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What's New

Review This

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 27.01.2023. Content throughout this manual has been expanded, revised or is new.

• Initial Publication 27.01.2023

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Initial Publication

Review This

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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About Time Management

Review This

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 HR Partner on behalf of the staff member.

The time management topics covered are:

- Annual Leave
- Parental Leave
- Sick Leave
- Special Leave
- No Danger Pay
- Home Leave
- · Family Visit
- Rest and Recuperation
- · Overtime, Compensatory Time Off, and Night Differential
- Flexible Working Arrangements
- Miscellaneous Attendance/Absence Types
- Mission Subsistance Allowance
- · View, create and modify leave records in ECC
- Monitoring Reports

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

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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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Policy and Practice

The regulations, rules, polices and SOPs governing time management have developed over time. The official documents can be found at the <u>policy portal</u>.

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 <u>Staff Regulations</u> and <u>Rules</u> 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, <u>Secretary General's</u> <u>Bulletins (SGBs)</u> 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.



Policy

The UN <u>Regulations</u> and <u>Staff Rules</u>, the Secretary-General's bulletins (SGB), the <u>administrative instructions</u> 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 <u>ST/SGB/2023/1</u>, 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 <u>ST/AI/2005/2</u>, <u>ST/AI/2005/2/Amed.2</u>:
 Policy governing the administration of family visit, maternity leave and paternity leave for

staff members.

- Sabbatical leave programme <u>ST/AI/2015/5</u>: Policy governing the administration of sabbatical leave for staff members.
- Recording of attendance and leave <u>ST/AI/1999/13</u>, <u>ST/AI/2005/1</u>: Policy governing the recording and computation of attendance.
- Sick Leave <u>ST/AI/2005/3</u>, <u>ST/AI/2005/3/Amend.1</u>: 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 <u>ST/SGB/2023/1</u>.
- Administration of temporary appointments <u>ST/AI/2010/4/Rev.1</u>: Policy governing the administration of temporary appointments.
- Overtime compensation for staff members in the Field Service category at established missions – <u>ST/AI/2000/3</u>
- Abandonment of Post <u>ST/AI/400</u>: Policy governing the administration of abandonment of post and explanation of unauthorized absences.
- Home Leave <u>ST/AI/2015/2/Rev. 1</u>.
- Official Travel <u>ST/AI/2013/3</u>, <u>ST/AI/2013/3/Amend. 3</u>, <u>ST/AI/2013/3/Amend. 4</u>: Policy governing the administration of all official travel.
- Rest and recuperation <u>ST/AI/2018/10</u>, <u>ST/AI/2018/10/Corr.1</u>: Policy governing the administration of the rest and recuperation entitlement.
- Family Visit Travel <u>ST/AI/2000/15</u>, <u>ST/AI/2000/15/Amend.1</u>: Policy governing the administration of family visit travel.

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Practice

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

- <u>UN Policy Portal Human Recourses</u>: Repository of the legislation governing all aspects of human resource management.
- Knowledge Gateway: Human Resources
- <u>HRSD Knowledge Management Platform</u> (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.
- <u>United Nations Salaries, Allowances, Benefits and Job Classifications Website</u>: 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 eCertiication course, and the Time Administrators and Time Senior Administrators Courses. <u>Details can be found on Knowledge Gateway</u>.

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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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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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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.
- 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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Common Procedures

Review This

The procedures listed below are procedures that the HR Partner can use for time-related transactions that are general in nature or are used for more than one leave type.

- Assigning an exception manager
- Add a Note



Last modified: 20 February 2023

Assigning an exception manager

Review This

1. Start the transaction using the menu path: Home>User Map>Exception Manager



2. Click on the *User Map* link.

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3. Click Exception Manager.

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All Exception Managers (active and inactive) that you have assigned will appear in the list along with additional information (i.e. Org Unit) as in shown in the screen below. You also have the option to delete any inactive Exception Manager assigned by you from the list.

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Exception Mgr Index Number	User Name	Mgr name	Changed By	Relationship D	Start date	End Date	Employee Group	Employee Sub Group	Organiza
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126313	HATRAN002	Ventura WILLIAM	EMD1UT1ES10	975	01.06.2015	30.06.2015	International Staff	Professional & Above	2000785
20087999	HANEWOAS	H4NEW046 H4NEW046	LADSSITE	975	01.05.2015	31.12.9999	Local Staff	General Service	2000073
95331588	6695331588	Fausto JEFFERIS	EMD1UT1ES10	975	17.04.2015	30.06.2015	International Staff	Professional & Above	2000657

4. Click Create.



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	Cancel									

- 5. Complete the following fields:
 - Start date select or enter the date you want the Exception Manager's approval rights to begin.
 - End date select or enter the date you want the Exception Manager's approval rights to stop.
 - Staff Member select or enter the Index Number of the staff member you want to assign to the Exception Manager. The staff member's name will automatically appear once their index

number has been entered.

- Exception Time Manager select or enter the Personnel Number (Index Number) of the staff member you want to assign the role of Exception Manager. The Exception Manager's name will automatically appear once their index number has been entered.
- Click Save to save your record.

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 A message appears that the assignment of an Exception Manager was successful and s/ he will appear in the list by Personnel Number (Index Number). Click *Back* to return to the home page.

Last modified: 20 February 2023

Add a Note

Review This

Use this procedure to add a note to a personnel action. This procedure will be used for every PA executed by an HR Partner.

1. If you have just completed the personnel action, you will still have the staff member selected. If not, enter the staff member's personnel number in the Personnel No. text box.



2. Click 🧭 after typing PA30 in the Command text box.

(***) ** *** * *	Personnel No. 19990663	Pers.Assg	n 30523057 19990663 🔹 💱			
Find by	Name VANITA KATSUMI	EOD UN 07.0	03.2013 NAT Gambian Emp. Stat Activ			
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- 3. Click \square to select Actions.
- 4. Click $^{\square}$ to view the list of Action records.

List Actions (0000)								
108								
(Pers. No.	19990663		Pers.Assgn 305	23057	19990663 -	N	
Find by	Name VANITA	KATSUMI		EOD UN 07.03.2013	GAT Ga	imbian Emp. Stat	Ac	tive
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	01.04.2015		76	Sp Leave w/o Pay - Grant	01	Studies/Research		*
	07.03.2015		13	Renewal/Extension of Ap	.01	Renewal of Appointment		
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	01.09.2013		58	Maintain Family Status	04	Change Family Member/D.		
	01.07.2013		58	Maintain Family Status	04	Change Family Member/D.		
	07.03.2013	31.12.9999	01	Initial Appointment	01	Initial Appointment		3

- 5. Click \square next to the record you want to add a note to.
- 6. Click 🥒 to edit the record.

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7. Press F9 to add a note.

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1)	Example Comments - S/m has requested a six (6) month extension of his original request for SLWOP to complete a Master's degree in International
1) 2) 3)	Example Comments - S/m has requested a six (6) month extension of his original request for SLWOP to complete a Master's degree in International Law. S/m's department has agreed to the six (6) month extension effective

- 8. Enter the details of the note as specified for each personnel action. Click 🗔 to save the note.
- 9. Click 🔲 again to save the record.

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	Absence days 5.00 Calendar days 5.00 Quota used 5.00 Days

- 10. Click 🚾 to return to the Maintain HR Master Data screen.
 - 11. Click 🧟 to return to the SAP Easy Access screen.

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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 2¹/₂ days per month.

2. Staff members holding Temporary appointments accrue annual leave at a rate of 1¹/₂ 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.

- Staff Regulations of the United Nations <u>ST/SGB/2023/1</u> <u>Regulation 5.1 Annual leave</u> <u>Rule 5.3: Annual leave</u>
- Administration of temporary appointments ST/AI/2010/4/Rev.1 Section 8: Annual leave
- 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) <u>ST/IC/2005/8</u>

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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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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.



Review This

HR Partners create, view or modify annual leave records in ECC.

RELATED INFOTYPE: ABSENCES (IT2001)



This procedure is to be used in very exceptional circumstances if the Time Senior Administrator or HR Partner needs to create an annual leave record in ECC. Please refer to the chapter on Viewing, Creation and Modification of Leave records.

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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.

- Staff Rules and Staff Regulations of the United Nations ST/SGB/2018/1/Rev.2 <u>Article VI, Social Security – Regulation 6.2</u> <u>Rule 6.3 – Maternity and paternity leave</u>
- Family Leave, maternity leave and paternity leave <u>ST/AI/2005/2</u> and <u>ST/AI/2005/2/</u> <u>Amend.2</u>

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 <u>ST/AI/2010/4/Rev.1</u> Administration of temporary appointments Maternity Leave

Information can also be found on the Knowledge Gateway

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Prerequisites

Review This

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.

• 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 maternity leave, and a decision is made not to extend the staff member's appointment (based on factors unrelated to the staff member's pregnancy) the current appointment will be extended to cover the full duration of the maternity leave. However, this provision shall not apply in cases where the fixed-term appointment expires more than six weeks before the anticipated date of delivery. Temporary appointees can only be extended for the duration of the maternity leave if the maternity leave started prior to the end of the appointment but was not completed.

• **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 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.
- Check for Exceptions/Special Cases: The HR Partner should check for any exceptional requests or cases, which may involve the consultation of the Medical Services Division (consultation with MSD should be done offline) or further approval requirements (i.e. travel evacuation for delivery purposes).

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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 predelivery 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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Procedures

Review This

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RELATED INFOTYPE:

- MATERNITY PROTECTION/PARENTAL LEAVE (IT0080)
- ABSENCES (IT2001)

The maternity leave protection/Parental leave IT0080 is generated when the HR partner approves a maternity leave request in the Portal. If ESS is not available and the HR partner needs to approve or modify an existing maternity leave request, the HR partner should do so in ECC using IT 0080 (maternity leave protection/parental leave).

If the HR partner simply wants to view the maternity leave absence, you may use IT 2001 subtype 1102.



Approve Maternity Leave in Portal (standard approval)

Review This

 Start the transaction using the menu path or transaction code. The Home page is the default page when you log in as an HR Partner. If you are not on the Home page click the Home Tab. Alternatively you can access requests by clicking on the HR Partner Tab and clicking Work List.

Approver Work Center Approver Work Center	
User Map User Map	
	Approver Work Center Approver Work Center User Map User Map

2. Click Approver Work Center from the Home tab.

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3. Maternity Leave is a time request and will appear in the Time Pending Items awaiting your review and approval. Click *Time Pending Items*. Depending on the roles you have access to, you will see multiple tabs under your Approver Work Center.

Dat Rea	ned CM Rending to	ne Olif Completed terms	A Andry term	PA Completed to	s / Taxe New	diglinia	The Corpleted Items	Extensis les	dig ben	1
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- 4. Click \square to select the request you want to review.
- 5. Click Review and Approve to view the request detail.

Name Personnel Number Duty Station Department	Eli ELZA 27722157 New York HR DGACM No Post	Entry on duty Secretariat Contract Type Contract End Date Grade-Step	02.07.2007 Permanent 30.04.2038 G-5 /06
Type Of Absence:	Maternity Leave		
Start Date:	29.04.2015		
Expected Delivery Date	13.05.2015		
End Date:	18.08.2015		
Absence Days:	78.00		
Note To Approver:	Please see attached	medical certificate.	
Rejection Reason:			

6. The Maternity Leave request opens in a separate browser tab. Review the Start Date, Expected Delivery Date and End Date and verify these against the attachment of the medical certification that the staff member has provided. To view the attachments, click on the links to open any attachments the staff member has provided. Click Certificate of Pregnancy link label *Certificate of Pregnancy*. If the information provided is incorrect, or insufficient, the HR Partner should enter comments in the "Rejection Reason" field to alert the staff member of what additional changes/information is needed.

- 7. Click 'Approve' or 'Reject' as appropriate.
- 8. Close the tab in your browser.

approver	work cente	Nr.									
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00000000001	Maternity Leave - UN	Waternity Leave - UN -		78.04.2015	28 04 2015	5 Wedum	Ready	DGACH DO ETRIS ECS	20002734	ENELZA	

9. When you first return to the Approver Work Center the request will appear to still be in your queue. Simply click refresh to remove it. This is the end of the approval process in ESS.

Click *Refresh* the request will be moved to the Time Completed Items tab. As best practice the HR Partner should verify the information has been properly transferred to ECC. Use PA20 to view the related Maternity Leave records:

- Maternity Protection/Parental Leave (IT0080), and
- Maternity Leave Absence Record (IT2001)

Add the following generic remarks to IT0080 at the time of review.

Generic Maternity Leave Remarks

Approval by the treating physician for the staff member to work between six (6) and two (2) weeks before the anticipated delivery date. The staff member will begin maternity leave effective < **date** > through < **end date of maternity leave** >. Email/Memo dated refers.

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Create Maternity Leave Protection in ECC (Procedure for exceptional cases when ESS is not available)

Review This

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



- 2. Click 🥙 after typing PA30 in the Command text box.
- 3. Enter the staff member's personnel number.

👼 Maintain Time Data	
🗋 🖉 🛍 🗊 🔝 🎆 List entry 🛛 🖬	Week 🖽 Month 🖽 Year
← → 副 圏 圏 マ 全 Find by ・ 働 Person ・ 聞 Collective search help ・ 聞 Search Term ・ 聞 Free search	Personnel no. 10073774 Name Enders Emp. Stat Active EE Group 2 Local Staff 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

- 4. Click 🔮 to continue
- 5. Select Period and enter the dates the staff member will be on Maternity Leave.

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6. Type 0080 in the Infotype text box to access the Create Maternity Protection/Parental Leave screen.

👦 🛛 Maintain Time Data		
🗋 🖉 🛍 🗊 🤽 🏦 List entry 🛛 🔯	Week 🖽 Month 🖽 Year	
	Personnel no. 10073774 Name Terror Temperal Address A. EC EE Group 2 Local Staff FE Subgro GS General Service	OD UN 10.07.2017 Emp. Stat Active UG01 Org ODMS ASU G-5 09 Appt. Exed Term Exp 30.06.2021
	Umoja Time Data Planned Working Time Absences Attendances Substitutions Absence Quotas Quota Corrections Time Quota Compensation Time Transfer Specifications Direct selection Infotype Absences	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 STy 1100 Annual Leave

7. Click 🙋 to continue.

👼 Maintain Time Data	
🗋 🖉 🛍 🛱 🔏 🎛 List entry 🛛 🖻	Week 🔤 Month 👜 Year
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	Infotype Attendances STy 1006 CTO Accrual
- 8. Click to create a new record.
- 9. Enter the expected date of delivery. Leave the remaining fields in the Maternity data section blank.

Enter d 🕒	© @ @ D M M 2 0 0 3		
Create Maternity Protectio	n/Parental Leave(0080)		
	Pers. No. 188137	Pers.Assgn 30005549 00188137 -	2
Find by	Name TALIA AYOTUNDE	EOD UN 23.08.2000 NAT Hatian Emp. Stat	Active
- Derson	EE Group 2 Local Staff	US00 New York Ozg DGACM OUSG EC)
• (ja) Collective search help • (ja) Search Term • (ja) Free search	EE Subgrp 03 General Service Start 29.04.2016 To	G-6 09 Appt Permanent Exp 30	.09.202
	Maternity data		
	Pregnancy notification date	18.02.2016 Sequence number 01	
	Expected date of delivery	13.05.2016	
	Actual date of delivery		
	Date officially reported		
	Type of birth		
	Absences		

10. Click 🗹 to continue.



11. Enter the Start and End dates of the Maternity Leave.

 Image: A state of the state of the	Pers. No. 188137 Name TALIA AYOTUNDE EE Group 2 Local Staff EE Subgrp GS General Serv Start 29.04.2016 Maternity data Pregnancy notification date Expected date of delivery Actual date of delivery	ce <u>To</u>	Pers.A EOD UN 05 06- 18.08 18.02 13.05	ssgn 23.08.20 500 Ner 6 0: 5.2016 5.2016	300055 000 NAT W York 9 Appe	i49 00188 Haitian Perman Sequence	i137 Drg_DGAC ent	Emp. St CM OUSG Exp	▼ 💕 at Active EO 30.09.202
Image: Image	Pers. No. 188137 Name TALIA AYOTUNDE EE Group 2 Local Staff EE Subgrp GS General Serv Start 29.04.2016 Maternity data Pregnancy notification date Expected date of delivery Actual date of delivery	ce To	Pers.A EOD UN 05 6- 18.08 18.02 13.05	ssgn 23.08.20 500 Ner -6 00 0.2016 2.2016 5.2016	300055 000 NAT w York 9 Appt	Haitian O Perman Sequence	i137 Drg DGAC sent	Emp. St CM OUSG Exp	
	Date officially reported Type of birth		6						
	Absences Att /abs_tune_text	Chart		End					
- 	Maternity Leave	29.04	.2016	18.08.20	016				

- 12. Click 🕑 to continue.
- 13. Press F9 to enter a note documenting the reason for the action.

nfotv	pe Text
1)	Staff member requested maternity leave from 29.04.2016 to 18.08.2016.

- 14. Enter the comments in the text box and click \bigcirc .
- 15. Click \blacksquare to save the note entries.

0	- 48	<mark>©®</mark> ∣⊒ M K 2 10 ↓		6	
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- 16. Click \blacksquare to save infotype (0080).
- 17. Click \bigcirc to return to the SAP Easy Access screen

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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.

- Staff Rules and Staff Regulations of the United Nations ST/SGB/2018/1/Rev.2 Article VI <u>Social Security Regulation 6.2</u> 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

 Sections 9.5 and 9.6 of <u>ST/AI/2010/4/Rev.1</u> – Administration of temporary appointments – Paternity leave <u>COPYRIGHT</u>

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Last modified: 26 January 2023

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.



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.



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.



Review This RELATED INFOTYPES:

- ABSENCE QUOTAS (IT2006)
- ABSENCES (IT2001)

Refer to Common Procedure section for guidance on viewing, creating and modifying absence records in ECC.

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.

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



2. Click 🥙 after typing PA30 in the Command text box.



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

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	Organizational Assignment Period From 16.03.2015 To 15.03.2016 Today Current month Absences Attendances Overtime Maternity Protection/Parental Leave Absence Quotas Direct selection

- 4. Enter the the following information:
 - From: the start date of the paternity leave quota, i.e., the child's date of birth
 - To: end date of the paternity leave quota is one year from the date of birth
 - · Infotype: 2006 for Absences, and
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Click 🔮 to continue.

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	Umoja Time Data E. Planned Working Time Period Period Prom 19.12.2022 To 19.12.2022 Today Current week All Current month From curr.date Last week To Current Date Last month Current Period Current Year Choose Direct selection STy 1006 CTO Accrual

5. Click to create the paternity quota record.

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- 6. Enter the appropriate number of days allowed for paternity leave at the staff member's duty station. Click of to confirm the entry.
- 7. Press F9 to add a note.
- 8. The note should contain the following elements:
 - The staff member provided copy of newborn child's birth certificate to establish paternity

entitlement quota. Request dated < **date** > refers. Verified information from original birth certificate.

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- 9. Click \blacksquare to save the note.
- 10. Click \square again to save the record.
- 11. Click \bigcirc to return to the SAP Easy Access screen.



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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 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 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.

 Staff Regulations of the United Nations – <u>ST/SGB/2023/1</u> Article VI, <u>Regulation 6.2 Social Security</u> <u>Rule 6.2 – Sick leave</u> <u>Rule 6.3 © Maternity leave</u> (c) <u>Rule 9.6 (i) – Termination for health reasons</u> <u>Rule 9.11: Restitution of advance annual and sick leave</u>

2. <u>Appendix D ST/SGB/2023/1 – Rules governing compensation in the event of death,</u> injury or illness attributable to the performance of official duties on behalf of the United <u>Nations</u>

Article 3.1 – Injury or illness expenses, sick leve

Article 3.2 - Total disability

- Article 3.9 Relation to other benefits under the Staff Rules
- 3. Sick Leave <u>ST/AI/2005/3</u> and <u>ST/AI/2005/3/Amend.1</u>

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. <u>Family leave, maternity leave and paternity ST/AI/2005/2</u> and <u>ST/AI/2005/2/Amend.2</u> Section 2. Family leave under the uncertified sick leave entitlement (ST/AI/2005/2)

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
- Section11.1 Sick leave and annual leave
- Recording of attendance and leave <u>ST/AI/1999/13</u> and <u>ST/AI/2005/1</u> Section 3 – Computation Sick leave (ST/AI/1999/13)
 - Sections 3.3 3.5

- 6. Administration of temporary appointments <u>ST/AI/2010/4/Rev.1</u> Sick leave
 - Sections 9.2 9.3

Information can also be found on the Knowledge Gateway.



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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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
- <u>Certified Sick Leave</u>
- <u>Certified Sick Leave</u>

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 <u>5.3 (e) (ii)</u>, <u>6.2 (a) and (e)</u>.

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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 <u>Staff Rule 6.2</u>, 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 <u>Staff Rule 6.2</u> 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

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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 email 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.

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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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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 form 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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Procedures

Review This RELATED INFOTYPE:

- ABSENCES (IT2001)
- ABSENCE QUOTAS (IT2006)

Refer to Common Procedure section for guidance on viewing, creating and modifying Leave record(s) in ECC. The HR Partner or Time Senior Administrator should only create or modify sick leave records in ECC in cases of sick leave on half pay. Sick leave on full pay should be entered in ESS and only exceptionally in ECC. <u>COPYRIGHT</u>

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Approval of Certified Sick Leave 20 days or less in ESS

Review This

The HR Partner is the approver for certified sick day requests that are 20 days or less. Follow the procedure to approve Maternity leave. Go to the approval work centre and select the sick leave request.

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		End Date:	28.03.2017			
		Att./abs. days:			2.00	
		Last Note:	03.04.2017 16:27:12 Pls attach medical note			

- 1. Review the request details, including a review of the attached documentation.
- 2. Approve or Reject as appropriate.

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Half Sick Leave with Half Annual Leave or Sick Leave with Half Duty

Review This

The procedure to record half sick leave with half annual leave or half sick leave with half duty is exactly the same in both instances, the only difference being the subtype selected. The scenario below is for sick leave with half annual leave. For sick leave with half duty, select the relevant subtype and remember that this leave type requires approval by the Medical Service that the staff member is able to return to work half time.

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



- 2. Click 🥙 after typing PA30 in the Command text box.
- 3. Enter the staff member's personnel number in the Personnel No. text box.

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- 4. Click 🥙 to continue.
- 5. Enter the start date of the sick leave on half pay in the From text box, and the end date in the To text box. Enter the Infotype ID for Absences, 2001, in the Infotype text box.

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- 7. Click to create a new record.
 - 8. Click 1123 Half Sick Leave w/Half AL.

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99			Annual Leave-Home Leave	
99	1115	5	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	
99	1122	2	HalfSickLeave w/Half Duty	
99	1123	1	Half Sick Leave w/Half AL	
99	1124	F.	CTO Use	
99	1126	5	Paternity Leave	

8. If you are following this procedure to record half sick leave with half duty, then select subtype 1122. Click 🗹 to confirm selection.

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I to	Pers. No. 20250432 Pers.Assgn 30524 Name Clare MAHEIA EOD UN 01.08.2011 NAT EE Group 1 International Staff CH00 Geneva EE Subgrp PR Professional & Above P-3 11 Approx

- Verify that the Start and To dates reflect the dates entered in the previous screen, then click of to continue.
- 10. Press F9 to add a note. The note should contain the following elements:
 - Staff member has exhausted entitlement to sick leave with full pay.
 - As per email dated from the staff member and approval by MSD, the use of sick leave with half pay plus half day annual leave is granted effective < date > through < date >.

Table	<u>E</u> dit <u>G</u> oto Utilities(<u>M</u>) S <u>y</u> stem <u>H</u> elp
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Infoty	pe Text
1)	Example Comment - S/m has exhausted entitlement to sick leave with ful
1	Example Comment - S/m has exhausted entitlement to sick leave with ful pay. As per email from s/m and approval by MSD, dated 09.06.2015
1	Example Comment - S/m has exhausted entitlement to sick leave with ful pay. As per email from s/m and approval by MSD, dated 09.06.2015 use of sick leave with half pay plus half day annual leave to be used
1) 2) 3) 4)	Example Comment - S/m has exhausted entitlement to sick leave with ful pay. As per email from s/m and approval by MSD, dated 09.06.2015 use of sick leave with half pay plus half day annual leave to be used effective 25.06.2015 thru 10.07.2015.

- 11. Click \square to save the note.
- 12. Click 😾 again to save the record.
- 13. Click 🧟 to return to the SAP Easy Access screen.

As best practice should execute T-Code PA20 to review the CTO quota and deduction are correct.

The following infotypes should be reviewed:

- IT2006 (Absence Quotas), and
- IT2001 (List Absences).

On IT2006

Identify the correct quota line and view the "Deduction" column to confirm that the correct number of days have been deducted from the quota.

On IT2001

You will see two records for the Half Sick Leave w/Half AL entry. When this type of absence is recorded in the system SAP creates a technical infotype, in this case T123. This is not a duplicate record. SAP creates this record to deduct from two quotas using one record. The record type "DO NOT USE..." should not be altered in any way.

When half sick leave with half duty is selected, the technical infotype for the accrual of attendance is created.

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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

- Staff Regulations and Staff Rules of the United Nations <u>ST/SGB/2023/1</u> Article VI, <u>Regulation 6.2</u> Article V – Annual and special leave <u>Regulation 5.2</u> <u>Rule 5.5 – Special leave</u> <u>Rule 10.4 – Administrative leave pending investigation and the disciplinary process</u>
- Sick Leave <u>ST/AI/2005/3</u> and <u>ST/AI/2005/3/Amend.1</u>
 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
- Termination of Appointment for reasons of health <u>ST/AI/1999/16</u> Section 4 – Delay in determination Section 5 – Notice and effective date of termination
- 4. Family leave, maternity leave and paternity leave- <u>ST/AI/2005/2</u> and <u>ST/AI/2005/2/</u> <u>Amend.2</u>
 - Section 4 Special leave without pay (ST/AI/2023/2)

 Recording of attendance and leave – <u>ST/AI/1999/13</u> and <u>ST/AI/2005/1</u> Section 2 – Leave other than annual leave (ST/AI/1999/13)

Request for Outside Employment

- 1. Outside activities <u>ST/AI/2000/13</u> and <u>ST/IC/2006/30</u>
 - 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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Prerequisites

Review This

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

- Leave Request: The Staff Member should submit a leave request in ESS providing the requisite amount of time for the request to be evaluated and processed based on the request type.
- **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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Process

Documented here are the processes for:

- Special Leave with or without Pay
- Jury Duty

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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:



F

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/ 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

Last modified: 13 January 2023

• 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.



Jury Duty

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



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- 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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Procedures

Review This RELATED INFOTYPE:

> ABSENCES (IT2001) Refer to Common Procedure section for guidance on viewing, creating and modifying an Absence record in ECC.

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Granting Special Leave

Review This

Special Leave Without Pay – Grant

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

INSURANCE:

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.

Please be sure to advise the staff member of the possible impact on insurance participation at the time of approving the request.

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


- 2. Click 🖉 after typing PA40 in the Command Text box.
- 3. Enter the staff member's personnel number and the Start date of the personnel action

Find by							
• OB Person	Personnel No. 74445	Pers.Ass	gn 300	56094 0007	4445		- 40
Collective search help	Name Abraham MCCUISTON	EOD UN 01	.03.2009	SAT Hata	n	Emp. Sta	t Active
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• (A) Free search	EE Subgrp GS General Service	G-3	07	Appt Fixed	Term	Exp 3	0.06.2018
	Start 01.04.2015						
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	Change Personal Data					-	
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	Grant Step Increment						
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	Sp Leave with Pay - Grant						
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	Sp Leave with Pay - Extend						
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	Sp Leave w/o Pay - Grant			Constanting of the			
	Sp Leave w/o Pay - Modify						

- 4. Select the Special Leave Without Pay Grant action.
- 5. Click to execute the Personnel Action.

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Start 01.04.	Service G-3 07 Appt Fixed Term Exp 30.06.2018 2015 to 31.12.9999 1
Personnel action	
Action Type	Sp Leave w/o Pay - Grant
Reason for Action	
Status	
Customer-specific	•
Employment	Active
Organizational assignme	nt
Position	30056094 G3 8658 FIELD SECURITY GU
Personnel area	HT00 Haiti
Employee group	2 Local Staff
Employee subgroup	GS General Service

6. Make a note of the displayed default position as it will later appear as the lien position in IT3344 NPO Assignment. Click 🗊 to display the list of options for Reason for Action.

🔄 Rea	son for Action (1) 11 Entries found
R	estrictions
V 🗵	
Na Cop	ype: 76 action type: Sp Leave w/o Pay - Grant
Ac	Name of reason for action
01	Studies/Research
03	Medically-related
05	Family Leave
07	Government Service (technical)
09	Miltary Service
11	Pension Purposes :
13	Administrative Leave
15	Non Compensatory
17	Unauthorized Leave
19	Employment Outside UN
21	Other

7. Select the appropriate value for Reason for Action.

Leave w/o Pay – Grant Menu Key

- **Studies/Research**: Used when a staff member will be on leave for study or research purposes.
- **Medically-related**: Used when a staff member has had sick leave requests rejected and the leave taken has to be charged to Special Leave Without Pay due to lack of balance of annual leave.
- **Family Leave**: Used when a staff member has exhausted their annual leave entitlement and they need to be away for family emergencies.
- **Government Service (technical)**: Used when a staff member has been requested by his or her government to render temporary services involving functions of a technical nature.
- **Military Service**: Used when a staff member is required to serve their national government as a member of the military, subject to meeting certain criteria.
- **Pension Purposes**: Used to protect the pension benefits of staff members who are within 2 years of achieving age 55 years and 25 years of contributory service, or who are over that age and within 2 years of 25 years of contributory service.
- Administrative Leave: Used when the staff member has been placed on administrative leave pending investigation.
- **Non Compensatory**: Used when a staff member has exhausted sick leave entitlements and the case does not warrant consideration for disability but the staff member has not returned to work.
- **Unauthorized Leave**: Used in cases of unauthorized absence once a staff member's entitlement to annual leave has been exhausted.
- **Employment Outside UN**: Used in cases where a staff member will be employed with another Organization/Company for a temporary period where they will gain skills that will be beneficial to the Organization upon their return.
- **Other**: Default option used for the transport of pre-Umoja records. Will also be used in future instances when a new option has been authorized by Policy but the system has not yet been updated to include this new reason for action.
- 8. Click 🗹 to confirm selection.

Infotype Edit (Goto Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp
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Reason for Action	01
Status	
Customer-specific	
Employment	Active
Organizational assignme	nt
Position	99999999 G3 8658 FIELD SECURITY GU
Personnel area	HT00 Haiti
Employee group	2 Local Staff
Employee subgroup	GS General Service

- 9. Replace the position with a non-payroll position.
- 10. Click validate your entries and to create the lien on the previously encumbered position.
- 11. Click \blacksquare to save the record and move to the next infotype.

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12. Click \square to save the record.

Note that the position in IT0001 (Organizational Assignment) defaults to 99999999 from the previous entry on IT0000 (Actions). The staff member's original position will be displayed as the lien ition in IT3344 (NPO Assignment).

13. Click \square again to save the record and move to the next infotype.

Selec	t Assignment Type	
Туре	Description	
LO	Loan to another Agency	
0L	Loan w/in Umoja Entities	
PM	Permanent Movement	
SE	Secondment to another Ag	
ZA	Separated / Retired	
SL	Special Leave Without Pay	
TA	Temporary Assignment	
4.3	222	4 1

- 14. Click \Box to select Special Leave Without Pay.
- 15. Click Select.

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carc 01.	Special Leave	SI.12.9999	Evointion	21 02 2016
Organizational Assi	anment (from Info	e without ray	Expiration.	51.05.2016
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Change Reason:		Cost Center:	: Unknown	
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16. In IT3344, both the Expiration and Position Occupancy Clock fields are mandatory and the system requires that you update these two fields first before completing other sections in the infotype. The expiration field is used to enter the end date of the SLWOP. Start with this field and then proceed to the Position Occupancy Detail. If you do not complete them in this order, you will get an error message. Enter the expiration date in the Expiration text box.

For Position Occupancy Clock, Select:

• **Resume/Continue**: if the Special Leave is for less than one year, or upon Return

from Special Leave						
When selected, you must selected	ct the Position Occu	upancy	Number f	rom the	e list	
accessed by clicking 🗇						
	Position Od	cupancy. No.	(1) 4 Entries fo	ound		
	Restricti	ons				
Position Occupancy Detail				<u>N</u>		
		re.				
Position Occupancy Clock I Resume / Com	Pos.Occ.No	STy. Positi	ion Start Date	Exp. Date	Months	Days
	0000006261	2 PM 30700	553 01.11.2015	30.09.2016	11	00
Position Occupancy Number	0000006261	1 PM 31006	297 01.10.2016	30.11.2016	2	00
	0000006261	1 TA 31006	673 01.12.2016	20.12.2016	0	20
	0000006261	1 PM 31006	297 21.12.2016	31.12.9999	99	99

When you select Resume/Continue, always pick the last record that as an expiration date of 31.12.9999. The Umoja generated selected position occupancy number will then display in the Position Occupancy Number field.

- Suspend: if the Special Leave is for one year or longer
- **Not Applicable**: Used for staff members who are not subject to managed mobility. This includes employee group-subgroup 2 through 6:
 - 2 (local staff);
 - 3 (Conference Language Staff);
 - 4 (WAE);
 - 5 (Special Staff);
 - 6 (R/NR Loan to UN);
- As well as certain staff within employee group 1:
 - 1-GI (International GS);
 - All international staff with temporary appointments; and
 - P2 and P3 international language staff.

Notice that the new position is displayed under Organizational Assignment (IT0001), along with the job title, duty station, organizational unit, start date, position type and fund information.

Ensure that the defaulted Position Lien/Block matches the original position on IT0000 Actions, which you made note of in a previous step. If it is incorrect, do not make changes to the

position on this infotype. Stop processing the PA and review the staff member's position history.

This infotype maintains the lien position information for the duration of the Special Leave without Pay.

- 17. Click 🕑 to validate entries.
- 18. Click \blacksquare to save the record.

	hana masagas		-
T	Message Text	LTxt	De
	S:/HCMNPO/MS_GEN:000 Warning: there is no funding record (1018) at 01.04.2015 fo		G
	Record valid from 01.01.2005 to 31.12.9999 delimited at end	2	C
	4 b	4	

19. You should see a message regarding delimiting the record. The warning message on funding is a result of working in the training environment. This warning message should not appear in production. Click is to continue to the next infotype.

