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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 policy portal.

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

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

HR HANDBOOK

KNOWLEDGE GATEWAY

KNOWLEDGE GATEWAY:HR

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Policy

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

- Staff Regulations and Staff Rules of the United Nations – ST/SGB/2023/1, the current staff regulations and rules governing human resource management, including various types of leave and working arrangements (i.e. overtime, night differential, etc.).
- Family Visit, maternity leave and paternity leave – ST/AI/2005/2, ST/AI/2005/2/Amed.2: Policy governing the administration of family visit, maternity leave and paternity leave for

staff members.

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

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Practice

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

- UN Policy Portal – Human Recourses: Repository of the legislation governing all aspects of human resource management.
- Knowledge Gateway: Human Resources
- HRSD Knowledge Management Platform (Permission must be requested when accessing the web page for the first time).
- Implementation of Common System Compensation Package in the United Nations

Secretariat.

- International Civil Service Commission Website: Provides valuable knowledge regarding specific staff member entitlements, i.e., information regarding danger pay.
- United Nations Salaries, Allowances, Benefits and Job Classifications Website: Provides valuable knowledge regarding salaries and specific staff member entitlements.

HR Partners, HR Administrators, Time Administrators and Time Senior Administrators are also encouraged to complete the HR Partner eCertiication course, and the Time Administrators and Time Senior Administrators Courses. Details can be found on Knowledge Gateway.

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

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

Guidelines on the timeframes for processing the different types of absence and attendance is available in iSeek.

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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

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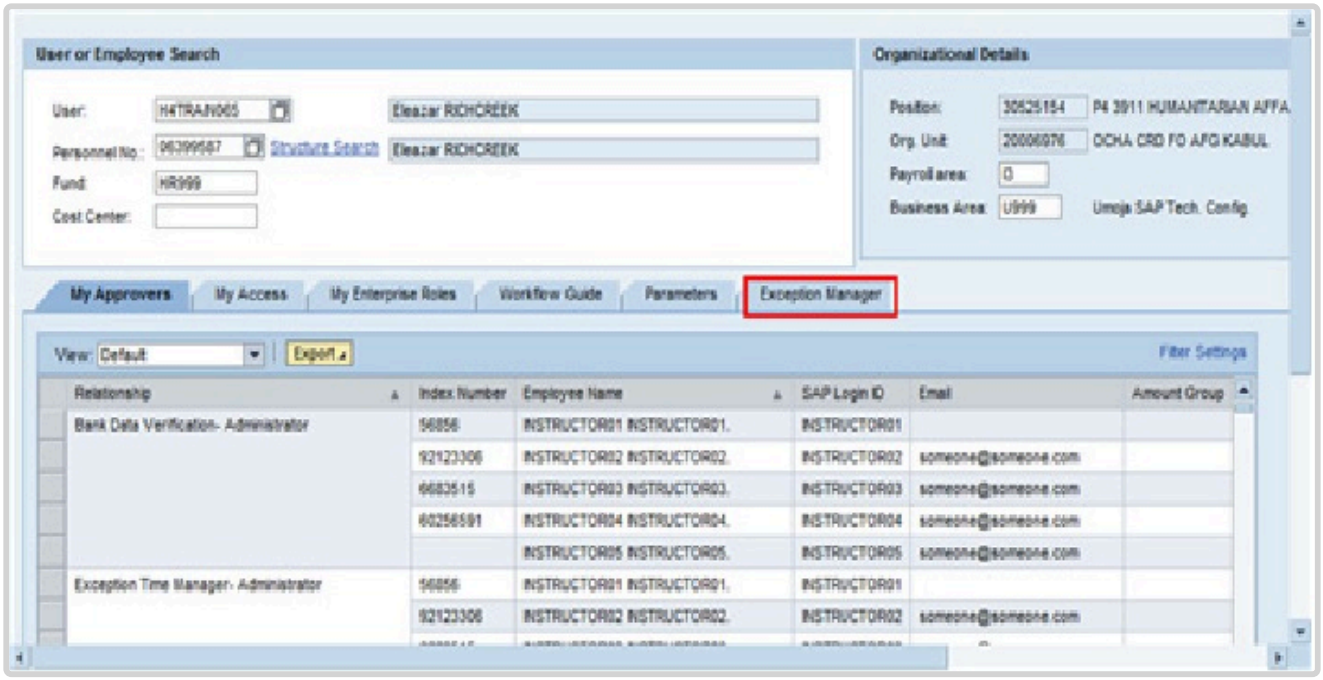
Assigning an exception manager

Review This

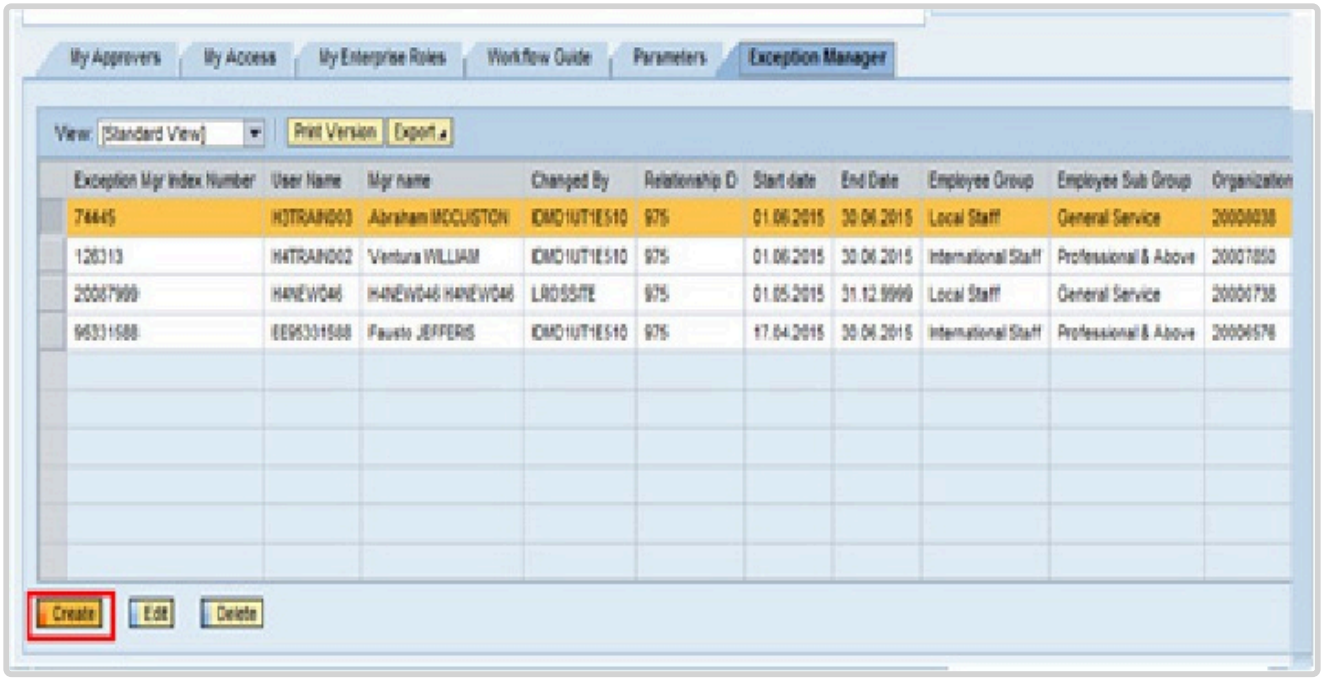
1. Start the transaction using the menu path: **Home>User Map>Exception Manager**

2. Click on the *User Map* link.



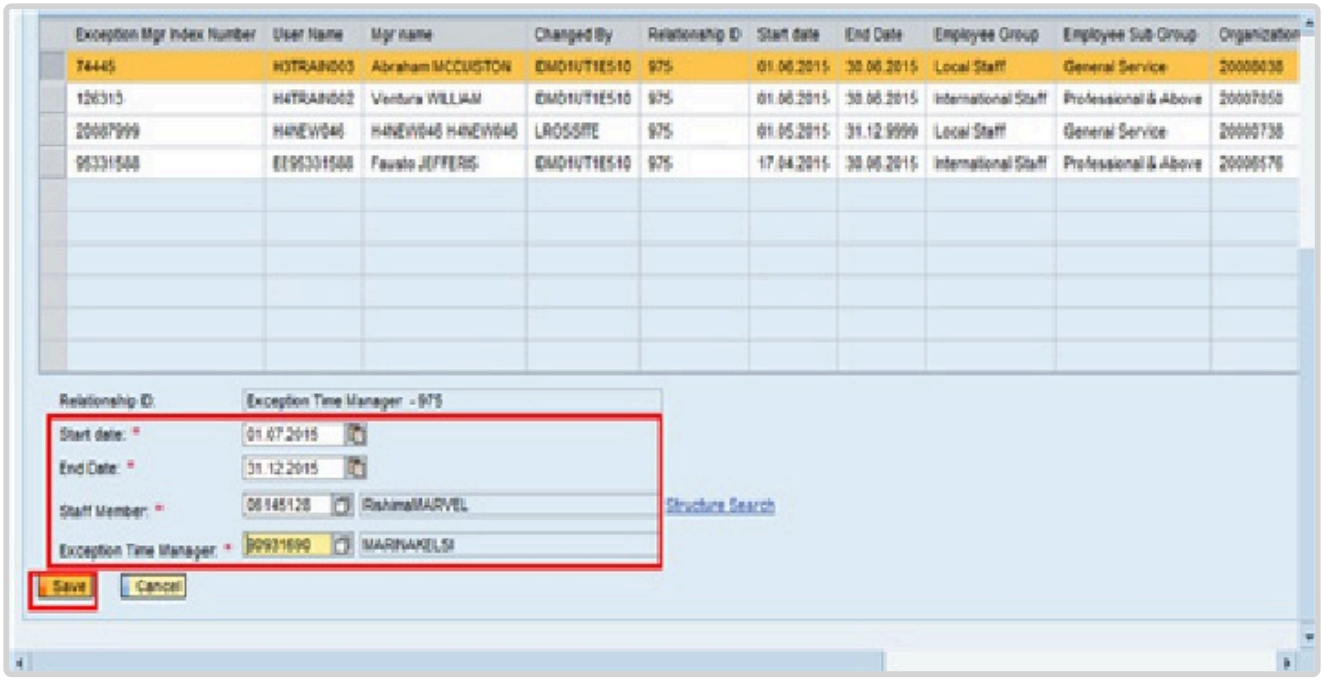
3. Click *Exception Manager*.

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.



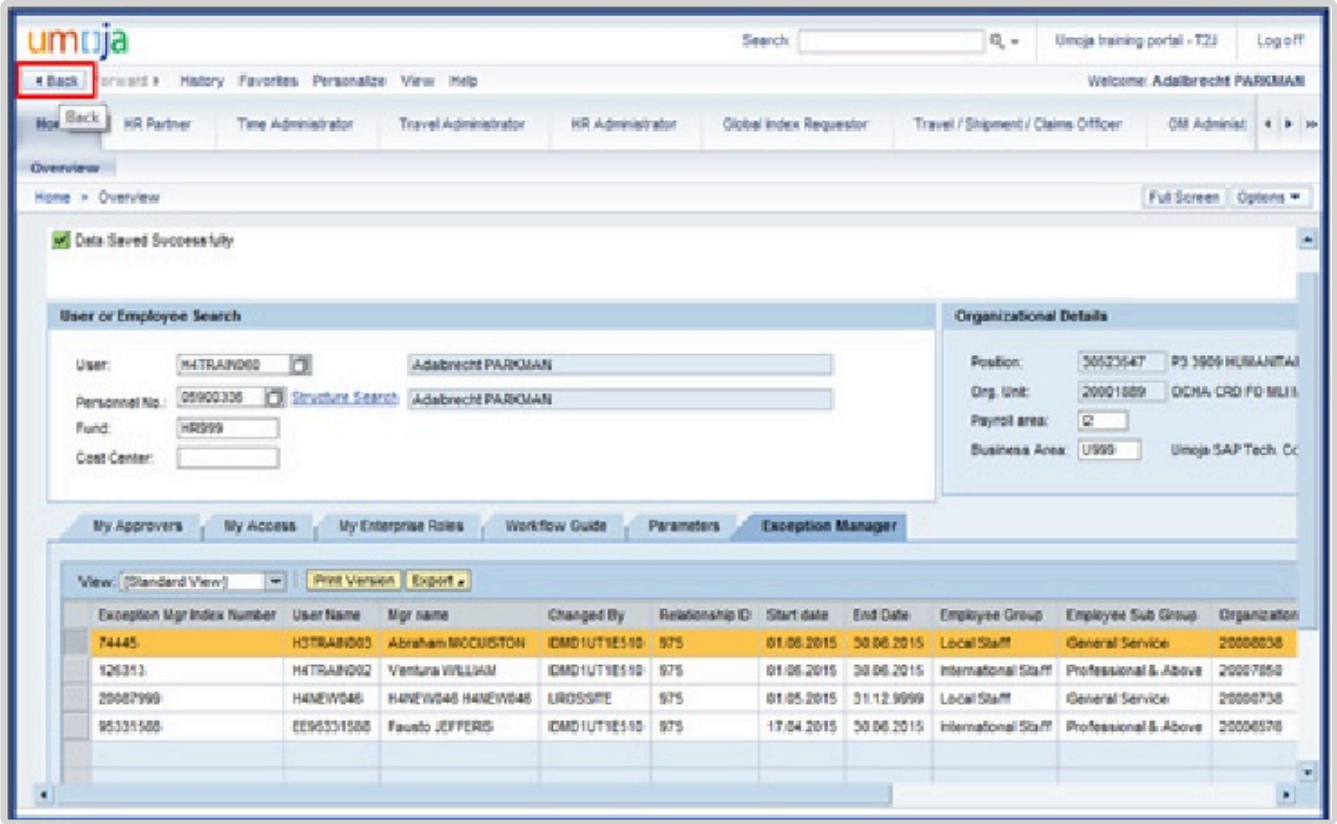
4. Click *Create*.

A new record needs to be created for each staff member who will be assigned to the same Exception Manager.



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.



- 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.

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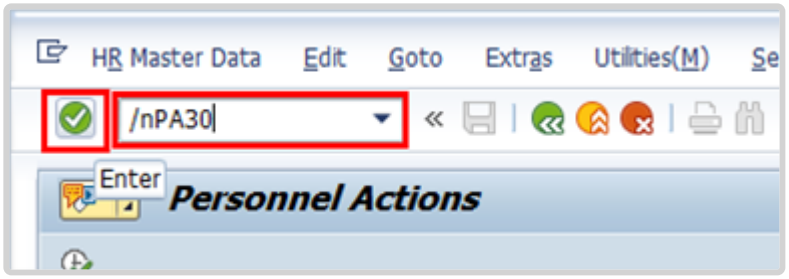
Add a Note

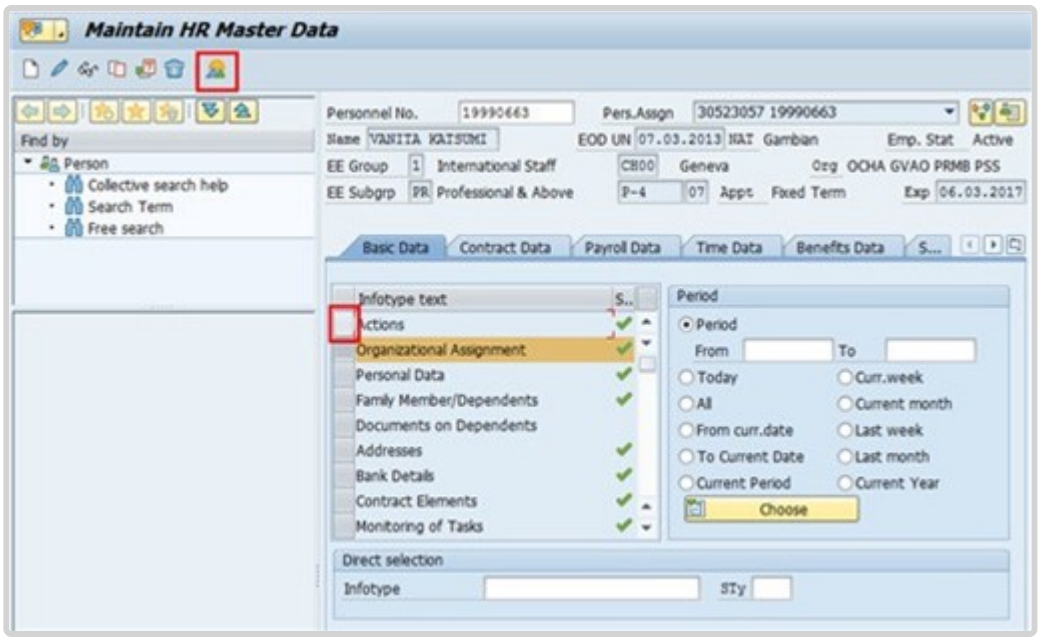
Review This

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.

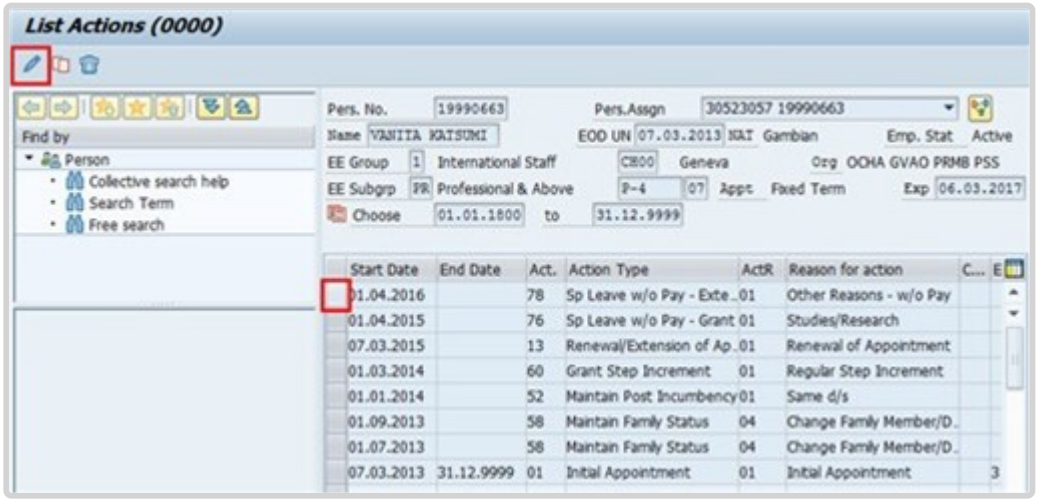


2. Click after typing PA30 in the Command text box.



3. Click to select Actions.

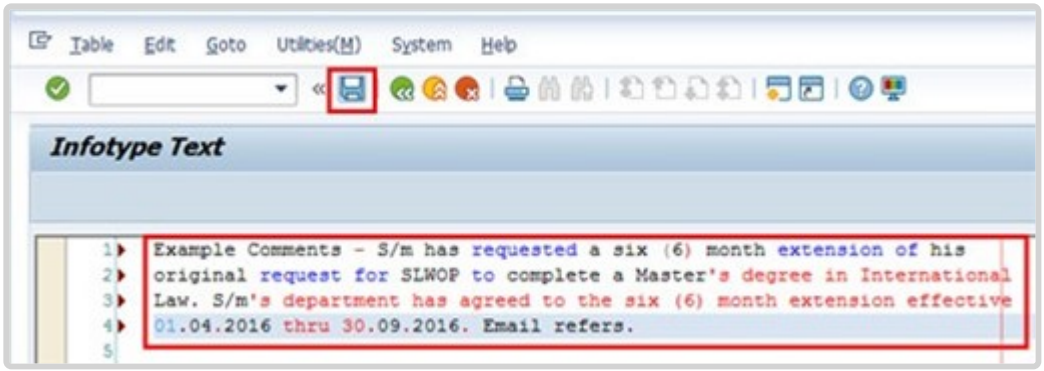
4. Click to view the list of Action records.



5. Click next to the record you want to add a note to.

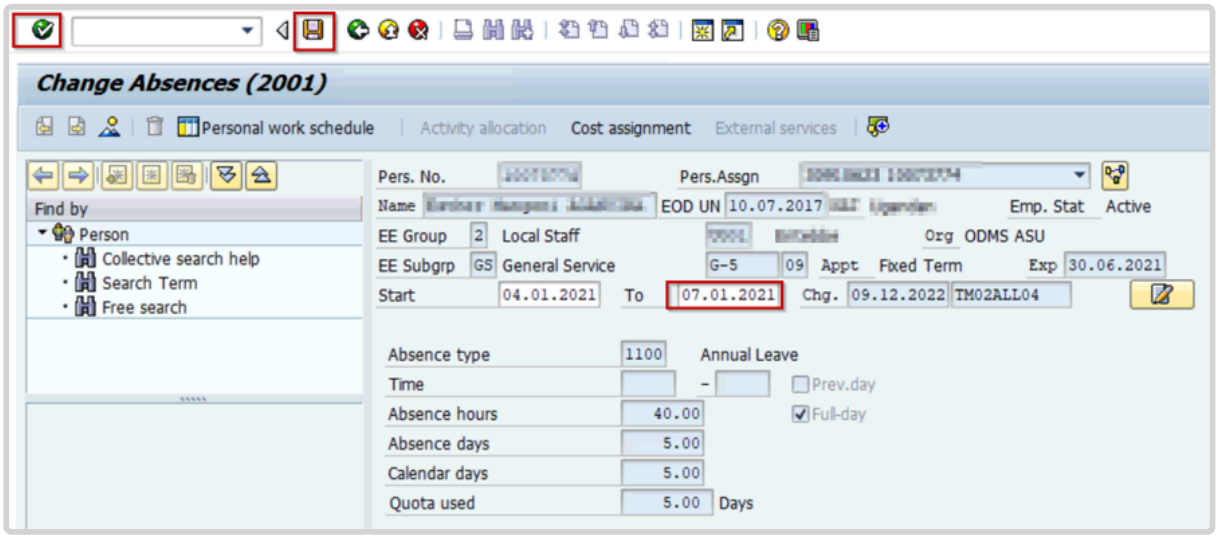
6. Click to edit the record.

7. Press F9 to add a note.



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.



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 2½ days per month.
2. Staff members holding Temporary appointments accrue annual leave at a rate of 1½ days per month.

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

1. Staff Regulations of the United Nations – ST/SGB/2023/1
   Regulation 5.1 Annual leave
   Rule 5.3: Annual leave

2. Administration of temporary appointments – ST/AI/2010/4/Rev.1
   Section 8: Annual leave

3. Recording of attendance and leave – ST/AI/1999/13 and ST/AI/2005/1
   Section 1: Recording of attendance (ST/AI/1999/13)
   Section 3: Computation (ST/AI/1999/13)

4. Implementation of the Change in the Annual Leave Cycle (In effect until further notice) – ST/IC/2005/8

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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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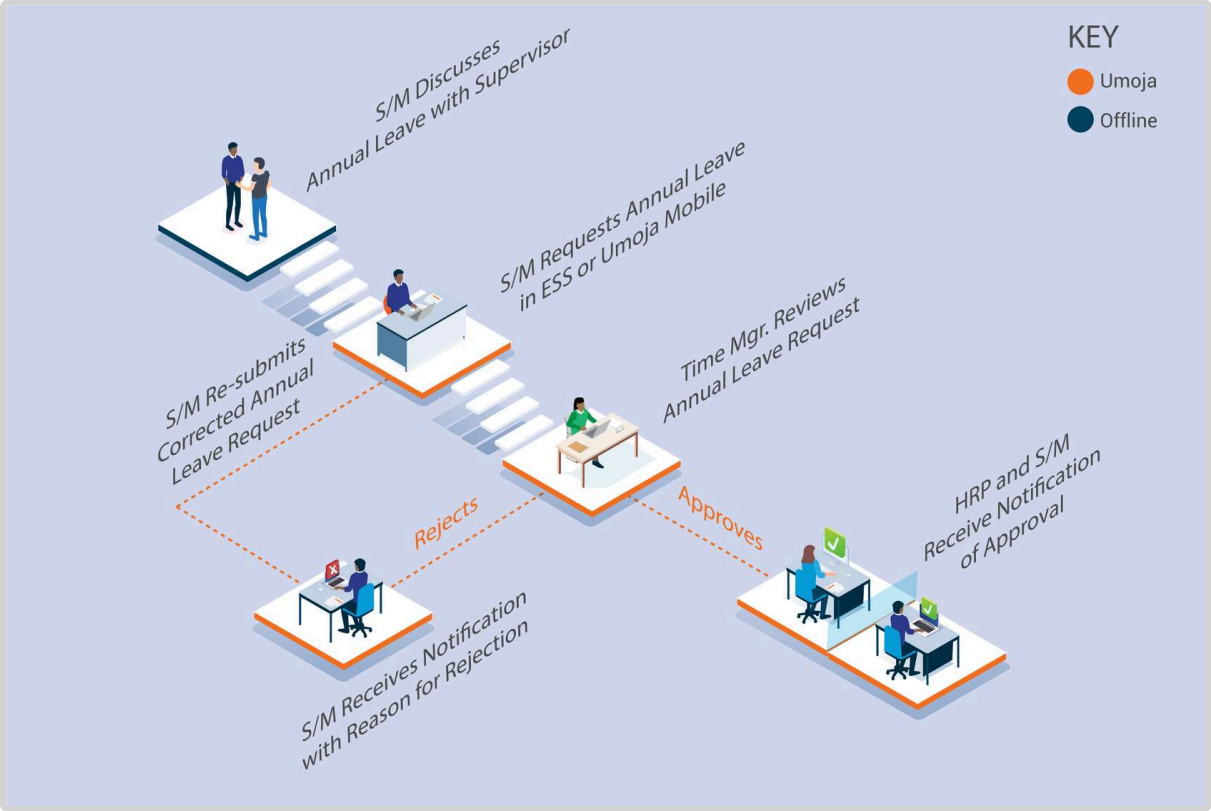
Process

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.

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Procedures

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.

