Time Senior Administrator** have access to ESS, the **HR Partner** or **Time Senior Administrator** can view, create, or modify attendance records including certified sick leave and uncertified sick leave, directly in ECC.

In cases of extended sick leave and when a staff member has reached a certain sick leave threshold, the system sends an email notification to the Staff Member and the HR Partner informing them of the remaining sick leave with full pay entitlement so they can see they are close to exhausting it.

Sick Leave with Full Pay Notification Thresholds

- For staff members entitled to 195 days of sick leave with full pay, the notification is sent when the balance reaches 45 days.
- For staff members entitled to 65 days of sick leave with full pay, the notification is sent when the balance reaches 30 days.

After receiving this notification, the HR Partner should advise the staff member of the options available for dealing with the absence once the entitlement is exhausted. The HR Partner should obtain in writing the staff member's agreement to use half sick leave with half annual leave or sick leave with half pay and should start considering whether the case should be submitted to the Medical Services Division to ascertain whether it warrants consideration for disability.

It should be noted that the staff member will not be able to submit requests for sick leave on

half pay through ESS once the 195 or 65 days on sick leave on full pay have been exhausted. At that point, any requests for sick leave must be handled offline and will involve the HR Partner, Time Senior Administrator, and Medical services. The HR Partner will then make the necessary arrangements in ECC to record the leave options chosen while on sick leave on half pay.

Staff Members are entitled to the same number of days of sick leave with half pay equivalent in number to the days of sick leave with full pay, i.e., 195 or 65.



Sick leave with half pay combined with half duty requires approval by Medical Service.



Once the sick leave with half pay quota is exhausted, if the Medical Director recommends that the staff member should be considered for a disability benefit, the staff member may be placed on Special Leave With Half Pay (SLWHP) upon approval of the Office of Human Resources Management.



A staff member who returns to work after all leave entitlements have been exhausted will be placed on Special Leave Without Pay (SLWOP) for any subsequent absences until annual leave accruals are available.

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3.4.3. Procedures

Submission of a sick leave request involves two steps:

- [Search and select the staff member for whom you will be submitting the Sick leave request](#);
- Enter the request in ESS as the staff member and submit the transaction on their behalf.

The request types include:

- [Submit a request for sick leave](#)
- [Submit a request for uncertified sick leave](#)



Only **sick leave on full pay** should be entered in ESS. Cases of sick leave on half pay must be created or modified by the HR Partner directly in ECC.

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3.4.3.1. Submit a request for sick leave

Requests for **Uncertified Sick Leave** can be submitted up to 1 month post facto and 1 month in advance.

Requests for **Certified Sick Leave** can be submitted up to 3 years post facto and 3 years in advance.

1. Click on the **Absence Balance** tab.

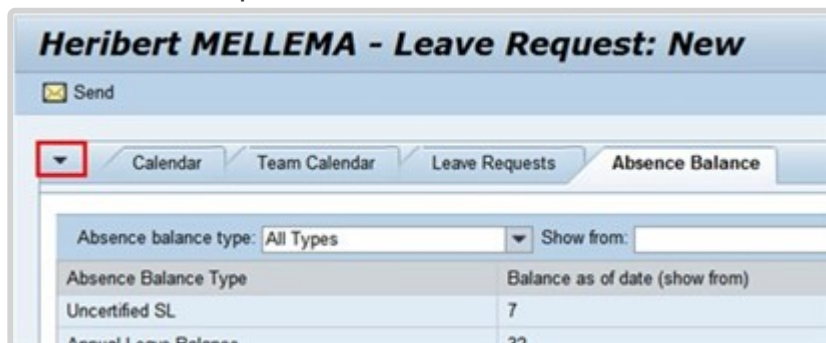


Most leave types have a quota (maximum amount of time) that can be taken as leave. You are advised to check the staff member's total balance at the time of the request so that you know how much time is available.

2. The available balances will be displayed in the Available Balance column.

Absence Balance Type	Balance as of date (show from)	Future Deductions	Available Balance
Uncertified SL	7	0.00000	7
Annual Leave Balance	32	0.00000	32
Sick Leave with Full Pay	195	0.00000	195
Sick Leave with Half Pay	195	0.00000	195

3. Click on the dropdown button to close the Absence balance section.



4. Select the type of leave request from the list of options. Each of these requests can be made in advance within the following time periods:
 - Jury Duty – 1 month
 - Certified Sick Leave – 3 years

- Uncertified Sick Leave – 1 month

Leave Details Check

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

* Type of Leave: **Annual Leave** (dropdown menu open)

Description: Annual Leave
Family Emergency Leave
Floating Holiday
Uncertified Sick leave
Special Leave w/Full Pay
Special Leave without Pay
Certified Sick Leave (highlighted with red box)
Compressed Reg Day Off
Annual Leave-Home Leave
Annual Leave-Family Visit
Annual Leave-Reverse EGT

General Data

* Start Date:
* End Date:
Att./abs. days:
New Note:

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

General Data

* Start Date: 30.03.2015

* End Date: April 2015 (calendar view open, date 13 highlighted with red box)

Att./abs. days: 1.00

Approver Name:

New Note:

7. You should add remarks or comments to the approver in the New Note box when submitting a request on behalf of a staff member.

Leave Details Check

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

* Type of Leave: **Certified Sick Leave**

Description: If your "Certified Sick Leave" request is cumulative or consecutive up to 20 days in a leave cycle, please attach a copy of the medical certificate issued by a licensed medical practitioner without diagnosis. If the "Certified Sick leave request" exceeds 20 days, please submit separately the medical certificate/report with diagnosis directly to the Medical Services

Additional Data

Half day: ☒ **AM/PM** (dropdown menu open, showing AM and PM)

8. You can request a half day leave by placing a checkmark in the half day field and selecting AM or PM. By default, the range of dates are full days, if you click on half days the range of dates will be half days.



Remember, half day and full day requests must be entered as two separate requests. You can only use the Employee Self-Service portal to request half days of sick leave on full pay. It cannot be used to request sick leave on half pay, which must be routed offline to the HR Partner.

9. Click on the *Check* button. This will check your request against any other submitted requests and leave balances.

Leave Details Check

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

* Type of Leave: Certified Sick Leave

Description: If your "Certified Sick Leave" request is cumulative or consecutive up to 20 days in a leave cycle, please attach a copy of the medical certificate issued by a licensed medical practitioner without diagnosis. If the "Certified Sick leave request" exceeds 20 days, please submit separately the medical certificate/report with diagnosis directly to the Medical Services

General Data

* Start Date: 13.04.2015

* End Date: 11.05.2015

Att./abs. days: 20.00

Approver Name: HR Partner

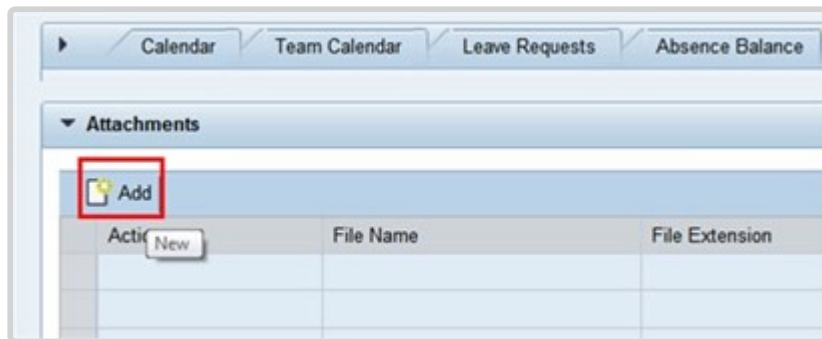
New Note: I have to take 20 days of certified sick leave



The total Att/abs. days will be calculated, and the applicable approver will appear in the Approver Name field.

In this example, since the total number of sick leave days taken in this cycle does not exceed 20, the request is routed to the HR Partner. If the request exceeds 20 days within a cycle, you will see the Medical Services in the Approver Name.

10. Click on the *Add* button to attach ALL required documents.



11. Click on the *Browse* button.



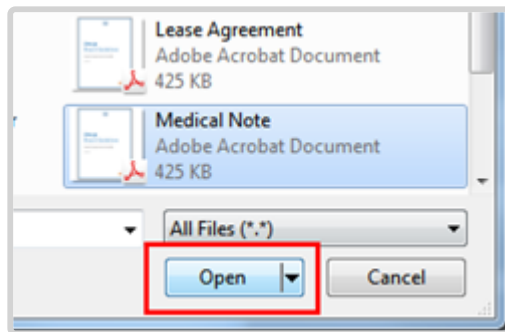
12. Select the document to attach.

- If the sick leave request is for 20 days or less than a medical certificate without a diagnosis is attached. The start and end date of sick leave period must be clearly indicated.
- If the sick leave request was for 21 days or more, then the staff member must submit a medical certificate with a diagnosis offline to Medical Services simultaneously with the submission of the request.

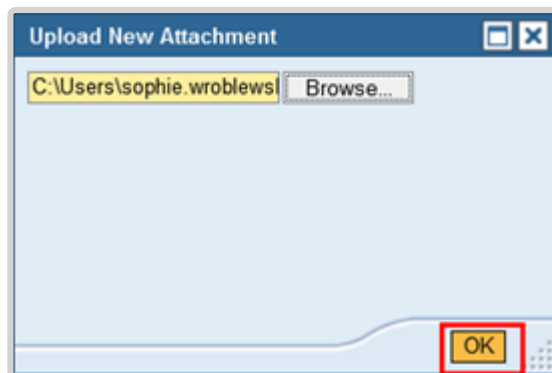


Depending on the number of days requested, the system will determine whether the request will be routed to the HR Partner or Medical Services automatically.

- Click on the *Open* button.



- Click on the *OK* button. The attachment will appear in the list.



- Click on the *Send* button. You will be asked to verify the information you entered for the request.



- Verify the information (dates, note, calculation of used dates and approvers who will be notified) and click on the *OK* button.

Leave Request: New

Type of Absence
Type of Absence: Certified Sick Leave

General Data
Start Date: 13.04.2015
End Date: 11.05.2015
Abs/Att days: 20.00
Approver Name: HR Partner
Note: I have to take 20 days of certified sick leave
Used: Sick Leave with Full Pay: 20.00 Days

Additional Data
Half-day:
AM/PM:
Selected time manager to e-mail: All

OK **Cancel**

- Your request will be sent to the staff member's HR Partner and a notification will be sent to the time manager.

Heribert MELLEMA - Leave Request: New

Send

☒ Leave request was sent successfully

Calendar Team Calendar Leave Requests Absence Balance

- Click on the *Leave Requests* tab.

Heribert MELLEMA - Leave Request: New

Send

☒ Leave request was sent successfully

Calendar Team Calendar **Leave Requests** Absence Balance

Attachments

- Your request has been sent to the staff member's HR Partner and is shown as sent in the Leave Requests list. The status will change when approved.

Type of Absence	Start Date	End Date	Next Processor	Status	Abs days	Hours	Used
Certified Sick Leave	13.04.2015	11.05.2015	JANIE ROSELINE	Sent	20.00	0.00	20 Days

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3.4.3.2. Submit a request for uncertified sick leave

As per Staff Rule 6.2, uncertified sick leave may also be used for family related emergencies. Both draw from the same 7 day per leave cycle limit.

The procedure for requesting uncertified sick leave or family emergency leave is the same as that shown for certified sick leave, except for the selection of either uncertified sick leave or family emergency leave instead of certified sick leave. In the case of uncertified sick leave and family emergency leave, a comment documenting the reason is required.

The screenshot shows a web form titled "Leave Details" with a "Check" button. A note at the top says: "** Please, remember to use check button to calculate the days/hours**". The form has two main sections: "Type of Leave" and "General Data".

In the "Type of Leave" section, the dropdown menu is set to "Family Emergency Leave", which is highlighted with a red box. Below this, a description states: "Per Staff Rule 6.2 uncertified sick leave may be used for family related emergencies. There is a limit of seven days per leave cycle which includes both Family Emergency Leave and Uncertified Sick Leave. Please indicate in the comments, the type of family emergency."

In the "General Data" section, the "Start Date" and "End Date" are both set to "30.03.2017". The "Att./abs. days" is calculated as "1.00". The "New Note" field is a large text area, also highlighted with a red box.

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Last modified: 19 October 2022

3.5. Special Leave

Staff members holding any appointment other than a temporary appointment may be granted Special Leave With or Without Pay (SLWOP). Special leave without pay for staff holding a temporary appointment under the staff rules may be granted in compelling cases (e.g. serious illness or death of a family member, birth of a child).

Special leave is normally granted without pay. Periods of special leave (either with or without pay) may affect appointments and/or benefits and allowances. In the event that the staff member makes a request for SLWOP to engage in outside activities during the period of leave, this request will need to be assessed in accordance with the applicable rules.

The regulations, rules, policies, and standard operating procedures (SOP) governing special leave without pay have developed over time. The official documents are easily accessible within the UN intranet.

General provisions

1. Staff Regulations and Staff Rules of the United Nations – [ST/SGB/2023/1](#)
Article VI, [Regulation 6.2](#)
Article V – Annual and special leave [Regulation 5.2](#)
[Rule 5.5 – Special leave](#)
[Rule 10.4 – Administrative leave pending investigation and the disciplinary process](#)
2. Sick Leave – [ST/AI/2005/3](#) and [ST/AI/2005/3/Amend.1](#)
Section 3 – Relationship of sick leave to other entitlements under the 100 and 200 series – Exhaustion of sick leave entitlement (ST/AI/2005/3)
 - Sections 3.1 – 3.2
3. Termination of Appointment for reasons of health – [ST/AI/1999/16](#)
Section 4 – Delay in determination
Section 5 – Notice and effective date of termination
4. Family leave, maternity leave and paternity leave- [ST/AI/2005/2](#) and [ST/AI/2005/2/Amend.2](#)
 - Section 4 – Special leave without pay (ST/AI/2023/2)

5. Recording of attendance and leave – [ST/AI/1999/13](#) and [ST/AI/2005/1](#)
Section 2 – Leave other than annual leave (ST/AI/1999/13)

Request for Outside Employment

1. Outside activities – [ST/AI/2000/13](#) and [ST/IC/2006/30](#)
 - Section 6 – Procedures (ST/AI/2000/13)
 - Sections 6.1 – 6.5- Clarification procedure
 - Sections 6.6. – 6.9 – Approval procedure

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Last modified: 16 March 2023

3.5.1. Prerequisites

The following documents and data are required to submit a special leave request on behalf of a staff member.

- **Written request with justification:** Staff members must submit a written request for the type of leave request they want time administrators to submit on their behalf with a clear explanation as to why it is necessary to request their assistance. In the event that the reason is justified, the time administrators will proceed to submit their request on their behalf. The request must clearly indicate the type of leave as well as the day(s) and hours requested. Detailed notes should be added to the staff member's record.
- **Documentation:** The Staff Member is required to submit relevant documentation based on the type of leave being exercised. Information sheets are available to support staff on the documentation required in each case.
- **Validate Eligibility:** Check that the staff member qualifies for special leave (i.e., the staff member is on a fixed-term, continuing, or permanent appointment, and exceptionally on a temporary appointment).

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Last modified: 13 January 2023

3.5.2. Process

Documented here are the processes for:

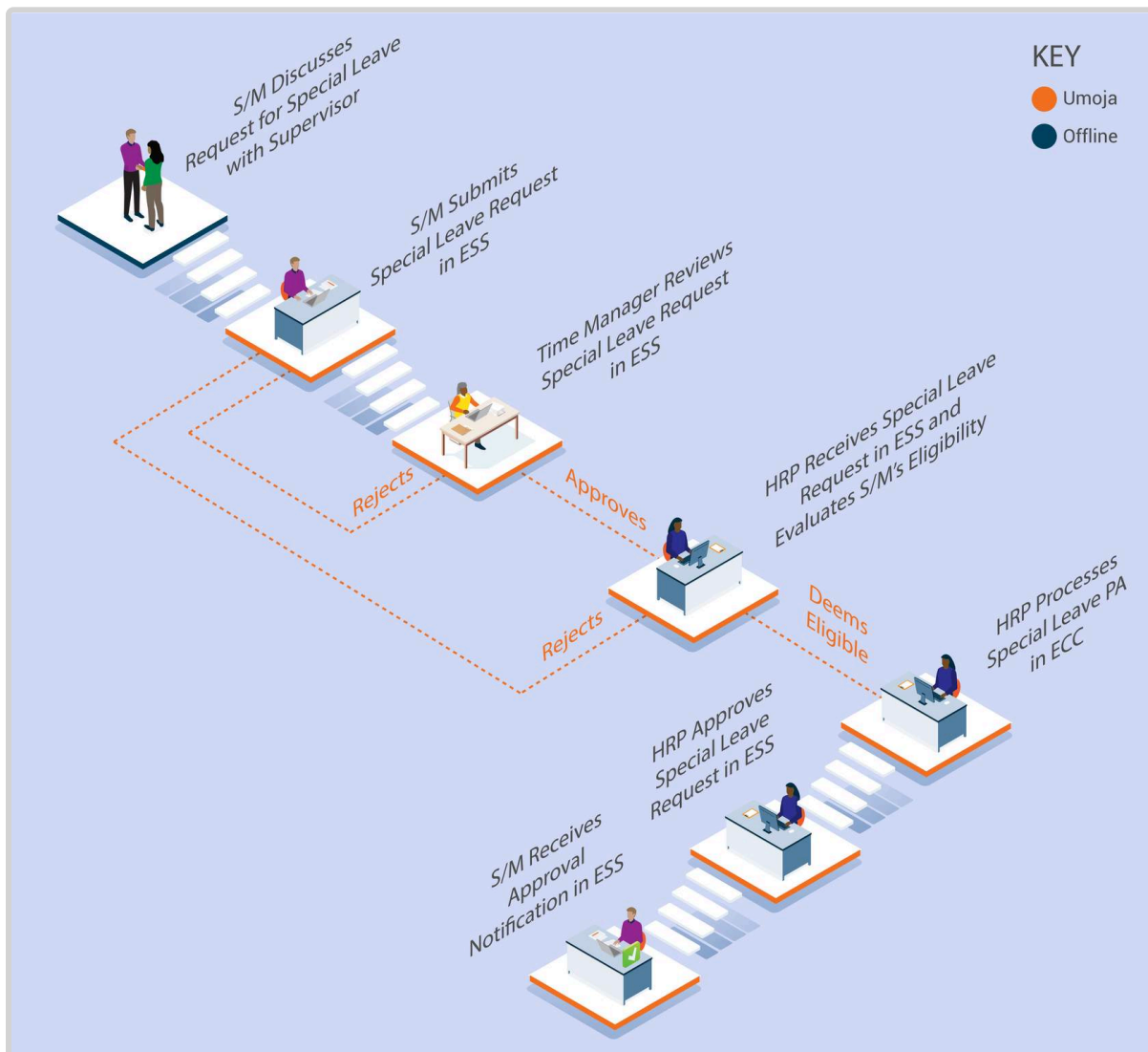
- [Special Leave with or without Pay](#)
- [Jury Duty](#)

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Last modified: 7 June 2022

3.5.2.1. Special Leave with or without Pay

Requests for special leave (with, without pay or on half pay) require a two-level approval, first by the manager and secondly by the HR Partner. The process for successfully processing and approving a special leave request includes these procedures and roles:



The Umoja workflow will handle the time request exclusively and any requests for outside employment associated with the special leave request will continue to be processed offline (see below).



In the event that the staff member has made a request for outside employment in connection with the special leave request, the HR Partner must review and follow the relevant procedure as per Section 6 of ST/AI/2000/13.

Exceptional Record Entries in ECC

Exceptionally, when neither the **Staff Member, Time Administrator/Time Senior Administrator** nor **Manager** have access to ESS, the HR Partner can view, create, or modify absence records, including special leave requests, directly in ECC provided all the relevant approval by the manager and the supporting documentation has been provided.

Time Senior Administrators should never create or modify special leave requests in ECC unless they are instructed to do so by **HR Partners** as any modification or creation of special leave requests has other HR implications.

Insurance

HR Partners should be aware that the processing of SLWOP PAs will impact insurance contributions as follows:

At the time of approving a SLWOP Grant that spans over one full calendar month or more, Umoja dynamically delimits insurance. Unless the staff member makes the necessary contributions, their insurance will be discontinued. If the staff member decides to pay for health insurance while on SLWOP, the insurance section can make an adjustment reason (in IT378) so the staff member can enroll upon receipt of payment.

Please note that the period of SLWOP must include one full calendar month for insurance to be delimited. Periods of Special leave without pay for less than one month do not impact insurance coverage.

Examples:

- 2 May to 1 June inclusive: Insurance not delimited. Note that if the 1st or 2nd of May is a weekend or a holiday, there will not be a payroll deduction. However, when the staff member returns, the full premium will be collected from the staff member's salary.

- 1 May to 31 May: Insurance will be delimited
- 1 May to 15 May: No impact on insurance coverage.

If the period of SLWOP has delimited insurance, once the Return from SLWOP PA is processed, Umoja will create an adjustment reason and the staff member will need to reapply for insurance in ESS.



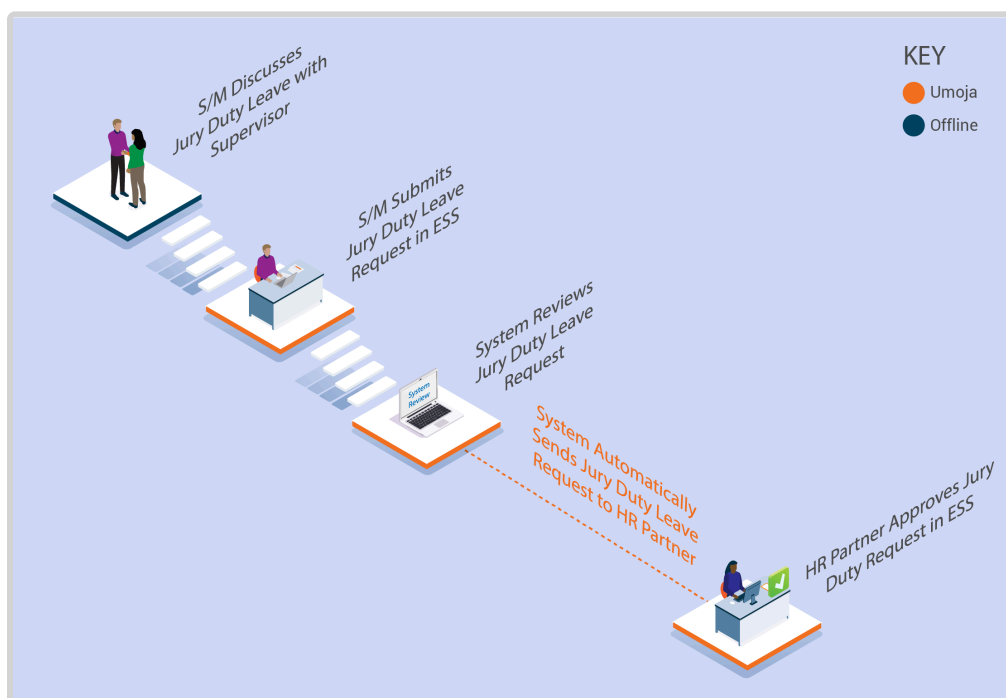
Staff members must be advised of the possible impact on insurance participation at the time of approving a special leave request by the HR Partner.

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Last modified: 13 January 2023

3.5.2.2. Jury Duty

The process for processing and approving a jury duty request includes these procedures and roles:



1. The **Staff Member** requests special leave for jury duty using ESS or, exceptionally, the **Time Administrator/Time Senior Administrator** enters the request on behalf of the staff member using ESS.
2. The system automatically sends the request to the **HR Partner**.
3. The **HR Partner** approves or rejects request through the Portal.
4. The leave type and dates are updated in the system in real time.

Jury duty is marked only as a time absence entry. There is no need to execute the corresponding Special Leave with Full Pay PA in ECC as it is assumed the absence will be on full pay status as per the current Staff Rules.

Exceptional Record Entries in ECC

In very exceptional cases, when the **Staff Member**, **Time Administrator/Time Senior Administrator** and **Time Manager** do not have access to ESS, the **HR Partner** can create, modify, and delete attendance records including Jury Duty directly in ECC.

Time Senior Administrators should never create or modify jury duty requests in ECC unless they are instructed to do so by **HR Partners** as any modification or creation of special leave

requests has other HR implications.

In cases where only the **Staff Member** does not have access to ESS, the **Time Administrator/ Time Senior Administrator** can submit a request on behalf of the staff member.

Click for the procedure to [Submit request for special leave – jury duty](#)

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Last modified: 17 March 2023

3.5.3. Procedures

Submission of a special leave request involves two steps:

- [Search for a staff member](#)
- Enter the request in ESS as the staff member and submit the transaction on their behalf.

Request types include:

- [Submit request for special leave](#)
- [Submit request for special leave – jury duty](#)

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Last modified: 2 June 2022

3.5.3.1. Submit request for special leave

1. Requests for Special Leave without pay or with full pay can be submitted up to 3 months post facto and 3 months in advance.
2. Select *Special Leave without Pay* from the list of options.

The screenshot shows the 'Leave Details' form with the 'Type of Leave' dropdown menu open. The menu lists several options: Annual Leave, Annual Leave, Uncertified Sick leave, Special Leave w/Full Pay, Special Leave without Pay (highlighted with a red box), Certified Sick Leave, Compressed Reg Day Off, Jury Duty, and Domestic Leave. The 'Check' button is visible at the top right of the form.

3. Select the reason for the leave from the list of options.

The screenshot shows the 'Leave Details' form with the 'Reasons' dropdown menu open. The menu lists several options: Studies/Research (highlighted with a red box), Family Leave, Government Service (technical), Military Service, and Employment Outside UN. The 'Check' button is visible at the top right of the form.

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

6. Add remarks or comments in the New Note box.

7. You can request a half day leave by placing a checkmark in the half day field and selecting AM or PM. By default, the range of dates are full days, if you click on half days the range of dates will be half days.

8. If your request for leave is longer than 30 days and the staff member wishes to continue to participate in the insurance plans place a check mark next to one or more options.
- I would like to continue to participate in Health Insurance
 - I would like to continue to participate in Life Insurance
- Requests for SLWOP for any period of time (even 1 day) will automatically deduct from the staff member's Pension unless arrangements are made offline to pay for this

contribution. If the staff member wants to participate in the Pension Fund, you must click:

- I would like to continue to participate in Pension Fund

In addition, the staff member should contact the Pension Fund to make payments PRIOR to the proposed start date of special leave. **Clicking on this option simply creates a record of the intentions of the staff member but unless payment is made it will not have any value.**



If the staff member chooses not to participate in the continuation of benefits at the time of the request, and changes their mind when leave has started, the staff member will not be allowed to participate in these

benefits. **Selecting these options in ESS does not automatically enroll the staff member in the continuation of benefits.** The staff member must also contact the Benefits and Pension offices to make the necessary arrangements to enroll and pay their share and the organizations share prior to the start of the leave.

9. Select the staff member's secondary time manager from the list of managers who should receive notification of the request or select ALL and all the secondary time managers will receive a notification.

Additional Data

Half day: ☐

AM/PM:

I would like to continue to participate in Health Insurance: ☒

I would like to continue to participate in Life Insurance: ☒

I would like to continue to participate in Pension Fund: ☒

Select time manager to e-mail:

- Damilola DUA
- Hyock EWENS
- GABRIEL
- All**



The list may be blank if the staff member's primary manager has not delegated this responsibility.

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

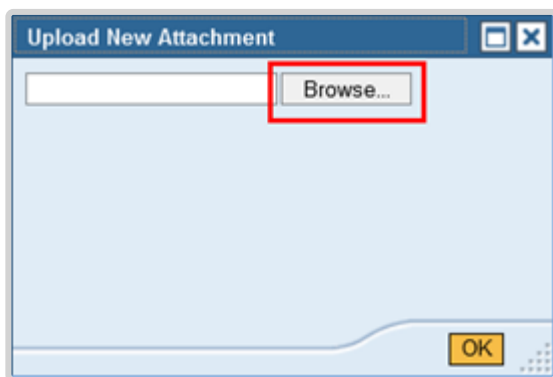
If they have delegated the time responsibility to a secondary time manager, the secondary manager will not be notified of the request unless

they are selected from the list of time managers.

10. Click on the *Add* button to attach all required documents.

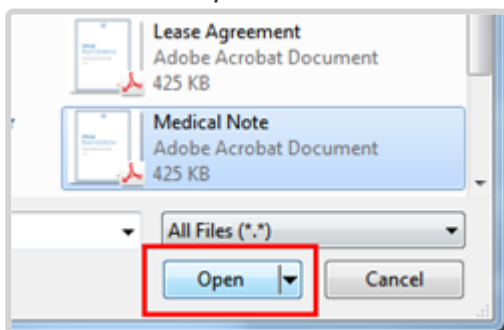


11. Click on the *Browse...* button.

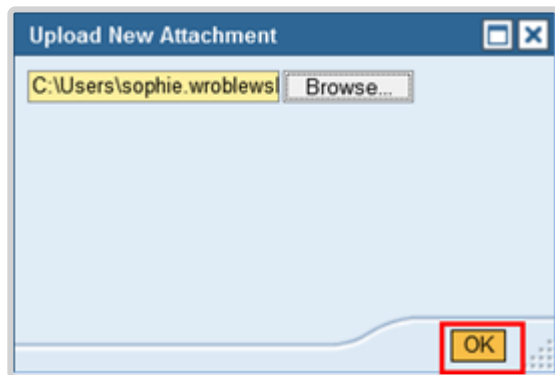


12. Select the document to attach.

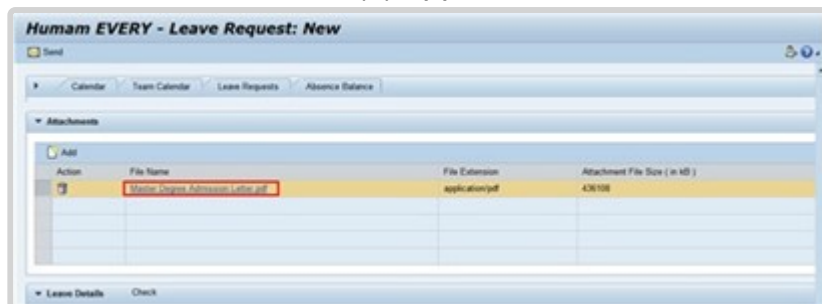
13. Click on the *Open* button.



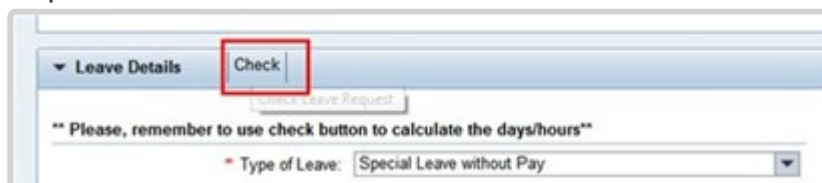
14. Click on the *OK* button. Next, scroll down to the Leave Details section.



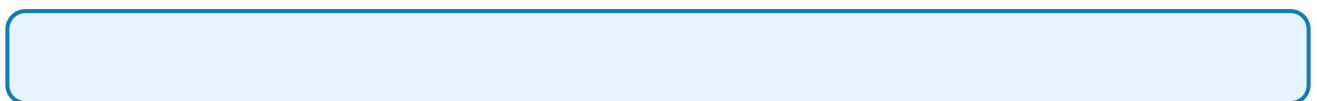
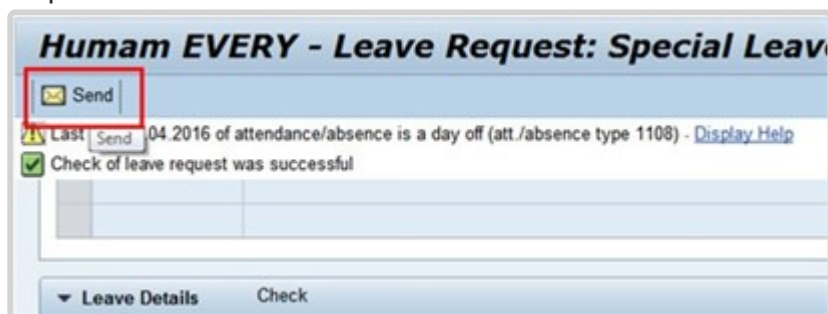
15. The attached document(s) appears in the list.



16. Click on the *Check* button. This will check the request against any other submitted requests and leave balances.



17. Click on the *Send* button. You will be asked to verify the information you entered for the request.





A message will appear in at the top of the screen indicating whether the check was successful or there are conflicts, and the total Att./abs day will be calculated.

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

Leave Request: New

Last day 30.04.2016 of attendance/absence is a day off (att./absence type 1108) - [Display Help](#)

Type of Absence
Type of Absence: Special Leave without Pay

General Data
Start Date: 01.05.2015
End Date: 30.04.2016
Abs/Att days: 251.00
Note: I have been accepted to the Master Degree program on Human Rights. This program is beneficial to my career and the United Nations.

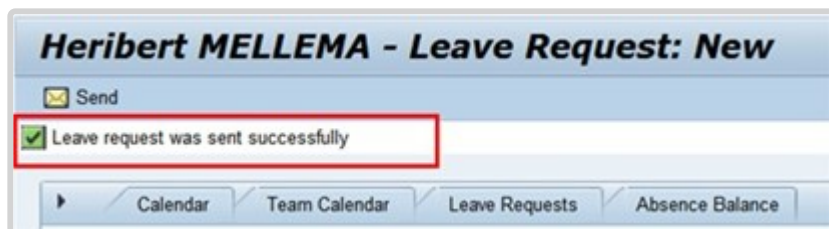
Additional Data
Half-Day: AM/PM
Health Insurance: X
Life Insurance: X
Pension Fund: X
Selected time manager to e-mail: All
Reasons: 01

OK Cancel



The calculated Abs/Att days does not include weekends and UN holidays.

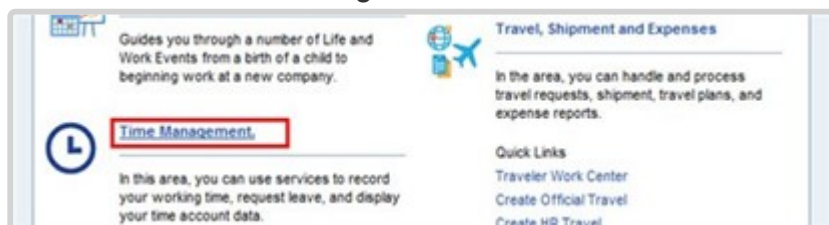
19. Your request will be sent to the primary time manager and any secondary time manager you selected earlier.



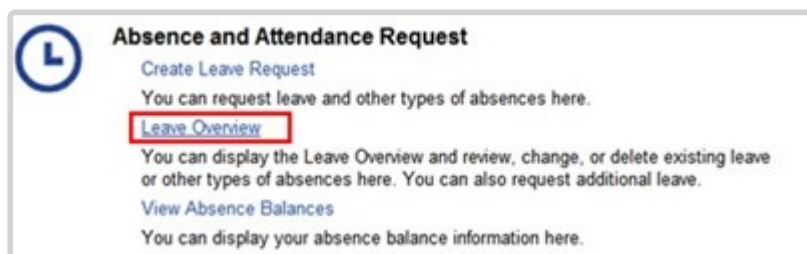
20. Click on the **Overview** tab.



21. Click on the *Time Management* link.



22. Click on the *Leave Overview* link.



23. Your request has been sent to the staff member's time manager and is shown as sent in the Leave Requests list. The Primary time manager will appear in the table, but the request will also be sent to any secondary manager you selected in the steps above and to the HR Partner. The status will change when the HR Partner has approved the request.

Type of Absence	Start Date	End Date	Next Processor	Status	Abs. Indiv. days	Abs. Indiv. hours	Used
Annual Leave	01.05.2015	30.04.2016	GADRELL	Sent	266.00	0.00	
Annual Leave	01.05.2015	31.04.2015	GADRELL	Rejected	2.00	0.00	
Annual Leave	24.03.2015	24.03.2015		Approved	0.50	0.00	0.50 Days
Annual Leave	20.03.2015	23.03.2015		Approved	2.00	0.00	2 Days
CTO Account	16.03.2015	16.03.2015	GADRELL	Sent	0.00	10.00	



The Att/abs days reflected in the table include weekends and UN holidays.



Time administrators are advised to inform staff members of the requirement to make payments for life and health insurance and pension prior to the start of the leave if they continue to be enrolled in Pension and Insurance during their leave.

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3.5.3.2. Submit request for special leave – jury duty

Requests for the Jury Duty can be submitted up to 1 month post facto and 1 month in advance.

When entering the Jury Duty request on behalf of the staff member the Time Administrator/ Time Senior Administrator will follow the Submit request for special leave procedures in this chapter and will select the Jury Duty option in the Type of Leave field instead of selecting the special leave without pay option. The Time Administrator/Time Senior Administrator will then select the days and submit as with any other leave request and ensure that supporting documentation is attached to the request. If supporting documentation is not attached the HR Partner will reject the request.

Human EVERY - Leave Request: New

▼ Leave Details Check

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

* Type of Leave: **Annual Leave**

Description: Annual Leave
Uncertified Sick leave
Special Leave w/Full Pay
Special Leave without Pay
Certified Sick Leave
Compressed Reg Day Off
Jury Duty

General Data

* Start Date:

* End Date:

Att./abs. days:

In the case of jury duty, the request will be routed to the HR Partner, not the Time Manager, for approval. Jury duty is always treated as special leave with full pay under the current rules and regulations.

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3.6. Home Leave

Home leave travel is an entitlement for internationally recruited staff residing and serving outside their home country, or holding permanent residency in a country other than their country of nationality, who are serving in a duty station outside of the country of permanent residency, for the purpose of spending a reasonable amount of annual leave in the home country. This entitlement covers travel expenses (i.e., one round trip from duty station to the place of home leave as well as excess baggage, unaccompanied shipment of personal effects, terminal expenses, and travel time) for the staff member and eligible family member.

Time taken as home leave is charged to annual leave. In line with the Staff Rules travel time not chargeable to annual leave may be given to the staff member.

This chapter will cover the steps needed to submit a leave request for home leave only. This is the first step in the request for home leave. After the leave request is approved, the staff member must submit a travel request for the travel entitlement. Time Administrators/Time Senior Administrators do not have access to submit travel requests on behalf of staff members, so this second stage of the process is out of scope for this job aid.

The regulations, rules, policies, and standard operating procedures (SOP) governing home leave have developed over time. The official documents are easily accessible within the UN intranet.

1. Staff Rules and Staff Regulations of the United Nations – [ST/SGB/2018/1/Rev.2](#)
Article V – [Annual and special leave – Regulation 5.3](#)
[Rule 5.2 – Home leave](#)
[Rule 5.3 – Special leave](#)
2. Home Leave – [ST/AI/2015/2/Rev.1](#)
 - Section 1 – Home leave
 - Definitions
 - Section 2 – General provisions
 - Section 2.1 – Purpose
 - Sections 2.2 – 2.3 – Eligibility
 - Section 2.4 – Frequency of home leave cycle
 - Sections 2.5 – 2.6 – Elements
 - Section 3 – Conditions for exercising the home leave entitlement

- Sections 3.2 – 3.7 – Accrual of service credits towards home leave
- Section 3.8 – Utilization of service credit points towards home leave travel
- Sections 3.9 – 3.11 – Advance and delayed home leave
- Section 3.12 – Maximum service credit points
- Sections 3.13 – 3.15 – Intervals between home leave travel and other types of travel
- Section 3.16 – Loss of entitlement to return travel expenses
- Section 3.17 – 3.18 – Loss of entitlement to home leave travel
- Section 4 – Travel of eligible family members
 - Sections 4.5 – 4.8 – Special conditions applicable when both spouses are staff members of the United Nations common system
 - Sections 4.9 – 4.10 – Travel of a newborn or adopted child
 - Sections 4.11 – 4.12 – Service in non-family duty stations
- Section 5 – Length of stay in the country of home leave
- Section 6 – Change of country of home leave
- Section 7 – Place of home leave within the country of home leave
 - Sections 7.1 – 7.3 – Determination of the place of home leave within the country of home leave
 - Sections 7.4 – 7.5 – Change of the place of home leave within the country of home leave
- Section 8 – Travel to a country other than the recognized country of home leave
- Section 9 – Travel arrangements
- Section 10 – Home leave travel request
- Section 11 – Transitional measures for establishing the points system in duty stations with a 24-month home leave cycle
- Section 12 – Final provisions

3. Official Travel – [ST/AI/2013/3](#), [ST/AI/2013/3/Amend.3](#), [ST/AI/2013/3/Amend.4](#), [ST/IC/2019/16](#)

- Section 6 – Travel time on home leave or family visit (ST/AI/2013/3 & ST/AI/2013/3/Amend.3)
- Section 12 – Lump-sum option for travel on home leave or family visit or education grant travel (ST/AI/2013/3 & ST/AI/2013/3/Amend.3)
- Section 13 – Travel claims (ST/AI/2013/3 & ST/AI/2013/3/Amend.3)
- Sections 13.1 – 13.4 – General (ST/AI/2013/3 & ST/AI/2013/3/Amend.3)

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3.6.1. Prerequisites

The following documents and data are required for a home leave time request.