로 Infotype Edit Go	oto Extr <u>a</u> s System Help
Create Absences	s (2001)
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Start 01.04.20	D15 To 31.03.2016
Absence type	1108 Special Leave without Pay
Time	- Prev.day
Absence hours	🗍 Full-day
Absence days	0.00

20. Enter the end date for the SLWOP Grant in the text box.

The "Start" and "To" dates should match the request for SLWOP submitted by the staff member in ESS, which the HR Partner will approve after the PA has been completed in ECC. Approval of the ESS request is only for the purposes of clearing the request from the work queue and will not create a leave absence record.

- 21. Click 🕑 to continue.
- 22. Click \blacksquare to save the record and move to the next infotype.

		12				
Copy NPO	Pension Fun	ds (0961)				
Pers. No.	74445	Pers.Assgn	999999999	00074445	•	8
Name Abraham M	CCUISTON	EOD UN 01.03.	2009 NAT Ha	aitian	Emp. Stat	Active
EE Group 2 L	ocal Staff	HTOO P	Port-au-Prince			
EE Subgrp GS (eneral Service	G-3	07 Appt F	ixed Term	Exp 30.0	6.201
Start	1.04.2015 To	31,12,9999				
		[
NPO Pension Fur	ids					
PF Number	492139		Reason			*
Fund Details						
Fund Details Status	Contributing	T	Participation	date 0	1.07.2014	
Fund Details Status Schema	Contributing		Participation	date 0	1.07.2014	
Fund Details Status Schema	Contributing Contributing Non contributing	y and the second	Participation	date 0	1.07.2014	
Fund Details Status Schema Pensionable Ear	Contributing Contributing Non contributin Validating nings	g	Participation	date 0	1.07.2014	
Fund Details Status Schema Pensionable Ear	Contributing Contributing Non contributin Validating nings	9	Participation	date 0	1.07.2014	
Fund Details Status Schema Pensionable Eau Type Area	Contributing Contributing Non contributin Validating nings		Participation Group	date 0:	1.07.2014	

- 23. When a staff member is going on SLWOP regardless of the length of time (even one day), the Pension Schema will be marked as "Non-Contributing". If the staff member opts to contribute their full share to the Pension Fund, offline arrangements will need to be made by the staff member directly with Payroll. Only when such arrangements have been made, can the Payroll Administrator update IT0961 to revert the status field value to "Contributing" and select the "SLWOP Schema", to ensure that the Pension contribution is fully funded by the staff member's contribution (with no subsidy from the Organization). Select the appropriate Status.
- 24. Click 🗹 to continue.
- 25. Click \blacksquare to save the record and move to the next infotype.

Change Entitlement M	lonitoring Infotype (9003)
Pers. No. 74445 Name Abraham MCCUISTON EE Group 2 Local Staff EE Subgrp GS General Service Start 01.04.2015 To	Pers.Assgn 99999999 00074445 % EOD UN 01.03.2009 NAT Haitian Emp. Stat Active HI00 Port-au-Prince G-3 07 Appt Fixed Term Exp 30.06.2018 01.04.2015 Chngd 06.04.2016 INSTRUCTOR01
Personnel Action Details	
Subtype Action / Reason Effective Date Action Reason Initiated / Last Update Date Initiated / Last Update By	0302 Personnel action monitoring 7601 01.04.2015 76 Sp Leave w/o Pay - Grant 01 Studies/Research 06.04.2016 INSTRUCTOR01
Action Completion Status	
Action Completed On Action Completed Flag	No Ves
Romarks	TNO

- 26. The last infotype, IT9003, in this PA records completion of the action. Click Yes to select the Action Completed Flag documenting that the action has been completed. When you choose Yes, the Action Completed On field will automatically populate the date when you complete the action, send an email notification to the staff member and make the PA available to staff through ESS.
- 27. Click 🕑 to continue.
- 28. Click \blacksquare to save the record.
- 29. Click 🧟 to return to the SAP Easy Access screen.

You should execute T-Code PA20 to review the absence record for the SLWOP and review the infotypes updated by the processing of the Sp Leave w/o Pay PA.

As best practice the following infotypes should be reviewed:

- IT0000 (Actions);
- IT0001 (Organizational Assignment);
- IT3344 (NPO Assignment);
- IT2001 (Absences); and
- IT0961 (NPO Pension Funds).

Each personnel action completed should be documented by adding a note to the record saved on the Actions (000) Infotype. The note should contain the following elements:

- The staff member has requested to be placed on SLWOP for a period of < duration >, < reason >.
- Approval received from department regarding the SLWOP request.
- Email dated < **date** > refers.

Follow the general procedure on how to add a note to personnel actions. The procedure can be found in the About chapter of this job aid.

Special Leave With Half Pay – Grant

Please note that processing a Special Leave with Half Pay PA has the following impact on insurance:

 A staff member on SLWHP can continue with health insurance but the premium amount will be subsidised by the Organization at half the regular amount, and the staff member will be responsible for the other half in addition to his or her regular insurance contribution.

Please be sure to inform the staff member accordingly when you process this PA.

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



31. Click Safter typing PA40 in the Command text box.

- 32. Enter the staff member's personnel number in the Personnel No. text box.
- 33. Click 🕑 to continue.

a l					
Find by					
• 90 Person	Personnel No. 145360 P	ers.Assgn 30452022 001	45360	Ŧ	10
Collective search help	Name Badjo BIGGARD EOD	UN 03.12.2001 NAT Ethi	opian	Emp. Stat	Active
(a) Search-Term (b) Free search	EE Group 2 Local Staff	ET00 Addis Ababa	Org ECA S	SS ADDIS	
. Did viee search	EE Subgrp GS General Service	G-5 07 Appt Pe	manent	Exp 29.	02.203
	Start 16.06.2015				
	Personnel Actions			1	
	Action Type	Personn EE group	EE subg		
	Change Personal Data				
	Maintain Family Status			*	
	*** ENTITLEMENTS & PAY ***				
	Grant Step Increment				
	Lang Allow / Accelerated Incr.				
	Decision for Next WIGSI				
	MSA Rate Type				
	Mobility Allowance				
	Create Override Entitlement				
	Change/Extend Override Entitle				
	Delmit Override Entitlement				
	Override d/s - Post Adjustment				
	Ent. Payment - Off Cycle Pay				
	Payments/Deductions/Recoveries				
	*** LEAVE ***				
	Sp Leave with Pay - Grant				
	Sp Leave with Pay - Modify				
	Sp Leave with Pay - Extend				
	Sp Leave with Pay - Return				
	Sp Leave w/o Pay - Grant				
	Sp Leave w/o Pay - Modify				
	Sp Leave w/o Pay - Extend				
	So Leave w/o Pay - Return				
	Sp Leave with Half Pay - Grant	1		-	
	Sp Leave with Half Pay - Mod			*	

- 34. Enter the Start date of the entitlement to special leave at half pay.
- 35. Scroll down and locate the appropriate personnel action.
- 36. Click to select *Sp Leave with Half Pay Grant*
- 37. Click O to execute the personnel action.

Copy Act	ions (0000)					
🗟 🗟 🤽	Execute info	group	O Change	info group			
Pers.No. Name Badjo B	145360 IGGARD	Pers.Ass EOI	gn 30- D UN 03.13	452022 0014 2.2001 NAT	5360 Ethiopian	Emp. Stat	Active
EE Group 2	Local Staff		ETOO	Addis Ababa	Org EC	A SSS ADDIS	
EE Subgrp GS	General Service		G-5	07 Appt	Permanent	Exp 29.	02.2032
Start	16.06.2015	to S	1.12.999	9			
Personnel actio	n						
Action Type	Sp L	eave with	h Half Pay -	Grant 🔹	•]		
Reason for Act	tion						
Status							

38. Click to display a list of options for Reason for Action.

🔄 Reason for Action (1) 1 Entry f	ound	
Restrictions		
		<u>ν</u>
▰◗◣▩▨◗◗	불	
A Copy me of Action Type	Ac	Name of reason for ac
8Leave with Half Pay - Grant	01	Pending Disability Decision
-		

#_Select the only available value as a Reason for Action.

Click $\boxed{\checkmark}$ to select and continue.

(A)	
✓	
Copy Actions (C	0000)
🗟 🗟 🤽 🕀 Execu	ite info group 🖉 Change info group
Pers.No. 14536	0 Pers.Assgn 30452022 00145360 🗣 😵
Name Badjo BIGGARD	EOD UN 03.12.2001 NAT Ethiopian Emp. Stat Active
EE Group 2 Local Sta	ff EIOO Addis Ababa Org ECA SSS ADDIS
EE Subgrp GS General S	Service G-5 07 Appt Permanent Exp 29.02.2032
Start 16.06.2	015 to 31.12.9999
Personnel action	
Action Type	Sp Leave with Half Pay - Grant 🔹
	010
Reason for Action	
Reason for Action	
Reason for Action	
Reason for Action Status Customer-specific	
Reason for Action Status Customer-specific Employment	Active
Reason for Action Status Customer-specific Employment	Active
Reason for Action Status Customer-specific Employment Organizational assignmen	Active
Reason for Action Status Customer-specific Employment Organizational assignmen Position	Active active 30452022 G5 6101 SERGEANT
Reason for Action Status Customer-specific Employment Organizational assignmen Position Personnel area	Active
Reason for Action Status Customer-specific Employment Organizational assignmen Position Personnel area Employee group	Active Active t 30452022 G5 6101 SERGEANT ETO0 Ethiopia 2 Local Staff
Reason for Action Status Customer-specific Employment Organizational assignmen Position Personnel area Employee group	Active Active t 30452022 G5 6101 SERGEANT ET00 Ethiopia 2 Local Staff

Review the information on the screen. Note that the position will default to the position against which the staff member is charged to while on special leave with half pay. This field cannot be

changed. Click 🕑 to continue.

🖻 Infotype 🛛	Edit Goto	Extras Sys	tem <u>H</u> elp	
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Copy Acti	ons (000	0)		
		fo group	Change info group	
	- Checkee In	io group p	change into group	
Pers.No.	145360	Pers.Assgn	30452022 00145360	₩
Pers.No.	145360 GGARD	Pers.Assgn EOD UN	30452022 00145360	Emp. Stat Active
Pers.No. Name Badjo BI EE Group 2	145360 GGARD Local Staff	Pers.Assgn EOD UN	30452022 00145360 03.12.2001 NAT Ethiopian TOO Addis Ababa Or	Emp. Stat Active
Pers.No. Name Badjo BI EE Group 2 EE Subgrp GS	145360 GGARD Local Staff General Servic	Pers.Assgn EOD UN E	30452022 00145360 03.12.2001 NAT Ethiopian TOO Addis Ababa Or -5 07 Appt Permane	Emp. Stat Active eg ECA SSS ADDIS ent Exp 29.02.2032

Click 🔙 to save the record and move to the next infotype.

🖻 Infotype	<u>E</u> dit <u>G</u> oto Extr <u>a</u> s System <u>H</u> elp
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Create A	bsences (2001)
6 B 🕹	Texternal work schedule Activity allocation Cost assignment External services
Pers. No.	145360 Pers.Assgn 30452022 00145360 V
Name Badjo B	IGGARD EOD UN 03.12.2001 NAT Ethiopian Emp. Stat Active
EE Group 2	Local Staff ETOO Addis Ababa Org ECA SSS ADDIS
EE Subgrp GS	General Service G-5 07 Appt Permanent Exp 29.02.2032
Start	16.06.2015 To 30.11.2015
Absence type	1107 Special Leave w/half Pay
Time	- Prev.day
Absence hour	s 🗌 Full-day
Absence days	0.00

Enter the end date of the Special Leave Half Pay in the 'To' text box.

This infotype requires you to confirm the dates of the special leave with half pay. The United Nations Joint Staff Pension Fund meets biannually, during the months of April and November, to review disability cases as approved by OHRM.

No change is required to the "Start" date, as this defaults from IT-0000 Actions. The "To" date shall be determined based on the last date of the month of the next review.

Infotype	Edit Goto Extras	s System Help
0	- 4	📙 😋 😧 🛄 🦊 🕅 분리 참 취 원 👿 🗩 🕲 🖷
Create AL	sences (2001,)
6 R 🔔	TPersonal work	schedule Activity allocation Cost assignment External service
Pers. No.	145360	Pers.Assgn 30452022 00145360 🗸 😪
Name Badjo Bi	IGGARD	EOD UN 03.12.2001 NAT Ethiopian Emp. Stat Active
EE Group 2	Local Staff	E100 Addis Ababa Org ECA SSS ADDIS
EE Group 2 EE Subgrp GS	Local Staff General Service	G-5 07 Appt Permanent Exp 29.02.2032
EE Group 2 EE Subgrp GS Start	Local Staff General Service 16.06.2015	G-5 07 Appt Permanent Exp 29.02.2032
EE Group 2 EE Subgrp GS Start	Local Staff General Service 16.06.2015 To	G-5 07 Appt Permanent Exp 29.02.2032 30.11.2015
EE Group 2 EE Subgrp GS Start Absence type	Local Staff General Service 16.06.2015 To 1107	G-5 07 Appt Permanent Exp 29.02.2032 30.11.2015 Special Leave w/half Pay
EE Group 2 EE Subgrp GS Start Absence type Time	Local Staff General Service 16.06.2015 To 1107	G-5 07 Appt Permanent Exp 29.02.2032 30.11.2015 Special Leave w/half Pay - Prev.day

44. Click \blacksquare to save the changes.

The last infotype, IT9003, in this PA records completion of the action. Click Yes to select the

Action Completed Flag documenting that the action has been completed. When you choose Yes, the Action Completed On field will automatically populate the date when you complete the action as indicated in the screen below, send an email notification to the staff member and make the PA available to staff through ESS.

	J
Pers. No. 145360	Pers.Assgn 30452022 00145360 🗸 😪
Name Badjo BIGGARD	EOD UN 03.12.2001 NAT Ethiopian Emp. Stat Active
EE Group 2 Local Staff	ET00 Addis Ababa Org ECA SSS ADDIS
EE Subgrp GS General Servi	e G-5 07 Appt Permanent Exp 29.02.2032
Start 16.06.2015	To 16.06.2015 Chngd 14.04.2016 INSTRUCTOR01
Personnel Action Details Subtype	0302 Personnel action monitoring
Personnel Action Details Subtype Action / Reason Effective Date Action Reason Initiated / Last Update Date	0302 Personnel action monitoring 8201 16.06.2015 82 Sp Leave with Half Pay - Grant 01 Pending Disability Decision 14.04.2016
Personnel Action Details Subtype Action / Reason Effective Date Action Reason Initiated / Last Update Date Initiated / Last Update By	0302 Personnel action monitoring 8201 16.06.2015 82 Sp Leave with Half Pay - Grant 01 Pending Disability Decision 14.04.2016 INSTRUCTOR01
Personnel Action Details Subtype Action / Reason Effective Date Action Reason Initiated / Last Update Date Initiated / Last Update By Action Completion Status	0302 Personnel action monitoring 8201 16.06.2015 82 Sp Leave with Half Pay - Grant 01 Pending Disability Decision 14.04.2016 INSTRUCTOR01
Personnel Action Details Subtype Action / Reason Effective Date Action Reason Initiated / Last Update Date Initiated / Last Update By Action Completion Status Action Completed On	0302 Personnel action monitoring 8201 16.06.2015 82 Sp Leave with Half Pay - Grant 01 Pending Disability Decision 14.04.2016 INSTRUCTOR01

- 45. Click 🔮 to validate entries.
- 46. Click \blacksquare to save the record.
- 47. Click lo return to the HR Master Data screen.

You should execute T-Code PA20 to review the absence record for the Special Leave with Half Pay and review the infotypes updated by the processing of the Sp Leave with Half Pay PA.

As best practice the following infotypes should be reviewed:

• IT0000 (Actions);

• IT2001 (Absences).

Each personnel action completed should be documented by adding a note to the record saved on the Actions (0000) Infotype. The note should contain the following elements:

 Staff member has been placed on SLWHP upon exhaustion of entitlement to sick leave on full pay and sick leave on half pay effective < date > until decision on disability is reached at the < April/November > meeting.

Follow the general procedure on how to add a note to personnel actions. The procedure can be found in the About chapter of this job aid.

Special Leave with Full Pay

If you need to place a staff member on special leave with full pay follow the procedure for special leave with half pay with the following exceptions.

Select:

- · the Special Leave full Pay personnel action, and
- the reason for action as appropriate from the following.



Options:

• Interest of the organization: Used for exceptional approvals of SLFP under staff rule 5.5

- Sabbatical: Used for SLFP approved under the sabbatical leave programme
- **Studies/Research**: Used for staff members who participate in training/research activities under the programme to update substantive skills or who pursue university degree programmes or other types of studies approved for SLFP
- Sick Leave Pending Disability: Do not use. Sick leave pending disability is always on half pay
- Adoption: Used for family leave in connection with the adoption of a child
- Administrative Leave: Used to place the staff member on full pay status while on administrative leave pending investigation as per SR 10.4
- **Other**: Used to place the SM on SLFP for any other reason not captured above.

After completion of the PA, be sure to add the following remarks as a note:

Generic SLWFP- Grant Remarks: S/m has been placed on SLWFP from < **date** > to < **date** > for . Approval received from . Email/Memo dated refers.

Special Leave Approval in ESS

Once you have received the SLWOP request in ESS, execute Sp Leave w/o Pay PA (PA40) in ECC (see procedure above) prior to approving the request in ESS. **Review and approve SLWOP**



1. Start the transaction using the menu path. Home>Work Center

2. Click on the *Work Center* link.

Draft Returned ON Pending tems ON	Completed Berns PA Pending Berns PA Completed Berns	Time Pending Berns	
Show Quick Criteria Maintenance		Change Query Define N	iew Query Personals
/lew: [Standard View] VIEW Ref	resh		Filter Setting
Process Ref Process Name	Subject	Initiator Name	Sent Date

3. Click *Time Pending Items* to review all new Time related requests. Depending on your role you may see multiple tabs.

Draft Retu	med	OM Per	iding items Of Com	pleted tems	PA Pendir	g tems	PA Complete	ed tens Time Pendi	ng Items		H
how Quick Criter	a Mainter	ance			-	-		Char	ige Query	Define New Query Pe	rsonalize
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00000001605	Mate	Mate Leave - UN - Step 02 - 2599	IONA COREEN	04.06.2015	15.06.2015	S Medium	Ready	OCHA GVAD PS8	2000	KONA COREEN	
00000001604	Mate	Mate Leave - UN - Step	Dayle JOHANNAH	04.08.2015	01.07.2015	5 Wedium	Ready	OCHA CRD FO PLS J	2000	Dayle JOHANNAH	

- 4. Click Refresh to ensure that all most recent incoming request are displayed
- 5. Click \square to select the request that you need to review.
- 6. Click *Review and Approve* to review and approve the request.

Approve 🙀 Reject	< Previous	▶ Next		8.
Leave Details				
Please, remember to	use check t	button to calculate the days/hours**	Additional Data	
Туг	pe of Leave:	Special Leave without Pay	Half day:	
		If you are submitting single or multiple consecutive requests for "Special Leave without Pay" with no gaps that when continued could or exceed one calendar month, and you	AMPR	
	Description	wish to continue to participate in health insurance, life	I would like to continue to participate in Health Insurance:	
		insurance and/or pension fund, you should check the box on the right. Please ensure you make the necessary	I would like to continue to participate in Life insurance:	
		arrangements to enrol and pay yours as well as the	I would like to continue to participate in Pension Fund.	
	Reasons'	Studes/Research	Select time manager to e-mail	EVIN HEVINER
eneral Data				
	Start Date:	01.04.2015		
	End Date:	31.03.2016		
A	l/abs. days:	251.00		
	Last Note:	24.08 2015 15 57:15 Adata ULA The advancement of the staff member's education will benefit both the staff member and the organization As such, this department has agreed to his request to be placed on Special Leave without Pay (SLWOP) for a		
	New Note:			

- 7. Scroll down to the Leave Details section and review the following information:
 - Type of Leave and Reasons;

- · Special leave without pay Start and End date;
- Manager's note; and
- Any other note and related document(s) attached to the request. Review whether all the required documents have been attached. Refer to the Prerequisites section for the type of documentation required for each reason for special leave.

lendar	Tear	n Calendar	r Ku	nave Re	questa	R	Abse	nce t	lalan	ce				
Calendar														
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June 2	915 D E E	100	2	By 2015		100		A	ugus inic	201	0			
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23 24 2	15 26 27	28 30	20 21	22 23	24 25	26	34 1	1 18	18	20	21 2	12 3		
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8. Once the review is completed and everything is in order, scroll to the top of the page and click *Approve* or *Reject*.

If approved, a message will appear indicating that the approval was successful and the request will be moved to the Time Completed Items list. The staff member will receive a notification of the decision.

If rejected, enter the reason for rejection in the New Note field.



Jury duty approval in ESS

The procedure is the same as that for approval of the SLWOP request indicated above. Note that there is no need to approve a PA in ECC for jury duty as the ESS approval will create the leave absence record.



Modifying Special Leave

There are 3 different types of Modify Special Leave PAs (without pay, with half pay or with full pay). Use the Modify Special Leave PAs when a shortening of the period of special leave is needed. We will summarize the steps for the Special leave without Pay PA. The same procedures can be used to modify the period of Special leave with half pay or on full pay.

When the modification of the Special Leave period results in an overall length of time that would make a difference to insurance (refer to the notes before the procedures on granting Special leave for details), please remember to inform the staff member accordingly.

Note that it is the overall period of special leave that affects insurance participation, not the dates the SLWOP was initially granted.

- <u>Special Leave Without Pay Modify</u>
- <u>Special Leave Without Pay Extend</u>
- Special Leave With Half Pay Extend
- Special Leave with Pay Extend

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Last modified: 23 August 2022

Special Leave Without Pay – Modify

Review This

1. Start the transaction by Selecting the correct Modify PA type and enter the effective date of the most recent Grant or Extend PA as the effective date.

•										
Find by	and states and states and									
• Person	Personnel No. 145360	Pers.Assgn 30452022 00145360					- 4 1			
Collective search help	Name Badjo BIGGARD	EOD UN	3.12.2001 N7	T Ethiop	pian	Emp. St	at Active			
• In Search term	EE Group 2 Local Staff	aba	ba Org ECA SSS ADDIS							
all mee search	EE Subgrp 63 General Service G-5 07 Appt Permanent Exp 29.02.									
	Start 16.06.2015									
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	Personnel Actions									
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	Change Personal Data					*				
	Maintain Family Status					-				
	*** ENTITLEMENTS & PAY *	**								
	Grant Step Increment									
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	Decision for Next WIGSI									
	MSA Rate Type									
	Mobility Allowance									
	Create Override Entitlement									
	Change/Extend Override Entit	le								
	Delimit Override Entitlement									
	Override d/s - Post Adjustmer	t								
	Ent. Payment - Off Cycle Pay									
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	*** LEAVE ***									
	Sp Leave with Pay - Grant									
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	Sp Leave w/o Pay - Extend									
	Sp Leave w/o Pay - Return		-							
	Sp Leave with Half Pay - Gran					-				
	Sp Leave with Half Pay - Mod					-				

- This PA will bring up the same infotypes as the corresponding Special leave Grant PA. Follow the PA saving all infotypes until IT3344.
- 3. On IT3344, enter the enter the new end date of the period of Special Leave in the Expiration text box first. Then for Position Occupancy Clock, Select:
 - Resume/Continue: used when the overall period of Special Leave is less than one year.

		Position Occ	upano	y. No. (1)	4 Entries fo	ound		
		Restriction	15					
Position Occupancy Detail		-				<u>V</u> /		
Paritian Occupancy Clack	1 Resume / Conti		be					
Postori occupancy cock	T Resume / Cono	Pos.Occ.No	STy.	Position	Start Date	Exp. Date	Months	Days
		00000062612	PM	30700553	01.11.2015	30.09.2016	11	00
Position Occupancy Number	P	00000062611	PM	31006297	01.10.2016	30.11.2016	2	00
		00000062611	TA	31006673	01.12.2016	20.12.2016	0	20
		00000062611	PM	31006297	21.12.2016	31.12.9999	99	99

4. When selected, Click 🗇 to select the Position Occupancy Number from the displayed list.

Always pick the last record that has an expiration date of 31.12.9999. The Umoja generated selected position occupancy number will then display in the Position Occupancy Number field.

- Suspend: if the total period of Special Leave is for one year or longer
- Not Applicable: Used for staff members who are not subject to managed mobility. This includes employee group-subgroup 2 through 6:
 - 2 (local staff);
 - 3 (Conference Language Staff);
 - 4 (WAE);
 - 5 (Special Staff);
 - 6 (R/NR Loan to UN);

As well as certain staff within employee group 1:

- 1-GI (International GS);
- All international staff with temporary appointments; and
- P2 and P3 international language staff.

🖻 Infotype	<u>E</u> dit <u>G</u> oto Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp
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Create At	sences (2001)
	î 🛅 Personal work schedule 🕴 Activity allocation 🛛 Cost assignment External services 🕴 🐼
Pers. No.	74445 Pers.Assgn 99999999 00074445 🕶 😪
Name Abraham	MCCUISTON EOD UN 01.03.2009 NAT Haitian Emp. Stat Active
EE Group 2	Local Staff HT00 Port-au-Prince
EE Subgrp GS	General Service G-3 07 Appt Fixed Term Exp 30.06.2018
Start	01.04.2015 To 31.03.2016
Absence type	1108 Special Leave without Pay
Time	- Prev.day
Absence hours	🔲 Full-day
Absence days	0.00

5. On IT2001, enter the new end date of the period of Special Leave in the To text box. Click on save and skip the rest of the infotypes until the end. Remember to add the note indicating the reason for the modification:8 Special Leave without Pay – Modify PA executed to shorten the original period of

SLWOP for < **reason** >. Total SLWOP period from < **date** > to < **date** > .



When the extension of the Special Leave period results in an overall length of time that would make a difference to insurance (refer to the notes before the procedures on granting Special leave for details), please remember to inform the staff member accordingly. Note that it is the overall period of special leave that affects insurance participation, not the dates used for the initial grant of the special leave request.

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



- 2. Click 🥙 after typing PA40 in the Command text box.
- Enter the staff member's personnel number and the start date of the SLWOP extension. The start date is the first day of the extension of the staff member's SLWOP (i.e. The day after the end of the Sp Leave w/o Pay – Grant PA).



4. Click \square to select the Sp Leave w/o Pay – Extend personnel action.

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2	Personnel Actions
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5. Click to execute the action.

Pers.No.		74445	Pers.As	ssgn	9999999	99 0007	74445	- 63	
Name Abra	ham	MCCUISTON	E	DD UN 01	.03.200	9 NAT	Haitian	Emp. Stat	Active
EE Group EE Subgrp Start	2 GS	Local Staff General Service 01.04.2016	to	G-3	999	Appt	ce Fixed Term	Exp 30.	06.2018
Personnel	actio	n							
Action Typ	pe	Sp I	eave w	/o Pay - E	xtend		-		
Reason for	Act	ion 🗍	5				_		

- 6. Click 🗇 to display a list of options for Reason for Action.
- 7. Select the appropriate Reason for Action.



 The menu options for the SLWOP – Extend are reduced to two options for ease of use. Unless the reason for administrative leave, all reasons for action will be Other Reasons. The original list of reasons for the SLWOP PA can be found by viewing the SLWOP – Grant PA in PA20 IT0000. Click to select the reason.

Infotype	Edit	Got	e Exte	r <u>a</u> s	System	Help				
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	ction	s (00 Execute	IOO) info gro	up	🖉 Chan	ge info (group			
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ame Abraha	am MCC	UISTON		EOD	UN 01.	03.200	9 NAT	Haitian	Emp. Stat	Active
E Group	2 Loc	al Staff			HT00	Port-	au-Prind	ce		
E Subgrp	GS Ger	neral Ser	vice		G-3	07	Appt	Fixed Term	Exp 30	.06.2018
start	01.	04.201	6 to	3	1.12.99	99				
Personnel ac	tion							7		
Action Type		-	Sp Leav	e w/o	Pay - Ex	tend		·		
Reason for A	Action		010							
Status										
Customer-sp	ecific							•		
Employment			Active					•		
Organization	al assig	nment								
Position			9999999	99	Integrati	on: defa	ult pos	i		
Personnel ar	ea	-	HTOO	Haiti						
Employee gr	oup		2	Local	Staff					
Employee su	bgroup	p	GS	Gene	ral Servic	e				
Additional ac	tions									
Start Date	Act.	Action	Туре				ActR	Reason for act	tion	

- 9. Notice that the default position is 99999999. Click \bigcirc to continue.
- 10. Click \square to save the record.

로 Infotype Edit	<u>G</u> oto Extr <u>a</u> s System <u>H</u> elp
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Change Absen	ces (2001)
882 11 🗖	Personal work schedule Activity allocation Cost assignment External services
Pers. No. 744 Name Abraham MCCUIS EE Group 2 Local Si EE Suboro GS Genera	I45 Pers.Assgn 99999999 00074445 % STON EOD UN 01.03.2009 NAT Haitian Emp. Stat Active taff HT00 Port-au-Prince Stat Stat Service G-3 07 Appt Fixed Term Exp 30.06.2018
Start 01.04.	2015 To 30.09.2016 Chg. 12.04.2016 INSTRUCTOR01
Absence type	1108 Special Leave without Pay
Time	- Prev.day
Absence hours	2016.00 🗸 Full-day
Absence days	252.00

11. Enter the start date of the extension in the Start text box

Enter the end date of the extension in the To text box.

This infotype creates an absence record. Given there is an absence record for the initial SLWOP period, the "Start" and "To" date in this infotype should reflect the extension period of the SLWOP only. The leave extension request submitted by the staff member or Time Administrator in ESS should be approved by the HR Partner after this PA has been completed so the request is cleared from the work queue and a notification is sent to the staff member.

Click 🕑 to validate entries.

12. Click \Box to save the record.

Infotype	Edit Goto	Extras System H	elp		
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Copy Org	anizationa	al Assignment (0001)		
6 B 🕹	Org Structure				
Pers. No. Name Abraham EE Group 2 EE Subgrp GS Start	74445 MCCUISTON Local Staff General Service	Pers.Assgn EOD UN 01.03.2 HT00 Pr G-3 0 T0 31.12.9999	999999999 0 2009 NAT Hai ort-au-Prince 07 Appt Fo	00074445 tian xed Term	Emp. Stat Active
Enterprise Stru	icture				
CoCode Pers.area Cost Ctr	HT00 Haiti	d Nations	Subarea Bus. Area	HT00 0999	Port-au-Prince Umoja SAP Tech. Confi
Personnel Stru	cture				
EE group EE subgroup	2 Local St GS General	aff Service	Payr.area Pos. Type	L1 l Tempo	Local - UNHQ prary Post 💌
Organizational	Plan		-		
Percentage	100.00	Assignment			
Position	99999999	Integration: default p			
Job key	00000000				
Org. Unit	00000000				

- 13. Click 🕑 validate values.
- 14. Click \Box to save the record.

999999999 00074445 99999999 00074445 03.2009 NAT Haitian Emp. Stat Active Port-au-Prince 07 Appt. Exed Term Exp 30.06.2018
999999999 00074445 99999999 00074445 03.2009 NAT Haitian Emp. Stat Active Port-au-Prince 07 Appt. Exed Term Exp 30.06.2018
03.2009 NAT Haitian Emp. Stat Active Port-au-Prince
Port-au-Prince
07 Appt Fixed Term Exp 30.06.2018
and the lace letter and letter
9 Chngd 12.04.2016 INSTRUCTOR01
ay Expiration: 30.09.2016
Id 154
nit: Unknown
ger: Unknown
Unknown
Center: : Unknown
010
Vate: 31.03.2016 Duration: 12 months
IELD SECURITY GUARD
nit: OSRSG SS GFM
Jer: Gandhy ELSWORTH
ger: Gandhy ELSWORTH
Gandhy ELSWORTH Unknown Center: : Unknown

15. In IT3344, both the Expiration and Position Occupancy Clock fields are mandatory and the system requires that you update these two fields first before completing other sections in the infotype. The expiration field is used to enter the end date of the temporary movement (assignment, loan or secondment) or SLWOP and only appears in these PAs. Start with this field and then proceed to the Position Occupancy Detail. If you do not complete them in this order, you will get an error message. You will note the Start date of the infotype NPO Assignment (IT3344) is the original SLWOP – Grant start date. This is correct, as you are only changing the expiration date and not creating a new record. Enter the end date of the SLWOP extension in the Expiration text box.

For Position Occupancy Clock, Select:

Resume/Continue: if the overall period of Special Leave is for less than one year, or upon Return from Special Leave When selected, you must select the Position Occupancy Number

from the list accessed by clicking 🛄.

	Position Occupancy. No. (1) 4 Entries found
	Restrictions
Position Occupancy Detail	
Position Occupancy Clock 1 Resume / Conti_ *	 MMD.
	Pos.Occ.No STy. Position Start Date Exp. Date Months Days
	000000062612 PM 30700553 01.11.2015 30.09.2016 11 00
Position Occupancy Number	000000062611 PM 31006297 01.10.2016 30.11.2016 2 00
	000000062611 TA 31006673 01.12.2016 20.12.2016 0 20
	000000062611 PM 31006297 21.12.2016 31.12.9999 99 99

When you select Resume/Continue, always pick the last record that as an expiration date of 31.12.9999. The Umoja generated selected position occupancy number will then display in the Position Occupancy Number field.

- Suspend: if the total period of Special Leave is for one year or longer
- **Not Applicable**: Used for staff members who are not subject to managed mobility. This includes employee group-subgroup 2 through 6:
- 2 (local staff);
- 3 (Conference Language Staff);
- 4 (WAE);
- 5 (Special Staff);
- 6 (R/NR Loan to UN);

As well as certain staff within employee group 1:

- 1-GI (International GS);
- All international staff with temporary appointments; and
- P2 and P3 international language staff.

Click 🔮 to continue.