1. Staff Rules and Staff Regulations of the United Nations – ST/SGB/2018/1/Rev.2
   Article VI, Social Security – Regulation 6.2
   Rule 6.3 – Maternity and paternity leave

2. Family Leave, maternity leave and paternity leave – ST/AI/2005/2 and ST/AI/2005/2/Amend.2
   Part II – Maternity leave (ST/AI/2005/2)
   Section 5 – General
   Section 6 – Pre-delivery leave (ST/AI/2005/2/Amend.2)
   Section 7- Post-delivery leave
   Section 8 – Relationship of maternity leave to other entitlements: (ST/AI/2005/2)

   - Section 8.1 – Sick leave and annual leave
   - Sections 8.2 – 8.4 – Extension of fixed-term appointments for utilization of maternity leave entitlement
   - Section 9.4 of ST/AI/2010/4/Rev.1 – Administration of temporary appointments – Maternity Leave

Information can also be found on the Knowledge Gateway

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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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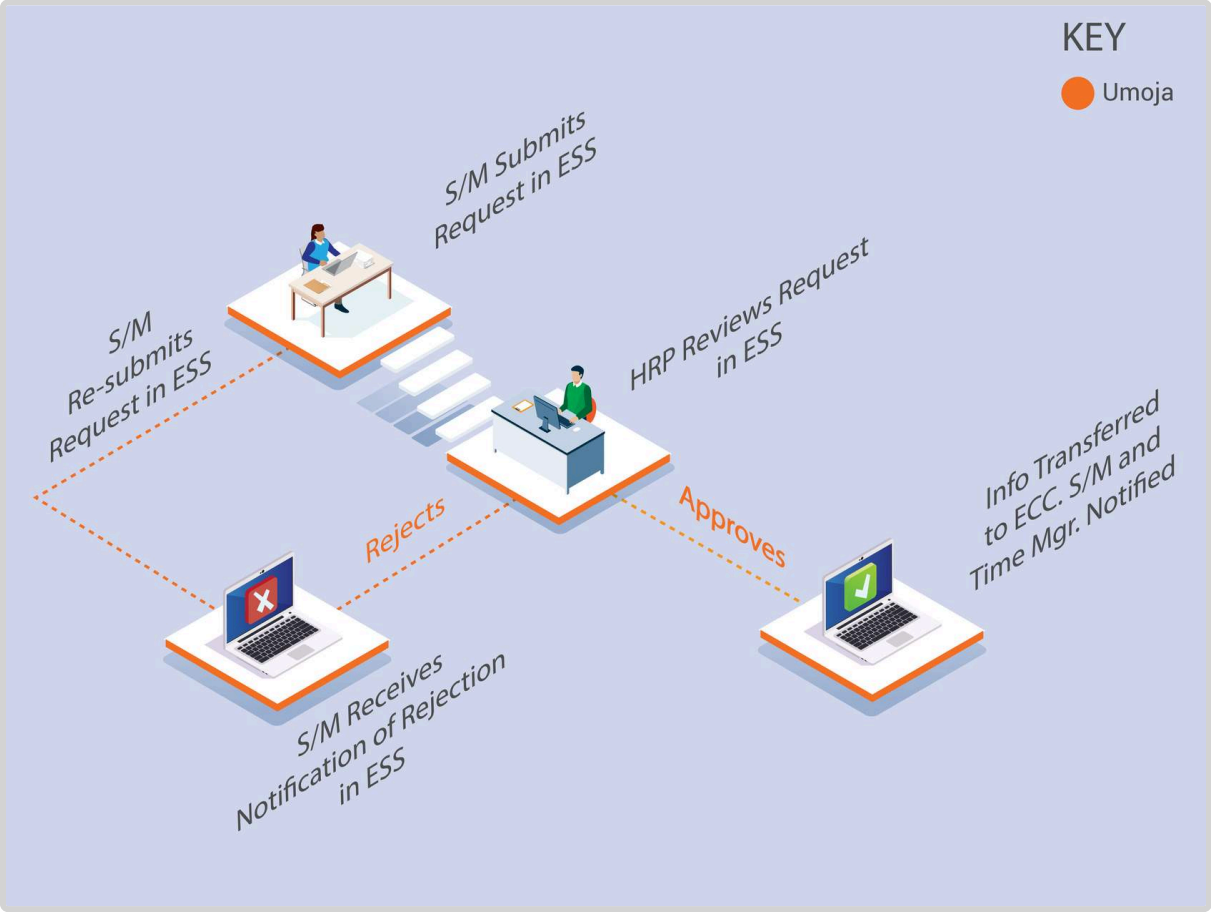
Process

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 pre-delivery leave to commence. The ESS request must include a licensed medical practitioner or midwife statement clearly indicating the expected date of delivery. The only system limitation is that the period of maternity leave cannot start more than 6 weeks prior to the expected delivery date.

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



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

Exceptional Record Entries in ECC

Exceptionally, when neither the Staff Member nor Time Administrator have access to ESS, the Time Senior Administrator or HR Partner can create, modify, and delete attendance records, including maternity leave, directly in ECC. However please note that approval of maternity leave in ECC should be the exception and all submissions should ideally come through ESS.

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Procedures

Review This

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.

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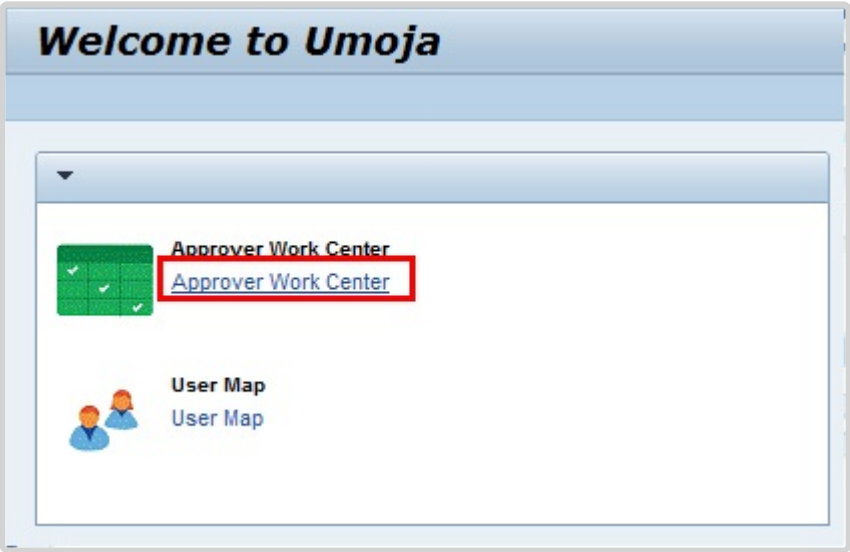
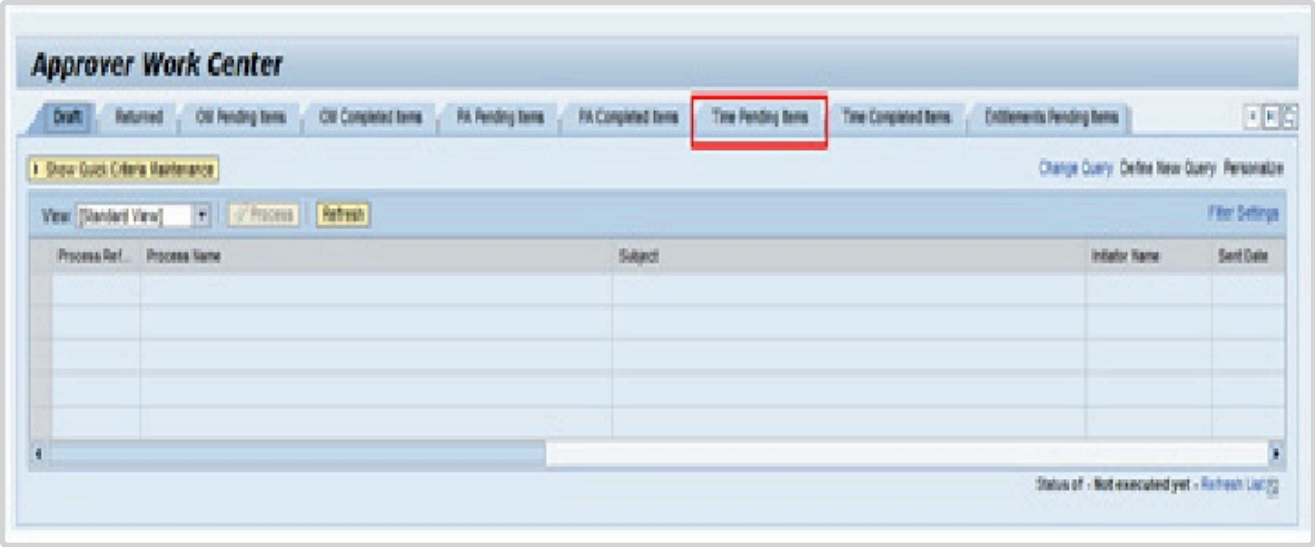
Approve Maternity Leave in Portal (standard approval)

Review This

1. 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.

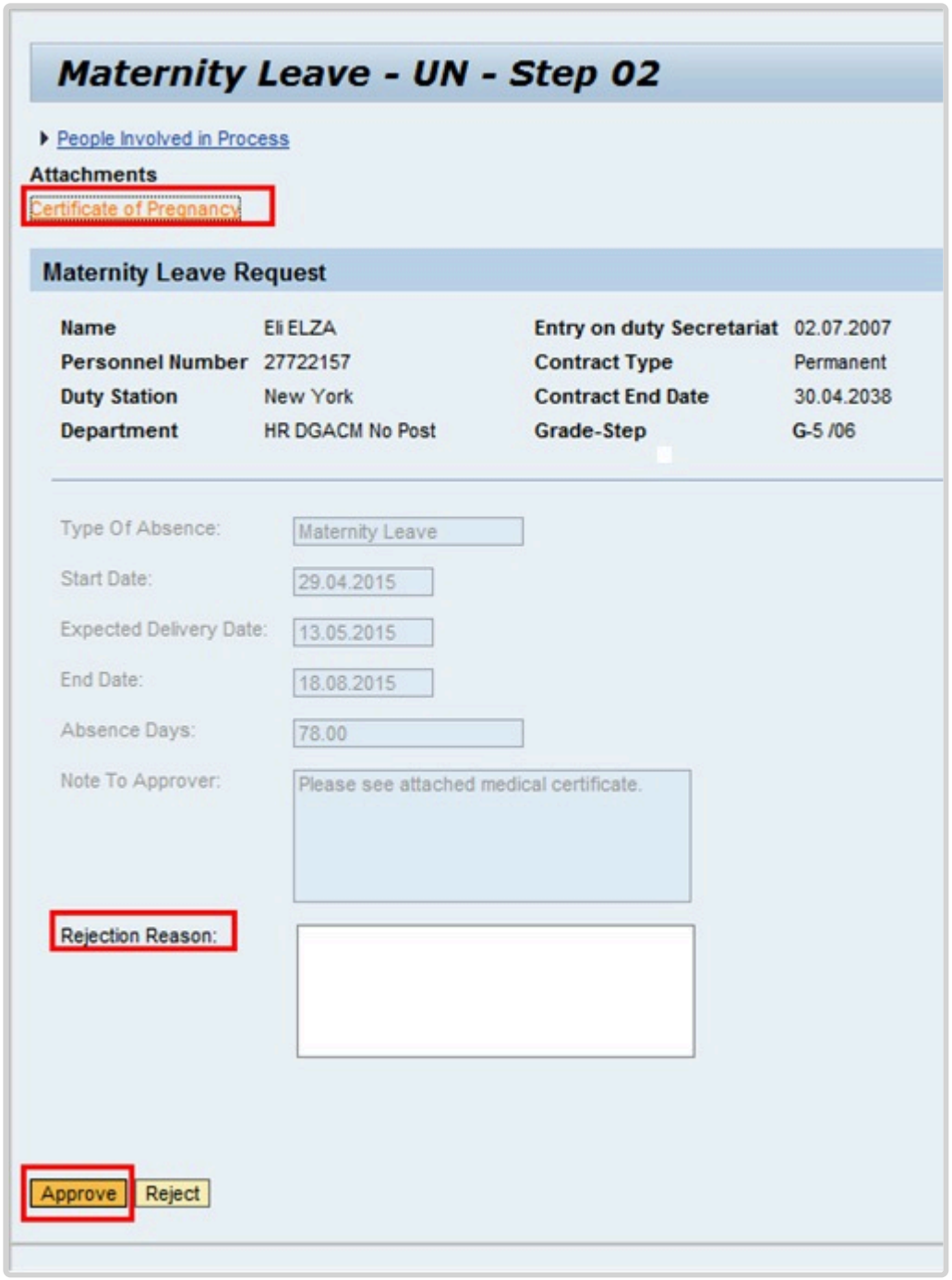


2. Click *Approver Work Center* from the Home tab.



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.

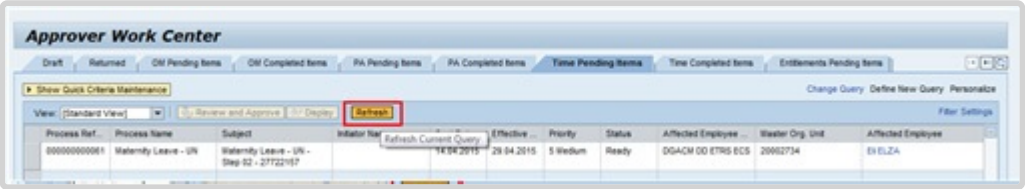
4. Click ☐ to select the request you want to review.
5. Click *Review and Approve* to view the request detail.



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.



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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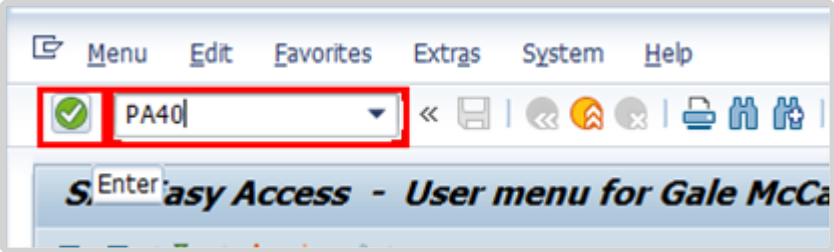
Last modified: 20 February 2023

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

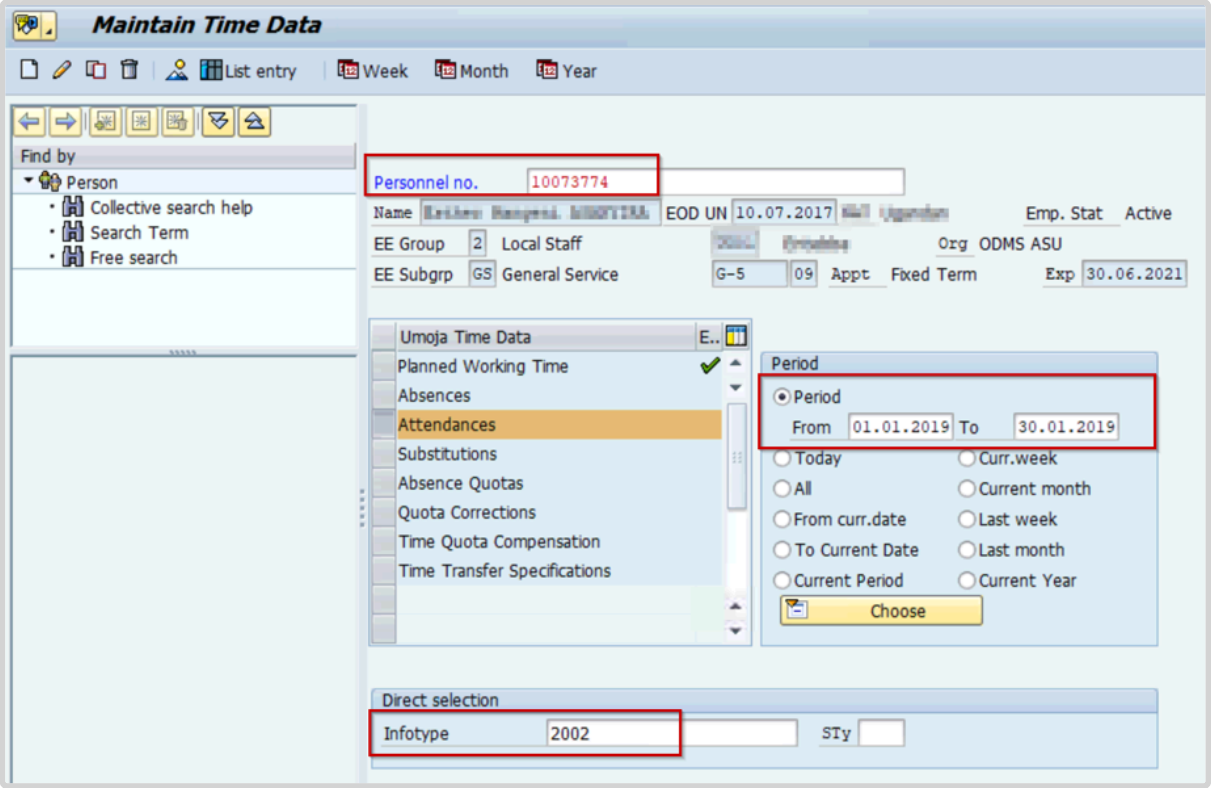
Review This

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



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

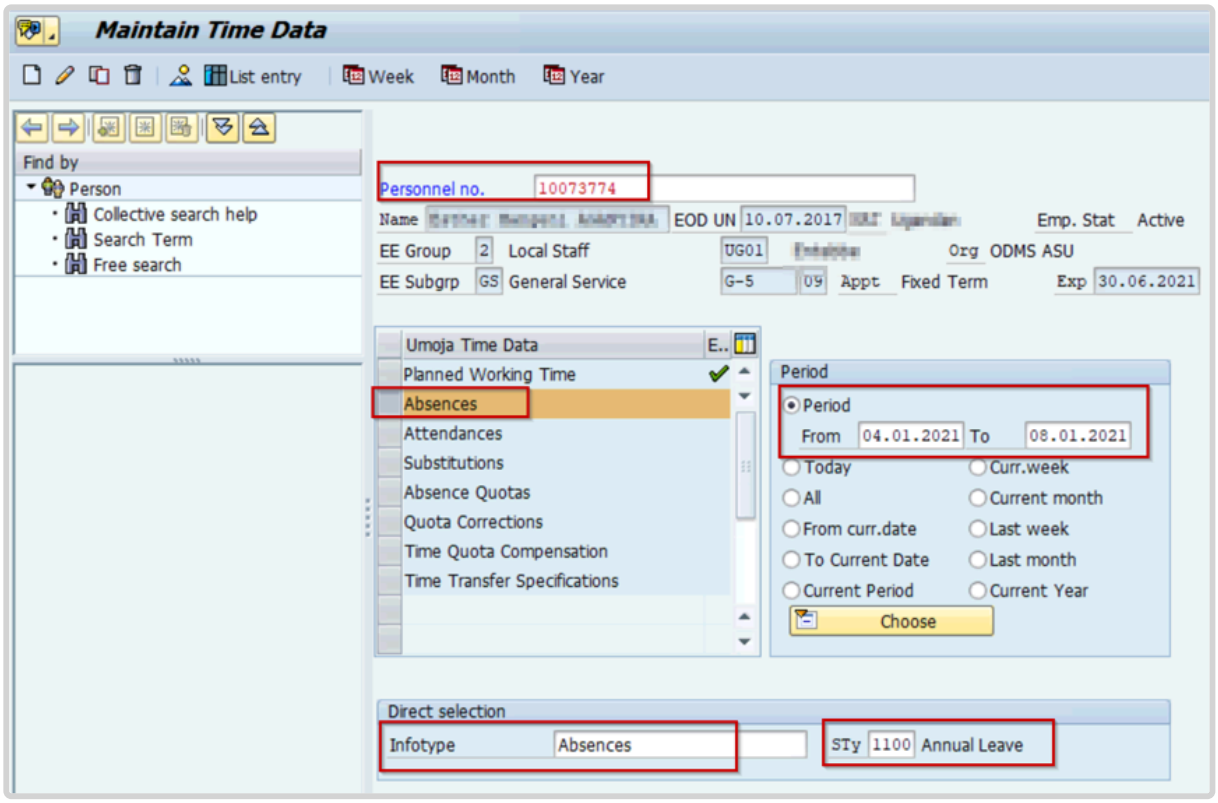
3. Enter the staff member's personnel number.



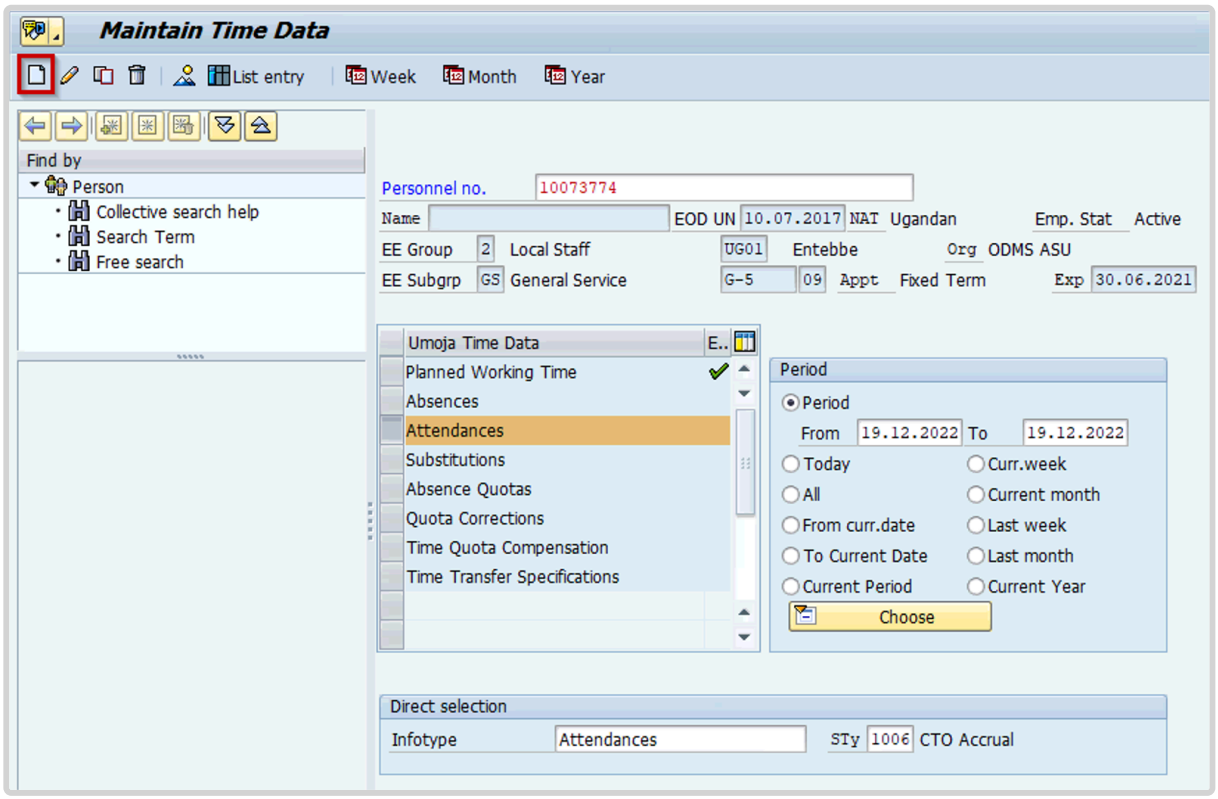
4. Click to continue

5. Select Period and enter the dates the staff member will be on Maternity Leave.

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

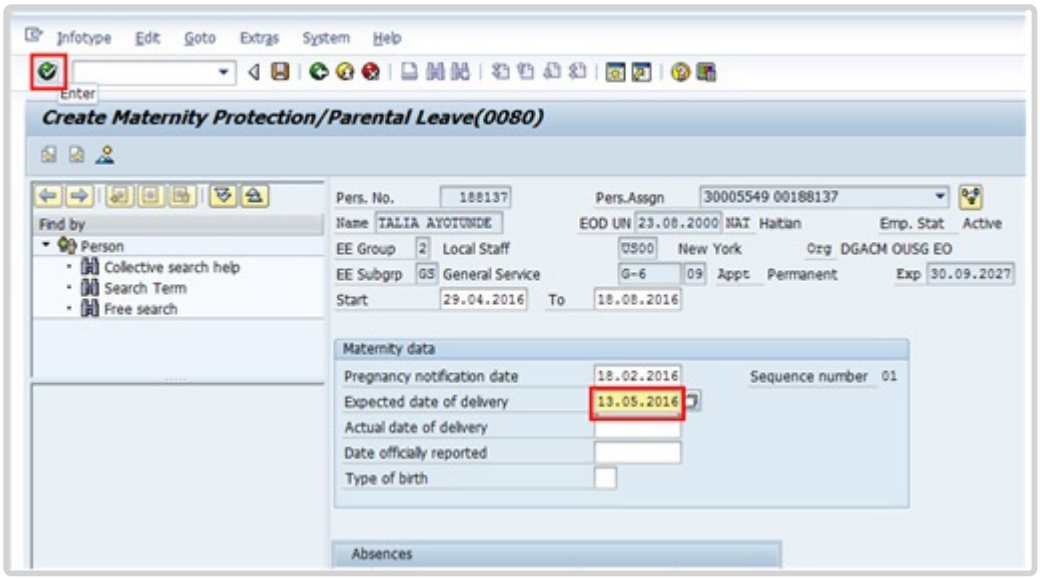


7. Click to continue.



8. Click to create a new record.

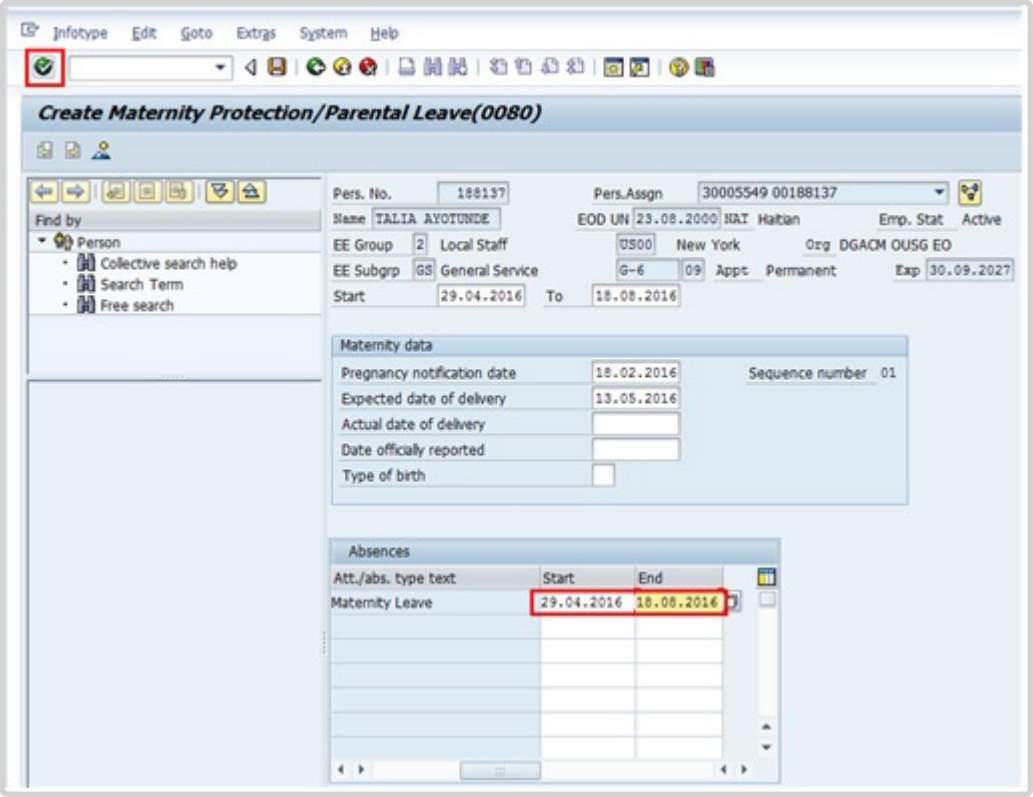
9. Enter the expected date of delivery. Leave the remaining fields in the Maternity data section blank.