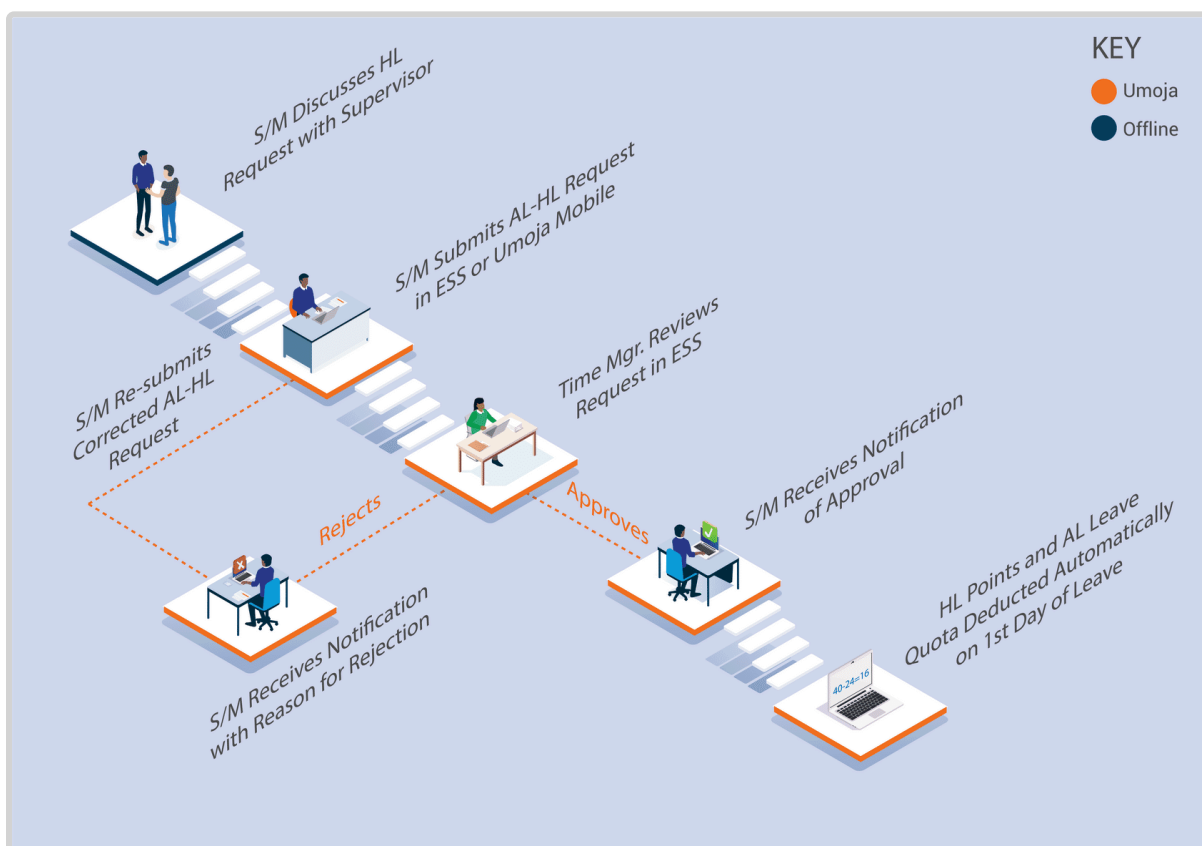
- **Written request with justification:** Staff members must submit a written request to the Time Administrator/Time Senior Administrator to submit the absence record in Umoja, on their behalf indicating the type of leave request to be submitted on their behalf with a clear explanation as to why it is necessary to request their assistance. In the event that the reason is justified, the time administrator will proceed to submit their request on their behalf. The request must clearly indicate the type of leave as well as the day(s) and hours requested and whether they have enough quota to travel on home leave.
- **Validate Eligibility for Travel Approval:** Check to ensure:
 - **HL Points:** the staff member has the required home leave points. If the staff member does not have at least 12 HL points when the request is made, it will be denied, so you should not submit the request and must inform the staff member of the rules.
- **Check for Exceptions/Special Cases:**
 - **Combined Home Leave and Maternity or Paternity Leave:** Umoja will allow the staff member to submit a Home Leave request while the staff member is also on Maternity or Paternity leave. In this special case upon approval of the home leave entitlement, Umoja will deduct both the home leave points quota and the annual leave days for the period of home leave. As a result, the HR Partner or Time Senior Administrator will have to credit in ECC the staff member's annual leave for the period of time that Home Leave overlaps with maternity or paternity leave. It is also possible to have staff members request conversion of AL-HL days to sick leave. In this case, the staff member will need to submit the medical certificate offline to the HR Partner and the HR Partner will convert the corresponding days of AL to sick leave. Umoja only allows staff members to submit overlapping entries for Home Leave and Paternity or Maternity leave. Any other overlaps will not be allowed in ESS and will have to be made in ECC.

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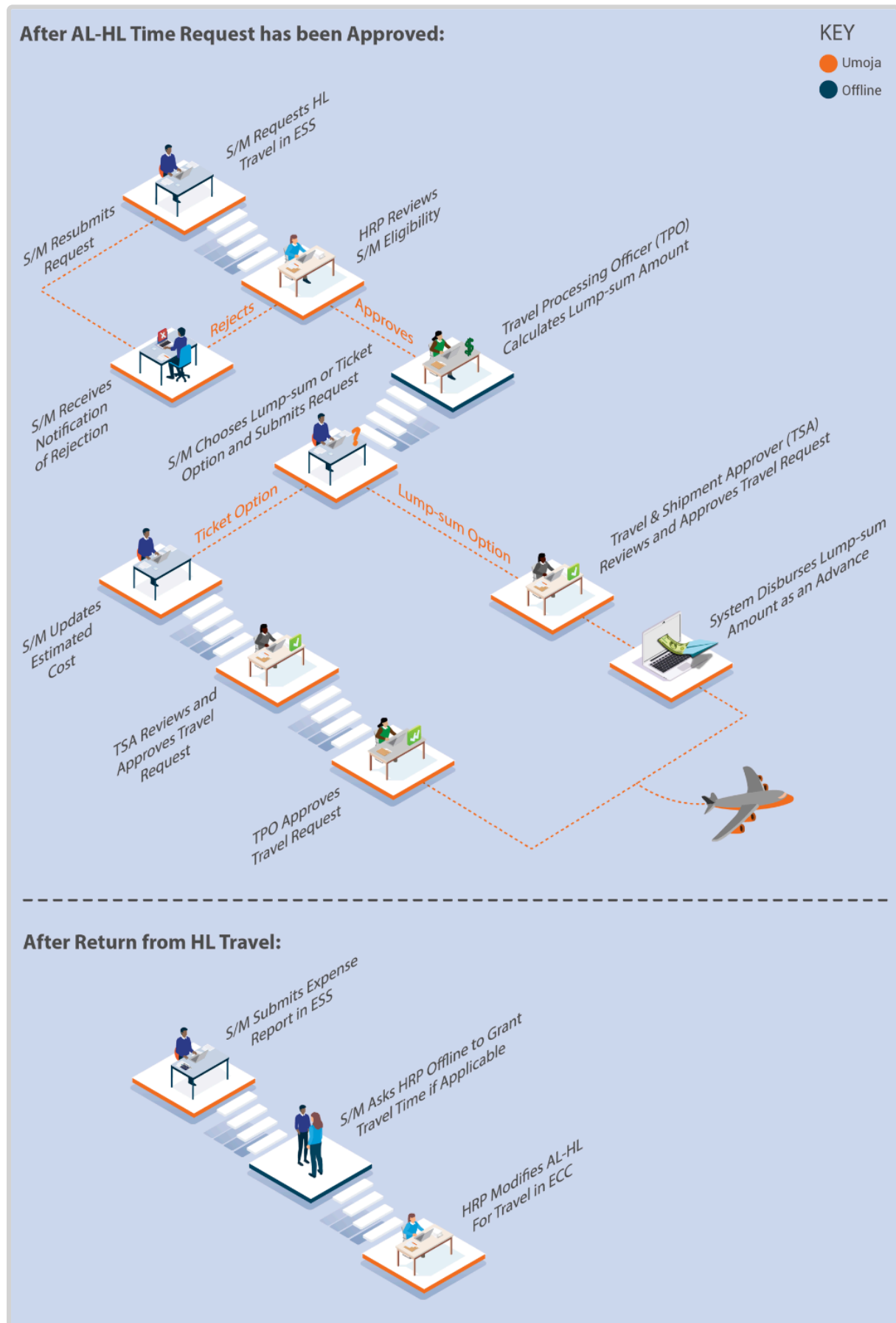
Last modified: 13 January 2023

3.6.2. Process

The process for successfully processing and approving a Home Leave request includes these procedures and roles:



The steps above complete the leave request; however the staff member cannot travel until they create a Home Leave travel request in the travel portal (ESS). Information about handling travel requests can be found here: [Travel Job Aids](#). It is at this point that the request will be reviewed by the HR Partner for eligibility to the Home Leave entitlement.



1. The **Staff Member** submits a travel request for themselves and/or eligible dependents to

travel on Home Leave on dates matching the time request that has been approved by the manager.

2. The **HR Partner** will receive the travel request in the pending travel queue in their Approver Work Center and Worklist.
3. The **HR Partner** will review the request, checking that all prerequisites indicated above are satisfied. The **HR Partner** has the option of approving, rejecting or returning the request to the **Staff Member** for corrections in the Portal.
4. If approved by the **HR Partner**, it then goes to the travel approver and certifying officer for further review and authorization of travel and the ticket will be issued or a lump sum will be given to the **Staff Member**, as requested.
If the **Staff Member** initially requested lump sum and the request is approved by the **HR Partner**, it will go to the travel approver for confirmation of the amount of lump sum. If the **Staff Member** rejects the lump sum and decides to opt for a UN issued ticket and entitlement, then the **HR Partner** does not need to confirm eligibility again. At that point, the request bypasses the **HR Partner** and goes to the travel approver and certifying officer.
5. Once the **Staff Member** has returned from Home Leave, they will create their Expense Report within 14 days from the return day. If this step was ignored/forgotten the Staff member will be recovered from the payroll the full cost to the UN of the Home Leave Travel (Lumpsum or Ticket Costs).
6. **Staff Members'** are entitled to Travel Time as defined in the UN Staff Rules. If the **Staff Member** opts for UN issued tickets travel days will be automatically credited back to the staff member once they submit their travel expense report. If the staff member selects the lump sum option, they will need to submit an offline request to the **HR Partner** to credit travel days and the **HR Partner** will modify the Annual Leave – Home Leave record in ECC upon return from Home Leave.



Important Note to Time Senior Administrators: In the event that the staff member contacts you with a request to change any of the AL-HL days to travel time because they opted for a lump sum, you should inform them that they need to submit the request offline to the HR Partner after they return from Home Leave, and they have submitted their expense report.

Please note that as **Time Administrator**, you only have access to submit time requests on behalf of staff members. **Time Senior Administrators** will also have the ability to view, modify or create leave records in ECC.

For help submitting the travel request, the **Staff Members** should be directed to a **Travel Administrator**.

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Last modified: 13 January 2023

3.6.3. Procedures

Submission of Annual Leave – Home Leave absence request on behalf of a staff member involves two steps:

- [Search for a staff member](#)
- [Enter an Annual Leave-Home Leave request in ESS as the staff member and submit the transaction on their behalf](#)

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Last modified: 20 October 2022

3.6.3.1. Create an Annual Leave-Home Leave Request

Requests for the Annual Leave-Home Leave can be submitted up to 3 months post facto and 12 months in advance.



The Annual Leave-Home Leave option will be displayed only if the staff member is eligible for home leave.

When entering the Annual Leave-Home Leave request on behalf of the staff member the Time Administrator/Time Senior Administrator will follow the Create a leave request procedures in the Annual Leave chapter and will select the **Annual Leave – Home Leave** option in the Type of Leave field. All other instructions remain the same. Remember, when submitted a request on behalf of a staff member also provide details of why you are creating and submitting the request in the comment box.

* Type of Leave:	Annual Leave
Description:	Annual Leave
	Uncertified Sick leave
	Special Leave w/Full Pay
* Start Date:	Special Leave without Pay
* End Date:	Certified Sick Leave
Att./abs. days:	Compressed Reg Day Off
New Note:	Annual Leave-Home Leave
	Annual Leave-Family Visit
	Annual Leave-Reverse EGT
	Rest & Recuperation (R&R)



This submission is for approval of the TIME to go on Home Leave. Once the staff member has had the time approved by their manager, they need to submit a travel request for Home Leave through the Travel Portal. If the staff member cannot submit the travel request themselves, they need to request the services of the Travel Administrator.

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Last modified: 20 October 2022

3.7. Family Visit

Family visit travel is an entitlement for internationally recruited staff members with fixed-term, permanent, or continuing appointments and qualifying locally recruited staff members on mission assignment who are deployed to a duty station or mission area away from their spouse and dependent child(ren). This entitlement covers travel and related expenses (e.g., one round trip from duty station/mission area to the place of residence of eligible family members).

Travel time shall be granted to staff members who utilize the normal entitlement for family visit through the provision of an actual air ticket issued by the Organization. Staff members shall be granted a fixed amount of travel time not chargeable to annual leave for travel undertaken during working days.

This chapter will cover only the request for annual leave as a result of the family visit. It will not cover the steps needed to make a request for the travel entitlement. If the staff member requires help with this transaction, you should refer them to the Travel Administrator.

The regulations, rules, policies, and standard operating procedures (SOP) governing the family visit entitlement have developed over time. The official documents are easily accessible within the UN intranet.

1. Family Visit Travel – [ST/AI/2000/15](#) and [ST/AI/2000/15/Amend.1](#)
 - Section 1 – Eligibility
 - Section 2 – Timing of travel
 - Section 4 – Conditions of entitlement
2. Staff Regulations and Staff Rules of the United Nations – [ST/SGB/2023/1](#)
[Rule 5.4 – Home leave](#)
[Rule 7.2 – Official travel of staff members and their eligible family members](#)
3. Official Travel – [ST/AI/2013/3](#), [ST/AI/2013/3/Amend.3](#), and [ST/AI/2013/3/Amend.4](#)
 - Section 6 – Travel time on home leave or family visit (ST/AI/2013/3 & ST/AI/2013/3/Amend.3)
 - Section 12 – Lump-sum option for travel on home leave or family visit or education grant travel (ST/AI/2013/3 & ST/AI/2013/3/Amend.3)
 - Section 13 – Travel claims (ST/AI/2013/3 & ST/AI/2013/3/Amend.3)

- Sections 13.1 – 13.4 General
- Sections 13.5 – 13.6 – Travel under the lump-sum option

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Last modified: 16 March 2023

3.7.1. Prerequisites

The following documents and data are required to submit a family visit time request on behalf of the staff member:

- **Family Visit Leave Request:** the staff member should submit a written request to the **Time Administrator/Time Senior Administrator** indicating the proposed dates of family visit to be taken as well as the justification for why they cannot submit the request themselves through ESS. If the justification is warranted, the **Time Administrator/Time Senior Administrator** will proceed with the submission of the leave request on their behalf.
- **Validate Eligibility for Travel Approval:** Check to ensure:
 - The staff member is eligible to use family visit travel for the year requested.
 - **Previous Travel Check:** The staff member has not had any travel that would invalidate the entitlement to family visit at the time.



Family Leave visit shall not be authorized in the calendar year in which the Home Leave falls due. Even if the Home Leave was postponed one year, family visit for that year will still not be authorized, except for duty stations with a 12-month leave cycle, in which case, the minimum interval (3 months) between return from Home Leave and beginning Family Leave is met.

Additionally, at least 9 months must have elapsed between the last Home leave travel and at least 12 months of service must be accrued.

- **Validate Eligibility for Travel Days (after travel is undertaken)** – HR Partner will check to ensure:
 - The staff member has completed their expense report and was issued a UN purchased ticket as part of their family visit.
 - All dates for their travel/leave match their original AL-FV request and make the required adjustment to the AL-FV absence record in ECC to include travel days, if

eligible.

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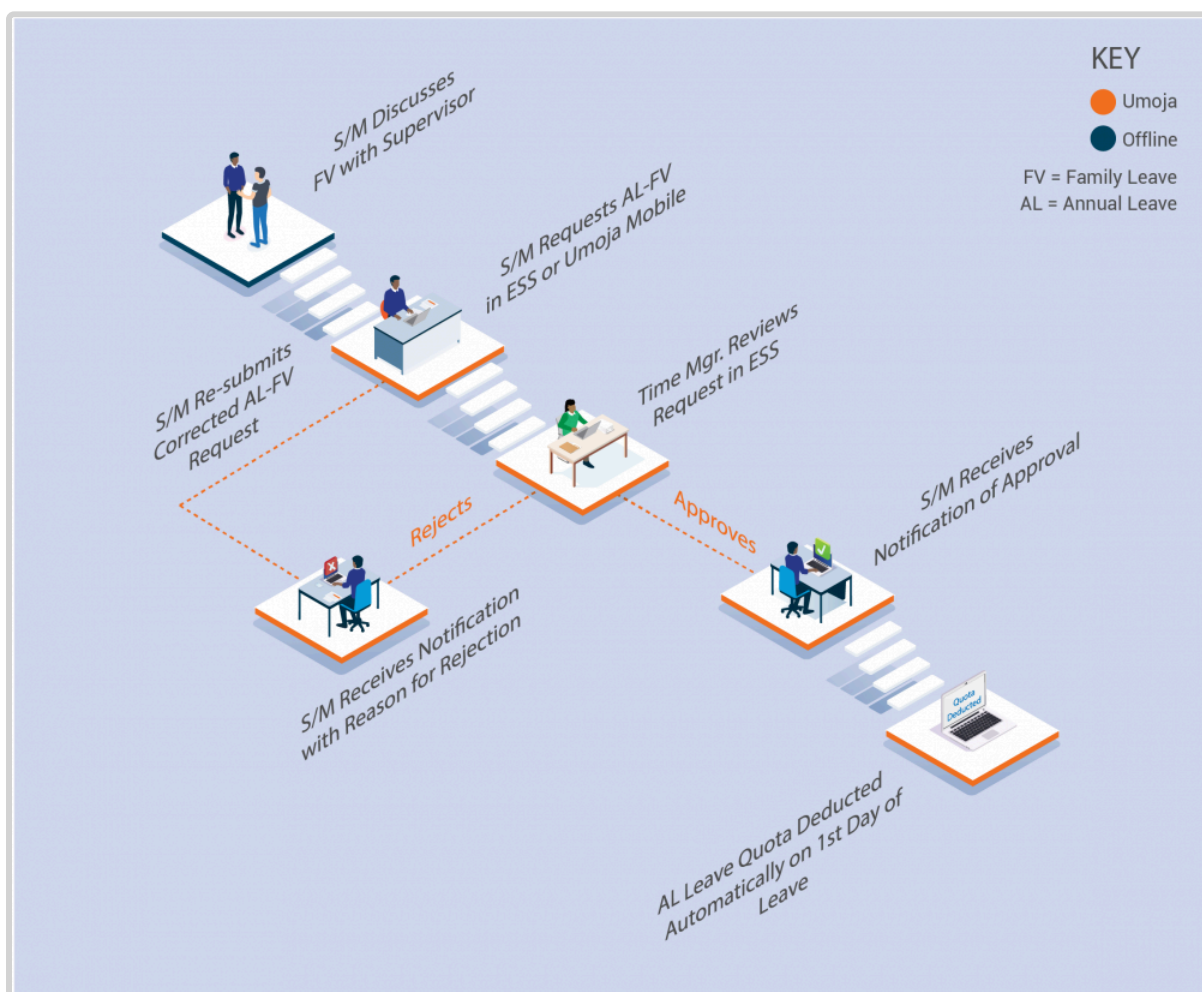
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Last modified: 7 December 2022

3.7.2. Process

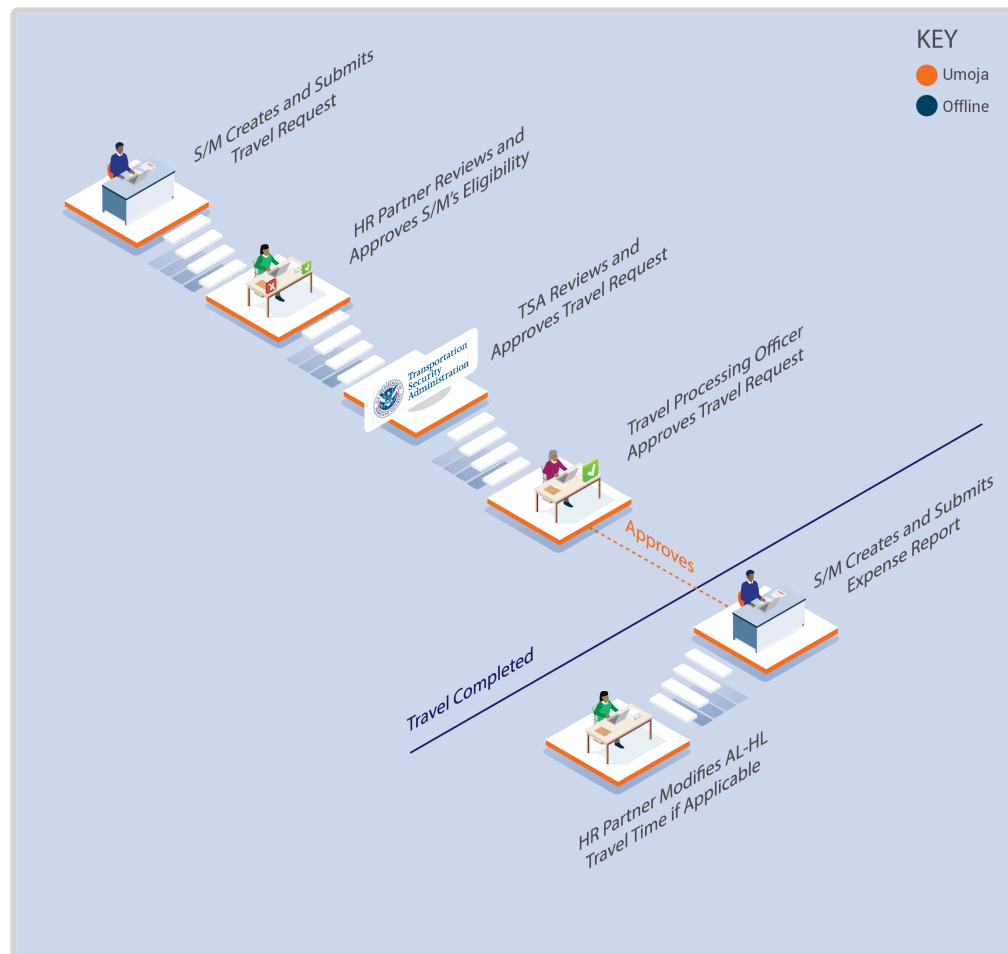
The process for successfully processing and approving a family visit request includes these basic activities:



1. The **Staff Member** requests Annual Leave – Family Visit using ESS or, exceptionally, the **Time Administrator/Time Senior Administrator** enters the leave request on behalf of the staff member using ESS if the staff member is unable to access Umoja.
2. The system checks that the staff member has sufficient annual leave remaining to proceed with the request.
3. If the **Staff Member** has enough annual leave balance, the system automatically sends the request to the **Manager**.
4. The **Manager** reviews and approves or rejects the leave request using the Portal.

5. Annual leave quota is deducted in real time.
6. The leave type and dates are updated in the system in real time.

This is the end of the process of the Family Visit regarding the leave request. Upon receipt of approval by the manager, the staff member must submit the travel request which will be reviewed by the **HR Partner** for eligibility of the entitlement as part of the travel approval.



7. The staff member creates a Family Visit travel request in the travel portal (ESS), or exceptionally, the **Time Administrator/Time Senior Administrator** enters the leave request on behalf of the staff member.
8. The **HR Partner** receives the travel request in the pending travel queue in their Approver Work Center and Work List.
9. The **HR Partner** reviews the request in the Portal, checking that all prerequisites are satisfied and then approves, rejects, or returns the submission to the staff member for

corrections, as appropriate.

10. If approved, once the **Staff Member** has returned from Family Visit, he/she creates the related Expense Report to complete the process.
11. The **Staff Member** may be entitled to Travel Time, to claim the days they must submit an offline request to the **HR Partner** to credit these travel days, and the **HR Partner** will modify the Annual Leave – Family Visit record in ECC to update the **Staff Member's** travel time. Travel days will only be reinstated once the staff member has submitted a travel expense report.

Exceptional Record Entries in ECC

12. Exceptionally, when neither the **Staff Member** nor **Time Administrator** have access to ESS, the **HR Partner** or **Time Senior Administrator** can view, create, or modify absence records (including Annual Leave- Family Visit) directly in ECC.



Important Note to Time Senior Administrators: In the event that the staff member contacts you with a request to change any of the AL-HL days to travel time, you should inform them that they need to submit this request offline to the HR Partner after they return from Family Visit, and they have submitted their expense report.

Please note that as **Time Administrator**, you only have access to submit time requests on behalf of staff members. **Time Senior Administrators** will also have the ability to view, modify or create leave records in ECC. For help submitting the travel request, the **Staff Members** should be directed to the **Travel Administrator**.

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Last modified: 13 January 2023

3.7.3. Procedures

Submission of an Annual Leave – Family Leave request on behalf of a staff member involves two steps:

- [Search for a staff member](#)
- [Enter a Leave request in ESS as the staff member and submit the transaction on their behalf](#)

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3.7.3.1. Create a leave request

Requests for Annual Leave-Family Leave can be submitted up to 3 months post facto and 12 months in advance.



The Annual Leave-Family Visit option will be displayed only if the staff member is eligible for family leave.

When entering the Annual Leave-Family Visit request on behalf of the staff member the Time Administrator/Time Senior Administrator will follow the Create a leave request procedure in the Annual Leave chapter of this job aid and will select the *Annual Leave – Family Visit* option in the Type of Leave field. All days (including travel days) must be requested as Annual Leave-Family visit.

* Type of Leave:	Annual Leave
Description:	Annual Leave
	Uncertified Sick leave
	Special Leave w/Full Pay
* Start Date:	Special Leave without Pay
* End Date:	Certified Sick Leave
Att./abs. days:	Compressed Reg Day Off
New Note:	Annual Leave-Home Leave
	Annual Leave-Family Visit
	Annual Leave-Reverse EGT
	Rest & Recuperation (R&R)



This submission is for approval of the TIME to go on Family Visit leave. Once the staff member has had the time approved by their manager, they need to submit a travel request for family visit through the Travel Portal or request the help of a Travel Administrator so that the transaction can be submitted on their behalf.

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3.8. Rest and Recuperation

Rest and recuperation is a five-day leave period and two days of travel (7 days in total) with full pay granted to eligible staff members and certain other individuals required to work for extended periods of time¹ at duty stations under hazardous, stressful and difficult conditions.

The policies and standard operating procedures (SOP) governing rest and recuperation have developed over time. The official documents are easily accessible within the UN intranet.

Rest and recuperation

[ST/AI/2018/10](#), [ST/AI.2018.10/Corr.1](#), [ST/IC/2020/9](#)

- Section 1 – General provisions
 - Sections 1.1 – 1.2 – Purpose
 - Sections 1.3 – 1.4 – Eligibility
- Section 2 – Approval of duty stations for rest and recuperation
 - Sections 2.4 – 2.5 – Effect of change in approval status
- Section 3 – Rest and recuperation conditions
 - Sections 3.1 – 3.2 – Conditions
 - Sections 3.3 – 3.7 – Qualifying service
 - Sections 3.8 – 3.12 – Duration of rest and recuperation absence from the duty station and the combination of other types of authorized absence
 - Sections 3.12 – 3.15 – Timing of rest and recuperation
- Section 4 – Transportation
- Section 5 – Relationship of rest and recuperation with other entitlements

Knowledge Gateway: [Rest and Recuperation](#)

Frequency	Conditions
6 weeks	<p>Extreme situations as follows:</p> <ul style="list-style-type: none"> • Very dangerous locations where staff are directly targeted as a result of their association with the United Nations or where premises are targeted, causing imminent threat to staff • Locations where there is war or active armed conflict and where staff are at high risk of becoming collateral damage

8 weeks	<p>All non-family/restricted duty stations:</p> <ul style="list-style-type: none"> • All duty stations declared by the Department of Safety and Security as restricted for all eligible dependents for security reasons • All duty stations designated as “non-family” by the Chair of the International Civil Service Commission
12 weeks	<p>Duty stations with a high level of hardship:</p> <ul style="list-style-type: none"> • Non-capital duty stations² with a hardship classification of D or E • Exceptional cases of category E capital cities

¹For very exceptional cases, a four-week rest and recuperation cycle can be approved by the Chair of the International Civil Service Commission, under delegated authority from the Commission, upon the recommendation of the Human Resources Network of the United Nations System Chief Executives Board for Coordination.

²Duty stations classified as D and E that do not have security restrictions but where the local conditions make them unsuitable for families owing to the lack of educational and health facilities and basic goods.

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3.8.1. Prerequisites

Although the **HR Partner** has access to submit time and travel transactions on behalf of the **Staff Member**, it must be noted that these are the primary responsibilities of the **Time and Travel Administrators** respectively and these requests should be submitted to them first for processing.

The following documents and data are required to submit an R&R leave request on behalf of the staff member:

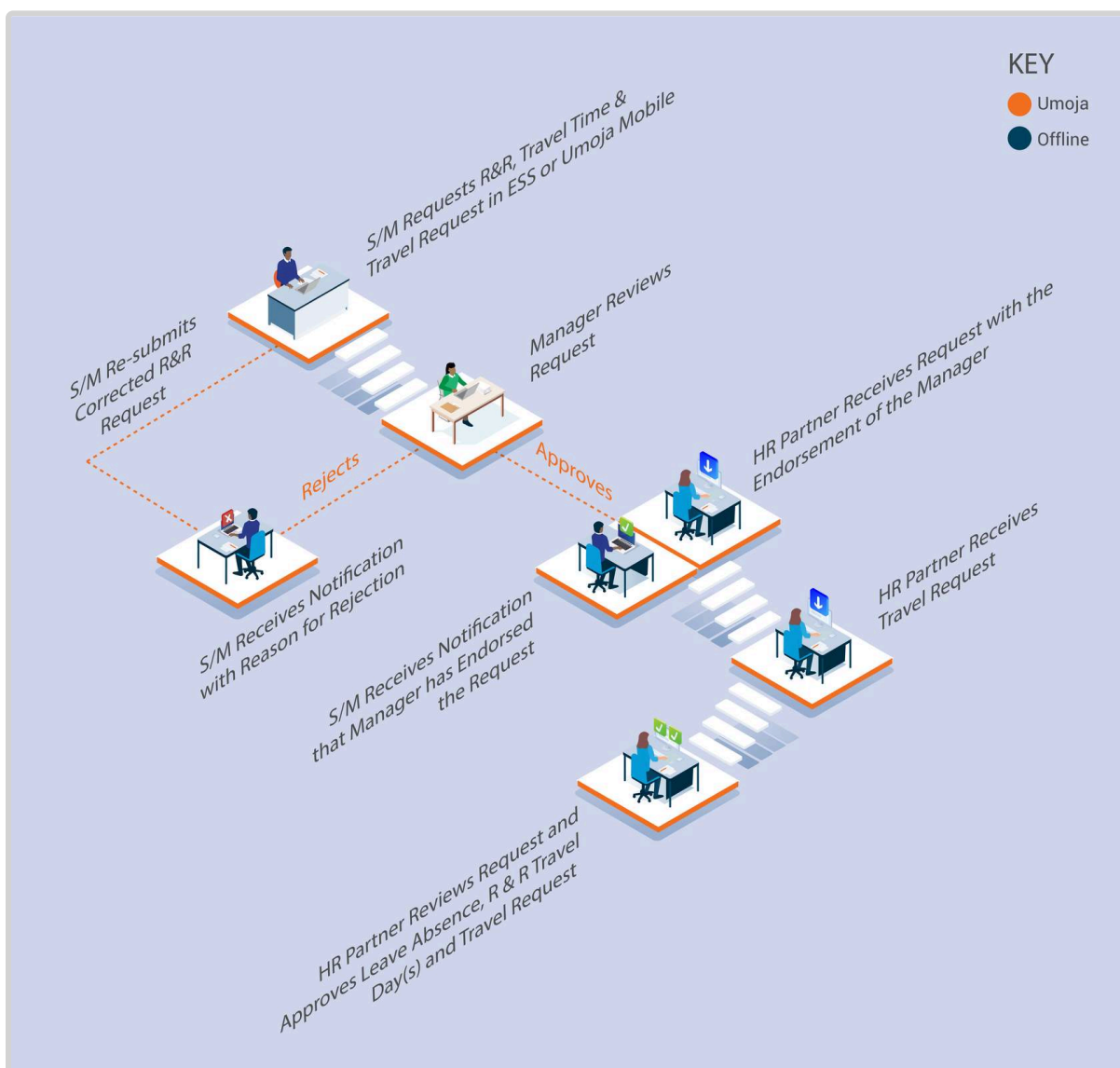
- **Written request with justification:** Staff members must submit a written request for the type of leave request they want time/travel administrators to submit on their behalf with a clear explanation as to why it is necessary to request their assistance. In the event that the reason is justified, the time/travel administrator will proceed to submit their request on their behalf.
The request must clearly indicate the type of leave as well as the day(s) requested for both R&R and travel time.
- **Validate Eligibility for R&R Leave Approval:** The staff member should have served the required period at the duty station to qualify for the entitlement (refer to the policy section in this job aid).
- **Check for Exceptions/Special Cases:** If a **Staff Member** requests to postpone their R&R beyond one month, then the **Staff Member** must submit, together with the R&R request, a memo explaining why he/she was not able to take it on time. The memo must be signed by the staff member and the Chief of Section.

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Last modified: 13 January 2023

3.8.2. Process

The Time and Attendance action for rest and recuperation requires the staff member to define the dates and duration of the R&R and travel time in the system.



Once approved by the Manager, the **HR Partner** checks eligibility and reviews the request for both R&R leave (in the Time Module) and R&R Travel (in the Travel Portal).

- If the **HR Partner** approves the leave and travel requests, the leave request is recorded in ECC, and a notification is sent to the staff member. The travel request will then continue the travel approval workflow for approval by the certifying officer and travel officer.
- If the **HR Partner** rejects the request, the staff member and Time Manager are notified. The staff member will need to create and submit a new leave and travel request.

The **HR Partner** must approve or reject both the travel and leave requests at the same time. So, it is only upon receipt of the approval by the **HR Partner** that the staff member can consider that the eligibility to go on R&R has been met. The staff member is not authorised to go on R&R if only endorsed by the manager.

Exceptional Record Entries in ECC and Portal

Exceptionally, when neither the **Staff Member** or **Time Administrator/Time Senior Administrator** nor the **Manager** has access to ESS, the **HR Partner** can view, create and modify absence records (including R&R) directly in ECC.

As the **HR Partner** also has a travel administrator role, in exceptional circumstances the **HR Partner** can also submit the travel request on behalf of the staff member in the Portal.

As **Time Administrator/Time Senior Administrator**, you do not have access to submit the travel request on behalf of the **Staff Member** and your role stops after the time request is submitted. If the **Staff Member** requests assistance with this transaction, please refer them to the **Travel Administrator**.

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Last modified: 13 January 2023

3.8.3. Procedures

Submission of a Rest and Recuperation leave request on behalf of a staff member involves two steps:

- [Search for a staff member](#)
- [Enter a request for R&R in ESS as the staff member and submit the transaction on their behalf](#)

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Last modified: 2 June 2022

3.8.3.1. Submit a request for R&R

Requests for the R & R Leave can be submitted up to 6 weeks post facto and 6 weeks in advance.



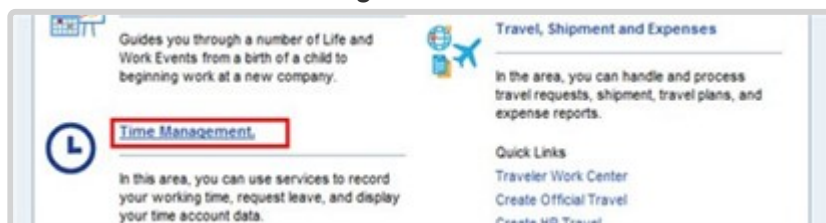
The Rest & Recuperation option will be displayed only if the staff member is eligible for R&R.

My Approvers					
My Access Workflow Guide Enterprise Roles Parameters					
View: Time Export					
Delete Filter Settings					
Relationship	Index Number	Employee Name	SAP Login ID	Email	
Primary Time Managers	18863854	JANE ROSELINE	T4TMMGR1	someone@someone.com	
Secondary Time Manager	19031032	Dara REHDER	T4TMMGR3	someone@someone.com	
	47981176	Hsen SATTLEFIELD	EE47981176	someone@someone.com	
	15655683	Laura THEDA	T4TMPTM1	someone@someone.com	
	18965762	SALLIE ROSSANA	T4TMMGR2	someone@someone.com	
Time Administrator	14362485	Abbie HARGES	T4TMADM3		
	15384205	Benjam BITTNER	T4TMADM14	someone@someone.com	

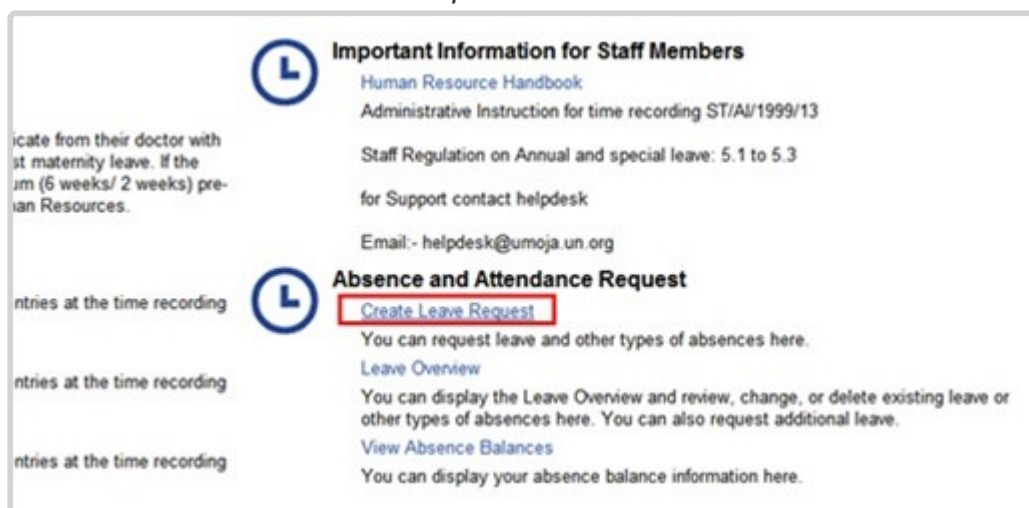
1. Start the transaction using the menu path: **Employee Self-Service SM>Time Management>Create Leave Request**
2. Click on the *Employee Self-Service SM* tab.



3. Click on the *Time Management* link.



4. Click on the *Create Leave Request* link.



Important Information for Staff Members

Human Resource Handbook
Administrative Instruction for time recording ST/AI/1999/13
Staff Regulation on Annual and special leave: 5.1 to 5.3
for Support contact helpdesk
Email:- helpdesk@umoja.un.org

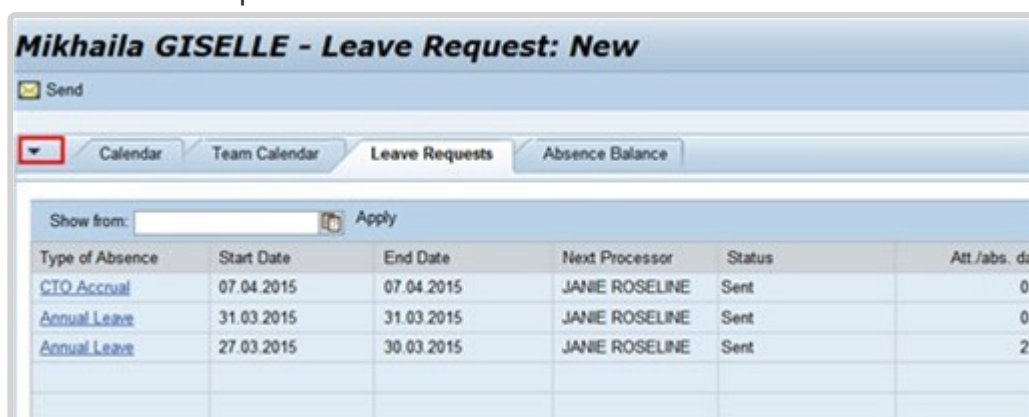
Absence and Attendance Request

Create Leave Request
You can request leave and other types of absences here.

[Leave Overview](#)
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.

[View Absence Balances](#)
You can display your absence balance information here.