Infotype Edit	<u>G</u> oto Extr <u>a</u> s	System <u>H</u> elp	
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Change NP	O Assignment ((3344)	
6 B 🚨			
Pers. No.	74445 P	ers.Assgn 999	999999 00074445 🔹 😪
Name Abraham MC	CUISTON EOD	UN 01.03.2009	NAT Haitian Emp. Stat Active
EE Group 2 Lo	cal Staff	HT00 Port-au	-Prince
EE Subarp GS Ge	eneral Service	G-3 07 A	appt Fixed Term Exp 30.06.2018
Start 01.	04.2015 To 31	.12.9999 Chng	d 12.04.2016 INSTRUCTOR01
Assignment Type	Special Leave Wi	thout Pay	Expiration: 30.09.2016
Organizational Assi	gnment (from Infotype	0001)	
Position:	99999999 Unkno	wn	Id 154
Duty Station:	Port-au-Prin	Org.Unit:	Unknown
Start Date:	01.03.2009	Manager:	Unknown
Position Type:		Fund:	Unknown
Change Reason:		Cost Center:	: Unknown
Movement / Trave	el Requirements		
Assignment requir	es change in Duty Stat	ion:	OYes ()No
Position Lien / Blo	ck		
Start Date:	01.04.2015	End Date:	30.09.2016 Duration: 18 months
Lien Position	30056094 G3	8658 FIELD SEC	URITY GUARD
Duty Station:	HTOO	Org.Unit:	OSRSG SS GFM
Position Type:		Manager:	Gandhy ELSWORTH
		Fund:	Unknown

The start and end dates in the Position Lien/Block section of IT3344 now reflect the full duration of the SLWOP period.

• Click 🔲 to save the record.

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8 8 <u>~</u>			_			
ers. No.	74445	Pers.Assgn	99999999	00074445	-	3
ame Abraham M	CCUISTON	EOD UN 01.03.	2009 NAT Ha	itian	Emp. Stat	Active
E Group 2 L	ocal Staff	HT00 P	Port-au-Prince			
E Subgrp GS (eneral Service	G-3	07 Appt Fi	xed Term	Exp 30.06	5.2018
tart [1.04.2016 🗇 o	30.09.2016				
NPO Pension Fur	ids					
PF Number	492139		Reason			•
Fund Details						
Fund Details Status	Non contribut	ting 🔹				
Fund Details Status	Non contribut	ting 👻				
Fund Details Status	Non contribut	ting 👻				
Fund Details Status	Non contribut	ting 💌				
Fund Details Status Comments	Non contribut	ting 💌				

- Click L to skip this record as there are no changes to be made to this infotype. The SLWOP period will always be non-contributing unless the staff member has already provided proof of payment contributions.
- The last infotype, IT9003, in this PA records completion of the action. Click Yes to select the Action Completed Flag documenting that the action has been completed. When you choose Yes, the Action Completed On field will automatically populate the date when you complete the action as indicated in the screen below, send an email notification to the staff member and make the PA available to staff through ESS.

Infotype Edit Goto E	rtr <u>a</u> s S <u>v</u> stem <u>H</u> elp					
Ø - · ·	4 🕒 �️@♥ : ⊒ ₩ ₩ : 20 10 20 1 🕱 🖉 9 🕒					
Change Entitlement N	Monitoring Infotype (9003)					
6 B <u>&</u>						
ers. No. 74445	Pers.Assgn 99999999 00074445 💌 😪					
Name Abraham MCCUISTON	EOD UN 01.03.2009 NAT Haitian Emp. Stat Active					
E Group 2 Local Staff	HT00 Port-au-Prince					
EE Subgrp GS General Service	G-3 07 Appt Fixed Term Exp 30.06.2018					
Start 01.04.2015 🗇 To	01.04.2015 Chngd 11.04.2016 INSTRUCTOR01					
Personnel Action Details						
Subtype	0302 Personnel action monitoring					
Action / Reason	7601					
Effective Date	01.04.2015					
Action	76 Sp Leave w/o Pay - Grant					
Reason	01 Studies/Research					
Initiated / Last Update Date	06.04.2016					
Initiated / Last Update By INSTRUCTOR01						
Action Completion Status						
Action Completed On	11.04.2016					
Action Completed Flag	Yes					
Remarks						

- Click 🙋 to continue.
- Click 🔲 to save the record.
- Click low to return to the SAP Easy Access screen.

You should execute a PA20 to review the PA and infotypes to which you made changes in this transaction.

As best practice, the following infotypes should be reviewed:

- IT0000 (Actions);
- IT0001 (Organizational Assignment);
- IT3344 (NPO Assignment);
- IT2001 (Absences); and
- IT0961 (NPO Pension Funds).

Each personnel action completed should be documented by adding a note to the record saved

on the Actions (0000) Infotype. The note should contain the following elements:

 Special leave without pay extended from < date > to < date > for < purpose > following request from the staff member dated < date >.

Follow the general procedure on how to add a note to personnel actions. The procedure can be found in the About chapter of this job aid.



Review This



Normally, the extension would be through the end of the month of April, in which the UNJSPF's meeting will be held. However, as the 30th of April 2016 falls on a Saturday, the system will not allow you to proceed as it is a non-working period and will bring you to a hard stop if you try to enter that date. Further, the system recognizes UN official holidays, and will not allow you to enter an official holiday as an end date. Floating Holidays are allowed.

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

☞ <u>M</u> enu	<u>E</u> dit	<u>F</u> avorites	Extr <u>a</u> s	S <u>y</u> stem	<u>H</u> elp	
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- 2. Click Safter typing PA40 in the Command text box.
- 3. Enter the staff member's personnel number and the Start date of the personnel action.

Image: State of the state o	sonnel No. 145360 Pe be Bedjo BJGGARD EOD U Group 2 Local Staff Subgrp GS General Service rt 01.12.2015 Versonnel Actions Action Type Maintain Famly Status *** ENTITLEMENTS & PAY *** Grant Step Increment Lang Allow / Accelerated Incr. Decision for Next WIGSI MSA Rate Type Mobility Allowance Create Override Entitlement Change/Extend Override Entitle Delimit Override Entitlement	rs.Assgn N 03.12. ETOO A G-5 Perse	30452022 001 2001 NAT Ethic idds Ababa 07 Appt Per	45360 opian Org ECA manent EE subg	Emp. Stat SSS ADDIS Exp 25	.02.20
Implicit in the search help Person Implicit in the search help Base in the search help Implicit in the search EE Implicit in the search	sonnel No. 145360 Per le Bedjo BIGGARD EOD U Group 2 Local Staff Subgrp GS General Service rt 01.12.2015 Versonnel Actions Action Type Maintain Family Status *** ENTITLEMENTS & PAY *** Grant Step Increment Lang Allow / Accelerated Incr. Decision for Next WIGSI MSA Rate Type Mobility Allowance Create Overnide Entitlement Change/Extend Overnide Entitle Delimit Overnide Entitlement	rs.Assgn N 03.12. ETOO A G-5 Pers	30452022 001 2001 NAT Ethk dds Ababa 07 Appt Per	45360 opian Org ECA manent EE subg	Emp. Stat SSS ADDIS Exp 25	Activ
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Sta	rt 01.12.2015 ersonnel Actions Action Type Maintain Family Status **** ENTITLEMENTS & PAY **** Grant Step Increment Lang Allow / Accelerated Incr. Decision for Next WIGSI MSA Rate Type Mobility Allowance Create Override Entitlement Change/Extend Override Entitle Delimit Override Entitlement	Pers	onn EE group	EE subg	•	
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	Delmit Override Entitlement				1	
	Override d/s - Post Adjustment					
	Ent. Payment - Off Cycle Pay					
	Payments/Deductions/Recoveries				1	
	*** LEAVE ***					
	Sp Leave with Pay - Grant					
	Sp Leave with Pay - Modify					
	Sp Leave with Pay - Extend					
	Sp Leave with Pay - Return					
	Sp Leave w/o Pay - Grant					
100	Sp Leave w/o Pay - Modify					
100	Sp Leave w/o Pay - Extend		1.1			
	Sp Leave w/o Pay - Return					
	Sp Leave with Half Pay - Grant					
_	So Leave with Half Pay - Mod	-			-	

- 4. Select the *Sp Leave with Half Pay Ext* action.
- 5. Click to execute the Personnel Action.

☑ Infotype	<u>E</u> dit <u>G</u> oto Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp
0	- 4 📙 😋 🚱 🖨 🕍 🕅 🖓 🖼 🖉 🚱 関
Copy Act	tions (0000)
6 🗟 🤽	Dexecute info group 🖉 Change info group
Pers.No. Name Badjo E EE Group 2 EE Subgrp GS Start	145360 Pers.Assgn 30452022 00145360 Image: Constraint of the system
Personnel acti Action Type Reason for Ac	on Sp Leave with Half Pay - Ext
Status	

6. Click \square to display the list of options for Reason for Action.

Reason for Action (1) 1 Entr	y found	
Restrictions		_
	∇	
✓ ☑ ₩ ₩ ₩ ∅	1	
Ac. Name of Action Type	Ac. Name of reason for ac.	
84 Sp Leave with Half Pay - Ext	01 Pending Disability Decision	

- 7. Select the only value as a Reason for Action.
- 8. Click 🗹 to continue.

🗟 🗟 🧟 🗣 Exect	ute info group 🛛 🖉 Change i			
ers.No. 1453		nfo group		
	60 Pers.Assgn 3043	52022 0014	5360	•
ame Badjo BIGGARD	EOD UN 03.12.	2001 NAT	Ethiopian Em	p. Stat Active
E Group 2 Local St	aff EIOO /	Addis Ababa	Org ECA SSS	ADDIS
E Subgrp GS General	Service G-5	07 Appt	Permanent E	xp 29.02.2032
tart 01.12.1	2015 to 31.12.9999			
Personnel action				
Action Type	Sp Leave with Half Pay - E	xt 🔹		
Reason for Action	01			
Status				
Customer-specific			*	
Employment	Active		*	
Organizational assignment	at			
Position	30452022 G5 6101 SE	RGEANT		
Personnel area	ET00 Ethiopia			
Employee group	2 Local Staff			
Employee subgroup	GS General Service			
A delition of a object of				
Additional actions			1	
Start Date Act. Acti	on Type	ActR	Reason for action	

 Review the information on the screen. Note that the position will default to the position against which the staff member is charged to while on special leave with half pay. This field cannot be changed. Click Stocontinue.

0	-	4	© @	😫 I 🕀 M	K 2 9	10 XI 🐹 🖉] 🔞
Copy Act	ions (0000	I)					
🗟 🗟 🚨 I	Execute info	group	0 Chang	ge info group			
ers.No.	145360	Pers.Assg	n 3	0452022 001	45360	▼ • *	
ers.No. ame Badjo B	145360 IGGARD	Pers.Assg	n 3 UN 03.3	0452022 001 12.2001 NAT	45360 Ethiopian	Emp. Stat	Active
ers.No. ame Badjo B E Group 2	145360 IGGARD Local Staff	Pers.Assg EOD	n 3 UN 03.2	0452022 001 12.2001 NAT Addis Ababi	45360 Ethiopian a Org (Emp. Stat	Active
ers.No. ame Badjo B E Group 2 E Subgrp GS	145360 IGGARD Local Staff General Service	Pers.Assg EOD	n 3 UN 03.2 ET00 G-5	0452022 001 12.2001 NAT Addis Abab	45360 Ethiopian a Org E Permanent	Emp. Stat ECA SSS ADDIS Exp 29	Active

10. Click 🔲 to save the record and move to the next infotype.

🖻 Infotype	Edit Go	oto Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp
0		🔹 4 📙 🕸 🥸 😂 🛗 🛗 🛗 🖄 12 12 43 1 🖾 20 1 12 10 11
Change	Absence	es (2001)
6 6 2	î 🛄 Pe	ersonal work schedule Activity allocation Cost assignment External services
Pers. No.	145360	0 Pers.Assgn 30452022 00145360
Name Badjo	BIGGARD	EOD UN 03.12.2001 NAT Ethiopian Emp. Stat Active
EE Group 2	Local Staf	ff ETOO Addis Ababa Org ECA SSS ADDIS
EE Subgrp G	General S	ervice G-5 07 Appt Permanent Exp 29.02.2032
Start	16.06.20	015 To 29.04.2016 Chg. 14.04.2016 INSTRUCTOR01
Absence type		1107 Special Leave w/half Pay
Time		- Prev.day
Absence hou	rs	873.00 V Full-day
Absence days	5	116.00

- 11. Enter the end date for the special leave.
- 12. Click 🔮 to validate the entries and update the absence days under this absence type.

0	▼ 4 🕒 ♦ 6 9 1 2 11 12 12 12 12 12 12 12 12 12 12 12
Change Absen	nces (2001)
8 8 <u>~</u> 1 🗖	Personal work schedule Activity allocation Cost assignment External services
Pers. No. 145 Name Badjo BIGGARD EE Group 2 Local S EE Subgrp GS Genera	360 Pers.Assgn 30452022 00145360 % EOD UN 03.12.2001 NAT Ethiopian Emp. Stat Active itaff ET00 Addis Ababa Org ECA SSS ADDIS al Service G-5 07 Appt Permanent Exp 29.02.2032
Start [16.06	.2015 To 29.04.2016 Chg. 15.04.2016 INSTRUCTOR01
Absence type	1107 Special Leave w/half Pay
Time	- Prev.day
Absence hours	1657.50 🖓 Full-day

13. Notice that the Absence hours and Absence days have changed, click 🔲 to save the entries.

Change Entitlement M	onitoring Infotype (9003)
Pers. No. 145360 Name Badjo BIGGARD EE Group 2 Local Staff EE Subgrp GS General Service Start 01.12.2015 To	Pers.Assgn 30452022 00145360 Image: Constraint of the symplectic consymplectic consymplectic constraint of the symplectic constraint
Personnel Action Details	
Subtype Action / Reason Effective Date Action Reason Initiated / Last Update Date Initiated / Last Update By	0302 Personnel action monitoring 8401 01.12.2015 84 Sp Leave with Half Pay - Ext 01 Pending Disability Decision 15.04.2016 INSTRUCTOR01
Action Completion Status	
Action Completed On Action Completed Flag	No Ves
Pamarka	NO

- 14. Click the Action Completed Flag combo box.
- 15. Click Yes to select the Action Completed Flag documenting that the action has been completed. When you choose 'Yes', the Action Completed On field will automatically populate the date when you completed the action. In addition, an automatic email notification is sent to the staff member to notify them of the approval of the PA and that the PA will then be made available in ESS for the staff member to view.
- 16. Click 🕑 to continue.
- 17. Click \square to save the entries.

• 4 🗉	COBID M M I 2 2 2	8 🛛	0				
Personnel Actions	Back (F3)						
Ð							
부 수 위 비행 정요 ind by 영 Person	Personnel No. 145360	Pers.As	sgn 304	52022 0014	5360	-	70
(a) Collective search help (b) Search Term (a) Free search	Name Badjo BIGGARD EE Group 2 Local Staff	EOD UN 03	Adds /	NAT Ethiop	Org ECA S	Emp. Stat	Active
	EE Subgrp GS General Service Start 01.12.2015	G-5	07 3	ppt Perm	nanent	Exp 29	02.203
	Personnel Actions						
	Action Type		Personn	EE group	EE subg		

18. Click 🧟 to return to the SAP Easy Access screen.

You should execute a PA20 to review the PA and infotypes to which you made changes in this transaction.

As best practice, the following infotypes should be reviewed:

- IT0000 (Actions); and
- IT2001 (Absences).

Each personnel action completed should be documented by adding a note to the record saved on the Actions (0000) Infotype. The note should contain the following elements:

- Staff member has been extended on SL with half pay as a result of < reason > through < date >.
- The case will be considered by the disability board at the April/November meeting.

Follow the general procedure on how to add a note to personnel actions. The procedure can be found in the About chapter of this job aid.

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Special Leave with Pay – Extend

Review This

The procedure to process a Special Leave with pay – Extend is the same as for Special Leave

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without pay – Extend, except you select the Sp Leave with Pay – Extend Personnel Action. For the Reason for Action you may choose from the following options:

Er Rea	ason for Action (1) 3 Entr	ies found						
Restrictions								
		V						
Action Name (Action Type: 72 Name of action type: Sp Leave with Pay - Extend							
Ac.	Name of reason for ac							
01	Other Reasons with Pay							
09	Adoption							
11	Administrative Leave							

- Other Reasons with Pay: Used to extend the staff member on Special Leave for any other reason not captured below
- Adoption: Used for family leave in connection with the adoption of a child
- * Administrative Leave: Used when the staff member has been placed on administrative leave pending investigation.

After you finalize the PA, do not forget to add a note summarizing your changes. **Generic SLWFP – Extend Remarks**: S/m has requested a extension of his/her original request for SLWFP for . Approval received from . Email/Memo dated refers. Total SLWFP period from .



Special Leave Without Pay – Return

Review This

The SLWOP return must be processed even if the end of the SLWOP coincides with the end date of the original grant of Extend SLWOP PA as it is the action that puts the staff member back on their lien position and resets the pension status to contributing if the staff member has not been contributing while on SLWOP.

At the time of approving a SLWOP Grant or a SLWOP Extend PA that includes one full calendar month or more, Umoja dynamically delimits insurance and unless the staff makes the necessary contributions their insurance will be discontinued.

Once the Return from SLWOP PA is processed, Umoja will dynamically create an adjustment reason and the staff member will need to reapply for insurance in ESS. Be sure to inform the staff member of this when you process the PA.

Before you start this PA, you will need to look up the number of the position that the staff member is returning to.

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



2. Click 🧭 after typing PA40 in the Command text box.

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👼 . Personnel Actions	
9	
 ← → @ 0 mb i ♥ ▲ Find by ♥ Person M Colective search help M Search Term M Free search 	Personnel No. 74445 Pers.Assgn 99999999 00074445 Image: State Sta
	Personnel Actions

 Enter the staff member's personnel number in the Personnel No. text box. The start date is the first day the staff member returns from SLWOP. Enter the start date in the Start text box. Click Start to continue.

수수 중이는 당숙 Find by							
	Personnel No. 74445	Pers.Ast	ign 999	99999 0007	4445		140
GO Collective search help	Name Abraham MCCUISTON E	OD UN 01	.03.2009	NAT Haitia	n	Emp. Sta	t Active
• [ji] Search Term	EE Group 2 Local Staff	HT00	Port-a	u-Prince			
- DO Hee search	EE Subgrp GS General Service	G-3	07	Appt Face	d Term	Exp 3	0.06.201
	Start 01.10.2016						
	The second se						
	Personnel Actions						
	Action Type		Personn	EE group	EE subg	-	
	Grant Step Increment					-	
	Lang Allow / Accelerated Incr.					*	
	Decision for Next WIGSI						
	MSA Rate Type						
	Mobility Allowance						
	Create Override Entitlement						
	Change/Extend Override Entitle						
	Delmit Override Entitlement						
	Override d/s - Post Adjustment						
	Ent. Payment - Off Cycle Pay					-	
	Payments/Deductions/Recoveries					-	
	*** LEAVE ***						
	Sp Leave with Pay - Grant						
	Sp Leave with Pay - Modify						
	Sp Leave with Pay - Extend						
	Sp Leave with Pay - Return						
	Sp Leave w/o Pay - Grant						
	Sp Leave w/o Pay - Modify						
	Sp Leave w/o Pay - Extend						
	op Leave w/o Pay - Return						
	Colores with the Prove Prove						

4. Scroll through the list and click to select the 'Sp Leave w Pay – Return' personnel action. Click 🚱 to execute the personnel action.

Pers.No.	74445	Pers.Assgn	99999999 000744	145	- 63	
Name Abraham	MCCUISTON	EOD U	N 01.03.2009 NAT H	aitian	Emp. Stat	Active
EE Group 2	Local Staff		HT00 Port-au-Prince			
EE Subgrp GS	General Service		G-3 07 Appt	Fixed Term	Exp 30.06	5.2018
Start	01.10.2016	to 31.	12.9999			
Personnel acti	on					

5. Click on the 'Reason for Action' field and then click to display the list of options.



6. Select the applicable reason.

The menu options for the SLWOP – Return are reduced to two options for ease of use. Always select Other Reasons unless the staff member is being put on administrative leave. The original reason for the SLWOP PA can be found by viewing the SLWOP – Grant PA in PA20 IT0000.

7.	Click	 Image: A start of the start of	to	select.
----	-------	---	----	---------

Copy Actions	(0000)
🗟 🗟 🤽 🕒 Exe	cute info group 🖉 Change info group
Pers.No. 744	145 Pers.Assgn 99999999 00074445 🗸 😪
Name Abraham MCCUIS	TON EOD UN 01.03.2009 NAT Haitian Emp. Stat Active
EE Group 2 Local S	taff HT00 Port-au-Prince
EE Subgrp GS Genera	Service G-3 07 Appt Fixed Term Exp 30.06.2018
Start 01.10.	2016 to 31.12.9999
-	
Personnel action	
Action Type	Sp Leave w/o Pay - Return 💌
Reason for Action	01 Other Reasons - w/o Pay
Status	
Customer-specific	▼
Employment	Active
Organizational assignme	ent
Position	30056094 G3 8658 FIELD SECURITY GU
Personnel area	HT00 Haiti
Employee group	2 Local Staff
Employee subgroup	GS General Service

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8. In the Organizational assignment section enter the lien position number.

This infotype requires you to enter the lien position, which the staff member had previously encumbered and had been blocked for him/her throughout the period of Special Leave without Pay. To confirm this, you may open another session on ECC, and via T-Code PA30, open IT-3344 and review the lien position.

9. Click 🙋 to continue.

Upon validation, the position details will display on the Organizational Assignment section. Review the position details to ensure that they are correct.

- Tunorabe	Edit Goto Extras System Help
0	
Copy Org	ganizational Assignment (0001)
6 6 2	Org Structure
Pers. No.	74445 Pers.Assgn 99999999 00074445 👻 😪
Name Abraham	m MCCUISTON EOD UN 01.03.2009 NAT Haitian Emp. Stat Act
EE Group 2	Local Staff HT00 Port-au-Prince
EE Subgrp GS	S General Service G-3 07 Appt Fixed Term Exp 30.06.2
Start	01.10.2016 0 0 31.12.9999
Enternrice Str	
Encerprise Su	ucture
CoCode	1000 United Nations
CoCode Pers.area	Interview Interview <t< td=""></t<>
CoCode Pers.area Cost Ctr	1000 United Nations HT00 Haiti Subarea HT00 Port-au-Prince HR012 HR MINUSTAH No Post Bus. Area U999 Umoja SAP Tech. Cor
CoCode Pers.area Cost Ctr Personnel Str	1000 United Nations HI00 Haiti Subarea HI00 Port-au-Prince HR012 HR MINUSTAH No Post Bus. Area U999 Umoja SAP Tech. Cor ucture Uture Uture Uture Uture Uture Uture
CoCode Pers.area Cost Ctr Personnel Stru EE group	1000 United Nations HT00 Haiti Subarea HT00 Port-au-Prince HR012 HR MINUSTAH No Post Bus. Area U999 Umoja SAP Tech. Cor ucture 2 Local Staff Payr.area LF Local Field Staff
CoCode Pers.area Cost Ctr Personnel Stru EE group EE subgroup	Intel Nations Intel Nations HT00 Haiti Subarea HT00 Port-au-Prince HR012 HR MINUSTAH No Post Bus. Area U999 Unoja SAP Tech. Con ucture 2 Local Staff Payr.area GS General Service Pos. Type Temporary Post
CoCode Pers.area Cost Ctr Personnel Stru EE group EE subgroup	Interview Interview 1000 United Nations HT00 Haiti Subarea HR012 HR MINUSTAH No Post Bus. Area U999 Umoja SAP Tech. Cor ucture 2 Local Staff Payr.area LF Local Field Staff GS General Service Pos. Type Temporary Post
CoCode Pers.area Cost Ctr Personnel Stru EE group EE subgroup Organizational	1000 United Nations HT00 Haiti Subarea HT00 Port-au-Prince HR012 HR MINUSTAH No Post Bus. Area U999 Umoja SAP Tech. Cor ucture Image: Constraint of the state of the
CoCode Pers.area Cost Ctr Personnel Stru EE group EE subgroup Organizational Percentage	1000 United Nations HT00 Haiti Subarea HT00 Port-au-Prince HR012 HR MINUSTAH No Post Bus. Area U999 Umoja SAP Tech. Cor ucture Image: Comparison of the state of the
CoCode Pers.area Cost Ctr Personnel Stru EE group EE subgroup Organizational Percentage Position	I000 United Nations HT00 Haiti Subarea HT00 Port-au-Prince HR012 HR MINUSTAH No Post Bus. Area U999 Umoja SAP Tech. Cor ucture Image: Comparison of the staff Payr.area LF Local Field Staff Image: Comparison of the staff Pos. Type Temporary Post Image: Comparison of the staff Image: Plan Person Responsible Image: Comparison of the staff Person Responsible Image: Image: Image: Comparison of the staff Image: Comparison of the staff Person Responsible

11. No changes are to be made on this infotype. However, note that the position has already changed from 999999999 to the staff member's previously encumbered position as of the start date of the return from Special Leave without Pay. 12. Click \square to save the entries.

Select	Assignment Type	
Туре	Description	
LO	Loan to another Agency	
UL	Loan w/in Umoja Entities	
PM	Permanent Movement	
SE	Secondment to another Ag	
ZA	Separated / Retired	
SL	Special Leave Without Pay	
TA	Temporary Assignment	
4 1		< >

- 13. Click \square to select the assignment type.
- 14. Click Select to continue.

Infotype Edit	<u>G</u> oto Extras	System <u>H</u> elp			
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Create NPO	Assignment	Save (Ctrl+S)			
6 🗟 🤽					
ers. No.	74445	Pers.Assgn 999	999999 00074445	•	8
ame Abraham MCC	CUISTON	EOD UN 01.03.2009	NAT Haitian	Emp. Stat	Active
E Group 2 Loc	al Staff	HT00 Port-au	-Prince		
E Subgrp GS Ger	neral Service	G-3 07 J	appt Fixed Term	Exp 30.0	6.2018
tart 01.1	10.2016 🗇 To	31.12.9999			
ssignment Type	Permanent Mov	ement			
Organizational Assig	nment (from Infot	ype 0001)			
Position:	30056094 G3	8658 FIELD SECURI	ITY GUARD	Id	0
Duty Station:	Port-au-Prin	Org.Unit:	OSRSG SS GFM		
Start Date:	01.03.2009	Manager:	Gandhy ELSWORTH	ł	
Position Type:		Fund:	Unknown		
Change Reason:		Cost Center:	: Unknown		
Movement / Travel	Requirements				
Assignment require	es change in Duty S	station:	OYes No		
Position Occupant	cy Detail				
Poston Occupant	CY CDCK	5	.		
	0	Reset Resume / Continue	1		
Position Occupant	cy Number 2	Suspend			

15. In IT3344, the Position Occupancy Clock is mandatory, and the system requires that you update this field first before completing other sections in the infotype. When returning from SLWOP the Position

Occupancy Clock must be set to Resume/Continue. **If you fail to complete this field before making any other changes on this infotype, you will get an error message.** For Position Occupancy Clock, Select:

Resume/Continue: upon Return from Special Leave When selected, you must select the Position Occupancy Number from the list accessed by clicking .

		Position Occ	upan	cy. No. (1)	4 Entries fo	ound		
		Restriction	ns					
Position Occupancy Detail		-				<u>V</u>		
Position Occupancy Clock	1 Resume / Conti		be					
		Pos.Occ.No	STy.	Position	Start Date	Exp. Date	Months	Days
	201	00000062612	PM	30700553	01.11.2015	30.09.2016	11	00
Position Occupancy Number	P	00000062611	PM	31006297	01.10.2016	30.11.2016	2	00
		00000062611	TA	31006673	01.12.2016	20.12.2016	0	20
		00000062611	PM	31006297	21.12.2016	31.12.9999	99	99

When you select Resume/Continue, always pick the last record that has an expiration date of 31.12.9999. The Umoja generated selected position occupancy number will then display in the Position Occupancy Number field.

- **Not Applicable**: Used for staff members who are not subject to managed mobility. This includes employee group-subgroup 2 through 6:
- 2 (local staff);
- 3 (Conference Language Staff);
- 4 (WAE);
- 5 (Special Staff);
- 6 (R/NR Loan to UN);

As well as certain staff within employee group 1:

- 1-GI (International GS);
- All international staff with temporary appointments; and
- P2 and P3 international language staff.
- 16. Click \square to save entries and continue.

¢)isplay Messages			×
T	Message Text		LTxt	Det
	Record valid from	01.04.2015 to 31.12.9999 delimited at end	0	Q
	• •	***	4	Þ
		Correct errors	P Technical Information	×

17. Click 🗹 to continue. This action will delimit the SLWOP record so a display message will pop up to remind you of the implications.

Copy NPC	O Pension Fu	unds (0961)			
🗟 🗟 🤽					
Pers. No.	74445	Pers.Assgn	9999999	99 00074445	▼ 9.3
Name Abraham	MCCUISTON	EOD UN 01.03.	2009 NAT	Haitian	Emp. Stat Active
EE Group 2	Local Staff	HT00 P	Port-au-Prin	ce	
EE Subgrp GS	General Service	G-3	07 Appt	Fixed Term	Exp 30.06.2018
Start	01.10.2016 To	31.12.9999			
NPO Pension F	unds				
PF Number	492139		Reason		•
Fund Details					
Status	Non contribu	iting 🔽			
	Contributing				
	Non contribu Validating	ting			

18. Click "Contributing" to reinstate the staff member's pension contributions, since the staff member is coming back on payroll and will be contributing to Pension.

Infotype Edit	: <u>G</u> oto Extr <u>a</u> s S ▼ ⊲ []	ystem Help 仑 영 😪 🗅 🛗 🙌 む む む 紀 👿 🗩 🛞 🖩
Copy NPO P	ension Funds (0961)
69 🔒 🤽		
Pers. No.	74445 Pe	rs.Assgn 99999999 00074445 👻 😪
Name Abraham MCC	UISTON EOD	UN 01.03.2009 NAT Haitian Emp. Stat Active
EE Group 2 Loc	al Staff	HT00 Port-au-Prince
EE Subgrp GS Ger	neral Service	G-3 07 Appt Fixed Term Exp 30.06.2018
Start 01.	10.2016 To 31.	12.9999
NPO Pension Funds	5	
PF Number	492139	Reason
Fund Details		
Status	Contributing	 Participation date 01.10.2016
Schema	ſ	v
	SLWOP Schema	
Pensionable Earnin	Standard Schema	
-		

19. Select the Schema that will be used.

Schema options are:

- **SLWOP Schema** used to indicate that 100% of the pension contribution will be paid by the staff member.
- Standard Schema used to indicate that the pension contribution will be split with the

organization paying 2/3 of the share and the staff member paying 1/3 of the share.

- 20. Click 🕑 to continue.
- 21. Click 🗹 again to continue.
- 22. Click \blacksquare to save the entries.
- 23. The last infotype, IT9003, in this PA records completion of the action. Click Yes to select the Action Completed Flag documenting that the action has been completed. When you choose Yes, the Action

Completed On field will automatically populate the date when you complete the action as indicated in the screen below, send an email notification to the staff member and make the PA available to staff through ESS.

Ø - <	📙 🗞 🗞 🖶 🗑 🕷 🗄 🏷 🕾 🕄 🖉 🗑 🖷
Change Entitlement M	onitoring Infotype (9003)
6 6 2	
Pers. No. 74445	Pers.Assgn 99999999 00074445 🗸
Name Abraham MCCUISTON	EOD UN 01.03.2009 NAT Haitian Emp. Stat Active
E Group 2 Local Staff	HT00 Port-au-Prince
E Subgrp GS General Service	G-3 07 Appt Fixed Term Exp 30.06.2018
start 01.10.2016 🗇 To	01.10.2016 Chngd 11.04.2016 INSTRUCTOR01
and the second	
Personnel Action Details	
Subtype	0302 Personnel action monitoring
Action / Reason	7901
Effective Date	01.10.2016
Action	79 Sp Leave w/o Pay - Return
Reason	01 Other Reasons - w/o Pay
Initiated / Last Update Date	11.04.2016
Initiated / Last Update By	INSTRUCTOR01
Action Completion Status	
Action Completed On	11.04.2016
Action Completed Flag	Yes 💌
Remarks	

- 24. Click 🔮 to validate entries.
- 25. Click \square to save the record.

Ø 🔹 🔹	1 🗉 💽		0 3 1 30	1 2 I I I I I I I I I I I I I I I I I I	0 m		
😻 . Personnel Actio	ons						
•							
	2						
Find by							-
• We Person	P	ersonnel No.	74445	Pers.Assgn	99999999 00074445	*	20
 Collective search help 	N	ame Abraham	MCCUISTON	EOD UN 01.03	.2009 NAT Hatian	Emp. Stat	Active

26. Click 🚾 to return to the SAP Easy Access screen.

You should execute a PA20 to review the PA and infotypes to which you made changes in this transaction.

As best practice, the following infotypes should be reviewed:

- IT0000 (Actions);
- IT0001 (Organizational Assignment);
- IT3344 (NPO Assignment); and
- IT0961 (NPO Pension Funds).

Each personnel action completed should be documented by adding a note to the record saved on the Actions (0000) Infotype. The note should contain the following elements:

- Staff member has returned from SLWOP effective < date >.
- The staff member's period of SLWOP was effective for a < enter period of time > period from < date > to < date >.

Follow the general procedure on how to add a note to personnel actions. The procedure can be found in the About chapter of this job aid.



Special Leave With Pay or Special Leave With Half Pay- Return

Review This

The procedure to process a Special Leave with pay – Return is the same as for Special Leave

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without pay – Return, except you would select the Sp Leave with Pay – Return Personnel Action.

Personnel Actions¶	
Personnel Actions	
(
Execute (F8)	
Find by	
▼ & Person	Personnel No. 19990663 Pers.Assgn 30523057 19990663
Collective search help M Search Term	Name VANITA KATSUMI EOD UN 07.03.2013 NAT Gambian Emp
	EE Group 1 International Staff CB00 Geneva Org OCHA GVA
Free search	FE Suborn PR Professional & Above P-4 07 Appt Eved Term Ex
	Start 01.04.2016
2000	Personnel Actions
	Action Type Personn EE group EE subg
	Sp Leave with Pay - Return
	Sp Leave w/o Pay - Grant
	Sp Leave w/o Pay - Modify
	Sp Leave w/o Pay - Extend
	So Langeredo Dave , Rabura

After completion of the PA, remember to add a note capturing the changes made:

• Staff member returned from < SLHP / SLFP > effective < date > upon < reason >.

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			Last modified: 20 February 2023

Home Leave

Review This

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 at 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 Staff Rules, travel time not chargeable to annual leave may be given to the staff member.

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.