10. Click to continue.

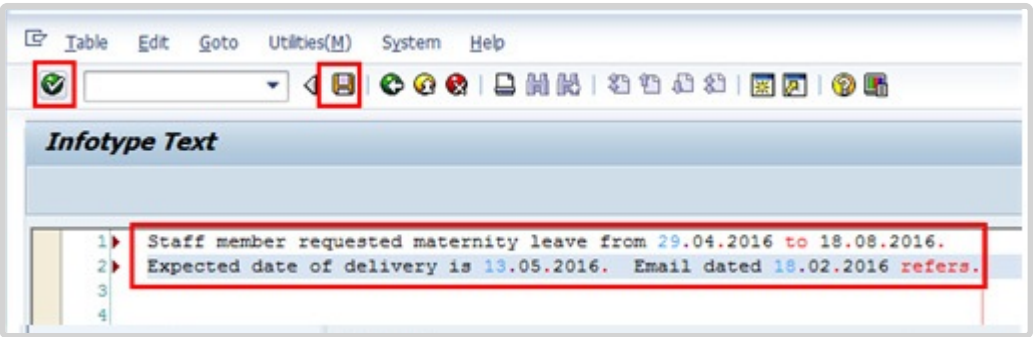
> In the Absences section, the Start and End dates must be modified to correspond with the Start and To dates in the Header section.

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



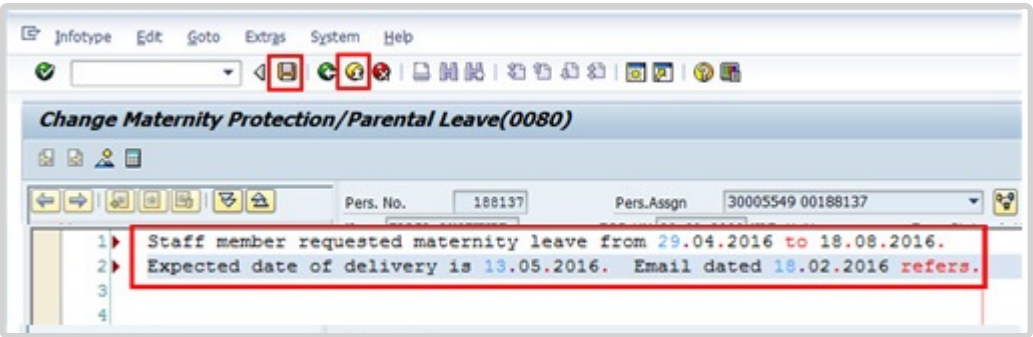
12. Click to continue.

13. Press F9 to enter a note documenting the reason for the action.



14. Enter the comments in the text box and click .

15. Click to save the note entries.



16. Click to save infotype (0080).

17. Click to return to the SAP Easy Access screen

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Last modified: 20 February 2023

Paternity Leave

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

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

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

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

1. Staff Rules and Staff Regulations of the United Nations – ST/SGB/2018/1/Rev.2
   Article VI Social Security Regulation 6.2
   Rule 6.3 – Maternity and paternity leave

2. Family Leave, maternity leave and paternity leave – ST/AI/2005/2
   Part III – Paternity Leave
   Paternity leave Section 9 – General
   Section 10 – Paternity leave requests
   Section 11 – Relationship of paternity leave to other entitlements: Sick leave and annual leave
   Section 12 – Final provisions

3. Sections 9.5 and 9.6 of ST/AI/2010/4/Rev.1 – Administration of temporary appointments – Paternity leave

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Prerequisites

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

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

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

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

- **Written request with justification**: Staff members must submit a written request for the type of leave request they want Time Administrator/Time Senior Administrator to submit on their behalf with a clear explanation as to why it is necessary to request their

assistance. If the reason is justified, the Time Administrator/Time Senior Administrator will proceed to submit their request on behalf of the staff member.
The request must clearly indicate the type of leave as well as the day(s) requested and whether the quota has already been established by the HR Partner.

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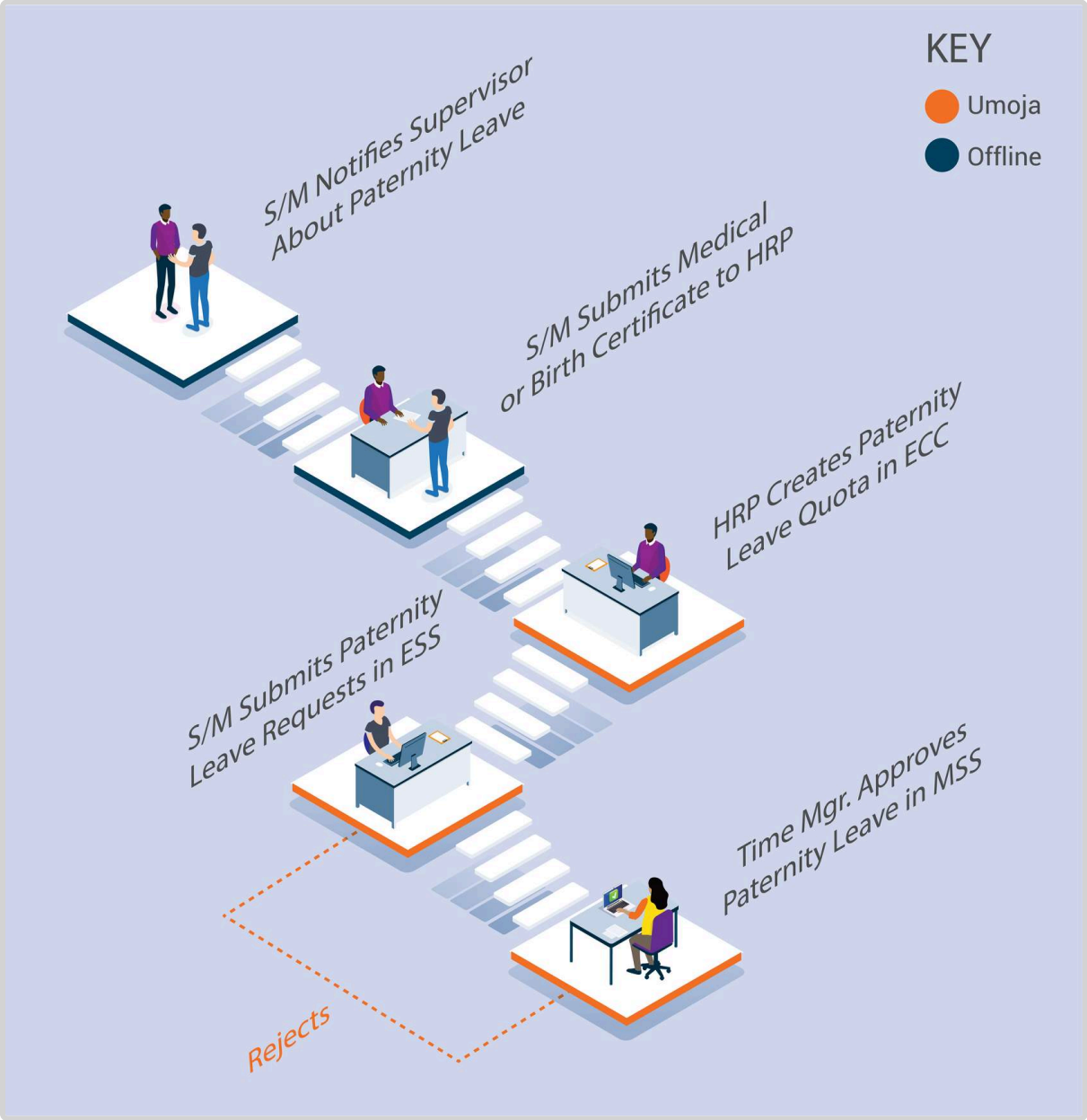
Last modified: 13 January 2023

Process

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

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



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

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

Exceptional Record Entries in ECC

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

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

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

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Last modified: 13 January 2023

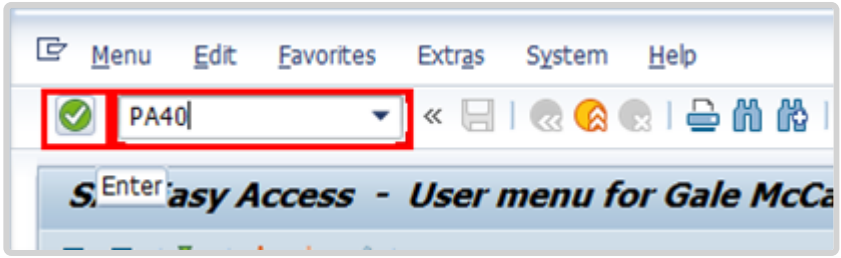
Procedures

Review This

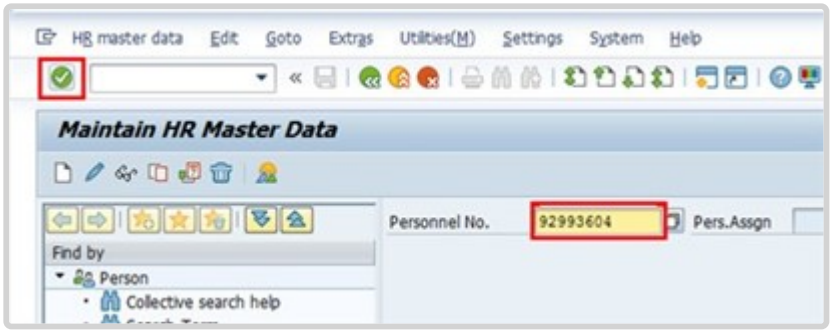
RELATED INFOTYPES:

- 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.

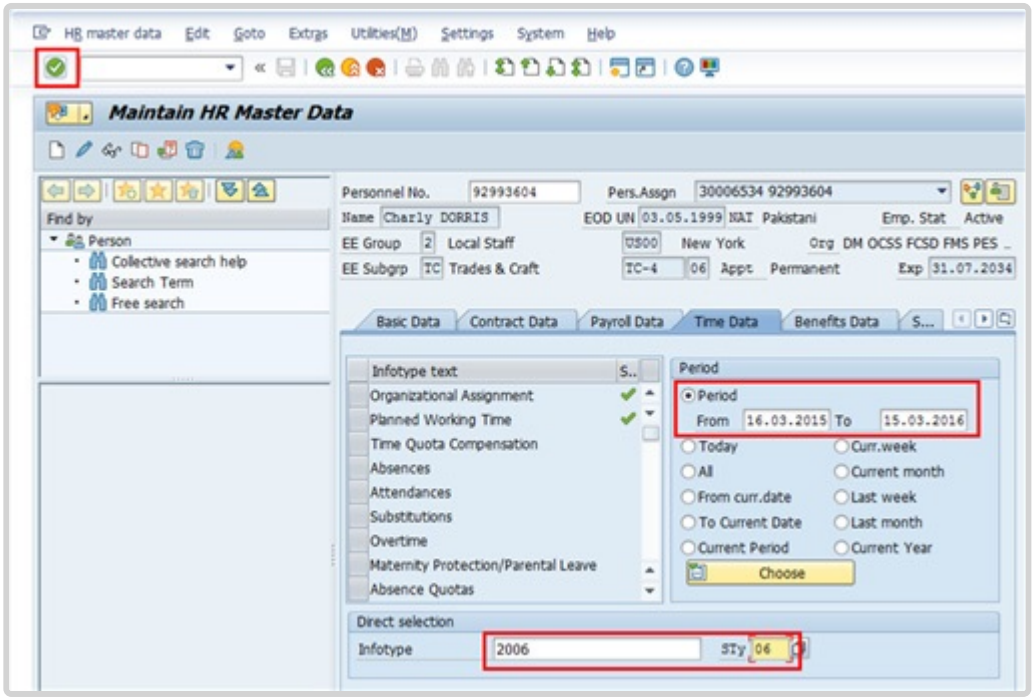
1. Start the transaction using the menu path or transaction code.



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



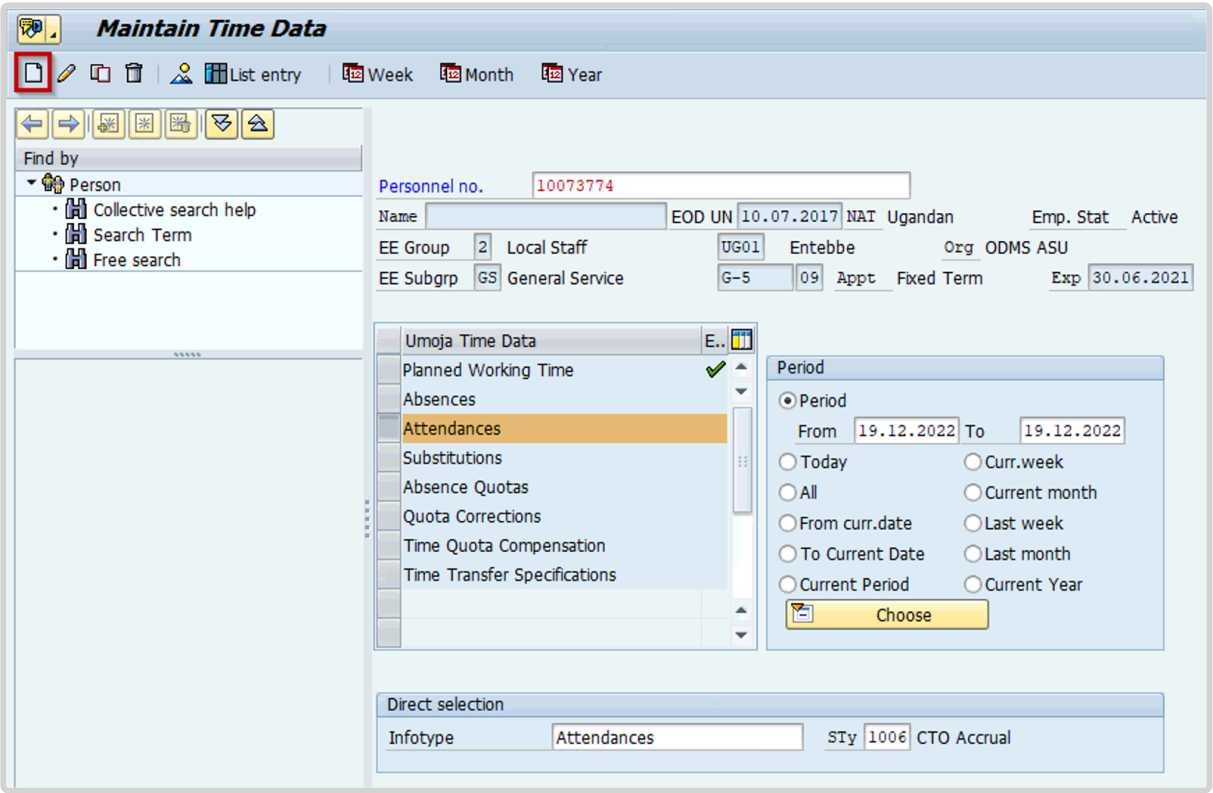
3. Enter the staff member's personnel number in the Personnel No. text box. Click to continue.



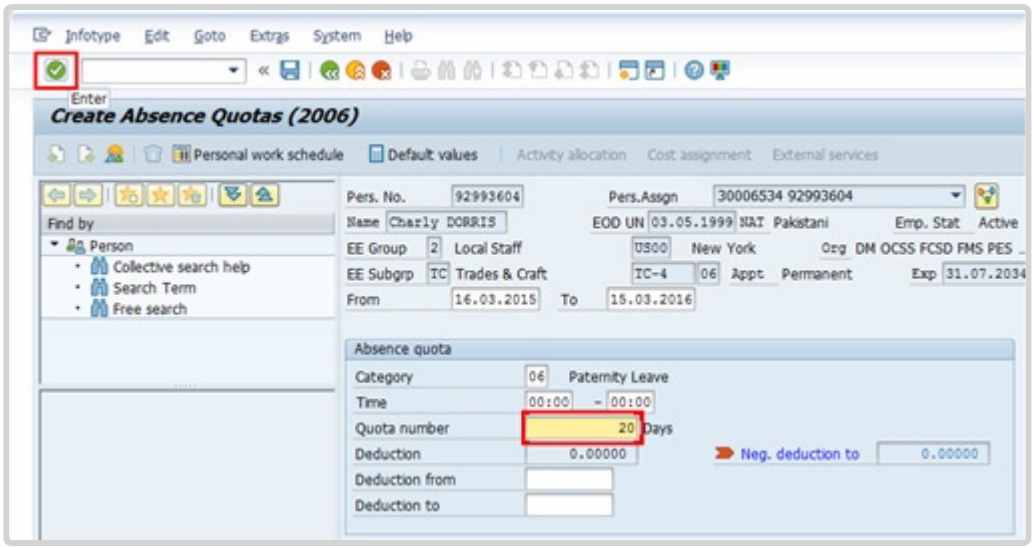
4. Enter the the following information:

- 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
- STy: 06 for Paternity Leave

  Click to continue.



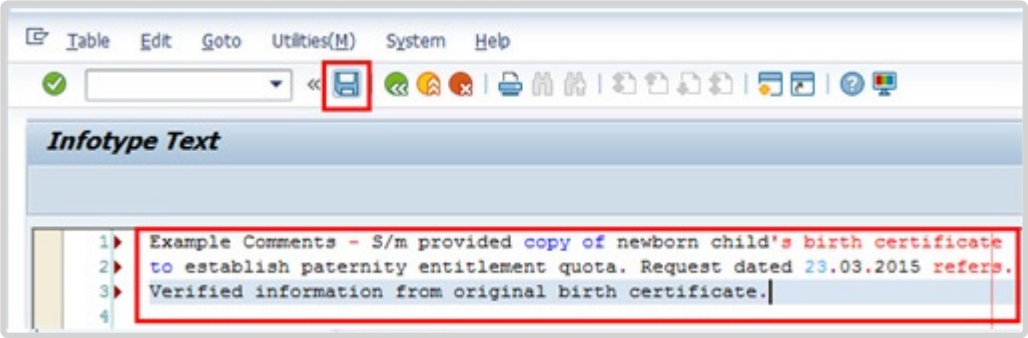
5. Click to create the paternity quota record.



6. Enter the appropriate number of days allowed for paternity leave at the staff member's duty station. Click 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.



9. Click to save the note.
10. Click again to save the record.
11. Click to return to the SAP Easy Access screen.

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Last modified: 20 February 2023

Sick Leave

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

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

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

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

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

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

The 12-month and 48-month (four-year) consecutive periods are counted as running periods from the month in which sick leave is taken, including the preceding 11 or 47 months, as applicable. The periods are determined based on of calendar months, not calendar years (and does not necessarily commence with the date of the staff member’s appointment). Computation of sick leave begins in the month that the sick leave starts. The number of days of sick leave taken in the preceding 11 or 47 months is counted and added to the sick leave taken in the current month to arrive at the amount of sick leave taken in the 12-month or 4-year consecutive period. The 12-month or 4- year consecutive period moves each month that further sick leave is taken, as 12-month or 4-year period counts backward from the month in which the sick leave is taken.

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

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

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

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

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

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

Rule 9.6 (i) – Termination for health reasons
Rule 9.11: Restitution of advance annual and sick leave

2. Appendix D ST/SGB/2023/1 – Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations
   Article 3.1 – Injury or illness expenses, sick leve
   Article 3.2 – Total disability
   Article 3.9 – Relation to other benefits under the Staff Rules

3. Sick Leave – ST/AI/2005/3 and ST/AI/2005/3/Amend.1
   Section 1 – General (ST/AI/2005/3)
   Section 2 – Certification of sick leave (ST/AI/2005/3)
   Section 3 – Relationship of sick leave to other entitlements (ST/AI/2005/3)

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

4. Family leave, maternity leave and paternity – ST/AI/2005/2 and ST/AI/2005/2/Amend.2
   Section 2 – Family leave under the uncertified sick leave entitlement (ST/AI/2005/2)
   Section 8 – Relationship of maternity leave to other entitlements (ST/AI/2005/2)

   - Section 8.1 – Sick leave and annual leave
     Section 11 – Relationship of paternity leave to other entitlements
   - Section11.1 – Sick leave and annual leave

5. Recording of attendance and leave – ST/AI/1999/13 and ST/AI/2005/1
   Section 3 – Computation Sick leave (ST/AI/1999/13)

   - Sections 3.3 – 3.5

6. Administration of temporary appointments ST/AI/2010/4/Rev.1 – Sick leave

    - Sections 9.2 – 9.3

Information can also be found on the Knowledge Gateway.

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Last modified: 17 March 2023

Prerequisites

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

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

decision by the United Nations Staff Pension Committee, the staff member is placed on special leave with half pay until the date of decision of the Pension Committee to award a disability benefit. The staff member's appointment may then be terminated by the Assistant Secretary-General for Human Resources Management for reasons of health under staff rule 9.6(g) as of the date of the decision of the Pension Committee.
If a staff member is awarded a disability benefit by the UN Staff Pension Committee and he or she has not yet exhausted all sick and annual leave entitlements, the staff member's appointment may be terminated by the Assistant Secretary-General for Human Resources Management for reasons of health under staff rule 9.6(g) after the exhaustion of all sick and annual leave entitlements. You may want to consult the section on special leave in this manual as these situations for additional information on how to deal with them.
If the request is sent to the Time administrator for submission on behalf of the staff member, a justification as to why it is not possible to submit through ESS is also required.

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Process

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

- Uncertified Sick Leave
- Certified Sick Leave
- Certified Sick Leave

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

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

or submit an alternative leave request to cover their absence.

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

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

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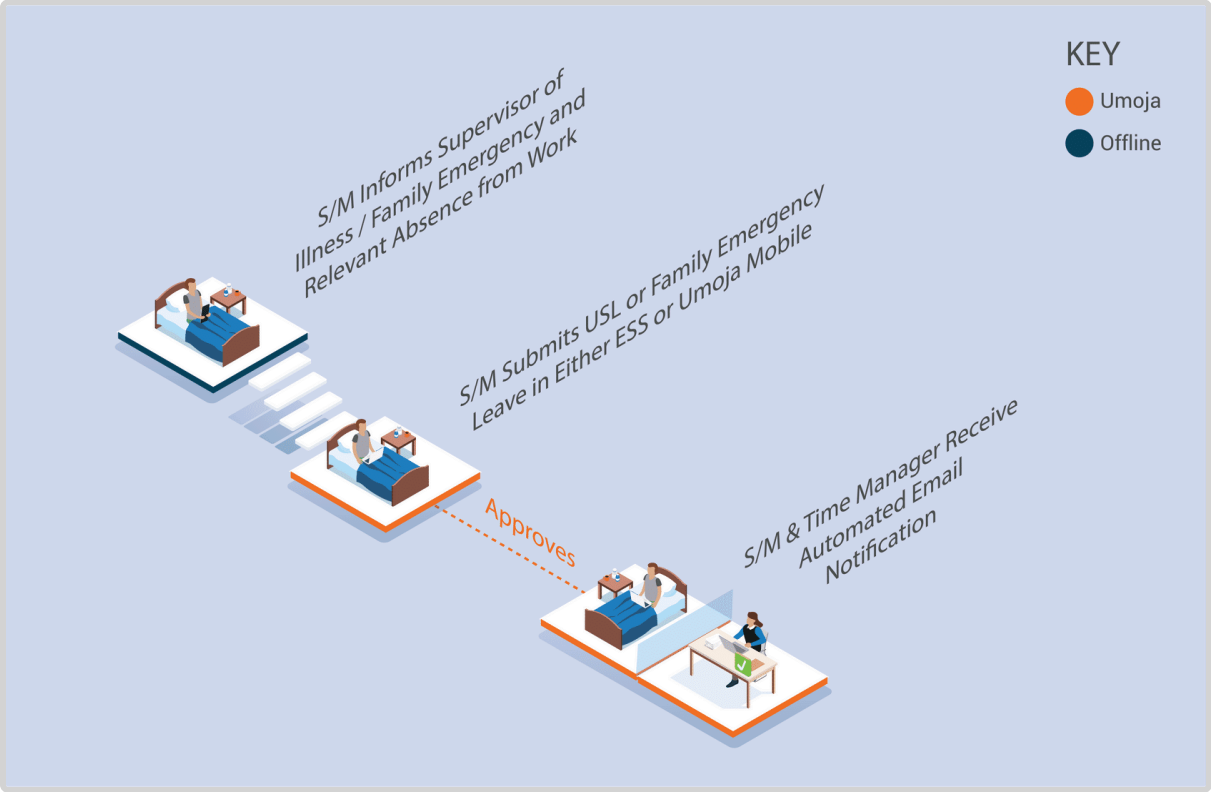
Uncertified Sick Leave (or Family Emergency Leave)

Uncertified Sick Leave can be claimed under two leave types:

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

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

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



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

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

Exceptional Record Entries in ECC

Exceptionally, when neither the **Staff Member** and **Time Administrator** nor the manager have access to ESS, the **HR Partner** or **Time Senior Administrator** can view, create, or modify absence records including certified and uncertified sick leave entries, directly in ECC. However, note that no changes should be made to sick leave entries in ECC unless there is proof of approval by the HR Partner or Medical services, as appropriate. Whenever a change is made for sick leave entries in ECC, a note should be entered indicating reference to the approval or the change made.