5. Click on the dropdown arrow icon to close the Absence Balance section.



Mikhaila GISELLE - Leave Request: New

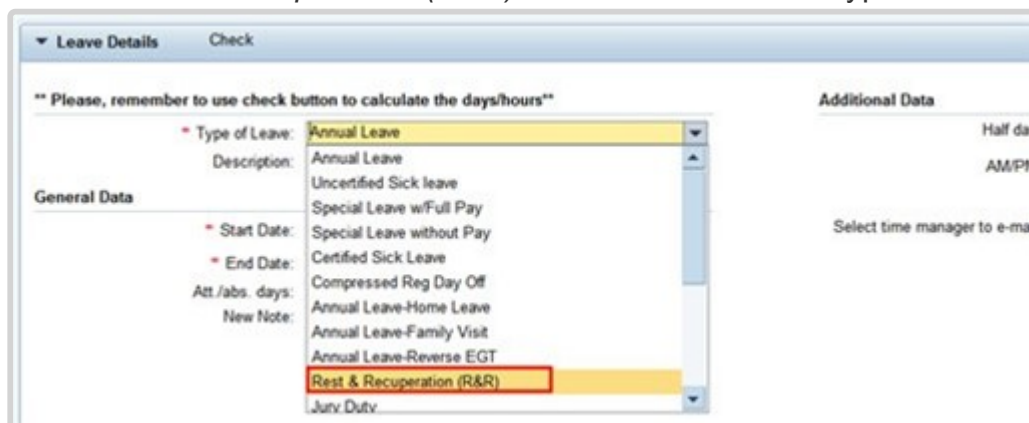
Send

Calendar Team Calendar Leave Requests Absence Balance

Show from: Apply

Type of Absence	Start Date	End Date	Next Processor	Status	Att./abs. da
CTO Accrual	07.04.2015	07.04.2015	JANE ROSELINE	Sent	0
Annual Leave	31.03.2015	31.03.2015	JANE ROSELINE	Sent	0
Annual Leave	27.03.2015	30.03.2015	JANE ROSELINE	Sent	2

6. Select *Rest & Recuperation (R&R)* from the list of leave types.



Leave Details Check

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

General Data

Type of Leave: **Annual Leave**
Description: Annual Leave
Start Date: Special Leave w/Full Pay
End Date: Special Leave without Pay
Att./abs. days: Certified Sick Leave
New Note: Compressed Reg Day Off
Annual Leave-Home Leave
Annual Leave-Family Visit
Annual Leave-Reverse EGT
Rest & Recuperation (R&R)
Jury Duty

Additional Data

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

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

for the processing of the travel entitlement

General Data

Start Date: 13.04.2015

End Date: 13.04.2015

Att./abs. days: 0.00

New Note:

	Mo	Tu	We	Th	Fr	Sa	Su
18	27	28	29	30	1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31
23	1	2	3	4	5	6	7

Select time manager to e-mail:

9. Add remarks or comments in the New Note box explaining why the request is being submitted on behalf of the staff member.

for the processing of the travel entitlement

General Data

Start Date: 11.05.2015

End Date: 15.05.2015

Att./abs. days: 0.00

New Note:

Note for Request

Select time manager to e-mail:

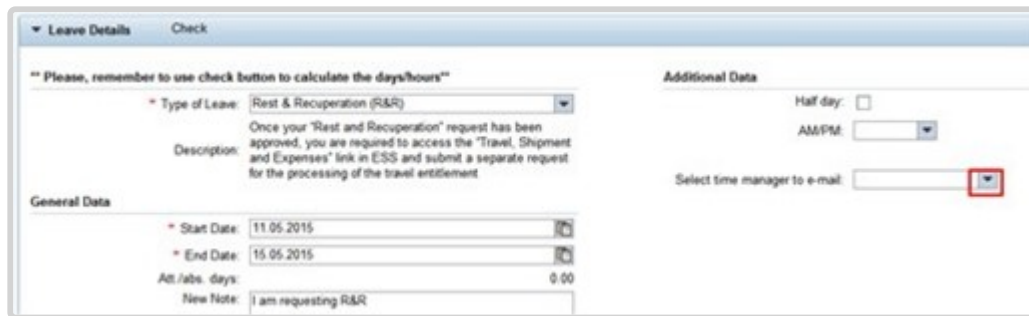


Next, we will select the time manager(s) who should receive your request.

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

The primary time manager will automatically receive notification of the leave request even if they have delegated the time approval function to a secondary manager.

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



Leave Details Check

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

* Type of Leave: Rest & Recuperation (R&R)
 Description: Once your "Rest and Recuperation" request has been approved, you are required to access the "Travel, Shipment and Expenses" link in ESS and submit a separate request for the processing of the travel entitlement

General Data

* Start Date: 11.05.2015
 * End Date: 15.05.2015
 Att./abs. days: 0.00
 New Note: I am requesting R&R

Additional Data

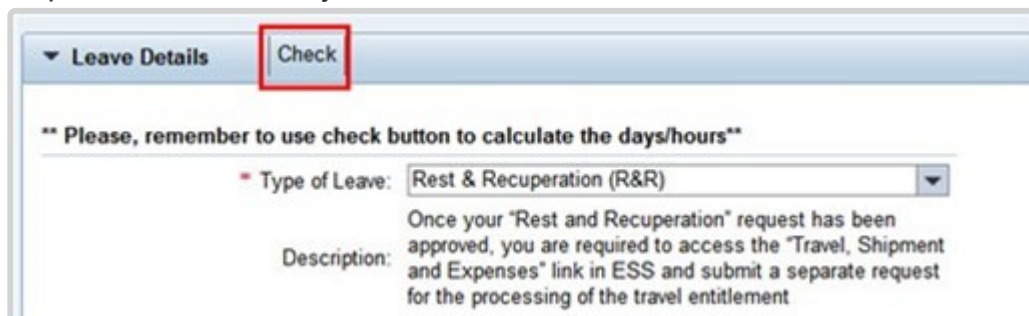
Half day: ☐
 AM/PM:
 Select time manager to e-mail:

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



Next, we are going to have the system check the request against the staff member's leave balances.

12. Click on the *Check* button. This will check your request against any other submitted requests for those days to ensure there are no conflicts.



Leave Details Check

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

* Type of Leave: Rest & Recuperation (R&R)
 Description: Once your "Rest and Recuperation" request has been approved, you are required to access the "Travel, Shipment and Expenses" link in ESS and submit a separate request for the processing of the travel entitlement

13. Click on the *Send* button. You will be asked to verify the information you entered for the request.



Mikhaila GISELLE - Leave Request: Rest & R

 Send

 Absence cannot be partial-day, so times have been removed.

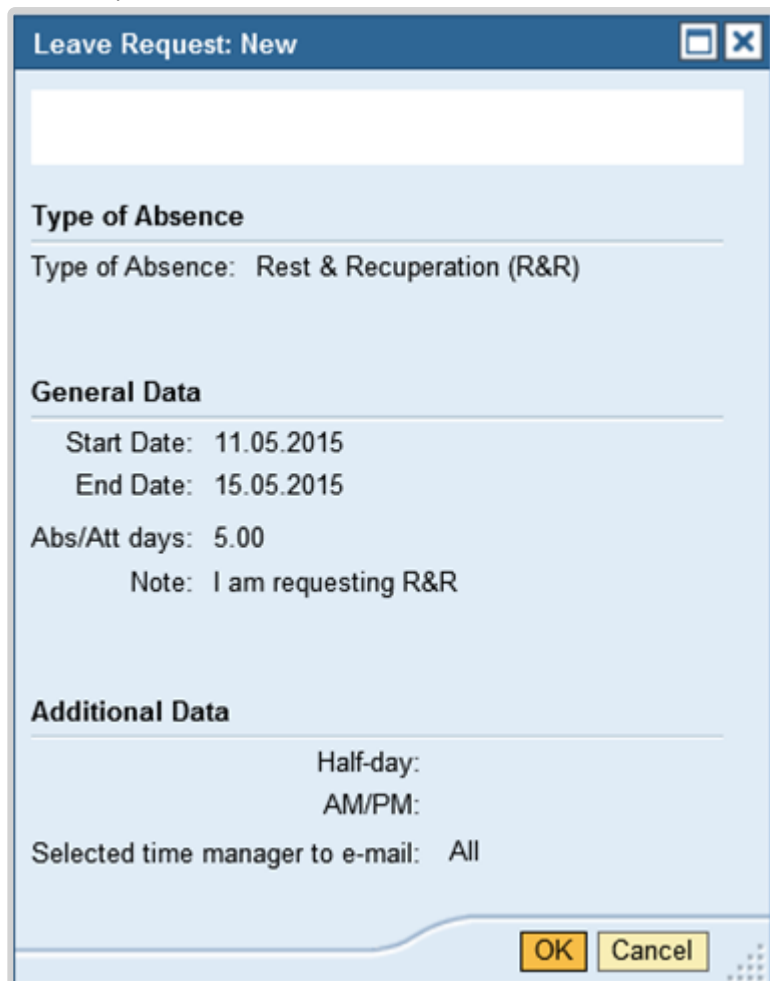
 Check of leave request was successful

Calendar Team Calendar Leave Requests Absence Balance

Attachments

Leave Details Check

14. Verify the information (dates, note, calculation of used dates and managers who will be notified) and click on the **OK** button.



Leave Request: New

Type of Absence

Type of Absence: Rest & Recuperation (R&R)

General Data

Start Date: 11.05.2015

End Date: 15.05.2015

Abs/Att days: 5.00

Note: I am requesting R&R

Additional Data

Half-day:

AM/PM:

Selected time manager to e-mail: All

OK Cancel



Next, you will need to enter the days the staff member will be traveling for R&R. You will have to enter the time when the staff member will leave and return as two separate requests. First, we will enter the date the staff member will be leaving for R&R.

15. Your request will be sent to the staff member's primary time manager and any secondary time manager you selected earlier.

16. Select Travel Time for R&R from the list of leave types.

17. Select or enter the start date the staff member will be leaving the duty station for R&R, this is the day before the first day of R&R.

18. Select or enter the end date of travel from the duty station for R&R, this is the same as the start date.

Leave Details Check

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

Type of Leave: Travel Time for R&R

Description: Once your "Rest and Recuperation" request has been approved, you are required to access the "Travel, Shipment and Expenses" link in ESS and submit a separate request for the processing of the travel entitlement

General Data

Start Date: 10.05.2015

End Date: 13.04.2015

Att./abs. days: 0.00

New Note:

Additional Data

Select time manag

19. You may add remarks or comments in the New Note box.
20. Select the staff member's secondary time manager from the list of managers who should receive notification of the request or select ALL and all the secondary time managers will receive a notification.

Leave Details Check

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

Type of Leave: Rest & Recuperation (R&R)

Description: Once your "Rest and Recuperation" request has been approved, you are required to access the "Travel, Shipment and Expenses" link in ESS and submit a separate request for the processing of the travel entitlement

General Data

Start Date: 11.05.2015

End Date: 15.05.2015

Att./abs. days: 0.00

New Note: I am requesting R&R

Additional Data

Half day: ☐

AM/PM:

Select time manager to e-mail:

21. Click on the *Check* button. This will check your request against any other submitted requests to ensure there are no conflicts.

Leave Details Check

Check Leave Request

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

Type of Leave: Travel Time for R&R

Description: Once your "Rest and Recuperation" request has been approved, you are required to access the "Travel, Shipment and Expenses" link in ESS and submit a separate request for the processing of the travel entitlement

22. Click Send button *Send*.



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

A screenshot of a "Leave Request: New" dialog box. The dialog has a title bar with the text "Leave Request: New" and standard window control buttons. The main area is divided into three sections: "Type of Absence" with the value "Travel Time for R&R"; "General Data" with "Start Date: 10.05.2015", "End Date: 10.05.2015", "Abs/Att days: 0.00", and a "Note: I am leaving on Sunday for R&R"; and "Additional Data" with "Half-day:", "AM/PM:", and "Selected time manager to e-mail: All". At the bottom right, there are "OK" and "Cancel" buttons.



Next, we will enter the Travel time for R&R for the return trip.

24. Next, record return to the duty station as R&R travel time. This will be the day after the last day of R&R and the steps are the same as the above steps you just performed for the travel time from the duty station.

25. Once you have entered and sent the R&R request and From/To R&R Travel requests to the time manager, click on the *Leave Request* tab.

26. Your requests have been sent to the time manager and are shown as sent in the Leave Requests list. The status will change when approved. The primary time manager will appear in the table, but the request will also be sent to any secondary manager you selected in the steps above.

Type of Absence	Start Date	End Date	Next Processor	Status	Att./abs. days	Att./abs. hours	Used
Travel Time for R&R	16.05.2015	16.05.2015	JANIE ROSELINE	Sent	1.00	0.00	
Rest & Recuperation...	11.05.2015	15.05.2015	JANIE ROSELINE	Sent	5.00	0.00	
Travel Time for R&R	10.05.2015	10.05.2015	JANIE ROSELINE	Sent	1.00	0.00	
CIC Account	07.04.2015	07.04.2015	JANIE ROSELINE	Sent	0.00	4.00	
Annual Leave	31.03.2015	31.03.2015	JANIE ROSELINE	Sent	0.50	0.00	0.50 Days



Next, a request for travel must be submitted so the R&R request can be approved by the HR Partner, refer to the documentation on Travel for more information.

Time Administrators will not have the access to submit travel requests on behalf of staff members. In the event staff members request submission of a travel requests for R&R on their behalf, they must be directed to the Travel Administrators.

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Last modified: 13 January 2023

3.9. Overtime, Compensatory Time Off, and Night Differential

Staff members time and attendance is closely associated with separations, but also reflects regular monthly compensation. Good administration includes managing staff time and attendance on a regular basis.

Overtime is granted based on the justification of workload demands and the time sensitivity of programme delivery to staff members in the General Services and Trades and Crafts categories, and the Field Service Category up to and including the FS5 level.

Compensatory time off (CTO) is provided for the first hour in excess of the eight-hour work day (first half-hour during the main part of the General Assembly).

A staff member who is assigned to regularly scheduled night-time tours of duty is eligible to earn **night differential** at a rate of 10 percent of the aggregate salary, their language allowance(s) and post adjustment, if applicable to compensate for working during the hours of 6 p.m. and 9:30 a.m.

The regulations, rules, policies, and standard operating procedures (SOP) governing overtime, compensatory time off and night differential have developed over time. The official documents are easily accessible within the UN intranet.

Overtime

1. Staff Regulations and Staff Rules of the United Nations – [ST/SGB/2023/1](#)
 - [Regulation 1.3 – Performance of staff](#)
 - [Rule 1.4 – Performance of Staff](#)
 - [Rule 5.1 – Hours of work](#)
 - [Rule 5.2 – Official holidays](#)
2. Overtime compensation for staff members in the Field Service category at established missions – [ST/AI/2000/3](#)
 - Section 1 – General provisions
 - Section 2 – Definitions
 - Section 3 – Credits for overtime work

- Section 4 – Compensation for overtime
- Section 5 – Temporary assignment, transfer or separation from an established mission
- Section 6 – Stand-by duty
- Section 7 – Final provisions

Compensatory Time Off (CTO)

1. Staff Regulations and Staff Rules of the United Nations – [ST/SGB/2023/1 Rule 5.1 – Overtime and compensatory time off](#)

Night Differential

1. Staff Regulations and Staff Rules of the United Nations – [ST/SGB/2023/1 Rule 5.1 – Night differential](#)

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Last modified: 16 March 2023

3.9.1. Prerequisites

The following documents and data are required to process and approve overtime, compensatory time off (CTO), and night differential requests.

For CTO and OT:

- The **Staff Member** must obtain offline authorisation from their manager prior to working CTO or OT. Once the **Time Manager** has agreed and the **Staff Member** has worked the overtime or Compensatory time hours, the request will be submitted in ESS.
- **Official Documentation:** Documentation from the **Staff Member** and their **Time Manager** or approving authority regarding any authorized OT or CTO already completed that could not be entered into ESS and **requires HR Partner** action directly in ECC.

For Night Differential:

- If the **Staff Member** uses a work schedule in which Night Differential hours are embedded, there is nothing to do, as the payment will be calculated based on their work schedule
- If night differential hours are not part of the schedule of the **Staff Member**, the **Staff Member** must make an offline request for these hours to the manager, who will seek approval from their budget authority before authorizing the time. Once the work has been certified by the manager, the HR Partner or Time Senior Administrator will enter the details in ECC.

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Last modified: 11 April 2022

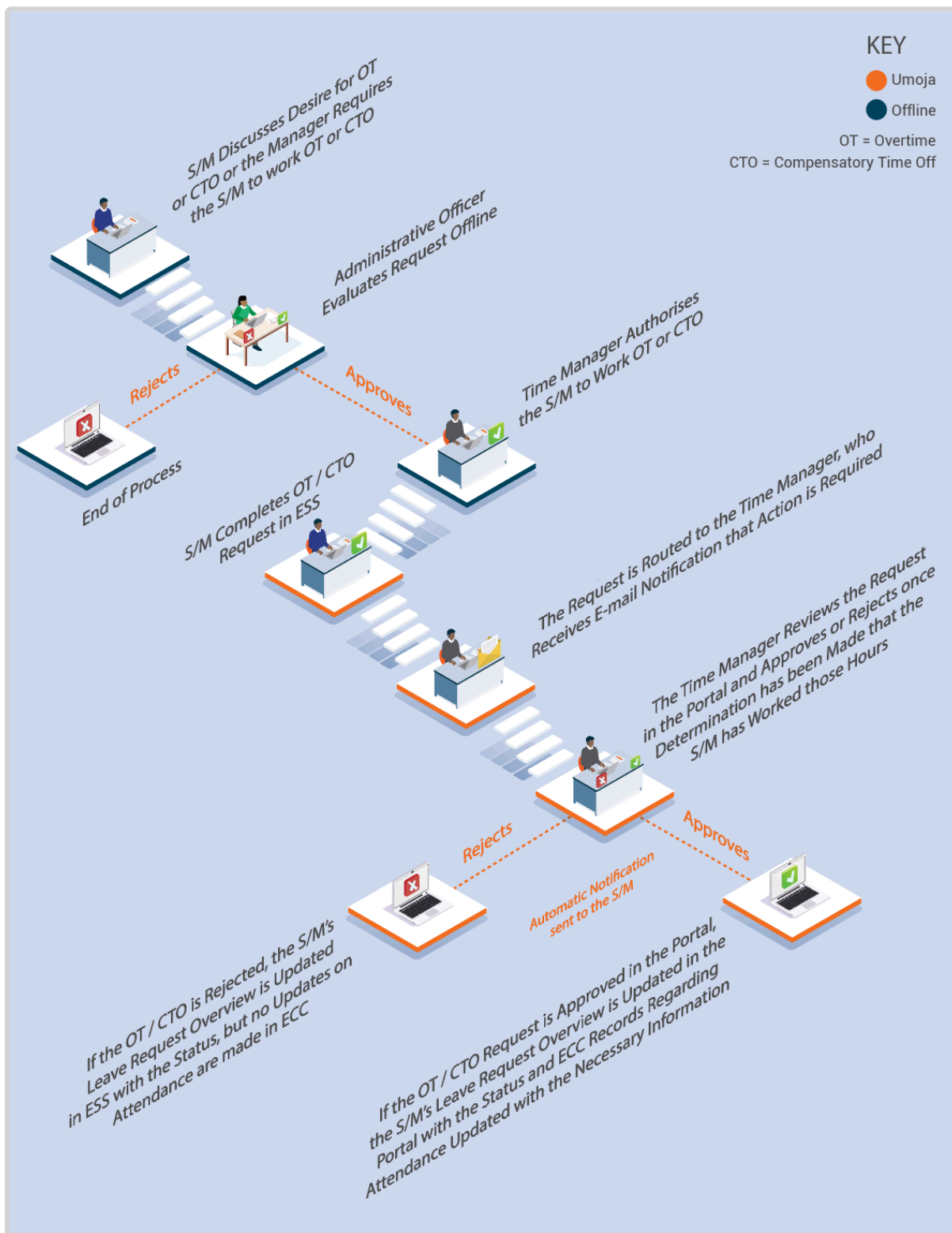
3.9.2. Process

Night differential is an offline process. The HR Partner or Time Senior Administrator enters the time in ECC once it is confirmed that the budget authority has approved the time and that the time manager certifies that staff member has worked the hours.

Staff Members and **Time Administrators/Time Senior Administrators** on behalf of staff members are responsible for the entry of OT and CTO in ESS.



Overtime 1.0 (overtime accrued at the rate of 1 hour per hour worked), CTO 2.0 (overtime accrued at the rate of 2 hours per hour worked), CTO 1.5 (overtime accrued at the rate of 1.5 hours per hour worked) are only available in ECC not as a drop down in ESS.



1. The **Staff Member** requests to work OT or CTO, or the **Time Administrator** requires the **Staff Member** to work OT or CTO. Once the **Time Manager** agrees on the need, they must check offline with the administrative officer to agree to pay overtime or to offer CTO to the **Staff Member**.
2. Once the authorization for CTO or OT (Practices on how to approve one or the other

vary across the Organization) is obtained from the administrative officer, the **Time Manager** authorises the **Staff Member** to work OT or CTO.

3. Once the **Staff Member** has worked OT, or is due CTO, the **Staff Member** or **Time Administrator** on behalf of the staff member creates the OT/CTO request in ESS.
4. The request is routed to the **Time Manager**, who receives e-mail notification that action is required.
5. The **Time Manager** reviews the request in the Portal and approves or rejects once determination has been made that the **Staff Member** has worked those hours.
6. An automatic notification of the approval/rejection is sent to the **Staff Member**.
7. If the OT/CTO request is approved in the Portal, the **Staff Member's** leave request overview is updated in the Portal with the status and ECC records regarding attendance are updated with the necessary information.
8. If the OT/CTO is rejected, the **Staff Member's** leave request overview is updated in ESS with the status, but no updates on attendance are made in ECC.



There are two possible selections of attendance for Overtime: Overtime (1.5) and Overtime (2.0). The numbers in brackets refer to the number of hours that need to be compensated for the hour worked. If you are using the procedure below to enter Overtime, you must be aware of the local rules in your duty station to determine whether you need to use Overtime (1.5) or Overtime (2.0) for the hours and days that the staff member worked. Overtime 1.0 can only be entered in ECC by the **Time Senior Administrator** or, in exceptional circumstances, the **HR Partner**.

Overtime worked for a Different Department Process

9. When OT is completed by a **Staff Member** who provides services to another department

the ESS entry is approved by the **Time Manager** of the department the staff member serves in. The original request by the staff member must clearly indicate that the request is for services in another department.

10. The **HR Partner** gets notification that approval has been made for OT that should be charged to another department and should coordinate with the department where services were rendered to determine the Cost Assignment information so payment of the OT is deducted from the correct budget.
11. The **HR Partner** will record change of cost centre in ECC, preferably before the payroll for that month is run, otherwise, the charges will automatically be deducted from the budget of the department to which the staff member belongs. If this happens, charges will be reversed and posted accordingly in the next payroll cycle.

Compensatory Time Office Payment Process

12. For Departments that pay out any CTO more than 40 hours, the **HR Partner** must be informed to process the payment in ECC.
13. The **HR Partner** will review the CTO balance in Absence Quotas (IT2006) and create a Time Quota Compensation (IT0416) record for any hours in excess of 40. The system will automatically payout the excess hours and adjust the CTO balance in IT2006.

Exceptional Record Entries in ECC

14. Exceptionally, when neither the **Staff Member** and **Time Administrator** nor the **Time Manager** have access to ESS, the **Time Senior Administrator**, or exceptionally the **HR Partner**, can view, create, and modify attendance records (including OT, and CTO) directly in ECC. Maintenance of leave records in ECC is the primary responsibility of the **Time Senior Administrator**, not the **HR Partner**.

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3.9.3. Procedures – Time Administrator

Submission of an attendance request on behalf of a staff member involves two steps:

- [Search for a staff member](#)
- Enter the request in ESS as the staff member and submit the transaction on their behalf.

Request types include:

- [Record CTO Use](#)
- [Record attendance for Compensatory time off \(1.0\), or overtime](#)
- [Record Absence](#)

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Last modified: 2 June 2022

3.9.3.1. Record CTO Use

Requests to use the CTO accrued can be submitted up to 3 months post facto and 3 months in advance.

Follow the [Create a leave request procedures](#) in the Annual Leave chapter and select the **CTO Use** option in the Type of Leave field, instead of Annual Leave. All other steps are the same.

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Last modified: 2 June 2022

3.9.3.2. Record attendance for Compensatory time off (1.0), or overtime

Requests for the CTO, or OT attendance can be submitted within the following time frames:

- **CTO Accrual (1.0)** – submitted up to 3 months post facto and advance submission is not permitted.
- **Overtime (1.5 and 2.0)** – submitted up to 3 months post facto and advance submission is not permitted.

The following procedure can be used to record attendance for:

- CTO
- OT



There are two possible selections of attendance for Overtime: Overtime (1.5) and Overtime (2.0). The numbers in brackets refer to the number of hours that need to be compensated for the hour worked. If you are using the procedure below to enter Overtime, you must be aware of the local rules in your duty station to determine whether you need to use Overtime (1.5) or Overtime (2.0) for the hours and days that the staff member worked.

If overtime is accrued at 1.0 per hour worked, this entry must be submitted offline to the Time Senior Administrator.



It is only possible to accrue CTO at the straight time (1 hour per hour worked) through ESS. In the event that your duty station allows accrual at the 1.5 or 2.0 rate (i.e., 1.5 hours of CTO accrued per hour worked) this

cannot be done through ESS. A Time Senior Administrator must make this entry directly in ECC.

1. Select CTO Accrual from the list of leave types.

2. Select the date the staff member worked CTO. Dates can be selected from the calendar by clicking on the Calendar icon or entered directly into the field using the DD.MM.YYYY format.
3. Select or enter the date the staff member completed CTO.



Remember, you can only record days/hours that already worked and have been approved by the staff member's manager offline; you

cannot record future hours yet to be completed.

Also, each day of CTO completed must be entered separately, for example if the staff member accrued 4 hours of CTO on 7 April and 4 hours on 8 April, these must be recorded separately.

4. Enter the time the staff member started working the CTO hours using the HH:MM:SS format in military (24hr clock) time.
5. Enter the time the staff member ended working the CTO hours using the HH:MM:SS format in military (24hr clock) time.

General Data

* Start Date: 07.04.2015

* End Date: 07.04.2015

Begin Time: 17.00

End Time: 00:00:00

Absence hours: 8.00

New Note:

6. Add remarks or comments in the New Note box when creating a request on behalf of a staff member.

Leave Details Check

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

* Type of Leave: CTO Accrual

Description: Prior authorization is required before recording any 'Overtime 1.5', 'Overtime 2.0' and 'Compensatory Time-off'

General Data

* Start Date: 07.04.2015

* End Date: 07.04.2015

Begin Time: 17.00

End Time: 21.00

Absence hours: 8.00

New Note: Worked 4 hrs on Project E

Additional Data

Select time manager to e-mail:



Next, we will select the time manager(s) who should receive the request.

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

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

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

The screenshot shows the 'Leave Details' form. In the 'Additional Data' section, the 'Select time manager to e-mail' dropdown menu is highlighted with a red rectangle. The form also includes fields for 'Type of Leave' (CTO Accrual), 'Description' (Prior authorization is required before recording any 'Overtime 1.5', 'Overtime 2.0' and 'Compensatory Time-off'), 'General Data' (Start Date: 07.04.2015, End Date: 07.04.2015, Begin Time: 17.00), and 'Absence hours' (8.00).

8. Select the staff member's secondary time manager from the list of managers who should receive notification of the request or select *ALL* and all the secondary time managers will receive a notification.

The screenshot shows the 'Leave Details' form with the 'Additional Data' section. The 'Select time manager to e-mail' dropdown menu is open, displaying a list of names: Damila DUA, Hyock EWENS, GABRIEL, and an 'All' option at the bottom. The form also includes fields for 'Type of Leave' (CTO Accrual), 'Description' (Prior authorization is required before recording any 'Overtime 1.5', 'Overtime 2.0' and 'Compensatory Time-off'), 'General Data' (Start Date: 07.04.2015, End Date: 07.04.2015, Begin Time: 17.00, End Time: 21.00), and 'Absence hours' (8.00). A 'New Note' field contains the text 'Worked 4 hrs on Project B'.



Next, we are going to have the system check your request against any other requests that have been submitted.

9. Click on the *Check* button. This will check the request against any other submitted requests to ensure there are no conflicts.

10. Click on the *Send* button. You will be asked to verify the information you entered for the request.

11. Verify the information (dates, note, calculation of used dates and managers who will be notified) and click on the *OK* button.

Leave Request: New

Type of Absence
Type of Absence: CTO Accrual

General Data
Start Date: 07.04.2015
End Date: 07.04.2015
Begin Time: 17:00:00
End Time: 21:00:00
Abs/Att hours: 4.00
Note: Worked 4 hrs on Project B

Additional Data
Selected time manager to e-mail: All

OK **Cancel**

12. Your request will be sent to the staff member's primary time manager and any secondary time manager you selected earlier.

Humam EVERY - Leave Request: New


 Send

 Leave request was sent successfully

Calendar Team Calendar **Leave Requests** Absence Balance

13. The request has been sent to the staff member's time manager and is shown sent in the Leave Requests list. The status will change when approved. The Primary time manager will appear in the table but the request will also be sent to any secondary manager you selected in the steps above.

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
Paternity Leave	20.04.2015	11.05.2015	GABRIEL	Sent	16.00	0.00	16 Days
Annual Leave	15.04.2015	17.04.2015	GABRIEL	Rejected	3.00	0.00	
CTO Accrual	07.04.2015	07.04.2015	GABRIEL	Sent	0.00	4.00	
Annual Leave	24.03.2015	24.03.2015		Approved	0.50	0.00	0.50 Days
Annual Leave	20.03.2015	23.03.2015		Approved	2.00	0.00	2 Days

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3.9.3.3. Record Absence (Compressed Regular Day Off)

Compressed Reg Day Off can be submitted up to 1 month post facto and 1 month in advance.

When entering a request for Compressed Regular Day Off on behalf of the staff member the Time Administrator/Time Senior Administrator will follow the procedures in the Annual Leave chapter. The only difference is that the Compressed Reg Day Off option will be selected in the Type of Leave field.

* Type of Leave:	Annual Leave
Description:	Compressed Reg Day Off
	Jury Duty
	Paternity Leave
* Start Date:	Attendance (Compressed)
* End Date:	Overtime (1.5)
Att./abs. days:	Overtime (2.0)
New Note:	CTO Accrual
	Official Business
	Telecommuting
	Stand-by/On call

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3.9.4. Procedures – Time Senior Administrator

- [Record attendance for night differential](#)
- [Record Compensatory Time- Off attendance at 1.5 or 2.0 rate](#)

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Last modified: 25 April 2022

3.9.4.1. Record attendance for night differential

The time manager must notify offline the Time Senior Administrator of the Night Differential attendance once approval from the budget authority is obtained, and the staff member has worked the hours. The entry of Night Differential attendance is a manual entry into ECC by the Time Senior Administrator.

The Time Senior Administrator will follow the Create attendance record procedures in the [View, Create and Modify Record](#) chapter in this job aid and select infotypes 2002 and subtype 1013.

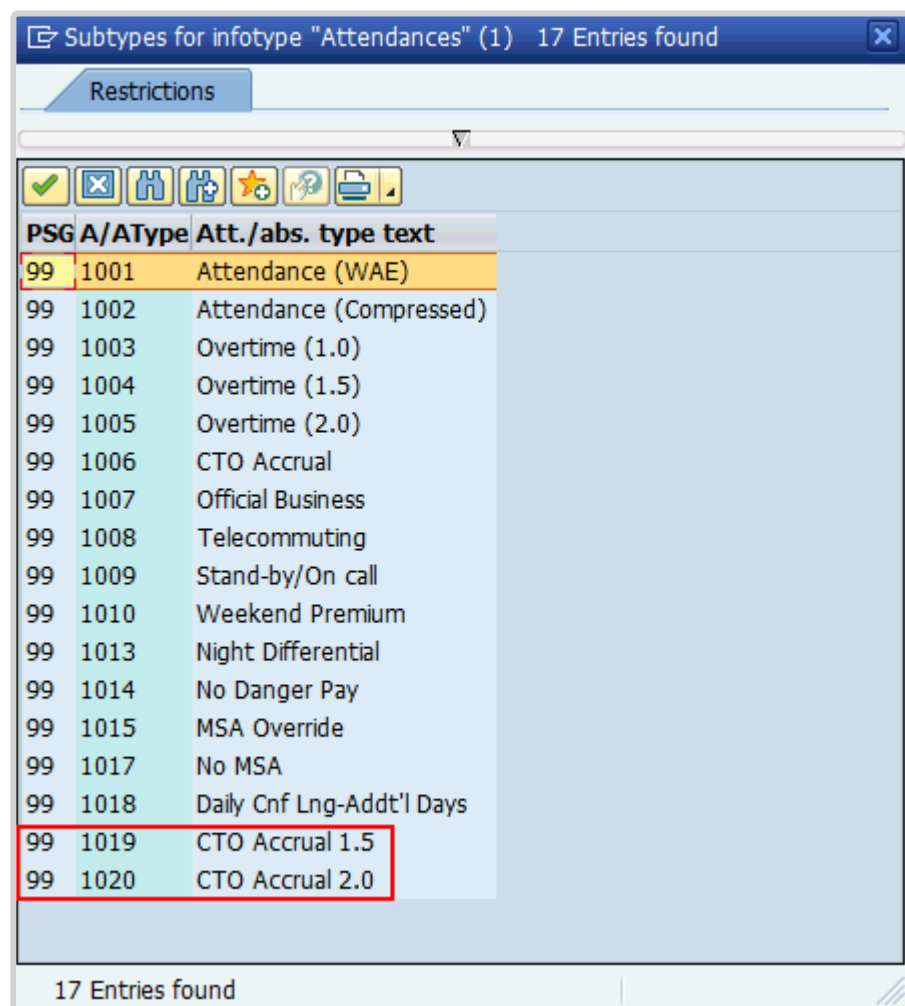
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Last modified: 16 January 2023

3.9.4.2. Record Compensatory Time- Off attendance at 1.5 or 2.0 rate

The time manager must notify offline the Time Senior Administrator of the CTO accrual at the 1.5 or 2.0 rate once approval from the budget authority is obtained and the staff member has worked the hours. The entry of CTO accrual at the 1.5 or 2.0 rate is a manual entry into ECC by the Time Senior Administrator.

The Time Senior Administrator will follow the Create attendance record procedures in the [View, Create and Modify Record](#) in this job aid and select infotypes 2002 and subtype 1019 – CTO Accrual 1.5 or 1020 – CTO Accrual 2.0.


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3.10. Flexible Working Arrangements

In Umoja you will always be required to mark absences from the office through ESS and you will not normally be required to mark your attendance. However, when you work outside normal work hours, use flexible work arrangements or have a contract that only calls on your services for certain days (such as a WAE contract) you will be required to submit your attendance in ESS.

As there will be no record that staff members worked those hours or days unless they enter the attendance information in the system, staff members are advised to be diligent about keeping an accurate attendance record as otherwise, it may have an impact on compensation.

Flexible working arrangements that must be recorded are:

- **Telecommuting** – record the days worked
- **Attendance (Compressed)** – this is used to record the “extra” hours that the staff member works on a compressed work schedule. It generates a quota called compressed regular day off.
- **Compressed Reg Day Off** – this is used to record the days taken off after satisfying the extra hours required for the compressed work schedule.

The regulations, rules, policies, and standard operating procedures (SOP) governing flexible working arrangements developed over time. The official documents are easily accessible within the UN Intranet.

1. Flexible working arrangements – [ST/SGB/2019/3](#), [ST/IC/2019/15](#), [ST/SGB/2023/1](#)

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3.10.1. Prerequisites

- The **Staff Member** must obtain offline authorisation from their manager before starting the flexible work arrangements. Please refer to the website for [Flexible Work Arrangements](#) to ensure that the appropriate forms and agreements between the staff member and the managers are signed and submitted to HR.
- **Written request with justification add approval (if the Time Administrator/Time Senior Administrator is to submit requests on behalf of staff)**: Staff members must submit a written request for the type of leave request they want time administrators to submit on their behalf with a clear explanation as to why it is necessary to request their assistance. They must also provide written approval of the request by the time manager. In the event that the reason is justified, the time administrator will proceed to submit their request on their behalf.
- The request must clearly indicate the type of leave as well as the day(s) and hours requested.

Time Senior Administrators are primarily responsible for maintaining and monitoring attendance records in ECC. However, the **HR Partner** also has access if the **Time Senior Administrator** is not available.

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Last modified: 20 October 2022

3.10.2. Process

Staff Members and **Time Administrators/Time Senior Administrator** on behalf of staff members are responsible for the entry of their compressed attendance/absence and telecommuting in ESS.



1. The **Staff Member** discusses their compressed attendance eligibility with their supervisor offline and signs the required offline agreement (see above).
2. Once the **Staff Member** has worked the extra hours for the compressed attendance, the **Staff Member** or **Time Administrator/Time Senior Administrator** on behalf of the staff member records the extra hours worked in ESS.
3. Once the Staff Member has accrued 8 hours for the compressed attendance, they will have accrued a Compressed regular day off.
4. To take the Compressed regular day off, the Staff Member or Time Administrator/Time Senior Administrator on behalf of the staff member will need to request the Compressed regular day off in ESS.
5. Upon approval of the day off by the **Time Manager**, the **Staff Member's** entry is updated in ESS and ECC records regarding the Compressed attendance with the necessary information.

Telecommuting

1. The **Staff Member** discusses their telecommuting eligibility with their supervisor offline and signs the offline agreement (see above).
2. Once the **Staff Member** has worked remotely, up to a maximum of 2 days a week, the **Staff Member** or **Time Administrator/Time Senior Administrator** on behalf of the staff

member records the time worked remotely in ESS.

3. The **Staff Member**'s entry is updated in ESS and ECC records regarding the telecommuting with the necessary information. There is no workflow for approval of telecommuting by the **Time Manager** in Umoja as it is assumed that approval has taken place offline.

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3.10.3. Procedures

Submission of an attendance request on behalf of a staff member involves two steps:

- [Search for a staff member](#)
- Enter the request in ESS as the staff member and submit the transaction on their behalf.

Request types include:

- [Record Attendance for flexible work arrangements](#)
- [Record Absence](#)

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Last modified: 2 June 2022

3.10.3.1. Record Attendance for Flexible Work Arrangements

Requests for the following attendance types can be submitted within the following timeframes:

- **Telecommuting** – can be submitted up to 3 months post facto and 1 month in advance.
- **Attendance (compressed)** – can be submitted up to 2 weeks post facto and advance submission is not permitted.

To enter an attendance type request on behalf of the staff member the Time Administrator/ Time Senior Administrator will:

- for Compressed attendance, follow the **Record Attendance** for CTO in the CTO chapter; and
- for telecommuting, follow the procedures in the Annual Leave chapter.

The only difference is that you will select the **applicable type of attendance** from the options in the Type of Leave field instead of CTO accrual or Telecommuting, respectively.

* Type of Leave:	Annual Leave
Description:	Compressed Reg Day Off
	Jury Duty
	Paternity Leave
* Start Date:	Attendance (Compressed)
* End Date:	Overtime (1.5)
Att./abs. days:	Overtime (2.0)
New Note:	CTO Accrual
	Official Business
	Telecommuting
	Stand-by/On call

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3.10.3.2. Record Absence (Compressed Regular Day Off)

Compressed Reg Day Off can be submitted up to 1 month post facto and 1 month in advance.

When entering a request for Compressed regular day off on behalf of the staff member the Time Administrator will follow the procedures in the Annual Leave chapter. The only difference is that the Compressed Reg Day Off option will be selected in the Type of Leave field.

* Type of Leave:	Annual Leave
Description:	Compressed Reg Day Off
	Jury Duty
	Paternity Leave
* Start Date:	Attendance (Compressed)
* End Date:	Overtime (1.5)
Att./abs. days:	Overtime (2.0)
New Note:	CTO Accrual
	Official Business
	Telecommuting
	Stand-by/On call

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Last modified: 20 October 2022

3.11. Miscellaneous Attendance/Absence Types

In Umoja staff members will always be required to mark absence from the office through ESS and staff members will not normally be required to mark their attendance. However, when staff members work outside normal work hours, use flexible work arrangements, or have a contract that only calls on their services for certain days (such as a WAE contract) they will be required to submit their attendance in ESS.

As there will be no record that the staff member worked those hours or days unless they enter the attendance information in the system, staff members and Time Administrators/Time Senior Administrators are advised to be diligent about keeping an accurate attendance record as otherwise it will have an impact on the staff members compensation. If no entry exists, payment will not be made to the staff member.

The type of attendance that must be recorded are:

- **Standby/On call** – some departments require staff to be on Standby/On call
- **Attendance When Actually Employed (WAE)** – this is used for WAE entries and must be entered every day that the WAE staff has worked so they will be paid. The staff member needs to be in the 7DAYWAE work schedule in order for all entries, including weekends, to be paid.
- **Daily Conference Language Additional Days** – this is for conference language staff (daily) that work during the weekends. Normally, the conference language staff is paid based on a 5 day/week schedule but if the staff works on the weekends, this entry needs to be made to allow payments on those days.
- **Official Business** – is used to record hours/days when the staff member is on official business.
- **Floating Holiday:** Some duty stations allow staff members to select one day from a predefined set of days as the 10th holiday for that duty station. The other 9 official holiday days are fixed.

The regulations, rules, policies, and standard operating procedures (SOP) governing the topics in this chapter have developed over time. The official documents are easily accessible within the UN intranet.

Staff Regulations and Staff Rules of the United Nations – [ST/SGB/2023/1](#)

- WAE – [Staff Regulation 1.3](#) & [Staff Rule 1.4](#)
- WAE – [ST/SGB/283](#)
- Floating Holidays – [Staff Rule 5.2](#)
- Floating Holidays – [ST/SGB/2019/6](#), Section 3

Standby/On call

The time recording for Standby/On call is a transactional activity that allows the staff member and Time Administrator/Time Senior Administrator to enter the actual hours that the staff member was on Standby/On call so that the payments are correct for that time.

When Actually Employed (WAE)

The time recording for WAE is a transactional activity that allows the staff member and Time Administrator/Time Senior Administrator to enter the actual days that a ‘when actually employed’ employee has worked so that payments can be made for the days worked.

Daily Conference Language Additional Days

The time recording for Daily Conference Language Additional Days is a transactional activity that allows the Time Administrator/Time Senior Administrator to enter the actual days that a Conference Language professional worked beyond their normal 5 days so that payments can be made for the additional days worked.

Official Business

The time recording for Official Business is a transactional activity that allows the Time Administrator/Time Senior Administrator to enter the actual days that a staff member is out of the office on official UN business.