- Staff Regulations and Staff Rules of the United Nations <u>ST/SGB/2023/1</u> <u>Rule 5.4 – Home leave</u> <u>Rule 5.5 – Special leave</u> Article V – <u>Annual and special leave – Regulation 5.3</u>
- 2. Home Leave <u>ST/AI/2015/2/Rev.1</u> Section 1 – Definitions
 - Eligible family members
 - Excess baggage
 - Home country
 - Non-family duty station
 - · Place of home leave
 - Terminal expenses
 - Travel time
 - Unaccompanied shipment

Section 2 – General provisions

Purpose

- Eligibility
- Frequency of home leave cycle
- Elements

Section 3 – Conditions for exercising the home leave entitlement

- Accrual of service credits towards home leave
- Utilization of service credit points towards home leave travel
- Advance and delayed home leave
- Maximum service credit points
- Intervals between home leave travel and other types of travel
- Loss of entitlement to return travel expenses
- · Loss of entitlement to home leave travel

Section 4 – Travel of eligible family members

- Special conditions applicable when both spouses are staff members of organizations of the United Nations common system
- Travel of a newborn or adopted child
- 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
 - Determination of the place of home leave within the country of home leave
 - 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 – <u>ST/AI/2013/3</u>, <u>ST/AI/2013/3/Amend.3</u>, <u>ST/AI/2013/3/Amend.4</u>, <u>ST/IC/</u> 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)



Review This

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

- Validate Appointment Status: The HR Partner should review the expiration date of the staff member's appointment to ensure they have a valid appointment of at least six months upon the proposed completion of their home leave. This is viewable in IT0016 (Contract Elements). If their contract needs to be extended please refer to the HR Partner Personnel Administration – Contracts job aid.
- Validate Eligibility for Travel Approval: Check to ensure:
 - The place of home leave has been established in Umoja (should appear at the top of the travel portal request submitted by the staff member), otherwise create the Place of Home Leave in IT3244 (NPO Entitlement Country and City) ensuring that the effective date of the creation of the IT3244 record is the date the staff member became entitled to international benefits (onboarding date for most staff, but date of promotion from G to P in the case of staff members who have been promoted from the G to the P category).
 - HL Points: the staff member has the required home leave points, the required number of home leave points have been deducted from the quota based on the approved Annual Leave – Home Leave absence record
 - HL Absence Record: the staff member has submitted and received approva for their home leave by the Time Manager and the record is viewable in ECC The dates of the absence record should coincide with their travel request and meet the minimum stay requirements
 - Dependency Check: any family members included in home leave travel

request are eligible (e.g. are a recognized spouse and/or dependent children and the staff member is not serving in a nonfamily duty station).

- Previous Travel Check: The staff member has not had any travel that would invalidate the entitlement to home leave at this time (e.g. interactions of trave with family visit, etc.).
- Validate Eligibility for Travel Days: This verification and granting of travel days is done upon return from home leave travel by the staff member and after the HR Partner verifies that:
 - The staff member has completed their expense report and was issued a UN purchased ticket as part of their home leave.
 - The HR Partner has checked that all dates for their travel/leave match their original AL-HL request
 - Travel days fall on week days.
- Check for Exceptions/Special Cases: The HR Partner should check for any exceptional requests or cases (e.g. Advance home leave request).
 - Combined Home Leave and Parental Leave under development: Umoja will allow the staff member to submit a home leave request while the staff member is also on parental leave. In this special case upon approval of the home leave entitlement, Umoja will deduct both the home leave 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 Parental 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 parental leave. Any other overlaps will not be allowed in ESS and will have to be made in ECC.

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Process

Review This

The process for successfully processing and approving a home leave request includes these procedures and roles:

Step 1: Submission of Time Request

- 1. The **Staff Member** requests Annual Leave Home Leave using ESS or, exceptionally, the Time Administrator enters the leave on behalf of the staff member.
- 2. The system checks the staff member's home leave points and annual leave days and that the period does not overlap with another leave request. The only overlap that ESS will allow is a combination of home leave with parental leave. All other overlaps will give staff an error message and will not allow them to proceed.
- 3. If the staff member has sufficient number of home leave points and annual leave, the system submits the request to the **Time Manager**.
- 4. The **Time Manager** approves or rejects the leave request using the Portal based on the exigencies of service.
- 5. Annual leave quota and, when applicable, Home Leave points are deducted automatically on the first day of the leave.



Step 2: Submission of Travel Request

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). It is at this point that the request will be reviewed by the HR Partner for eligibility to the home leave entitlement.

- 6. The **Staff Member** submits a travel request for themself and/or eligible dependents to travel on home leave on dates matching the time request that has been approved by the manager.
- 7. The **HR Partner** will receive the travel request in the pending travel queue in their Approver Work Center and Worklist.
- 8. 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.
- 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.

#_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)..

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.



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Exceptional Record Entries in ECC and Portal

- 11. Exceptionally, when neither the Staff Member or Time Administrator nor the Time Manager have access to ESS, the HR Partner can view, create and modify attendance records including the annual leave home leave days and quota deduction for annual leave directly in ECC upon receipt of the confirmation by the Time Manager that the staff member may go on home leave. However it must be noted that submission of time requests on the Portal on behalf of staff is the primary responsibility of the Time Administrator.
- 12. Additionally, the **HR partner** also has the role of travel administrator, and so the **HR Partner** can also in exceptional circumstances submit a travel request for home leave in the travel portal on behalf of the staff member. Again, it must be noted that submission of travel requests on the Portal on behalf of staff members is the primary responsibility of the **Travel Administrator**.

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Procedures

Review This RELATED INFOTYPES:

- ABSENCE QUOTAS (IT2006),
- ABSENCES (IT2001),
- FAMILY MEMBER/DEPENDENTS (IT0021),
- ADDITIONAL OFF-CYCLE PAYMENTS (IT0267).

Refer to the Common Procedure section for guidance on how to view, create or modify an Annual Leave – Home Leave absence record(s) and Home Leave Points quota in ECC.

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The direct entry of the AL-HL record in ECC should only be done in very exceptional circumstances. In the majority of cases, the HR Partner will not be involved in the approval of

the AL-HL request as this workflow is between the staff member and the manager and any on-behalf functionalities are the primary responsibility of the Time Administrator.

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Home Leave Travel Approval

Review This

This procedure will show you how to check all the prerequisites for home leave travel before the HR Partner can approve the home leave request in the travel portal. HR Partner approval of the travel request in the travel portal is based on eligibility to the travel entitlement only as the approval to take the time off and the deduction of the AL and HL quotas already takes place when the manager approves the leave request. For further information about the workflow of the travel request, consult the training materials on travel, as this procedure will only focus on the role of the HR Partner in the travel approval process.

1. Log on to the Umoja Portal.

2. You can access Travel Requests requiring your approval either from *My Worklist* one the HR Partner tab in the Portal, or from the Welcome to Umoja screen. The *My Worklist* view displays all pending items under the Tasks tab. Click *Approver Work Center*.

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- 3. Click Trave Request Pending ITems.
- 4. Click \square to select the record you want to review.

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5. Click Review and Approve.

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- 6. From this screen you can note the
 - staff member's place of home leave vs. the staff member's itinerary information,
 - dates of requested Home Leave travel, and
 - number of dependents traveling with the staff member and their eligibility for home leave travel.

Click To scroll down to view the travel itinerary of the staff member and dependants.

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7. Use the horizontal scroll bar to view the entire width of the form as necessary.





- 8. Click 🧭 after typing PA20 in the Command text box.
- 9. Enter the staff member's personnel number in the Personnel No. text box.



- 10. Click 🥙 to continue.
- 11. To verify the staff member Home Leave Point quota, Click *Time Data*.
- 12. The Home Leave Point quota is an Absence Quota. Click 📃 to select Absence Quotas.
- 13. Click All to display all Absence Quota records.

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14. On this screen, note the staff member's Appointment Type and Expiration Date. The Expiration Date field on this screen does not show any future renewals of appointment, even if the PA has been approved. You must access Infotype 0016, Contract Elements, to check if an extension of appointment PA has been approved. Click 2 to display the list of records.

15. Click \square to select the Home Leave Points record.

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17. Click after verifying the Home Leave Point quota.

Ensure the staff member has the correct number of points for Home Leave.

- 18. Click 🪾 again to return to the Display HR Master Data screen.
- 19. Click \square to select Absences.

You must confirm that the

- dates on the Travel Itinerary match those on the Leave request, and
- staff member meets the minimum required stay period.

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- 20. Click 🗹 to continue.
- 21. Click $\stackrel{\text{lee}}{=}$ to display the Absences records.
- 22. Click \square to select the Annual Leave-Home Leave record.

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23. Click Choose to view the details.

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- 24. Click 🚾 after reviewing the details of the leave request.
- 25. Click 🚾 to return to the Display HR Master Data screen.
- 26. Click *Basic Data* to verify the dependency and installation status for all dependants included on the Home Leave travel itinerary.

The next few steps will guide you on checking the dependency and installation records for all dependents included in the HL travel itinerary.

27. Click to select Family Members/Dependants.
| 🖙 HB master data Edit Goto Ext | rgs Utilities(<u>M) S</u> ettings System <u>H</u> elp | |
|--|--|--|
| 🖉 🔍 👻 🔛 | 🗟 😨 🗁 🕅 👘 ସି ପି କି ସି 🗐 🛃 | 0 🐺 |
| Display HR Master D | ata | |
| Overview (Shift+F8) | Personnel No. 78579950 Pers.Ast | sgn 30522127 78579950 💌 👻 👻 |
| Find by | Name Ende BRAGADO EOD UN 24 | .09.2009 NAT of the USA Emp. Stat Active |
| * 🖧 Person | EE Group 1 International Staff RE00 | Nairobi Ozg OCHA CRD ROEA KEN NA |
| (m) Collective search help (m) Search Term (m) Free search | EE Subgrp ER Professional & Above P-4 Basic Data Contract Data Payroll Dat | 04 Appt Fixed Term Exp 14.11.2015 a Time Data Benefits Data S Image: Second Secon |
| | Infotype text S | Period |
| | Actions 🗸 * | OPeriod |
| | Organizational Assignment | From 01.01.1800 To 31.12.9999 |
| | Personal Data 🖌 🗸 | O Today O Curr, week |
| | Family Member/Dependents | Al OCurrent month |
| | Documents on Dependents | O From curr.date OLast week |
| | Addresses | O To Current Date O Last month |
| | Bank Detais | OCurrent Period OCurrent Year |
| | Contract Elements | Choose |
| | Monitoring of Tasks | |

- 28. Click \square to view a list of records.
- 29. Click to select a dependant.

Confirm all dependents identified in Home Leave Travel request are:

- currently residing with the staff member, and
- entitled to HL Travel.

🖉 💽 🔹 🖓		12222120	0 📮		
Overview Family Member/	Dependents (002	21)			
9					
(a) (b) ★ (b) ▼ (b)	Pers. No. 785	19950 Pers.Assgn	30522127 78579	950 -	
Find by	Name Ende BRAGADO	EOD UN 24.	09.2009 NAT of the U	SA Emp. Stat	Activ
* 🚑 Person	EE Group 1 Inte	national Staff 8200	Nairobi C	and OCHA ORD ROE	A KEN NA
 M Collective search help 	EE Subgrp PR Prof	essional & Above P-4	04 Appt Fixed T	erm Exp 14	.11.20
Garch Term Garch Free search	Choose 01.0	1.1800 to 31.12.99	99 STy.		
	Type Name	N. G Last name	First name	Birth da Nat I	Birthplac
	01 Spouse & R.	. F Mariola	CYRA	03.07.1977 QA 0	Qatar
	02 Child	01 F BRAGADO	JEAN BAPTISTE	10.12.2009 RO F	tomania
	02 Child	02 E BRAGADO	MICHALAK	31.08.2012 RE F	heunion

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30. Click \bigcirc to view details.

🖉 🔹 🔹 🔍	🔞 🗟 😌 合 / / / / 印 白 島 和 🌄 🖬 🗐 🖳
Display Family Member/D	ene Back (F3) (0021)
a a 🗴	
	Pers, No. 8579950 Pers.Asson 30522127 78579950
Find by	Name Ende BRAGADO EOD UN 24.09.2009 NAT of the USA Emp. Stat Act
* 🖧 Person	EE Group 1 International Staff KE00 Nairobi Ozg OCHA CRD ROEA KEN N
 M Collective search help 	EE Suborp PR Professional & Above P-4 04 Appt Fixed Term Exp 14.11.2
Garch Term Garch Free search	Start 01.09.2014 To 31.12.9999 Chg. 01.10.2014 BODST1E500
	Personal Data
	Family Member 01 Spouse & Rel-Recog. Number
	Last name Mariola Birth name
	First name CYRA Ref.Pers.No.
	Gender Fernale Male
	Date of bith 03.07.1977 UN National QA Qatari
	Bithplace Qatar Ctry o.bith QA Qatar
	Additional fields
	Middle name
	Marital Status Marit&R Since 21.12.2007
	Dependent Override In receipt of allowance since 24.09.2009
	Death Date
	☑ Living with staff member
	Financially Dependent
	Employer type
	Work Duty Station
	UN Organization

31. Click 🧟 after verifying that *Living with staff member* is selected.

🖻 Infotype Edit Goto Extras	System H	jelp								
🖉 🔹 🗸	🔞 🔕 🕤	100	001	8	2	1 2 2 1 3 2 1 6				
Overview Family Member/	Depend	ents (0021)						
9										
	Pers. N	lo.	78579	950		Pers.Assgn	30522127 7857	9950	_	- 😪
Find by	Name	Ende BRJ	AGADO			EOD UN 24.09.	2009 NAT of the U	JSA Em	p. St	at Active
 As Person 	EE Group		1 International Staff		Staff REOD N	lairobi	Org OCHA CRD ROEA KEN I			
 M Collective search help 	EE Sub	orp PR	Profes	siona	8.16	Above P-4	04 Appt Fixed	Term I	mp [14.11.201
Gill Search Term Gill Free search	Cho	oose	01.01	.180	00	to 31.12.9999	STy.]		
	Тур	e Name		N. 0	5 L	ast name	First name	Birth da	Nat	Birthplac
	01	Spouse	8.R.	F	M	tariola	CYRA	03.07.1977	QA	Qatar 4
	02	Child		01 F	B	RAGADO	JEAN BAPTISTE	10.12.2009	RO	Romania
	02	Child)2 F	8	RAGADO	MICHALAK	31.08.2012	RE	Reunion

32. Click after verifying the Living with staff member indicator for each dependant on the travel itinerary.

Note that in the case of children, they must be recognised dependants, so the financially dependant indicator must be clicked, and in the case of children over the age of 18, the full-

time

attendance indicator must be clicked as well. Otherwise they will not be dependents and therefore will not be entitled to Home Leave.

Next, view Infotype IT0267, Additional Off-Cycle Payments, to review the Assignment Grant/ Relocation records to confirm the dependants were travelled by the Organization.

Display HR Master D	ata	
& <u>8</u>		
	Personnel No. 78579950	Pers.Assgn 30522127 78579950 V
Find by	Name Ende BRAGADO E	OD UN 24.09.2009 NAT of the USA Emp. Stat Acti
* 🔒 Person	EE Group 1 International Staff	1200 Nairobi Ozg OCHA CRD ROEA KEN N
(f) Collective search help (f) Search Term (f) Free search	EE Subgrp PR Professional & Above	P-4 04 Appt Fixed Term Exp 14.11.20
	Basic Data Contract Data	Payroll Data Time Data Benefits Data S
	Infotype text	S Period
	Actions	Period
	Organizational Assignment	From 01.01.1800 To 31.12.9999
	Personal Data	Curr.week
	Family Member/Dependents	 Al Ourrent month
	Documents on Dependents	O From curr.date O Last week
	Addresses	To Current Date OLast month
	Bank Details	OCurrent Period OCurrent Year
	Contract Elements	Choose
		Dell Croose
	Monitoring of Tasks	· ·

- 33. Click 🥝 after typing 0267 in the Infotype text box.
- 34. Click $^{\square}$ to view the list of records.



to participate in Home Leave travel.

35. If the historical records of assignment grant are in Umoja, follow this step. Click to select the the record you want to view.



member's current duty station to confirm travel by the Organization.



Overview Additional Off-C	vcle Payments (0267)				
3					
	Pers. No. 10000404	Pers-Assgn	31002114 10000404	-	
Find by	Name Gary LUCK	EOD UN 01.1	2.2014 NAT Ecuadorian	Emp. Stat Acti	ve
* 🚑 Person	EE Group 1 Internationa	al Staff THOO	Bangkok Ozg	ESCAP OES	
 M Collective search help 	EE Subgrp FR Professional	& Above P-3	01 Appt Fixed Term	Exp 30.11.2	016
M Search Term M Free search	Thoose 01.01.180	0 To 31.12.999	9 STy.		
ag nee see of					
	Wa Long text	Start	O. Amount	Curr I Number	
	1189 Rel Grant Family O	nly 24.03.2015	5,000.00	USD I 0.0	(*
	1195 Rel Grant Single R	ate 10k 24.03.2015	10,000.00	USD I 0.0	(*
	1284 Assig Grant DSA D	ependent 18.03.2015	3,330.00	USD 0.0	(
	1189 Rel Grant Family O	nly 13.03.2015	5,000.00	USD I 0.0	C
	1195 Rel Grant Single R	ate 10k 13.03.2015	10,000.00	USD I 0.0	C
	1283 Assig Grant DSA S	taff 13.03.2015	6,660.00	USD 0.0	C
	1290 AG Lump Sum 1st	- Manual 12.03.2015	5,457.97	USD 9.0	0
	1189 Rel Grant Family O	nly 04.03.2015	5,000.00	USD I 0.0	C
	1195 Rel Grant Single R	ate 10k 04.03.2015	10,000.00	USD I 0.0	(
	1283 Assig Grant DSA S	taff 04.03.2015	6,660.00	USD 0.0	(
	1284 🗍 ig Grant DSA D	ependent 04.03.2015	3,330.00	USD 0.0	¢.,
	1284 Assig Grant DSA D	ependent 04.03.2015	3,330.00	USD 0.0	(
	1284 Assig Grant DSA D	ependent 04.03.2015	3,330.00	USD 0.0	(
	1284 Assig Grant DSA D	ependent 04.03.2015	3,330.00	USD 0.0	0

36. Click 🖾 to display details.

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	Back (F3)
Display Additional Off-Cyd	cle rayments (0267)
🔊 🕼 🧟 I 💱	
	Pers, No. 10000404 Pers, Assgn 31002114 10000404
Find by	Name Gary LUCK EOD UN 01.12.2014 NAT Ecuadorian Emp. Stat Activ
• 🚑 Person	EE Group 1 International Staff THOO Bangkok Org ESCAP OES
Collective search help	EE Subgrp PR Professional & Above P-3 01 Appt Fixed Term Exp 30.11.20
Gill Search Term	Chge 04.03.2015 WF-BATCH
- UN mee search	
	Additional Off-Cycle Payments
	Wage Type 1284 Assig Grant DSA Dependent
Some .	
	Amount 3,330.00 USD
	Number/unit 0.00
	Payment date 04.03.2015
	Assignment Number 00000000359
	Reason for Change
	Off-cycle reas. Z002 Advance Payment
	Payroll type A
	Payroll Identifier
	Requestor's Remarks
	Approver's Remarks
	Staff member's spouse, Ms. Jane Doe, traveled by the Organization on 01.01.201
	Number & Time/Measurement Unit
	Number 0.00
	Time/Measurement Unit
	Family type 8 ID
	Exercise A Bal Parent

37. After reviewing the information, click to return to the list of records.



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Display Additional Off-Cy	le Payments (0267)	
0.0.0.0		
Image: State of the state o	Pers. No. \$2000414' Pers.Augn \$2002114 20000494' Image Rame Sarry 200K EDD UN 01.12.2014' IB32' Ecuadorian Emp. Sar EDD UN 01.12.2014' IB32' Ecuadorian Emp. Sar EE Grup 1 2 Pers.Augn Sardorian Emp. Sar EE Grup 2 2 Pers.Augn Sardorian Emp. Sar EE Grup 3 2 Pers.Augn Sardorian Emp. Sar EE Grup 3 2 Pers.Augn Sardorian Emp. Sar EE Grup 3 2 Pers.Augn Sardorian Emp. Sar Addebraid Off-Cycle Payments Wage Type 1214' Aug Grant D5A Dependent Amount 3, 330-00 EDD Payment data 66.04.2013' Augnment Mumber Vonther 0.00 Payment data Payment data Payment data Off-cycle reas. Payment data Payment data Payment data Payment data	¥.com 1.200€
	Staff member's spouse, Hs. Jane Doe, traveled by the Organization on 01.01.201	
	Number & Time/Heasurement Unit. Number 9.00 Time/Heasurement Unit Family tope & ID	
	Family type 01 Spouse & Rel-Recog. Object ID	

- 38. Click \bigcirc to return to the list of records.
- 39. Click \square to select the next record you want to view.

Overview Additional Off-C	ycle Paym	ents (0267)						
3								
Display (F2)	Pers. No.	10000404	Pers.Assgn	310021	4 10000404			-
Find by	Name Ga	ry LUCK E	OD UN 01.1	2.2014 NAT	Ecuadorian	E	mp. St	at Active
· #@ Person	EE Group	1 International Staff	THOO	Bangkok	Org	ESCAP	OES	
 M Collective search help 	EE Subgr	PR Professional & Above	P-3	01 Appt	Fixed Term		Exp	30.11.20
m Search Term m Free search	Choose	se 01.01.1800 To	31.12.999	9 STy				
	Wa	Long text	Start	O. Amount		Curr	. L. N.	mber
	1189	Rel Grant Family Only	24.03.2015		5,000.00	USD	I	0.00
	1195	Rel Grant Single Rate 10k	24.03.2015		10,000.00	USD	I	0.00
	1284	Assig Grant DSA Dependent	18.03.2015		3,330.00	USD		0.00
	1189	Rel Grant Family Only	13.03.2015		5,000.00	USD	I	0.00
	1195	Rel Grant Single Rate 10k	13.03.2015		10,000.00	USD	I	0.00
	1283	Assig Grant DSA Staff	13.03.2015		6,660.00	USD		0.0
	1290	AG Lump Sum 1st - Manual	12.03.2015		5,457.97	USD		9.00
	1189	Rel Grant Family Only	04.03.2015		5,000.00	USD	I	0.0
	1195	Rel Grant Single Rate 10k	04.03.2015		10,000.00	USD	I	0.0
	1283	Assig Grant DSA Staff	04.03.2015		6,660.00	USD		0.0
	1284	Assig Grant DSA Dependent	04.03.2015		3,330.00	USD		0.00
	1284	ig Grant DSA Dependent	04.03.2015		3,330.00	USD		0.0
	1284	Assig Grant DSA Dependent	04.03.2015		3,330.00	USD		0.00
	1284	Assig Grant DSA Dependent	04.03.2015		3,330.00	USD		0.00
	1290	AG Lump Sum 1st - Manual	04.03.2015		7,274,77	USD		12.00

40. Click 🖾 to display details of another dependant.

	Back (F3)
Display Additional Off-Cy	ele Payments (0267)
S B 🕿 😣	
	Pers. No. 10000404 Pers.Assgn 31002114 10000404 V
Find by	Name Gary LUCK EOD UN 01.12.2014 NAT Ecuadorian Emp. Stat Active
* ag Person	EE Group 1 International Staff TH00 Bangkok Org ESCAP OES
Collective search help M Search Term M Free search	EE Subgrp FR Professional & Above P-3 01 Appt Fixed Term Exp 30.11.201 Chge 04.03.2015 WF-BAICH
	Additional Off-Cycle Payments
	Wage Type 1284 Assig Grant DSA Dependent
	Amount 3,330.00 03D
	Number/unit 0.00
	Payment date 04.03.2015
	Assignment Number 00000000359
	Reason for Change
	Off-cycle reas. 2002 Advance Payment
	Payrol type A
	Payroll Identifier
	Requestor's Remarks
	· · · · · · · · · · · · · · · · · · ·
	Approver's Remarks
	Staff member's child, Mary, travelled by the Organization on 01.01.2015.
	Lumber 8. Tene Manurament Lint
	Number 0.00
	Time/Neasurement Unit
	Family type & ID
	Family type 02 Child

41. After reviewing the information, click \bigcirc to return to the list of records.



42. Click \bigcirc to exit after finished reviewing the last dependent record.

You will now access the staff member's travel history to verify eligibility for Home Leave.

43. Return to the Portal session, and click Travel Administrator.

mpl	oyee Services
•	Map Directory Index
	Travel Administration Access to Travel Administration
	Access to Travel Documentation

44. Click Travel Administration.



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- 45. In addition to allowing you to act on behalf of a staff member, Create and process Travel on behalf can be used to view previously approved travel requests and expense reports until such time that a travel report is available. Click *Create and process Travel on behalf*.
- 46. Click \square to select the staff member you want to view.

	yee List		1		-				
View;	[Standard Vi	ew] 💌	Add Em	ployee(s) Remove Employee	<u>s)</u>				
Las	it Name (Surr	iame)		First Name Per	sonnel assignme	ant	Office	Telephone No) .
LUC	СК			Gary 310	02114 1000040	4			
TO	м			Travel Test 995	99999 1000054	7			
ZAS	RITA			ULU 310	02034 2000010	0			
AR	DISJ			ANTOINETTE 300	15018 2000398	9			
RAJ	MONE			Boure 300	79729 2000753	2			
						ravel(1) Lum	p Sum Request(0) Shipment	Reque
Viev	w: [Standard	View]	▼ Create	Travel Request	oment Request	Entitlement Trav	el(1) belonging el (On Behalf)	0) Shipment	Reque Request
Viev B T	w: [[Standard irip Number	View] Start Date	Create End Date	Travel Request . Create Sh Travel Category/Type	oment Request	Entitlement Trav Entitlement Trav Entitlement Trav	p Sum Request(el(1) belonging el (On Behalf) Travel Purpose	0) Shipment g to type Travel F	Request Request
Viev B T	v: [Standard rip Number 035	View] Start Date 19.03.2015	Create End Date 25.03.2015	Travel Request Travel Create Sh Travel Category/Type OT- 1. Official business	Destination	Entitlement Trav Entitlement Trav Entitlement Trav SE,SWITZERLAND	p Sum Request(el(1) belonging el (On Behalf) Travel Purpose Attend CMCOC	0) Shipment g to type Travel F	Request Request V S
Viev EB T 1 9	v: [Standard irip Number 035 19	View] Start Date 19.03.2015 03.01.2015	 Create End Date 25.03.2015 03.01.2015 	Travel Request Travel Category/Type OT- 1. Official business OT- 1. Official business	Destination GENEVE,G LISBON,11	Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav	el(1) belonging el (On Behalf) Travel Purpose Attend CINCOO test	0) Shipment g to type Travel F B DRD Training	Request Request V S
View E T 1 9 9	v: [Standard rip Number 035 119 118	View] Start Date 19.03.2015 03.01.2015 03.01.2015	 Create End Date 25.03.2015 03.01.2015 03.01.2015 	Travel Request Create Sh Travel Category/Type OT- 1. Official business OT- 1. Official business OT- 1. Official business OT- 1. Official business	Destination GENEVE.G LISBON.11 LISBON.11	Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav	p Sum Request(el(1) belonging el (On Behalf) Travel Purpose Attend CIMCOO test test	0) Shipment g to type Travel F Contractions DRD Training	Request Request W S T C
View 1 9 9 8	v: [Standard rip Number 035 19 18 08	View] Start Date 19.03.2015 03.01.2015 03.01.2015 01.02.2017	Create End Date 25.03.2015 03.01.2015 03.01.2015 02.02.2017	Travel Request Create Sh Travel Category/Type OT- 1. Official business OT- 1. Official business OT- 1. Official business EN- 1. Home leave	Destination GENEVE, G LISBON, 11 LISBON, 11 QUITO, ECI	Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav Entitlement Trav	el(1) belonging el (0n Behalf) Travel Purpose Attend CIMCOC test test HL Request for	0) Shipment g to type Travel F DRD Training 2017	Request Request V S T C T
View 1 9 9 8 5	v: [Standard inp Number 035 119 118 108 40	View] Start Date 19.03.2015 03.01.2015 03.01.2015 01.02.2017 03.02.2015	Create End Date 25.03.2015 03.01.2015 03.01.2015 02.02.2017 03.02.2015	Travel Request Create Sh Travel Category/Type OT- 1. Official business OT- 1. Official business OT- 1. Official business EN- 1. Home leave HR- 02. Appointment Temp Re	Destination GENEVE, C LISBON, 11 LISBON, 11 QUITO, ECI plc LISBON, 11	Entitlement Trav Entitlement Entitl	P Sum Request(el(1) belonging el (On Behalf) Travel Purpose Attend CIMCOC test test HL Request for Test Defect #3	0) Shipment g to type Travel F DRD Training 2017 390	Request Request W S Th C Th H

47. Click Entitlement Travel (1).



Once the staff member has been selected the "Details" section for the staff member will populate. This may take several seconds to update.

There are several tabs that allow you to view all or specific travel types. Select as appropriate. In this example you will select *Entitlement Travel* to filter the view.

Employee List							
View: [Standard Vi	ew] 💌 🗄	Add Employe	e(s) Remove Employ	yee(s)			
B Last Name (Sum	ame)	First I	iame i	Personnel assignmen	t	Office Telepho	one No. Cost C
LUCK		Gary		31002114 10000404			HRES
том		Trave	Test S	9999999 10000547			OCHA
ZARITA		ULU	1	31002034 20000100			HROC
ARDISJ		ANTO	INETTE :	0015018 20003989			HR Ge
RAMONE		Boure		0079729 20007532			HR DM
All Trips (On Be View: [Standard	view)	Official Travel ((3) HR Travel (8)	Change Copy D	Travel (1) Lun	np Sum Request (0)	Shipment Request (1)
Trip Number	Start Date	End Date	Travel Category/Ty	pe Lumpsum	Destination	Travel Purpose	Workflow Status
808	01.02.2017	02.02.2017	EN- 1. Home leave	0.00	QUITO,ECUADOR	HL Request for 201	7 TO Approved

48. Click button 🗌 .

The HR Partner will be able to view all entitlement travel in this section (i.e. Home Leave, Family Visit, etc.). Until such a time as Umoja has recent HL records, the HR Partner will need to continue to consult legacy systems to confirm last home leave travel and related information.

View: [Standard View]	Add Employee(s) Remov	e Employee(s)		
3 Last Name (Sumame)	First Name	Personnel assignment	Office Te	lephone No. Cos
LUCK	Gary	31002114 10000404		HRI
том	Travel Test	99999999 10000547		OCH
ZARITA	uu	31002034 20000100		HR
ARDISJ	ANTONETTE	30015018 20003989		HR
RAMONE	Boure	30079729 20007532		HR
All Trips (On Behalf) (12)	Official Travel (3) HR T	ravel (8) Entitlement Travel (1) Lu	mp Sum Request (0) Shipment Request (1)
All Trips (On Behalf) (12)	Official Travel (3) HR T	ravel (8) Entitlement Travel (1) Lu splay Change Copy Delete Create En	mp Sum Request (0 Itlement Travel) Shipment Request (1)
Unlock All Trips (On Behalf) (12) View: [Standard View] Trip Number Start Date	Official Travel (3) HR T Display PDF Form Di End Date Display PD	ravel (8) Entitlement Travel (1) Lu splay Change Copy Delete Create Ent OF Form Lumpsum Destination	mp Sum Request (0 Bernent Travel Travel Purpose) Shipment Request (1)

49. Click *Display PDF Form* to view the travel history as a PDF, which provides consolidated information for the travel. The Display button displays all the travel detail on the display only.

The Workflow Status column shows the current status of the request. Approved travel will have the status **TO Approved**.

50. Return to the Approver Work Center Portal session.

Authorized travel destina	ation: OCEAN VIEW,NJ,USA		0						
inerary Details: Mr. End	e BRAGADO, 23 Dec 1968, 785	79950)						
Departure Date/Time	Departure City/Country		Mode of Travel		Arrival Da	te/Time	Arrival City/Country		
08:00	NAIROBUKENYA	0	01 Commercial Aircraft	×	08.01.2015	12:00	ATLANTIC CITY,NJ,USA	1	
7.01.2015 08:00	ATLANTIC CITY,NJ,USA	Ø	01 Commercial Aircraft	-	28.01.2015	12:00	NAIROBI, KENYA		
7.01.2015 08:00	NAIROBLKENYA	0	01 Commercial Aircraft	-	08.01.2015	12:00	ATLANTIC CITY,NJ,USA		
ravel time for each jour	ney.								
7.01.2015 08:00	NAIROBUKENYA	0	01 Commercial Aircraft	-	08.01.2015	12:00	ATLANTIC CITY,NJ,USA	-	
7.01.2015 08:00	ATLANTIC CITY,NJ,USA	0	01 Commercial Aircraft		28.01.2015	12:00	NAIROBLKENYA		
and the last of the last				-				-	
Terary Details for. Ms.	NAIDOBLIKENVA	Jec 2	01 Commercial Aircra®		08 01 2015	12:00	ATLANTIC OTVINUESA		
7 01 2015 10 08:00			01 Commercial Aircraft		28.01 2015	12:00	NAIROBI KENYA	-	
		-	of connectary inclusion		and a state of the	12.00	Line of the line o	-	
nerary Details for: Ms.	MICHALAK BRAGADO (31 Aug 2	2012)	785799500202						
7.01.2015 08:00	NAIROBUKENYA	0	01 Commercial Aircraft	-	08.01.2015	12:00	ATLANTIC CITY,NJ,USA		
7.01.2015 08:00	ATLANTIC CITY,NJ,USA	Ø	01 Commercial Aircraft	¥	28.01.2015	12:00	NAIROBI, KENYA		
Delete Travellars		- I	-						
Denete Hareners		_							

51. After completing the verification of the staff member's absence and dependency details, return to the Portal session, and click *Additional Data* to continue with the approval of the travel request.

dditional Data for Travel					
Subsistence Allowance/Deductions					
Travel advance requested: *	OYes	(R No			
Travel Processing Office: *	UN HO N	EW YORK	*		
Tickets to be issued through: *	(Comm	ercial Travel Provider (i.e. Travel Agency)	O UNDP/Other UN Agenc	y OMe	mber Sta
Estimated Costs:		9,308	00 Enter Estimated	Costs	
Cost Assignment. *	100.00 1	6 Cost Center 11103 (OCHA CPD CERF), Fun	ds Ch Goto Estim	ited Cost	5
					_
is a voluntary downgrade of entitled class of service requested?: *	C Yes	(No			
Has authorization to a higher standard of accommodation been granted on exceptional basis? If yes, please attach signed approval form: *	O Yes	i≆ No			
Is there any other travel type paid by UN undertaken in conjunction with this trav	el (e.g. Offi	cial travel combined with Home Leave)?: *		OYes	(No
is there leave taken in conjunction with this travel? (Not applicable for Home Lea	ve, Family V	fisit or Reverse Education Grant. Select "No"	for these travel types): *	OYes	No
Is the Traveller a member of an organ or subsidiary organ of the UN subject to the standard of accommodation under ST/SGB107/Rev 67:	C Yes	@ No			
is the Traveller a member of the Secretary-General's or Deputy Secretary General's delegation? If yes, please attach all relevant correspondence.:	C Yes	🛞 No			
Personal Deviation: *	O Yes	@ No			
Request conversion of unaccompanied shipment into accompanied excess if	eegeee				

Under Additional Data for Travel, review the responses to the mandatory questions answered by the staff member. The request should be returned to the staff member if there are any errors. The Cost Assignment information will be verified by Certifying Officer.