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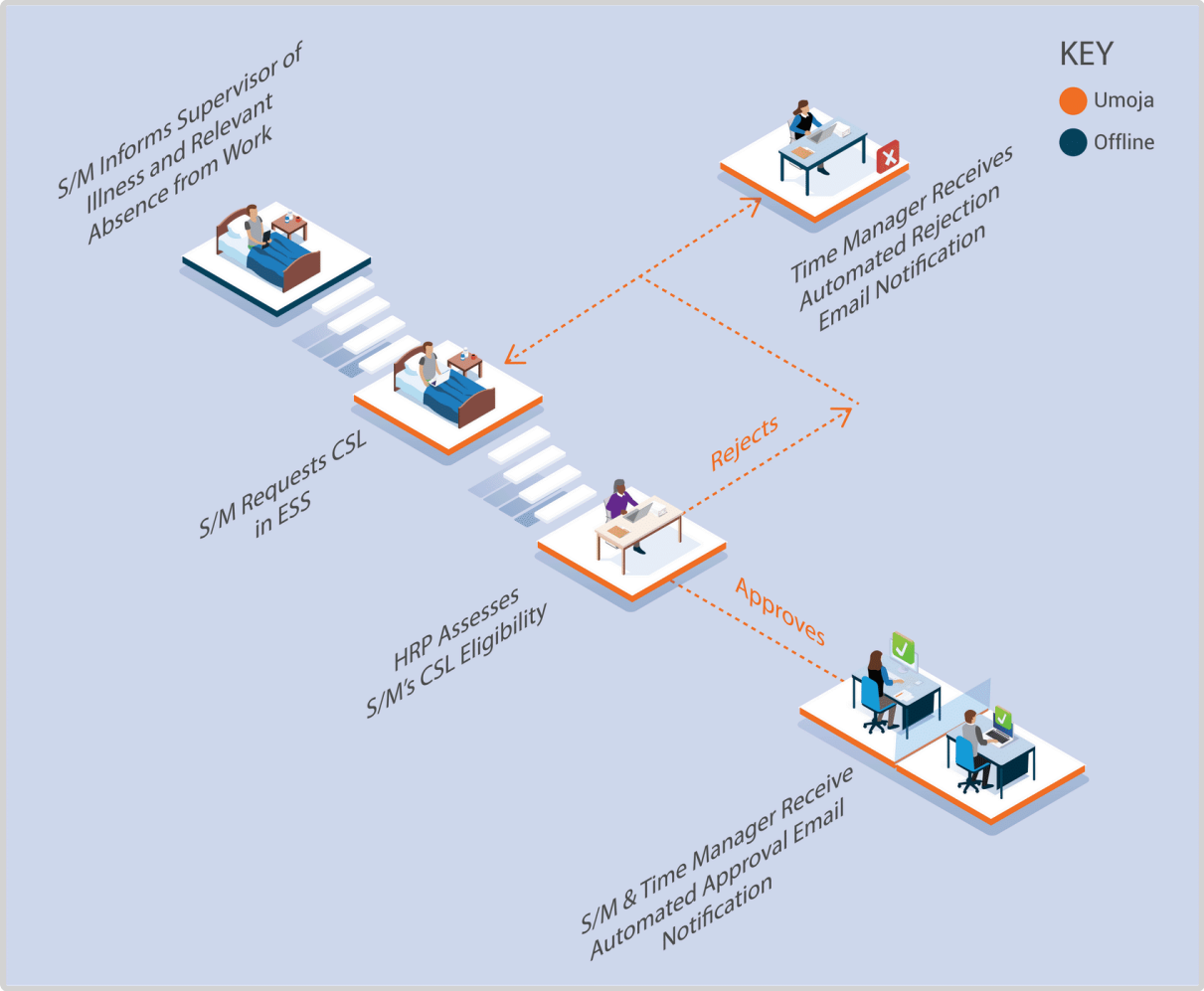
Certified Sick Leave (less than 20 days per

cycle)

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

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



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

in ESS, and the staff member can amend and re-submit, or submit an alternative leave request.

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

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

Exceptional Record Entries in ECC

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

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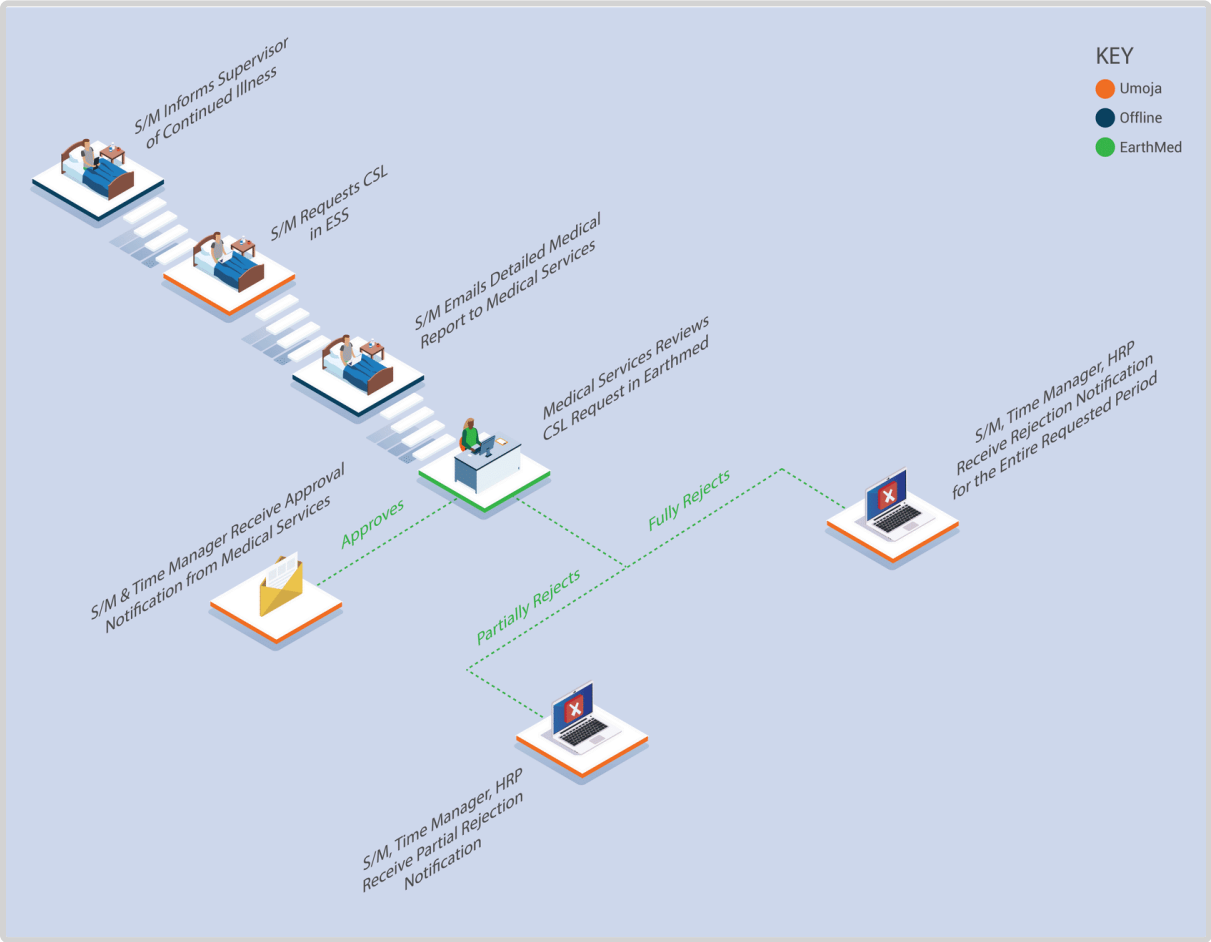
Certified Sick Leave (more than 20 days per cycle)

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.

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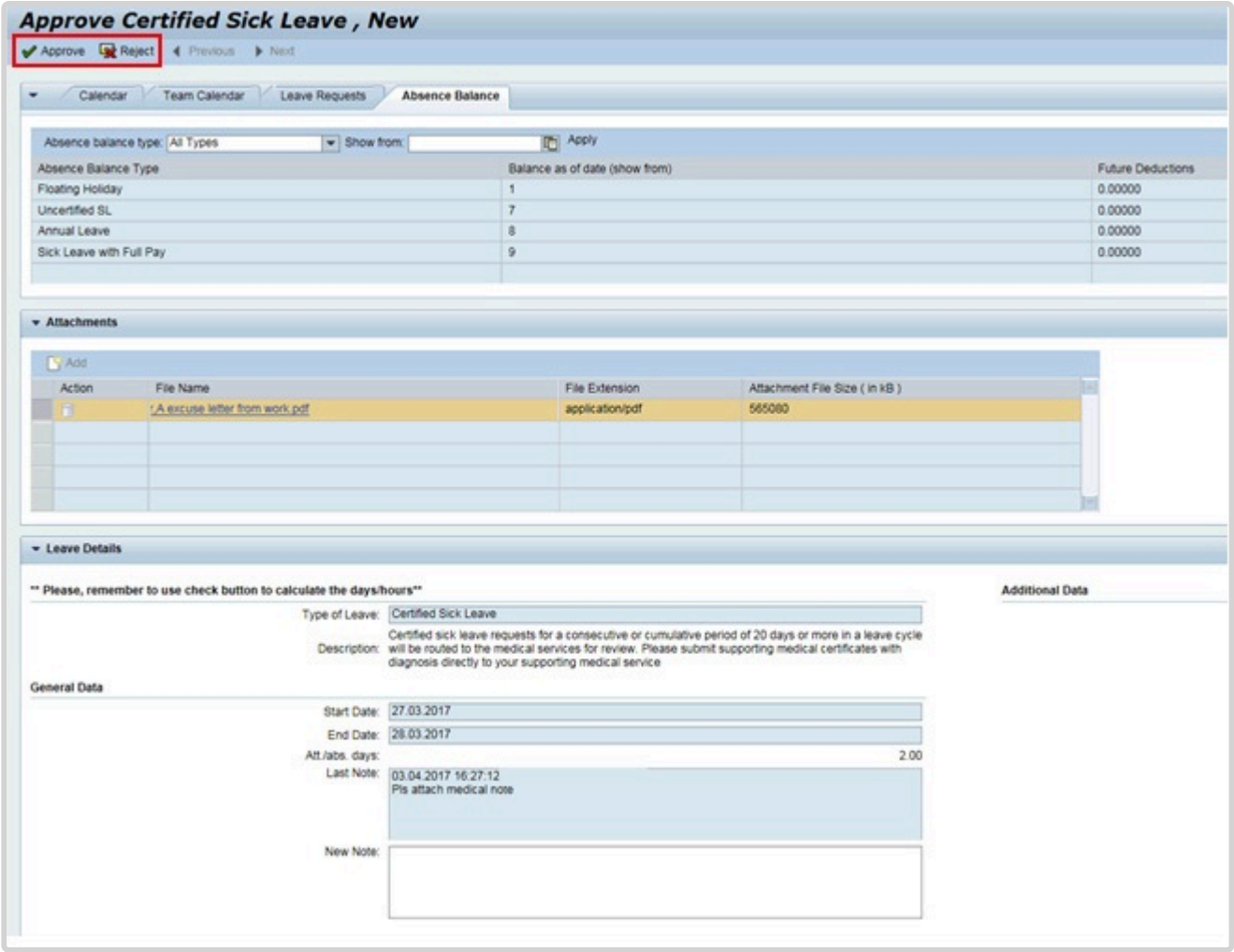
Approval of Certified Sick Leave 20 days or less in ESS

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.



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

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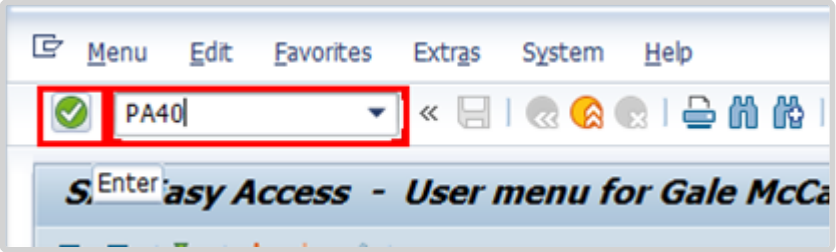
Half Sick Leave with Half Annual Leave or Sick Leave with Half Duty

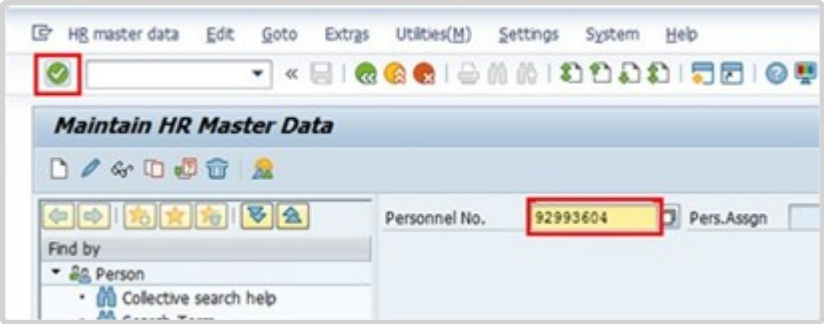
Review This

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.

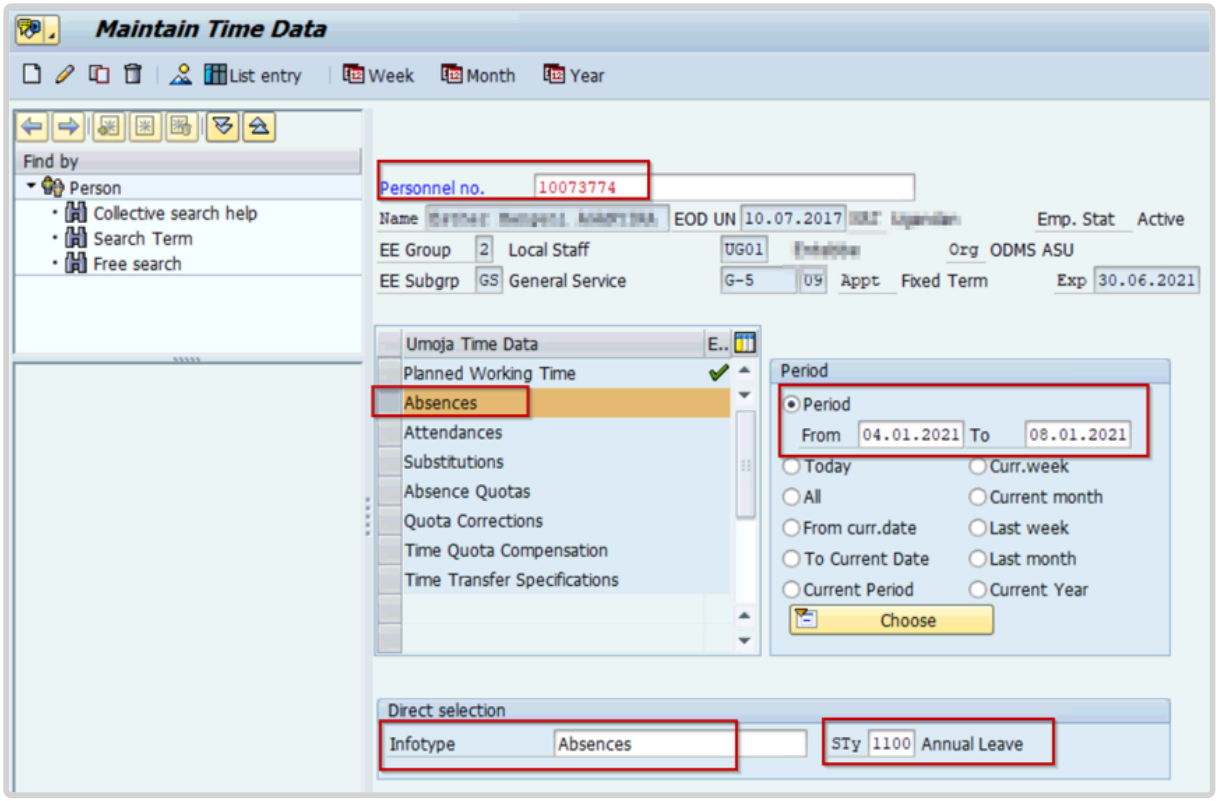
1. Start the transaction using the menu path or transaction code.



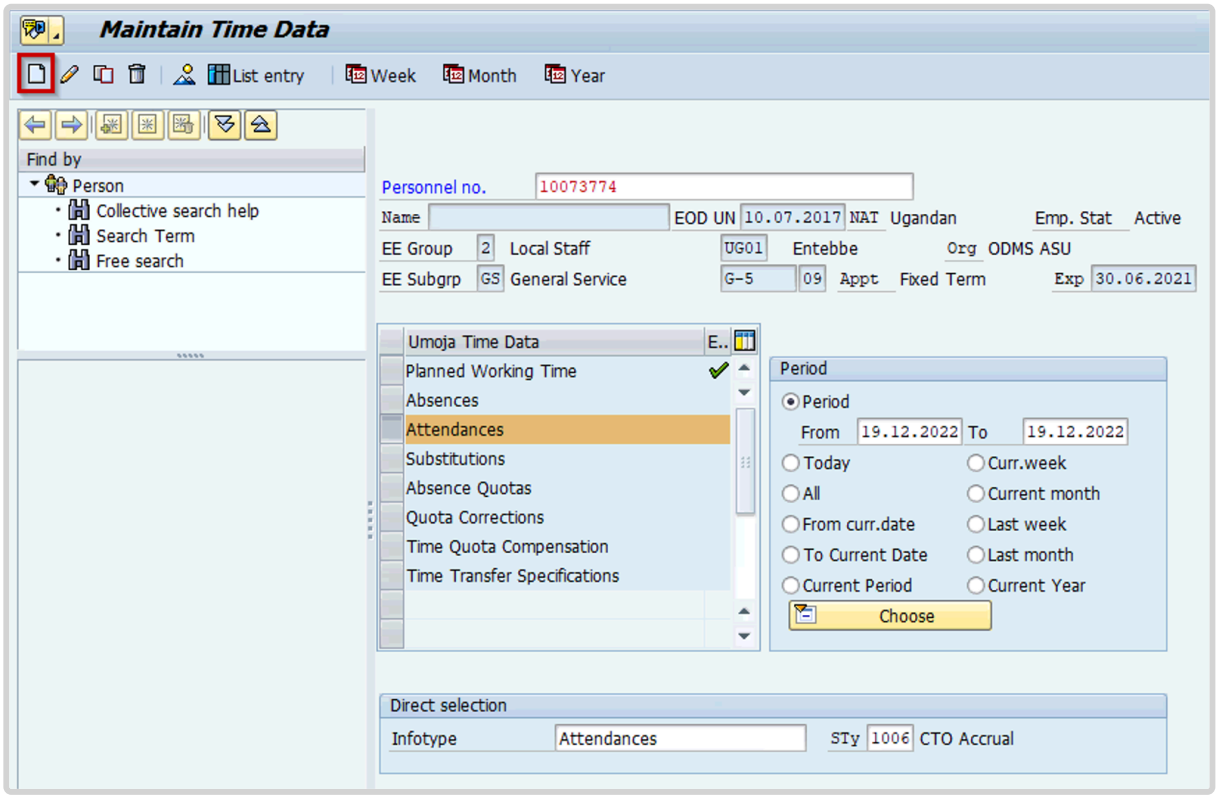
2. Click after typing PA30 in the Command text box.
3. Enter the staff member's personnel number in the Personnel No. text box.



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.

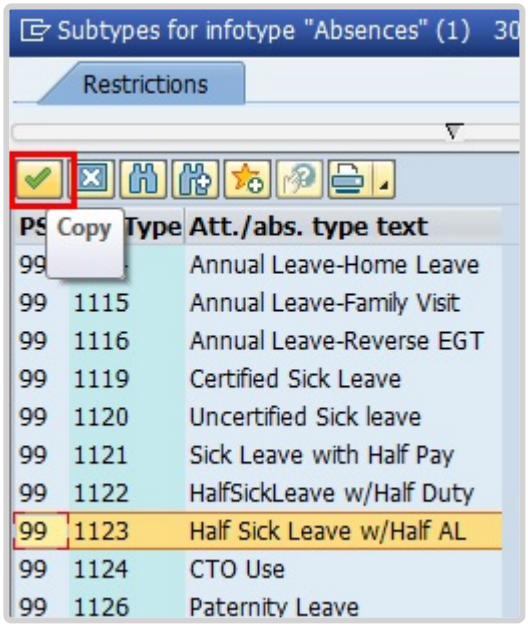


6. Click to confirm the entries.

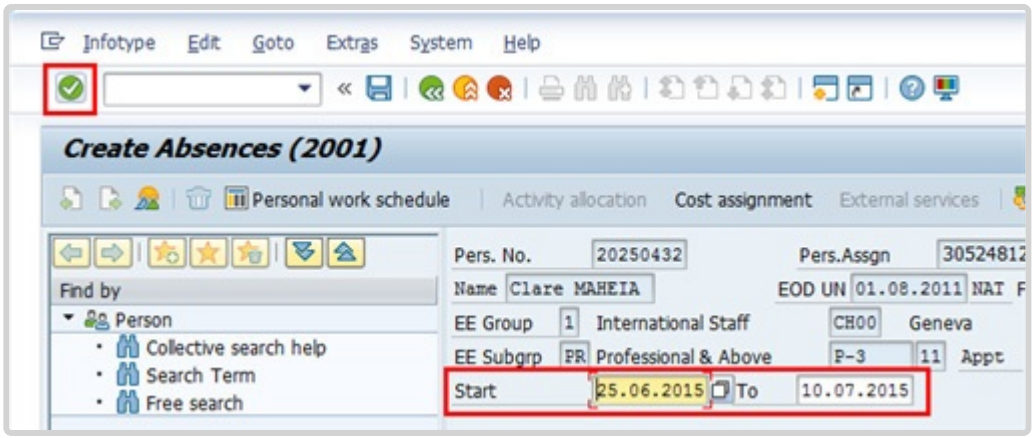


7. Click to create a new record.

8. Click *1123 Half Sick Leave w/Half AL*.



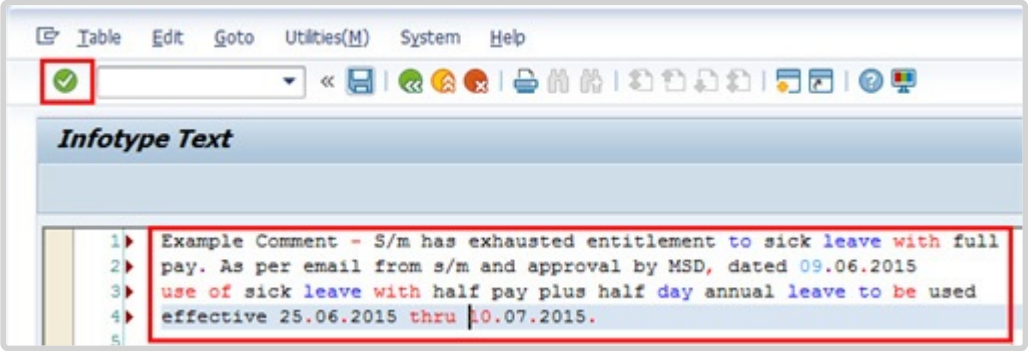
8. If you are following this procedure to record half sick leave with half duty, then select subtype 1122. Click to confirm selection.



9. Verify that the Start and To dates reflect the dates entered in the previous screen, then click 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** >.