Floating holiday

The General Assembly, in its resolution 69/250, recognized the significance of a number of other holidays. Accordingly, in the interest of respecting the diversity of the staff of the United Nations, staff members are given the option of observing one floating holiday. The days of these floating holidays are published every year in the calendar or official holidays published at each duty station.

Staff members should inform their supervisors in advance as early in the year as possible of the floating holiday they wish to observe. Managers are to respect the floating holiday chosen

by the staff member. If, owing to exigencies of service, a staff member in the General Service and related categories is required to report for work on the date chosen as the floating holiday, the staff member will be recorded as having taken the floating holiday and compensated for overtime worked on an official holiday. Staff in the Professional and higher categories who are required to work on the date chosen as the floating holiday will not be recorded as having taken the floating holiday and may choose to observe one of the remaining floating holidays.

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Last modified: 17 March 2023

3.11.1. Prerequisites

- The **Staff Member** must obtain offline authorisation or request to work on these attendance modalities from their manager.
- **Written request with justification:** Staff members must submit a written request for the type of leave request they want Time Administrators to submit on their behalf with a clear explanation as to why it is necessary to request their assistance. In the event that the reason is justified, the Time Administrator/Time Senior Administrators will proceed to submit their request on their behalf.

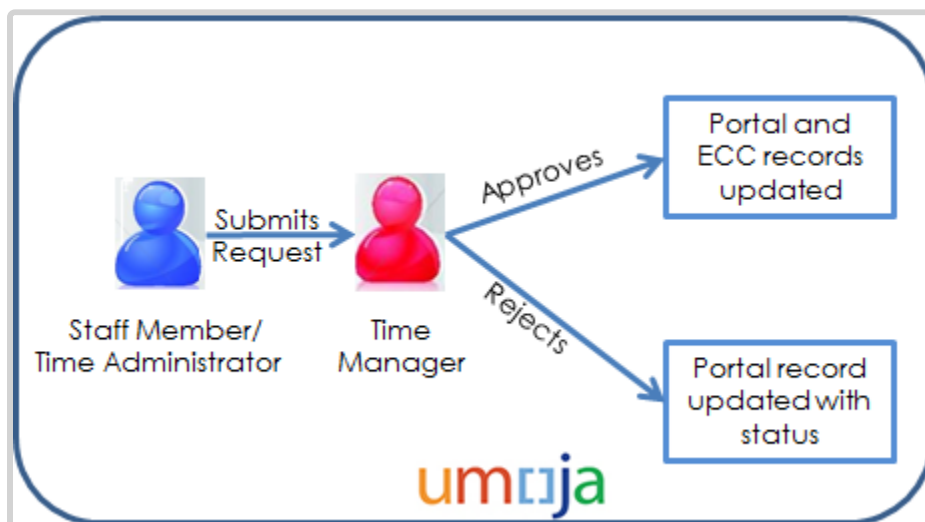
The request must clearly indicate the type of leave as well as the day(s) and hours requested.

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3.11.2. Process

Staff Members and **Time Administrators/Time Senior Administrators** who submit requests on behalf of staff members are responsible for the entry of these attendance types in ESS. For all types of attendance/absence described in this chapter except official business and WAE, the process is as follows:



1. Once the **Staff Member** has worked the days/hours, the **Staff Member** or **Time Administrator/Time Senior Administrator** on behalf of the staff member creates the request in ESS.
2. The request is routed to the **Time Manager**, who receives e-mail notification that action is required.
3. The **Time Manager** reviews the request in the Portal and approves or rejects once determination has been made that the **Staff Member** has worked for the time submitted. An automatic notification of the approval/rejection is sent to the **Staff Member**.
 - a. If the request is approved in the Portal, the **Staff Member's** leave request overview is updated in ESS with the status and ECC records regarding attendance are updated with the necessary information.
 - b. If the request is rejected, the **Staff Member's** leave request overview is updated in ESS with the status, but no updates on attendance are made in ECC.

The floating holiday is also routed to the **Time Manager** for approval and follows the same workflow as annual leave.

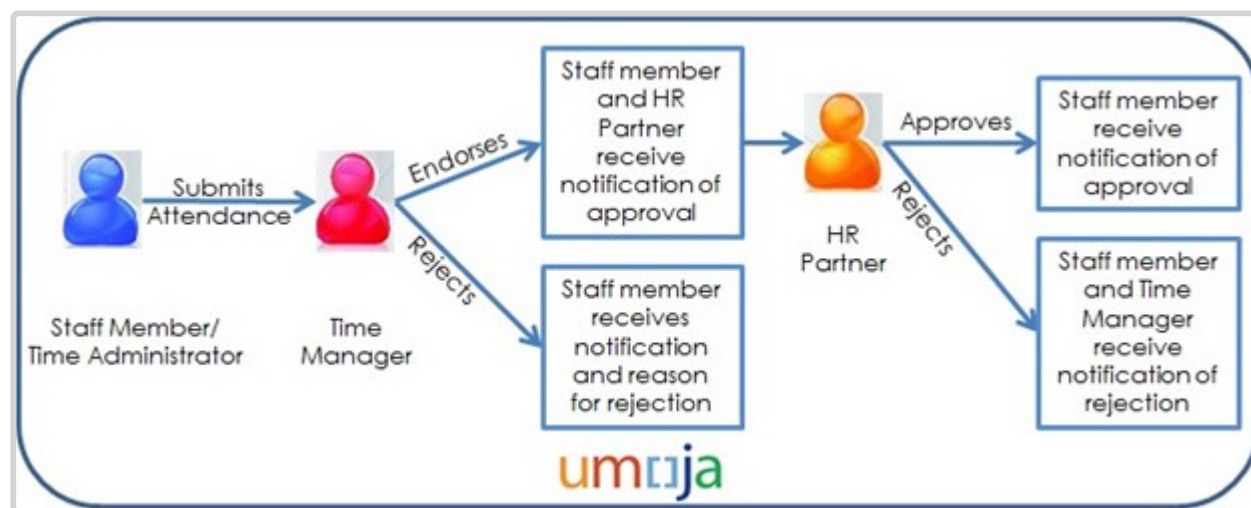
Process for Official Business

Official business does not have a workflow. The **Staff Member** or the **Time Administrator/Time Senior Administrator** on behalf of the staff member submits the request, and the attendance type is automatically recorded without the need of authorization as it is assumed that the staff member would have obtained authorization for the official business offline.

Official business is a time keeping entry and may be used by the **Time Administrators/Time Senior Administrators** in the office to compare the absences from the office with the actual entries found in Umoja.

Process for WAE

This process begins after the staff member has logged into the Umoja Employee Self-Service application.



1. The Staff Member receives approval offline from the manager to work for certain days/ hours.
2. The Staff Member records hours worked leave through the Umoja Employee Self-Service portal.
3. The Time Manager verifies and reviews the request through the Umoja Approver Work Centre. If the Time Manager approves the request, the request is routed to the HR Partner for final approval.
4. Upon approval of the request by the HR Partner, the entry is recorded in ECC.

The ESS process described above is the standard approval process for WAE attendance.

Alternatively, **if the staff member has not entered the records** in ESS, the HR Partner or Time Senior Administrator may enter the attendance in ECC once they have had confirmation from the manager that the staff member has worked the days.

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3.11.3. Procedures – Time Administrator/Time Senior Administrator

Submission of an attendance request on behalf of a staff member involves two steps:

- [Search for a staff member](#)
- Enter the request in ESS as the staff member and submit the transaction on their behalf.

Request types include:

- [Record Attendance/Absence](#)
- [Record Floating Holiday](#)

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3.11.3.1. Record Attendance/Absence

Requests for the following attendance types can be submitted within the following timeframes:

- **Standby/On call** – can be submitted up to 3 months post facto and advance submission is not permitted.
- **When Actually Employed (WAE)** – can be submitted up to 3 months post facto and advance submission is not permitted.
- **Daily Conference Language Additional Days** – can be submitted up to 3 months post facto and advance submission is not permitted
- **Official Business** – can be submitted up to 4 months post facto and 4 months in advance.



There are two different types of official business entries in Umoja, with and without travel, to reflect absences on official business that involve official travel or not respectively.

- **Floating holiday** – This entry appears in the menu for selection once the official calendar has been updated in Umoja. **Requests for floating holiday can be made up to 3 months post facto and 12 months in advance.**

When entering an attendance/absence type request on behalf of the staff member the Time Administrator/Time Senior Administrator follows the procedures in the **Annual Leave** chapter and selects the **applicable type of attendance** from the options in the Type of Leave field.

▼ Leave Details

Check

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

* Type of Leave:

Description:

* Start Date:

* End Date:

Att./abs. days:

New Note:

Annual Leave

Official Bus. - No Travel

Official Bus. - w/Travel

Rest & Recuperation (R&R)

Travel Time for R&R

Jury Duty

Paternity Leave

Attendance (Compressed)

CTO Accrual

Telecommuting

Stand-by/On call

CTO Use

General Data

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3.11.3.2. Record Floating Holiday

Each staff member is provided a quota of one floating holiday. On the Create Leave Request form, there is a Leave Type for Floating Holiday.

1. When recording a Floating Holiday request on behalf of the staff member the Time Administrator/Time Senior Administrator follows the procedures in the **Annual Leave** chapter.
2. Select the *Floating Holiday* from the Type of Leave menu options.

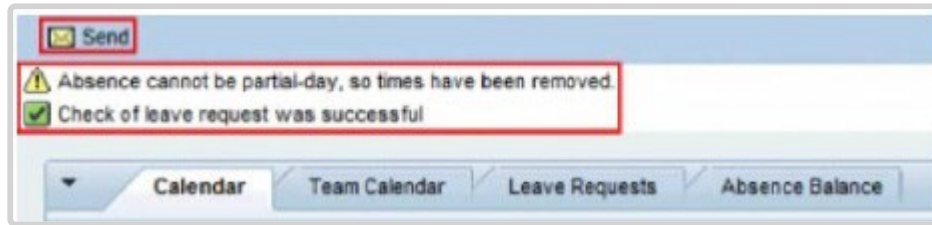
The screenshot shows the 'Leave Details' form with the 'Type of Leave' dropdown menu open. The 'Floating Holiday' option is highlighted in yellow. The 'Description' field also shows 'Floating Holiday'. The 'General Data' section is visible below.

3. Specify the start and end date of the selected holiday. This must be one of the approved floating holidays at the staff member's duty station.
4. Select the Time manager to e-mail and include any relevant note, if applicable, then click Check to validate the date entered.

The screenshot shows the 'Leave Details' form with the 'Type of Leave' dropdown set to 'Floating Holiday'. The 'Description' field contains text about the floating holiday. The 'Start Date' and 'End Date' fields are both filled with '07.01.2016'. The 'Att./abs. days' field shows '1.00'.

5. Click *Send*. The Floating Holiday leave request will be routed to the time manager, who will review the request, confirm it is for one of the floating holidays specified in the IC,

and approve as they do for any other type of leave request.

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3.11.4. Procedures – Time Senior Administrator


- [Recording WAE Attendance](#)

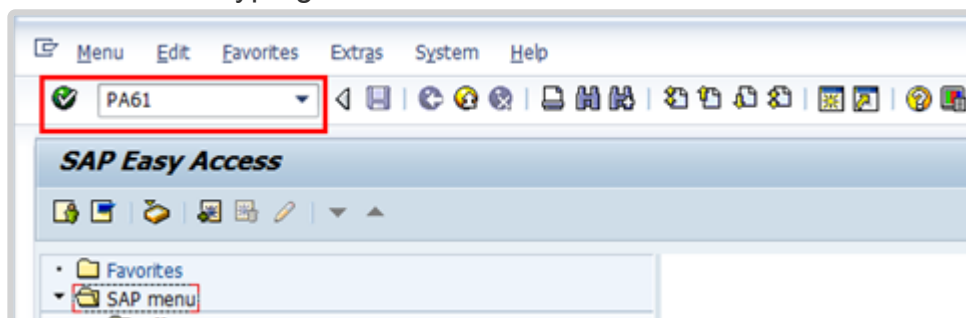
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Last modified: 25 April 2022

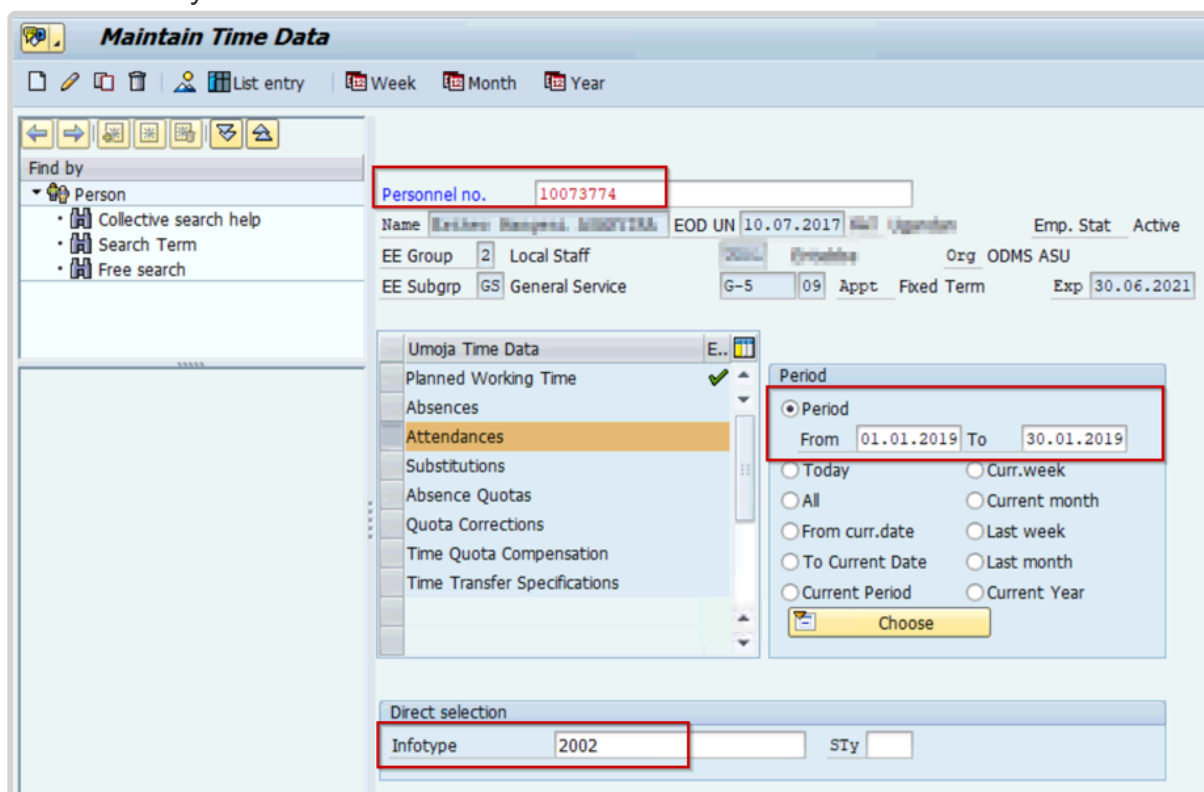
3.11.4.1. Recording WAE Attendance

The procedure shown here is used to record WAE Attendance in ECC.


1. Start the transaction using the menu path or transaction code *PA61*.
2. Click  after typing PA61 in the Command text box.



3. Enter the staff member's personnel number in the Personnel No. text box. Click  to validate entry.



4. Click *Time Data* to access the list of Time Data related infotypes.

5. Select the Attendances infotype and select All for Period. Click  to display the list of Attendance records.

6. Review the list of attendance records to verify that records for the dates you are about to enter have not already been created. Click  to return to the Maintain HR Master Data screen.

List Attendances (2002)

Find by: Person

- Collective search help
- Search Term
- Free search

Pers. No. 100007TH Pers. Assgn 1000000 100007TH

Name Entebbe Regional Hospital EOD UN 10.07.2017 NAT Ugandan Emp. Stat Active


EE Group 2 Local Staff UG01 Entebbe Org ODMAS ASU

EE Subgrp GS General Service G-5 09 Appt Fixed Term Exp 30.06.2021

Choose 01.01.1800 To 31.12.9999 STy.

Attendances

Start Date	End Date	At...	Att./abs. type text	From	to	P	Att.days	Hol
30.01.2019	30.01.2019	1003	Overtime (1.0)	17:30	19:00		0.19	
28.01.2019	28.01.2019	1003	Overtime (1.0)	17:30	19:00		0.00	
24.01.2019	24.01.2019	1003	Overtime (1.0)	17:30	20:00		0.31	
22.01.2019	22.01.2019	1003	Overtime (1.0)	17:30	20:00		0.31	
13.12.2018	13.12.2018	1003	Overtime (1.0)	17:30	19:00		0.19	
06.12.2018	06.12.2018	1003	Overtime (1.0)	17:30	19:30		0.25	
04.12.2018	04.12.2018	1003	Overtime (1.0)	17:30	19:30		0.25	
28.11.2018	28.11.2018	1003	Overtime (1.0)	17:30	18:30		0.13	
27.11.2018	27.11.2018	1003	Overtime (1.0)	17:30	20:30		0.38	

7. Enter the date(s) of attendance in the From and To text boxes. Select the Attendance infotype. Click  to create a new Attendance record.

Maintain HR Master Data

Create (F5)

Find by: Person

- Collective search help
- Search Term
- Free search
- WAE Language

Personnel No. 63458 Pers. Assgn 30085005 00063458

Name Owen Chapman EOD UN 08.01.2014 NAT Palestinian Emp. Stat Active

EE Group 3 Conf Language Staff 0900 New York Org DGACH MPD VRS AVS

EE Subgrp TR Translator T-11 09 Appt Temporary Exp 31.12.2017

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

From 27.12.2016 To 27.12.2016

☐ Today ☐ Current week
☐ All ☐ Current month
☐ From current date ☐ Last week
☐ To current date ☐ Last month
☐ Current Period ☐ Current Year

Choose

8. Select Attendance (WAE) to record a single day, or range of days.
9. Click  to confirm selection.

Maintain Time Data

Personnel no. **10073714**

Name **Entebbe** EOD UN **10.07.2017** Emp. Stat **Actv**

EE Group **2** Local Staff **UG01** Entebbe **09** Ozm **ODMS ASU**

EE Subgrp **GS** General Service **G-5** Appt **Fixed Term** Exp **30.06.2020**

Umoja Time Data

- Planned Working Time
- Absences
- Attendances**
- Substitutions
- Absence Quotas
- Quota Corrections
- Time Quota Compensation
- Time Transfer Specifications

Period

☒ Period From **27.12.2020** To **27.12.2020**

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype **Attendances** **SIy**



Subtypes for infotype "Attendances" (1)


PSG	A/AType	Att./abs. type text
99	1001	Attendance (WAE)
99	1002	Attendance (Compressed)
99	1003	Overtime (1.0)
99	1004	Overtime (1.5)
99	1005	Overtime (2.0)
99	1006	CTO Accrual
99	1008	Telecommuting
99	1009	Stand-by/On call
99	1010	Weekend Premium
99	1013	Night Differential
99	1014	No Danger Pay
99	1015	MSA Override
99	1017	No MSA
99	1018	Daily Cnf Lng-Add'l Days
99	1019	CTO Accrual 1.5
99	1020	CTO Accrual 2.0
99	1021	Official Bus. - w/Travel
99	1022	Official Bus. - No Travel
99	1023	Telecommuting-COVID-19


19 Entries found

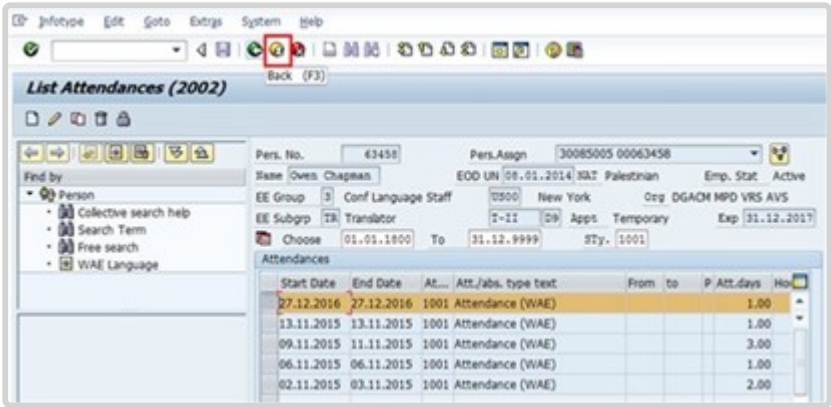


The staff member must be in the 7DAYWAE work schedule (infotype 0007) in order for all entries to be paid regardless of whether it is a weekend or weekday.

10. Review the information displayed. Click  to validate the values.
 11. Press **F9** to add a note. The contents of the note should contain: * Attendance record created to record day(s) worked by the s/m for the period of from < **enter date(s)** > to < **enter dates** >. Email from approving manager, < **enter name/title** >, dated < **date** > refers.
- Click  to save the record.

12. Select All for Period. Select the Attendance infotype. Click  to display the list of Attendance records.

13. Note that the new record is displayed in the list. Click  to return to the SAP Easy Access screen. Run Payroll simulation to ensure that the correct number of days will be paid.



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4. Section II – Time Senior Administrator

In addition to performing the same ESS transactions as the Time Administrator, the Time Senior Administrator can perform the ECC procedures outlined in the following chapters:

- Mission Subsistence Allowance Administration
- View, Create and Modify Records
- View, Create and Change Work Schedules

In addition, Time Senior Administrators are responsible for

- running time reports and
- conducting regular time monitoring exercises to ensure that time is being administered correctly.

A specific section for time monitoring/reporting has been added for this activity.

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4.1. Mission Subsistence Allowance

Mission Subsistence Allowance is a daily allowance payable by the Organization for living expenses incurred by civilian police and military observers in the field in connection with their assignment or appointment to a special mission.

The special mission area shall be defined by the Organization in accordance with relevant resolutions of the Security Council and the General Assembly.

The regulations, rules, policies, and standard operating procedures (SOP) governing danger pay have developed over time. The official documents are easily accessible within the UN Intranet.

Please note that further to General Assembly resolution 63/250 on the contractual reform, as of 1 July 2009, international civilian staff members are no longer entitled to Mission Subsistence allowance. Instead, a staff member on mission assignment is installed in the Mission and is paid the applicable post adjustment, base salary, and related entitlements to the Mission location. The ST AI quoted below is therefore still applicable but only to civilian police and military observers. No MSA payments should ever be processed for staff.

1. Mission Subsistence Allowance – [ST/AI/2021/2](#), [ST/IC/2021/15](#), [ST/IC/2021/15/Amend.1](#)
 - Section 1 – Purpose (ST/AI/2021/2)
 - Section 2 – Eligibility (ST/AI/2021/2)
 - Section 3 – Mission subsistence allowance rates (ST/AI/2021/2)
 - Section 4 – Currency (ST/AI/2021/2)
 - Section 5 – Payment (ST/AI/2021/2)
 - Section 6 – Payment of mission subsistence allowance during official travel (ST/AI/2021/2)
 - Section 7 – Payment of mission subsistence allowance during injury, illness, hospitalization or authorized medical evacuation (ST/AI/2021/2)
 - Section 8 – Administration of mission subsistence allowance (ST/AI/2021/2)
 - Section 9 – Final Provisions (ST/AI/2021/2)

Last modified: 31 January 2023

4.1.1. Prerequisites

- MSA payments are automatically disbursed every time to civilian and military personnel assigned to serve in a Mission location where MSA is payable.
- The Time Senior Administrator can take the necessary action in ECC to ensure the proper deduction of “no MSA” is accurately reflected if appropriate based on their leave record. To do that, the Time Senior Administrator needs to ensure that they have accurate information on the absences away from the duty station from the timekeeper of civilian or military staff (this is an off line action).
- The HR Partner also has access to perform these transactions, but it must be understood that the Time Senior Administrator has primary responsibility for recording no MSA or overrides to MSA.

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4.1.2. Process

The process for successfully recording No MSA or MSA Override requests includes these procedures and roles:

1. The person responsible for time and attendance at the duty station enters all the absences of military personnel from the duty station in a timely manner in the current system. Time spent away from the Mission location is communicated to the Time Senior Administrator.
2. MSA payments are automatically disbursed every time to civilian and military personnel assigned to serve in a Mission location where MSA is payable. The Time Senior Administrator only needs to monitor their attendance to determine which days should be marked as not entitled to MSA (because of travel outside the mission area, for instance). However, in the case of civilian and military personnel, their attendance record keeping is not done in Umoja. Therefore, the Time Senior Administrator in charge of making deductions for MSA needs to be in close contact with the person dealing with time and attendance of civilian and military personnel to obtain their absence information. This is done offline. Umoja will only be used to record no MSA days or MSA Override.

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4.1.3. Procedures

Use the following attendance types for MSA transactions:

Subtype	Attendance Type	Information
1015	MSA Override	This entry allows an override of the MSA rate.
1017	No MSA	This reduces the monthly MSA payment.

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4.1.3.1. Enter no MSA

1. Start the transaction using the menu path or transaction code.



Currently, Police and military do not have access to ESS. Only civilian police and military observers can receive MSA, if applicable. No MSA payments should ever be processed for staff members.

2. Click  after typing PA61 in the Command text box.



3. Enter:
 - civilian police or military observer's personnel number
 - the From and To dates of the absence from the duty station
 - the infotype used to record attendance

Maintain Time Data

Personnel no. 994273

Name Bureau NGUEIORA NAI Chadian Emp. Stat Active

EE Group M Military/Police HT00 Port-au-Prince Org MINUSTAH Civilian Police

EE Subgrp M3 UN Police MSA-1 Appt UN Police Officer Exp 02.03.2014

Time data E..

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Attendance Quotas

Absence Quotas

Quota Corrections

Time Quota Compensation

Period

☒ Period

From 11.12.2014 To 12.12.2014

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week



☐ To Current Date ☐ Last month

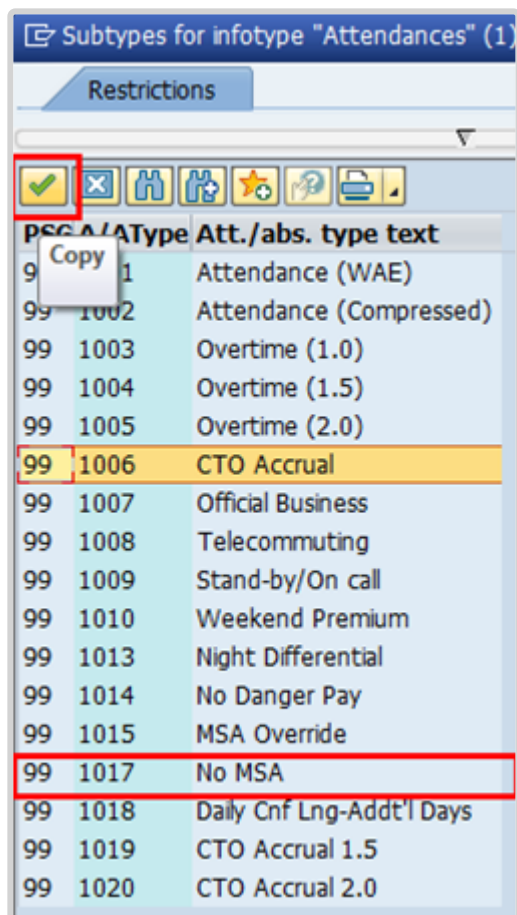
☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype 2002 STy

4. Click  to display the options for the subtype (STy).
5. Select the appropriate attendance type.
6. Click  to copy.



The full list of attendance types that you can choose from is:

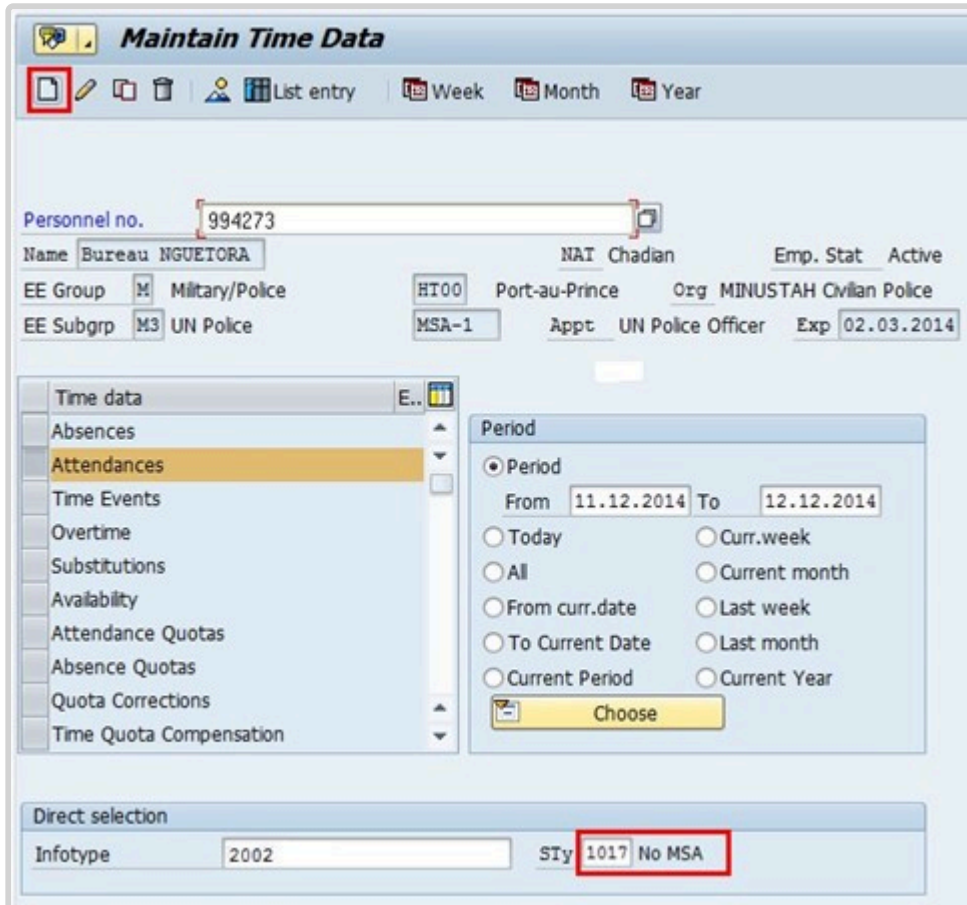
- **Attendance (WAE)** – used for WAE contracts. Attendance must be entered for every day that the WAE staff will be paid (you can use a date range for this entry). Note that staff member needs to be in the 7DAYWAE work schedule (Infotype 0007) in order for all entries to be paid regardless of whether it is a weekend.
- **Attendance (compressed)** – used to record the “extra” hours that the staff member works on a compressed work schedule (normally 10 in 9). By adding the attendance on these days, a quota called compressed regular day off will be generated and it will allow the staff member to request the 10th day off


once enough extra hours have been accrued.

- **Overtime (1.0)** – used when you are recording overtime that must be processed with a 1.0 payment factor
- **Overtime (1.5)** – used when you are recording overtime that must be processed with a 1.5 payment factor
- **Overtime (2.0)** – used when you are recording overtime that must be processed with a 2.0 payment factor
- **CTO accrual** – This entry is used to create a compensatory time off quota. As in the case of attendance (compressed), once enough CTO hours have been accrued, the staff member will be able to charge leave to this quota.
- **Official business** – This entry is used to record the time worked away from the office as official business
- **Telecommuting** – used to record the time worked away from the office approved as telecommuting
- **Stand-by/On call** – used to record the time that a staff member has been required to block time to be on stand-by or on-call
- **Weekend Premium** – used to record the time that a staff member in Geneva with weekend premium schedule has worked
- **Night Differential** – used to record night differential for staff who do not have automatic night differential based on work schedule
- **No danger pay** – used to record the days that a staff member in a danger pay location has been absent from the duty station that triggers the danger pay. If you choose this option, the danger pay for the days you enter will be deducted.
- **MSA override** – used to override the MSA rate
- **No MSA** – used to record the days that the non-staff will have to have MSA deducted.
- **Daily Cnf Lng-Addt'l Days** – used for conference language staff paid on a daily rate who work on weekends. As conference language staff are paid

based on a 5 day/week schedule, this option is to be chosen to record time worked on a weekend and to ensure payment.

7. Click  to create the attendance record.



8. Review the information and click  to save the record.

Create Attendances (2002)

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

Pers. No. 994273 Pers. Assign 00994273 30900135 00994273

Name Bureau NGUETORA NAT Chadian Emp. Stat Active

EE Group M Military/Police HI00 Port-au-Prince Org MINUSTAH Civilian Police

EE Subgrp M3 UN Police MSA-1 Appt UN Police Officer Exp 02.03.2014

Start 11.12.2014 To 12.12.2014

Attendance

Attendance type 1017 No MSA

Time - Previous day

Attendance hours 16.00 Full-day

Attendance days 2.00

Calendar days 2.00

Payroll

Payroll hours 16.00

Payroll days 2.00

Overtime comp. type Depends on wage type

Eval.type atts/abs

9. Click  to view an overview of the attendance screen.

Maintain Time Data

List entry | Week | Month | Year

Personnel no. 994273

Name Bureau NGUETORA NAT Chadian Emp. Stat Active

EE Group M Military/Police HI00 Port-au-Prince Org MINUSTAH Civilian Police

EE Subgrp M3 UN Police MSA-1 Appt UN Police Officer Exp 02.03.2014

Time data E..

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Attendance Quotas

Absence Quotas

Quota Corrections

Time Quota Compensation

Period

Period

From 11.12.2014 To 12.12.2014

Today Curr.week

All Current month

From curr.date Last week


To Current Date Last month

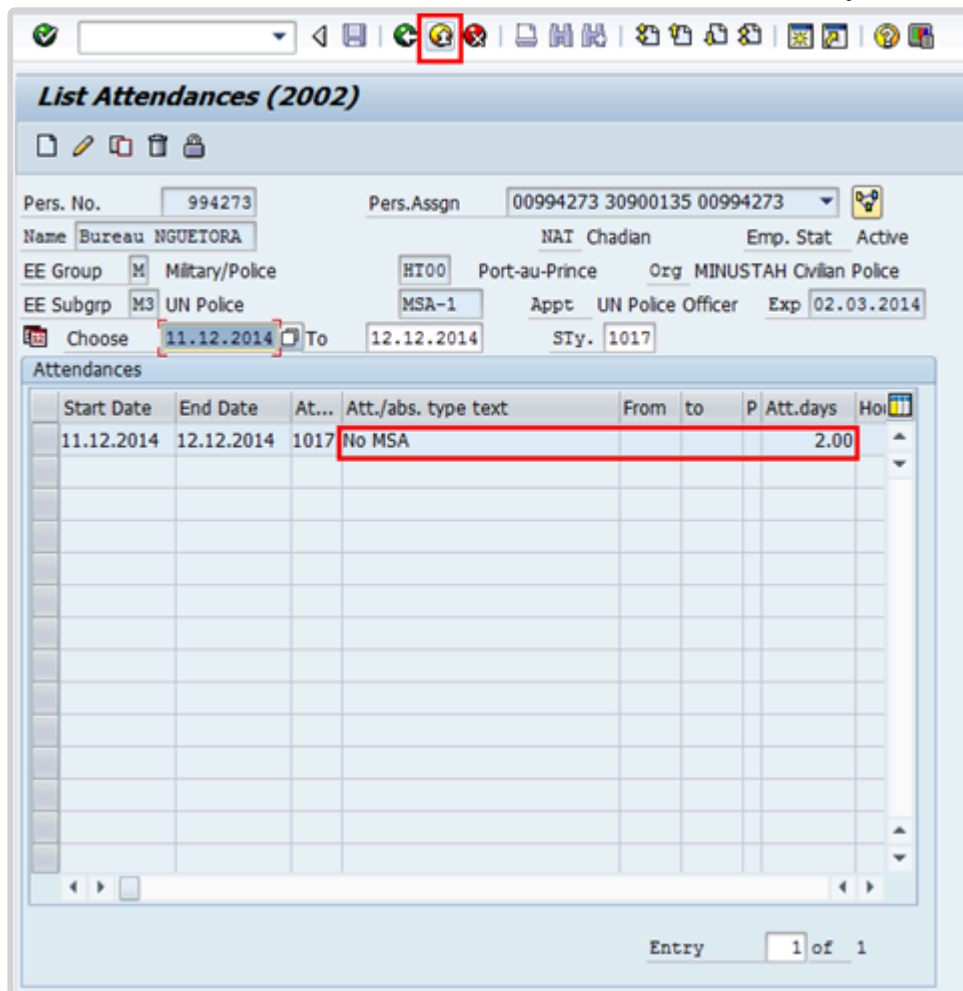
Current Period Current Year

Choose

Direct selection

Infotype Attendances STy 1017 No MSA

10. Review the record and click  to return to the SAP Easy Access screen.



List Attendances (2002)

Pers. No. 994273 Pers.Assgn 00994273 30900135 00994273

Name Bureau NGUETORA NAT Chadian Emp. Stat Active

EE Group M Military/Police HT00 Port-au-Prince Org MINUSTAH Civilian Police

EE Subgrp M3 UN Police MSA-1 Appt UN Police Officer Exp 02.03.2014

Choose 11.12.2014 To 12.12.2014 STy. 1017

Start Date	End Date	At...	Att./abs. type text	From	to	P	Att.days	Hol
11.12.2014	12.12.2014	1017	No MSA				2.00	

Entry 1 of 1


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4.1.3.2. Enter MSA Override

1. Start the transaction using the menu path or transaction code.



2. Click  after typing PA61 in the Command text box. **Only the following can receive MSA, if applicable.**

- **Military Staff Officer,**
- **Military Expert on Mission (Military Observer/MilObs or MO, MLO, MILAD),**
- **UNPol or**
- **Individual Police and Government Provided Personnel**

No MSA payments should ever be processed for staff members.

3. Enter:

- the individual's personnel number
- the From and To dates of the absence from the duty station
- the infotype used to record attendance
- the subtype to record attendance

4. Click  to create the attendance record.

Maintain Time Data

List entry Week Month Year

Personnel no. **994273**

Name Bureau NGUETORA NAI Chadian Emp. Stat Active

EE Group M Military/Police HT00 Port-au-Prince Org MINUSTAH Civilian Police

EE Subgrp M3 UN Police MSA-1 Appt UN Police Officer Exp 02.03.2014

Time data E..

- Absences
- Attendances**
- Time Events
- Overtime
- Substitutions
- Availability
- Attendance Quotas
- Absence Quotas
- Quota Corrections
- Time Quota Compensation

Period

☒ Period

From **11.12.2014** To **12.12.2014**

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose


Direct selection

Infotype **2002** STy

5. Click Different payment  to enter the override amount.

Infotype Edit Goto Extras System Help

Create Attendances (2002)

Personal work schedule Activity allocation Cost assignment External services 

Pers. No. 994273 Pers.Assign 00994273 30900135 00994273

Name Bureau NGUETORA NAI Chadian Emp. Stat Active

EE Group M Military/Police HT00 Port-au-Prince Org MINUSTAH Civilian Police

EE Subgrp M3 UN Police MSA-1 Appt UN Police Officer Exp 02.03.2014

Start **15.12.2014** To 17.12.2014

Attendance

Attendance type 1015 MSA Override

Time - ☐ Previous day

Attendance hours 24.00 ☒ Full-day

Attendance days 3.00

Calendar days 3.00

Payroll

Payroll hours 24.00

Payroll days 3.00

Overtime comp. type Depends on wage type

Eval.type atts/abs

6. Enter the Valuation basis.

Different payment Attendances (Infotype 2002)

Premium number

Premium ID

Pay Scale Group

Pay scale level

Object Type

Position

Extra pay ID

Valuation basis

7. Click to continue.

8. Click to save the record.

Create Attendances (2002)

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

Pers. No. Pers. Assign

Name EOD UN Emp. Stat

EE Group Local Staff Entebbe Org ODMS ASU

EE Subgrp General Service G-5 09 Appt Fixed Term Exp 30.06.2021

Start 27.12.2020 To 27.12.2020

Attendance

Attendance type 1001 Attendance (WAE)

Time - ☐ Previous day

Attendance hours ☒ Full-day

Attendance days 0.00

Calendar days 1.00

9. Click to view an overview of the attendance screen

Maintain Time Data

Personnel no. **994273**

Name **Bureau NGUETORA** NAI **Chadian** Emp. Stat **Active**

EE Group **M** Military/Police **HT00** Port-au-Prince Org **MINUSTAH** Civilian Police

EE Subgrp **M3** UN Police **MSA-1** Appt **UN Police Officer** Exp **02.03.2014**

Time data **E..**

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Attendance Quotas

Absence Quotas

Quota Corrections

Time Quota Compensation

Period

Period

From **11.12.2014** To **12.12.2014**

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype **Attendances** STy **1017** No MSA

.#_ Review the record and click  to return to the SAP Easy Access Screen.

List Attendances (2002)

Pers. No. **994273** Pers.Assign **00994273 30900135 00994273**

Name **Bureau NGUETORA** NAI **Chadian** Emp. Stat **Active**

EE Group **M** Military/Police **HT00** Port-au-Prince Org **MINUSTAH** Civilian Police

EE Subgrp **M3** UN Police **MSA-1** Appt **UN Police Officer** Exp **02.03.2014**

Choose **15.12.2014** To **17.12.2014** STy. **1015**

Attendances

Start Date	End Date	At.	Att./abs. type text	From	to	P. Att.days	Ho
15.12.2014	17.12.2014	1015	MSA Override			3.00	

After the **MSA Override** attendance record is created, wait one day for Time Evaluation to run and adjust the MSA amount, then check IT0008 (Basic Pay) to confirm the override has been affected. Verification of the MSA amounts is especially important to ensure payment has been made correctly.