52. Click To scroll down and view the rest of the form.

C Yes	(R No		
(e.g. Offic	cial travel combined with Home Leave)?: *	OYes	(i No
Family V	'sit or Reverse Education Grant. Select 'No' for these travel types): *	C Yes	No
OYes	@ No		
O Yes	@ No		
O Yes	® No		
ypage ve anticipe	ifed departure date:		
	Family V O Yes O Yes O Yes gage e anticipi	Pamily Visit or Reverse Education Grant. Select "No" for these travel types): * Yes Rio Yes Rio yes Rio gage e articipated departure date:	Family Visit or Reverse Education Grant. Select "No" for these travel types): ■ ○ Yes ○ Yes

- 53. Once you have verified the information is in order, click Approval.
- 54. Enter your name in the Processed By text box. Document the transaction in the Enter your comments text box.

Approve Entitlement Travel for 78579950 (46)
General Data Additional Data Approval
Initiating Travel for: Home leave Travel For Duty Station KE00 Nairobi Telephone E-mail ID someone@someone.com Contract Type Fo
Previous Step Save Draft
Processed By: CUC PRUDENCE
Approve Return for revision Reject
Approve
Enter your comments
Home Leave approved for 07.01.2015 - 28.01.2015. Next HL due in 2017.

- 55. You have three options to complete your review:
 - Return for revision to return the request to the staff member for revisions. Include remarks in the Enter you comments text box with instructions to the staff member regarding corrections needed.
 - **Reject** to cancel the request. The request will be deleted and the staff member would need to submit a new request. Include remarks in the Enter you comments text box with instructions to the staff member regarding reasons for rejection.
 - **Approve** to move the request forward. Include remarks in the Enter you comments text box documenting the number of dependants traveling, and if the Home Leave will be taken in conjunction with any official travel.

	・ C × の Approver Work Center - Umoj
🖕 🏗 Unite Connections ⊘ HP Application Lifecycle [] Umoja QA Portal - Q3J 🕘 Umo	oja 🗿 OPPBA Portal 🚺 SAP NetWeaver Portal
Approve Entitlement Travel for 78579950 (4	6)
]⊕] General Data Additional Data Approval	
Initiating Travel for: Home leave Travel For Duty Station KE00 Narobi Telephone E-mail ID someone@someone.com Contract Ty Previous Step Step Seve Draft	b International Staff Employee Subgroup Professional & Abov ppe Fixed Term Master Cost Centre HR OCHA No Post On
To Overall budget exceeded by 9,308.00 USD (UN Payroll Fund Check Lev.) for document item 00010	
Cverall budget exceeded by 9,308.00 USD (UN Payroll Fund Check Lev.) for document item 00010 Overall budget exceeded by 9,308.00 USD (UN Standard AVC Ledger) for document item 00010	
Overall budget exceeded by 9,308.00 USD (UN Payroll Fund Check Lev.) for document item 00010 Overall budget exceeded by 9,308.00 USD (UN Standard AVC Ledger) for document item 00010 Error in document: TRAVL 00000004678579950 TIECLNT510	
Overall budget exceeded by 9,308.00 USD (UN Payroll Fund Check Lev.) for document item 00010 Overall budget exceeded by 9,308.00 USD (UN Standard AVC Ledger) for document item 00010 Error in document: TRAVL 00000004678579950 T1ECLNTS10 Travel Request 000000046 forwarded successfully	
Overall budget exceeded by 9,308.00 USD (UN Payroll Fund Check Lev.) for document item 00010 Coverall budget exceeded by 9,308.00 USD (UN Standard AVC Ledger) for document item 00010 For in document: TRAVL 00000004878579950 T1ECLNTS10 Travel Request 000000046 forwarded successfully Travel Request 000000046 was saved	

56. Click Approver Work Center – Umoja to return to the Approver Work Center.



Entitlements Com	pleted items Ti	ravel Request Per	nding Items Tr	ravel Request Complet	ted items Sh
Show Quick Criter	ia Maintenance	- Deview and Appr	Traval Autho	Dafras	-
Trip Start Date	Trip End Date	Travel req.#	Traveler Name	Personnel # of th	Travel Purpose
07.01.2015	28.01.2015	46	Ende BRAGADO	78579950	EN- 1. Home le

57. The request is still listed in your "Pending Items" tab after completing the approval. Simply click the *Refresh* button, to update the list of pending items. The request will move to the "Travel Request Completed Items" tab. Click *Refresh* button.

Appro	ver W	ork	Cent	er										
/ Entiteme	Entitlements Pending Items Entitlements Completed Items		Trav	el Reque	st Pendi	ng Items	Travel Request Completed items Shipme				Shipment R			
Show Qui	ck Criteria M	aintenance												Change
View: [Sta	ndard View		🕹 R	eview and	Approve	Travel	Authoriza	ion	Refresh					
Trip	Trip En	Trav	Trav	Pers	Travel	tiner	Trav	Certi	Submis	Priority	Status	Grou	Lump	Total

58. End of simulation.





Last modified: 20 February 2023

Home Leave Travel Days

Review This

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



2. Click _ Travel Administrator_.



3. Click Travel Administration.

Travel Administration
Back
▼ Service Map
Travel Administration
Create and process Travel on behalf
Travel Administration for Employees
Create Uniformed Personnel Travel
You can create or change group travel request
Approver Work Center for Shipment Request
Approver Work Center for Shipment Request
Approver Work Center for Expenses Report
Approver Work Center for Expenses Report
Approver Work Center for Travel Request
Approver Work Center for Travel Request
- Reporting

- 4. In addition to allowing you to act on behalf of a staff member, Create and process Travel on behalf can be used to view previously approved travel requests and expense reports until such time that a report is available. Click *Create and process Travel on behalf*.
- 5. Click to select the staff member you want to view. If the staff member you are reviewing is not in your employee list, you can click the "Add Employee(s)" button to add the staff member.

Last Name (Sumame)	First Name	Personnel assignment	Office	Telephone No.	Cost Center Name	E-Mail
LUCK	Gary	31002114 10000404			HR ESCAP No Post	MENDEZE QUIL OF
TOM	Travel Test	99999999 10000547			OCHA CPD CERF	
ZARITA	LLU	31002034 20000100			HR OCHA No Post	someone@someo
ARDISJ	ANTONETTE	30015018-20003969			HR Generic No Post	someone@someo
BANONE	Boure	30079729 20007532			HR DM No Post	SECHOUN ORG
Entre I						

6. Use the Expense Report section to confirm that the staff member's travel has taken place as approved prior to adjusting their AL-HL record to include Travel Days, if applicable.

Click Expense Report with Travel Authorization to access submitted expense reports.

	All Trips (On B	ienalt) (12)	Official Trav	ver (3) Mix Travel (6) Ente	tement Travel (1)	p Sum Hequest (0) Shipment Hequ	est (1) Expense Repo
V	iew: [Standard	I View]	Display	PDF Form Display Change D	elete	Report	Wedden Older
p	Trp Number	Start Date	End Date	Travel Category/Type	Destination	Travel Purpose	Workflow Status
	919	03.01.2015	03.01.2015	OT- 1. Official business	LISBON, 11, PORTUGAL	test	Travel Claim Unit Approved
	497	01.01.2015	02.01.2015	HR- 02. Appointment Temp Replc	Bangkok City	Initial Appointment Dependant Travel	Travel Claim Unit Approved
	469	30.11.2014	02 12 2014	HD, 02 Appointment Temp Depin	Bannink City	Initial Appointment	Submitted

7. You can view the expense report detail online (Display button), or saved as a PDF. Click *Display PDF Form* to view the expense report detail.

The Workflow Status column will show you the current status. Approved expense reports will have the status Travel Claim Unit Approved.

						Dearbh.	Q.+	Unip	an portal - 032	
Back Forward # .	Natury Favo	thes Personal	the Vew Heb					Vie	tone ROSELINE NAM	0055
une Employee	Self-Service S	a Trave	Administrator							
enview by Mart	del .									
avel Administrator >	Overview								Full Screen Opt	lone *
Employee List										
View: (Standard V	(ev) (w)	Add Emple	type(a) Asmove Employee(a)						Filter Set	tings
R. Last Name (Sur	namel	Fa	at Name Personnel	sasignment	Office Telephone N	o. Cost Center Name	E-Mail			
LUCK		Or O	ary 31002114	10000404		HR ESCAP No Post	MENCK21@U	N ORO		
TOM		Ter	avei Test 90000000	10000147		OCHA OPD CERF				72
ZAREA		LA	U 31002034.	20000100		INR ODIA No Post	someone@so	desmesse com		
ARDISJ		AP	CONSTIL 30015018	49603969		HR Generic No Post	someoneday	someone com		
RANDAE		Br.	ure 30079729	20007102		HR CM No Peel	Post SED-real of			14
Vex (pander)	(Vev)	• Deploy I	Of Farm Deploy Charge	Conte Create Expense	Report				Filer Sette	98
12. Trp Number	Start Date	End Date	Travel Calegory/Type	Destination	Travel Purpose	Workflow Statue	Recommended Actions	Halory	Event Name	-
919	03.01.2015	03.01.2015	CT. 1. Official business	LISBON, 11, PORTUGAL	test	Travel Calm Unit Approved	No Action	Children	NAME ADDRESS OF A READ	
497	01.01.2015	02.01.2015	HR. 02. Apportment Temp Rept;	Bangkok City	Indial Appointment Cependant	Travel Travel Claim Unit Approved	No Artista		NUT REPORTED	
	20.11.2014	92.12.2014	THE BZ Appointment Leng Hepic		and the second sec		1	Deuties	NOT APPLICABLE	
				transfer city	Initial Appointment	Submitted	Awat CO Approval	Disating Disating	NOT APPLICABLE	
				and from city.	Indai Apportment	Submitted	Awat CO Approval	Disating Disating	NOT APPLICABLE	8
G					Intel Apportment	Submitted	Amet CO Approval	Discilla Ciscoling Ciscoli	NOT APPLICABLE NOT APPLICABLE	

8. Once you have completed your review, you can log out of the system. Click Log off.



9. Click Yes.

This procedure allowed you to check whether the start and end dates of actual travel on HL fell during the week. For such days you will need to convert the AL-HL days to travel days. Refer to the common procedures on modifying leave types to adjust the appropriate number of AL-HL days to travel days (i.e., reduce the number of AL-HL days).

Once this has been done, refer to the common procedures on creating an absence record using infotype 2001 subtype 1101 to grant travel days for the days reduced from the AL-HL record.

For example, if someone traveled on HL from 01.06.2015 (Monday) to 19.06.2015 (Friday) to a location that has one day of travel time, the AL-HL days would need to be modified to 02.06.2015 to 18.06.2015. Then two travel day records would need to be created, one for 01.06.2015, and a second for 19.06.2015.

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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 <u>ST/AI/2000/15</u> and <u>ST/AI/2000/15/Amend.1</u>
 - Section 1 Eligibility
 - Section 2 Timing of travel
 - Section 4 Conditions of entitlement
- Staff Regulations and Staff Rules of the United Nations <u>ST/SGB/2023/1</u> <u>Rule 5.4 – Home leave</u> <u>Rule 7.2 – Official travel of staff members and their eligible family members</u>
- 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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Prerequisites

Review This

The following documents and data are required to process and approve a family visit request:

- Validate Appointment Status: The HR Partner should review the type and expiration date of the staff member's appointment to ensure they have a valid international appointment for at least six (three months for a duty station with a 12- month home leave cycle) months following return from family visit travel. The appointment status is viewable in IT0016 (Contract Elements). If their contract needs to be extended please refer to the HR Partner Personnel Administration – Contracts job aid.
- Validate Eligibility for Travel Approval: Check to ensure:
 - The staff member is eligible to use family visit travel for the year requested.
 - Family Visit Absence Record: the staff member has submitted and received approval for their family visit and the record is viewable in ECC. The dates of the absence record should coincide with their travel request and meet the minimum stay requirements.
 - **Dependency Check**: the **HR Partner** will check that no family members were installed at the duty station.
 - **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) Time Senior Administrator Only: Check to ensure:
 - The staff member has completed their expense report and was issued a UN purchased ticket as part of their family visit. The **Time Senior Administrator** will confirm 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.
- Check for Exceptions/Special Cases: The HR Partner should check for any exceptional requests or cases.
- Official Documentation: Documentation from the staff member and their manager regarding any leave request that could not be entered into ESS and requires **HR Partner** action to enter it directly in ECC.

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.

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 Process

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



- 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**.



Review This RELATED INFOTYPES:

- ABSENCE QUOTAS (IT2006),
- ABSENCES (IT2001),

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

- FAMILY MEMBER/DEPENDENTS (IT0021),
- ADDITIONAL OFF-CYCLE PAYMENTS (IT0267).
 Refer to Common Procedure section for guidance on how to view, modify or create Annual Leave – Family visit records.

Approval of Family Visit Request

For the HR Partner approval of the family leave travel entitlement request, refer to the Home Leave Procedures section for guidance as the process will be exactly the same. Although the procedures are the same, attention should be paid to applying the right policy rules on family visit at the different stages of review. Two procedures are applicable: the review process required for Travel Approval and the Modification of an Annual Leave – Family Visit record in ECC for travel time.



Last modified: 20 February 2023

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
 - Sectins 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	 Extreme situations as follows: 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 high risk of becoming collateral damage 	at

8 weeks	 All non-family/restricted duty stations: 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 Internation Civil Service Commission 	al
12 weeks	 Duty stations with a high level of hardship: 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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Prerequisites

Review This

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.

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

- Validate Eligibility for R&R Leave Approval: The HR Partner must review the submitted leave request and previous leave records in ECC to verify the staff member has served the required period of time at the duty station to qualify for the entitlement. The HR Partner must ensure there has been no break in qualifying service at the duty station (e.g. no absences from the duty station for more than 3 days on other leave types, etc.).
- Validate Eligibility for R&R Leave Approval: The staff member should have served the

required period of time 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 his 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.



Review This

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.



- The Staff Member requests for R&R and Travel Time R&R leave using ESS or, exceptionally, the Time Administrator enters the leave on behalf of the staff member using ESS.
- 2. The system sends the request to the **Time Manager** for approval.
- 3. The Manager verifies and reviews the leave request using the Portal.
 - a. If the **Time Manager** endorses the request, a notification is sent to the staff member and **HR Partner**.
 - b. If the **Time Manager** rejects the request, the staff member is notified. The **Staff member** will need to create and submit a new request.

Travel Request

4. The Staff Member submits a request for Travel. The travel request must be submitted

regardless of the mode of travel (UN transportation, lump sum or paid ticket) at the same time as the leave request or as soon as possible after the **Time Manager** has endorsed the request.

- 5. 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).
 - a. 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.
 - b. 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.
- 6. The **HR Partner** will 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

- 7. Exceptionally, when neither the **Staff Member** or **Time 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.

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Procedures

Review This RELATED INFOTYPES:

- ABSENCE QUOTAS (IT2006),
- ABSENCES (IT2001).

Refer to the Common Procedure section for guidance on how to View, Create and Modify an R&R and/or Travel Time – R&R record(s) in ECC.



Approval of R&R travel request

Review This

Refer to the Home Leave Procedures section for guidance on the review process required for Travel Approval. Although the procedures are the same, care should be taken to apply the corresponding policy for R&R when reviewing the R&R records. Note also that travel days would have been approved in the Time Portal, so there is no need to correct days post facto as in the case of home leave or family visit.

The following comments must be submitted with the travel approval:

Generic R&R Travel Approval Comment (ESS): R&R approved for . Next R&R due in if no break in qualifying service. R&R Travel and Leave record approved.

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Approval of R&R leave and R&R travel time in the time module.

Review This

As soon as the request for R&R travel is approved in the Travel Portal, the HR Partner must also approve the corresponding leave requests in the Time Portal.

Follow the procedures for approval of Sick leave. In the work center, you should see a request for approval of leave for R&R and one or two for R&R travel (since travel days are given on

actual days travelled, two separate submissions will have to be made for the outward and return travel days as they are not consecutive). Approve following the same steps once you have

verified that the dates correspond to the dates that have just been approved in the travel request.



Last modified: 20 February 2023

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
 - <u>Regulation 1.3 Performance of staff</u>
 - Rule 1.4 Performance of Staff
 - Rule 5.1 Hours of work
 - Rule 5.2 Official holidays
- Overtime compensation for staff members in the Field Service category at established missions – <u>ST/AI/2000/3</u>
 - 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)

 Staff Regulations and Staff Rules of the United Nations – <u>ST/SGB/2023/1</u> <u>Rule 5.1 – Overtime and compensatory time off</u>

Night Differential

 Staff Regulations and Staff Rules of the United Nations – <u>ST/SGB/2023/1</u> <u>Rule 5.1 – Night differential</u>



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.



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.



- 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 becompensated 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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Procedures

Review This RELATED INFOTYPES:

- ABSENCE QUOTA (IT2006),
- TIME QUOTA COMPENSATION (IT0416)

Based on the process described above, the CTO and OT approvals are workflows between the staff member and manager. If the HR partner needs to view, create or modify a CTO or OT record, please refer to the common procedure section for guidance.

In exceptional cases if OT needs to be entered at 1.0 it can only be entered in ECC by the Time Senior Administrator, or exceptionally by the HR Partner. In this case, follow the common procedure for entering an leave record in ECC making sure that the right ratio of compensation is used.

The only procedure that requires HR Partner intervention is the OT charged to another department and, in the case of NY staff only, the payment of CTO in excess of 40 hours.



Overtime Charged to Another Department

Review This

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



- 2. Click 🧭 after typing PA30 in the Command text box.
- 3. Enter the staff member's personnel number in the Personnel No. text box.

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- 4. Click 🙋 to continue.
- 5. If you do not know the date when the OT occurred, select *ALL* to see all leave records or the date range to see leave that falls within that period of time. Click *Current month* to view leave records for the current month.
- 6. Enter the Infotype ID for Attendances, 2002, in the Infotype text box.

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- 7. Click \bigcirc to confirm entries.
- 8. Click $^{\square}$ to view the list of Attendances.
- 9. Click \square to select the OT record you want to modify.

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10. Click 🖉

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	2) edule Activity allocation Pers. No. 1280696 Name K133a PAMELIA EE Group 2 Local Sta EE Subgrp GS General S Start 02.03.2 Attendance type Time Attendance type Time Attendance days Calendar days Calendar days Payroll Payrol hours Payrol days Overtime comp. type Eval.type atts/abs

- 11. Click Cost assignment.
- 12. The information needed to complete this screen must be provided by the HR partner of the Department where the OT is to be charged. This information is exchanged between HR partners offline.

Enter the:

- Fund number of the department to be charged.
- BP number.
- Cost center number of the department to be charged.

Fund	10UNA	BP	B15		
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				🛃 Mo	re

- Click Transfer to save the entries.
- Press F9 to add a note.



- The note should contain the following elements: Overtime < enter OT-1, OT-1.5, or OT-2 > completed by s/m on < enter date or dates > verified and approved by < enter approving Officer or Dept .>. Cost Assignment information from < enter Office/Dept > provided for payment purposes. Payment to be reflected in < enter month and year > regular payroll.
- 16. Click \square to save the note.
- 17. Click 🚾 to return to the Maintain HR Master Data screen.
- 18. Click to 🧟 return to the SAP Easy Access screen.



Review This

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

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- Before processing the payout of CTO, use PA20 to check the number of hours of CTO that have been accrued by the staff member. Click after typing PA20 in the Command text box.
- 3. Enter the staff member's personnel number in the Personnel No. text box.



- 4. Click 🔮 to continue.
- 5. Enter the Absences infotype ID, 2006, in the Infotype text box to access the list of Absences records.

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- 6. Click 🕑 to continue.
- 7. Click \square to access the list of records.
- 8. Click \square to select the CTO record.

Overview Absence Quotas (2006)			
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9. Click Choose.

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	Quota number	50.00000 Hours
	Deduction	0.00000 > Neg. deduction to 0.00000
	Deduction from	02.02.2015
	Deduction to	31,12,9999

- 10. The Quota number indicates the total number of hours accrued as CTO. If sufficient hours have been accrued, use PA30 to make the payment. Click after typing /nPA30 in the Command text box.
- 11. Click *Today* to indicate today as the date of approval.
- 12. Enter the Infotype ID for Create Time Quota Compensation, 0416, in the Infotype text box.

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	EE Subgrp GS General Service G-5 09 Appt Fixed Term Exp 30.06.2021 Umoja Time Data E Period Period Period Period Prom 19.12.2022 To 19.12.2022 Attendances Image: Substitutions Image: S

13. Click to create a new record.

14. Click *1101 CTO Payout* to select for a CTO payment during the active service of a staff member.

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15. Click 🗹 to confirm selection.

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- 16. Select the time transaction that will be paid out. Enter the number of hours to be paid out. Click *Compensate* to complete the transaction.
- 17. Press F9 to add a note.
- 18. Enter a note to document the transaction. The note for this transaction should include:
 - Total number of hours paid at the date of review period.
 - Payment to be reflected in MONTH payroll (based on cutoff dates).

ed by Mr. John SMITH, s/m entitled to of available 50 hour quota. Email dated o be reflected in April 2015 regular payroll

• Click low to return to the SAP Easy Access Screen.

As best practice should execute T-Code PA20 to review the CTO quota and deduction are correct.

The following infotypes should be reviewed:

- IT2006 (Absence Quotas), and
- IT0416 (Overview Time Quota Compensation).

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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 – <u>ST/SGB/2019/3</u>, <u>ST/IC/2019/15</u>, <u>ST/SGB/2023/1</u>

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Prerequisites

 The Staff Member must obtain offline authorisation from their manager before starting the flexible work arrangements. Please refer to the website for <u>Flexible Work</u> <u>Arrangements</u> 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.



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).
- 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).
- 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.



Procedures

Review This

Time Administrators and Time Senior Administrators can submit requests in ESS on behalf of staff members. HR Partners and Time Senior administrators can record these entries in ECC in exceptional circumstances when ESS cannot be used.

HR Partners will therefore only be involved sporadically in recording flexible working arrangements in ECC as the standard process is to have entries submitted through ESS. In these exceptional situations, HR Partners can use the procedures documented under "View, create and modify records" to view, create or modify flexible working arrangement entries.

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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 <u>ST/SGB/283</u>

- Floating Holidays Staff Rule 5.2
- Floating Holidays <u>ST/SGB/2019/6</u>, 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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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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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:



- 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.
- 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.
- 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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Procedures

Review This

As indicated in the process section above, the HR Partner is not involved in the approval of these attendance types (with the exception of WAE attendance) and does not have access to submit time requests on behalf of the staff member. However the HR Partner can record these attendance/ absence types at any time in ECC upon receipt of confirmation that the staff member worked the specified hours. It must be noted that maintenance of ECC time records is the primary responsibility of the Time Senior Administrator, however.

In the event that HR Partners have to record these attendance types in ECC, please follow the common procedures for viewing, creating and modifying records and work schedules found in this job aid.

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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 <u>ST/AI2021/2</u>, <u>ST/IC/2021/15</u>, <u>ST/IC/2021/15/Amend.1</u>
 - 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 mediccal evacuation (ST/AI/2021/2)
 - Section 8 Administration of mission subsistence allowance (ST/AI/2021/2)
 - Section 9 Final Provisions (ST/AI/2021/2)

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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.



Process

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

- 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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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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Enter no MSA

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



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

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- 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

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- 4. Click 1 to display the options for the subtype (STy).
- 5. Select the appropriate attendance type.
- 6. Click \checkmark to copy.

Subtypes for infotype "Attendances" (1)						
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99-	1002	Attendance (Compressed)				
99	1003	Overtime (1.0)				
99	1004	Overtime (1.5)				
99	1005	Overtime (2.0)				
99	1006	CTO Accrual				
99	1007	Official Business				
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				



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.

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

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9. Click $^{\square}$ to view an overview of the attendance screen.

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

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- 2. Click Set 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.

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5. Click Different payment 💀 to enter the override amount.

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- 7. Click 🗹 to continue.
- 8. Click \square to save the record.

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9. Click ²² to view an overview of the attendance screen

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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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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:

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 <u>compressed work schedule</u> (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.

INFOTYPE 2002 (Attendances)

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

View Attendance/Absence Records

Review This

This procedure is documented using PA20 Display HR Master Data(view for HR Partners). Time Senior Administrators should use PA51 Display Time Data. All other instructions remain the same.

- 1. Start the transaction using the menu path or transaction code.
- 2. Click 🧭 after typing PA20 in the Command text box.

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SA	AP Easy A	ccess			

3. Enter the staff member's personnel number in the Personnel No. text box.

G HR master data	Edit Goto	Extras	Utilities(<u>M</u>)	Settings	System	He
	• «		۵ ا 😡 🔕	M M I 🖲	100	31
Display HR N	laster Dat	ta				
&r <u>22</u>						
	<u>10</u>		Personnel No.	6248	459	þ
Find by						- 1.1
▼ 2 Person						
Collective	search help					

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 $\stackrel{\text{loc}}{=}$ to view list of records.

8. Click \square to select the record you want to view.

Display HR Master D	ata	
63 <u>Q</u>		
	Personnel No. 6248459 Pers	s.Assgn 30350169 06248459 💌 💱
Find by	Name CAMIE MARGARETA EOD UN	01.05.2000 NAT Thai Emp. Stat Act
 Ag Person 	EE Group 2 Local Staff	1800 Bangkok Org ESCAP MPDD DPS
M Collective search help M Search Term	EE Subgrp G3 General Service G	1-4 13 Appt Permanent Exp 31.01.2
• 🚯 Free search	Ratic Data Contract Data Raced	Data Tana Data Banafite Data 6
	CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR	
	Infotype text S.	Period
	Infotype text S. Organizational Assignment	Period
	Infotype text S. Organizational Assignment Planned Working Time	Period Period From 09.03.2015 To 20.03.2015
	Infotype text S. Organizational Assignment Planned Working Time	Period Period From 09.03.2015 To 20.03.2015 O Today Ocur.week
	Infotype text S. Organizational Assignment Planned Working Time Time Quota Compensation Absences	Period From 09.03.2015 To 20.03.2015 OToday Curr.week Al Current month
	Infotype text S. Organizational Assignment Planned Working Time Time Quota Compensation Absences Attendances	Period From 09.03.2015 To 20.03.2015 Today Curr.week Al Current month From curr.date Last week
	Infotype text S. Organizational Assignment Planned Working Time Time Quota Compensation Absences Attendances Substitutions	Period From 09.03.2015 To 20.03.2015 O Today All Current month From curr.date Last week To Current Date Last month
	Infotype text S. Organizational Assignment Planned Working Time Time Quota Compensation Absences Attendances Substitutions Overtime	Period From 09.03.2015 To 20.03.2015 O Today All Current month From curr.date Last week To Current Date Last month Current Period Current Year

9. Click Choose.

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ers No.								
CONTRACTOR OF		6248459		Pers.Assgn	303501	69 06248459	-	2
ane Ch	NIE N	ARGARETA		EOD UN 01.0	5.2000 NAT	Thai	Emp. Stat	Active
E Group	2	Local Staff		THOO	Bangkok	Org E	SCAP MPDD DPS	
E Subgr	p GS	General Ser	vice	G-4	13 Appt	Permanent	Exp 31.	01.202
Cho	ose	09.03.201	5 To	20.03.201	5 ST;	y.		
Absence	15							
Star	Date	End Date	Ab.	Att./abs.type	text	From To	P Ahs days	Ho
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	E Group E Subgr Cho Absence Stat	ame CANIE M E Group 2 E Subgrp G3 Choose Absences Start Date 09.03.2015	ame CANIE MARGARETA E Group 2 Local Staff E Subgrp 63 General Ser Choose 09.03.201 Absences Start Date End Date 09.03.2015 20.03.201	Isme CANTE HARDARETA E Group 2 Local Staff E Subgrp G3 General Service Choose 09.03.2015 To Absences Start Date End Date Ab 09.03.2015 20.03.2015 1100	Iame CANTE MARGARETA EOD UN 01.0 E Group 2 Local Staff THOO THOO E Subgrp 03 General Service 0-4 0-4 Choose 09.03.2015 To 20.03.201 Absences Start Date End Date Ab. Att./abs. type 09.03.2015 20.03.2015 1100 Annual Leave	Iame CAMIE MARGARETA EOD UN 01.05.2000 NAT E Group 2 Local Staff THOO Bangkok E Group 2 Local Staff THOO Bangkok E Subgrp G3 General Service G-4 13 Appt Choose 09.03.2015 To 20.03.2015 ST Absences Start Date End Date Ab Att./abs. type text 09.03.2015 20.03.2015 1100 Annual Leave	Iame CANTE MARGARETA EOD UN 01.05.2000 MAT Thai E Group 2 Local Staff TNO0 Bangkok Org E E Subgrp G3 General Service G-4 13 Appt Permanent Choose 09.03.2015 To 20.03.2015 STy. Absences Start Date End Date Ab Att /abs. type text From Tr 09.03.2015 20.03.2015 1100 Annual Leave	Iame CANTE MARGARETA EOD UN 01.05.2000 MAT Thai Emp. Stat E Group 2 Local Staff TNOO Bangkok Org ESCAP MPDD DPS E Subgrp G3 General Service G-4 13 Appt Permanent Exp 31. Choose 09.03.2015 To 20.03.2015 STy. Absences Start Date From To P. Abs.daxs. 09.03.2015 20.03.2015 1100 Annual Leave 10.0

- 10. After reviewing the record details, click \bigcirc 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.

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Display Absences (2001)		
🔊 🗔 🙎 🕤 📜 Personal work sch	edule Activity allocation Cost	assignment External services 🐺
	Pers. No. 6248459	Pers.Assgn 30350169 06248459 🔹 💱
Find by	Name CAMIE MARGARETA	EOD UN 01.05.2000 MAT Thai Emp. Stat Activ
 Ag Person 	EE Group 2 Local Staff	T800 Bangkok Org ESCAP MPDD DPS
 Collective search help 	EE Subgrp G5 General Service	e 0-4 13 Appt Permanent Exp 31.01.20
M Search Term M Free search	Start 09.03.2015	To 20.03.2015 Chg. 23.03.2015 EMERCEZ
	Absence	
	Absence type	1100 Annual Leave
	Time	- Prev.day
	Absence hours	80.00 Full-day
	Absence days	10.00
	Calendar days	12.00
	Quota used	10.00 Days
	Advance payment	
	Off-cycle reason	
	Payment date	
	Payrol Identifier	
	Paural hose	

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Last modified: 20 February 2023

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
- <u>Recording WAE Attendance</u>

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TERMS OF USE

Last modified: 2 June 2022

Recording CTO Accrual

Review This



1. Should only be used in cases where the staff member and time administrator do not have access to ESS and are unable to record entries.Start the transaction using the menu path or transaction code.

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SAP Easy Access - User menu	for Gal

- 2. Click of after typing PA30 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.

👦 🔎 Maintain Time Data	
🗋 🖉 🛍 🗊 🔝 🎆 List entry 🛛 🖬	Week 🖽 Month 🖽 Year
Image: Collective search help · Image: Image: Image: Collective search help · Image: Image: Image: Image: Collective search help · Image: Image: Image: Image: Image: Collective search help · Image:	Personnel no. 10073774 Name Emp. stat Active EE Group 2 Local Staff 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 Period Period From 01.01.2019 To 30.01.2019 Today Current month Gurent Date Last week To Current Date Last month Current Period Current Year Direct selection Infotype 2002 STy Direct selection STy STy Infotype 2002 STy Corrections STy Sty Direct selection Sty Sty

4. Click 🙋 to continue.

Maintain Time Data				
🗋 🗊 🧟 🎹 List entry 🛛 🛅	Week 📠 Month 💼 Year	Restrictions		
	[
1500	Percepted no. 10073774	PSG A/AType Att./abs. type text		
Collective search help	Vers Facher Manaret 20073714	99 1001 Attendance (WAE)		
Search Term	Name Esther Mangeni AGANIRA EOD UN 10.07.2017 NAT Ugandan	99 1002 Attendance (Compressed)		
Free search	EE Group 2 Local Staff 0G01 Entebbe 0rg ODMS	99 1003 Overtime (1.0)		
	EE Subgrp GS General Service G-5 09 Appt Fixed Term	99 1004 Overtime (1.5)		
		99 1005 Overtime (2.0)		
	Umoja Time Data E 🚺	99 1000 CTO Accidar		
	Planned Working Time 🖌 🔺 Period	99 1008 Teleconnicting		
	Absences	99 1010 Weekend Premium		
	Attendances	99 1013 Night Differential		
	Substitutions	99 1014 No Danger Pay		
	Absonce Quistas	99 1015 MSA Override		
	Queta Corrections	99 1017 No MSA		
	Cuota corrections OFrom curr.date Clast w	99 1018 Daily Cnf Lng-Addt'l Days		
	The Quota Compensation O To Current Date Clast m	99 1019 CTO Accrual 1.5		
	Time Transfer Specifications OCurrent Period OCurrent	99 1020 CTO Accrual 2.0		
	Choose	99 1021 Official Bus w/Travel		
	÷	99 1022 Official Bus No Travel		
		99 1023 Telecommuting-COVID-19		
	Direct selection	19 Entries found		
	Infotype Attendances STy			

5. Click \Box to display the list of options for STy.

6. Select the appropriate attendance type.

Subtypes for infotype "Attendances" (1)				
Restrictions				
✓	🛛 (4) (4)	t 😹 🐵 🕒 ,		
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		

7. Click 🗹 to confirm selection.

This is the full list of attendance types that have to be chosen from.

- Attendance (WAE) used for WAE contracts. Attendance has to 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 has to be processed with a 1.0 payment factor
- **Overtime (1.5)** used when you are recording overtime that has to be processed with a 1.5 payment factor
- **Overtime (2.0)** used when you are recording overtime that has to 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.

This is the full list of attendance types that have to be chosen from.

- 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.