11. Click 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

1. Staff Regulations and Staff Rules of the United Nations – ST/SGB/2023/1
   Article VI, Regulation 6.2
   Article V – Annual and special leave Regulation 5.2
   Rule 5.5 – Special leave
   Rule 10.4 – Administrative leave pending investigation and the disciplinary process

2. Sick Leave – ST/AI/2005/3 and ST/AI/2005/3/Amend.1
   Section 3 – Relationship of sick leave to other entitlements under the 100 and 200 series – Exhaustion of sick leave entitlement (ST/AI/2005/3)

   - Sections 3.1 – 3.2

3. Termination of Appointment for reasons of health – ST/AI/1999/16
   Section 4 – Delay in determination
   Section 5 – Notice and effective date of termination

4. Family leave, maternity leave and paternity leave- ST/AI/2005/2 and ST/AI/2005/2/Amend.2

   - Section 4 – Special leave without pay (ST/AI/2023/2)

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

Request for Outside Employment

1. Outside activities – ST/AI/2000/13 and ST/IC/2006/30

   - Section 6 – Procedures (ST/AI/2000/13)
     - Sections 6.1 – 6.5- Clarification procedure
   - Sections 6.6. – 6.9 – Approval procedure

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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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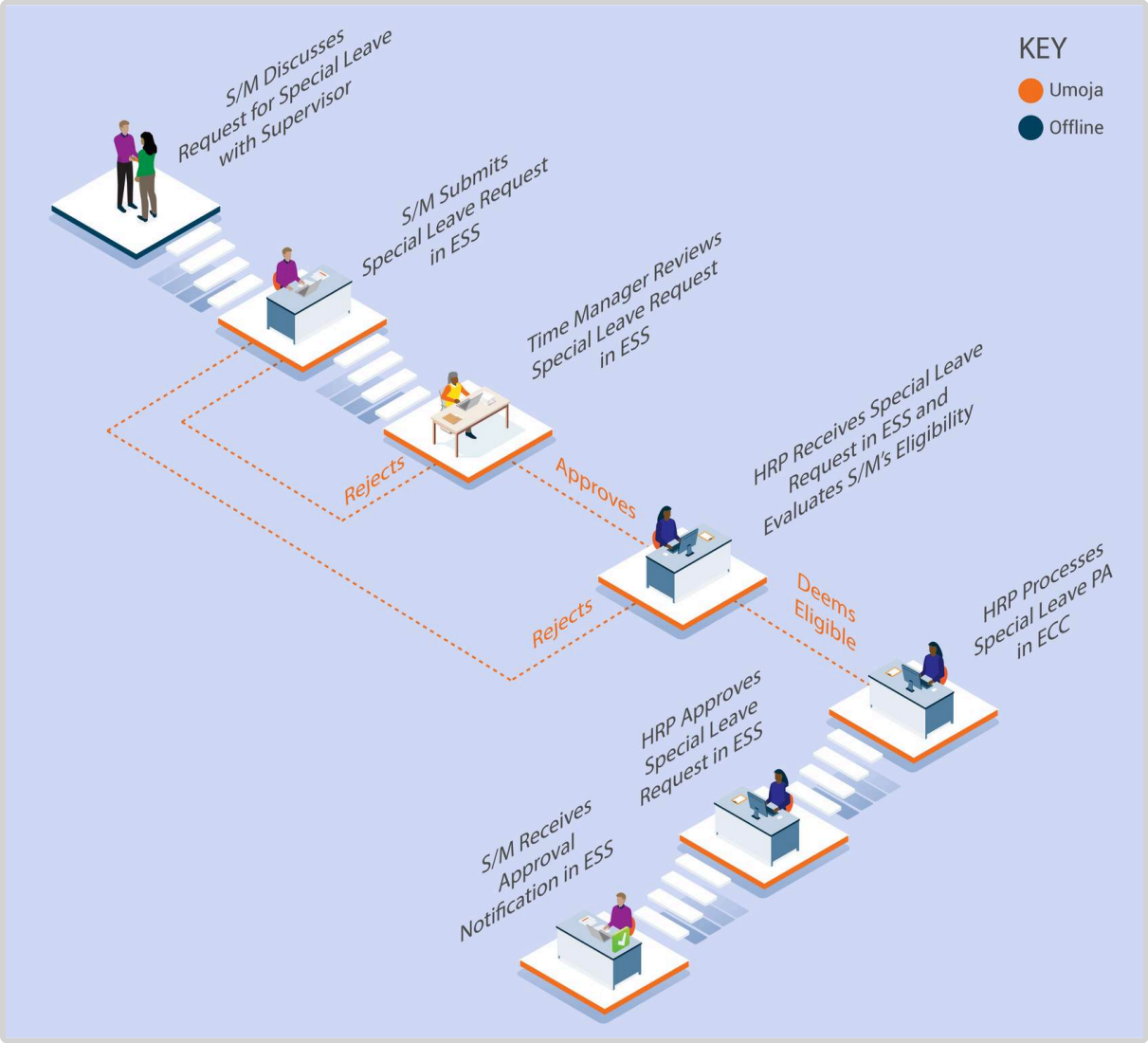
Special Leave with or without Pay

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:



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

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

Exceptional Record Entries in ECC

Exceptionally, when neither the **Staff Member**, **Time Administrator/Time Senior Administrator** nor **Manager** have access to ESS, the HR Partner can view, create, or modify absence records, including special leave requests, directly in ECC provided all the relevant approval by the manager and the supporting documentation has been provided.
Time Senior Administrators should never create or modify special leave requests in ECC unless they are instructed to do so by **HR Partners** as any modification or creation of special leave requests has other HR implications.

Insurance

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

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

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

Examples:

- 2 May to 1 June inclusive: Insurance not delimited. Note that if the 1st or 2nd of May is a weekend or a holiday, there will not be a payroll deduction. However, when the staff member returns, the full premium will be collected from the staff member's salary.
- 1 May to 31 May: Insurance will be delimited

- 1 May to 15 May: No impact on insurance coverage.

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

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

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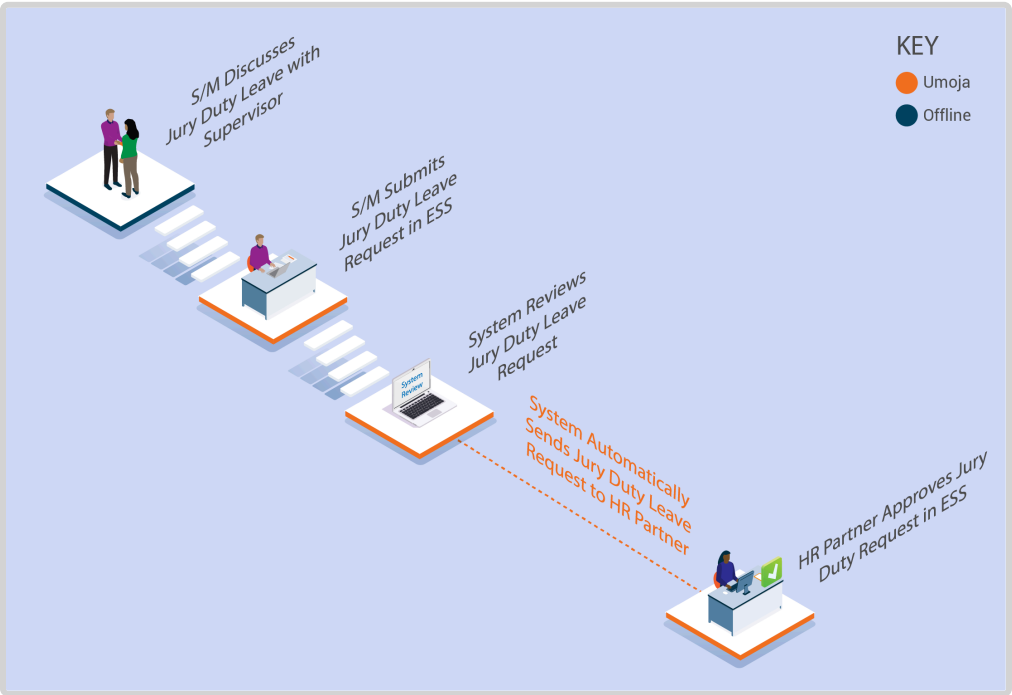
Jury Duty

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



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

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

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

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

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

Click for the procedure to Submit request for special leave – jury duty

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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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Last modified: 20 February 2023

Granting Special Leave

Review This

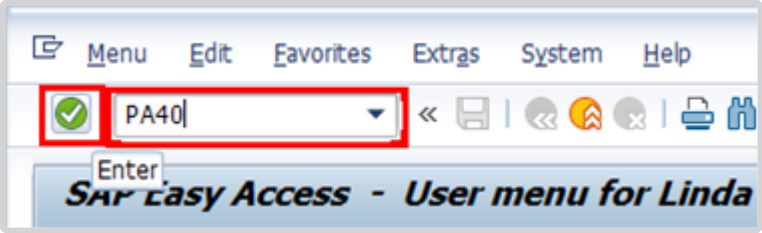
Special Leave Without Pay – Grant

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.

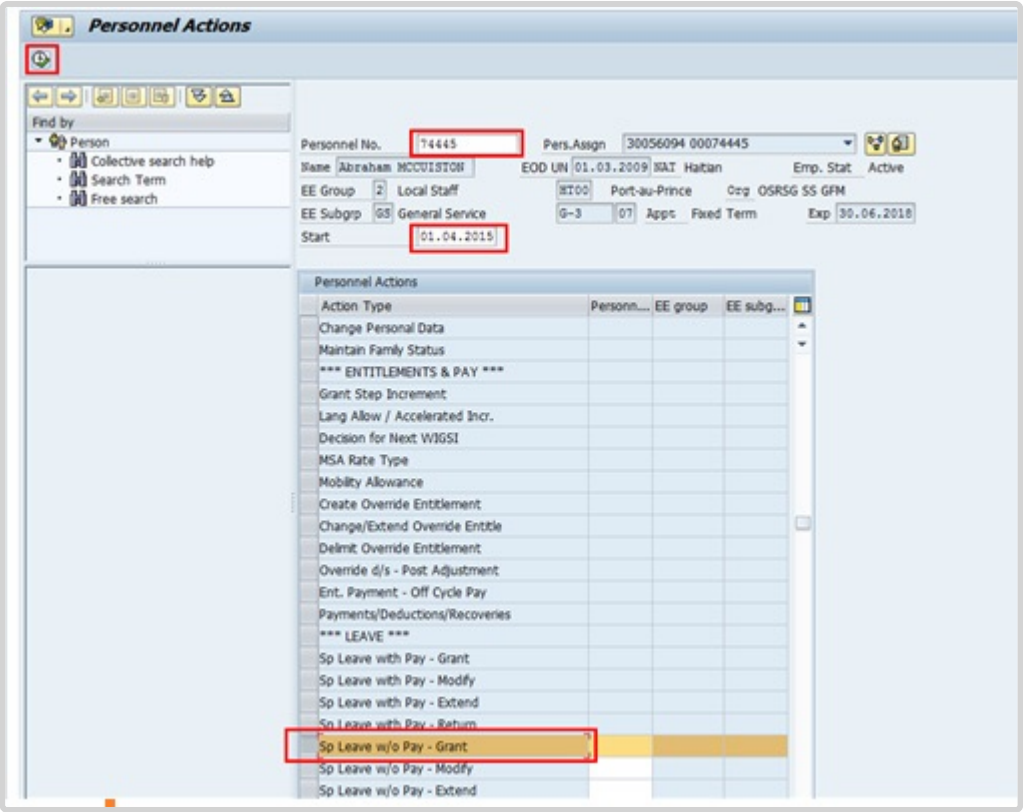
Please be sure to advise the staff member of the possible impact on insurance participation at the time of approving the request.

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



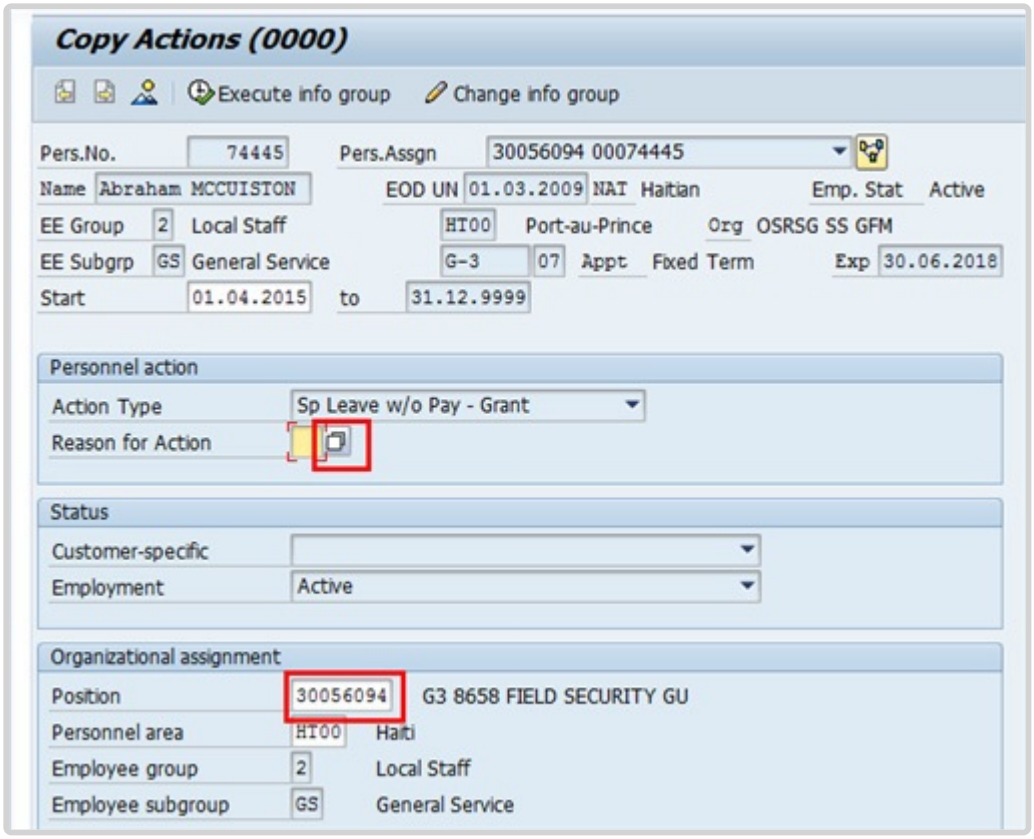
2. Click after typing PA40 in the Command Text box.

3. Enter the staff member's personnel number and the Start date of the personnel action

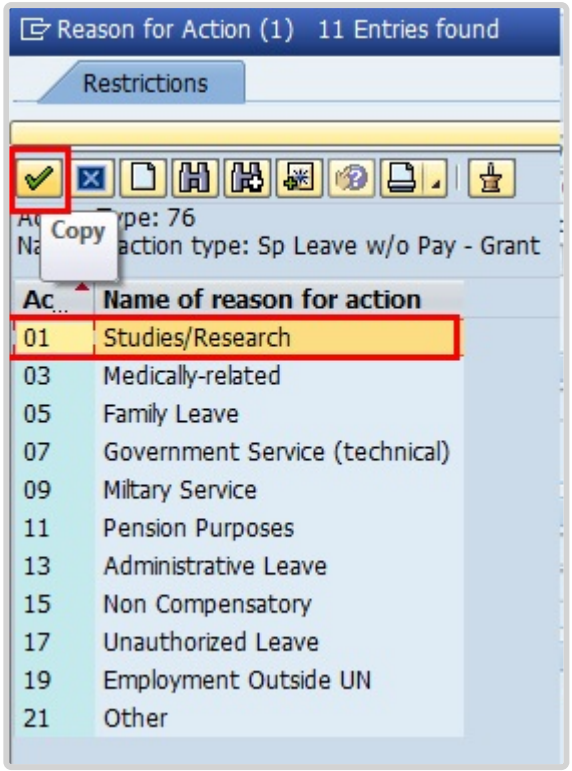


4. Select the *Special Leave Without Pay – Grant* action.

5. Click to execute the Personnel Action.



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.

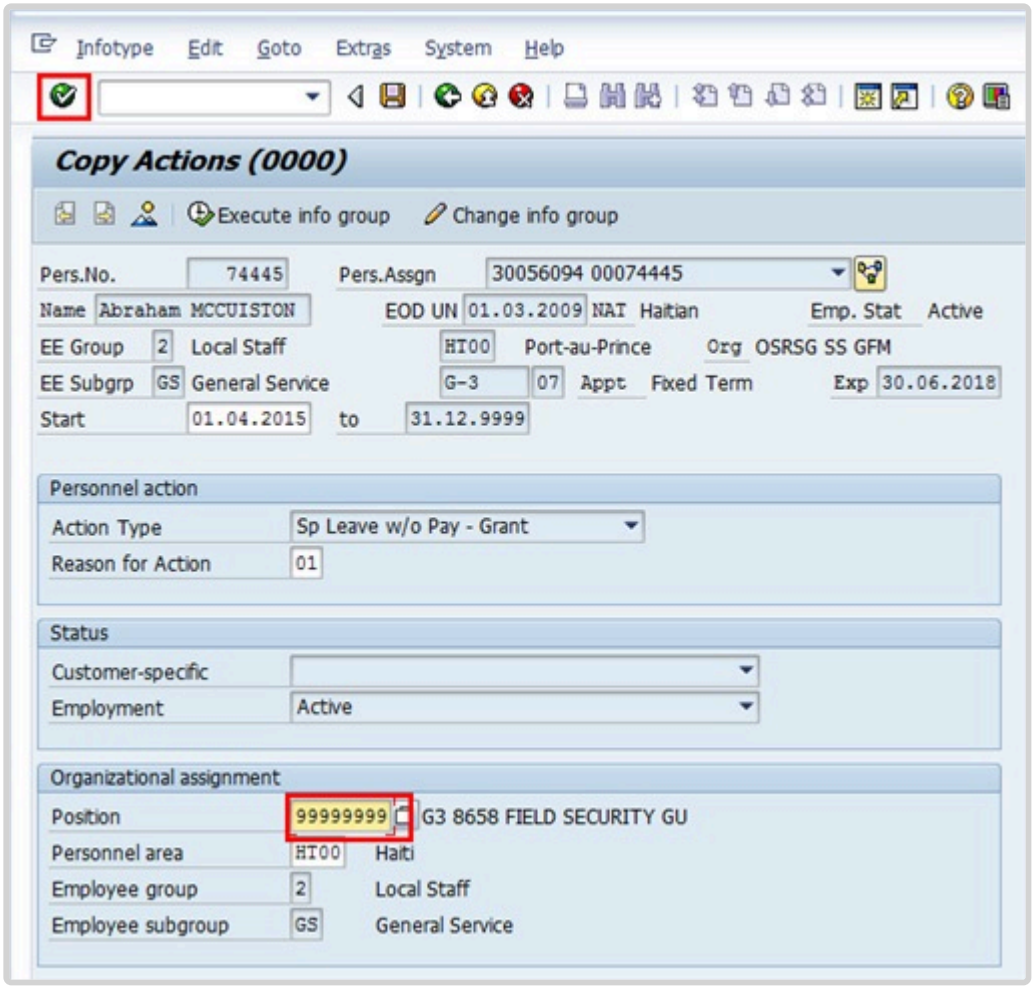


7. Select the appropriate value for Reason for Action.

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.

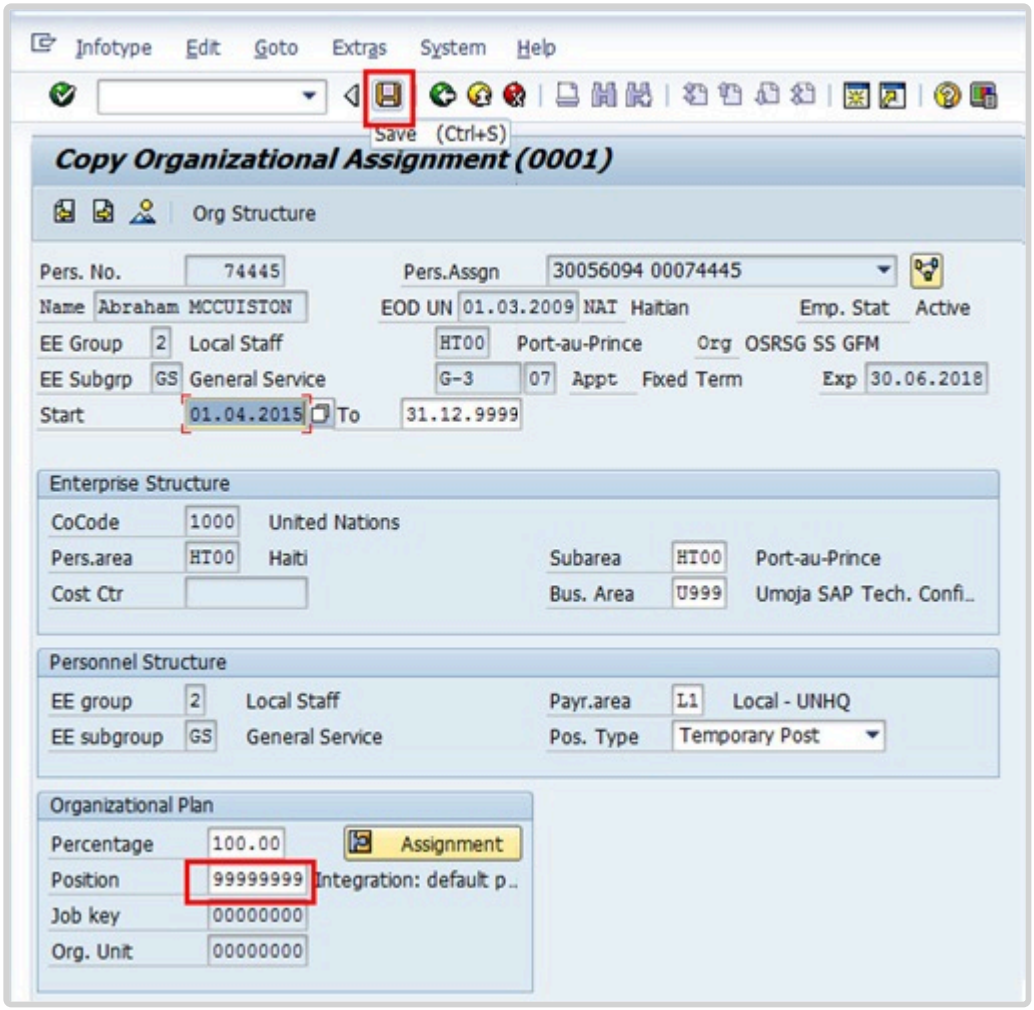
8. Click to confirm selection.



9. Replace the position with a non-payroll position.

10. Click to validate your entries and to create the lien on the previously encumbered position.

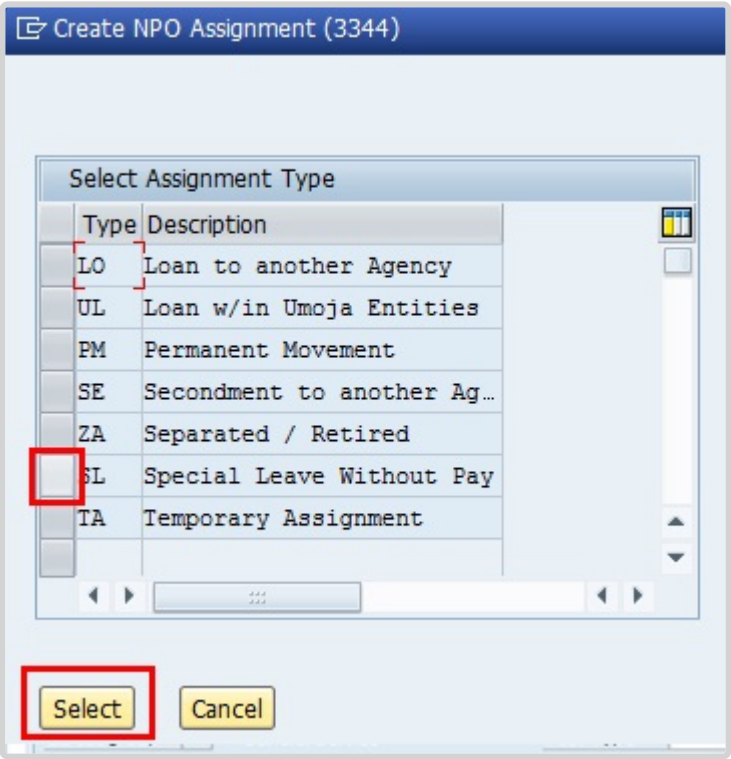
11. Click to save the record and move to the next infotype.



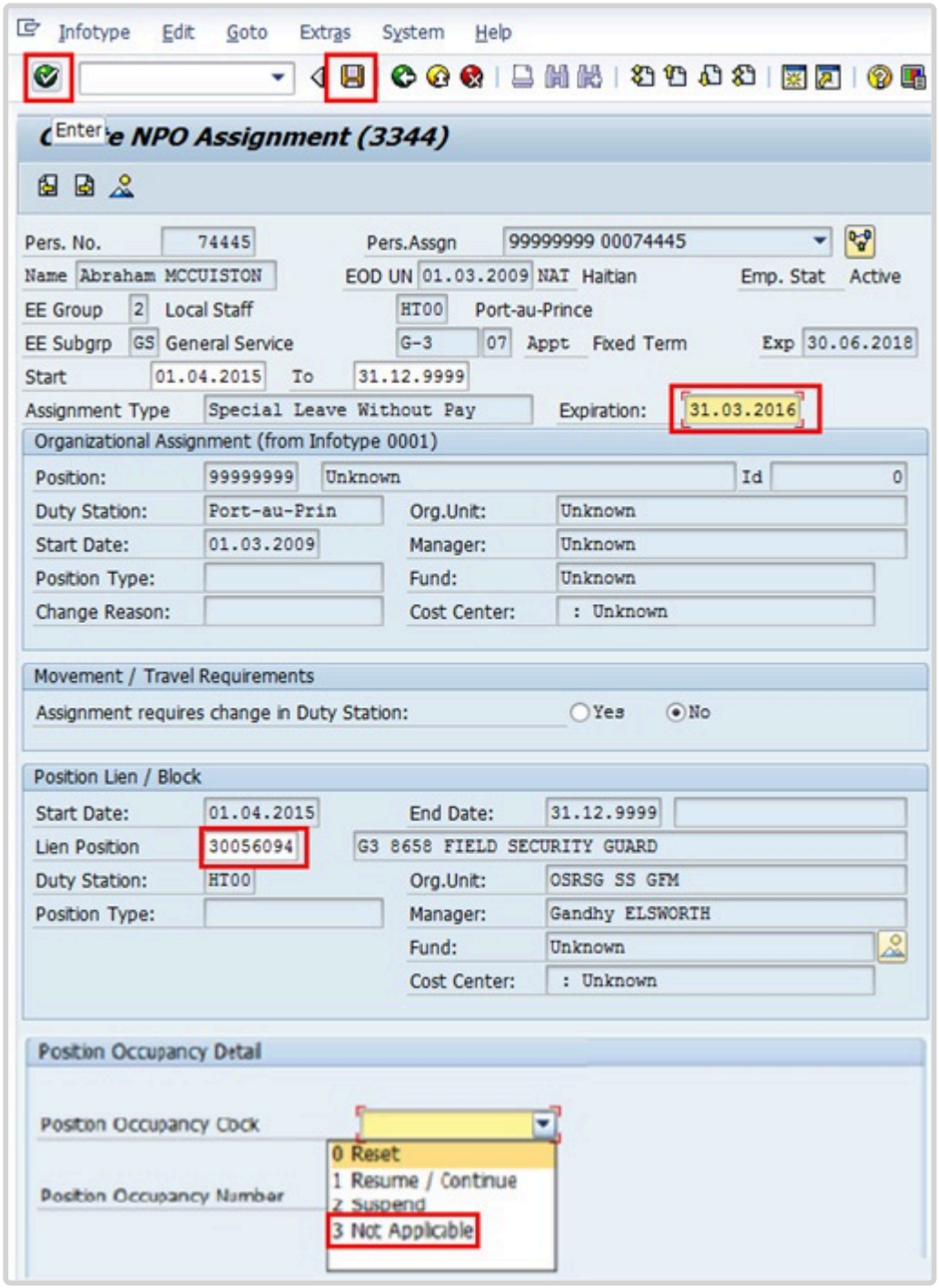
12. Click to save the record.

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 position in IT3344 (NPO Assignment).