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4.2. View, Create and Modify Records

All attendance and absence types in Umoja have an identical process for viewing, creating and modifying records in ECC

View Attendance/Absence Records: Allows the viewing of any absence or attendance record of a given staff member

Create Attendance Record: Allows the creation of any attendance type in ECC. Some attendance types, like CTO Accrual, require records to be entered as individual day entries with updated time fields of the record.

Create Absence Record: Allows creation of any absence type in ECC. Some absence types, like half-day CSL should only be updated by the HR Partner, require records to be entered as individual day entries and the HR Partner will update the time fields of the record.

Modify Attendance/Absence Record: Allows dates or characteristics of a specific attendance or absence leave types to be changed. The system will not allow the changing of the subtype of the attendance/leave.

Use the Create or Modify Attendance procedures below for the following attendance types. Their related subtype is shown below:

INFOTYPE 2002 (Attendances)

Subtype	Attendance Type	Information
1001	Attendance (WAE)	This is used for When Actually Employed (WAE) entries and must be entered for every day that the WAE staff will be paid (you can use a date range for this entry). Note that staff member needs to be in the 7DAYWAE work schedule (Infotype 0007) for all entries to be paid even if it is a weekend.
1002	Attendance (Compressed)	This is used to record the “extra” hours that the staff member works on a compressed work schedule (Flexible Work Arrangements). It generates a quota called compressed regular day off which will allow the staff member to request the 10th day off once enough extra hours have been accrued.

1003	Overtime (1.0)	Overtime with a 1.0 payment factor, used exceptionally.
1004	Overtime (1.5)	Overtime with a 1.5 payment factor.
1005	Overtime (2.0)	Overtime with a 2.0 payment factor.
1006	CTO Accrual	This entry is used to create a compensatory time off quota. The accrual is at straight time. As in the case of attendance (compressed), once enough CTO hours have been accrued, the staff member will be able to charge leave to this quota.
1008	Telecommuting	To record telecommuting hours/days.
1009	Stand-by/On call	To record stand-by/on call hours.
1010	Weekend Premium	For Geneva staff with weekend premium schedule.
1013	Night Differential	This is to record night differential for staff who do not have automatic night differential based on work schedule.
1014	No Danger Pay	This entry is used to record the days that a staff member in a danger pay location has been absent from the duty station that triggers the danger pay. If you choose this option, the danger pay for the days you enter will be deducted.
1015	MSA Override	This entry allows an override of the MSA rate.
1017	No MSA	This reduces the monthly MSA payment.
1018	Daily Cnf Lng-Addt'l Days	This is for conference language staff (daily) that work during the weekends. Normally, the conference language staff is paid based on a 5 day/week schedule, but if the staff works on the weekends, this entry needs to be made to allow additional payment.
1019	CTO Accrual 1.5	Used to create a compensatory time-off quota. The accrual is at the rate of 1.5 times the hours worked. As in the case of attendance (compressed), once enough CTO hours have been accrued, the staff member will be able to charge leave to this quota.
1020	CTO Accrual 2.0	Used to create a compensatory time-off quota. The accrual is at the rate of 2.0 times the hours worked. As in the case of attendance (compressed), once enough CTO hours have been accrued, the staff member will be able to charge leave to this quota.

1021	Official Bus. – w/Travel	Used for approved official business involving official travel.
1022	Official Bus. – No Travel	Used for approved official business away from UN premises that does not involve official travel. (e.g., a training session outside the UN premises at the same duty station.)
1023	Telecommuting COVID-19	Used to record telecommuting hours/days during the period from 12 October 2020 to 5 July 2021 (Note that the use of the “telecommuting COVID-19” option was discontinued as of 5 July 2021.)

Use the Create or Modify Absence procedures for the following absence types. Their related subtype is shown below:

INFOTYPE 2001 (Absences)

Subtype	Absence Type	Quota	Information
1100	Annual Leave	Annual Leave	Used to record annual leave.
1101	Travel Time		Used to record travel time for non-R&R travel (usually for home leave).
1102	Maternity Leave		Used to view Maternity Leave taken. To create or modify a Maternity Leave record, refer to the Maternity Leave Section, Procedures, and use Infotype 0080 as documented there.
1103	Jury Duty		Used to record jury duty.
1104	Floating Holiday		Used to record the selection of optional official holiday from the designated list of approved days for the staff member's duty station.
1105	Regular Day Off		Used to record regular day off.
1106	Special Leave w/Full Pay		This entry is used to record absences as a result of approved special leave with full pay. Please refer to the special leave section of this job aid for additional information on how to process this leave request.*

1107	Special Leave w/Half Pay		This entry is used to record absences as a result of approved special leave with half pay. Please refer to the special leave section of this job aid for additional information on how to process this leave request.*
1108	Special Leave without Pay		This entry is used to record absences as a result of approved special leave without pay. Please refer to the special leave section of this job aid for additional information on how to process this leave request.*
1109	Administrative Leave with Pay		This entry is used to record absences as a result of administrative leave with pay. Please refer to the special leave section of this job aid for additional information on how to process this leave request.
1110	Suspension without Pay		This entry is used to record absences as a result of the disciplinary measure of suspension without pay.
1111	Rest & Recuperation (R&R)		Used to record R&R days.
1112	Compressed Reg Day Off	Compressed regular day off	This entry is used to record absences taken on the 10th day of a 9 in 10 compressed work schedule and can only be used if the staff member has accrued the corresponding time under the attendance option Attendance (compressed) .
1114	Annual Leave-Home Leave	Annual Leave/Home Leave Points	This entry is used to record annual leave as a result of home leave, and it will reduce the home leave points by 24.
1115	Annual Leave-Family Visit	Annual Leave	Used to record annual leave due to family visit.
1116	Annual Leave-Reverse EGT	Annual Leave	Used to record annual leave due to reverse Education Grant Travel.

1119	Certified Sick Leave	Sick Leave with full pay	Used for sick leave with full pay only.
1120	Uncertified Sick leave	Uncertified sick leave/ Sick Leave with full pay	Used for uncertified sick leave (USL is 7 days per cycle). Also deducts from sick leave with full pay at the same time.
1121	Sick Leave with Half Pay	Sick Leave w/ half pay	Used for sick leave with half pay.
1122	Half Sick Leave w/Half Duty	Sick Leave w/ half pay	Used for sick leave with half pay combined with work (for full pay status).
1123	Half Sick Leave w/Half AL	Sick Leave with half pay/ Annual Leave	Used for sick leave with half pay combined with annual leave (for full pay status).
1124	CTO Use	Compensatory Time-Off	Used to record CTO use.
1126	Paternity Leave	Paternity Leave	This entry is used to record absence as a result of paternity leave and will deduct the time against the paternity leave balance. A paternity leave quota needs to be set up prior to choosing this option. Please refer to the paternity leave section of this job aid for additional information on how to process this leave request.
1127	Adoption Leave		This entry is used to record absences as special leave with full pay, reason adoption.*
1129	Administrative Lv w/o Pay		This entry is used to record absences as a result of special leave without pay, reason Administrative Leave. Please refer to the special leave section of this job aid for additional information on how to process this leave request.*
1130	Special Leave Partial Pay		This entry is used to record absences as a result of special leave with partial pay. Please refer to the special leave section of this job aid for additional information on how to process this leave request.*


1131	Sick Leave – Svc Incurred		This is used when a sick leave is determined to be service incurred and should not be deducted from the sick leave quota.
1141	Travel Time for R&R		Used for travel time of R&R.
1145	Uncertified SL – Half Pay		Used to record USL when the staff member has exhausted the quota for CSL on full pay.
1146	1/2 AL – 1/2 SLWOP		Used to record a combination of 1/2 day on annual leave with 1/2 day on SLWOP.
1150	Conf Lng Unpaid Absence		Used to record absences taken by conference language staff on a daily contract
1160	Unauthorized absence	Used to record absences not accounted for by another approved absence type, e.g. annual leave, uncertified sick leave etc.	
1220	Family Emergency Leave	Uncertified sick leave/ Sick Leave with full pay	Used for uncertified sick leave used for a family emergency (USL is 7 days per cycle). Also deducts from sick leave with full pay at the same time.

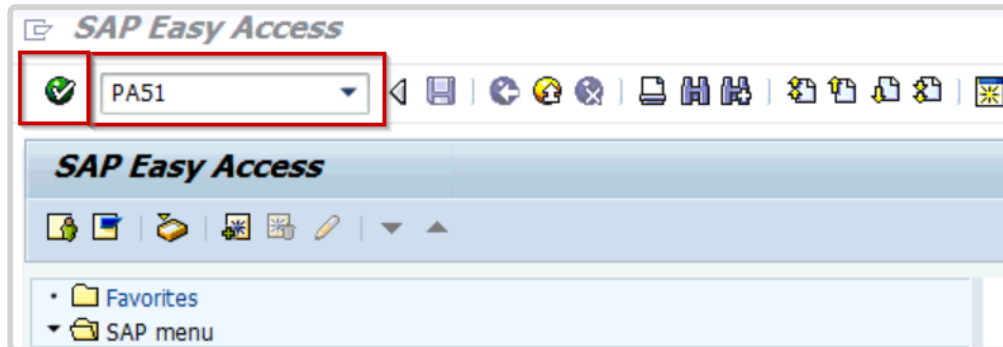
(*) Requires HR Partner to process Personnel Action in ECC


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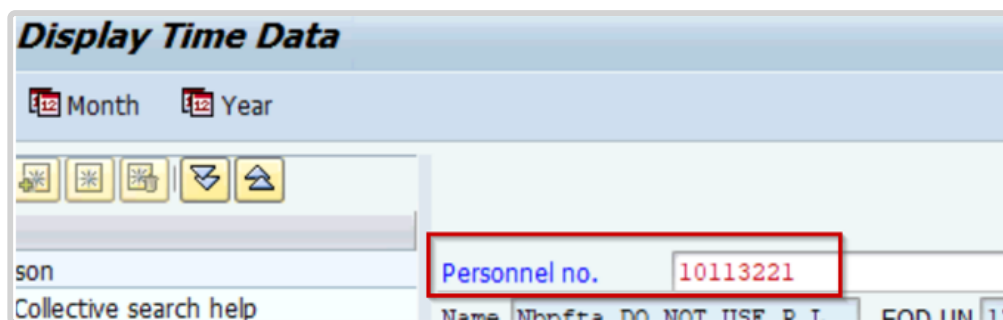
Last modified: 16 January 2023



4.2.1. View Attendance/Absence Records

1. Start the transaction using the menu path or transaction code.
2. Click  after typing PA51 in the Command text box.



3. Enter the staff member's personnel number in the Personnel No. text box.
4. Click  to continue.



5. You may indicate the range of dates you want to view or click on ALL to review all the leave history.
Enter the identifier for the Infotype you want to review in the Infotype text box, e.g., 2002 for Attendance, or 0080 for Maternity Leave.
6. Click  to continue.
7. Click  to view list of records.
8. Click ☐ to select the record you want to view.

Display Time Data

Month Year

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Personnel no. 10113221

Name Nbpfta DO NOT USE P.L. EOD UN 17.10.2018 NAI Gabonese Emp. Stat Active

EE Group 2 Local Staff GA00 Libreville Org UNOCA PIU

EE Subgrp NO National Officer NO-B 08 Appt Fixed Term Exp 16.10.2024

Umoja Time Data E..

Planned Working Time ✓

Absences

Attendances

Substitutions

Absence Quotas

Quota Corrections

Time Quota Compensation

Time Transfer Specifications

Period

Period

From 01.01.1800 To 31.12.9999

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

9. Click *Choose*.

Overview Absences (2001)

Choose

Pers. No. 10113221 Pers.Assign

Name Nbpfta DO NOT USE P.L. EOD UN 17.10.2018 NAI Gabonese Emp. Stat Active


EE Group 2 Local Staff GA00 Libreville Org UNOCA PIU

EE Subgrp NO National Officer NO-B 08 Appt Fixed Term Exp 16.10.2024

Choose 01.01.1800 To 31.12.9999 STy.

Absences

Start Date	End Date	Ab...	Att./abs. type text	From	To	P	Abs.days	Hor
15.12.2022	30.12.2022	1126	Parental Leave				11.00	
14.09.2022	01.12.2022	1126	Parental Leave				56.00	
10.12.2020	11.12.2020	1220	Family Emergency Leave				2.00	
10.12.2020	11.12.2020	T220	DO NOT USE - T. Family Em				2.00	
20.08.2020	28.08.2020	1100	Annual Leave				7.00	
13.01.2020	15.01.2020	1120	Uncertified Sick leave				3.00	

10. After reviewing the record details, click  to return to the list of records.

11. Click  to return to the HR Master Data screen.

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

Display Absences (2001)

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Pers. No. 10113221 Pers. Assgn 30913245 10113221

Name Nbpfta DO NOT USE P.L. EOD UN 17.10.2018 NAT Gabonese Emp. Stat Active

EE Group 2 Local Staff GA00 Libreville Org UNOCA PIU

EE Subgrp NO National Officer NO-B 08 Appt Fixed Term Exp 16.10.2024

Start 20.08.2020 To 28.08.2020 Chg. 29.07.2020 NOUENDJI

Absence type 1100 Annual Leave

Time - ☐ Prev.day

Absence hours 54.50 ☒ Full-day

Absence days 7.00

Calendar days 9.00

Quota used 7.00 Days

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4.2.2. Create Attendance Record

While attendance is normally automatically recorded, there are times that attendance must be manually recorded. Two such examples are:

- [Recording CTO Accrual](#)
- [Recording WAE Attendance](#)


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4.2.2.1. Recording CTO Accrual

Should only be used in cases where the staff member and Time Administrator/Time Senior Administrator do not have access to ESS.

Time Senior Administrators should use transaction code PA61 Maintain Time Data to record CTO accrual.

1. Start the transaction using the menu path or transaction code.
2. Click  after typing PA61 in the Command text box.



3. Enter
 - the staff member's personnel number,
 - the from and to dates of the attendance and
 - 2002 in the Infotype text box.
4. Click  to continue.

Maintain Time Data

Find by
 Person
 Collective search help
 Search Term
 Free search

Personnel no. **10073774**

Name **Esther Mangeni AGANYIRA** EOD UN **10.07.2017** Mail **Ugandan** Emp. Stat **Active**

EE Group **2** Local Staff **UG01** Entebbe Org **ODMS ASU**

EE Subgrp **GS** General Service **G-5** **09** Appt Fixed Term Exp **30.06.2021**

Umoja Time Data E..

Planned Working Time ☒

Absences

Attendances

Substitutions

Absence Quotas

Quota Corrections

Time Quota Compensation

Time Transfer Specifications

Period

☒ Period

From **01.01.2019** To **30.01.2019**

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week



☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection








Infotype **2002** STy

5. Click  to display the list of options for STy.
6. Select the appropriate attendance type.
7. Click  to confirm selection.

Maintain Time Data

Subtypes for infotype "Attendances" (1)

Restrictions

☒       

PSG	A/AType	Att./abs. type	text
99	1001	Attendance (WAE)	
99	1002	Attendance (Compressed)	
99	1003	Overtime (1.0)	
99	1004	Overtime (1.5)	
99	1005	Overtime (2.0)	
99	1006	CTO Accrual	
99	1008	Telecommuting	
99	1009	Stand-by/On call	
99	1010	Weekend Premium	
99	1013	Night Differential	
99	1014	No Danger Pay	
99	1015	MSA Override	
99	1017	No MSA	
99	1018	Daily Cnf Lng-Addt'l Days	
99	1019	CTO Accrual 1.5	
99	1020	CTO Accrual 2.0	
99	1021	Official Bus. - w/Travel	
99	1022	Official Bus. - No Travel	
99	1023	Telecommuting-COVID-19	

19 Entries found

Direct selection

Infotype **Attendances** STy

This is the full list of attendance types that must be chosen from.

- **Attendance (WAE)** – used for WAE contracts. Attendance must be entered for every day that the WAE staff will be paid (you can use a date range for this entry). Note that staff member needs to be in the 7DAYWAE work schedule (Infotype 0007) in order for all entries to be paid regardless of whether it is a weekend.

- **Attendance (compressed)** – used to record the “extra” hours that the staff member works on a compressed work schedule (normally 10 in 9). By adding the attendance on these days, a quota called compressed regular day off will be generated and it will allow the staff member to request the 10th day off once enough extra hours have been accrued.

- **Overtime (1.0)** – used when you are recording overtime that must be processed with a 1.0 payment factor

- **Overtime (1.5)** – used when you are recording overtime that must be processed with a 1.5 payment factor

- **Overtime (2.0)** – used when you are recording overtime that must be processed with a 2.0 payment factor

- **CTO accrual** – This entry is used to create a compensatory time off quota. As in the case of attendance (compressed), once enough CTO hours have been accrued, the staff member will be able to charge leave to this quota.

- **Official business** – This entry is used to record the time worked away from the office as official business



Review the list of attendance records to verify that records for the dates you are about to enter have not already been created.

8. Click  to create the attendance record.

Maintain Time Data

Find by: Person

- Collective search help
- Search Term
- Free search

Personnel no. 10073774

Name: EOD UN 10.07.2017 NAT Ugandan Emp. Stat Active

EE Group 2 Local Staff UG01 Entebbe Org ODMS ASU

EE Subgrp GS General Service G-5 09 Appt Fixed Term Exp 30.06.2021

Umoja Time Data

- Planned Working Time
- Absences
- Attendances**
- Substitutions
- Absence Quotas
- Quota Corrections
- Time Quota Compensation
- Time Transfer Specifications

Period

Period: From 19.12.2022 To 19.12.2022

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Attendances STy 1006 CTO Accrual

9. Enter the starting and ending hours of the attendance. You can use a non-24-hour format, i.e., 5:00 to 6:00 or 17:00 to 18:00. Click to validate entries.

Create Attendances (2002)

Personal work schedule Activity allocation Cost assignment External services

Pers. No. 10073774 Pers. Assign 30910623 10073774

Name: EOD UN 10.07.2017 NAT Ugandan Emp. Stat Active

EE Group 2 Local Staff UG01 Entebbe Org ODMS ASU

EE Subgrp GS General Service G-5 09 Appt Fixed Term Exp 30.06.2021

Start 19.12.2022 To 19.12.2022

Attendance

Attendance type 1006 CTO Accrual

Time 17:00 - 18:00 Previous day

Attendance hours 1.00 Full-day

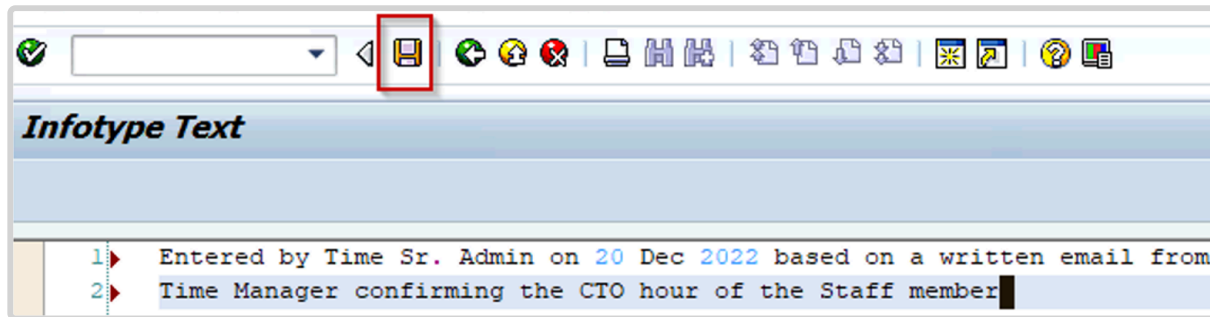
Attendance days 0.13

Calendar days 0.00



1 hour will populate...

10. Press **F9** to add a note.
11. The contents of the note should contain:
Attendance/Absence record created for s/m for < **enter reason for record** > for the period from < **enter date(s)** > to < **enter date** >. Email from approving manager, < **enter name/title** >, dated < **date** > refers.

12. Click  to save the note.



The screenshot shows the SAP Easy Access interface. At the top, there is a toolbar with various icons. The 'Save' icon, which is a floppy disk, is highlighted with a red rectangular box. Below the toolbar, the 'Infotype Text' field is visible. It contains two lines of text: '1 Entered by Time Sr. Admin on 20 Dec 2022 based on a written email from' and '2 Time Manager confirming the CTO hour of the Staff member'. The text is in a monospaced font, typical of SAP screens.


13. Click  again to save the record.
14. Click  to exit the action and return to the SAP Easy Access screen.

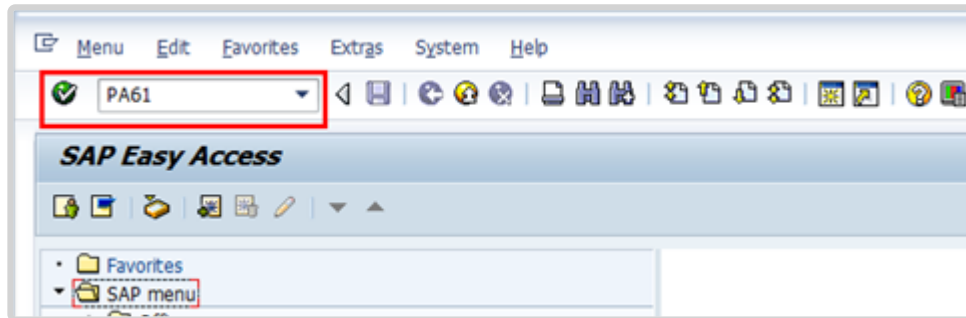
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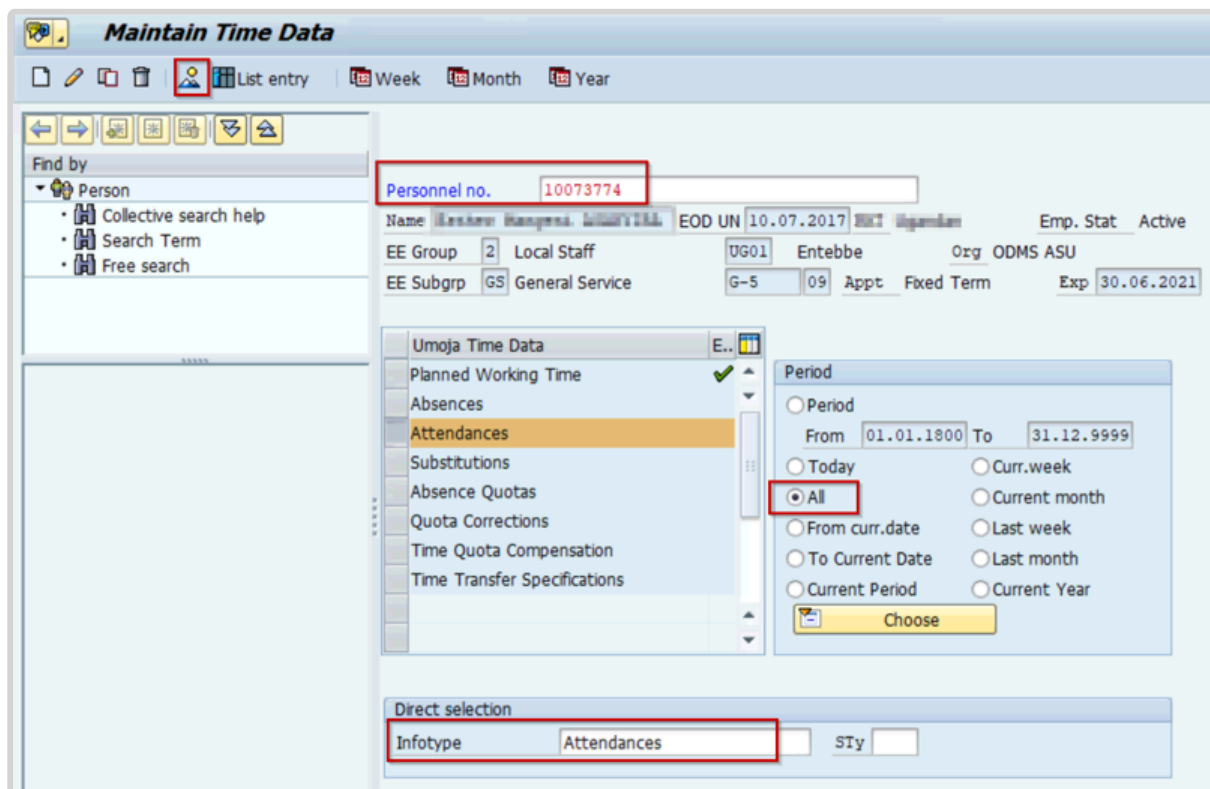
4.2.2.2. Recording WAE Attendance

The procedure shown here is used to record WAE Attendance in ECC.


1. Start the transaction using the menu path or transaction code.
2. Click  after typing PA61 in the Command text box.

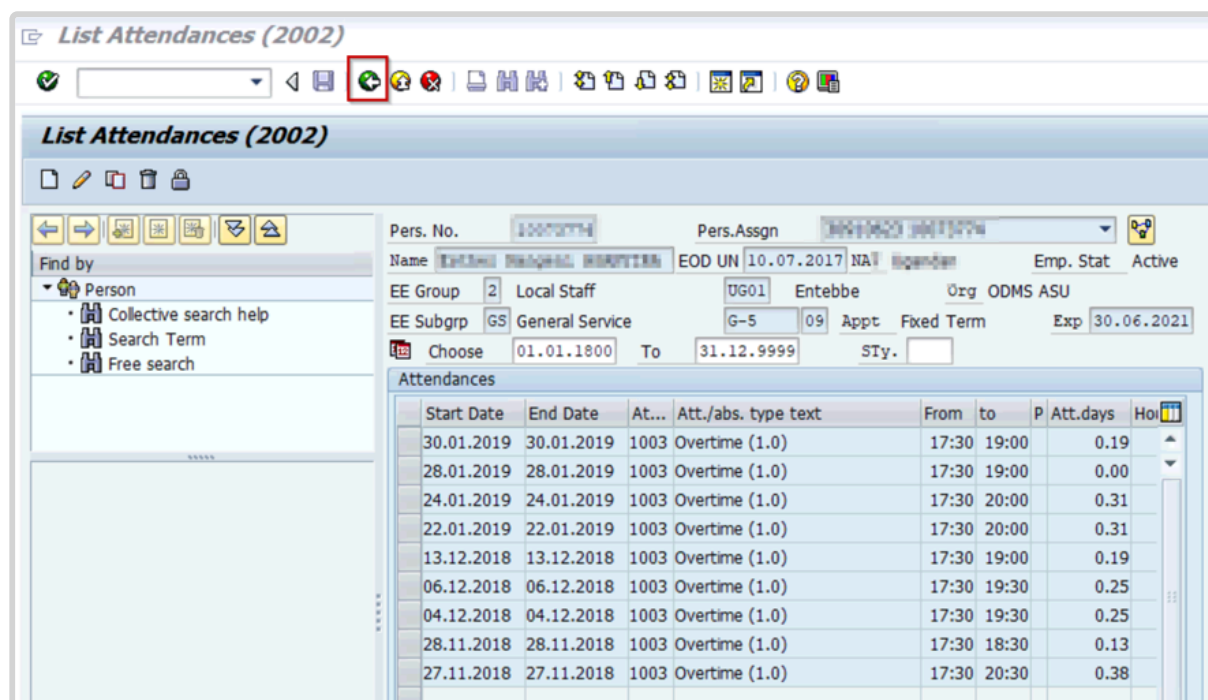



3. Enter the staff member's personnel number in the Personnel No. text box. Click  to validate entry.
4. Select the Attendances infotype and select All for Period. Click  to display the list of Attendance records.

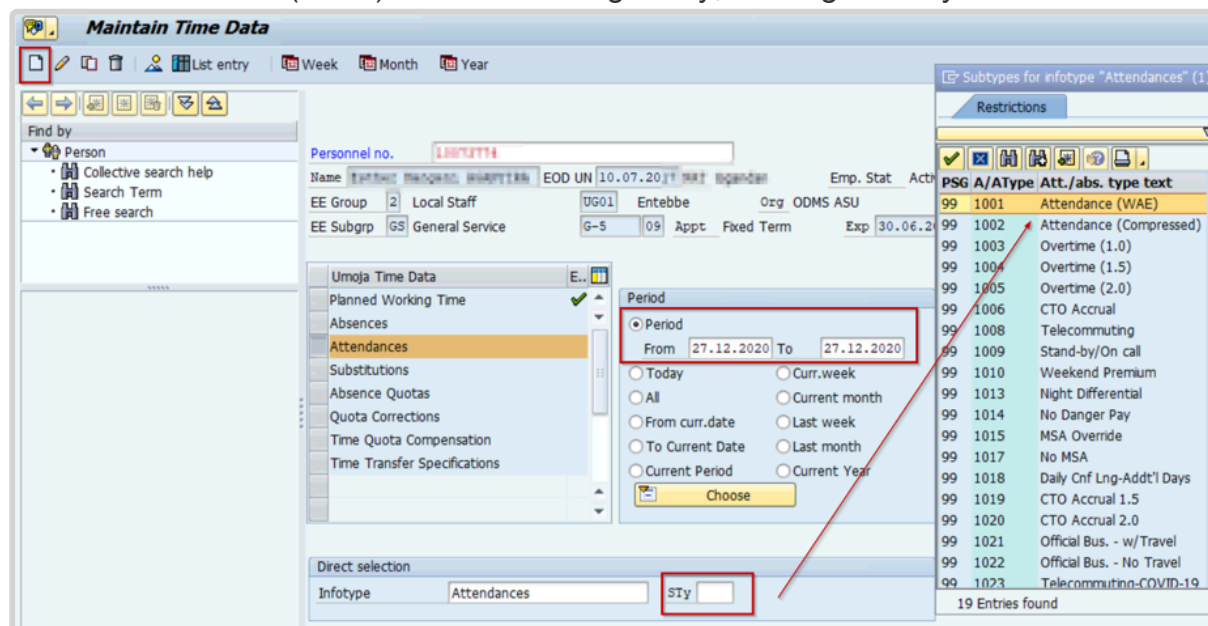


5. Review the list of attendance records to verify that records for the dates you are about to

enter have not already been created. Click  to return to the Maintain HR Master Data screen.



6. Enter the date(s) of attendance in the From and To text boxes. Select the Attendance infotype. Click  to create a new Attendances record.
7. Select Attendance (WAE) to record a single day, or range of days.

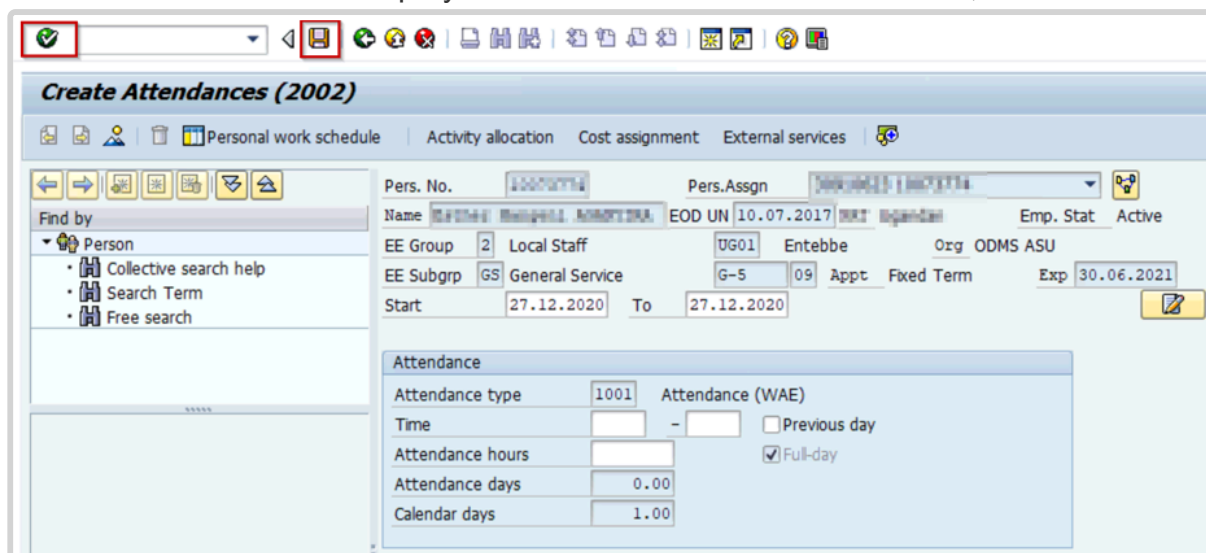


8. Click  to confirm selection.



The staff member must be in the 7DAYWAE work schedule (infotype 0007) in order for all entries to be paid regardless of whether it is a weekend or weekday.

9. Review the information displayed. Click  to validate the values, then click .



10. Press F9 to add a note.
The contents of the note should contain:


- Attendance record created to record day(s) worked by the s/m for the period from < **enter date(s)** > to < **enter date(s)** >. Email from approving manager, < **enter name/title** >, dated < **date** > refers.


Infotype Text

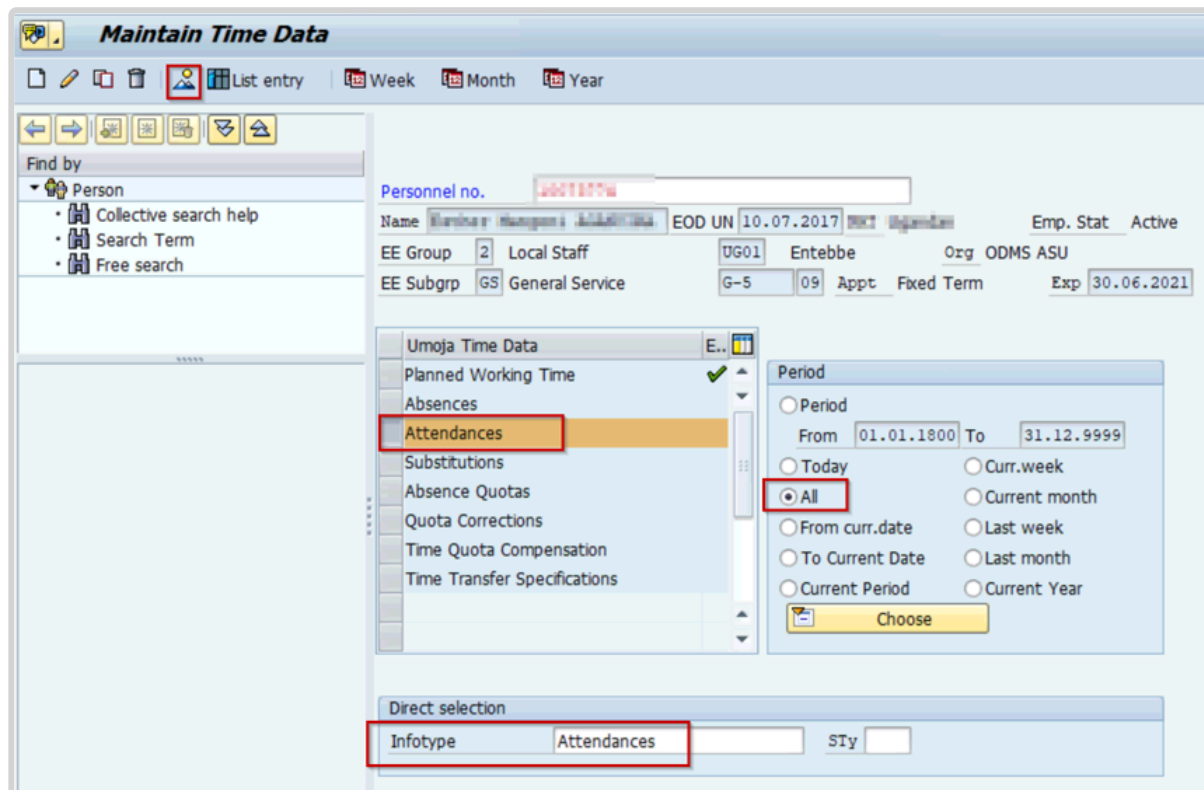
```

1> Attendance record created to record day(s) worked by the s/m for the
2> period of < 27/12/2020 approving manager, < enter
3> name/title >, dated < date > refers.
4
5

```

11. Click  to save the record.
12. To view the newly created record, go to IT61.

#_Select All for Period. Select the Attendances infotype. Click  to display the list of Attendance records.



Maintain Time Data

Find by: Person

Personnel no. 1000000000

Name: [Name] EOD UN: 10.07.2017 Emp. Stat: Active

EE Group: 2 Local Staff UG01 Entebbe Org: ODMS ASU

EE Subgrp: GS General Service G-5 09 Appt Fixed Term Exp: 30.06.2021

Umoja Time Data: E..

Planned Working Time: ✓

Absences

Attendances

Substitutions

Absence Quotas

Quota Corrections

Time Quota Compensation

Time Transfer Specifications

Period:

From: 01.01.1800 To: 31.12.9999

Today

All

Curr.week

Current month

Last week

Last month

Current Period

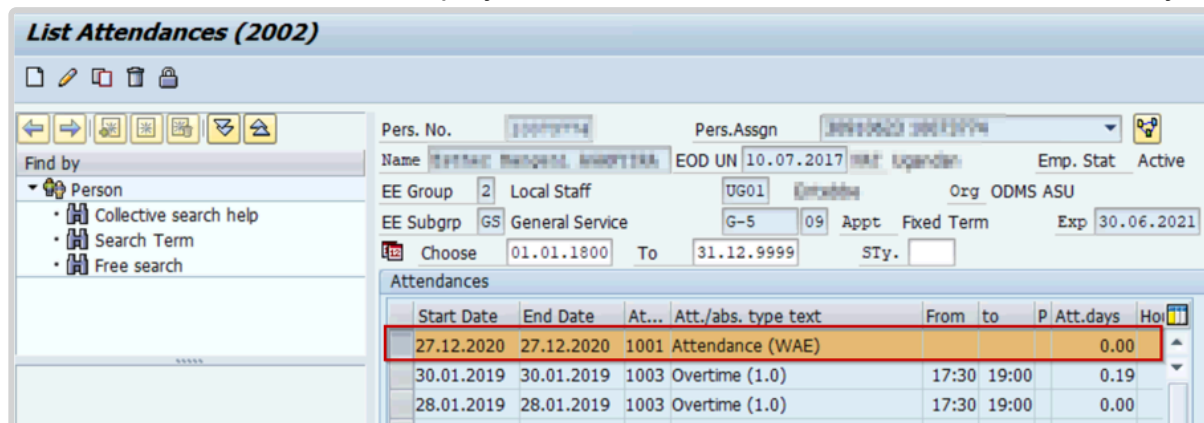
Current Year

Choose

Direct selection:

Infotype: Attendances STy:

Note that the new record is displayed in the list. Click  to return to the SAP Easy Access screen.



List Attendances (2002)

Pers. No. 1000000000 Pers. Assgn: [Assgn]

Name: [Name] EOD UN: 10.07.2017 Emp. Stat: Active

EE Group: 2 Local Staff UG01 Entebbe Org: ODMS ASU

EE Subgrp: GS General Service G-5 09 Appt Fixed Term Exp: 30.06.2021

Choose: 01.01.1800 To: 31.12.9999 STy:

Start Date	End Date	At...	Att./abs. type text	From	to	P Att.days	Hol
27.12.2020	27.12.2020	1001	Attendance (WAE)			0.00	
30.01.2019	30.01.2019	1003	Overtime (1.0)	17:30	19:00	0.19	
28.01.2019	28.01.2019	1003	Overtime (1.0)	17:30	19:00	0.00	


Run Payroll simulation to ensure that the correct number of days will be paid.

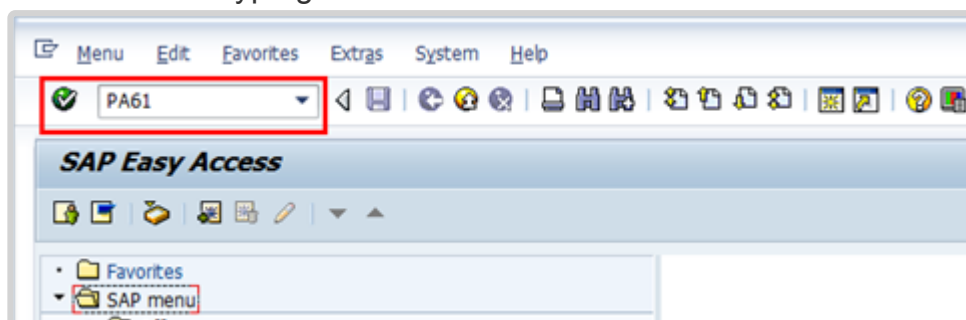
Last modified: 16 January 2023



4.2.3. Create Absence Record



Although absence records can be created in ECC, the standard process is to follow the ESS workflow as absences typically require time manager approval. If you are required to enter absences in ECC, be sure that the corresponding approval of the ESS workflow has been obtained before recording the ECC entry. In addition, add a note to the entry indicating why the transaction is made in ECC and confirming that the approval has been received.

1. This action should only be used in exceptional cases where both the staff member and Time Administrator/Time Senior Administrator are unable to create an absence record in the ESS portal.
2. Start the transaction using the menu path or transaction code.
3. Click  after typing PA61 in the Command text box.



4. Enter the staff member's personnel number. Click  to validate entry.
5. Enter the From (first day of leave) and To (last day of leave) dates for the absence.
Enter the Infotype ID for Absences, 2001, in the Infotype text box. Click  to continue.