👦 🔎 Maintain Time Data	
🗋 🖉 🛍 🛱 🤽 🛗 List entry 🛛 🖬	Week 🔤 Month 🕮 Year
 Find by Person Collective search help Generative Search 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 E. Planned Working Time Period Period Prom 19.12.2022 To 19.12.2022 Today Current week All Current month From curr.date Last week To Current Period Current Year Direct selection Infotype Attendances STy 1006 CTO Accrual Direct selection STy 1006 CTO Accrual STy 1006 CTO Accrual Direct selection STy 1006 CTO Accrual STy 1006 CTO Accrual Direct selection STy 1006 CTO Accrual STy 1006 CTO Accrual

8. Click to create the attendance record.

✓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓					
🔄 🗟 🜊 🗊 🎹 Personal work schedule 🛛 Activity allocation 🛛 Cost assignment 🛛 External services 🛛 👼					
 ◆ ◆ ● 题 图 图 ● ◆ 全 Find by ◆ 脅 Person ◆ 尙 Collective search help ◆ 尙 Search Term ◆ 尙 Free search 	Pers. No. 10073774 Pers.Assgn 30910623 10073774 Pers. 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 To 19.12.2022 To 19.12.2022				
	Attendance Attendance type 1006 CTO Accrual Time 17:00 Time 17:00 Previous day Attendance hours 1.00 Full-day Attendance days 0.13 Calendar days 0.00				

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 18:00. Click Section 24 hour format, i.e. 5:00 to 6:00 or 17;00 18:00. Click

- 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 of < enter date(s) >. Email from approving manager, < enter name/title >, dated < date > refers.



- 12. Click \blacksquare to save the note.
- 13. Click \square again to save the record.
- 14. Click \bigcirc to exit the action and return to the SAP Easy Access screen.



Recording WAE Attendance

Review This

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

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

⊡ <u>M</u> enu	<u>E</u> dit	<u>F</u> avorites	Extr <u>a</u> s	S <u>y</u> stem	<u>H</u> elp
PA3	0	•) « 🖯	🗟 🙆 (2 🖨
SAP E	asy A	ccess -	User I	menu fo	or Gal
	õ 5	5 🏂 🖉 1	•		

2. Click Seafter typing PA30 in the Command text box.

👦 🔎 Maintain Time Data	
🗋 🖉 🛍 🛍 🔽 🏦 List entry 🛛 🛅	Week 🛅 Month 🛅 Year
· 응 응 응 응 응 응 응 응 응 응 응 응 응 응 응 응 응 응 응	Personnel no. 10073774 Name Internation Emp. Stat Active EE Group 2 Local Staff Org ODMS ASU
	EE Subgrp GS General Service G-5 09 Appt Fixed Term Exp 30.06.2021 Umoja Time Data E Period Image: Comparison of the service of the se
	Direct selection Infotype 2002 STy

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

🦻 . Maintain HR Master	Data				
0/40002					
im im<	Personnel No. 43458 Ease Oven Chapman EE Group 3 Conf Language Staff EE Subgro TR Translator Basic Data Contract Data	Pers.Assgn OD UN 00.0 US00 T-II Payroll Data	30085005 000634 1.2014 SAT Palestina New York 0 109 Apps Tempo Time Data Ben	S8 • Imp. Stat Imp. Stat Imp. DGACH MPD VRS Carly Exp. [31. Hefts Data 5]	Active Av5 12.2017
	Infotype text Actions Organizational Assignment Personal Data Family Member/Dependents Documents on Dependents Addresses Bank Details	1 1 1 1 1 1	Period Period From Today Prom curr.date To Current Date Current Period	To Curt.week Current month Last week Last month Current Year	

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

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Image: Second	🗋 🖉 🛍 🛱 🔛 🛅 List entry 🛛 🛅
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Umoja Time Data E. [] Planned Working Time Period Absences Period Substitutions From 01.01.1800 To 31.12.9999 Substitutions Ourrections Time Quota Corrections From curr.date Time Quota Compensation To Current Date Time Transfer Specifications Current Year Choose Direct celection	
Infotype Attendances STy	

5. Select the Attendances infotype and select All for Period. Click ²/₂ to display the list of Attendances records.

🖻 List Attendances (2002)		
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List Attendances (2002)		
0000		
Find by • Op Person	ers. No. Detailed Pers.Assgn Detailed and ame batter Recent EOD UN 10.07.2017 NAT agent E Group 2 Local Staff UG01 Entebbe	Emp. Stat Active
• (1) Search Term • (1) Free search	E Subgrp GS General Service G-5 09 Appt Fixed Choose 01.01.1800 To 31.12.9999 STy. Attendances	to P Att days Hol
	30.01.2019 30.01.2019 1003 Overtime (1.0) 1003 28.01.2019 28.01.2019 1003 Overtime (1.0) 1003	17:30 19:00 0.19 17:30 19:00 0.00
	24.01.2019 24.01.2019 1003 Overtime (1.0) 102 22.01.2019 22.01.2019 1003 Overtime (1.0) 103	17:30 20:00 0.31 17:30 20:00 0.31
	13.12.2018 13.12.2018 1003 Overtime (1.0) 1003 06.12.2018 06.12.2018 1003 Overtime (1.0) 1033	17:30 19:00 0.19 17:30 19:30 0.25
	04.12.2018 04.12.2018 1003 Overtime (1.0) 102 28.11.2018 28.11.2018 1003 Overtime (1.0) 102	17:30 19:30 0.25 17:30 18:30 0.13
	27.11.2018 27.11.2018 1003 Overtime (1.0)	17:30 20:30 0.38

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 content to the Maintain HR Master Data screen.

🦻 . Maintain HR Master	Data	
0/40002		
Greate (73) ☐ ☐ (%) (%) Find by • (2) Person • (2) Colective search help • (2) Search Term • (2) Free search • (2) Free search • (2) Free search • (2) Free search	Personnel No. 63455 Pers.Asr Name Oven Chapman EOD UN 05 EE Group 7 Conf Language Staff 5500 EE Subgrp TR Translator 7-11 Basic Data Contract Data Payrol Dat	agn 300655005 60063458 • • • • • • •
	Infotype text S- Organizational Assignment Planned Working Time Time Quota Compensation Absences Attendances Substrutions Overtime Matemity Protection/Parental Leave Absence Duotas	Period © Period From 27.12.2016 To 27.12.2016 Today Curr.week AI Current month From curr.date Last week To Current Date Last month Current Period Current Year © Choose

7. Enter the date(s) of attendance in the From and To text boxes.

Select the Attendances infotype. Click to create a new Attendances record.

👼 . Maintain Time Data				
	Week III Meeth III Veer			
	week de Month de Year	Subtypes for infotype "Attendances" (1)		
		Restrictions		
Find by		~		
- 😥 Person	Personnel no. LHITITH			
Collective search help	Name further manual manufacture FOD IN 10.07.2011 mit mondan Fmp Stat Acti			
• 🛱 Search Term		PSG A/AType Att./abs. type text		
Free search		99 1001 Attendance (WAE)		
	EE Subgrp GS General Service G-5 US Appt Fixed Term Exp 30.06.2	99 1002 Accentiance (compressed)		
		99 1003 Overtime (1.0)		
	Umoja Time Data E 🛄	99 1004 Overtime (1.5)		
	Planned Working Time 🖌 🔺 Period	99 1005 Overline (2.0)		
	Absences	00 1008 Telecommuting		
	Attendances From 27,12,2020 To 27,12,2020	1000 Teleconindung		
	Substitutions	00 1010 Weekend Premium		
	Absence Quintas	00 1013 Night Differential		
	Queta Corrections	99 1014 No Danger Pay		
	OFrom curr.date OLast week	00 1015 MSA Override		
	The Quota compensation O To Current Date O Last month	99 1017 No MSA		
	Time Transfer Specifications OCurrent Period OCurrent Year	99 1018 Daily Onf Lng-Addt'l Days		
	Choose	99 1019 CTO Accrual 1.5		
	· · · · · · · · · · · · · · · · · · ·	99 1020 CTO Accrual 2.0		
		99 1021 Official Bus w/Travel		
	Direct selection	99 1022 Official Bus No Travel		
		99 1023 Telecommuting-COVID-19		
	Infotype Attendances STy	19 Entries found		

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



9. Click 🗹 to confirm selection.

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Create Attendances (2002)					
🔄 🗟 🤽 🗊 🎹 Personal work sched	ule Activity allocation Cost assignment External services				
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- 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 < enter date(s) >. Email from approving manager, < enter name/title >, dated < date > refers.
 Click I to save the record.

👦 🛛 Maintain Time Data	
🗋 🖉 🛍 🗊 🔛 🏦 List entry 🛛 🔖	Week 🛅 Month 🛅 Year
 ← → 御 密 密 交 全 Find by ◆ 脅 Person ◆ 聞 Collective search help ◆ 聞 Search Term ◆ 聞 Free search 	Personnel no. Description Emp. Stat Active Name Mamperi Local Staff 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 Period Absences Period Substitutions From 01.01.1800 To 31.12.9999 Substitutions Today Absence Quotas Ourrent month Quota Corrections From curr.date Time Quota Compensation To Current Date Time Transfer Specifications Current Period Direct selection STy

12. Select All for Period. Select the Attendances infotype. Click ²² to display the list of Attendances records.

🖻 List Attendances (2002)	_	
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List Attendances (2002)		
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← ← ₩ ₩ ₩ ♥ ☆ Find by • ₩ Person • ₩ Collective search help • ₩ Search Term • ₩ Free search	Pers. No. Description Pers.Assgn Matheway Name Extent Backgrid BED UN 10.07.2017 NA EE Group 2 Local Staff UG01 Entebbe EE Subgrp GS General Service G-5 09 Appt Fix Image: Choose 01.01.1800 To 31.12.99999 STy. STy.	Emp. Stat Active Org ODMS ASU ed Term Exp 30.06.2021
	Attendances	From to P Att days Hol
	30.01.2019 30.01.2019 1003 Overtime (1.0) 28.01.2019 28.01.2019 1003 Overtime (1.0)	17:30 19:00 0.19
	24.01.2019 24.01.2019 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) 04.12.2018 04.12.2018 1003 Overtime (1.0)	17:30 19:30 0.25 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

13. Note that the new record is displayed in the list. Click ^(R) 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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Last modified: 20 February 2023

Create Absence Record

Review This



corresponding approval of the ESS workflow has been obtained before recording the ECC entry. In addition be sure to add a note to the entry indicating why the transaction is made in ECC and confirming that the approval has been received.

 This action should only be used in exceptional cases where both the staff member and time administrator are unable to create an absence record in the ESS portal.

Start the transaction using the menu path or transaction code.

⊡ <u>M</u> enu	<u>E</u> dit	<u>F</u> avorites	Extr <u>a</u> s	S <u>v</u> stem	<u>H</u> elp
PA3	0	•	« 🖯	🗟 🚫	R 🖶
SAP E	asy A	ccess -	User I	menu fo	or Gal

2. Click 🧭 after typing PA30 in the Command text box.



3. Enter the staff member's personnel number. Click 🥙 to validate entry.

👦 🔎 Maintain Time Data	
🗋 🖉 🛍 🛱 🤽 🎆 List entry 🛛 🔯	Week 🛅 Month 🛅 Year
 ← → ₩ ₩ ₩ ▷ ☆ Find by ✓ ♥ Person ● Collective search help ● ★ Search Term ● ★ Free search 	Personnel no. 10073774 Name 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 E. Planned Working Time Image: Period Absences Image: Period Attendances Image: Period Substitutions Image: Period Absence Quotas Image: Period Quota Corrections Image: Period Time Quota Compensation Image: Period Time Transfer Specifications Image: Period Direct selection Image: Period Infotype Absences STy 1100 Annual Leave

4. 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				
🖸 🖉 🛱 🤽 🛗 List entry 🛛 🔤	Week 🔤 Month 🛅 Year			
 ← → ₩ ₩ ₩ ₩ ★ ▲ 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 E T Planned Working Time Absences Period Period			
	Attendances Substitutions Absence Quotas Quota Corrections Time Quota Compensation Time Transfer Specifications Image: Current Period Current Year Choose			
	Direct selection Infotype Attendances STy 1006 CTO Accrual			

5. Click to create a new record.

6. Click 🚺 to scroll down, if necessary, to locate the appropriate Leave Type.

C S	Subtypes fo	or infotype "Absences" (1) 3	0 Entries found
	Restrictio	ins	
		V	
		13 13 19 1	
PSG		Att /abs_type text	
99	1108	Special Leave without Pay	
99	1109	Administrative Leave wPay	*
99	1110	Suspension without Pav	
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	
99	1122	HalfSickLeave w/Half Duty	
99	1123	Half Sick Leave w/Half AL	
99	1124	CTO Use	
99	1126	Paternity Leave	
99	1127	Adoption Leave	
99	1129	Administrative Lv w/o Pay	
99	1130	Special Leave Partial Pay	<u></u>
00 1121 Sick Leave - Svc Incurred			
3	0 Entries fo	ound	

- 7. Select the appropriate Leave Type.
- 8. Click \checkmark to confirm selection.

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.

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.
- Half SickLeave w/Half Duty used to record sick leave with half pay combined with work (for full pay status).
- Half SickLeave w/Half AL used to record sick leave with half pay combined with annual leave (if available) for full pay status.
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- 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.
- 9. Click 🕑 to validate entry.
- 10. Press F9 to enter comments.

In	fotyp	e 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></date></name>
	4	

11. The note should contain the following elements:

Absence record created for s/m for < enter reason for record > for the period of < enter date(s) >. Email from

approving manager, < enter name/title >, dated < date > refers.

Click \blacksquare to save the comments you have entered.

•	100 0 0 0 0 1 1 1 1) (2011년 19년 19년 19년 19년 19년 19년 19년 19년 19년
Change Absences (2001)	ave (Ctri+5)	
🕥 🕞 🧝 📋 📆 Personal work sche	dule Activity alocation Cost	t assignment External services 🛛 👼
	Pers. No. 92993604 Hame Charly DOBRIS EE Group 2 Local Staff EE Subgrp 7C Trades & Cra	Pers.Assgn 30006534 92993604 Image: Constraint of the state of th
• M Free search	Start 16.03.2015	(C) To [27.03.2015] Chg. [20.03.2015][DHENDEZ
	Absence	
	Absence type	1124 Patemity Leave
	Time	- Prev.day
	Absence hours	80.00 ØFul-day
	Absence days	10.00
	Calendar days	12.00
	Quota used	10.00 Days
	Advance payment	
	Off-cycle reason	
	Payment date	
	Payrol Identifier	

- 12. Click \blacksquare to save the record.
- 13. Click 🙆 to return to the SAP Easy Access screen.

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TERMS OF USE

Last modified: 20 February 2023

Modify Attendance/Absence Record

Review This



1. Modify will only allow the HR Partner to change dates or characteristics for a specific attendance or leave type. The system will not allow the HR Partner to change the subtype of the attendance/leave.

Start the transaction using the menu path or transaction code.

🔄 <u>M</u> enu <u>E</u> dit <u>F</u> avorites	Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp
PA30	« 🖯 I 🗟 🔕 🕞 I 🖨
SAP Easy Access -	User menu for Gal

- 2. Click 🧭 after typing PA30 in the Command text box.
- 3. Enter the staff member's personnel number in the Personnel No. text box. Click 🗹 to continue.

👦 🔎 Maintain Time Data	
🗋 🖉 🛍 🖬 🔜 🎆 List entry 🛛 🖷	Week 🖽 Month 🚯 Year
Image: Second secon	Personnel no. 10073774 Name Formation Emp. Stat Active EE Group 2 Local Staff UG01 Market 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 Period Absences Period Attendances Substitutions Substitutions Image: Current week Absence Quotas Image: Current week Quota Corrections Image: Current week Time Quota Compensation To Current Date Time Transfer Specifications Current Period Current Period Current Year Choose Choose

- 4. To locate the record you want to modify, enter a date range that covers part of the absence duration. Enter the Infotyp ID for the type of record you want to modify. Click to continue.
- 5. Click \square to select the record you want to modify.

List Absences (2001)		
	Pers. No. 10073774 Pers.Assgn 30010002 30010074 V	
Find by	Name Emileer Rangent Bill EDD UN 10.07.2017 Per Bander Emp. Stat Active	
🝷 🏰 Person	EE Group 2 Local Staff UG01 Entebbe Org ODMS ASU	
Collective search help	EE Subgrp GS General Service G-5 09 Appt Fixed Term Exp 30.06.202	1
• 🔄 Search Term	Choose 04.01.2021 To 08.01.2021 STy. 1100	
	Absences	
	Start Date End Date Ab Att./abs. type text From To P Abs.days Ho	1
	04.01.2021 08.01.2021 1100 Annual Leave 5.00	

6. Select the record you want to modify. Click 🥒 to edit the record.

Change Absences (2001)	
🗟 🗟 🤽 🗊 🎹 Personal work schedul	e Activity allocation Cost assignment External services
Find by	Pers. No. Dertitite Pers.Assgn Derties period of the Pers. Assgn Derties Pers. Assgn Englisher Emp. Stat Active
• 🚱 Person	EE Group 2 Local Staff UG01 UG01 Org ODMS ASU
・倫伯 Collective search help ・倫伯 Search Term ・倫伯 Free search	EE Subgrp GS General Service G-5 09 Appt Fixed Term Exp 30.06.2021 Start 04.01.2021 To 08.01.2021 Chg. 09.12.2022 TM02ALL04 💋
	Absence type 1100 Annual Leave
66666	Time Prev.day
	Absence hours 40.00 V Full-day
	Absence days 5.00
	Calendar days 5.00
	Quota used 5.00 Days

- 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 Store to accept the change.
- 8. Press **F9** to add a note.
- 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 >.

In	fotyp	e Text
	1	Staff member has requested an update on the Annual Leave for the
	3	notification from the time manager. <name last="" name=""> <date></date></name>
	4	

- 10. Click \square to save the note.
- 11. Click \square again to save the record.

Ø 🔹 🗸 🖉	8 6 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
Change Absences (2001)							
🗟 🗟 🤽 🗊 🋅 Personal work schedu	le Activity allocation Cost assignment External services 🐼						
← → 副 密 勝 受 全 Find by ・ 聞 Collective search help ・ 聞 Search Term ・ 聞 Free search	Pers. No. Boot International Control Internatin Control Internatione Control International Control Int						
	Time Prev.day Absence hours 40.00 Absence days 5.00 Calendar days 5.00 Quota used 5.00						

- 12. Click 🚾 to return to the Maintain HR Master Data screen.
- 13. Click 🧐 to return to the SAP Easy Access screen.

An absence record must now be created for the period of CSL. The staff member should submit the request for CSL through ESS.

If necessary, the HR Partner can create a leave request for the period of CSL approved by following the common set of instructions for request a leave absence in ECC.



IT2013 (Quota Correction) should be used ONLY for the following exceptional adjustments to

quotas in:

- 1. Adjustment of Annual Leave Home Leave while on Maternity Leave / Paternity Leave;
- 2. Adjustment of Annual Leave Home Leave while on Sick Leave;
- 3. Adjustment of Annual Leave balance at the beginning of the cycle, when exceptional approval to carry over a balance greater than 60 days of Annual Leave has been granted.

The procedure documented below illustrates adjusting home leave for maternity leave.



Review This

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





2. Click 🧭 after typing PA20 in the Command text box.

HR master data Edit	t <u>G</u> oto	Extras	Utilities(M)	Settings	System	He
	• «		🙆 🛛 🗶 🖌	M M I \$	000	
Display HR Mas	ter Dat	а				
68° <u>@</u>						
	82)	Personnel No.	6248	459	
Find by						
▼ & Person						
Collective searce M Search Term	h help					

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

💌 🔎 Display HR Master D	Data				
	Personnel No. 12806962 Pers.Assgn 30005198 12806966 Name Kizza PAMELIA EOD UN 15.09.2008 NAT of the US.	2 • 😪			
AB Person M Collective search help M Search Term M Free search	EE Group 2 Local Staff US00 New York Or EE Subgrp GS General Service G-S 07 Appt Fixed Ter Basic Data Contract Data Payrol Data Time Data Beneral	New York Org DGACM OUSG ICTS 07 Appt Fixed Term Exp 31.07.20 ta Time Data Benefits Data S			
	Infotype text S Period Organizational Assignment Planned Working Time Time Quota Compensation Absences Attendances Substitutions Overtime Overtime Period Period From Today All To Current Date Ocurrent Period	To Curr.week Current month Last week Last month Current Year			

4. Enter the Overview Absences Infotype ID, 2001, in the Infotype text box. Click ²² to view the list of Absences.

Choose								
	Pers. No.	6248459		Pers.Assgn	3035016	9 06248459	-	2
Find by	Name CAMIE	ARGARETA		EOD UN 01.05.	2000 NAT '	Thai	Emp. Stat	Active
• 🚑 Person	EE Group 2	Local Staff		THOO 8	angkok	Org ES	CAP MPDD DPS	
 Collective search help 	EE Subgrp	General Serv	ice	G-4	13 Appt	Permanent	Exp 31.	01.202
Search Term Erae search	Choose	09.03.2015	To	20.03.2015	STy.			
an rice search	Absences							
	Start Date	End Date	Ab.	Att./abs. type te	at	From To	P Abs days	Ho
	09.03.201	5 20.03.2015	1100	Annual Leave			10.0	0 -

5. When a Maternity Leave record and an Annual Leave – Home Leave record overlap the HR Partner will only credit the AL days that are concurrent with the staff member's Maternity Leave absence record. Click to select the AL-HL record.

verview Absences (2001)								
DODR								
- <u>* * * *</u>	Pers. No.	27722157	Pers.Augn	30007153	3 27722157		5	
l by	Name Eli ELI	A	EOD UN 02.0	7.2007 BAT 8	Intah	Emp. Stat	Active	
Collective search help Find by	EE Group 1	International	Staff [0300]	New York	Org DO	ACH DO ETRS E	CS	
· M Search Term	Choose	Professional &	To 31,12,999	STy.	Permanent	Exp 20.4	4.1038	
• 🝈 Free search	Absences							
	Start Date	End Date	Ab Att./abs. type	text	From To	P Abs.days	10	
	82.67.200	\$ 22.07.2015	1114 Annual Leave-H	Iome Leave		14.00	-	
	14.04.201	5 04.08.2015	1102 Matemity Leave			79.00		
	1							
	1							
							- :	
	110							
					Entry	1 of	2	

6. Click *Choose* to open the record. We can see that the total number of home leave days that overlap with maternity leave is 14.

🖉 💌 🖷	🔞 🗞 🖨
Display Absences (2001)	Back (F3)
🔊 🕼 🧟 👕 🎹 Personal work sch	hedule Activity allocation Cost assignment External services 👼
	Pers. No. 27722157 Pers.Assgn 30007153 27722157 V
Find by	Name El1 ELZA EOD UN 02.07.2007 NAT British Emp. Stat Active
* 🗟 Person	EE Group 1 International Staff US00 New York Org DGACM DD ETRS ECS
Collective search help	EE Subgrp PR Professional & Above P-3 06 Appt Permanent Exp 30.04.203
M Search Term M Free search	Start 02.07.2015 To 22.07.2015 Chg. 08.04.2015 EMERIDEZ
	Absence
	Absence type 11114 Annual Leave-Home Leave
	Time Prev.day
	Absence hours 112.00 V Full-day
	Absence days 14.00
	Calendar days 21.00
	Quota used 14.00 Days
	Quota used 14.00 Days Advance payment
	Quota used 14.00 Days Advance payment Off-cycle reason
	Quota used 14.00 Days Advance payment Off-cycle reason Payment date
	Quota used 14.00 Days Advance payment Off-cycle reason Payment date Payment date

- 7. Click 🚾 to continue.
- 8. Click 🚾 again to return to the Display HR Master Data screen.
| 全 は に た ま た に た に た に た に た に た に た に た に た | Personnel No. 12806962 P | ers.Assgn 30005198 12806962 💌 💱 |
|---|---|--|
| Ag Person M Collective search help | | UN 15.09.2008 NAT of the USA Emp. Stat Activ |
| M Search Term M Free search | EE Group 2 Local Staff
EE Subgrp 03 General Service
Basic Data Contract Data Payr | 0500 New York Org DGACM OUSG ICTS G-5 07 Appt Fixed Term Exp 31.07.20 oll Data Time Data Benefits Data S C C |
| | Infotype text
Organizational Assignment
Planned Working Time
Time Quota Compensation
Absences
Attendances
Substitutions
Overtime
Matemity Protection/Parental Leave
Absence Quotas | S. Period
Period
From To
Today Curr.week
All Current month
From curr.date Last week
To Current Date Last worth
Current Period Current Year
Choose |

- 9. Enter the Overview Absences Quota Infotype ID, 2006, in the Infotype text box. Click a to view the list of records.
- 10. Click to select Annual Leave Balance.

Overview Absence Quotas	(2006)							
Choose								
00 8 x 8 8 8	Pers. No. 27722157 Pers	Aasgn 30007153 27722157	• 射					
Find by	Same Eli ELZA EOD U	02.07.2007 MAI Brtsh	Emp. Stat: Active					
* All Person	EE Group 1 International Staff	2500 New York Org DG	ACH DD ETRS ECS					
Collective search help Mission Term	EE Subgro PR Professional & Above	P-3 06 Appt Permanent	Exp 30.04.2038					
· M Free search	E Choose 01.03.2015 To 31.	95.2015 STy.						
	Absence Quotas							
	Start Date End Date A Quota to	nt Start ded	End ded. Number	Deduction	From	To	L	
	01.04.2015 31.03.2016 01 Annual L	eave Balance 01.04.2015	31.10.2016 34.50000	14.00000				-
	01.04.2015 31.03.2016 03Uncertifi	Hd SL 01.04.2015	31.03.2016 7.00000	0.00000				-
	01.09.2014 31.12.9999 025kk Leav	e with Full Pay 01.09.2010	31.12.9999 195.00000	0.00000				
	01.09.2014 31.12.9999 04Skk Leav	e with Half Pay 01.09.2010	31.12.9999 195.00000	0.00000				
	01.09.2014 31.12.9999 09Home La	ave Points 01.09.2014	31.12.9999 20.00000	0.00000				
	01.04.2014 31.03.2015 01 Annual L	eave Balance 01.04.2014	31.10.2015 34.50000	0.00000				
	01.04.2014 31.03.2015 03Uncertify	ed SL 01.04.2014	31.03.2015 7.00000	0.00000				

11. Click *Choose* to view the record.

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Display Absence Quotas (2006)	
🔊 🕞 🧟 👕 🎹 Personal work sch	edule Activity allocation	Cost assignment External services 🐯
(+ +) (* * * *	Pers. No. 277221	57 Pers.Assgn 30007153 27722157 💌 💱
Find by	Name Eli ELZA	EOD UN 02.07.2007 NAT British Emp. Stat Active
 Ag Person 	EE Group 1 Interna	tional Staff US00 New York Org DGACM DD ETRS ECS
M Collective search help M Search Term M Free search	EE Subgrp PR Profess From 01.04.	Onal & Above P-3 0.6 Appt Permanent Exp 30.04.201 2015 To 31.03.2016 Chg. 08.04.2015 EMENDEZ
	Absence quota	
	Category	01 Annual Leave Balance
	Time	
	Quota number	34.50000 Days
	Deduction	14.00000 >> Neg. deduction to 28.00000-
	Deduction from	01.04.2015

12. Click 🚾 to continue.

It is important for the HR Partner to review the Absence Quota record prior to making any changes to the system to ensure they refund the staff member the correct number of annual leave days.

13. Click 🪾 again to return to the Display HR Master Data screen.

🔄 <u>M</u> enu <u>E</u> dit <u>F</u> avorites	Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp
PA30 -	« 🖯 I 🗟 🙆 🕞 I 🖨
SAP Easy Access -	User menu for Gal
🔁 🔄 🧽 🤸 🖉 I	* *

14. Now we will proceed to refund the days we have verified. Click Sector after typing PA30 in the Command text box.

• « 🗄	@ @ @ ⊖ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Maintain HR Master	Data
🗅 🖉 🕸 🛈 🥵	
	Personnel No. 27722157 Pers.Assgn 30007153 27722157
Find by	Name Eli ELZA EOD UN 02.07.2007 NAT British Emp. Stat Ac
• ag Person	EE Group 1 International Staff US00 New York Ozg DGACM DD ETRS ECS
Collective search help Gearch Term Gearch Term	EE Subgrp PR Professional & Above P-3 06 Appt Permanent Exp 30.04.
- UU rice search	Basic Data Contract Data Payrol Data Time Data Benefits Data S
	Informe taxt c Period
	Actions I Period
	Organizational Assignment
	Personal Data Curr.week
	Family Member/Dependents 🗸 🔿 Al OCurrent month
	Documents on Dependents OFrom curr.date Clast week
	Addresses O To Current Date Clast month
	Contract Elements
	Monitoring of Tasks
	Direct selection

15. Click Set after typing 2013 (the infotype for quota corrections) in the Infotype text box.

Maintain HR Master	ter Data			
🗅 🖉 🐨 🛈 🖑 👕 🧟				
Pind by Bar Person M Collective search help M Search Term M Free search	Personnel No. 27722157 Name Eli ELZA El EE Group 1 International Staff EE Subgrp FR Professional & Above	Pers.Assg OD UN 02. US00 P-3	In 30007153 277221 07.2007 NAI British New York (06 Appt Permar	Emp. Stat Active Drg DGACM DD ETRS ECS hent Exp 30.04.2038
	Infotype text Actions Organizational Assignment Personal Data Family Member/Dependents Documents on Dependents Addresses Bank Details Contract Elements Monitoring of Tasks Direct selection Infotype Quota Correction	S	Period Period From Today Al From curr.date To Current Date Current Period STy	To Curr.week Current month Last week Current Year

- 16. Click to create a new record.
- 17. In this case we will select the Annual Leave Balance as it is the quota we will refund. Click Annual LEave Balance.

¢	Subtyp	es for inf	otype "Quota Corrections" (1)	
	Rest	rictions		
	_		V.	
			☆ @ 🕒 🖌	
ES	G PSGp	AQTy	Quota text	
1	99	01	Annual Leave Balance	
1	99	02	Sick Leave with Full Pay	
1	99	03	Uncertified SL	
1	99	04	Sick Leave with Half Pay	
1	99	05	Compensatory Time-Off	
1	99	07	Compressed Reg Day Off	
1	99	09	Home Leave Points	

18. Click 🗹 to confirm selection.

Provide For Taxa crock of	rem Heb	
	8 (8 (8) © M (R) T) L)	11) 🔁 🗹 🥹 👯
Create Quota Corrections (2	013)	
👌 🕃 🧟 🗊 🏢 Personal work sched	le Activity allocation Cost assig	prment External services 🌄
	Pers. No. 27722157	Pers.Assgn 30007153 27722157 🔹 💱
and by	Name Eli ELZA	EOD UN 02.07.2007 NAT British Emp. Stat Activ
A Person	EE Group 1 International Staff	US00 New York Org DGACM DD ETRS ECS
Collective search help	EE Subgrp PR Professional & Abo	ve P-3 06 Appt Permanent Exp 30.04.20
- In Search Term	a	
Free search	Start 08.04.2015	
• 👔 Free search	Start 08.04.2015 Absence quota type 01 Ar Change accrual entitlement	nnual Leave Balance
• 🕅 Free search	Absence quota type 01 A Change accrual entitlement Quota number	nnual Leave Balance
• 🕅 Free search	Start 08.04.2015 Absence quota type 01 A Change accrual entitlement Quota number Increase generated entitlement Reduce generated entitlement Replace generated entitlement	nnual Leave Balance
• 🕅 Free search	Start 08.04.2015 Absence quota type 01 A Change accrual entitlement Quota number 0 Increase generated entitlement Reduce generated entitlement Replace generated entitlement Change transfer time	nnual Leave Balance 14 Days t

- 19. Enter the total number of days to be refunded in the Quota number text box. Click Solution to confirm entry.
- 20. Click \blacksquare to save the record.

Press F9 to enter a note. The comment should contain the following elements:

- Refund of 14 annual leave days for < s/m's name > .
- S/m is exercising home leave from < enter period of HL > during her maternity leave period.

Maintain UD Mactor	Data
Maintain HK Master	Data
🗅 🖉 🚱 🖸 🛃	
	Personnel No. 27722157 Pers.Asson 30007153 27722157
nd by	Name E11 ELZA EOD UN 02.07.2007 MAT British Emp. Stat Active
Sa Person	EE Group 1 International Staff US00 New York Org DGACM DD ETRS ECS
Collective search help M Search Term Search Term	EE Subgrp ER Professional & Above P-3 06 Appt Permanent Exp 30.04.20
in the search	Basic Data Contract Data Payrol Data Time Data Benefits Data S
	Infotype text S Period
	Organizational Assignment 🖌 🍨 💿 Period
	Planned Working Time 🖌 👗 From To
	Time Quota Compensation O Today O Curr.week
	Absences OAI OCurrent month
	Attendances OFrom curr.date OLast week
	Substitutions O To Current Date O Last month
	Overtime Ourrent Period Ourrent Year
	Maternity Protection/Parental Leave 🖌 👘 Choose
	Absence Quotas 👻
	Direct selection

21. Click 🪾 to return to the Display HR Master Data screen.

You will have to wait at least one day for time evaluation to run to review the staff member's annual leave quota record and ensure the correct number of days have been refunded.

🖉 🔹 🔹	1 (M M 🖶 I 🤿 😥 💽	취 원 유 취 🌄 🗖 🥥 🐺
Display Absence Quotas (2	20CBack (F3)	
😂 🕼 🙇 👘 🛅 Personal work sche	edule Activity allocation	Cost assignment External services 🐺
(= =) (5 × 1 × 2	Pers. No. 277221	157 Pers.Assgn 30007153 27722157 🔹 💱
Find by	Name Eli ELZA	EOD UN 02.07.2007 NAT British Emp. Stat Active
- Ba Person	EE Group 1 Internat	tional Staff US00 New York Org DGACM DD ETRS ECS
 M Collective search help 	EE Subarp PR Professi	ional & Above P-3 06 Appt Permanent Exp 30.04.203
M Search Term M Free search	From 01.04.	2015 To 31.03.2016 Chg. 08.04.2015 EMENDEZ
	Absence quota	
	Category	01 Annual Leave Balance
	Time	
	Quota number	48.50000 Days
	Deduction	14.00000 >> Neg. deduction to 28.00000-
	Deduction from	01.04.2015

22. Use PA20 to review the increased AL quota in Infotype 2006 to off-set the AL-HL absence record deduction. Click 🐼 to return to the Display HR Master Data screen.