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



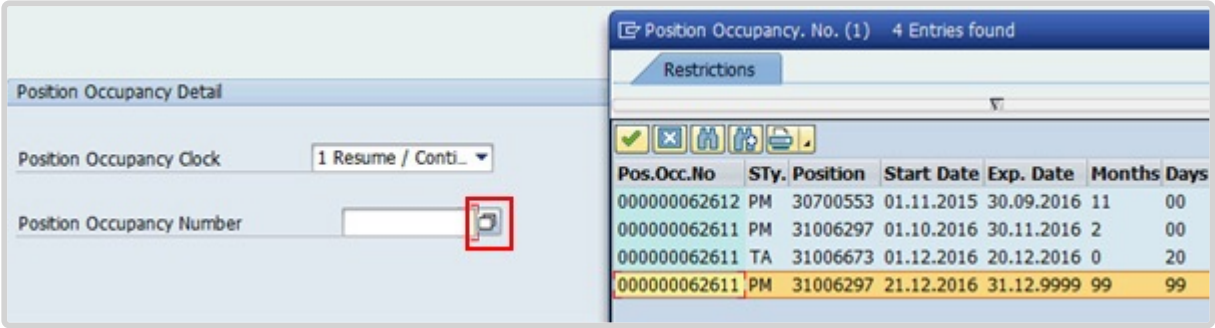
14. Click to select Special Leave Without Pay.
15. Click *Select*.



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 select the Position Occupancy Number from the list accessed by clicking



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.

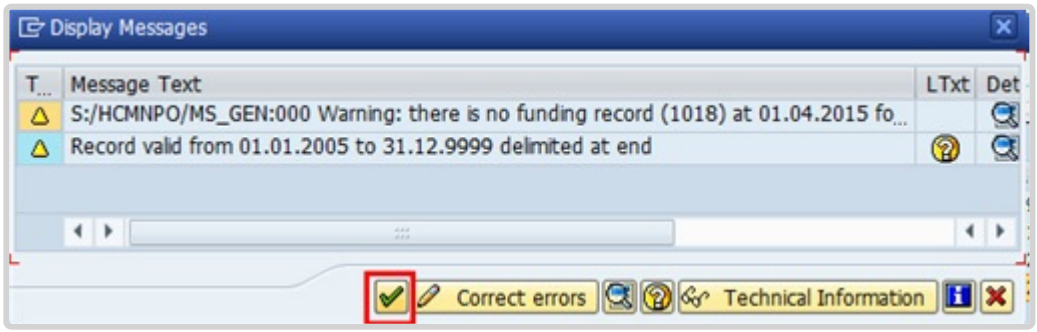
Ensure that the defaulted Position Lien/Block matches the original position on IT0000 Actions, which you made note of in a previous step. If it is incorrect, do not make changes to the

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

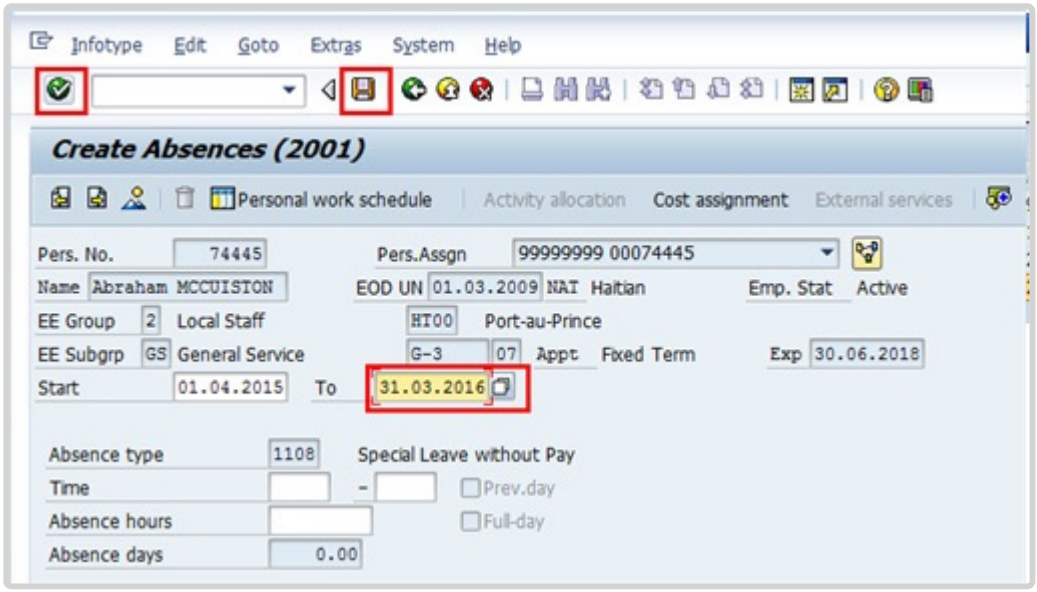
This infotype maintains the lien position information for the duration of the Special Leave without Pay.

17. Click to validate entries.

18. Click to save the record.



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 to continue to the next infotype.

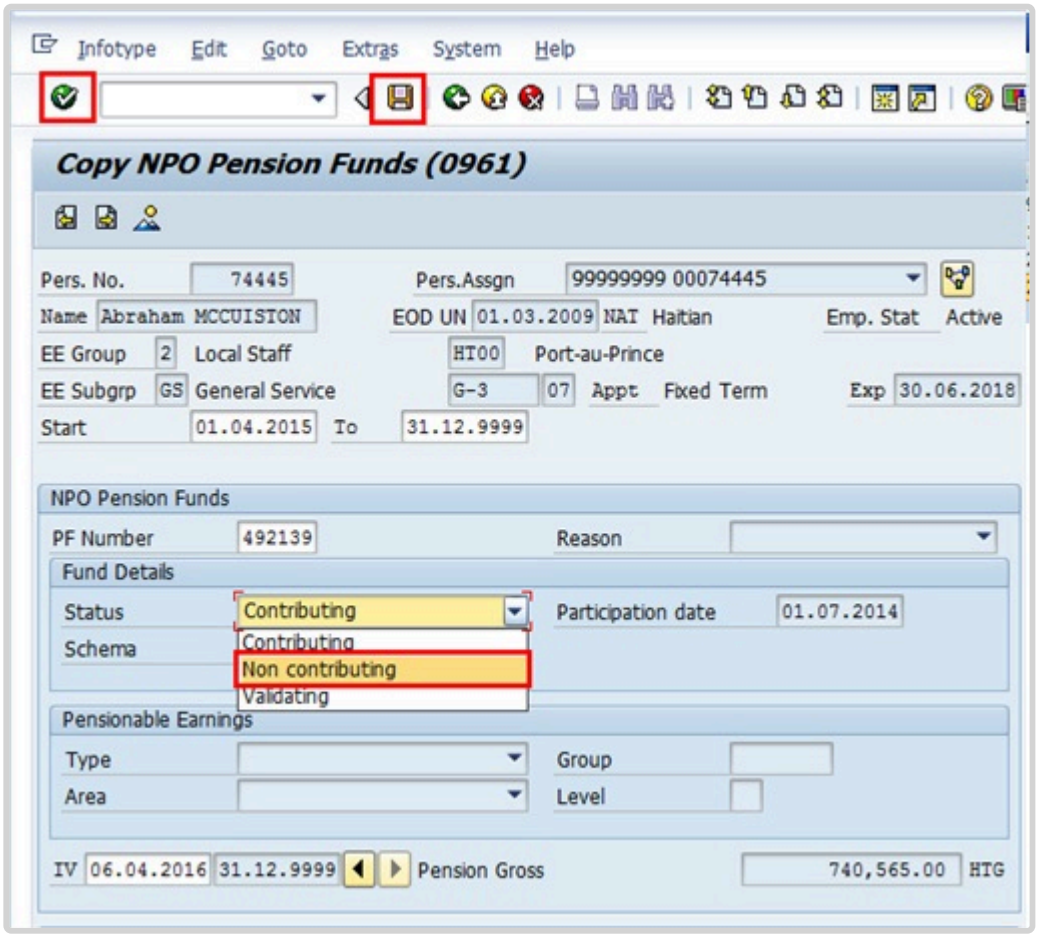


20. Enter the end date for the SLWOP Grant in the text box.

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.

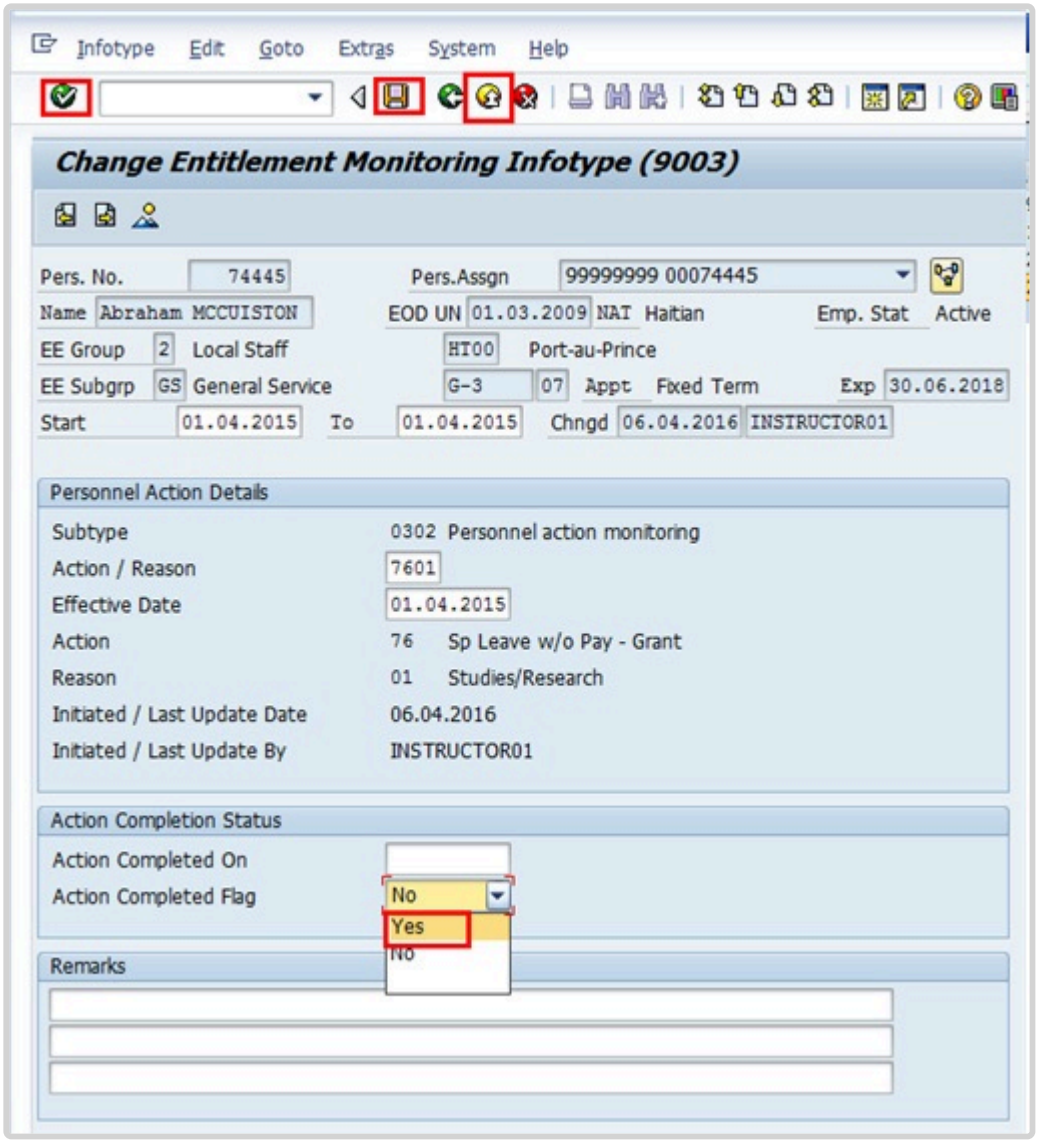
22. Click to save the record and move to the next infotype.



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 to save the record and move to the next infotype.



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 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.

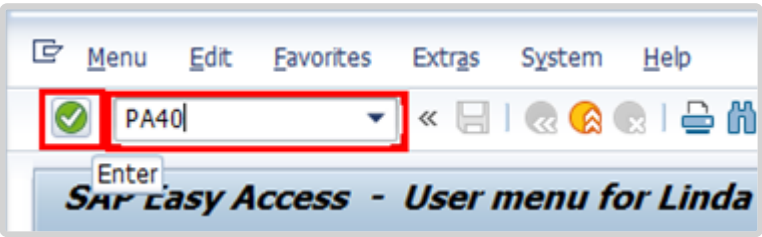
Special Leave With Half Pay – Grant

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.

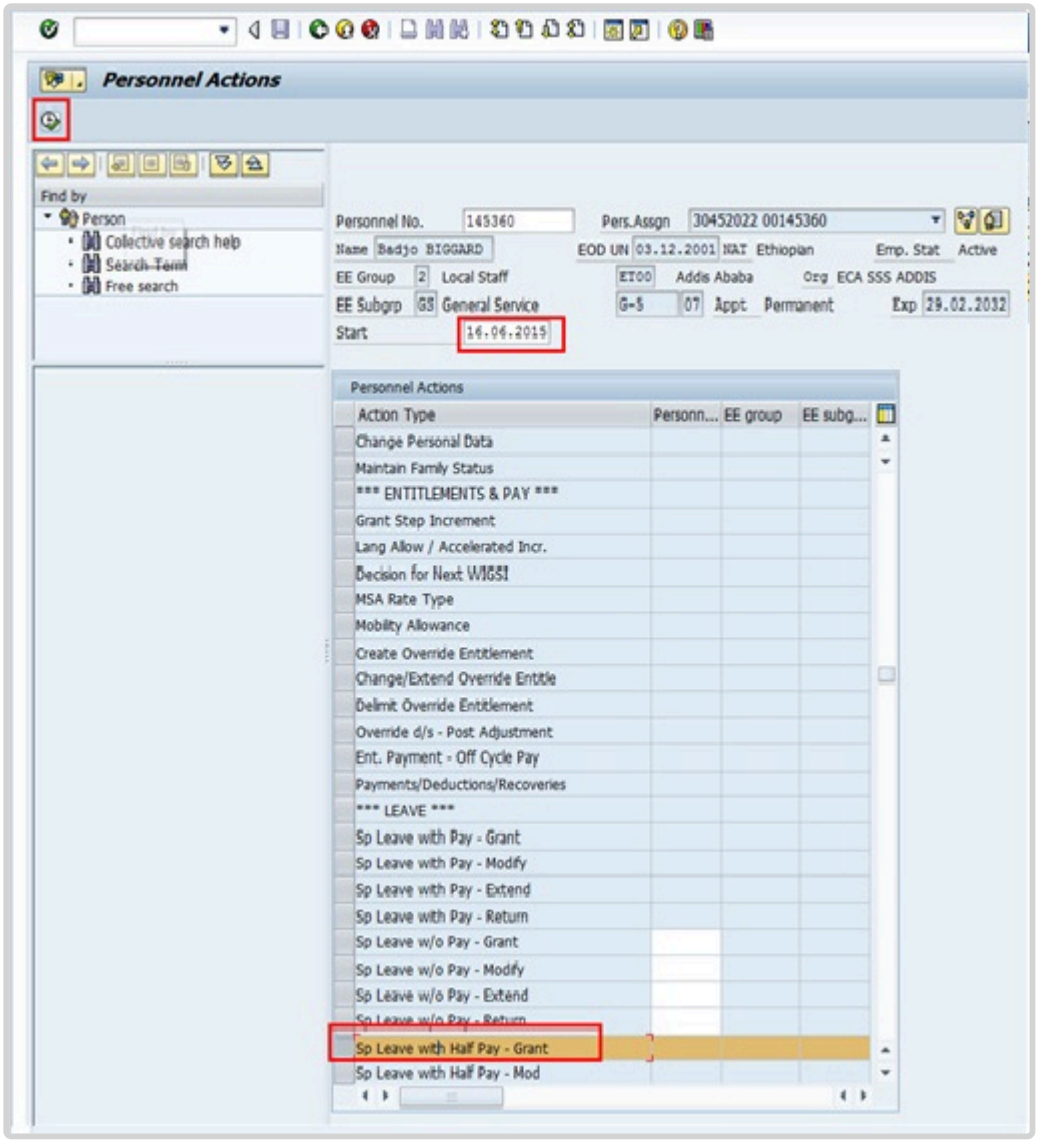
30. Start the transaction using the menu path or transaction code.



31. Click after 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.

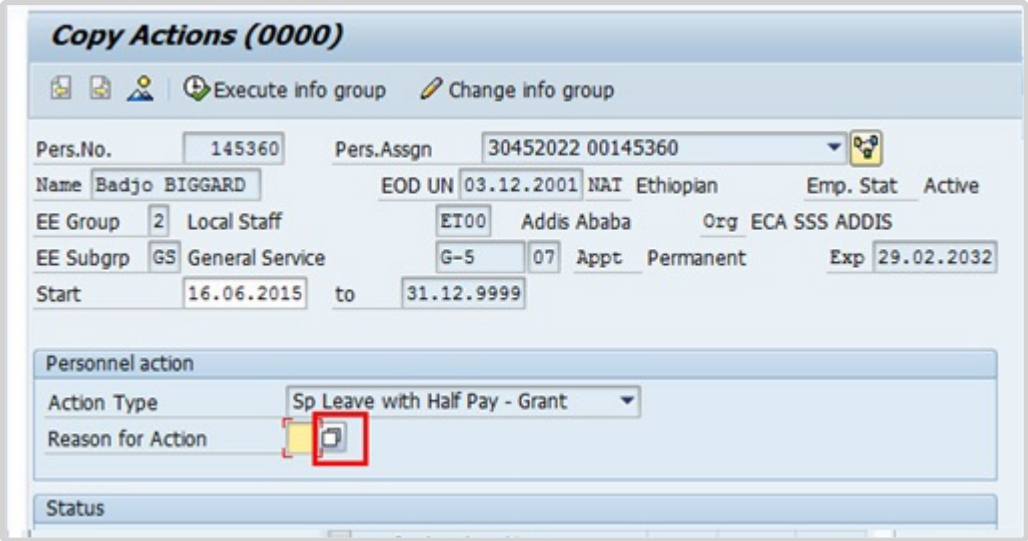


34. Enter the Start date of the entitlement to special leave at half pay.

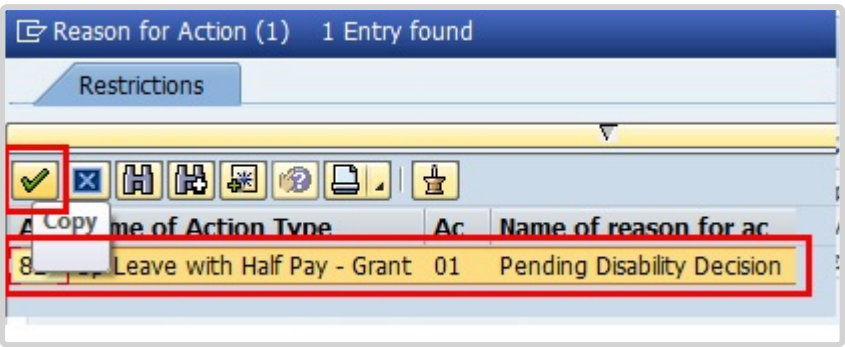
35. Scroll down and locate the appropriate personnel action.

36. Click to select *Sp Leave with Half Pay – Grant*

37. Click to execute the personnel action.

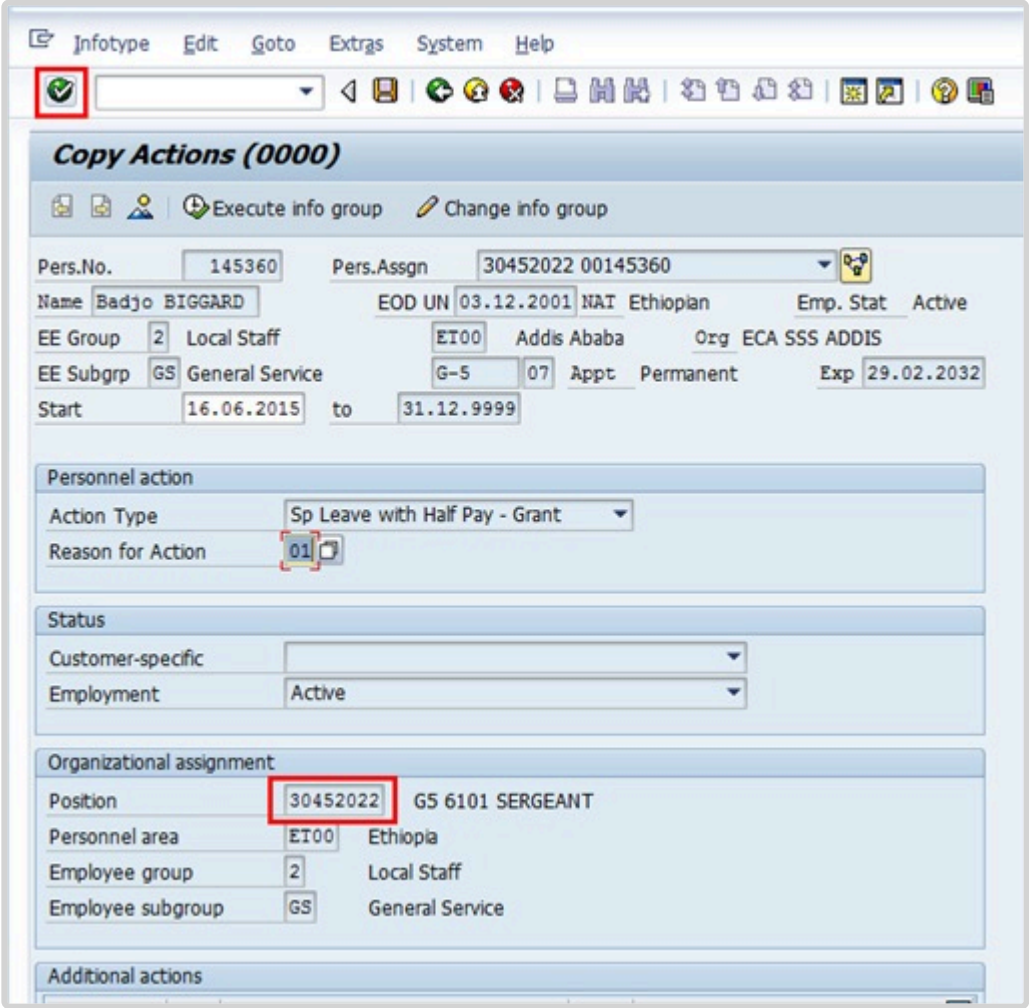


38. Click to display a list of options for Reason for Action.

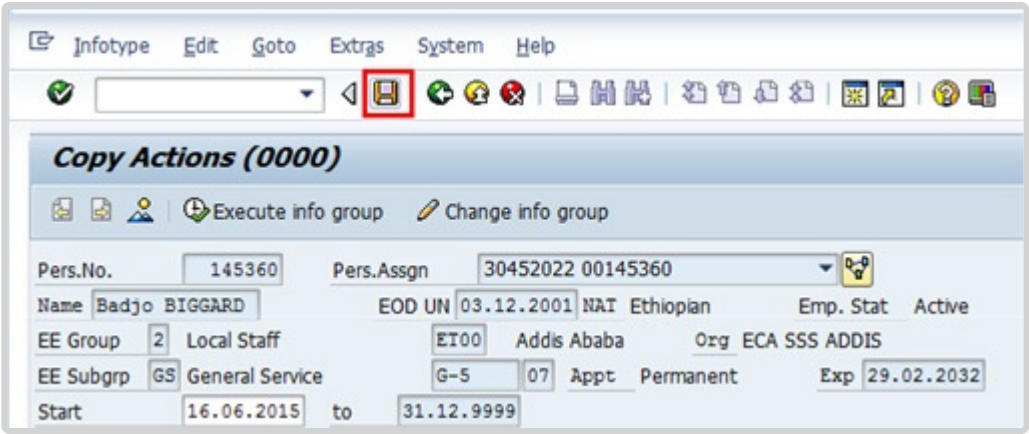


#_Select the only available value as a Reason for Action.

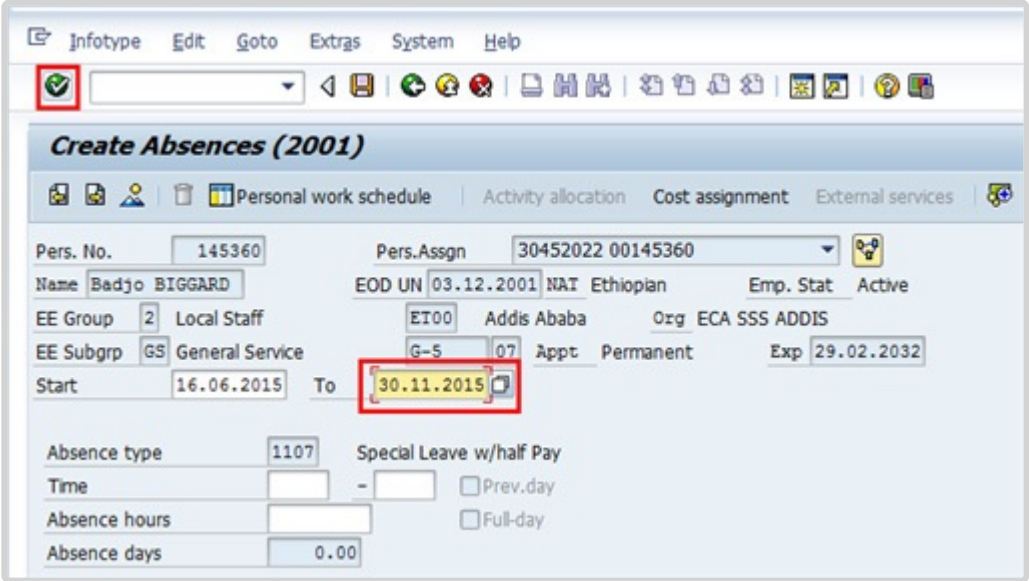
Click to select and continue.



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.