Maintain Time Data

Find by: Person

- Collective search help
- Search Term
- Free search

Personnel no. **10073774**

Name: [Name] EOD UN: 10.07.2017 Emp. Stat: Active

EE Group: 2 Local Staff UG01 Org: ODMS ASU

EE Subgrp: GS General Service G-5 09 Appt Fixed Term Exp: 30.06.2021

Umoja Time Data

- Planned Working Time
- Absences**
- Attendances
- Substitutions
- Absence Quotas
- Quota Corrections
- Time Quota Compensation
- Time Transfer Specifications

Period

Period: From 04.01.2021 To 08.01.2021

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

- Click  to create a new record.
- Click  to scroll down, if necessary, to locate the appropriate Leave Type.

Maintain Time Data

Find by: Person

- Collective search help
- Search Term
- Free search

Personnel no. 10073774

Name: [Name] EOD UN: 10.07.2017 Emp. Stat: Active

EE Group: 2 Local Staff UG01 Org: ODMS ASU

EE Subgrp: GS General Service G-5 09 Appt Fixed Term Exp: 30.06.2021

Umoja Time Data

- Planned Working Time
- Absences**
- Attendances
- Substitutions
- Absence Quotas
- Quota Corrections
- Time Quota Compensation
- Time Transfer Specifications

Period

Period: From 04.01.2021 To 08.01.2021

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection


Infotype Absences STy

- Select the appropriate Leave Type.

9. Click  to confirm selection.

Subtypes for infotype "Absences" (1) 36 Entries found

Restrictions



PSG	A/AType	Att./abs. type text
99	1100	Annual Leave
99	1101	Travel Time
99	1102	Combined Parental Leave
99	1103	Jury Duty
99	1104	Floating Holiday
99	1105	Regular Day Off
99	1106	Special Leave w/Full Pay
99	1107	Special Leave w/half Pay
99	1108	Special Leave without Pay
99	1109	Administrative Leave wPay
99	1110	Suspension without Pay
99	1111	Rest & Recuperation (R&R)
99	1112	Compressed Reg Day Off
99	1114	Annual Leave-Home Leave
99	1115	Annual Leave-Family Visit
99	1116	Annual Leave-Reverse EGT
99	1119	Certified Sick Leave
99	1120	Uncertified Sick leave
99	1121	Sick Leave with Half Pay

The Subtypes listed here are all the possible absence types that can be recorded:

- **Annual Leave** – used to record annual leave.
- **Uncertified Sick leave** – used to record uncertified sick leave (7 days per cycle) and deducts the time from the sick leave with full pay entitlement.
- **Sick leave with half pay** – used to record certified sick leave on half pay.
- **Certified Sick leave** – used to record certified sick leave on full pay.
- **HalfSickLeave w/Half Duty** – used to record sick leave with half pay combined with work (for full pay status).
- **HalfSickLeave w/Half AL** – used to record sick leave with half pay combined with annual leave (if available) for full pay status.
- **CTO use** – used to record absences that will deduct the time against the balance of CTO accrued by the staff member.
- **Paternity Leave** – used to record absence as a result of paternity leave and will deduct the time against the paternity leave balance. A paternity leave quota needs to be set up


prior to choosing this option. Please refer to the paternity leave section of the job aid on Time for additional information on how to process this leave request.

- **Adoption Leave** – used to record absences as special leave with full pay, reason adoption.
- **Administrative Lv w/o Pay** – used to record absences as a result of special leave without pay, reason Administrative Leave. Please refer to the special leave section of the job aid on Time for additional information on how to process this leave request.
- **Special Leave Partial Pay** – used to record absences as a result of special leave with partial pay. Please refer to the special leave section of the job aid on Time for additional information on how to process this leave request.
- **Sick leave-Svc incurred** – used to record a sick leave absence that is determined to be service incurred. If you choose this option, the time taken will not deduct from the sick leave quota.
- **Travel Time for R&R** – used to record travel time for R&R travel.

10. Click  to validate entry.

11. Press **F9** to enter comments.

12. The note should contain the following elements:

Absence record created for s/m for < **enter reason for record** > for the period from < **enter date(s)** > to < **enter date(s)** >. Email from approving manager, < **enter name/title** >, dated < **date** > refers. Click  to save the comments you have entered.

Infotype Text

1	Absence record created for s/m as the s/m doesn't have access to UMOJA
2	ESS due to an ongoing technical issue. Approval email received from
3	the manager DD/MM/YY
4	

13. Click  to save the record.

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

Change Absences (2001)

Find by: Person

- Collective search help
- Search Term
- Free search

Pers. No. 10000114 Pers. Assign 00.01.2021

Name EOD UN 00.01.2021 Emp. Stat Active

EE Group 2 Local Staff UG01 Entebbe Org ODMs ASU

EE Subgr GS General Service G-5 09 Appt Fixed Term Exp 30.06.2021

Start 04.01.2021 To 09.01.2021 Chg. 09.12.2022 TM02ALL04

Absence type 1100 Annual Leave

Time - ☐ Prev. day

Absence hours 40.00 ☒ Full-day

Absence days 5.00

Calendar days 5.00

Quota used 5.00 Days

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4.2.4. Modify Attendance/Absence Record

1. Modify will only allow the Time Senior Administrator to change dates or characteristics for a specific attendance or leave type. The system will not allow the subtype of the attendance/leave to be changed.
2. Start the transaction using the menu path or transaction code: PA61 Maintain Time Data.
3. Click  after typing PA61 in the Command text box.



4. Enter the staff member's personnel number in the Personnel No. text box. Click  to continue.
5. To locate the record you want to modify, enter a date range that covers part of the absence duration. Enter the Infotype ID for the type of record you want to modify. Click  to continue.

Maintain Time Data

Find by: Person

- Collective search help
- Search Term
- Free search

Personnel no. **10073774**

Name: **ENTEBBE, MARGARET, ANTONIA** EOD UN: **10.07.2017** Emp. Stat: **Active**

EE Group: **2** Local Staff UG01 Entebbe Org: **ODMS ASU**

EE Subgrp: **GS** General Service G-5 09 Appt Fixed Term Exp: **30.06.2021**

Umoja Time Data: **E..**

- Planned Working Time
- Absences**
- Attendances
- Substitutions
- Absence Quotas
- Quota Corrections
- Time Quota Compensation
- Time Transfer Specifications

Period:

☒ Period

From: **04.01.2021** To: **08.01.2021**

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week



☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection:

Infotype: **Absences** STy: **1100 Annual Leave**

6. Click  to select the record you want to modify and click  to edit the record.

List Absences (2001)

Pers. No.: **10073774** Pers.Assign: **ENTEBBE, MARGARET, ANTONIA**


Name: **ENTEBBE, MARGARET, ANTONIA** EOD UN: **10.07.2017** Emp. Stat: **Active**

EE Group: **2** Local Staff UG01 Entebbe Org: **ODMS ASU**

EE Subgrp: **GS** General Service G-5 09 Appt Fixed Term Exp: **30.06.2021**

Choose: **04.01.2021** To: **08.01.2021** STy: **1100**

Start Date	End Date	Ab...	Att./abs. type text	From	To	P	Abs.days	Hoi
04.01.2021	08.01.2021	1100	Annual Leave				5.00	

7. In the original leave request record, you can see the from and to dates of the absence. Only the start and/or end date(s) of the absence can be modified. Click  to accept the change.

Change Absences (2001)

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

Pers. No. Pers. Assgn

Name EOD UN Emp. Stat

EE Group Local Staff Org ODMS ASU

EE Subgrp General Service Appt Fixed Term Exp

Start To Chg.

Absence type Annual Leave



Time ☐ Prev.day

Absence hours ☒ Full-day

Absence days

Calendar days

Quota used Days

8. Press **F9** to add a note.
9. The note should contain the following elements: – Staff member has requested the < **type of change** > for the period of < **date** > through < **date** >. Medical note from recognized physicians provided by the staff member on < **date** >.
10. Click  to save the note.
11. Click  again to save the record.



Infotype Text

1> Staff member has requested an update on the Annual Leave for the

2> period of < date > through < date >. Amendment was made upon approval

3> notification from the time manager. <name/last name> <date>

4>

12. Click  to return to the Maintain HR Master Data screen.
13. Click  to return to the SAP Easy Access screen.

Change Absences (2001)

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

Find by: Person

- Collective search help
- Search Term
- Free search

Pers. No. 10001000 Pers. Assign 1000100010001000

Name ~~Werner, Werner, Werner~~ EOD UN 10.07.2017 ALL ~~Werner~~ Emp. Stat Active

EE Group 2 Local Staff 10001 ~~Werner~~ Org ODMS ASU

EE Subgrp GS General Service G-5 09 Appt Fixed Term Exp 30.06.2021

Start 04.01.2021 To 07.01.2021 Chg. 09.12.2022 TM02ALL04

Absence type 1100 Annual Leave

Time - ☐ Prev.day

Absence hours 40.00 ☒ Full-day

Absence days 5.00

Calendar days 5.00

Quota used 5.00 Days

An absence record must now be created for the period of AL. The staff member should submit the request for AL through ESS.

If necessary, the HR Partner can create a leave request for the period of AL approved by following the common set of instructions to request a leave absence in ECC.

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4.2.5. View, Create and Change Work Schedules


The management of work schedules is one of the primary responsibilities of Time Senior administrators. Most staff members are given a normal work schedule at the time of onboarding. Staff members who regularly work shifts need to be changed to a work schedule that incorporates the time patterns for that shift. Work schedules allow you to define the core work hours for staff and can incorporate the special payments/time accruals such as CTO and night differential, etc. that are due to staff members who work outside regular working hours or on shift schedules.

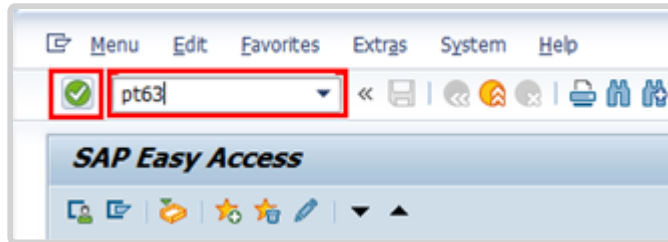
For example, if night differential is built into the schedule, then it will be automatically paid to the staff member without the need for extra data entry on a daily basis.


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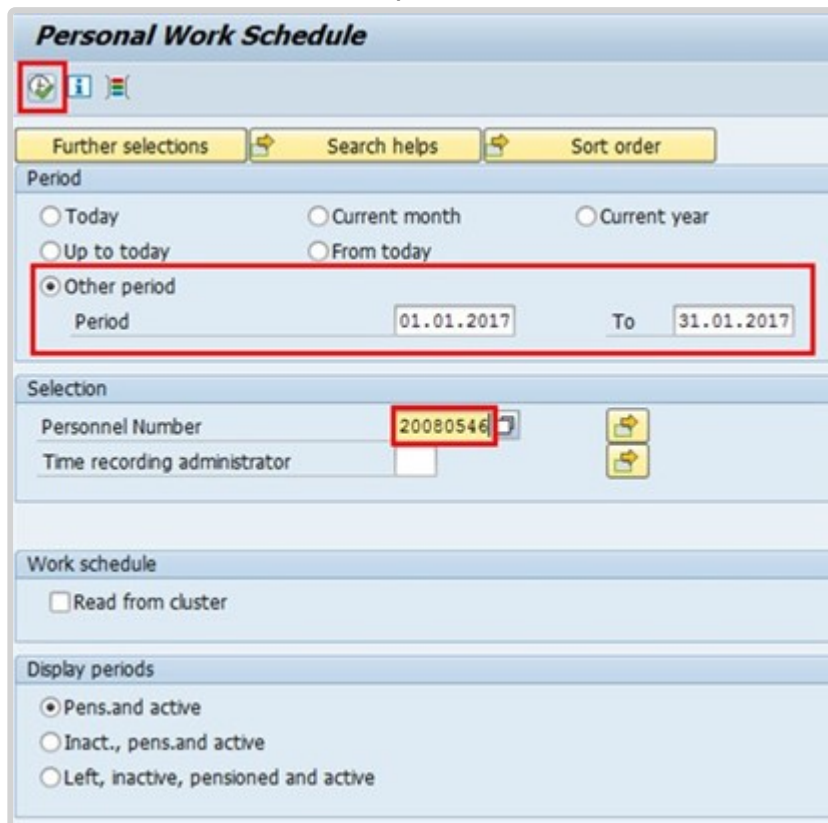
Last modified: 16 January 2023

4.2.5.1. View a Personal Work Schedule

1. Start the transaction using the menu path or transaction code.
2. Click  after typing PT63 in the Command text box.



3. Select an option for the period you want to include in the report. For a single day, select Other period and enter the date in the Period and To text boxes.
Enter the staff member's personnel number in the Personnel Number text box.
Click  to execute the report.



Personal Work Schedule

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year
☐ Up to today ☐ From today
☒ Other period
Period 01.01.2017 To 31.01.2017

Selection


Personnel Number 20080546
Time recording administrator

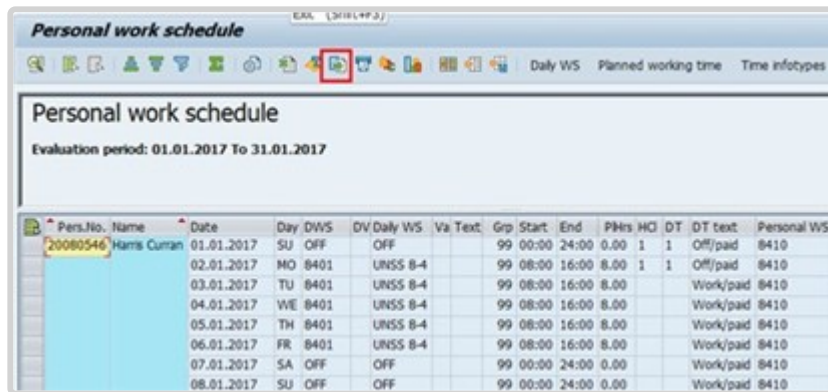
Work schedule

☐ Read from cluster

Display periods

☒ Pens. and active
☐ Inact., pens. and active
☐ Left, inactive, pensioned and active

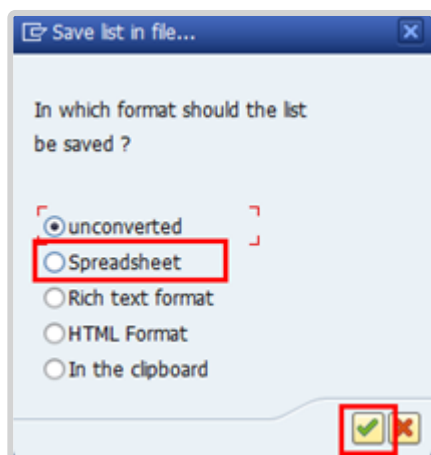
4. You can view the personal work schedule information online or save it to a local file for offline viewing. Click  to save to a local file.



Pers.No.	Name	Date	Day	DWS	DV Daily WS	Va. Text	Grp	Start	End	P.Hrs	HG	DT	DT text	Personal WS
20080546	Harris Curran	01.01.2017	SU	OFF	OFF		99	00:00	24:00	0.00	1	1	Off/paid	8410
		02.01.2017	MO	8401	UNSS 8-4		99	08:00	16:00	8.00	1	1	Off/paid	8410
		03.01.2017	TU	8401	UNSS 8-4		99	08:00	16:00	8.00			Work/paid	8410
		04.01.2017	WE	8401	UNSS 8-4		99	08:00	16:00	8.00			Work/paid	8410
		05.01.2017	TH	8401	UNSS 8-4		99	08:00	16:00	8.00			Work/paid	8410
		06.01.2017	FR	8401	UNSS 8-4		99	08:00	16:00	8.00			Work/paid	8410
		07.01.2017	SA	OFF	OFF		99	00:00	24:00	0.00			Work/paid	8410
		08.01.2017	SU	OFF	OFF		99	00:00	24:00	0.00			Work/paid	8410

5. Click *Spreadsheet* to save as an Excel spreadsheet.

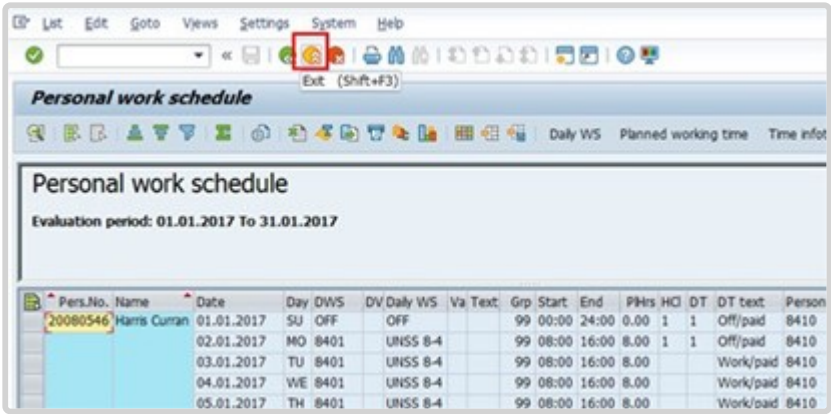
6. Click  to confirm selection.



7. Select or enter a location to which the file will be saved. Enter a name for the file. Click *Generate* to save the file.



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



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4.2.5.2. Create a Work Schedule


If a work schedule does not exist for the time conditions you need to assign to a staff member; you may request the creation of a new work schedule, for example, is someone works part-time e.g. 90%, 80%, 50% or 25% of a normal work schedule.

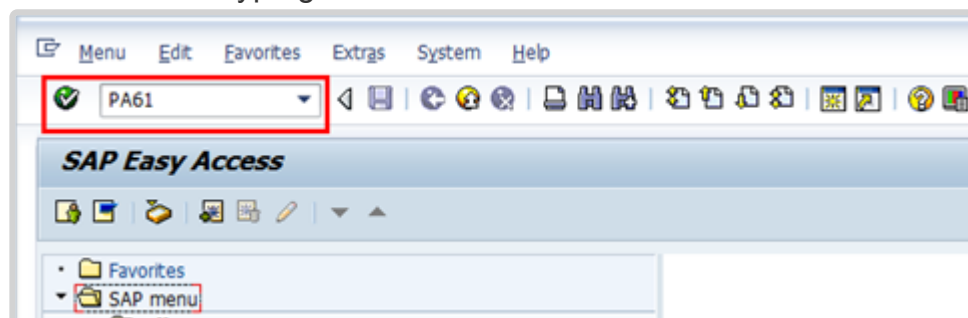
To request the creation of a new work schedule, you need to open an iNeed ticket and attach the [Umoja Work Schedule Configuration Template](#) form with all the details you need to have in the work schedule.


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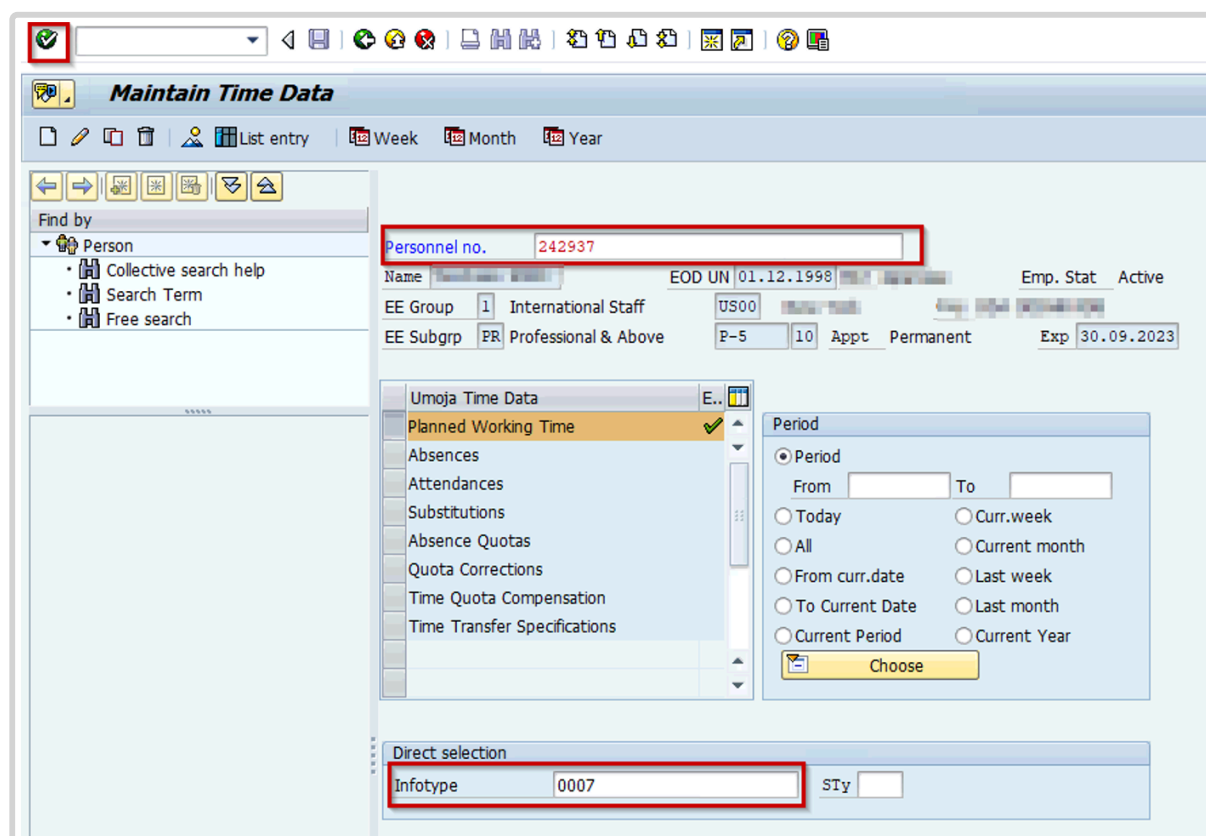
Last modified: 16 January 2023

4.2.5.3. Change a Staff Member's Work Schedule

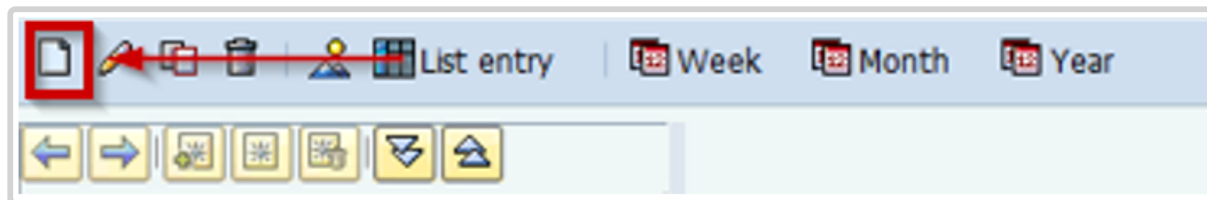
1. Start the transaction using the menu path or transaction code.
2. Click  after typing PA61 in the command text box.





3. Enter the staff member's personnel number in the Personnel No. text box. Type 0007 in the Infotype text box to access the Planned Working Time infotype.
- Click  to validate entries.




4. Click  to create a new Planned Working Time record.



5. Click  to display the list of work schedules.

Pers. No.	242937	Pers.Assgn	30033026 00242937				
Name	Tsutomu KONO	EOD UN	01.12.1998	NAT	Japanese	Emp. Stat	Active
EE Group	1 International Staff	US00	New York	Org	ODA ODDHR RDB		
EE Subgrp	PR Professional & Above	P-5	10	Appt	Permanent	Exp	30.09.2023
Start	<input checked="" type="checkbox"/>	To	31.12.9999				

Work schedule rule	
Work schedule rule	NORM  NHQ Normal
Time Mgmt status	9 - Time evaluation of planned times

Working time	
Weekly working hours	0.00
Weekly workdays	0.00

6. Scroll to locate then select the appropriate work schedule. Click  to confirm selection.

Restrict Value Range (1) 337 Entries found

Restrictions

2

ES grouping: 1
Holiday Calendar ID: US
PS grouping: 99

WS rule	Work schedule rule text	PWS	Start Date	End Date
UNS284TM	HQ SSS 8:4 Thu-Mon .50CTO	8423	01.01.1945	23.10.1945
UNS284TM	HQ SSS 8:4 Thu-Mon .50CTO	8423	24.10.1945	31.12.9999
UNS284TS	HQ SSS 8:4 Tue-Sat .50CTO	8421	01.01.1945	23.10.1945
UNS284TS	HQ SSS 8:4 Tue-Sat .50CTO	8421	24.10.1945	31.12.9999
UNS284WS	HQ SSS 8:4 Wed-Sun .50CTO	8422	01.01.1945	23.10.1945
UNS284WS	HQ SSS 8:4 Wed-Sun .50CTO	8422	24.10.1945	31.12.9999
UNSS08FT	HQ SSS 00:8 Fr-Tu .5CT ND	1284	01.01.1945	23.10.1945
UNSS08FT	HQ SSS 00:8 Fr-Tu .5CT ND	1284	24.10.1945	31.12.9999
UNSS08MF	HQ SSS 00:8 Mo-Fr .5CT ND	1280	01.01.1945	23.10.1945
UNSS08MF	HQ SSS 00:8 Mo-Fr .5CT ND	1280	24.10.1945	31.12.9999
UNSS08ST	HQ SSS 00:8 Su-Th .5CT ND	1286	01.01.1945	23.10.1945

1

7. Click *Work Schedule* to view the work schedule in calendar view.

Create Planned Working Time (0007)

Work schedule

Pers. No. 242937 Pers. Assgn [dropdown]

Name [dropdown] EOD UN 01.12.1998 Emp. Stat Active

EE Group 1 International Staff US00

EE Subgrp PR Professional & Above P-5 10 Appt Permanent Exp 30.09.2023

Start [checkbox] To 31.12.9999

Work schedule rule

Work schedule rule UNSS08FT UNHQ Normal

Time Mgmt status 9 - Time evaluation of planned times

Working time

Weekly working hours 0.00

Weekly workdays 0.00

8. The work schedule displays the Daily Work Schedule for each day of the month. Confirm the correct work schedule has been selected.

For Work Schedule rule UNSS08FT:

- 1282 = work day with 0.5 of CTO and Night Differential

- OFF = Rest Day/Day Off

To view the detail of a Daily Work Schedule, double-click on a day.

Display Work Schedule

Choose Previous month Next month

ES grouping DWS grouping Monthly hours

Holiday Calendar ID Period work schedule


PS grouping Work schedule rule

Valid Chngd 17.11.2021 DPINZON


Work Schedule

Wk	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC	D	SU	HC
44				01			02			03			04			05			06		
				1282			OFF			OFF			1282			1282			1282		
45	07			08			09			10			11			12			13		
	1282			1282			OFF			OFF			1282			1282			1282		
46	14			15			16			17			18			19			20		
	1282			1282			OFF			OFF			1282			1282			1282		
47	21			22			23			24	1		25			26			27		
	1282			1282			OFF		1	OFF			1282			1282			1282		
48	28			29			30														
	1282			1282			OFF														

Restart: Month Week Day in year

9. View the detail to confirm the selected schedule is the correct one. Click  to return to the Work Schedule.

Display Work Schedule			
Previous day Next day			
ES grouping	1	DWS grouping	99
Holiday Calendar ID	US	Daily work schedule	1282 UNSS12-8 ND
PS grouping	99	Work schedule rule	UNSS08FT
05.11.2022 Saturday		Chngd 17.11.2021 DPINZON	
Daily work schedule			
Daily WS class	1	Day type	Work/paid
Planned working hrs	8.00	Holiday class	
Planned work time	00:00 - 08:00		
Normal working time			
Begin tolerance			
Core time 1			
Core time 2			
End tolerance		Work break schedule	UNS1
Max. working time	0.00	Reaction to overtime	
Min. working time	0.00	Overtime allowed	
Compensation time	0.00	<input type="checkbox"/> Availability	
Additional hours	0.00	<input type="checkbox"/> Auto. overtime	
Custom indicator			
Restart: Date			

10. Some Work Schedules incorporate multiple Daily Work Schedules. Repeat the steps above to view any other Daily Work Schedules. Click  to return to the previous screen.

Display Work Schedule





Previous day Next day

ES grouping	1	DWS grouping	99
Holiday Calendar ID	US	Daily work schedule	1282 UNSS12-8 ND
PS grouping	99	Work schedule rule	UNSS08FT

05.11.2022 Saturday Chngd 17.11.2021 DPINZON

Daily work schedule

Daily WS class	1	Day type	Work/paid
Planned working hrs	8.00	Holiday class	
Planned work time	00:00 - 08:00		
Normal working time			

11. Click  to validate selection. You may have to click  multiple times to acknowledge any messages displayed at the bottom of the screen.
12. Click  to save the record.
13. Click  to return to the SAP Easy Access screen.

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Last modified: 16 January 2023

4.3. Monitoring Reports

The following reports can be used to monitor the accuracy of time recording in Umoja.

- [Display Time Statement](#)
- [Display Leave Requests – Database of Requests](#)
- [Display Absence Quota Information](#)
- [Cumulated Time Evaluation Results – Time Balances and Wage Types](#)

Further information about specific Time Reports can be found on the [Umoja website](#), and the [HRSD Knowledge Management Platform](#).

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Last modified: 17 November 2022


4.3.1. Display Time Statement

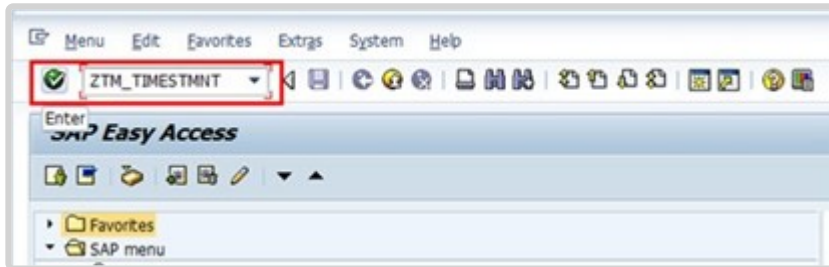
- [Monitoring Procedure](#)
- [Monitoring Analysis](#)


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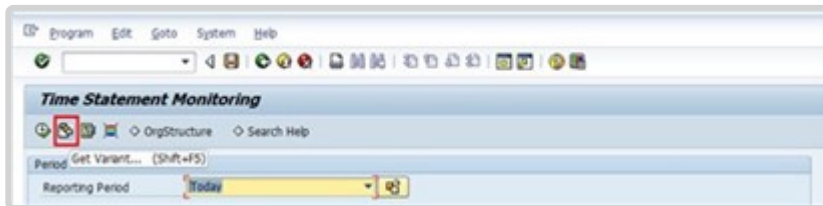
Last modified: 25 April 2022


4.3.1.1. Monitoring Procedure

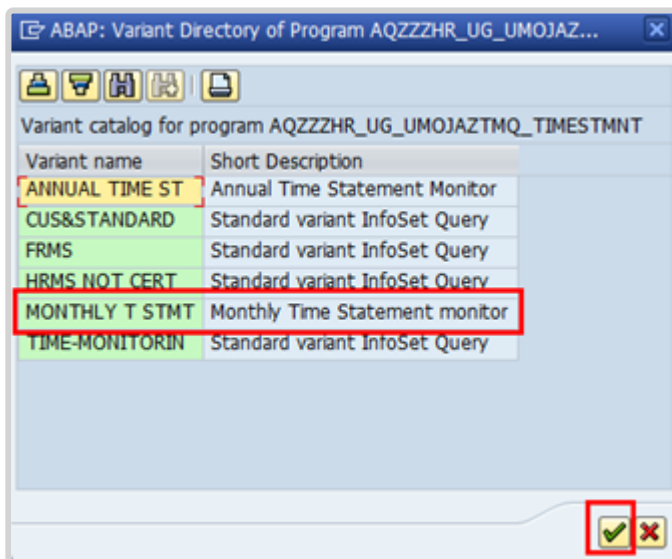
1. Start the transaction using the menu path or transaction code.
2. Click  or hit enter after typing `ZTM_TIMESTMNT` in the command text box.



3. Click  to open the Variant directory.

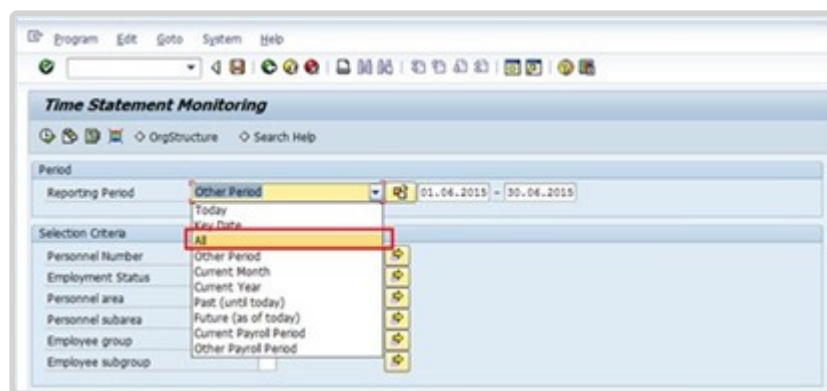


4. From the Variant Directory, select the variant for this report.
Variant options are:
 - **ANNUAL TIME ST** – used to check the certification status of Annual Time Statement
 - **MONTHLY T STMT** – used to check the certification status of monthly time statements
5. Click  to select the variant.



6. The Reporting Period in the Period section defaults to Other Period, which enables you to search for the monthly statements issued during a definitive time frame.
Select *All* to capture all the monthly time statements, whether certified or not, for an

individual staff member.

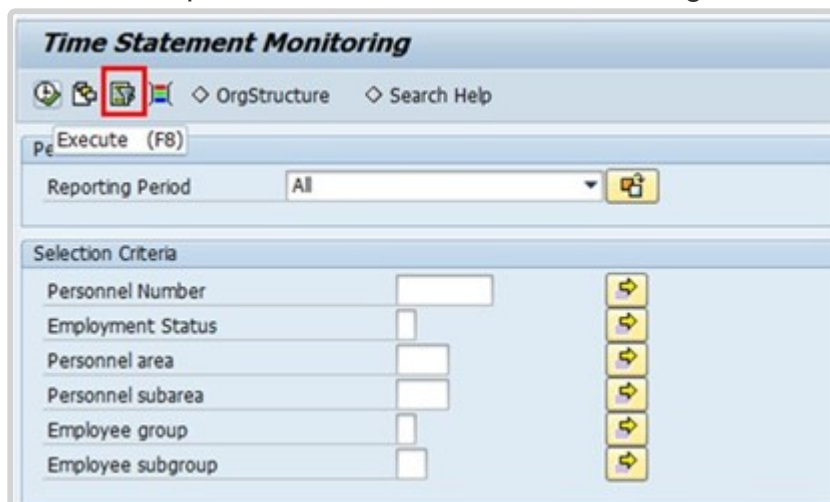




Reporting Period options are:

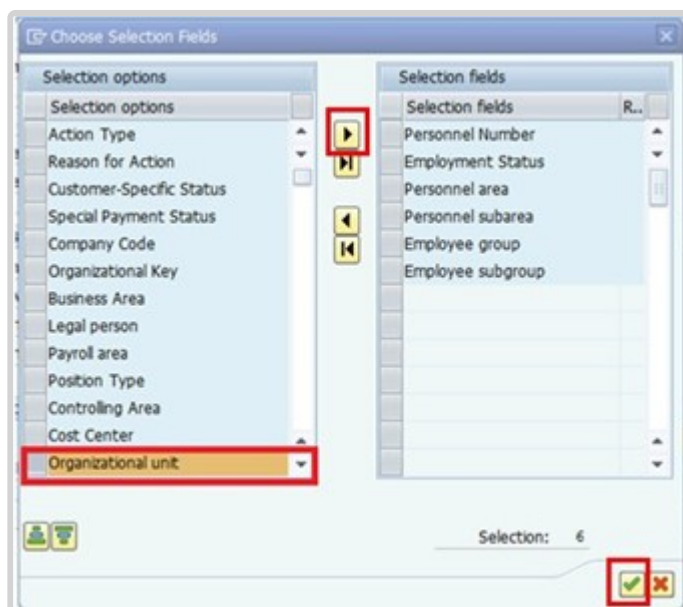
- **Today** – used to filter the records by today’s date. The system will display staff members monthly time statements generated as of today.
- **Key Date** – used to filter the records by the date you entered. For example, if you enter 30.04.2022 as the key date the system will display staff members monthly time statements on 30.04.2022.
- **All** – used to display a list of all staff who submitted a monthly time statement from 01.01.1800 through 31.12.9999. Also, if you enter a specific Personnel Number(s) with selecting option “all”, the report will populate all the monthly time statements of this/these staff member(s).
- **Other Period** – used to filter the records by the date range you entered. For example, if you enter 01.04.2022 – 31.05.2022 the system will display the staff member’s monthly time statements for the month of April and May.
- **Current Month** – used to filter the records by the current month. The system will display the staff member’s monthly time statement for the current month.
- **Current Year** – used to filter the records by the current year. The system will display the staff member’s monthly time statement for the current year.
- **Past (until today)** – used to filter the records by the past year to the current date. The system will display the staff member’s monthly time statements from 01.01.1800 up to today’s date.
- **Future (as of today)** – used to filter the records by the current date and future dates. The system will display the staff member’s monthly time statement as of the current date and beyond.
- **Current Payroll Period** – used to filter the records by the current payroll period. The system will display the staff member’s monthly time statement for the current payroll period.


- **Other Payroll Period** – used to filter the records by the current payroll period. The system will display the staff member's monthly time statement for other payroll periods.

- Click  to open the selection Fields to add Organizational unit to the selection options.



- Select Organizational unit, then click  to add to the Selection fields list.
- Click  to confirm selection.



- Enter the Organizational Unit code for Advisory Committee on Administrative and Budgetary Questions (ACABQ).
Notice that the Entitlement field under Program Selections has been pre-populated after selecting the Variant MONTHLY T STMT. No action is required in this portion.
- Click  to run the report.

Time Statement Monitoring

Period: Reporting Period: All

Selection Criteria:

Personnel Number: []

Employment Status: []

Personnel area: []

Personnel subarea: []

Employee group: []

Employee sub-group: []

Organizational unit: 20000222

Program selections:

Entitlement: D960 to []

Payroll Area: [] to []

Last Name: [] to []

First Name: [] to []

Output format:

SAP List Viewer

12. Based on the period and variant that was chosen (i.e., All, Monthly Time Statements), the system will generate a list of all available monthly time statements for the selected Organizational unit.

Index No.	Last name	First name	Employee Group	ESgrp	Personnel Area	Personnel Subarea	Org unit	Org Unit	OT Start Date	OT End Date	Entitlement	Monthly time
2001789	WILLIAMS	WILLIAMS	International Staff	PR	United States of America	United States of America	20000222	20000222	01.12.2015	31.12.2015		
2001789			International Staff	PR	United States of America	United States of America			01.01.2016	31.01.2016		
2001789			International Staff	PR	United States of America	United States of America			01.02.2016	28.02.2016		
2001789			International Staff	PR	United States of America	United States of America			01.03.2016	31.03.2016		




The generated report has the following information:

- **Index No.-** displays the staff member's Personnel No.
- **Name** – two columns displaying the staff member's first and last name.
- **Employee Group** – displays the staff member's group, e.g. International Staff.
- **ESgrp** – displays the staff member's subgroup type, e.g., PR (Professional).
- **Personnel Area and Personnel Subarea** – two columns that display the staff member's duty station information, e.g. United States of America and

New York, respectively.

- **Org Unit** – two columns displaying the staff member's organizational unit information (number and name).
- **IT Start Date and IT End Date** – two columns displaying the dates of the monthly time statements.

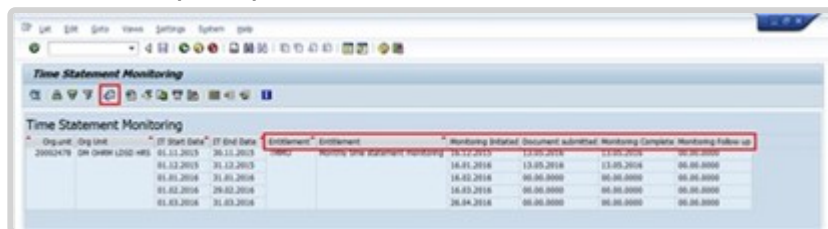
13. Click  to scroll to the right and see the remaining columns.

In this example, you will see that the staff member certified the time statements for the months November 2015 and December 2015. The staff member has not certified the time statements for the months January, February, and March 2016.


The remaining columns are:

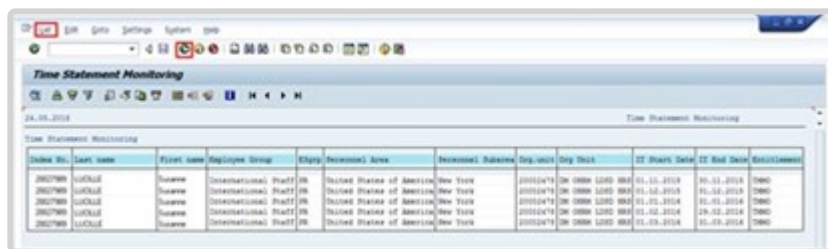
- **Entitlement** – The type of report selected, in this case TMMO, the Monthly Time Statement.
- **Monitoring Initiated** – when the monthly time statement was issued.
- **Document submitted** – when the staff member certified the monthly time statement.
- **Monitoring Complete** – when the staff member submitted the monthly time statement.
- **Monitoring Follow-up** – which statements are pending certification.