P Infotype Edit Goto Extras	System Help							
📀 🔹 🔹 😸	000000000000000000000000000000000000000) ມ ຊ) 😓 🖂 🖉 🖉						
Overview Absence Quotas	(2Lout, (Shift+F3)							
Choose								
44 **	Pers. No. 27722157	Pers.Assgn 300071	53 27722157	- 1				
Find by	Name Eli ELZA	EOD UN 02.07.2007 SAT	Brtish	Emp. Stat Active				
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Search Term	Choose 01.03.2015	To 31.05.2015 57	y.					
- In mee search	Absence Quotas							
	Start Date End Date	A Quota text	Start ded E	ind ded. Number	Deduction	From	To	1.1
	01.04.2015 31.03.2016	01 Annual Leave Balance	01.04.2015 3	1.10.2016 48.50000	14.00000			
	01.04.2015 31.03.2016	03Uncertified SL	01.04.2015 3	1.03.2016 7.00000	0.00000			
	01.09.2014 31.12.9999	02Sick Leave with Full Pay	01.09.2010 3	1.12.9999 195.00000	0.00000			
	01.09.2014 31.12.9999	04Sick Leave with Half Pay	01.09.2010 3	1.12.9999 195.00000	0.00000			
	01.09.2014 31.12.9999	09Home Leave Points	01.09.2014 3	1.12.9999 20.00000	0.00000			
	01.04.2014 31.03.2015	01 Annual Leave Balance	01.04.2014 3	1.10.2015 34.50000	0.00000			
	01.04.2014 31.03.2015	03Uncertified SL	01.04.2014 3	1.03.2015 7.00000	0.00000			

23. Click 🧟 to return to the SAP Easy Access screen.

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Last modified: 20 February 2023

Beginning Balances Corrections (IT2012)

Review This

For corrections that need to be made to beginning balances (e.g. quotas transferred to Umoja from IMIS), HR Partners / Time Senior Administrators should make the necessary corrections via infotype 2012 (Time Transfer Specifications).

Infotype 2012 is the repository for beginning balances and if the data that was transferred needs to be added or corrected for any reason the record should be created or the existing record should be corrected in infotype 2012.

ALL additions/corrections require a note indicating the reason for the addition/adjustment.

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Work Schedules

Review This

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The management of work schedules is one of the primary responsibilities of the Time Senior administrators. Most staff members are given a Normal work schedule at the time of onboarding. Staff members who regularly work shifts will need to be changed to a work schedule that incorporates the time patterns for that shift. Alternative work schedules allow you to define the core work hours for staff on shifts 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.

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.

For further information on how to change work schedules contact the staff member's Time Senior Administrator, or consult the Time/Time Senior Administrator job aid.

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Monitoring Reports

The following reports can be used to monitor the accuracy of time recording in Umoja.

- Display Time Statement
- Display Leave Requests Pending Approval
- Display Absence Quota Information
- Display Accrual of CTO and ND for a Given Staff Member and Date Range
- <u>Rejected Certified Sick Leave Monitoring Report ZMTCSLREPORT</u>





- 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.

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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.



 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.
- 7. Click To open the selection Fields to add Organizational unit to the selection options.

Time Statemen	t Monitorin	g		
() () () () () () () () () () () () () (Structure 🔷 S	Search Help		
Pe Execute (F8)				
Reporting Period	All		▼ P 3	
Selection Criteria				
Personnel Number			\$	
Employment Status			S	
Personnel area			S	
Personnel subarea			S	
Employee group			\$	
Employee subgroup			\$	

- 8. Select Organizational unit, then click **b** to add to the Selection fields list.
- 9. Click 🗹 to confirm selection.

Selection options		Selection fields	
Selection options		Selection fields	R.,
Action Type	· •	Personnel Number	
Reason for Action	্ চা	Employment Status	
Customer-Specific Status		Personnel area	
Special Payment Status		Personnel subarea	
Company Code	K	Employee group	
Organizational Key		Employee subgroup	
Business Area			
Legal person			
Payroll area			
Position Type			
Controling Area			
Cost Center			
	-		

10. 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.

11. Click to run the report.

eriod				
leporting Period Al		• •		
election Otteria				
Personnel Number		8		
Employment Status		3		
Personnel area		13		
Personnel subarea		8		
Employee group		8		
Employee scheroup				
Organizational unit	20000222	3		
house a lasting				
Enttlement	73040	to	18	
Payrol Area		to	8	
Last Name		to	8	
First Name		to	3	
Output format				
			10	

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.

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	170	8.59	17 10										
ma Qa	tement	Monitor	ina										
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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.



- 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.

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Time 5	Extensent Mo	nitoring								
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202790	10000000									

17. Click 🙆 to return to the SAP Easy Access screen.





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.





2. Click after typing *ZHRTMLEAVE* in the Command text box.

Display Leave Requ	uests (Databa	se of	Requests)	
© 🔁 🖬 📜				
Furt Get Variant (Shift+ Period	5) Search helps	\$	Sort order	
 Today Up to today Other period 	 Current month From today 		○ Current year	
Data Selection Period Person selection period Payroll period		0	To To	
Selection				
Personnel Number			\$	
Employment status			S	
Company Code			S	
Payroll area			9	
Pers.area/subarea/cost cent	e		S	
Employee group/subgroup			\$	

3. A standard variant called PENDING LEAVE has been created with specific parameters that will assist in extracting the relevant data. Click 🖻 to access the list of saved report variants.

ABAP: Variant Directory of Program RPTARQDBVIEW								
aviik								
Variant catalog for	r program RPTARQDBVIEW							
Variant name	Short Description							
DFS-ATTEND	DFS-ATTEND							
ESCAP-ATTEND	ESCAP-Attendance							
PENDING LEAVE	Leave pending approval _Sent							
		✓ ×						
LIARS SEASTOURSEAS	2007 20070 ·	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						

4. Select *Pending Leave* then click *local* to confirm selection.

Display Leave Request	s (Databa	se of R	equest	s)	
🕒 🔁 🖪 🗎					
Further selections	arch helps	\$	Sort order	·	
Period					
⊖ Today OC	urrent month		OCurrent	t year	
OUp to today OF	rom today			See.	
 Other period 					
Data Selection Period	01.01.1	800 🗇	То	31.12.9999	
Person selection period			То		
Payroll period					
Selection					
Personnel Number			\$		
Employment status					
Company Code			9		
Payroll area			2		
Organizational unit			\$		
Pers.area/subarea/cost cente			2		
Employee group/subgroup			\$		
Relate Data Selection Period to Follo	wing Fields				
Request Date					
O Absent as of					
O End date of absence					
Jse Personnel Number for Following	Role				
• Owner					
ONext Agent					
OPerson Responsible					
○ Initiator					
Request Data					
Document Status	SENT		to		\$
Document ID			to		\$

5. The variant PENDING LEAVE includes the following parameters: Under the Period section, Other Period / Data Selection Period was chosen with the dates 01.01.1800 to 31.12.9999. This will include all requests of leave that have already passed as well as leave requests for future dates.

You may also customize the period by selecting 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 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

In the Request Data portion / Document Status, the parameter **SENT** will be defaulted based on the variant chosen. This will generate all sent requests on the Employee Self-Service Portal, that are pending approval.

election			
Personnel Number		\$	
Employment status		\$	
Company Code		S	
Payroll area		S	
Organizational unit	20000222	S	
Pers.area/subarea/cost cente		-	
Employee group/subgroup		S	
 Request Date Absent as of 			
 Request Date Absent as of End date of absence 			
Request Date Absent as of End date of absence Ise Personnel Number for Following	Role		
Request Date Absent as of End date of absence se Personnel Number for Following Owner	Role		
 Request Date Absent as of End date of absence Ise Personnel Number for Following Owner Next Agent 	Role		
Request Date Absent as of End date of absence Jse Personnel Number for Following Owner Next Agent Person Responsible	Role		
Request Date Absent as of End date of absence See Personnel Number for Following Owner Next Agent Person Responsible Initiator	Role		
 Request Date Absent as of End date of absence Jse Personnel Number for Following Owner Next Agent Person Responsible Initiator Request Data 	Role		
Request Date Absent as of End date of absence Jse Personnel Number for Following Owner Next Agent Person Responsible Initiator Request Data Document Status	Role	to	\$

6. We must generate a report showing all leave requests sent by staff members in Advisory Committee on Administrative and Budgetary Questions (ACABQ), Department of Management (Organizational Unit code: 20000222), that require next-level approval on the Portal. Enter 20000222 in the Organizational unit text box. In the Request Data section, the Document Status field defaults to SENT, based on the variant that was

chosen (i.e. PENDING LEAVE). If you need to review other statuses, replace SENT with the appropriate

value such as REJECTED. Click (to generate the report.

Displ.	Display Leave Requests (Database of Requests) 및 음 후 후 ② 한 조 및 한 속 In III 박 Workform									
List of Requests										
Work 2	Workflow Status	Status	Initiator	Pers.No.	Owner	Pers.No.	Next Agent	Pers. No. Ne	Last Chang	Last Changed On/By
734623	STARTED	SENT	Natale Gil	201556	Naria Mitch	200095	Carol Lewis	20006753	T1HQUSR0	07.02.2017 21117:37 CET
734623	STARTED	SENT	Jason Mac	201499_	Nathan Ha	200503	Luke James	20015493	TIHQUSRO	07.02.2017 21:17:37 CET
734623	STARTED	SENT	Christian Hill	201643	Cark Walace	200103	Alan McLean	20004955	T1HQUSR0	07.02.2017 21:17:37 CET
734623	STARTED	SENT	Stephanie _	201080	Justin Berry	200554	Warren Par_	20023531	TIHQUSRO	07.02.2017 21:16:18 CET
734622	STARTED	SENT	May Serina	201501	Hunter Phil	201557	Seth Ulysses	20170041	TIHQUSRD	07.02.2017 21:15:49 CET
734623	STARTED	SENT	Gavin Peake	200135	Simon Burg	200131	Jin Abigal	20003603	T1HQUSR0	07.02.2017 21:17:37 CET
734624	STARTED	SENT	Adrian Kevin	201376	Fiona Pater	201511	Dominic Mc.	20165757	TIHQUSRO	07.02.2017 21:18:42 CET
734624	STARTED	SENT	Christian Hill	201643	Clark Wallace	200103	Alan McLean	20004955	T1HQUSR0	07.02.2017 21:18:29 CET
734624	STARTED	SENT	Jason Mac.	201499	Nathan Ha	200003	Luke James	20015493	T1HQUSR0	07.02.2017 21:18:32 CET
734624	STARTED	SENT	Dahila Phylis	200907_	HS. Mikayla	201697	Jin Abigal	20003603	T1HQUSR0	07.02.2017 21:42:46 CET

7. The resulting report lists all staff members whose leave requests are pending approval within the Organizational Unit that was chosen.

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.

Display Leave R	equests (Da	tabase of Requests)				
3 4 4 7 6 6	🐴 🍜 🎝 📅	🕸 🌆 🎟 🖪 📽 Work	cflow 🖧 Time Data				
Request Header Doc. Version : Document Categ. : Document Status : Roles Initiator : Owner : Next Agent : Person Responsible : Last Changed On/By : Workflow Data Work Item ID Workflow Status Task Note Last Changed On/By : Note :	1 from 1 ABSREQ SENT 00676998 00842676 00773382 AHILLS 000284219149 <no exists="" note=""></no>	Work Version Document ID : Luke Hart Luke Hart Sarah Bell Sebastian Leigh 23.08.2021 09:47:12 UTC-5	005056BC0A6D1EDC818 005056BC0A6D1ED5A88 005056BC0A6D1ED5A88 005056BC0A6D1EE5A1F 005056BC629F1EE6B5D	41BC60AF9D81 67E3C605A16E 67E3C605A16E 1C0F9556A46F4 487A5DE8EA80	5		
TD of Theory Door?	These Trees	0	The OTher Chat King	To d time	41	Shart Data	End Data
0050 1 0050	Item Type ATTABS	INS	2001 1100 00:00:00	00:00:00	28.00	07.09.2021	10.09.2021

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8. This view displays the details of the leave request, such as who initiated the request, who the next approvers are, etc.

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.

Display Leave Requests (Database of Requests)								
3 🖶 🛆 🖄 🚱	🐴 🖑 🖪 📅	0,	🖞 🇮 🚺 💖 Workfle	ow රිෆ Time Data				
Request Item								
Request Header Doc. Version : Document Categ. : Document Status : Roles Initiator : Owner : Next Agent : Person Responsible : Last Changed On/By : Workflow Data Work Item ID Workflow Status Task Note Last Changed On/By : Note :	1 from 1 ABSREQ SENT 00676998 00842676 00773382 AHILLS 000284219149 <no exists="" note=""></no>	Work Docu Luke Sarał Seba 23.08	: Version ment ID : Hart Hart n Bell stian Leigh 3.2021 09:47:12 UTC-5	005056BC0A6D1EDC8184 005056BC0A6D1ED5A886 005056BC0A6D1ED5A886 005056BC0A6D1EE5A1F1 005056BC629F1EE6B5D40	1BC60AF9D815 7E3C605A16EA 7E3C605A16EA C0F9556A46FA 87A5DE8EA809			
Field			Data					
ID of Item List			005056BC0A6D1EDC818	420067D3ED816				
Position ID			005056BC0A6D1EDC818	420067D3EF816				
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			- C					
IT record no.			000					
Previous day								
Att./abs. days			4.00					
Colondar dava			4.00					

- 9. This view also displays the total of days this request was for.
- 10. Click C to return to the previous view, or three times to return to the parameter selection screen.

Display Leave R	eque	ests (D)atabas	se of l	Request	s)
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Further selections	\$	Search	helps	\$	Sort order	
Period						
◯ Today		O Current	t month		OCurrent	year
○ Up to today		OFrom to	oday			
 Other period 						
Data Selection Perio	d		01.01.10	300 🗗	То	31.12.9999
Person selection per	riod				То	
Payroll period						
Selection				_		
Personnel Number			28713	1	_	
Employment status					_	
Company Code					_	
Payroll area					_	
Organizational unit					_	
Pers.area/subarea/cost	cente					
Employee group/subgro	up				_	

11. 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 Requ	lests (Database of	Requests)
🕒 🔁 🖬 📜		
Further selections	Search helps 📄 🖻	Sort order
Period		
○ Today	O Current month	O Current year
○Up to today	○From today	
 Other period 		
Data Selection Period	01.01.1800	To 31.12.9999
Person selection period		То
Payroll period		
Selection		
Personnel Number	٦	\$
Employment status		
Company Code		P
Payroll area		S
Organizational unit		P
Pers.area/subarea/cost cente		
Employee group/subgroup		P



lo execute the report.

0	•	4 🖪	😋 🙆 😫		1	n (n (n (n (n (n (1 🔞 🖪	0				
Display I	Leave Requ	ests	(Database o	f Requ	ests)							
3 A 7	7 0 8	Æ 🖪	T & h E		Workf	ow						
List of F	Requests											
						-						
Work Item ID	Workflow Status	Status	Initiator Bripp Tucker	Pers.No.	Initiator	Owner Bripp, Tucker	Pers.No. Owner	Next Agent MS_Carlos Dorok	Pers. No. Next Agent	Last Changed By	Last Changed On/By 01.06.2018 11:27:00 UTC 5	Note
133912210		CENT	Brian Tucker		20/131	Brian Tucker	20/131	MS. Carlos Derek	717015	CBOLGERI	01.00.2018 11:27:09 01C-5	post racto submission
127502662		CENT	Brian Tucker		207121	Brian Tucker	207131	MS. Carlos Derek	717015		02.04.2018 11:55:22 UTC-5	
127502690		CENT	Brian Tucker		207121	Brian Tucker	207131	MS. Carlos Derek	717015		02.04.2010 11:55:09 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 Miler	414352	LEDWARDS1	08.08.2021 08:48:33 UTC-5	
285032323		SENT	Sonia Clarkson		597813	Sonia Clarkson	597813	Christopher Sutherland	965988	MCASTILL5	30.08.2021 17:53:00 CET	Per attached doctor's note.
283040873		SENT	Anna Simpson		482036	Anna Simpson	482036	Jennifer Hardacre	823012	MQUIMIO	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	

12. Based on the parameters chosen, the system will generate a list of all leave requests

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created on the Self-Service Portal that require the next-level approval by either a Time Manager, Medical Services or HR Partner.

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.





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 the these leave types must be entered in the system.

Refer to the iManual on Rejected Certified Sick Leave Monitoring to review rejected sick leave.





Monitoring Procedure

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



2. Click \bigcirc after typing *PT_QTA10* in the Command text box.

Display Absence	Quota Information	,	
)ـــ 🗗 🔁 🕏			
Further selections	🕈 Search helps 🗗	Sort order	
eriod			
○ Today	O Current month	O Current year	
○ Up to today	○From today		
 Other period 			
Period		🗇 То	
Payroll period]		
election			
Personnel Number		P	
Employment status		\$	
Personnel area		S	
Personnel subarea		S	
Employee group		•	
Employee subgroup			

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 already added it. Click

🔄 Find Variant		×
Variant Environment Created by	KOESTVAN	
Changed by Original language		
		(

🔁 to locate the AL Balance 2017 report variant.

By default, the search will look for variants you have created in the past. To locate variants created by others, delete your username from the Created by text box, then click Search all variants.

Variant catalog for	program RPTQTA10					
Variant name	Short Description	Environment	Protected	Changed by	Last changed on	
/DFS CTO BALAN	DFS CTO Balan	A		RSEALEY	31.08.2016	
2014 MINUSTAH	MINUS AL balance 31 March 2015	A	х			
2015 CARRYOVER	carryover report for year 2015	A				
2015 MINUSTAH	MINUS AL balance 1 April 2015	A	х			
AL BALANCE 201	AL balance 2017	A		C_FCHERNET	13.02.2017	
AL CARRY FOR	AL carry forward 31 March 2016	A		C_FCHERNET	05.04.2016	
AL/HL BALANCE	AL balance and HL points	A				
AL_BAL	AL_Bal_DSS	A				
AL_BALANCE	AL BalanceMINUSTAH_3March 2016	A		C_FCHERNET	23.11.2016	
AL_BAL_05_2016	AL Balance_31_05_2016	A		C_FCHERNET	15.06.2016	
AL_BAL_12_2015	AL Balance_31_12_2015	A		C_FCHERNET	15.06.2016	
AL_HL BALANCE	AL Balance and HL points_today	A		C_FCHERNET	05.02.2016	
ANNUAL LEAVE	AL balance	A				
BALANCE	As Of 30 Sep 2015	A		HRFF02	29.02.2016	
BRUNO	98728	A		HRFF02	29.09.2016	
сто	CTO balance	A				
CTO_PAY	CTO_PAY_DSS	A		MBASA	08.11.2016	
CTO_PAY_DM	CTO_PAY_DM	A				

5. Select the variant named AL BALANCE 201. Click 🗹 to confirm selection.

Further selections eriod O Today	<u>]e</u>				
Further selections eriod Today	4				
O Today		Search helps	4	Sort order	
OToday					_
	0	Current month	h	O Current y	ear
O Up to today	0	From today	-		
Other period					_
Period		01.04	.2016	То	1.03
Paylos period	_		-		_
Selection					
Personnel Number				1	
Employment status		3		<u>e</u>	
Personnel area				1	
Personnel subarea				1	
Employee group				1	
Employee subgroup				1	
Payrol area				1	
Organizational unit				<u>e</u>	
			_	10000000	
Quota selection					
Quota type		1		to	
Time unit		110.5			
Deduction period				To	
Key date for deduction	n				
Key date for entitlem	ent			Projecting quo	ta status

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6. To expedite running the report, values for the following fields are preset.

Other period: set for the 2016 – 2017 leave cycle Employment status: set for 3 – Active



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
- Click Or press F8 to execute the report.

Absence	quotas
/ ibbellee	quotus

Pers.No.	Name	Cost Center	Cost Center	Ouota	Unit	Entitlement	۶ 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

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.

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.



Review the following items:

- Staff members who have **NOT** taken annual leave within a leave cycle 1 April 31 March. Reasons may include:
 - 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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FRAUD ALERT

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Last modified: 21 October 2022

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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FRAUD ALERT

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Last modified: 21 October 2022

Display Accrual of CTO and ND for a Given Staff Member and Date Range

Review This

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

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Favorites SAP menu

2. Click Set after typing PT_BAL00 in the command text box.

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Cumulated 1	Time Evaluation	n Results: Time Balances/Wage Types
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Furt Get Variant	(Shift+F5) Search I	helps 🗢 Sort order 🗢 Org. structure
Period		

3. Click 🖻 to open the Variant directory.



4. From the Variant Directory, select the variant for this report.

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5. Click \checkmark to select the variant.

0	- 4 9 6 6		MMISI	0 40 8		
Cumulated Tim	e Evaluation Res	sults: T	ime Balanc	es/W	age Types	
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Further selections	Search helps	\$	Sort order	9	Org. structure	
Period						
OToday	Current month	6	OCurrent ye	ar		
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Period		p	То			
Payroll period		-				
Selection						
Personnel Number		_	ø			
Employment status	3		4			
Time consider administ						

- In the Period Section a number of 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.

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Further selections	Search helps	Sort order 🔗 Org. structure
O Today O Up to today	Ocurrent month	OCurrent year
Other period Period	01.07.2021	To 31.07.2021
Payroll period		
Selection		
Personnel Number Time recording administrato	r	\$ €

7. Select Other period and enter a date range.

Forcher seleccoris	9	Search helps	9	Sort order	\$	Org. structure
Period						
O Today OUp to today	00	Current month From today		O Current ye	ar	
Other period Period		01.04	2016	To 3	0.04.2016]
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Selection						
Personnel Number		437464	76	9		
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Time wage types	2	5290		to		3
		L 3				_
Value limits (hours) for	time/wage	types				
Take account of va	ilue limits (h	iours)				
Data format						

- 8. In the Selection section enter information about the staff member.
- 9. The Time Wage type defaults to the code 5290 (Night Differential), based on the Variant that was chosen for this scenario.
- 10. Click 🕸 to run the report.

Cun	nulated Ti	me E	valuatio	on Res	ults:	Time Bala	nces/	Wage Type	5		
37	▲ ♥ (<u>&</u>	Choose [🔁 Save	2	🏂 👿 🖪	2 🖩	🖩 АВС 🛛 🗗	Print previ	ew	lh.
Tim	e wage	type	S								
Data s	elect. period()1.07.20	21 - 31.07.2	021							
Pers.N	Name	Period	Date	E NO.	FE or	EE group	FE sub	EE subaroup	Ora, Unit	Ora.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	Local
4674	Joseph FOR	2021	06.07.20	12.00	2	Local Staff	SS	Security Service	200083	OS	Local
4674	Joseph FOR	2021	07.07.20	12.00	2	Local Staff	SS	Security Service	200083	OS	Local
4674	Joseph FOR	2021	14.07.20	12.00	2	Local Staff	SS	Security Service	200083	OS	Local
4674	Joseph FOR	2021	16.07.20	12.00	2	Local Staff	SS	Security Service	200083	OS	Local
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	Local
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							

- 11. As per the parameters chosen, you will see that this staff member accrued hours on night differential based on his shift schedule.
- 12. To export this data to a spreadsheet, click on <a>[b].



- 13. Select Spreadsheet and click 🗹 to continue.
- 14. In the Directory field designate a location to save the file and in the File Name field clickto assign a file name.

Save in:	🔒 SAP GUI	•	01200	
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ecent Places		No items match your	search.	
Desidop	e files, folders, s	program shortcuts, and other items	on the desktop.	
libraries				
Computer				
G		the state is		
				1 1
Network	4 F			Com
Network	File name:		•	Save
Network	File name: Save as type:	EXCEL Files (* XLS)	•	Save Cancel

15. Enter the file name. Click Save.

🔄 Cumulated	Time Evaluation Results: Time Balances/Wage Types	×
Directory	C:\Users\TEMP.GLOBAL.007\Desktop\	
File Name	Night Differential July 2021.XLS	
Encoding	0000	
	Generate Replace Extend	×

16. Click Generate to create the spreadsheet.



17. Once the spreadsheet is generated, you may check your computer for the file.Meanwhile, return to the report by clicking C.

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374766	Choose 🔥	Save 🛛 🔀 🎗	* 1		ABC	Print preview	B
Time wage type Data select. period01.04.2	2 5 2016 - 30.04.2	016		Local new (
Pers.No. Employee/Appl.Nan	ne Period	Current Date	WT	Long text	Σ Number		
43746476 Dee WILDING	201604	01.04.2016	5290	Night Differential	8.00		
43746476 Dee WILDING	201604	02.04.2016	5290	Night Differential	8.00		

18. Once the spreadsheet is generated, you may check your computer for the file.

Meanwhile, return to the report by clicking 🤜

Program Edit	t <u>G</u> oto System	Help		
0	• 4 日	C C C C I D M M I 23	변 취 위 🖸 🖸 🕲 🖬	
Cumulated	Time Evaluatio	n Results: Time Balan	ices/Wage Types	
-				
Furt Get Variant	(Shft+F5) Search	helps 🤌 Sort order	🔊 Org. structure	
Period	Search	helps Sort order	5º Org. structure	

19. As per this scenario, we also want to review the Compensatory Time Off (CTO) accrued by this staff member during the period 01.04.2016 to 30.04.2016. Click ¹ to open the Variant directory.

Variant, catalog for program RPTBAL00
Variant catalog for program RPTRALOD
valiant catalog for program to reactor
Variant name Short Description
AL ACCRUAL AL accrual report
CTO ACCRUAL Compensatory Time Off Accrual
HOME LEAVE PTS Home leve points accrual
IF OT REPORT IF Pay area OT report
L1 OT REPORT L1 Pay area OT report
NIGHT DIF. Night Differential report-ALL
OVERTIME REPOR Overtime report (Time/Payroll)

20. From the Variant Directory, select the variant for this report.
21. Click 🗹 to continue.

	Evaluation Result	ts: Time Balances/	Wage Types	
9 8 1 1				
Further selections	Search helps	🗢 Sort order 🛛	Org. structure	
Period				
OToday	Ourrent month	O Current year		
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Period	01.04.201	16 To 30.04	. 2016 🗇	
Payroll period				
alection				
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Employment status	40140470	\$		
Time recording administr	tor	\$		
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Selection Conditions	ZCTO	to	\$	
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Selection Conditions Day balances Cumulated balances Time wage types	ZCTO	to to to	\$ \$ \$	
election Conditions Day balances Cumulated balances Time wage types /alue limits (hours) for tim	vwage types	to to to	\$ \$ \$	

- 22. The Day Balances code (i.e. ZCTO) is pre-determined by the variant CTO ACCRUAL.
- 23. Select 'Other period' and enter a date range.
- 24. Click to run the report.

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Cum	ulated Ti	me E	valuatio	on Re	sults: Time Ba	lance	s/Wa	ge Types		
37	I 🛆 🗑 I (§ §	Choose [Save	<u>x</u> % T G	2 📝 🛛		ABC 🛛 🔂 Pri	int previe	w IB
Day Data s	balance elect. period(2S)1.07.20)21 - 31.07.2	2021						
Pers.N	Name	Period	Date	TmT	Time type descript.	[₽] Num	FF or	FE group	FE sub	FE 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				

- 25. 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.
- 26. Click \bigcirc to exit this screen.

Ø	• 4 (∃ © @	8 🗅	出版 约 竹	£ \$) 🛒 🗾 🔞 🛙
Cumulated Time	e Evalua	tion Resu	ılts: T	ime Balance	s/W	age Types
🕒 🔁 🖬 🗎						
Further selections	🖻 Se	arch helps	\$	Sort order	 	Org. structure
Period						
○ Today	⊖ C u	rrent month		OCurrent year		
OUp to today	⊖Fro	om today				
 Other period 						_
Period		01.07.2	021 🗗	To 31.	07.202	21
Payroll period						
Selection						
Personnel Number		467	4	(
Time recording administ	rator					
Selection Conditions						
 Day balances 		ZCTO		to		-
O Cumulated balances				to		
O Time wage types				to		_
/alue limits (hours) for tir	ne/wage typ	es				
Take account of valu	e limits (hou	rs)				
Data format						
Layout		ACC. AL				
N						

27. Click ⁽²⁾ to exit the transaction and return to the Easy Access Menu page. In order to verify there are no additional hours submitted through ESS, you may want to review PA2O and query the subtypes for CTO and ND.

¢	<u>M</u> enu	<u>E</u> dit	<u>F</u> avorites	Extr <u>a</u> s	S <u>y</u> stem	<u>H</u> elp
	PA2	0	•	« 🖯	1 🗟 🚷	👷 l 🖨
5	AP E	asy A	ccess			
5	e	ö 🕇	5 🏂 🖉	•		

28. Click Safter typing PA20 in the command text box.

P	Display HR Master Data
68	&
	Personnel No. 4674 Pers.Assgn 30006746 00004674 Image: Constraint of the system
1	Basic Data Contract Data Payroll Data Time Data Benefits Data S I
	Infotype text S Actions Image: Second State of Second State o
	Direct selection Infotype

- 29. Enter the staff member's Personnel No.
- 30. In the Period section, enter the date that was used to run the report in the From and To fields.
- 31. In the Infotype field, enter the infotype number 2002
- 32. Click $\stackrel{\text{lee}}{=}$ to display an overview of the record.

Ø	- 4 🛛	C 🙆 😪 🗅 H Hi I 🏵 🕻	1 🗘 🕄 🔣 🛛 🕄 🖓 📭
Ov	erview Attendances (20	02)	
Cho	ose		
Æ	Pers. No. 4674	Pers.Assgn 30006746 00	0004674 🔹 😭
1	Name Joseph FORSYTH	EOD UN 02.02.2009 NAT Ethi	opian Emp. Stat Active
ΓΠ.	EE Group 2 Local Staff	US00 New York	Org DSS DHSSS SSS OS
11	EE Subgrp SS Security Service	SS-2 12 Appt Fix	ed Term Exp 31.12.2021
	Choose 01.07.2021 To	31.07.2021 STy. 1	000
	Attendances		
Ŧ	Start Date End Date At	Att./abs. type text	From to P Att.days Hoi
	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

33. In the STy field, enter the subtype 1006 and click *Choose*.

Ø	▼ 4 🗒 🗞 62 😵 🚔 🖓 12 10 12 12 🛒 🖉 🧐 🖫
Ov	rerview Attendances (2002)
Cho	lose
	Pers. No. 4674 Pers.Assgn 30006746 00004674 Image: Choose Name Joseph FORSYTH EOD UN 02.02.2009 NAT Ethiopian Emp. Stat Active EE Group 2 Local Staff US00 New York Org DSS DHSSS SSS OSS EE Subgrp SS Security Service SS-2 12 Appt Fixed Term Exp 31.12.2021 Image: Choose 01.07.2021 To 31.07.2021 STy. 1006 STy. STy.<
	Attendances Start Date At Att /abs_type text From_to P Att days Hol
	- Entry 1 of 0
🗹 No	o record selected

34. As per this scenario, you can see that there was no additional CTO accrued by the staff member outside their work schedule.

Next, we will check whether the staff member accrued any additional Night Differential hours.

0	• 4 • •	C C S I 🗕
Ove	erview Attendances (200	02)
Choo	ose	
	Pers. No. 4674 Name Joseph FORSYTH EE Group 2 Local Staff EE Subgrp SS Security Service Choose 01.07.2021 To Attendances Start Date End Date At	Pers.Assgn 30006746 00004674 Image: Constraint of the system of the
No		

35. Click on the STy field and then click \square .

C S	ubtypes fo	or infotype "Attendances" (2	.) 19 Entries found	×
	Restrictio	ns		
_				
				_
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		-
19	entries fo	ound		16

Ø	- 4	🗏 😋 🙆 🌚 🚍) H K 2 1 C	80 🛒	210	F
Ov	erview Attendances ((2002)				
Cho	ose					
	Pers. No. 4674 Name Joseph FORSYTH EE Group 2 Local Staff EE Subgrp SS Security Service Choose 01.07.2021 Attendances	Pers.Assgn EOD UN 02.0 US00 e SS-2 To 31.07.202	30006746 0000467 2.2009 NAT Ethiopian New York Ord 12 Appt Fixed Ter 1 STy. 1013	74 <u>E</u> DSS DH m	mp. Stat ISSS SSS C Exp 31.	Active OS 12.2021
	Start Date End Date	At Att./abs. type	text From	to P	Att.days	

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37. Click Choose.

 Image: A market of the second s	C C C C C C C C C C C C C C C C C C C
Overview Attendances (20	002)
Choose	
Pers. No. 4674 Name Joseph FORSYTH EE Group 2 Local Staff EE Subgrp SS Security Service Choose 01.07.2021	Pers.Assgn 30006746 00004674 Image: Constraint of the system of the
4	Entry 1 of 0
No record selected	SAP

As per this scenario, you can see that there was no additional ND accrued by the staff member outside their work schedule.

38. Click Content to the Display HR Master Data page.

۰ ۹ ۱		1 1 A 2 🕅 🖉 🕲 🖿
Display HR Maste	r Data	
A. 9		
	Personnel No. 43746476	Pers.Assgn 30006746 43746476 💌 💕
·····································	Personnel No. 43745476 Name Dee WILDING	Pers_Assgn 30006746 43746476 V
· · · · · · · · · · · · · · · · · · ·	Personnel No. 43746476 Name Dee WILDING EE Group 2 Local Staff	Pers_Assgn 30006746 43746476 Image: Constraint of the state o

39. To exit this T-Code, click $^{\square}$.

Click 6 to return to the SAP Easy Access screen.

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Rejected Certified Sick Leave Monitoring Report – ZMTCSLREPORT

Is this good place for this monitoring content?

This report was developed to:

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

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View and Edit Rejected Certified Sick Leave Records

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



1. Start the transaction using the menu path,



or transaction code ZTMCSLREPORT.



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

5.