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

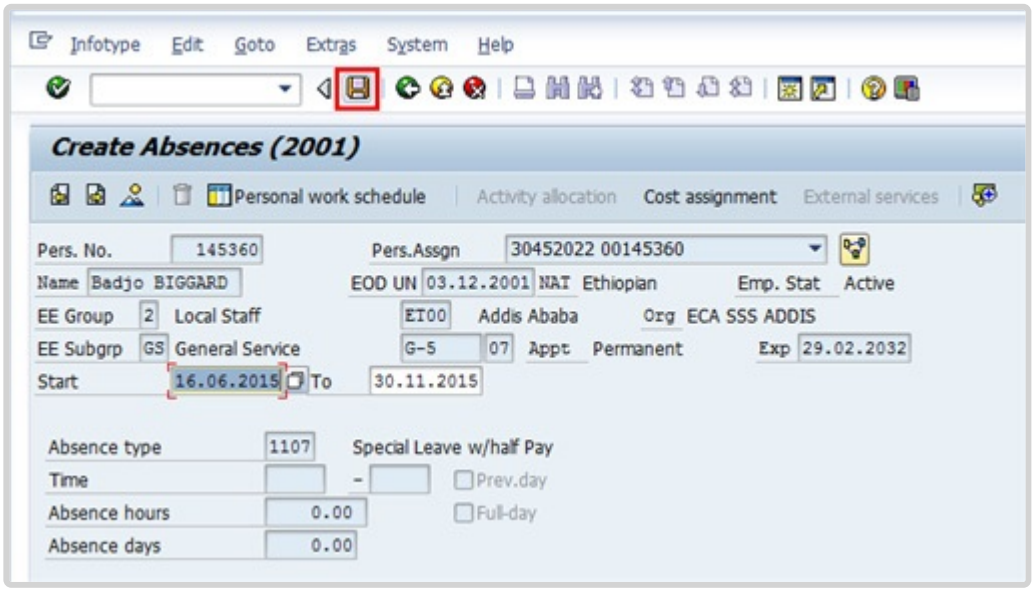


Enter the end date of the Special Leave Half Pay in the 'To' text box.

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.

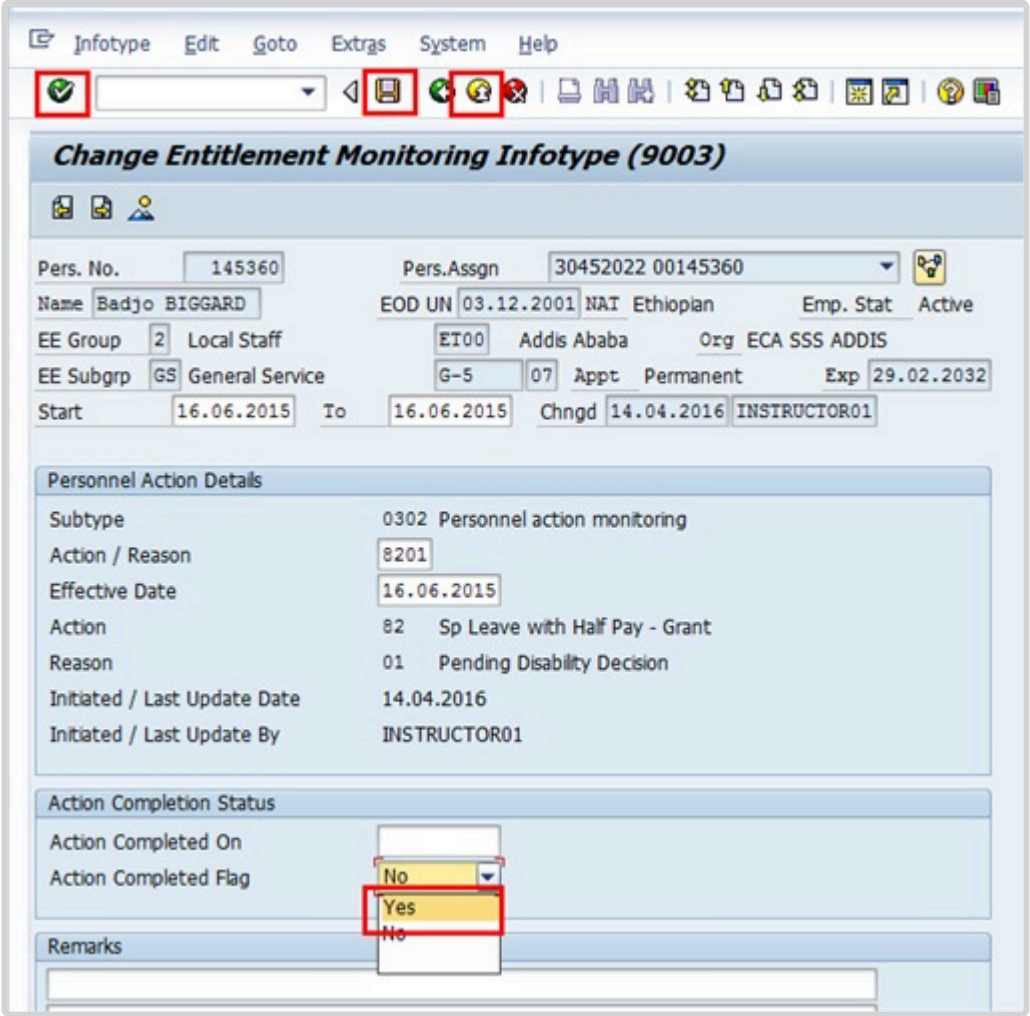
43. Click to continue.



44. Click 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.



45. Click to validate entries.

46. Click to save the record.

47. Click to 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.

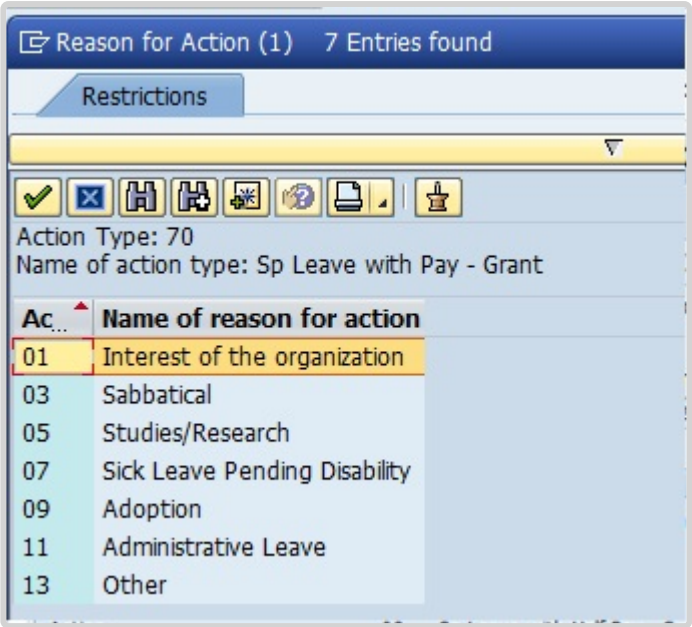
Follow the general procedure on how to add a note to personnel actions. The procedure can be found in the About chapter of this job aid.

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.

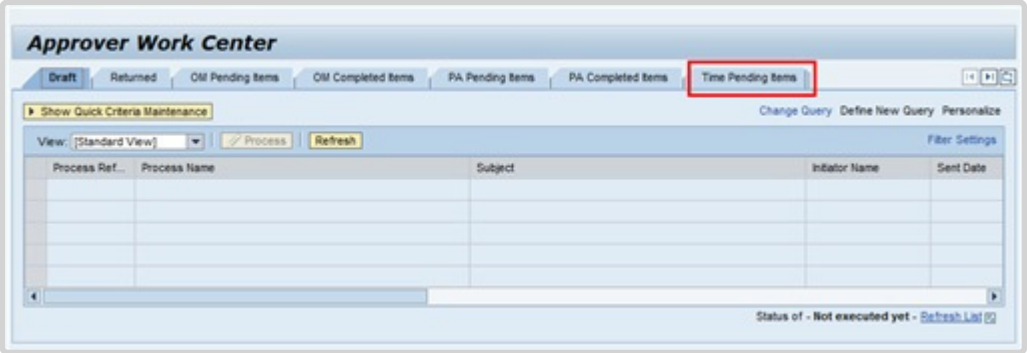
After completion of the PA, be sure to add the following remarks as a note:
Generic SLWFP- Grant Remarks: S/m has been placed on SLWFP from < **date** > to < **date** > for . Approval received from . Email/Memo dated refers.

Special Leave Approval in ESS

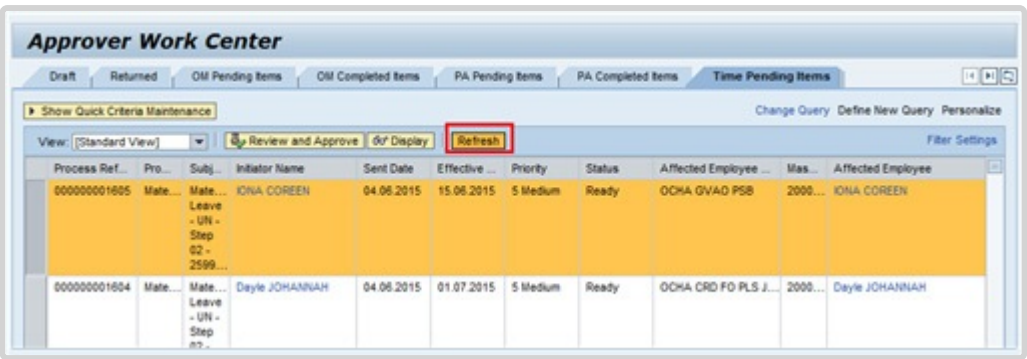
Once you have received the SLWOP request in ESS, execute Sp Leave w/o Pay PA (PA40) in ECC (see procedure above) prior to approving the request in ESS.
Review and approve SLWOP

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

2. Click on the *Work Center* link.



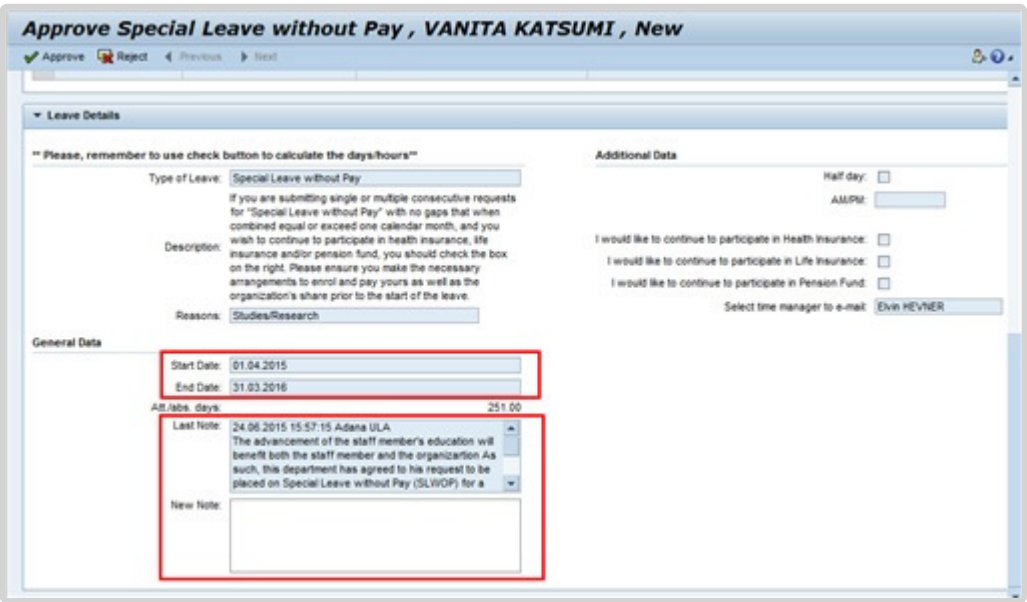
3. Click *Time Pending Items* to review all new Time related requests. Depending on your role you may see multiple tabs.



4. Click *Refresh* to ensure that all most recent incoming request are displayed

5. Click ☐ to select the request that you need to review.

6. Click *Review and Approve* to review and approve the request.



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.

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.

This approval in ESS will NOT create a leave record in IT2001. This record is created when the corresponding Special Leave PA in executed in ECC. Therefore the ECC approval must always be made first and the ESS approval is only used to inform the staff member of the final decision.

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.

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Last modified: 16 March 2023

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.

- Special Leave Without Pay – Modify
- Special Leave Without Pay – Extend
- Special Leave With Half Pay – Extend
- Special Leave with Pay – Extend

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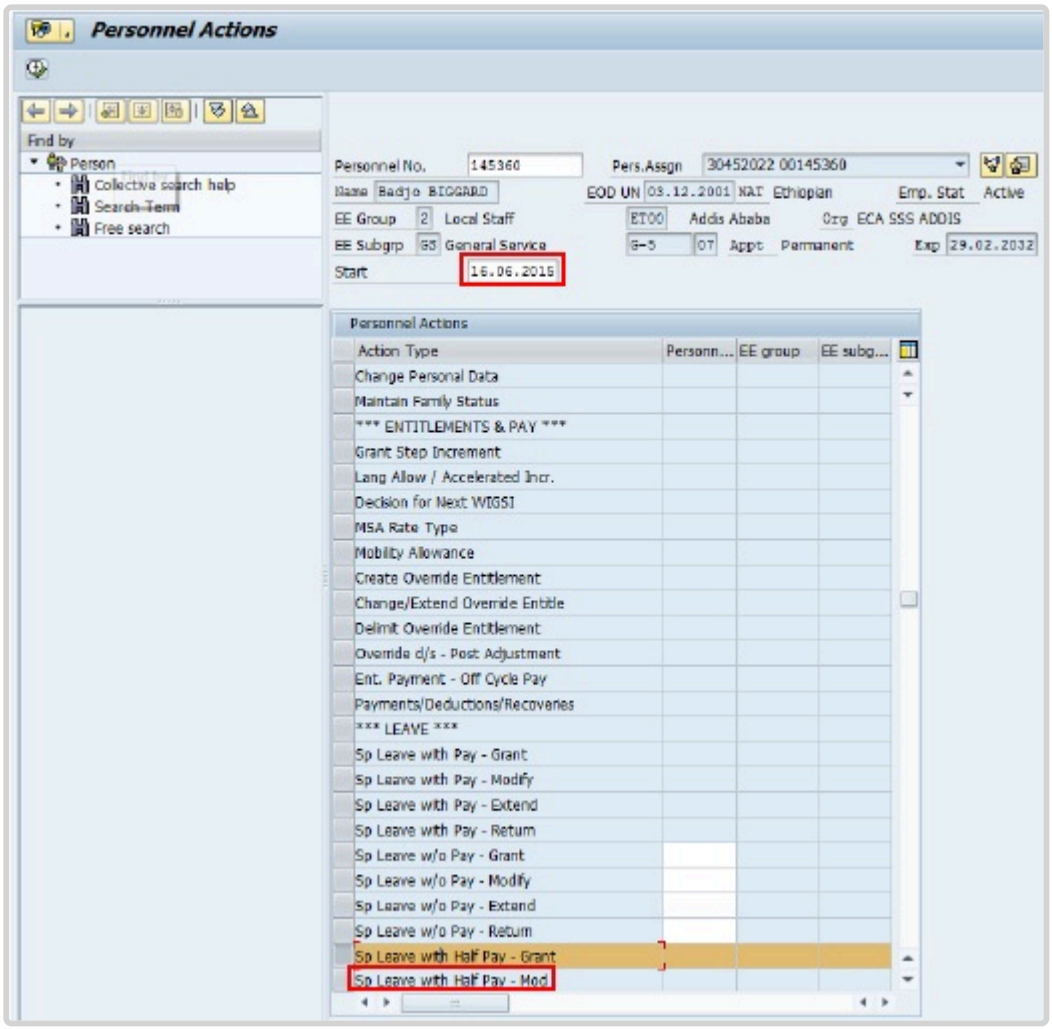
Last modified: 23 August 2022

Special Leave Without Pay – Modify

Review This

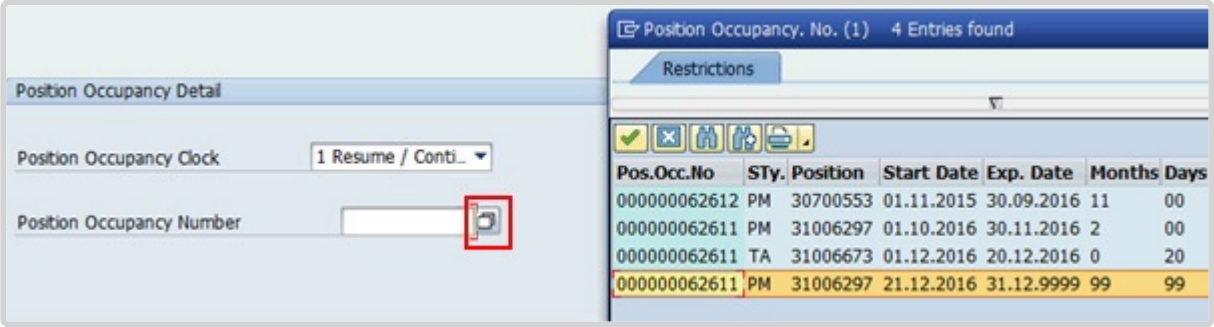
1. Start the transaction by Selecting the correct Modify PA type and enter the effective date of the most recent Grant or Extend PA as the effective date.



2. This PA will bring up the same infotypes as the corresponding Special leave – Grant PA. Follow the PA saving all infotypes until IT3344.

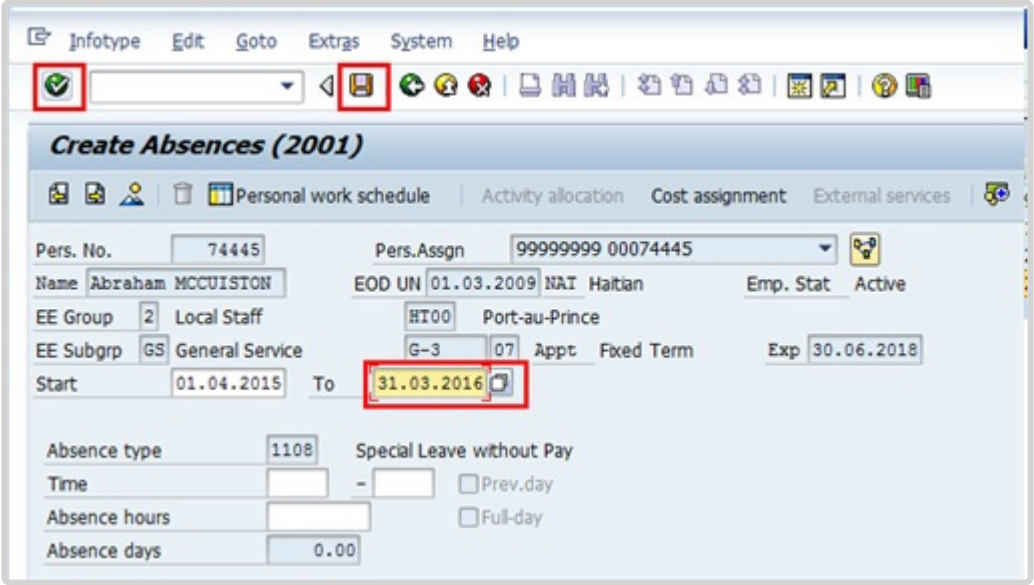
3. On IT3344, enter the enter the new end date of the period of Special Leave in the Expiration text box first. Then for Position Occupancy Clock, Select:

   - **Resume/Continue**: used when the overall period of Special Leave is less than one year.



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.



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** > .

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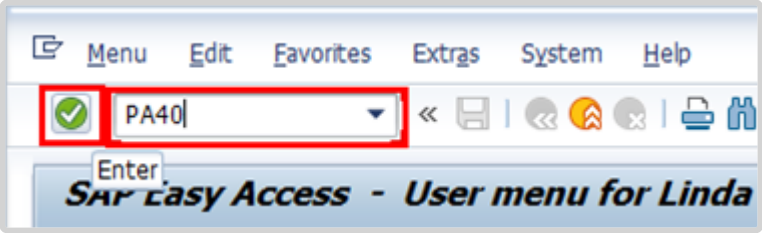
Last modified: 20 February 2023

Special Leave Without Pay – Extend

Review This

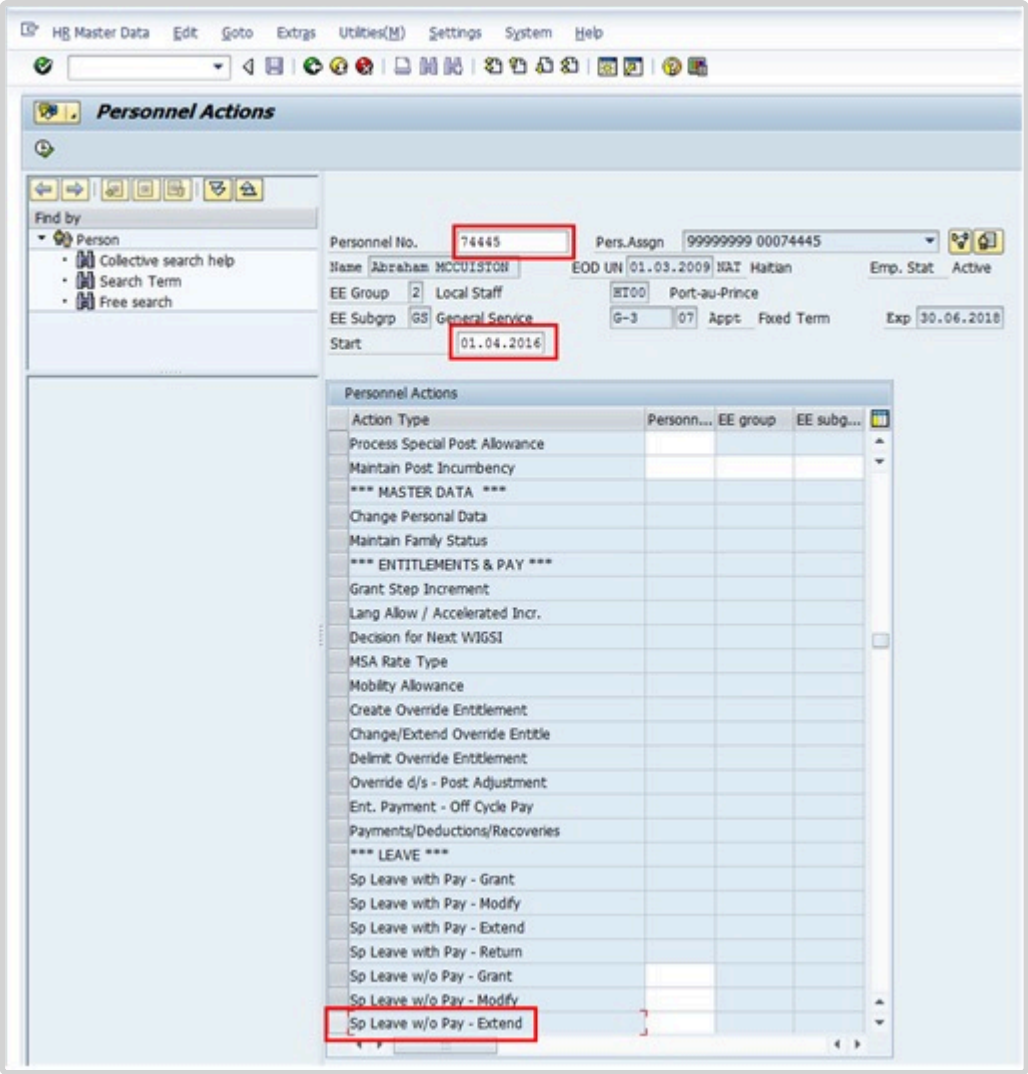
When the extension of the Special Leave period results in an overall length of time that would make a difference to insurance (refer to the notes before the procedures on granting Special leave for details), please remember to inform the staff member accordingly. Note that it is the overall period of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



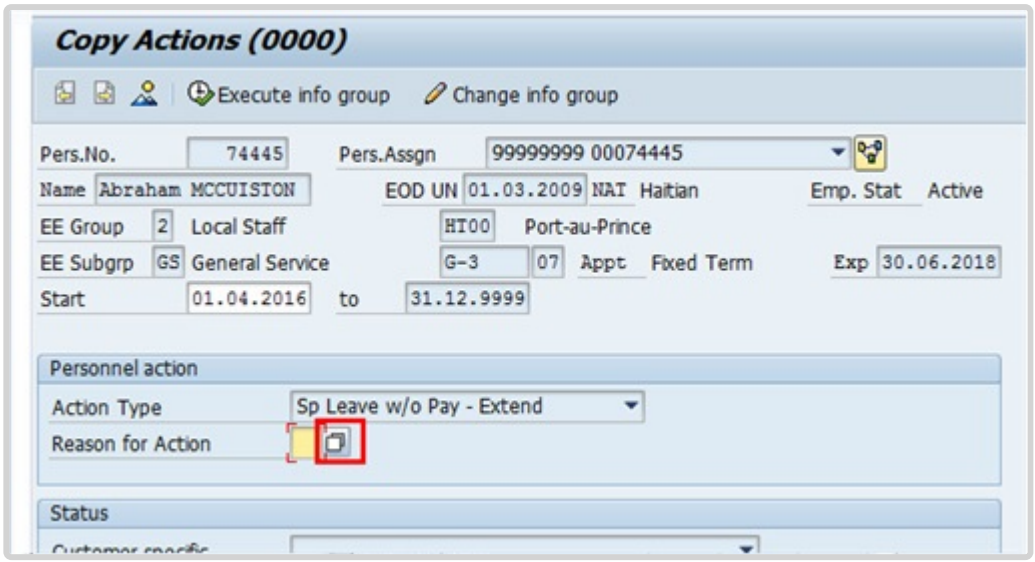
2. Click after typing PA40 in the Command text box.

3. 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).



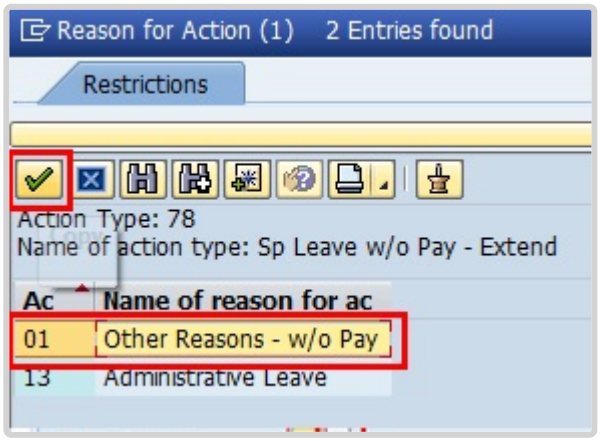
4. Click to select the Sp Leave w/o Pay – Extend personnel action.