14. Click  to print preview.



Org Unit	IT Start Date	IT End Date	Entitlement	Monitoring Initiated	Document submitted	Monitoring Complete	Monitoring Follow-up
20002478	01.11.2015	30.11.2015	Monitoring Time Statement Monitoring	15.12.2015	15.12.2015	15.12.2015	00.00.0000
	01.12.2015	31.12.2015		16.01.2016	13.02.2016	13.02.2016	00.00.0000
	01.01.2016	31.01.2016		16.02.2016	00.00.0000	00.00.0000	00.00.0000
	01.02.2016	28.02.2016		16.03.2016	00.00.0000	00.00.0000	00.00.0000
	01.03.2016	31.03.2016		16.04.2016	00.00.0000	00.00.0000	00.00.0000

15. You can save this report as an Excel file by clicking **List-> Export-> Spreadsheet** and follow the on-screen instructions to save the spreadsheet.
16. Click  multiple times until you exit the report screen and the Time Statement Monitoring filter screen appears.



The screenshot shows the SAP Time Statement Monitoring screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays a table with the following columns: Index No., Last name, First name, Employee Group, Status, Personnel Area, Personnel Subarea, Org. Unit, Org. Unit, OT Start Date, OT End Date, and Settlements. The table contains four rows of data for employees with the last name 'LUCAS'.

Index No.	Last name	First name	Employee Group	Status	Personnel Area	Personnel Subarea	Org. Unit	Org. Unit	OT Start Date	OT End Date	Settlements
2807989	LUCAS	Isabelle	International Staff	IN	United Nations of America	New York	20000479	IN 0886 1000 0886	01.01.2018	30.12.2018	THRU
2807989	LUCAS	Isabelle	International Staff	IN	United Nations of America	New York	20000479	IN 0886 1000 0886	01.01.2018	30.12.2018	THRU
2807989	LUCAS	Isabelle	International Staff	IN	United Nations of America	New York	20000479	IN 0886 1000 0886	01.01.2018	30.12.2018	THRU
2807989	LUCAS	Isabelle	International Staff	IN	United Nations of America	New York	20000479	IN 0886 1000 0886	01.01.2018	30.12.2018	THRU

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



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4.3.1.2. Monitoring Analysis

To conduct monitoring analysis, you must produce a report extract:

- for an Organizational unit
- covering the period under review.

If there is a valid date in the Monitoring complete column, then the staff member has certified that Monthly Time Statement.

Any rows that are empty or have 00.00.000 (determined by how you export the report to Excel) in the Monitoring complete date column show uncertified Monthly Time Statements. The Time Senior Administrator must follow up with the staff member to ensure certification.

Annual time statement

Always static once the system generates it, regardless of being certified by S/M or not. This means once generated, all submissions made after this date will not be reflected on the annual time statement.

Monthly time statement

- *Report generated but not yet certified by the S/M:* At this stage the report is dynamic. All changes/submissions made before the S/M certifies it will be reflected in the monthly time statement.
- *Report generated and certified by the S/M:* Once certified, the report becomes static. Any changes/submissions made after the S/M certifies it will not be reflected in the monthly time statement.

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Last modified: 17 November 2022


4.3.2. Display Leave Requests – Database of Requests

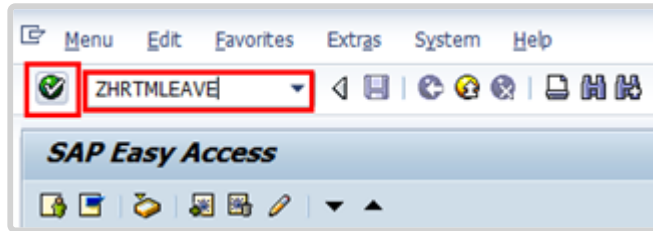
- [Monitoring Procedure](#)
- [Monitoring Analysis](#)

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Last modified: 10 June 2022

4.3.2.1. Monitoring Procedure

1. Start the transaction using the menu path or transaction code.
2. Click  or hit enter after typing *ZHRTMLEAVE* in the Command text box.



3. Organizational unit is not part of the default Selection pane. You can either add Organizational unit to Selection or use a variant which already includes it. Click on *Further selections* to add Organizational unit to Selection pane and then scroll down.

Display Leave Requests (Database of Requests)

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

Relate Data Selection Period to Following Fields

☒ Request Date

☐ Absent as of

☐ End date of absence

Use Personnel Number for Following Role

☒ Owner

☐ Next Agent

☐ Person Responsible

☐ Initiator

Request Data

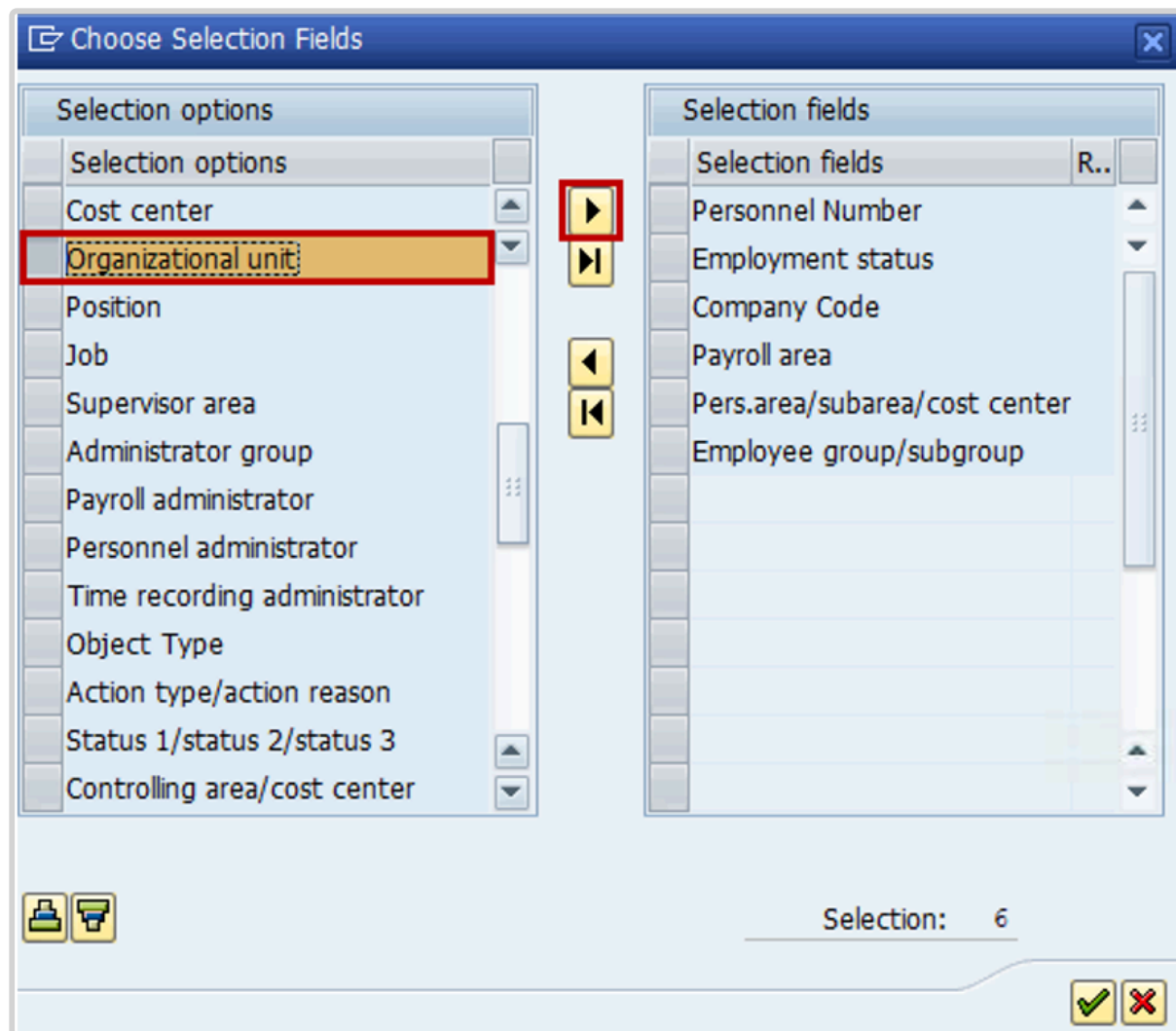
Document Status to

Document ID to

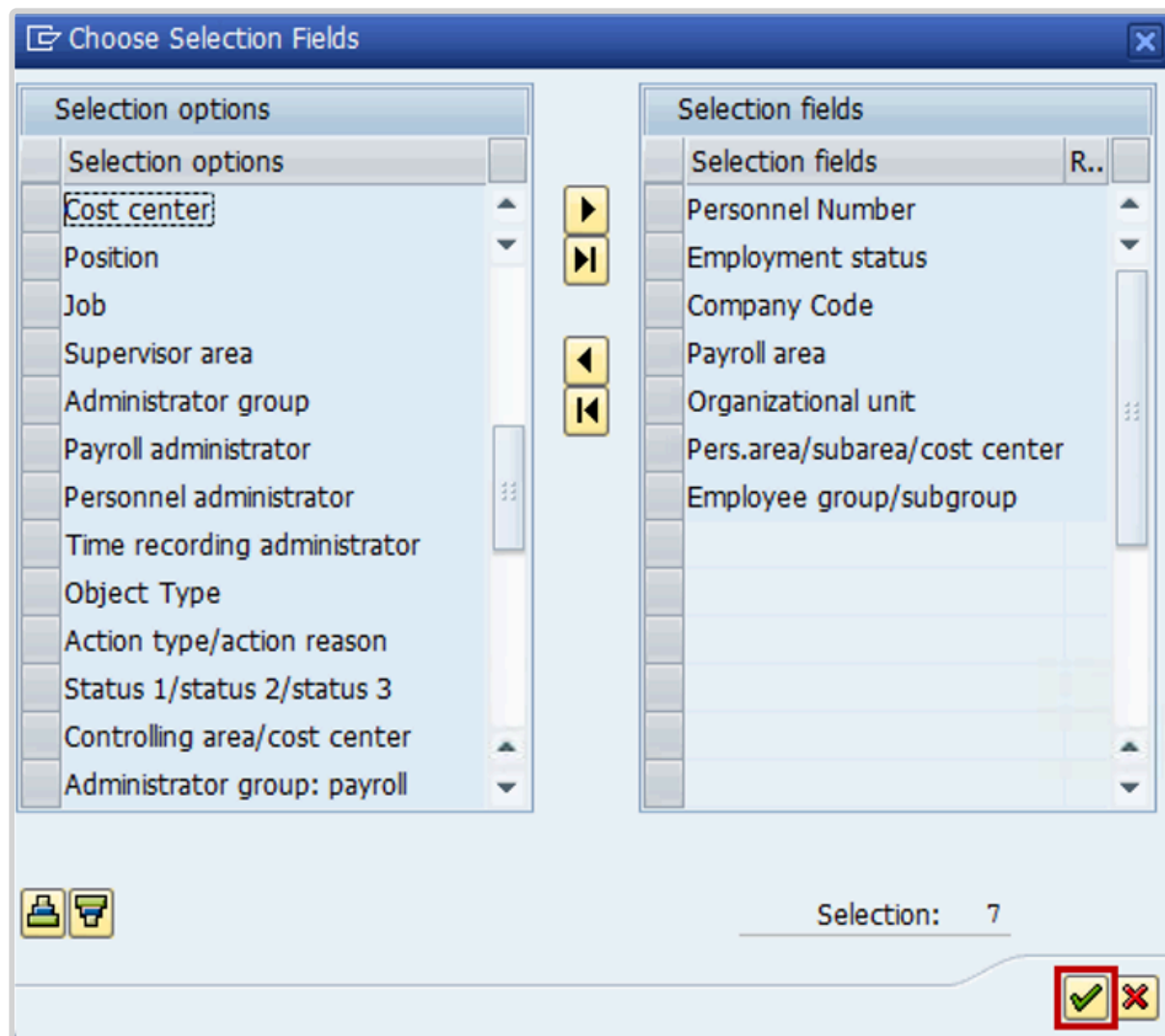
Version Selection

☒ Only Current Version

4. Select *Organizational unit* then click  to add the option to the Selection pane.



5. Click  to confirm selection.



6. The Period defaults to Current month.

Display Leave Requests (Database of Requests)

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
 Organizational unit
 Pers.area/subarea/cost centre
 Employee group/subgroup

Relate Data Selection Period to Following Fields

☒ Request Date
 ☐ Absent as of
 ☐ End date of absence

Use Personnel Number for Following Role

☒ Owner

7. Click **Other Period/Data Selection Period** includes the following parameters:
 Under the Period section, select **Other Period** radio button and enter dates 01.01.1800 to 31.12.9999 in Data Selection Period field. This will include all requests of leave that have already passed as well as leave requests for future dates.

Display Leave Requests (Database of Requests)

Further selections Search helps Sort order

Period

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

Data Selection Period 01.01.1800 To 31.12.9999
 Person selection period To
 Payroll period

Selection

Personnel Number		
Employment status		
Company Code		
Payroll area		
Organizational unit	20000222	
Pers.area/subarea/cost cente		
Employee group/subgroup		

Relate Data Selection Period to Following Fields

☒ Request Date
☐ Absent as of
☐ End date of absence


Use Personnel Number for Following Role

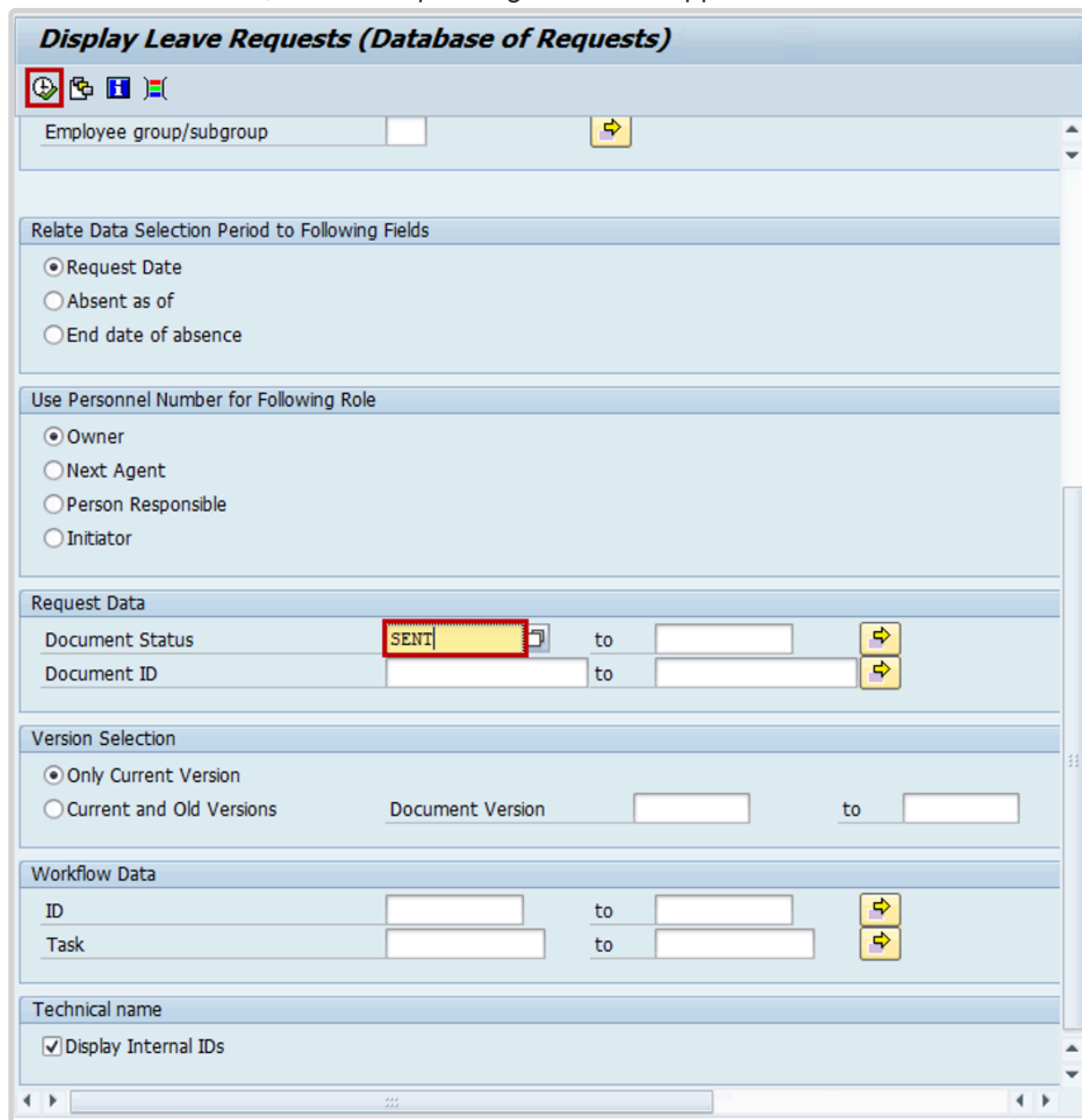
☒ Owner
☐ Next Agent
☐ Person Responsible

You may also customize the period by selecting one of the other options:


- **Today** – This will capture only those leave requests that are submitted today
- **Up To Today** – This will capture any leave requests that are pending approval from the Umoja Go Live date (i.e., 01.11.2015 for C4 entities) up to today
- **Current Month** – This will display any leave requests that are pending approval in the current month
- **Current Year** – This will display any leave requests that are pending approval in the current year
- **From Today** – This will capture only those leave requests that are submitted today

Type the Organizational unit number in the Organizational unit field then scroll down to the Request Data section.

8. Type **SENT** in the Document Status field of the Request Data section then click . This will generate all sent requests for staff members in the Organizational Unit you are running the report for, for example, the Advisory Committee on Administrative and Budgetary Questions (ACABQ), Organizational Unit code: 20000222 on the Employee Self- Service Portal, which are pending next-level approval.



Display Leave Requests (Database of Requests)

Employee group/subgroup 



Relate Data Selection Period to Following Fields


☒ Request Date
☐ Absent as of
☐ End date of absence

Use Personnel Number for Following Role

☒ Owner
☐ Next Agent
☐ Person Responsible
☐ Initiator

Request Data


Document Status  to 


Document ID to 

Version Selection

☒ Only Current Version
☐ Current and Old Versions Document Version to

Workflow Data

ID to 

Task to 

Technical name

☒ Display Internal IDs

9. The resulting report lists all staff members whose leave requests are pending approval within the Organizational Unit that was chosen.

Display Leave Requests (Database of Requests)

List of Requests

Work Item ID	Workflow	Status	Initiator	Pers.No.	Initiator Owner	Pers.No.	Owner	Next Agent	Pers. No.	Next Agent	Last Changed By	Last Changed On/By	Note
284219149		SENT	Luke Hart	676998	Luke Hart	676998	Sarah Bell	842676	842676	AHILLS		23.08.2021 09:47:12 UTC-5	
266864202		SENT	Luke Hart	676998	Luke Hart	676998	Sarah Bell	842676	842676	AHILLS		25.03.2021 17:38:11 UTC-5	
283718674		SENT	Tim Davidson	123915	Tim Davidson	123915	Megan Avery	470073	470073	ALAPTEV		18.08.2021 10:45:37 UTC-5	
135912218		SENT	Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015	717015	CBOLGER1		01.06.2018 11:27:09 UTC-5	Hi Felista - I need tomorrow to take care of personal stuff related to the move, and probably have a post facto submission
127593654		SENT	Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015	717015			02.04.2018 11:54:47 UTC-5	
127593662		SENT	Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015	717015			02.04.2018 11:55:23 UTC-5	
127593689		SENT	Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015	717015			02.04.2018 11:56:08 UTC-5	
127593690		SENT	Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015	717015			02.04.2018 11:56:37 UTC-5	
255649935		SENT	Jennifer Hardacre	823012	Jennifer Hardacre	823012	Wayne Shad	89970	89970	FONDARI		10.12.2020 07:35:44 UTC-5	
281301324		SENT	Edward Dickens	413478	Edward Dickens	413478				HAFBI		27.07.2021 11:27:53 UTC-5	
240890391		SENT	Julian Baker	452888	Julian Baker	452888	Grace MacLeod	639981	639981	JNALUPTA		07.07.2020 21:16:55 UTC-5	
87597769		SENT	Carol Ball	468659	Carol Ball	468659	Megan Avery	470073	470073	JRATING		23.05.2017 18:20:09 CET	
87597797		SENT	Carol Ball	468659	Carol Ball	468659	Megan Avery	470073	470073			23.05.2017 18:21:06 CET	
282575137		SENT	Abigail Burgess	586107	Abigail Burgess	586107	Jason Miller	414352	414352	LEDWARDS1		08.08.2021 08:48:33 UTC-5	
285032323		SENT	Sonia Clarkson	597813	Sonia Clarkson	597813	Christopher Sutherland	965988	965988	MCASTILLS		30.08.2021 17:53:00 CET	Per attached doctor's note.
283040673		SENT	Anna Simpson	482036	Anna Simpson	482036	Jennifer Hardacre	823012	823012	MQUMIO		11.08.2021 19:40:10 UTC-5	
127044635		SENT	David Hill	276067	David Hill	276067	Julian Churchill	850829	850829	OBARONET		27.03.2018 20:53:50 CET	
20850280		SENT	Megan Avery	470073	Megan Avery	470073	Joseph Marshall	265948	265948	SKLUGMAN		15.12.2015 21:47:44 CET	
282127275		SENT	Dana Hudson	156955	Dana Hudson	156955	Jennifer Hardacre	823012	823012	SSCHWEIZ		04.08.2021 01:13:02 CET	
282127283		SENT	Dana Hudson	156955	Dana Hudson	156955	Jennifer Hardacre	823012	823012			04.08.2021 01:14:08 CET	
282127285		SENT	Dana Hudson	156955	Dana Hudson	156955	Jennifer Hardacre	823012	823012			04.08.2021 01:16:49 CET	
282127286		SENT	Dana Hudson	156955	Dana Hudson	156955	Jennifer Hardacre	823012	823012			04.08.2021 01:18:26 CET	
282127295		SENT	Dana Hudson	156955	Dana Hudson	156955	Jennifer Hardacre	823012	823012			04.08.2021 01:22:24 CET	
282127296		SENT	Dana Hudson	156955	Dana Hudson	156955	Jennifer Hardacre	823012	823012			04.08.2021 01:23:13 CET	
282528394		SENT	Dana Hudson	156955	Dana Hudson	156955	Jennifer Hardacre	823012	823012			07.08.2021 00:00:01 CET	
282528395		SENT	Dana Hudson	156955	Dana Hudson	156955	Jennifer Hardacre	823012	823012			07.08.2021 00:06:52 CET	
283174777		SENT	Dana Hudson	156955	Dana Hudson	156955	Jennifer Hardacre	823012	823012			13.08.2021 00:29:16 CET	
16291689		SENT	Victoria Davidson	963260	Victoria Davidson	963260	Jessica Fraser	30431	30431	TLEE4		11.11.2015 17:24:20 CET	

You may scroll right or down to see additional columns and rows.

You may choose to export this list to a spreadsheet [i.e., Excel] for further analysis offline. To do so, click the Local File icon or press CTRL+SHIFT+F9. This will allow you to export the report results to an Excel file and save it to your computer.

You may also continue your analysis online using the following tools. Double-click on one of the rows to see additional details.

- This view displays the details of the leave request, such as who initiated the request, who the next approvers are, etc.

Display Leave Requests (Database of Requests)

Workflow Time Data

Request Items

Request Header

Doc. Version : 1 from 1 Work Version

Document Categ. : ABSREQ

Document Status : **SENT** Document ID : 005056BC0A6D1EDC81841BC60AF9D815

Roles

Initiator : 00676998 Luke Hart 005056BC0A6D1ED5A8867E3C605A16EA

Owner : 00676998 Luke Hart 005056BC0A6D1ED5A8867E3C605A16EA

Next Agent : 00842676 Sarah Bell 005056BC0A6D1EE5A1F1C0F9556A46FA

Person Responsible : 00773382 Sebastian Leigh 005056BC629F1EE6B5D487A5DE8EA809

Last Changed On/By : AHILLS 23.08.2021 09:47:12 UTC-5

Workflow Data

Work Item ID 000284219149

Workflow Status

Task

Note

Last Changed On/By : 00.00.0000 00:00:00

Note : <No note exists>

ID of ...	Item	Positi...	Item Type	Operation	Info...	SType	Start time	End time	Absence...	Start Date	End Date
0050...	1	0050...	ATTABS	INS	2001	1100	00:00:00	00:00:00	28.00	07.09.2021	10.09.2021

To see the type of leave and dates that were requested, double-click on the item row in the bottom portion of the screen to further expand the details.

11. Immediately, you can see that this record falls under Infotype 2001 Absences with Subtype 1100 Annual Leave. The dates requested by the staff member are also displayed (i.e., 07.09.2021 to 10.09.2021). Scroll down to see the rest of the information.

Display Leave Requests (Database of Requests)

Workflow Time Data

Request Item

Request Header

Doc. Version : 1 from 1 Work Version

Document Categ. : ABSREQ

Document Status : **SENT** Document ID : 005056BC0A6D1EDC81841BC60AF9D815

Roles

Initiator : 00676998 Luke Hart 005056BC0A6D1ED5A8867E3C605A16EA

Owner : 00676998 Luke Hart 005056BC0A6D1ED5A8867E3C605A16EA

Next Agent : 00842676 Sarah Bell 005056BC0A6D1EE5A1F1C0F9556A46FA

Person Responsible : 00773382 Sebastian Leigh 005056BC629F1EE6B5D487A5DE8EA809

Last Changed On/By : AHILLS 23.08.2021 09:47:12 UTC-5

Workflow Data

Work Item ID 000284219149

Workflow Status

Task

Note

Last Changed On/By : 00.00.0000 00:00:00

Note : <No note exists>

Field	Data
ID of Item List	005056BC0A6D1EDC818420067D3ED816
Position ID	005056BC0A6D1EDC818420067D3EF816
Item	1
Item Type	ATTABS
Operation	INS
Infotype	2001 Absences
Subtype	1100 Annual Leave
Start time	00:00:00
End time	00:00:00
Absence hrs	28.00
Start Date	07.09.2021
End Date	10.09.2021
Personnel no.	00676998 Luke Hart
Object ID	
Lock indicator	
IT record no.	000
Previous day	
Att./abs. days	4.00
Calendar days	4.00

12. This view also displays the total of days this request was for (i.e., Full- day = X (Yes), Payroll days = 4).
13. Click to return to the previous view, or three times to return to the parameter selection screen.

Display Leave Requests (Database of Requests)

Workflow Time Data

Request Item

Request Header

Doc. Version : 1 from 1 Work Version
 Document Categ. : ABSREQ
 Document Status : SENT Document ID : 005056BC0A6D1EDC81841BC60AF9D815

Roles

Initiator : 00676998 Luke Hart 005056BC0A6D1ED5A8867E3C605A16EA
 Owner : 00676998 Luke Hart 005056BC0A6D1ED5A8867E3C605A16EA
 Next Agent : 00842676 Sarah Bell 005056BC0A6D1EE5A1F1C0F9556A46FA
 Person Responsible : 00773382 Sebastian Leigh 005056BC629F1EE6B5D487A5DE8EA809
 Last Changed On/By : AHILLS 23.08.2021 09:47:12 UTC-5





Workflow Data



Work Item ID 000284219149
 Workflow Status
 Task
Note
 Last Changed On/By : 00.00.0000 00:00:00
 Note : <No note exists>

Field	Data
Calendar days	4.00
Set hours	
Full-day	X
Payr.days	4.00
Payroll hours	28.00
Desc. illness	
Illness	
Days credited	0.00
End of cont.pay	00000000
End sick pay	00000000
Cert.start	00000000
Confirmation	
Subs.sick.ind.	0
Ind.repeated illness	0
CUSTOMER01	
CUSTOMER02	
CUSTOMER03	
CUSTOMER04	
CUSTOMER05	

14. It is also possible to create the report for an individual staff member or group of staff members. Enter the staff member's personnel number in the Personnel Number text box.

Display Leave Requests (Database of Requests)

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 style="width: 100%;" type="text" value="287131"/>	
Employment status	<input style="width: 100%;" type="text"/>	
Company Code	<input style="width: 100%;" type="text"/>	
Payroll area	<input style="width: 100%;" type="text"/>	
Organizational unit	<input style="width: 100%;" type="text"/>	
Pers.area/subarea/cost cente	<input style="width: 100%;" type="text"/>	
Employee group/subgroup	<input style="width: 100%;" type="text"/>	

15. For a group of staff members, click  and enter the list of personnel numbers numbers either by typing manually or by using “upload from clipboard” option for a list of copied personnel numbers. Click  to execute the report.

Display Leave Requests (Database of Requests)

Further selections Search helps Sort order









Period

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

Data Selection Period 01.01.1800 To 31.12.9999
 Person selection period To

Payroll period

Selection

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

16. Based on the parameters chosen, the system will generate a list of all leave requests created on the Self-Service Portal that require the next-level approval by either a Time Manager, Medical Services or HR Partner.

Display Leave Requests (Database of Requests)

Workflow

List of Requests

Work Item ID	Workflow Status	Status	Initiator	Pers.No. Initiator	Owner	Pers.No. Owner	Next Agent	Pers. No. Next Agent	Last Changed By*	Last Changed On/By	Note
135912218	SENT		Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015	CBOLGER1	01.06.2018 11:27:09 UTC-5	post facto submission
127593654	SENT		Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015		02.04.2018 11:54:47 UTC-5	
127593662	SENT		Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015		02.04.2018 11:55:23 UTC-5	
127593689	SENT		Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015		02.04.2018 11:56:08 UTC-5	
127593690	SENT		Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015		02.04.2018 11:56:37 UTC-5	
255649935	SENT		Jennifer Hardacre	823012	Jennifer Hardacre	823012	Wayne Shad	89970	FONDARI	10.12.2020 07:35:44 UTC-5	
281301324	SENT		Edward Dickens	413478	Edward Dickens	413478			HAFIFI	27.07.2021 11:27:53 UTC-5	
240890391	SENT		Julian Baker	452888	Julian Baker	452888	Grace MacLeod	639981	JNALUPTA	07.07.2020 21:16:55 UTC-5	
87597769	SENT		Carol Ball	468659	Carol Ball	468659	Megan Avery	470073	JRATING	23.05.2017 18:20:09 CET	
87597797	SENT		Carol Ball	468659	Carol Ball	468659	Megan Avery	470073		23.05.2017 18:21:06 CET	
282575137	SENT		Abigail Burgess	586107	Abigail Burgess	586107	Jason Miller	414352	LEDWARDS1	08.08.2021 08:48:33 UTC-5	
285032323	SENT		Sonia Clarkson	597813	Sonia Clarkson	597813	Christopher Sutherland	965988	MCSTILL5	30.08.2021 17:53:00 CET	Per attached doctor's note.
283040873	SENT		Anna Simpson	482036	Anna Simpson	482036	Jennifer Hardacre	823012	MQUMIO	11.08.2021 19:40:10 UTC-5	
127044635	SENT		David Hill	276067	David Hill	276067	Julian Churchill	850829	OBARONET	27.03.2018 20:53:50 CET	
20850280	SENT		Megan Avery	470073	Megan Avery	470073	Joseph Marshall	265948	SKLUGMAN	15.12.2015 21:47:44 CET	

Along with the staff member's identification, this initial display will show the request's initiator, owner, next responsible agent(s), the date when the record was last changed and by whom. You may scroll to the right of the screen to see the rest of the columns, which describe the document IDs.

Note that the next responsible agent can be one person in a group of responsible agents (i.e., one HR Partner from a group of HR Partners authorized to review the record).

To open a record, double click on an item row to see the details of the leave request.

Click  to return to the SAP Easy Access screen.

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4.3.2.2. Monitoring Analysis

For SENT requests:

Run the report to display all pending leave requests. You must review each pending request and follow up with the staff members' approvers (time manager, HR Partner, or Medical Services) to ensure that they will take the required actions.

For REJECTED requests:

Run the report again, replacing SENT with REJECTED in the Document Status field.

If the request is for certified sick leave, you must ensure that there is another absence type request in the system, which can be either uncertified sick leave (USL) or annual leave (AL) if the staff member has the necessary balance, or SLWOP. If there isn't, follow up with the staff member and ask which of these leave types must be entered in the system.

Refer to the iManual on Rejected Certified Sick Leave Monitoring to review rejected sick leave.

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4.3.3. Display Absence Quota Information

- [Monitoring Procedure](#)
- [Monitoring Analysis](#)
- [Resetting the maximum annual leave quota after 1 April](#)

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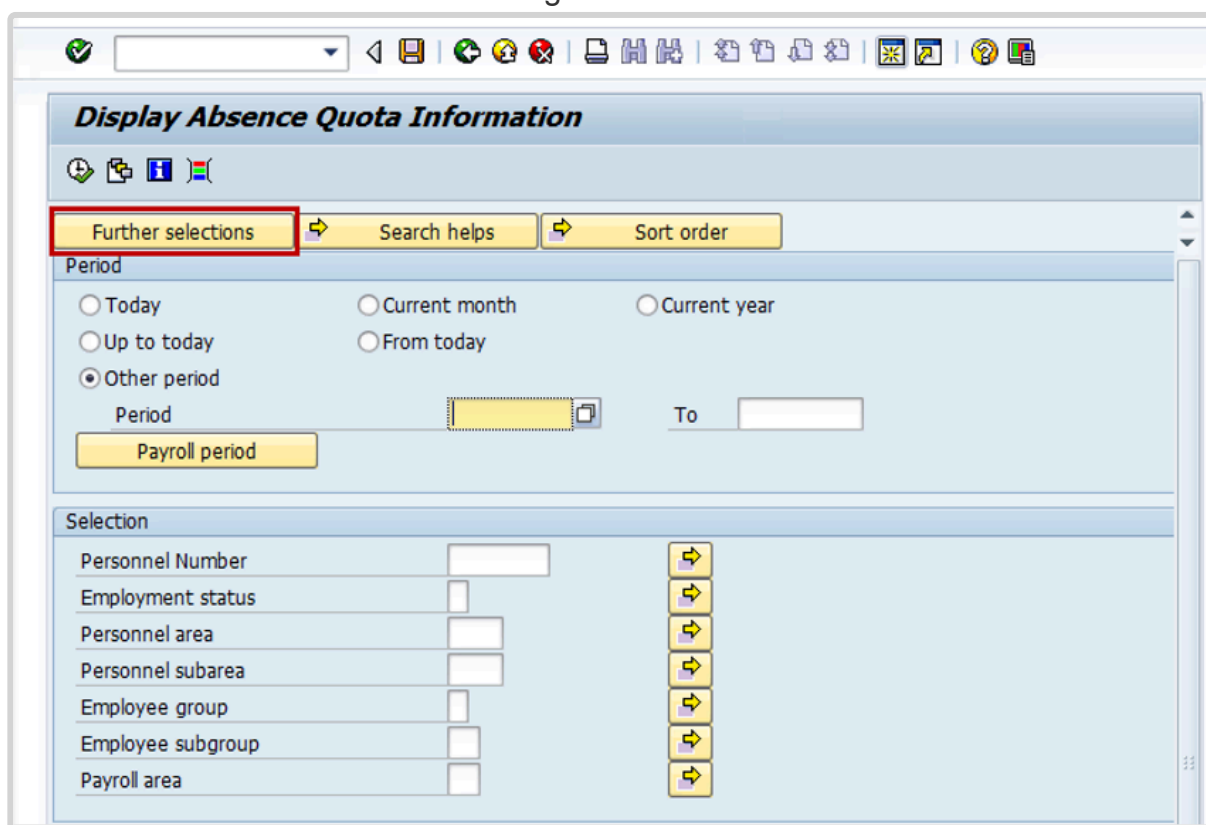
Last modified: 25 April 2022


4.3.3.1. Monitoring Procedure

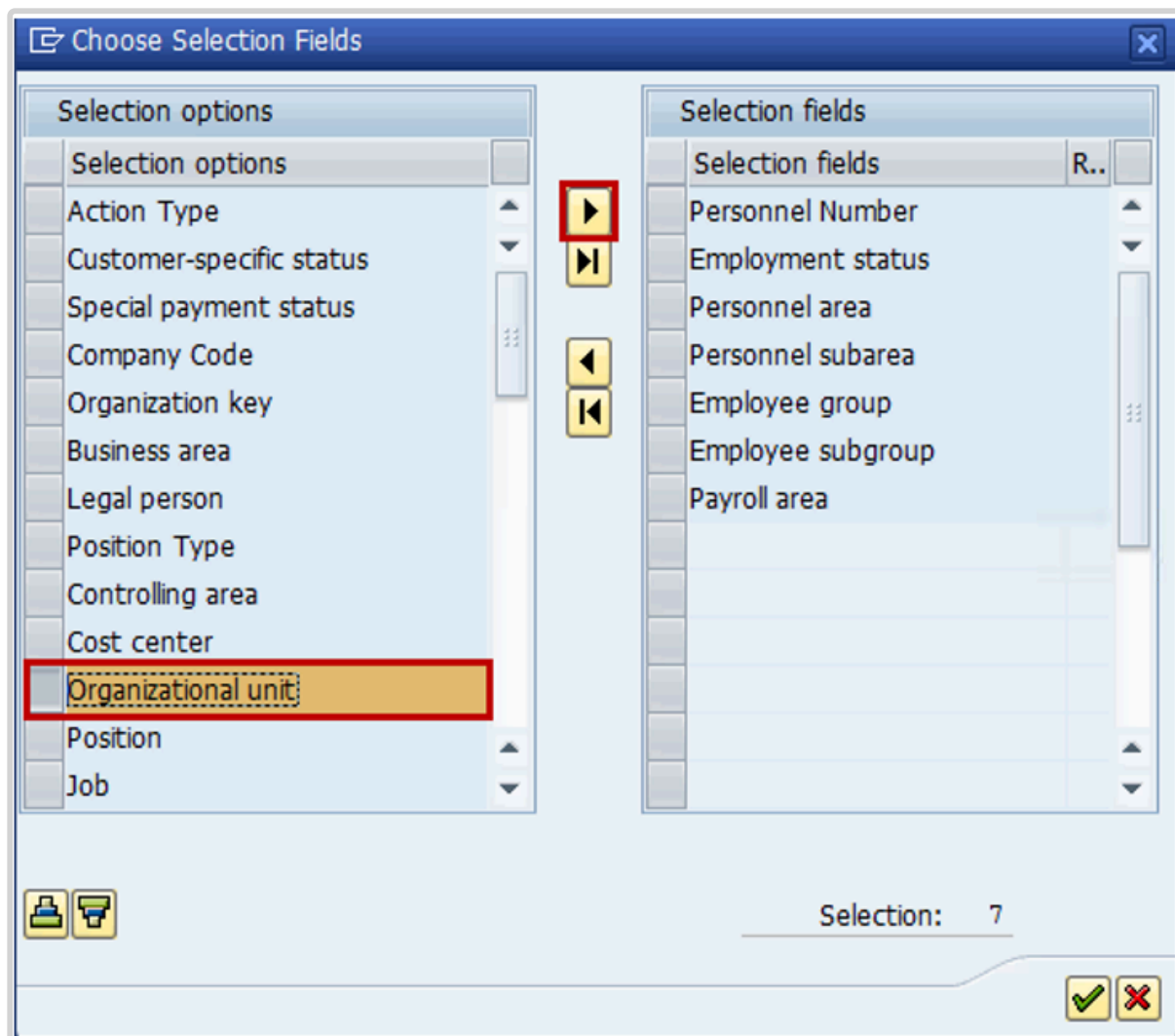
1. Start the transaction using the menu path or transaction code.
2. Click  after typing *PT_QTA10* in the Command text box.



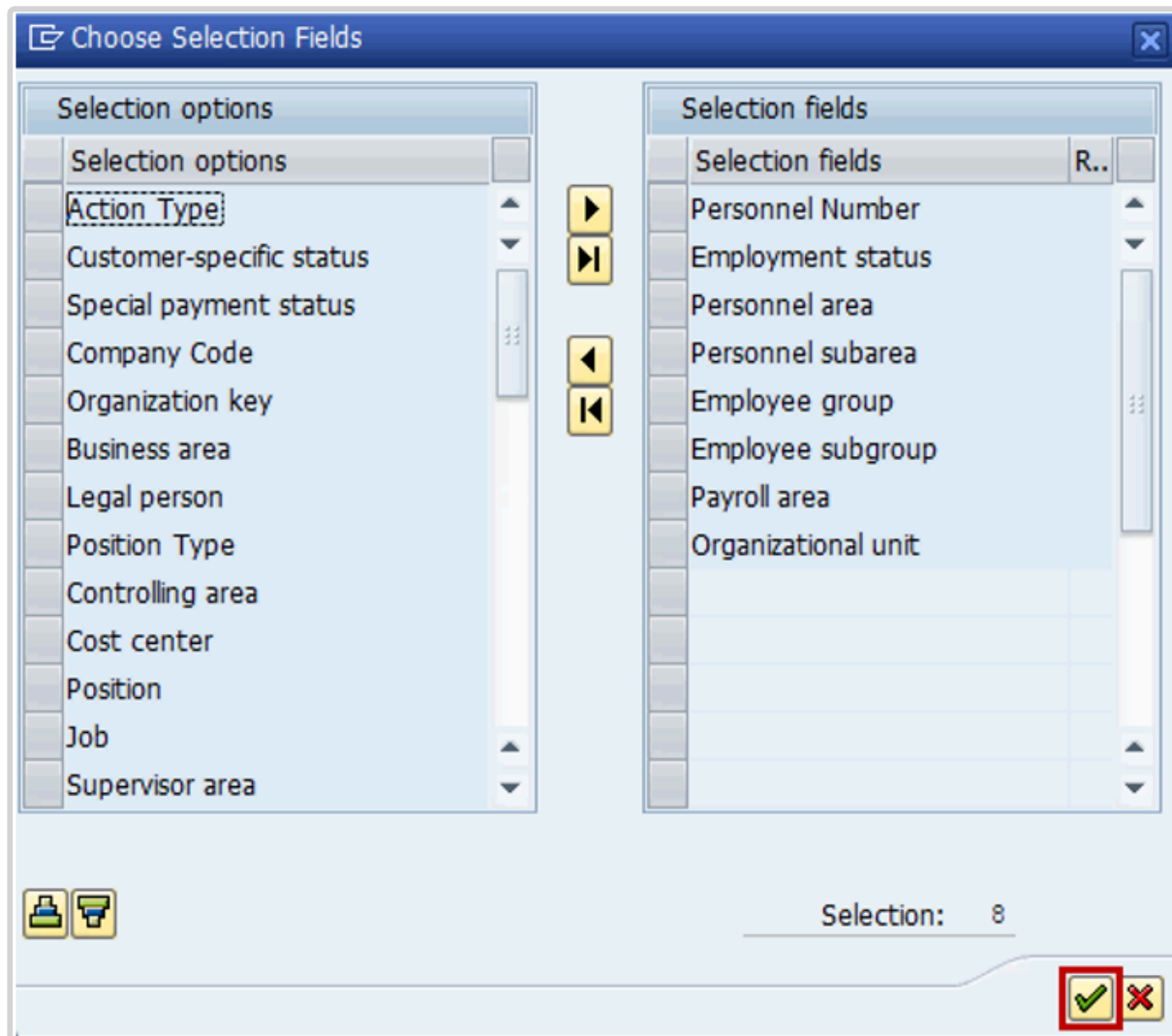
3. Organizational unit is not part of the default Selection pane. You can either add Organizational unit to Selection or use a report variant which has been already added to it. Click *Further Selections* to add Organizational unit to Selections.