Further selections	 Search helps 	Sort	order	
		0	urrent vear	
Oup to today		00	unenc year	
Other period	O Holli Coddy			
Data Selection Period		D	То	
Person selection perio	od .		То	1
Payroll period				
election				
Personnel Number	223	50	\$	
Employment status	3	_	<u>+</u>	
Company Code			<u>₽</u>	
Payroll area			<u></u>	
Pers.area/subarea/cost ce	ente		5	
Employee group/subgrou	p		5	
Leave Start Date			to	
Leave Request ID			to	
•				
Exception Reporting				
	0			
	(4)			

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How to Read and Understand the Report

8	Pers.No. Start Date End Date	Rec.Stat	Leave Stat	us WF ID WF Status	WF Date	A/A days	Ho	urs AM_PM	Notify	Reason	n for excludi	ding Exc/Inc By Exc/Inc On Req. Statu Stat.ChgBy Stat.ChgOn Mails Cht Mail Date UA Date Full Nar
	Date DWS Daily WS text	Status		Att./abs. type text	Status			Att./abs.	. type text		Observations	ns
œ	0000 2 08.11.20 3 2.11.2021	×4	REJEC 5	299341441 REJECTED	13.12.2021	5,00 6	35,	00 NA	1 8		8	Ø (D (D (2
1	06000001 09.03.2020 13.03.2020	1	REJECTED	234820456 REJECTED	13.04.2020	5,00	35,	00 NA				
	09.03.2020 UNHQ 0900-1700 7h	V				1100		Annual Le	ave		Match	
	10.03.2020 UNHQ 0900-1700 7h	 Image: A set of the set of the				1100		Annual Le	ave		Match	
	11.03.2020 UNHQ 0900-1700 7h	V				1100		Annual Le	ave		Match	
	12.03.2020 UNHQ 0900-1700 7h	V				1100		Annual Le	ave		Match	
	13.03.2020 UNHQ 0900-1700 7h	×				1100		Annual Le	ave		Match	
œ	C000.730 05.11.2019 07.11.2019		REJECTED	218742680 REJECTED	18.06.2020	3,00	21,	00 NA	Ø			Ø
œ	00000700 15.03.2016 18.03.2016		REJECTED	33223166 REJECTED	19.04.2017	4,00	28,	00 NA	Ø			©
c	000000000 01.10.2019 14.10.2019	1	REJECTED	211653746 REJECTED	05.11.2019	10,00	80,	00 NA				
	01.10.2019 ET00 0830-1730 8h	 Image: A second s				1108		Special I	leave with	ut Pay	Match	
	02.10.2019 ET00 0830-1730 8h	 Image: A set of the set of the				1108		Special I	leave with	ut Pay	Match	
	03.10.2019 ET00 0830-1730 8h	V				1108	_	Special I	leave with	ut Pay	Match	
	04.10.2019 ET00 0830-1730 8h	× .				1108		Special I	eave with	ut Pay	Match	
	05.10.2019 OFF OFF		PI	ease refer to Scenar	104						Day off	
	07.10.2019 ET00 0830-1730 8h	<u> </u>	fo	r more details on ho	ow to	1108		Special I	eave with	ut Pav	Match	
	08.10.2019 ET00 0830-1730 8h	V	"0	reate Unauthorized		1108		Special I	leave with	ut Pay	Match	
	09.10.2019 ET00 0830-1730 8h	 Image: A set of the set of the				1108		Special I	leave with	ut Pay	Match	
	10.10.2019 ET00 0830-1730 8h	 Image: A second s				1108		Special I	leave with	ut Pay	Match	(Please refer to Scenario 3)
	11.10.2019 ET00 0830-1730 8h	×				1108		Special I	eave with	ut Pay	Match	for more details on how to Please refer to Scenarios 1
	12.10.2019 OFF OFF	× 1									Day off	and 2 on how to "Pause"
	14.10.2019 ET00 0830-1730 8h	~				1108		Special I	leave with	ut Pav	Match	"Permanently Exclude"
\vdash		· ·					-					
œ	600000000000000000000000000000000000000		REJECTED	1¢ 88997 REJECTED	03.04.2019	27,00	190,	00 NA				
œ	00001200 12.04.2018 02.05.2018		REJECTED	1 728709 REJECTED	17.05.2018	14,00	103,	25 NA	Ø			
œ	00001200 27.03.2018 11.04.2018	1	REJECTED	28269432 REJECTED	02.05.2018	10,00	75,	75 NA	ø			
œ	63361205 12.03.2018 26.03.2018		REJECTED	124854323 REJECTED	16.04.2018	11,00	81,	75 NA	Ø			
œ	00002000 17.02.2020 23.03.2020	×	REJECTED	234351114 REJECTED	30.03.2020	26,00	195,	50 NA	Ø			Ø
œ	00002000 30.01.2020 24.03.2020	×	REJECTED	34108489 REJECTED	26.03.2020	39,00	292,	00 NA	Ø			®
œ	00062851 09.01.2017 12.03.2017	1	PARTIAL AP	72663422 POSTED	31.01.2017	24,00	192,	00 NA	/			
•	000000107 14.02.2018 16.02.2018 14.02.2018 ET00 0830-1730 8h 15.02.2018 ET00 0830-1730 8h	×××	REJECTED	123333718 REJECTED	21.03.2018	3,00	24,	00 NA			No match	©

Ref No.	On report image	Description
1	Œ	Record detail can be expanded. Click to expand the details of the rejected CSL record.
2	Pers.No. Date	Pers No (index number) of the concerned staff member.
3	Start Date End Date DWS Daily WS text	Start and End dates for the monitored rejected CSL
4	Rec.Stat Status	Status of the record ✗ Requires HRP attention – Not resolved/no match cases ✓ Resolved I Resolved with a manual intervention by the HRP in IT2001. Might need to be

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		reviewed by HRP, if required.
5	Leave Status	REJECTED – CSL rejected by medical services PARTIALLY APPROVED – CSL partially rejected by medical services HR REJECT – CSL rejected by HR office
6	A/A days	Total number of rejected days that require attention/follow up, and absence type.
7	Hours AM_PM Notify Att./abs. type text	If resolved, Type of Absence used to replace will be indicated in full day or ½ day (am/pm) or N/A, e.g. • Annual Leave • Certified Sick Leave • Uncertified Sick Leave • Paternity/Maternity Leave
8	Reason for excluding	Reason for excluding Note of HRP action will appear under this column for Pause, Deferral and Permanently Excluded.
	Observations	 resolved: Match unresolved: No Match non-working day: Day off





- <u>Manually Delete Unauthorized Absence</u>
- Monitor Certified Sick Leave Exceptions

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Pause-Resume Conversion



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

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

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

Procedure

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



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

Rejected Certified sick leave Monitor											
⊕)≡(
Further selections	Search helps 📑	Sort order									
Period											
🔿 Today	O Current month	O Current year									
Op to today	○ From today										
Other period											
Data Selection Period		То									
Person selection period		То									
Payroll period											
Selection											
Personnel Number	1450404	>									
Employment status	3	<u>⇒</u>									
Company Code		P									
Payroll area		<u>⇒</u>									
Pers.area/subarea/cost cente		₽									
Employee group/subgroup		\$									

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

	Rejected Certified sick leave Monitor															
G																
8	Per	s.No.	Start	Date End Date	Rec.Stat	Leave Statu	s Process	WF ID	WF Status	WF Date	A/A days	Hours	AM PM	Notify	Reason for	excluding
	Dat	e:	DWS	Daily WS text	Status		Att./abs.	type text	Stat	us	A	tt./abs.	type te	xt	Observations	
Œ		45166	05.10.	2022 05.10.2022	v	HR_REJECT		274276767	REJECTED	14.09.2022	1.00	8.00	NA			
G	0.00	1000	27.09.	2022 29.09.2022	×	HR_REJECT	Ð	274280655	REJECTED	06.10.2022	3.00	24.00	NA	2		
	27.	09.202	2 ET00	0830-1730 8h	×	_	-								No match	
	28.	09.202	2 ET00) 0830-1730 8h	×										No match	
L	29.	09.202	2 ET00	0830-1730 8h	×										No match	

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

Re	ejected Certified sick leave M	lonitor		
	A 🔻 🌾 🔀 🖬 🎦 👌 🐨 8	■ 🖷 📲 📘 🛛 🖌 🖣	► ►I	
8	Exc/Inc By Exc/Inc On Reg. Statu	Stat.ChgBy Stat.ChgOn	Mails Cnt Mail Date UA Date	Full Name
æ			1 15.09.2022	Sam 8 Csl Uvt DO NOT USE***
	<u> </u>	PA01GLBL03 07.10.2022	1 07.10.2022	Sam 8 Csl Uvt DO NOT USE***
	Pause			
	Pause			

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

ĸe	jected Certified Sick leave Monitor											
	🔺 🐺 🌾 🖾 🔁	🖪 🐨 🎛 🖷 🖷		4								
8	Exc/Inc By Exc/Inc On Re	eq. Statu Stat.ChgB	y Stat.ChgOn Mail:	s Cnt Mail Date UA Date	Full Name							
œ				1 15.09.2022	Sam 8 Csl Uvt DO NOT USE***							
6			08 10 2022	1 07 10 2022	Sam & Cal Hat DO NOT HEFILL							
		ZSUZER	08.10.2022	1 07.10.2022	Sam 6 CSI OVE DO NOI OSEAAA							

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

Re	Rejected Certified sick leave Monitor											
	🔺 🗟 👔 🖾 🖾 🖉	👿 🎛 📲 📲	🖬 4 4 →	M								
8	Exc/Inc By Exc/Inc On Req.	Statu Stat.ChgB	By Stat.ChgOn Mai	ls Cnt Mail Date UA Date	Full Name							
æ				1 15.09.2022	Sam 8 Csl Uvt DO NOT USE***							
	.	ZSOZER	08.10.2022	1 07.10.2022	Sam 8 Csl Uvt DO NOT USE***							
	1	Resume										

Re	Rejected Certified sick leave Monitor																
	≜⊽`	77 <mark>2</mark>	2	1	1	I 🖷 🖷			► H								
8	Exc/Inc	By Ex	c/Inc	On Reg.	Statu	Stat.Chg	Bv Sta	t.ChgOn	Mails	Cnt Mail	Date	UA Date	Full	Name			
œ										1 15.0	9.2022	2	Sam	8 Csl	Uvt	DO NO	T USE***
				(2	ZSOZER	08.	10.2022		1 07.1	0.2022	2	Sam	8 Csl	Uvt	DO NO	T USE***

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Resubmission of a Rejected CSL Request



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

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

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

Rejected Certified sick leave Monitor											
3 4 7 7 2 10 11 14 17 11	⊞ -⊞ -∰ ∐ 4 -∢ → → →										
Pers.No. Start Date End Date Re Date DWS Daily WS text	Status Att./abs.	WF ID WF Status WF Date type text Status	A/A days Hours AM_PM Notify Att./abs. type text	Reason for excluding Observations							
10.01.2023 11.01.2023	🗙 HR_REJECT 🕒	274291640 REJECTED 23.01.2023	2.00 16.00 NA 🖉								
10.01.2023 ET00 0830-1730 8h 11.01.2023 ET00 0830-1730 8h	× ×			No match No match							

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

Calendar Team Calendar Leave Requests Absence Balance													
Show from:	P Apply												
Type of Absence	Start Date	End Date	Next Processor	Status	Att./abs. days	Att./abs. hours	Used						
Certified Sick Leave	10.01.2023	11.01.2023	HR Partner	Sent	2.00	0.00	2 Days						
Certified Sick Leave	10.01.2023	11.01.2023	HR Partner	Rejected	2.00	0.00							

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

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Show from:	Apply						
Type of Absence	Start Date	End Date	Next Processor	Status	Att./abs. days	Att./abs. hours	Used
Certified Sick Leave	10.01.2023	11.01.2023		Approved	2.00	0.00	2 Days
Certified Sick Leave	10.01.2023	11.01.2023	HR Partner	Rejected	2.00	0.00	

5. The report now shows Approved for Status once the record details are expanded. Additionally, the No match Status is converted to Subsequently Approved in the Rejected Certified Sick Leave Report. This means that the record will longer be recorded as an unauthorized absence conversion for the staff member. The WF Status might remain as Rejected, it will not affect the overall result.

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

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Defer Conversion



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

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

Procedure

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



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

Rejected Certifie	ed sick leave Monito	r
⊕)≡(
Further selections	🕈 Search helps 🗳	Sort order
Period		
○ Today	O Current month	 Current year
Op to today	From today	
Other period		
Data Selection Period	i i	То
Person selection peri	od	То
Payroll period		
Selection		
Personnel Number	9450404	P
Employment status	3	
Company Code		P
Payroll area		P
Pers.area/subarea/cost c	ente	■
Employee group/subgrou	ID ID	P

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

-	Rejected	d Cen	tified	sick leav	e Monito	or										
Ģ																
8	7 Pers.No.	. Start	. Date	End Date	Rec.Stat	Leave Statu	s Process	WF ID	WF Status	WF Date	A/A days	Hours	AM_PM	Notify	Reason f	or excluding
	Date	DWS	Dail	Ly WS text	Status		Att./abs.	type text	Stat	us	A	tt./abs.	type ter	ĸt	Observation	ns
G	NINT	27.09	.2022	29.09.2022	×	HR_REJECT	Ð	274280676	REJECTED	07.10.2022	3.00	24.00	NA	Ø		
G	Rinn	20.09	.2022	22.09.2022	×	HR_REJECT	Ð	274280540	REJECTED	04.10.2022	3.00	24.00	NA	Ø		
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œ	PA01GLBL08 20.09.2022 4 22.09.2022 22.09.2022 C	Cr22 DO NOT USE

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

Re	ejected Certified sick leave Monitor	
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	Defer	

5. On the Confirm popup, click OK.

Reject	ed Certified sick leave Monitor		
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[
Se Exc/	Inc By Exc/Inc On Req. Statu Stat.ChgBy Stat.Ch	gOn Mails Cnt Mail Date UA Date	Full Name
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(F)	😧 Cancel 🕼 Ok		2 CH22 DO NOT USE
			Z CFZZ DO NOI USE
	Ok		

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

Re	eject	ed Ce	rtified	sic	k lea	ive M	1onitor									
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			Last modified: 20 February 2023
Permanent	tlv Exclude	Conversio	on



PERMANENTLY EXCLUDE rejected Certified Sick Leave from conversion to Unauthorized Absence

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

Once completed, it cannot be reversed.

Procedure

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





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



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Rejected Certifie	ed sick lea	ve Monitor		
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Further selections	Search	helps 🖻 🖻	Sort order	
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○ Other period				
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(- 1				
Selection				
Personnel Number		22050		
Employment status		3		
Company Code				
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Leave Start Date			to	\$
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			,	
Exception Reporting				

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

	Rejecte	ed C	ertified :	sick leav	e Monito	or												
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4. Click on the Permanently exclude icon $\overset{\frown}{\hspace{-.1in} \hspace{.1in} \hspace{1in} \hspace{$

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conversion to Unauthorized Absence.

1	Rejected Certified sick leave Monitor																	
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5. On the Confirm popup, click OK.

C Confirm								
?	Request will be excluded permanently!							
	Cancel 🞯 Ok							

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

🔄 Enter text		×
Reason for excluding	Time Manager confirmed the staff member's telecommute and attendance	
		×

7. The Permanently excluded icon Adjustication of the second has been permanently excluded from conversion to Unauthorized Absence. It will display the message added on "reason for excluding".

R	lejecte	d Ce	ertifie	d sick	leav	e Monito	or													
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Manually Convert to Unauthorized Absence

**Follow these steps to convert any unresolved days to Unauthorized Absence in line with Staff Rule 5.3 (d) and 6.2 (e) and trigger automated notifications to staff for unresolved rejected certified sick leave.



MANUALLY CONVERT UNRESOLVED REJECTED CERTIFED SICK LEAVE TO UNAUTHORIZED ABSENCE

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

Procedure

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



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

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Rejected Certifie	l sick leave Monitor	
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Further selections	Search helps 🔄 Sort order	
Period		
○ Today	O Current month Current year 	
○ Up to today	○ From today	
Other period		
Data Selection Perio	То	
Person selection per	то То	
Payroll period		
Selection		
Personnel Number	22350	
Employment status	3	
Company Code		
Payroll area		
Pers.area/subarea/cost	nte 🔁	
Employee group/subgro		
Leave Start Date	to	
Leave Request ID	to	
Exception Reporting		

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

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Re	jectea	l Certif	fied s	ick leav	e Monito	or														
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Absence.

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Pers.No.	Start	Date End Da	te Rec.S	at Leave Stat	us Process	WF ID	WF Status	WF Date	A/A days	Hours	AM_PM	Notify	Reason f
Date	DWS	Daily WS t	ext Stat	us	Att./abs.	type text	Stat	tus	7	Att./abs.	type te	xt	Observatio
												~	
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17.02.20	20 ET00	0830-1730	8h 🗙		Create	المحادية والأربية وال							No match
18.02.20	20 ET00	0830-1730	8h 🗙		Create	unauchorized	absence						No match
19.02.20	20 ET00	0830-1730	8h 🗙										No match
20.02.20	20 ET00	0830-1730	8h 🗙										No match
21.02.20	20 ET01	0830-1400	5.5h 🗙										No match
22.02.20	20 OFF	OFF	×										Day off
23.02.20	20 OFF	OFF	×										Day off
24 02 20	20 8700	0830-1730	eh 😪										No match

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

Rejected Certified sick leave Monitor: Notification								
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Further selections	Search helps	🗢 Sort or	der					
 Today Up to today Other period Data Selection Period 	O Current month O From today		ent year					
Payroll period		10						
Selection								
Personnel Number	21060	0 🖻						
Employment status	3							
Company Code								
Payroll area								
Pers.area/subarea/cost cente								
Employee group/subgroup								
Leave Start Date		to						
Leave Request ID	005056B	C629E1EEA9 to		-				
 Test Mode Skip Notifications 								

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

Rejected Certified sick leave Monitor: Notification										
3 4 7 7 2 6 4 4	; 👌 🕎 👊	L A ==								
Document Identification	Changed on	Time	 Seg No. 	PersNo	Liser Name	Description				
005056BC629E1ED68CFCB7134C4F23BE	29.09.2022	01:58:42	1	22090	PA01GLBL03	Notification sent				
	29.09.2022	01:58:42	2	22668	PA01GLBL03	Unauthorized absence created				

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



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Manually Delete Unauthorized Absence

CERTIFIED SICK LEAVE APPROVED AFTER THE UNAUTHORIZED ABSENCE WAS CREATED

HR Partner can manually delete the unauthorized absence record.

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

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

R	Pers.No.	Start	Date End Dat	e Rec.Stat	Leave Statu	s Process	1	WF ID WE	Status	WF Date	A/A da	ys Hour	s AM_PN	4 Notif	y Reason f
	Date	DWS	Daily WS te	xt Status		Att./abs.	type	text	Statu	S		Att./abs.	type 1	text	Observatio
c	00032033	05.08.	2022 06.09.2	022 🖌	PARTIAL AP		2742	76129 PC	STED	27.09.202	2 9.0	0 63.00	NA		
	05.08.202	2 UNHO	0900-1700 7	h 🖌	1119	Certified	Sick	Leave	POSTE	D 1	119	Certified	Sick 1	Leave	Match
	06.08.202	2 OFF	OFF	×											Day off
	07.08.202	2 OFF	OFF	×											Day off
	08.08.202	2 UNHQ	0900-1700 7	h 🖌	1119	Certified	Sick	Leave	POSTE	D 1	119	Certified	Sick 1	Leave	Match
	09.08.202	2 UNHQ	0900-1700 7	h 🖌	1119	Certified	Sick	Leave	POSTE	D 1	119	Certified	Sick 1	Leave	Match
	10.08.202	2 UNHO	0900-1700 7	h 🖌	1119	Certified	Sick	Leave	POSTE	D 1	119	Certified	Sick 1	Leave	Match
	11.08.202	2 UNHQ	0900-1700 7	h 🖌	1119	Certified	Sick	Leave	POSTE	D 1.	119	Certified	Sick 1	Leave	Match
	12.08.202	2 UNHO	0900-1700 7	h 🖌	1119	Certified	Sick	Leave	POSTE	D 1	119	Certified	Sick 1	Leave	Match
	13.08.202	2 OFF	OFF	×											Day off
	14.08.202	2 OFF	OFF	×.											Day off
	15.08.202	2 UNHO	0900-1700 7	h 🖌	1119	Certified	Sick	Leave	POSTE	D 1	119	Certified	Sick 1	Leave	Match
	16.08.202	2 UNHO	0900-1700 7	h 🖌	1119	Certified	Sick	Leave	POSTE	D 1.	119	Certified	Sick 1	Leave	Match
	17.08.202	2 UNHO	0900-1700 7	h 🗸	1119	Certified	Sick	Leave	POSTE	D 1.	119	Certified	Sick 1	Leave	Match
	18.08.202	2 UNHO	0900-1700 7	h 🖌						1.	160	Unauthori	zed Abs	sence	Match
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	06.09.202	2 UNHO	0900-1700 7	h 🖌						1.	160	Unauthori	zed Abs	sence	Match

Delete the Unauthorized Absence

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

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

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List Absence	res (2001)	Delete the records -								
0000		follow the two steps								
Find by Find by Person ・ 尙 Collectiv ・ 尙 Search ・ 尙 Free se	Pers. No. 22000 Pers.Assgn 36054429 u Name Jaumine MAMMA EOD UN 27.05.2011 NAT of t EE Group 2 Local Staff US00 New York EE Subgrp GS General Service G-5 10 Appt Fix Image: Choose 01.01.1800 To 31.12.9999 STy. Absences	0022000 he USA Emp. Stat Active DOS OSO HMD te term Exp 31.05.2027								
	Start Date End Date Ab Att./abs. type text 06.09.2022 06.09.2022 1160 Unauthorized Absence	From To P Abs.days Hol								
	02.09.2022 02.09.2022 1160 Unauthorized Absence	1.00								
	31.08.2022 31.08.2022 31.08.2022 1160 Unauthorized Absence	1.00								
	30.08.2022 30.08.2022 1160 Unauthorized Absence 29.08.2022 29.08.2022 1160 Unauthorized Absence	1.00								
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	22.08.2022 22.08.2022 1160 Unauthorized Absence 19.08.2022 19.08.2022 1160 Unauthorized Absence	1.00								
1	18.08.2022 18.08.2022 1160 Unauthorized Absence	1.00								
	05.08.2022 17.08.2022 1119 Certified Sick Leave	9.00								

2. Click the delete icon 🗊 again.

Delete Abs	ences (2001)
6 8 2 1	Personal work schedule 🕴 Activity allocation Cost assignment External services 🕴 🐺
	Pers. No. ⊉2020 Pers.Assgn 30084420 00023000 ♥ Name SST FOD UN 27 05 2011 NAT of the USA Fmp. Stat. Active
Find by	EE Group 2 Local US00 New York Org DOS OSO HMD
• 🛱 Collectr	EE Subgrp GS General Service G-5 10 Appt Fixed Term Exp 31.05.2027 Start 18.08.2022 To 98.2022 Chg. 13.09.2022 AMARCOS1
	Absence type 1160 Unauthorized
	Time - Prev.
	Absence hours 7.00 Absence days 1.00 Click the bin once again to delete the record

Create the CSL record(s) for the approved dates

1. Execute the PA30 Tcode and select (1) InfoType 2001, (2) STy 1119 Certified Sick

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Leave for edit	t. Then (3) click the Create icon
🖸 / & 🗈	
3 → 😹 + Find by • 🖗 Person • 🖨 Collectio • 🖨 Search • 🖨 Free se	Personnel No. 2000 Pers.Assgn 30064420 00020020 Processor Name Mame Mam
	Infotype text S Organizational Assignment Period Period From To Planned Working Time Period From To Today Curr.week All Current month From curr.date Last week To Current Date Last month Current Year Choose Direct selection Infotype 2001

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

☑ Infotype Ed	it <u>G</u> oto Extr <u>a</u> s S <u>v</u> stem	Help
<mark>@</mark> 2	⊲ <mark>⊫ ^</mark>@	8 2 4 4 1 1 1 2 2 5 8 4 4 4 8
Create Abso	ences (2001)	
68 🕹 🚨 1 🗊	Personal work schedule	Activity allocation Cost assignment External services 🕀
	Pers. No. 02000	Pers.Assgn 30084420 00022080 -
Find by	Name Yacming VANNA	EOD UN 27.05.2011 NAT of the USA Emp. Stat
🝷 🏶 Person	EE Group 2 Local Staff	US00 New York Org DOS OSO HMD
• 🛗 Collectiv	EE Subgrp GS General Servic	e G-5 10 Appt Fixed Term Exp 31.
• 🛱 Search • 🛱 Free sea	Start 18.08.2022	To 06.09.2022
	Absence type Time Absence hours	1119 Certified Sick Leave Prev.day
	Absence days	0.00
	Calendar days	0.00
	Quota used	

Payroll Simulation

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

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

👦 🖌 Displ	ay HR Master Data	
& <mark>2</mark> 2		
← → ⊮ → Find by ・ 命 Person ・ 尙 Collectir ・ 尙 Search ・ 尙 Free se	Personnel No. 22000 Name C1.01-04 C91. WORKTOLOW EE Group 2 Local Staff EE Subgrp GS General Service	Pers.Assgn D0094426 c0c22090 Coc22090 COD UN 27.05.2011 NAT of the USA Emp. Stat Active US00 New York Org DOS OSO HMD G-5 10 Appt Fixed Term Exp 31.05.2
	Basic Data Contract Data F	Payroll Data Time Data Benefits Data S
	Infotype text	S Period
	Actions	✓ ▲ ○ Period
	Organizational Assignment	From 01.01.1800 To 31.12.9999
	Payroll Status	Curr.week
	Planned Working Time	O All O Current month
	Activity with Higher Rate of Pay	Use InfoType No. 8 and
	Bank Details	click enter to populate
	Recurring Payments/Deductions	V the Basic Pay
	Additional Payments	-
	Direct selection	
	Infotyne Basic Pay	STV
	anocype basic Pays	514

2. Click on Payroll Simulation.

Display Bas	ic Pay (0008)
6 6 🕹	
Find by Find by Person Collectiv Gill Search Collectiv Free sea	Pers. No. DDDDO Pers.Assgn 200544619 000022000 Pers.Assgn Name Cr.01-04 CSL MODMTLOW EOD UN 27.05.2011 NAT of the USA Emp. Stat Active EE Group 2 Local Staff US00 New York Org DOS OSO HMD EE Subgrp GS General Service G-5 10 Appt Fixed Term Exp 31.05.2027 Start 01.01.2019 To 31.12.9999 Chg. 10.01.2019 AASBELL
	Object ID
	Pay scale Further Information
	Type GS General Service Capacity Util. Level 100.00 % PER Area U1 USA - New York Work hours/period 174.00 Monthly Group G-5 Level 10 0.00 USD
	W Wage Type Long Text O. Amount Curr I A. Number/Unit Unit
	1100 Gross Salary 81,987.00 USD I 0.00
	1113 Net Base Salary 61,571.00 USD I V 0.00
	4127 Pensionable Base 78,416.00 USD 1 0.00
	1142 2nd Language Allowance 0.00 USD I 0.00
:	Click Payroll Simulation
	IV 01.01.2019 31.10.2019 4 61,571.00 USD Payroll Simulation

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

	Pers. No.	22030	Pers.Assg	n 300844	20 006	22600		- 😪
	Name Yasa	NA YASIYA	EOD UN 27	.05.2011 NAT	of the	USA	Emp. St	at Act
	EE Group 2	Local Staff	US00	New York		Org	DOS OSO HMI)
	EE Subgrp GS	General Service	G-5	10 Appt	Fixed	Term	Exp	31.05.2
	Start	01.01.2019 To	31.12.9	999 Chg. 1	0.01.2	019 A	ASBELL	
				Object ID				
				Next increase			31	.12.999
	Pay scale			Further Infor	mation			
	Туре	GS General Service	e	Capacity Util.	Level		100.00 %	PI
	Area	USA - New Yo	rk	Work hours/p	period		174.00 Mont	hly
	Group	G-5 Level	10	Ann.salary			0.0	0 USD
	baasa kay data							
			× _					
Key o	late 🕛	31.08.2022	Amount		Curr	I A	Number/Unit	Unit
				81,987.00	USD	I	0.00	
Selec	tion period	01.01.2019		61,571.00	USD	IV	0.00	
				78,416.00	USD	I	00500	
	То	31.12.9999		0.00	USD	I	0.00	
				0.00	USD	I	0.00	
			Er	ter the e	nd of	the		
	< >			concerned	l moi	nth		•

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

Pay Type Regular payroll Pay Period 01.08.2022 - 31.08.202 Pay Area L1 Local UNHQ Index 00022040 Vacadoc VAUX Pay Date. 24.08.2022 Grade G-5	USD 2 % / 10					
Rate	Retro-active Hrs/Unit	Amount	Rate	Current Period Hrs/Unit	Amount	YTD
Earnings & Allowances						
Gross Salary		7,602.67			7,602.67	
*** Total Earnings		7,602.67			7,602.67	
Deductions, Adjustments & Claims SM Pension Contribution Staff Assessment		1,871.42			1,159.94 1,871.42	
*** Total Deductions		1,871.42			3,031.36	
Recoveries Salary Advance 04					4,468.61	Balance
*** Total Recoveries & Balances					4,468.61	
*** Total Net					5,833.95	
UN Contribitions UN Pension Contribution		1,159.93			1,159.93	
*** Total UN Contributions		1,159.93			1,159.93	
Net Payments Wage Typ Payment /559 Payment of balance /558	e Amt In	Payroll Curr 5,319.29 514.66		Amt In Pa	yment Curr	USD USD

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Monitor Certified Sick Leave Exceptions

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

- · Permanently excluded
- Temporarily deferred
- Paused
- All exceptions

Follow the steps below to create exception reports.

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

click the Enter icon 🥙.

🕙 ZTMCSLREPORT 🔻 🛛 🔲 🛛 🗞 🤅	8 1 2 H H I 2 1 4 1 2 1 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
SAP Easy Access - User menu	for PA01GLBL03 PA01GLBL03
👍 🖻 🏷 🚜 🔀 🥒 🔻 🔺	
Favorites User menu for PA01GLBL03 PA01GLBL03	

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

Rejected Certified	l sick leave Mon	nitor
⊕)≡(
Further selections	Search helps	Sort order
Period		
O Today	Ourrent month	 Current year
○ Up to today	From today	
○ Other period		
Data Selection Period	r	То
Person selection period	1	То
Payroll period		
Selection		
Personnel Number	1130	
Employment status	3	
Company Code		S
Payroll area		P
Pers.area/subarea/cost cer	nte	
Employee group/subgroup		S
Leave Start Date		to 🖻
Leave Request ID	2	to 🖻
Exception Reporting		

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

Execute icon [®].

Rejected Certifi	ed sick lea	ave Monito	r	
⊕)≡(
Further selections	Search	h helps 📄 🕏	Sort order]
Period Today Up to today Other period Data Selection Period Person selection period	Curren From Ind	nt month today	 Current year To To 	
Selection Personnel Number Employment status Company Code Payroll area Pers.area/subarea/cost Employee group/subgroup	cente	3	1 1 1 1 1 1 1 1 1 1 1	
Leave Start Date Leave Request ID			to to	字
 Exception Reporting Permanently exclude Review - Temporarily Review - Paused Review - All exception 	d deferred ns			

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

Rejected Certified sick leave Monitor		
Q A ♥ ¥ 2 № 2 Q ♥ H H H H H H H		
Pers.No. Start Date End Date Rec.Stat Leave Status Process Date DWS Daily WS text Status Att./abs.	WF ID WF Status WF Date A/A days Hours AM_FM Notify Reason for excluding type text Status Att./abs.type text Observations	Exc/Inc By Exc/Inc On Reg. Statu Stat.ChgBy Stat.ChgOn Ma
D 60000000 29.04.2016 29.04.2016 💥 REJECTED	45264947 WITHDRAWN 26.10.2016 0.50 3.50 PM 🏼 🌮	PA01GLBL03 29.09.2022 😵 PA01GLBL03 29.09.2022
☐ 0002_ 500 28.04.2016 28.04.2016 💥 REJECTED	45264935 WITHDRAWN 26.10.2016 0.50 3.50 PM 🄗	PA01GLBL03 29.09.2022 🧭 PWANJUKI 21.12.2021

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

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Notifications of Rejected Certified Sick Leave

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

- at the time the request is rejected,
- 15 days after the rejection (First Action Required email),
- 30 days after the rejection (Second Action Required email),
- 45 days after the rejection (Third Action Required email), and

• 60 days after rejection (Notice of Conversion of rejected CSL to Unauthorized Absence)



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

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

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

Certified Sick Leave rejected for Dominic RAAN					
Created CR01ALL04 CR01ALL04					
Dear Cominic Ratation					
You are receiving this automated email as your request for Certified Sick Leave has been partially rejected by the Medical Service, as follows:					
Certified Sick Leave 9,00 days 18.08.2022 - 06.09.2022 rejected 05.08.2022 - 17.08.2022 approved					
Please take the required action as detailed in the notification received from the medical service. Alternatively, you can submit a request for a different leave type to cover the rejected period (for example Uncertified Sick leave up to applicable limits).					
Failure to take corrective action within <mark>60</mark> days of the date of this notification will result in your rejected Certified Sick Leave days being treated as Unauthorized Absence in line with Staff Rule 5.1(e)(ii) and 6.2 (d), which will result in deduction from your salary and allowances.					
Please contact your HR Partner if you need further guidance and clarifications.					
Thank you,					
Umoja					

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

ACTION REQUIRED- Rejected CSL

Created 🖃

Dear Col Inic RAMAIL

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

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

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

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

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

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

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

Thank you for your cooperation,

Umoja

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

ACTION REQUIRED- Rejected CSL - REMINDER

Created 🖃

Dear Doubleic Sources,

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

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

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

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

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

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

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

Thank you for your cooperation,

Umoja

Rejection Notification Email – email received by SM 45 days after rejection

ACTION REQUIRED- Rejected CSL- FINAL REMINDER	
Created 🗐 on	
Dear Doulinis &AtAWI,	
You are receiving this automated email as the last reminder to take necessary action to resolve the following rejected certified sick learning the second se	ve request:
[Certified Sick leave 13.00 days] [Start date: 2022-08-18 – End date: 2022-09-06]	
You are required to provide additional information to substantiate your rejected sick leave request per the details provided by your HR services in your rejection notification. This action should be taken as soon as possible.	Partner or Medical
Alternatively, you can submit a request for a different leave type to cover the rejected period (for example Uncertified Sick leave up to	applicable limits).
Please take the required action within 15 days of the date of this notification per email sent on the 2022-09-09.	
Failure to take corrective action by the set deadline will result in your rejected certified sick leave days being the ted as Unauthorized A Staff Rule 5.1 (e) (ii) and 6.2 (d), which will result in deduction from your salary and allowances.	Absence in line with
For any inquiry on this matter please contact your HR Partner or supporting Medical Service where applicable quoting	er.
Thank you for your cooperation, This will be the da	te of the
Umoja rejection notificat	ion email

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

Rejected CSL resulting in Unauthorized Absence	
Created	on
Dear Dominic RMANI,	
You are receiving this automated email as you did not take the required corrective action within 4 days of notification of your certified sick leave request being rejected:	
[Certified Sick leave 13.00 days] [Start date: 2022-08-18 - End date: 2022-09-06]	
In the absence of the requested information to substantiate your rejected certified sick request, or the recording of another leave type (for example Uncertified Sick leave up to applicable limits) to cover the period of unaccounted absence, the rejected request results in Unauthorized absence in line with Staff Rule 5.1 (e)(ii) and 6.2 (d). This unauthorized absence will be reflected in the respective monthly time statement and will result in a deduction from your salary and allowances in your next payslip.	
Please contact your HR Partner if you need further guidance and clarifications.	
Umoja	
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