4. Select Organizational unit then click  to add Organizational unit to the Selection pane.



5. Click  to confirm selection.



6. The Period defaults to *Other period*. Type 01.04.2021 in the Period from field and 31.03.2022 in the *To* field to generate the report for the 2021-2022 cycle. Select values for the following fields:
 - *Employment status*: set to 3 – Active
 - Enter the relevant Organizational unit number in the Organizational unit field
 - Quota type – set to 01 – Annual Leave
7. Click  or press **F8** to execute the report.

Display Absence Quota Information

Further selections Search helps Sort order

Period

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

Period To
 Payroll period

Selection

Personnel Number	<input type="text"/>	
Employment status	<input type="text" value="3"/>	
Personnel area	<input type="text"/>	
Personnel subarea	<input type="text"/>	
Employee group	<input type="text"/>	
Employee subgroup	<input type="text"/>	
Payroll area	<input type="text"/>	
Organizational unit	<input type="text" value="20000222"/>	

Quota selection

Quota type to
 Time unit
 Deduction period To
 Key date for deduction
 Key date for entitlement ☐ Projecting quota status

Display

☒ Only EEs with selected quotas All selected EEs



Staff members who were active in the period will appear in the report, even if they have since separated from the organization.

8. The Quota type is prefilled in this variant for Annual Leave. The full list of leave types includes:
- **01** – Annual Leave
 - **02** – Sick leave with Full Pay
 - **03** – Uncertified Sick Leave
 - **04** – Sick Leave with Half Pay
 - **05** – Compensatory Time Off
 - **06** – Paternity Leave
 - **07** – Compressed Reg Day off
 - **08** – Floating Holiday
 - **09** – Home Leave Points
9. The report lists staff members and the:
- selected entitlement quotas/accrual as of the selected dates,
 - leave usage during the selected dates and
 - quota balance as of the selected dates.

Absence quotas										
Validity period 01.04.2021 - 31.03.2022										
Pers.No.	Name	Cost Center	Cost Center	Quota	Unit	Entitlement	Used	Compensated to key date	Rem. on key date	Total remain.
123915	Tim DAVIDSON	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	4.50000	0.00000	0.00000	4.50000	4.50000
156955	Diana HUDSON	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	58.50000	1.50000	0.00000	57.00000	57.00000
185742	Felicity WRIGHT	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	78.00000	0.00000	0.00000	78.00000	78.00000
298105	Stewart LEWIS	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	65.50000	5.00000	0.00000	60.50000	60.50000
367146	Lillian OGDEN	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	87.50000	0.00000	0.00000	87.50000	87.50000
413478	Edward DICKENS	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	55.50000	19.00000	0.00000	36.50000	36.50000
482036	Anna SIMPSON	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	78.50000	15.00000	0.00000	63.50000	63.50000
597729	Grant HU	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	25.00000	10.00000	0.00000	15.00000	15.00000
642164	Mary SIMPSON	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	84.50000	15.00000	0.00000	69.50000	69.50000
659258	Felicity KERR	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	87.50000	38.50000	0.00000	49.00000	49.00000
767363	Virginia WALLACE	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	84.50000	11.00000	0.00000	73.50000	73.50000
823012	Jennifer HARDACRE	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	86.50000	0.00000	0.00000	86.50000	86.50000
10091930	Carol ODETTE	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	50.00000	0.00000	0.00000	50.00000	50.00000
Days						846.00000	115.00000	0.00000	731.00000	731.00000

Depending on the size of the organization, you may be able to conduct your analysis online, or you may need to export the report results. To export to Excel for further analysis, click on the Local File icon or press CTRL+SHIFT+F9. Follow the instructions to save the exported results as an Excel file on your computer.

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4.3.3.2. Monitoring Analysis

Review the following items:

1. Staff members who have **NOT** taken annual leave within a leave cycle – 1 April – 31 March. Reasons may include:
 - a. Staff members who were active during the cycle but have been separated before the end of the year.
Indications of this include:
 - i. Position id = '99999999' in the Display Absence Quota Information report and
 - ii. a difference between Entitlement and Rem on key date that does not match the days used [For example, the staff member has an entitlement of 60 days, has used 0 days but has 0 days remaining].
This can be quickly checked on the staff member's Actions record (PA20) to see if a Separation PA has been executed.
 - b. Staff members who have leave requests pending approval in the system. This can be checked by running the Display Leave Requests report as documented in this guide. Should the staff member have requests pending approval, please contact the staff member's time manager and request that they approve the requests.

If a staff member has not separated from the organization and does not have requests pending approval in the system, please contact the staff member's time manager to ensure that the staff member's actual absences are being recorded.



AL quotas will be automatically reset to the maximum entitlement appropriate to the appointment type as of 01.04.yearly. Staff members who retroactively post or have absences approved in after the end of a leave cycle and who have had their quotas reset to 60 or 18 days on 1 April will need to request a review of their balance through an iNeed service request.

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4.3.3.3. Resetting the maximum annual leave quota after 1 April

On 1 April of every year staff members with an annual leave balance greater than:

- 60 days for staff members on Fixed-term, Continuing or Permanent Appointments; or
- 18 days for staff members on Temporary Appointments.

will have their quota reset to 60 or 18 days respectively. It is the HR Partner/Time Senior Administrator's responsibility to ensure that the system is correctly adjusting the quota after 1 April.


This can be determined by running the Display Absence Quota and filtering on the AL quota to ensure that the entitlement column is not greater than 60 or 18 days. As DOS is conducting this monitoring activity globally, local checks are a recommended practice, but not required.

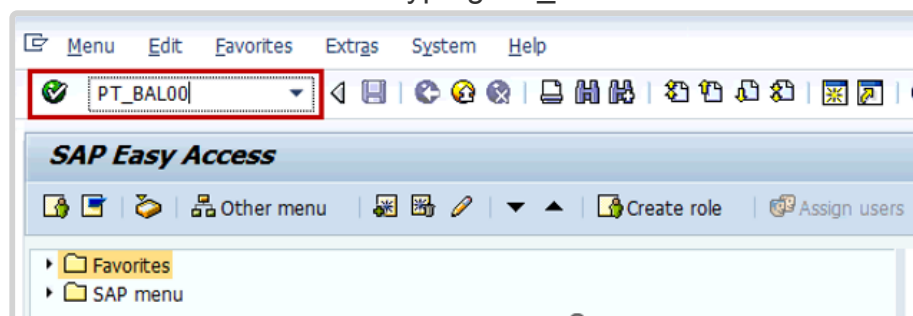
If you wish to check that the AL balances have been correctly carried over, we recommend checking in the first week of April [between 03.04 and 07.04].

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Last modified: 21 October 2022

4.3.4. Cumulated Time Evaluation Results – Time Balances and Wage Types

1. Start the transaction using the menu path or transaction code.
2. Click  or hit enter after typing PT_BAL00 in the command text box.



3. In the Period Section several options are provided that allow you to select the time period that you would like your report to display.
These options are:
 - **Current Month** – used to filter the records by the current month. The system will display a list of staff and their accruals for the current month.
 - **Current year** – used to filter the records by the current calendar year. The system will display a list of staff and their accruals for the year.
 - **Up to today** – used to filter records from the deployment date up to today but will only show accruals up to the last completed month.
 - **Other period** – used to filter the records by the date range you entered. For example, if you enter 01.04.2016 – 30.04.2016 the system will display a list of staff and their accruals between 01.04.2016 through 30.04.2016.
 - **Today, and From Today** are not to be used for this report since this data is available only for dates in the past.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections Search helps Sort order Org. structure

Period

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

Period To

Payroll period

Selection

Personnel Number
 Time recording administrator

4. Select *Other period* and enter a date range.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections Search helps Sort order Org. structure

Period

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

Period To

Payroll period

Selection

Personnel Number
 Time recording administrator

5. In the Selection section enter information about the staff member, in this scenario their Personnel Number and Employment status will be entered. As the employment status is not part of the default Selection option, click on Further selections.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections Search helps Sort order Org. structure

Period

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

Selection

Personnel Number
 Time recording administrator

Selection Conditions



☒ Day balances
☐ Cumulated balances
☐ Time wage types

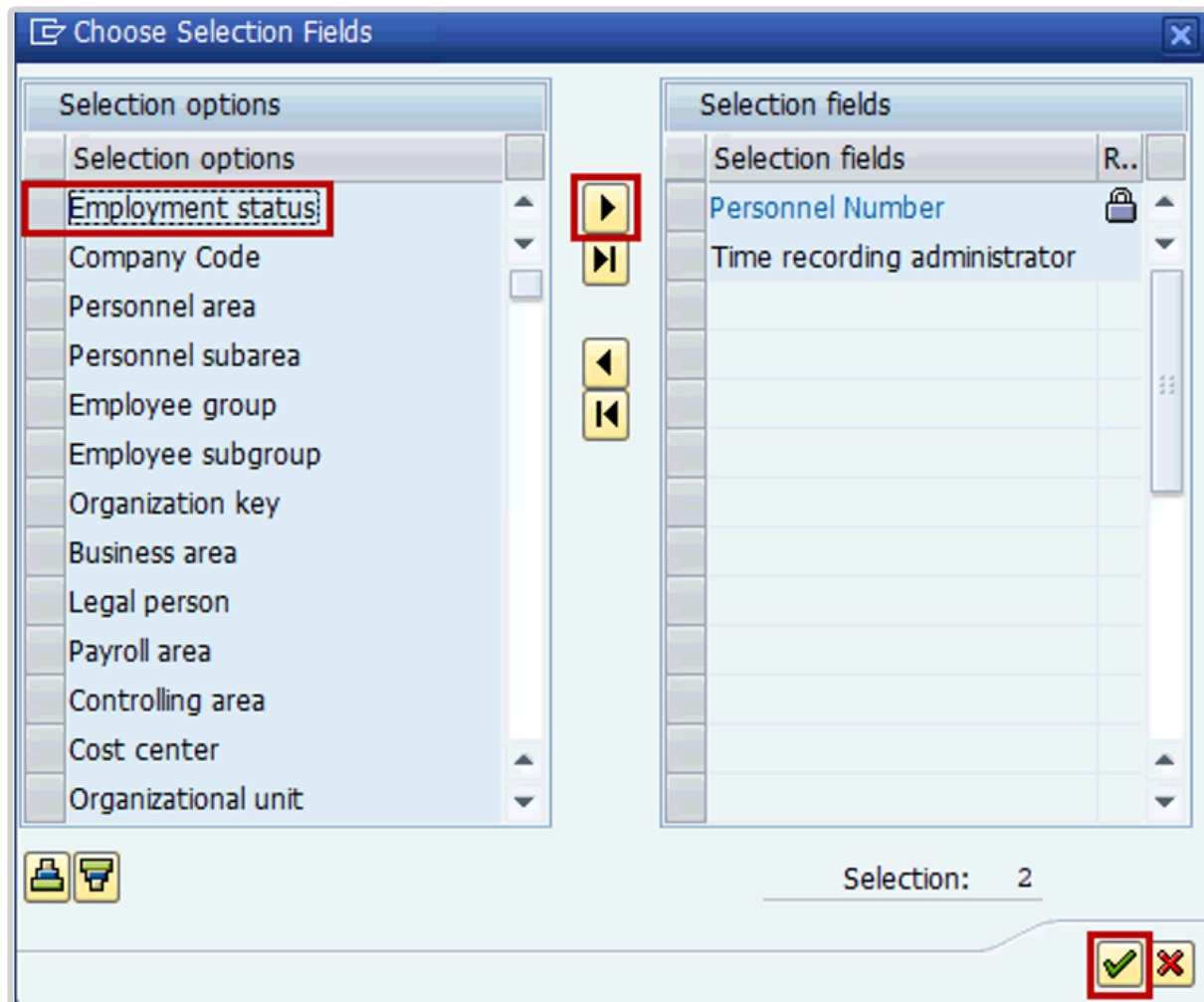
Value limits (hours) for time/wage types


☐ Take account of value limits (hours)

Data format





Layout

6. Select Employment status then click .
7. Click on the  to confirm the selection.



8. Enter 3 (Active) in the Employment status field and 5290 in the Time wage types field.
9. Click  to run the report.

Cumulated Time Evaluation Results: Time Balances/Wage Types









Further selections Search helps Sort order Org. structure




Period

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

Selection

Personnel Number 
 Employment status 
 Time recording administrator 

Selection Conditions


☐ Day balances to 
☐ Cumulated balances to 
☒ Time wage types 

Value limits (hours) for time/wage types

☐ Take account of value limits (hours)

Data format

Layout


10. As per the parameters chosen, you will see that this staff member accrued '132' hours on night differential based on their shift schedule.
11. To export this data to a spreadsheet, click on .

Cumulated Time Evaluation Results: Time Balances/Wage Types

Time wage types

Data select. period 01.07.2021 - 31.07.2021



Pers.N...	Name	Period	Date	No.	EE gr...	EE group	EE sub...	EE subgroup	Org. Unit	Org.u...	Payr.
4674	Joseph FOR...	2021...	01.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	02.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	06.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	07.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	14.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	16.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	23.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	24.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	25.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	29.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	30.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
= 132...											

12. Select Spreadsheet and click to continue.
13. In the Directory field designate a location to save the file and in the File Name field click  to assign a file name.

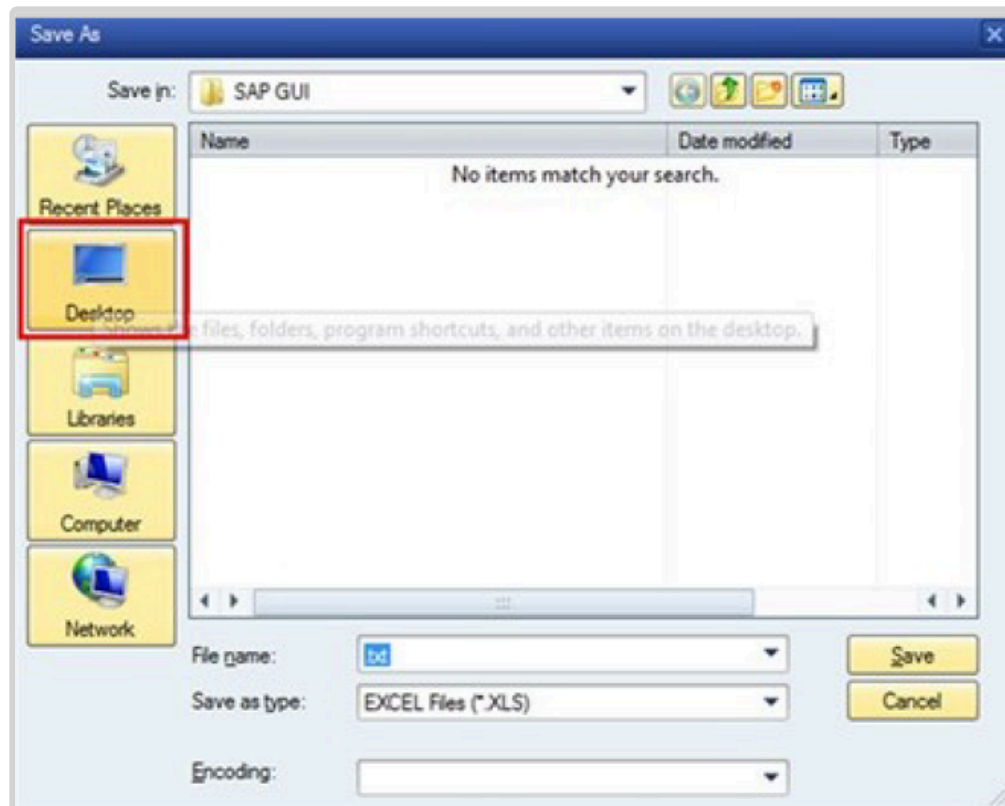
Save list in file...

In which format should the list be saved ?

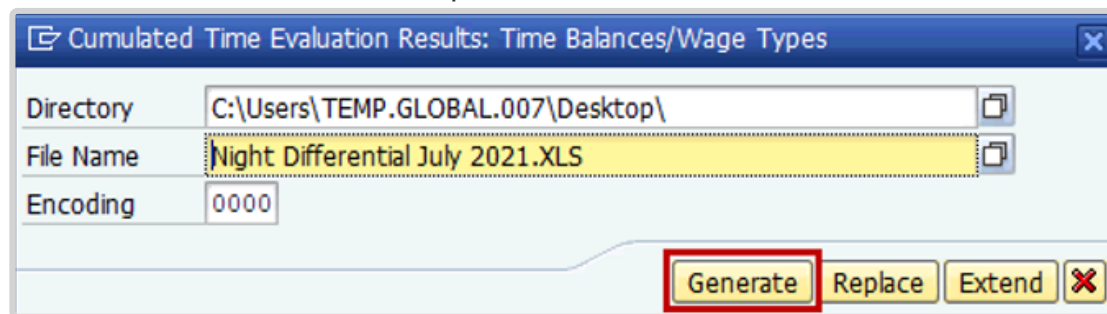
☒ unconverted
☐ Spreadsheet
☐ Rich text format
☐ HTML Format
☐ In the clipboard


 

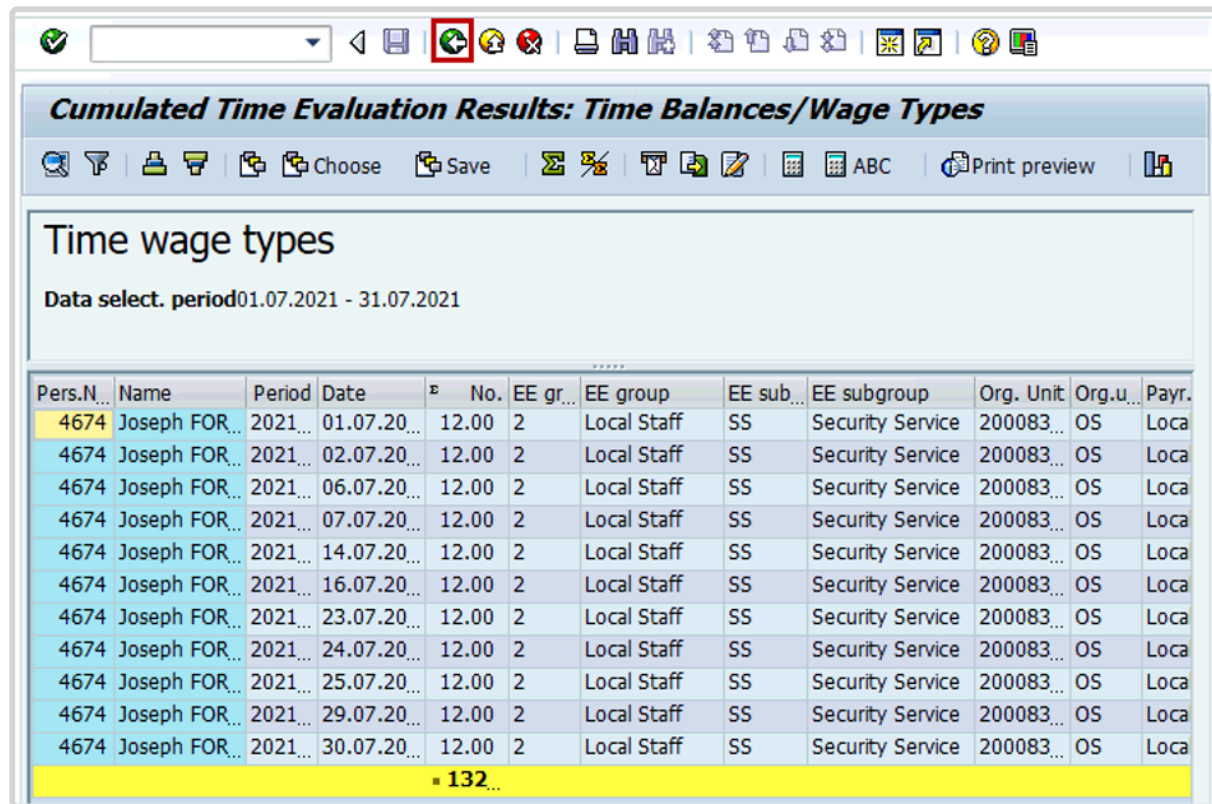
14. Enter the file name. Click Save.



15. Click *Generate* to create the spreadsheet.



16. Once the spreadsheet is generated, you may check your computer for the file. Meanwhile, return to the report by clicking .




Cumulated Time Evaluation Results: Time Balances/Wage Types





Time wage types

Data select. period 01.07.2021 - 31.07.2021

Pers.N...	Name	Period	Date	No.	EE gr...	EE group	EE sub...	EE subgroup	Org. Unit	Org.u...	Payr.
4674	Joseph FOR...	2021...	01.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	02.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	06.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	07.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	14.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	16.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	23.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	24.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	25.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	29.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	30.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
■ 132...											

17. Select 'Other period' and enter a date range.
18. Enter the staff member's index number in the Personnel Number field.
19. Enter ZCTO in the Day balances field.
20. Click  to run the report.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections Search helps Sort order Org. structure



Period

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





Period To

Payroll period

Selection

Personnel Number 
 Time recording administrator 

Selection Conditions


☒ Day balances  to 
☐ Cumulated balances to 
☐ Time wage types to 

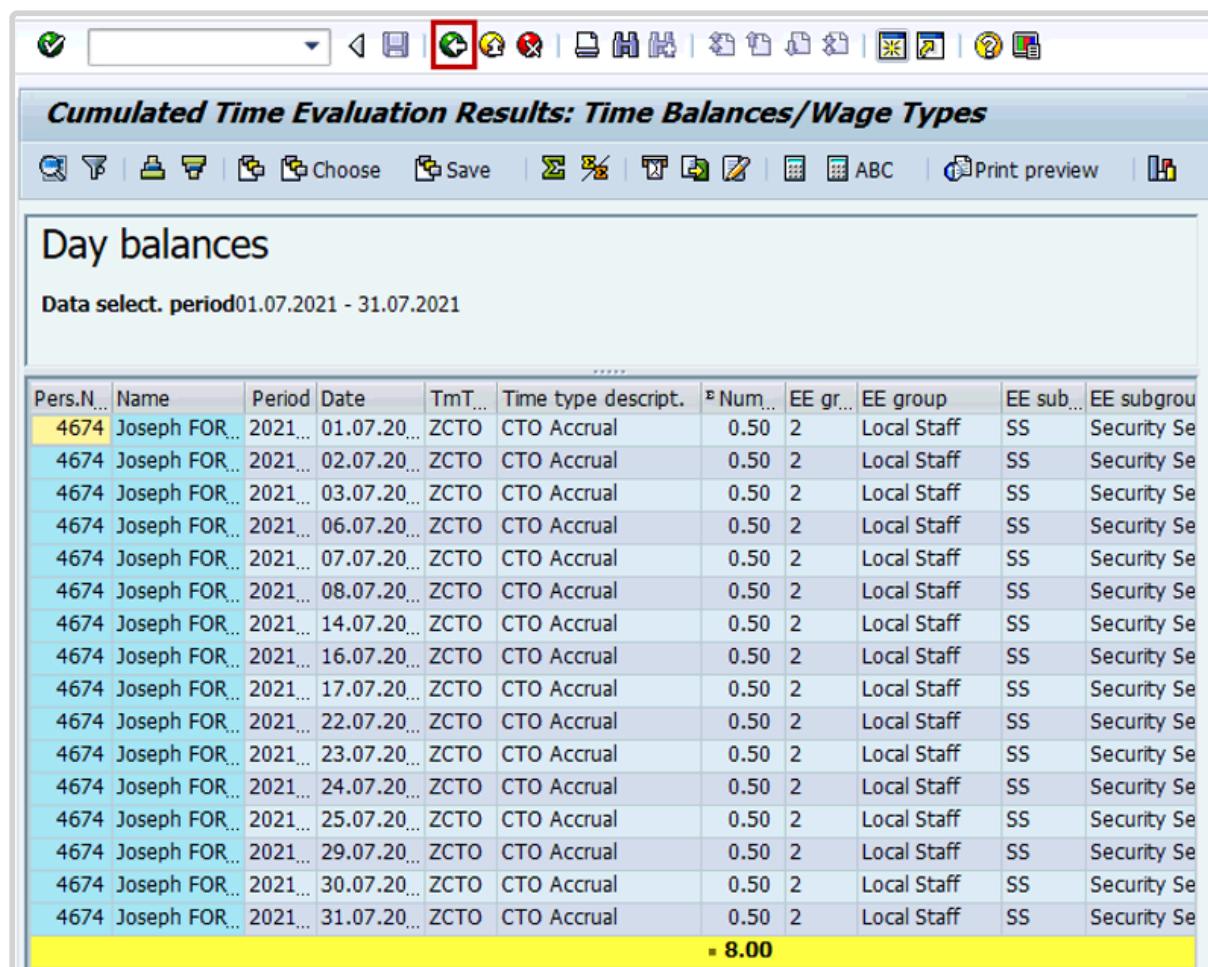
Value limits (hours) for time/wage types

☐ Take account of value limits (hours)

Data format

Layout


21. The system will generate the hours of Compensatory Time accrued for the month chosen, including both those embedded in the staff member's work schedule and any additional hours accrued and entered in IT-2002 (Attendances) during the period specified. For this scenario, the staff member accrued a total of '8.00' hours and we can see they are all part of their work schedule.
22. Click  to exit this screen.



Cumulated Time Evaluation Results: Time Balances/Wage Types

Data select. period 01.07.2021 - 31.07.2021

Pers.N...	Name	Period	Date	TmT...	Time type descript.	Num...	EE gr...	EE group	EE sub...	EE subgrou
4674	Joseph FOR...	2021...	01.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	02.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	03.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	06.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	07.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	08.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	14.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	16.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	17.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	22.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	23.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	24.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	25.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	29.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	30.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	31.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
						8.00				

23. Click  to exit the transaction and return to the Easy Access Menu page.
To verify there are no additional hours submitted through ESS, you may want to review PA20 and query the subtypes for CTO and Night Differential (ND).

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections Search helps Sort order Org. structure

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Period 01.07.2021 To 31.07.2021

Payroll period

Selection

Personnel Number 4674

Time recording administrator

Selection Conditions

☒ Day balances ZCTO to

☐ Cumulated balances to

☐ Time wage types to

Value limits (hours) for time/wage types


☐ Take account of value limits (hours)

Data format

Layout ACC. AL

24. Click  after typing PA20 in the command text box.

Menu Edit Favorites Extras System Help

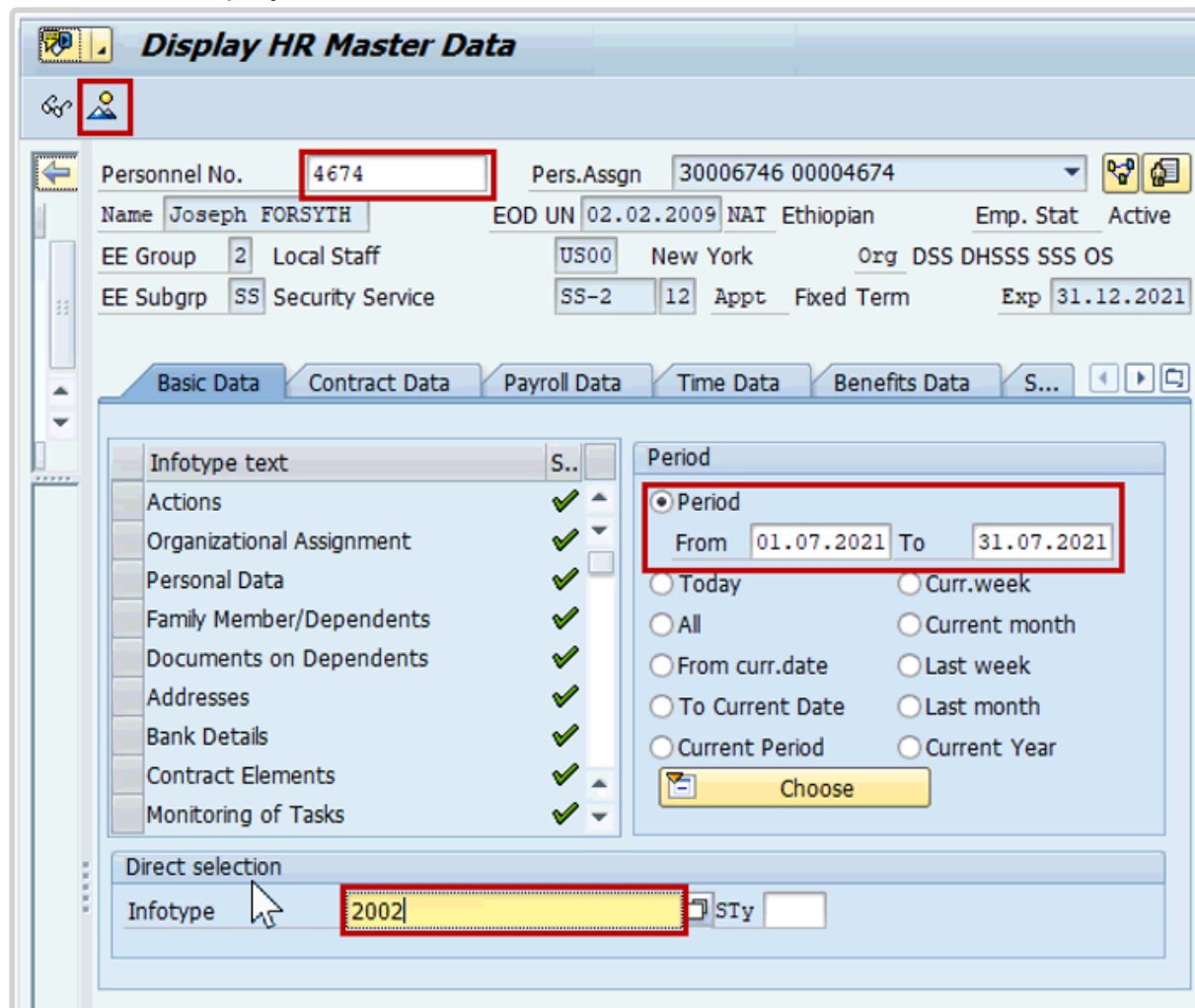
 PA20

SAP Easy Access

25. Enter the staff member's Personnel No.
26. In the Period section, enter the date that was used to run the report in the From and To fields.

27. In the Infotype field, enter the infotype number – 2002

28. Click  to display an overview of the record.



Display HR Master Data

Personnel No. **4674** Pers.Assgn 30006746 00004674

Name Joseph FORSYTH EOD UN 02.02.2009 NAT Ethiopian Emp. Stat Active

EE Group 2 Local Staff US00 New York Org DSS DHSS SSS OS

EE Subgrp SS Security Service SS-2 12 Appt Fixed Term Exp 31.12.2021

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

Infotype text S..

Actions ✓

Organizational Assignment ✓

Personal Data ✓

Family Member/Dependents ✓

Documents on Dependents ✓

Addresses ✓

Bank Details ✓

Contract Elements ✓

Monitoring of Tasks ✓

Period

☒ Period

From 01.07.2021 To 31.07.2021

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype **2002** STy

29. In the STy field, enter the subtype 1006 and click *Choose*.

Overview Attendances (2002)

Choose

Pers. No. 4674 Pers. Assgn 30006746 00004674

Name Joseph FORSYTH EOD UN 02.02.2009 NAT Ethiopian Emp. Stat Active

EE Group 2 Local Staff US00 New York Org DSS DHSS SSS OS

EE Subgrp SS Security Service SS-2 12 Appt Fixed Term Exp 31.12.2021

Choose 01.07.2021 To 31.07.2021 STy. 1006


Attendances

Start Date	End Date	At...	Att./abs. type text	From	to	P	Att.days	Hol
31.07.2021	31.07.2021	1023	Telecommuting-COVID-19	19:00	23:00		1.00	
22.07.2021	22.07.2021	1023	Telecommuting-COVID-19	19:00	23:00		1.00	
17.07.2021	17.07.2021	1023	Telecommuting-COVID-19	19:00	23:00		1.00	

30. As per this scenario, you can see that there was no additional CTO accrued by the staff member outside their work schedule.

Overview Attendances (2002)


Choose

Pers. No. Pers. Assgn 

Name EOD UN NAT Emp. Stat

EE Group Local Staff New York DSS DHSSS SSS OS

EE Subgrp Security Service Appt Exp

 Choose To STy.

Attendances

Start Date	End Date	At...	Att./abs. type text	From	to	P	Att.days	Hoi

Entry of

☒ No record selected


Next, we will check whether the staff member accrued any additional Night Differential hours.

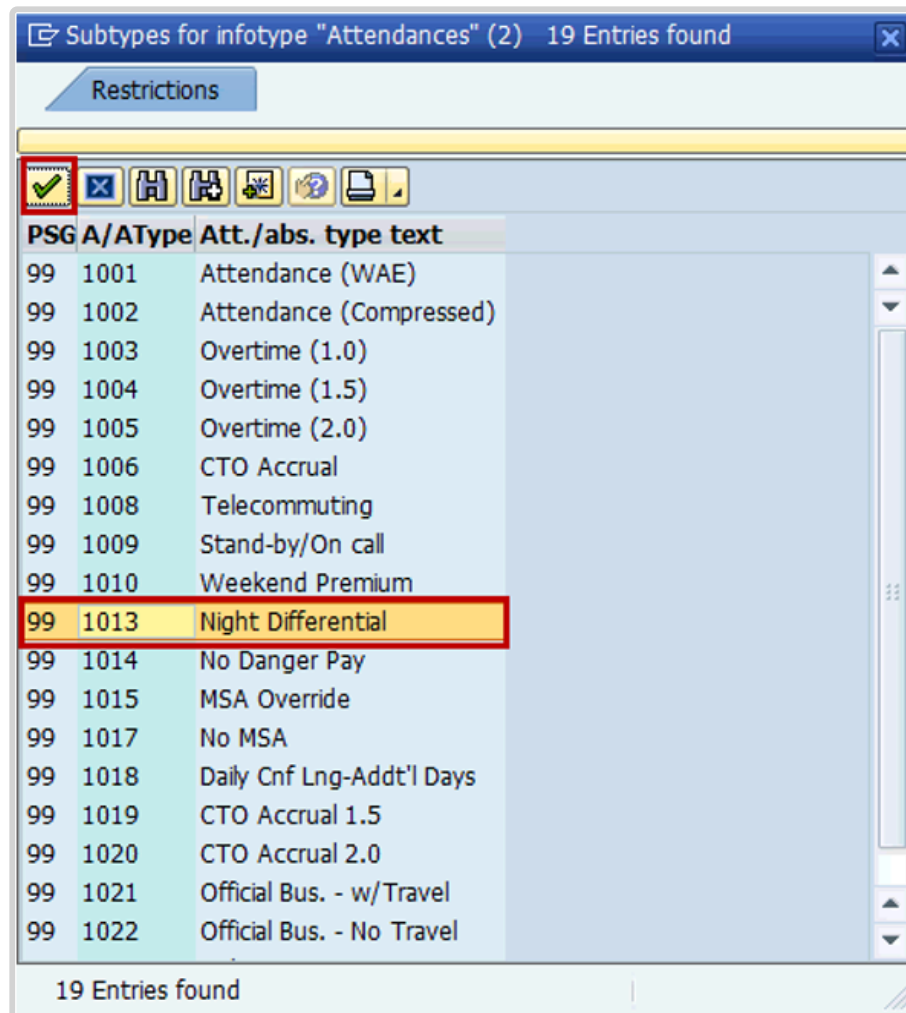
31. Click on the STy field and then click .

The screenshot displays the SAP 'Overview Attendances (2002)' interface. At the top, there's a toolbar with various icons. Below it, the title bar reads 'Overview Attendances (2002)'. A 'Choose' button is visible on the left. The main area contains several input fields for employee information:

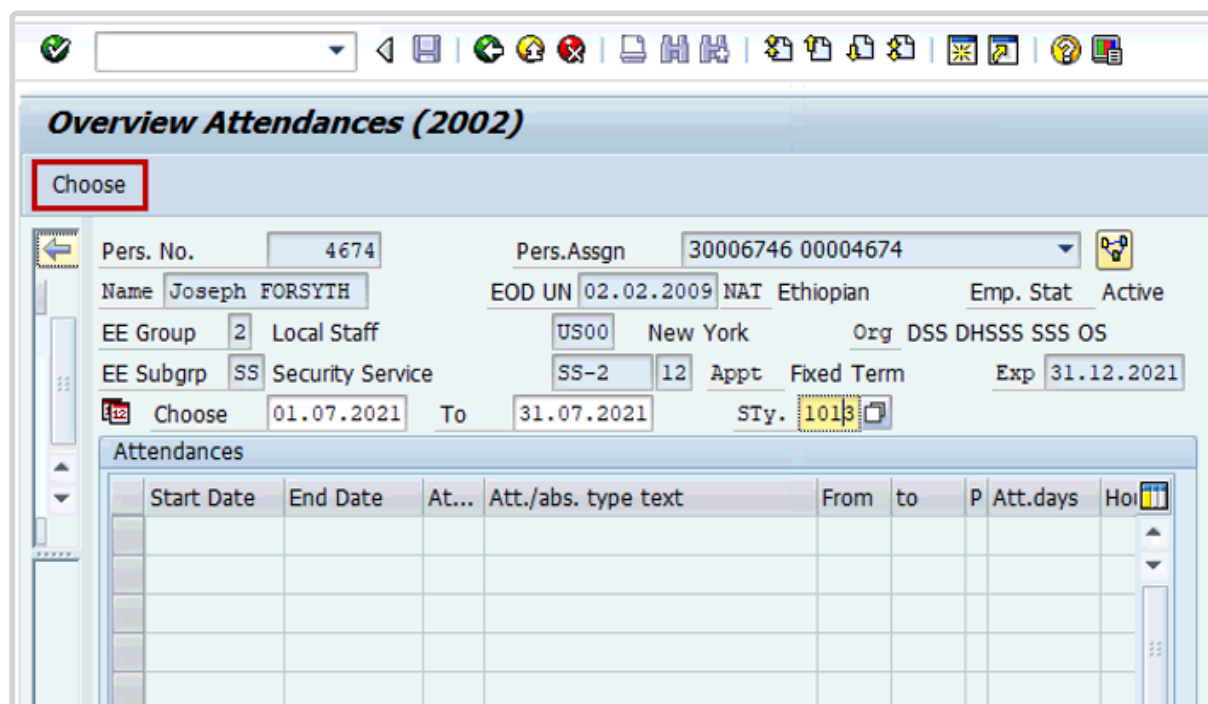
- Pers. No.**: 4674
- Pers.Assgn**: 30006746 00004674
- Name**: Joseph FORSYTH
- EOD UN**: 02.02.2009
- NAT**: Ethiopian
- Emp. Stat**: Active
- EE Group**: 2 Local Staff
- US00**
- New York**
- Org**: DSS DHSS SSS OS
- EE Subgrp**: SS Security Service
- SS-2**
- 12**
- Appt**: Fixed Term
- Exp**: 31.12.2021
- Choose**: 01.07.2021 To 31.07.2021
- STy.**: 100%

A red box highlights the '100%' value in the 'STy.' field. Below this, there's a section titled 'Attendances' which contains a table with the following columns: Start Date, End Date, At..., Att./abs. type text, From, to, P, Att.days, and Hol. The table is currently empty. At the bottom right, there's a status bar indicating 'Entry 1 of 0'.

32. Select 1013 – Night Differential and click .



33. Click *Choose*.



As per this scenario, you can see that there was no additional Night Differential (ND) accrued by the staff member outside their work schedule.

34. Click to return to the Display HR Master Data page.

[illegible]

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

Display HR Master Data

Personnel No. Pers. Assgn

Name EOD UN NAT Emp. Stat

EE Group Local Staff New York

EE Subgrp Security Service Appt Exp

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

Infotype text

Actions ☒

Organizational Assignment ☒

Personal Data ☒

Family Member/Dependents ☒

Documents on Dependents ☒

Addresses ☒

Bank Details ☒

Contract Elements ☒

Monitoring of Tasks ☒

Period

☒ Period

From To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Direct selection

Infotype STy

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Last modified: 17 January 2023