5. Click to execute the action.

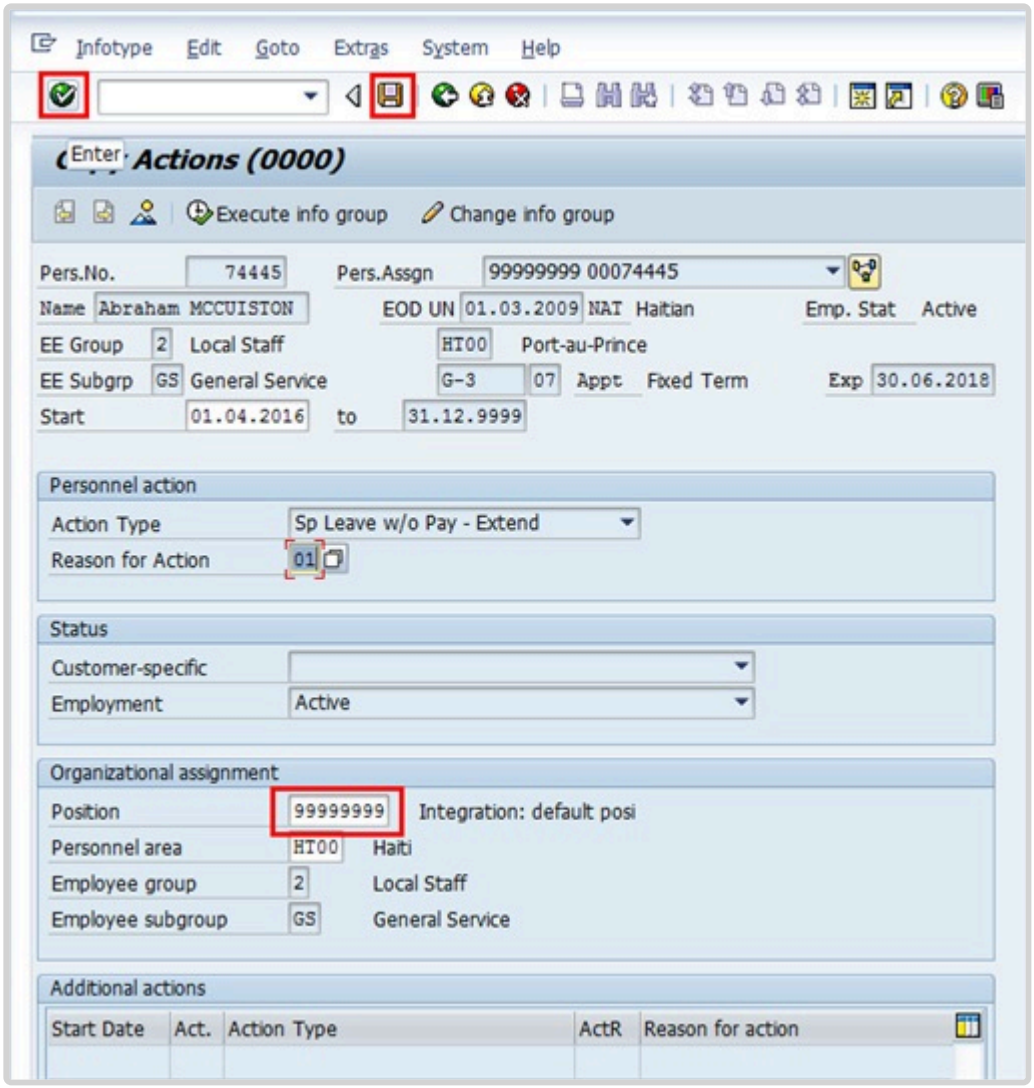


6. Click to display a list of options for Reason for Action.

7. Select the appropriate Reason for Action.

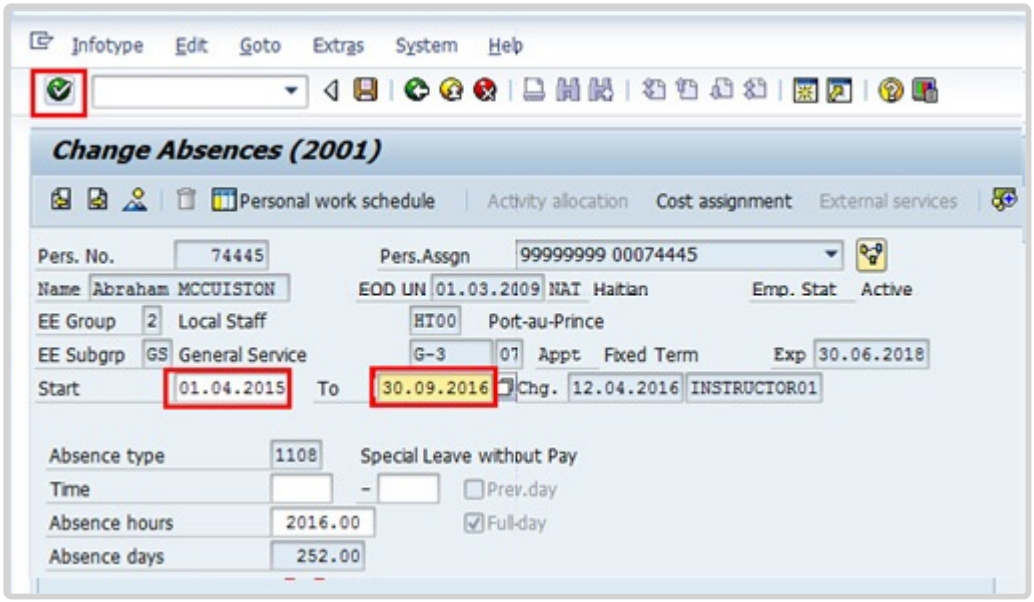


8. The menu options for the SLWOP – Extend are reduced to two options for ease of use. Unless the reason for administrative leave, all reasons for action will be Other Reasons. The original list of reasons for the SLWOP PA can be found by viewing the SLWOP – Grant PA in PA20 IT0000. Click to select the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



9. Notice that the default position is 99999999. Click to continue.

10. Click to save the record.



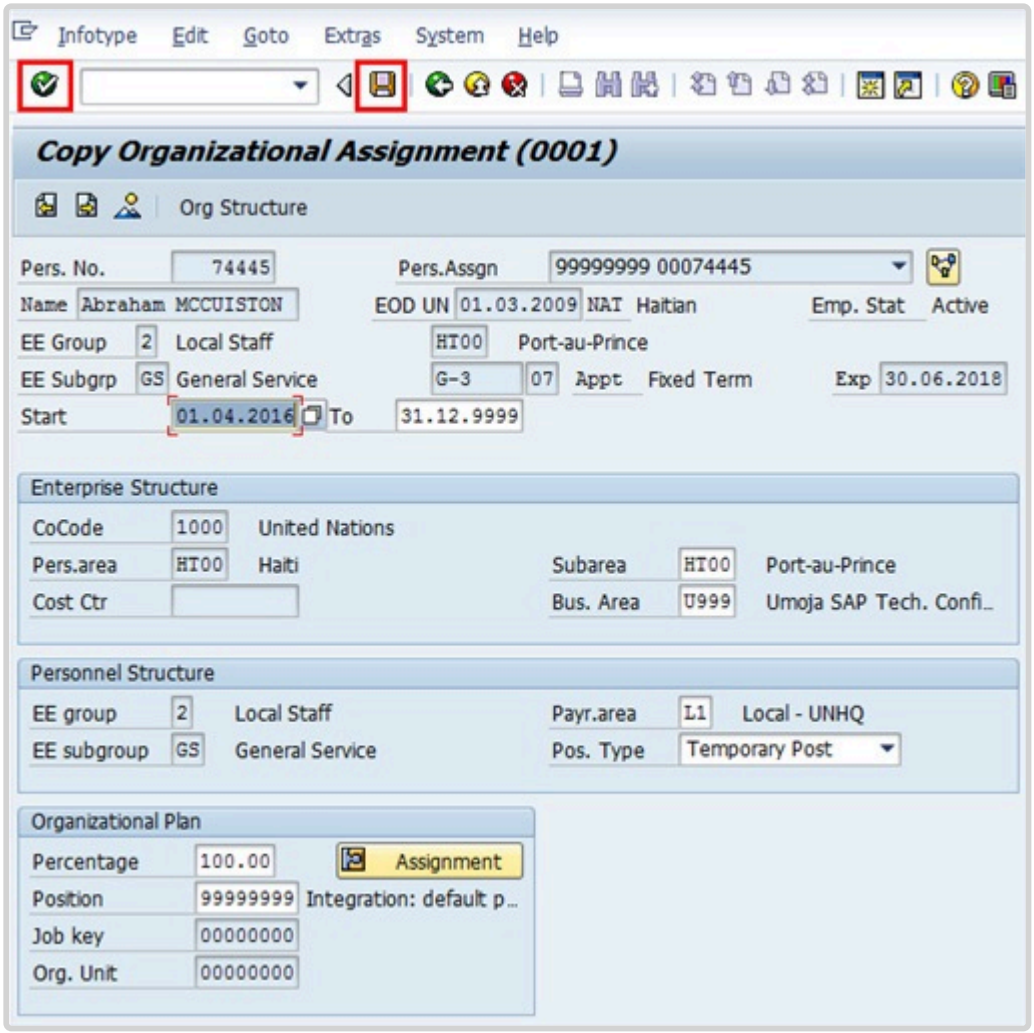
11. Enter the start date of the extension in the Start text box

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.

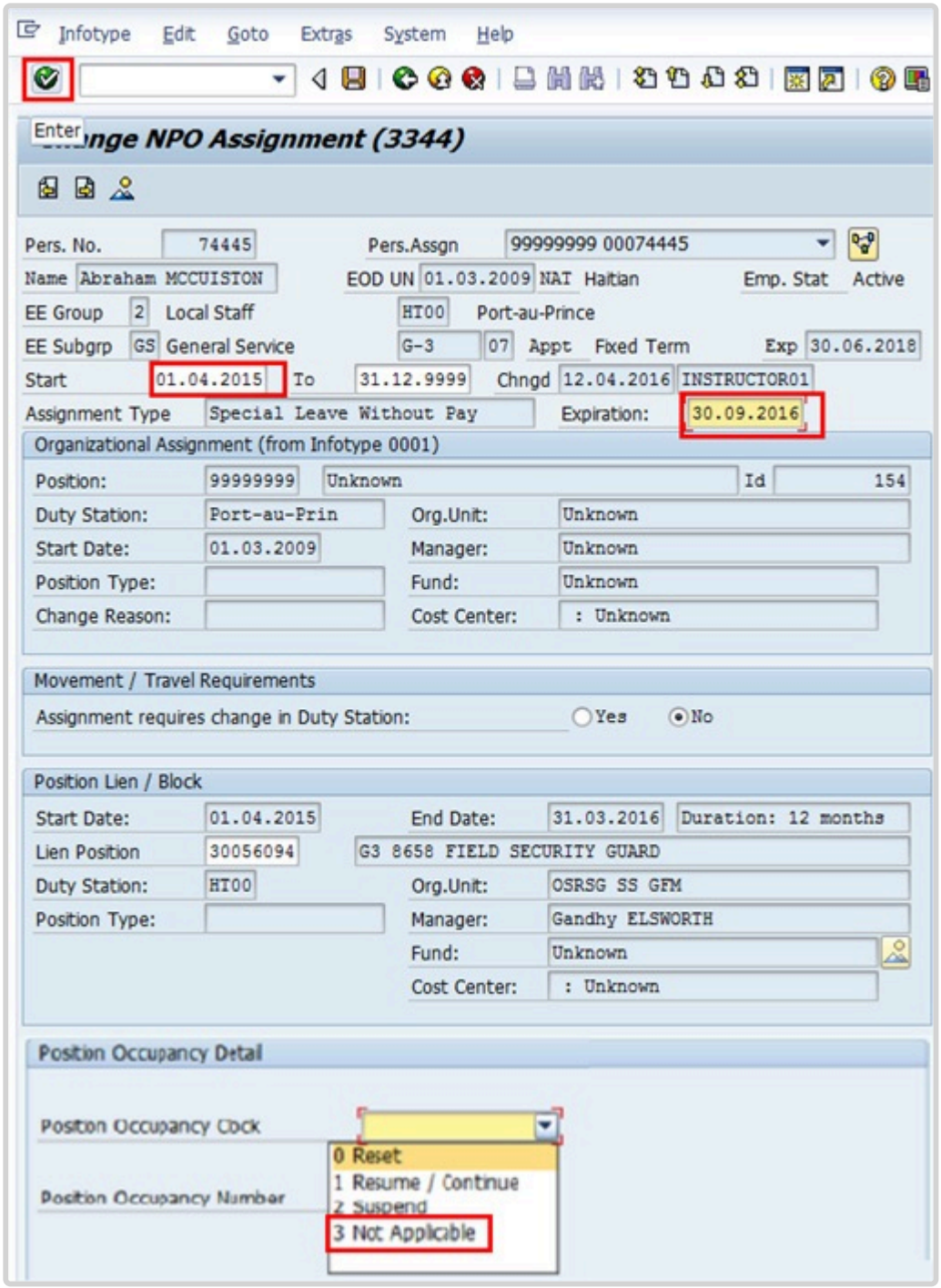
Click to validate entries.

12. Click to save the record.



13. Click validate values.

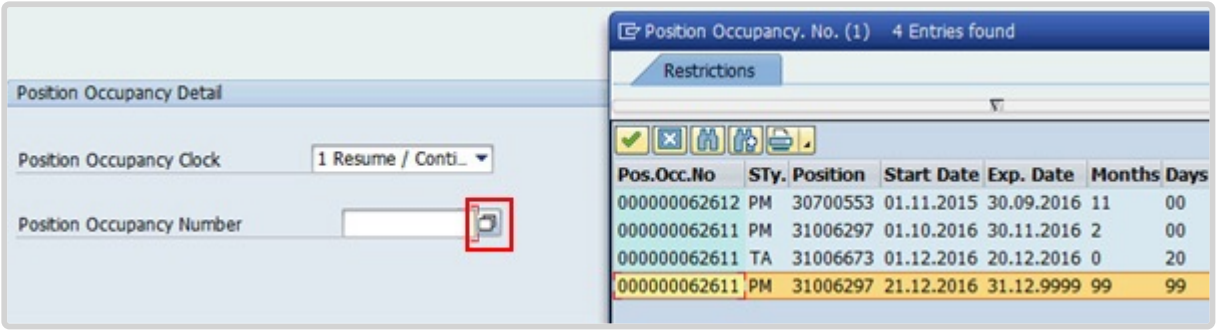
14. Click to save the record.



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 .



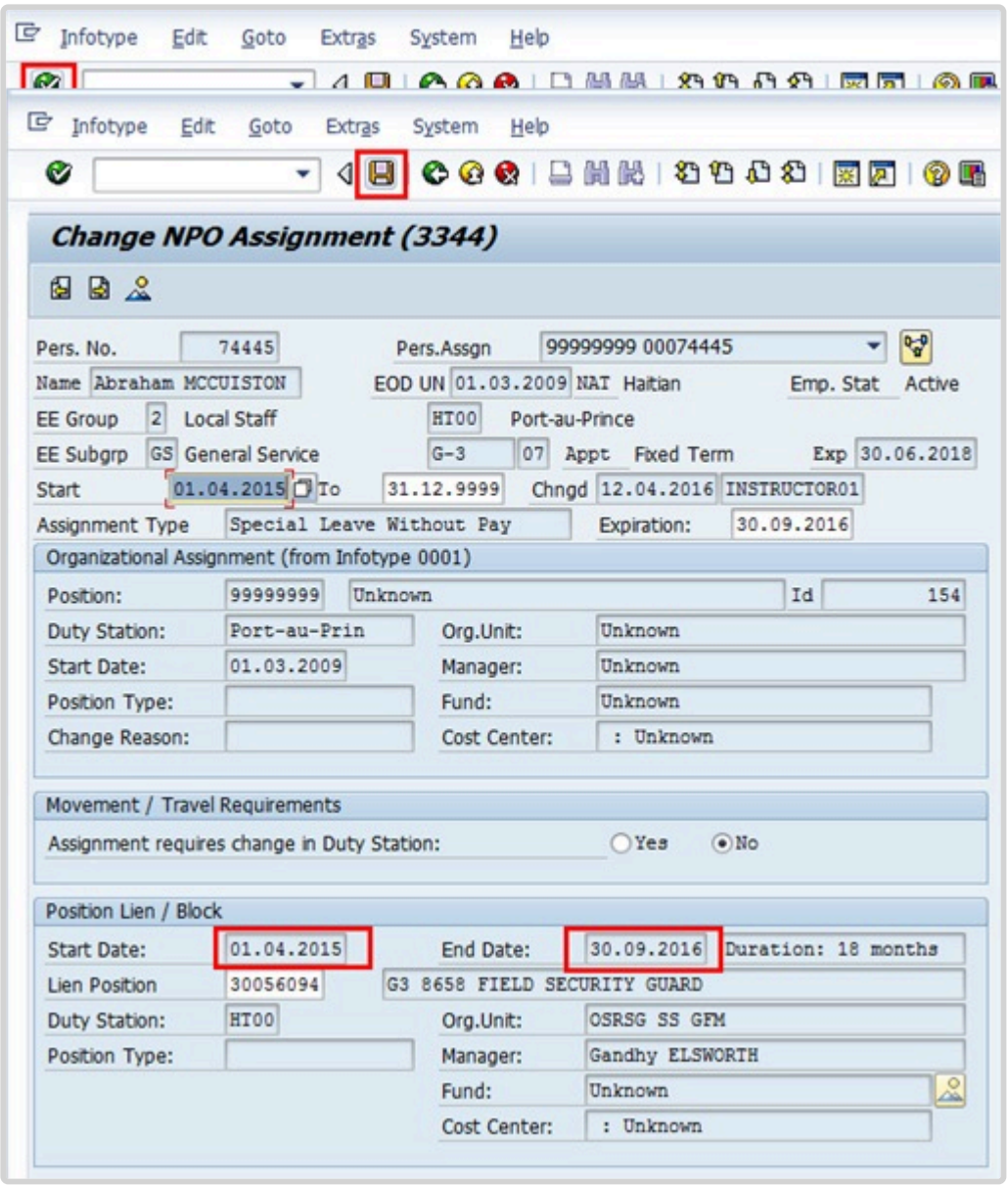
When you select Resume/Continue, always pick the last record that as an expiration date of 31.12.9999. The Umoja generated selected position occupancy number will then display in the Position Occupancy Number field.

- **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:

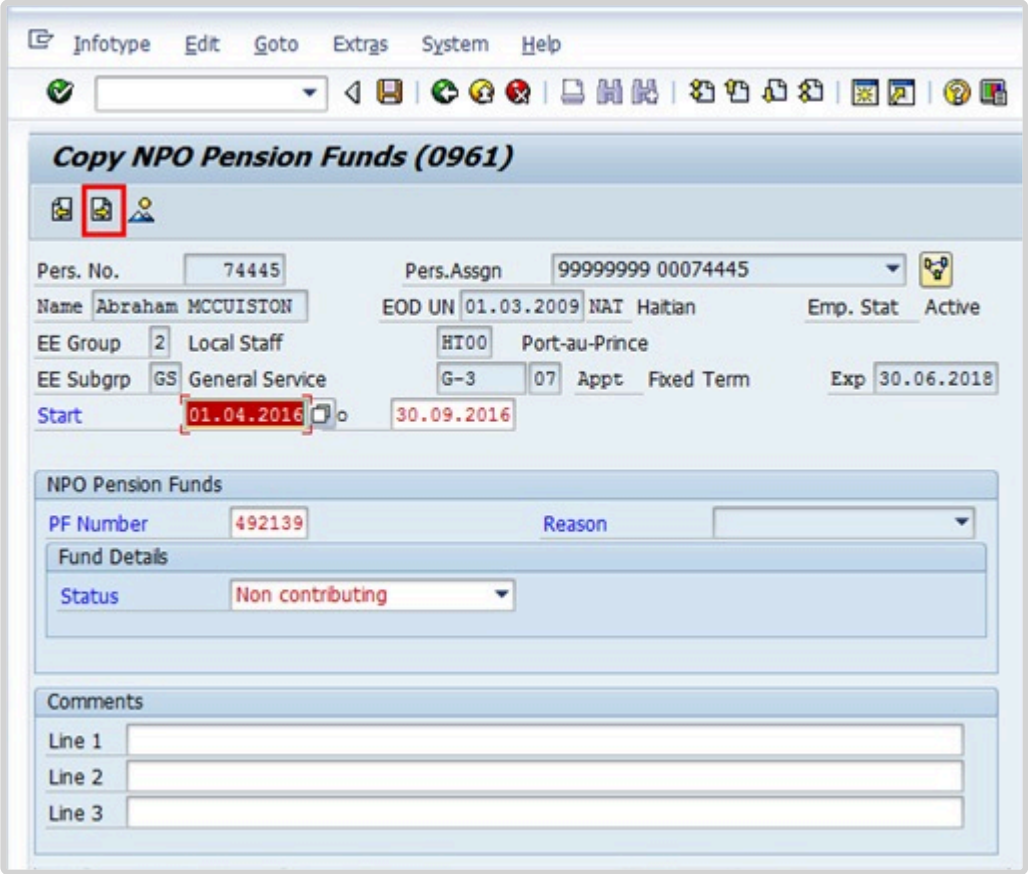
- 1-GI (International GS);
- All international staff with temporary appointments; and
- P2 and P3 international language staff.

  Click to continue.

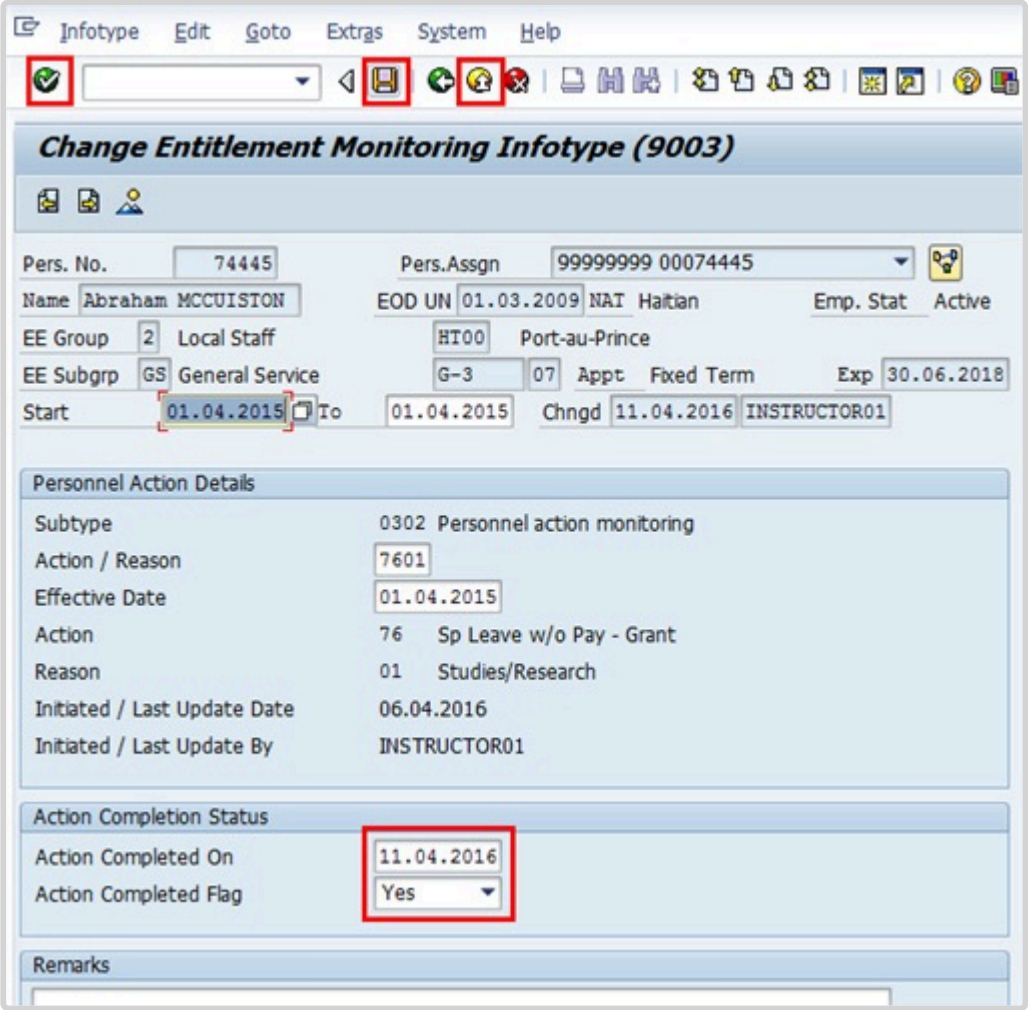


The start and end dates in the Position Lien/Block section of IT3344 now reflect the full duration of the SLWOP period.

- Click to save the record.



- Click 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.



- Click to continue.
- Click to save the record.
- 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);
- 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.

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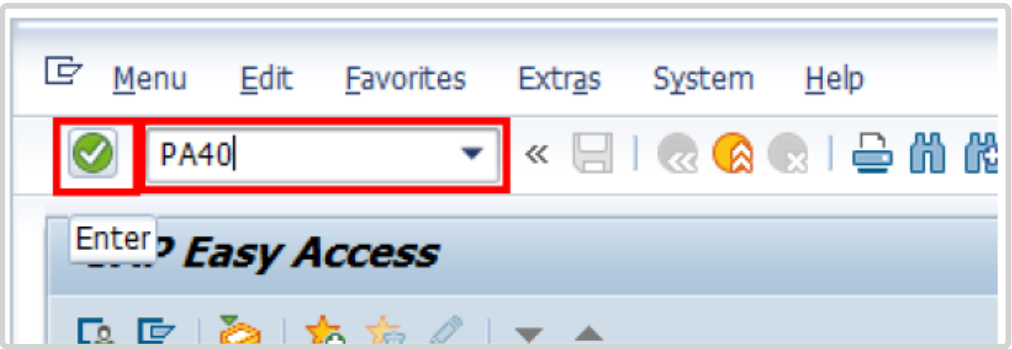
Last modified: 20 February 2023

Special Leave With Half Pay – Extend

Review This

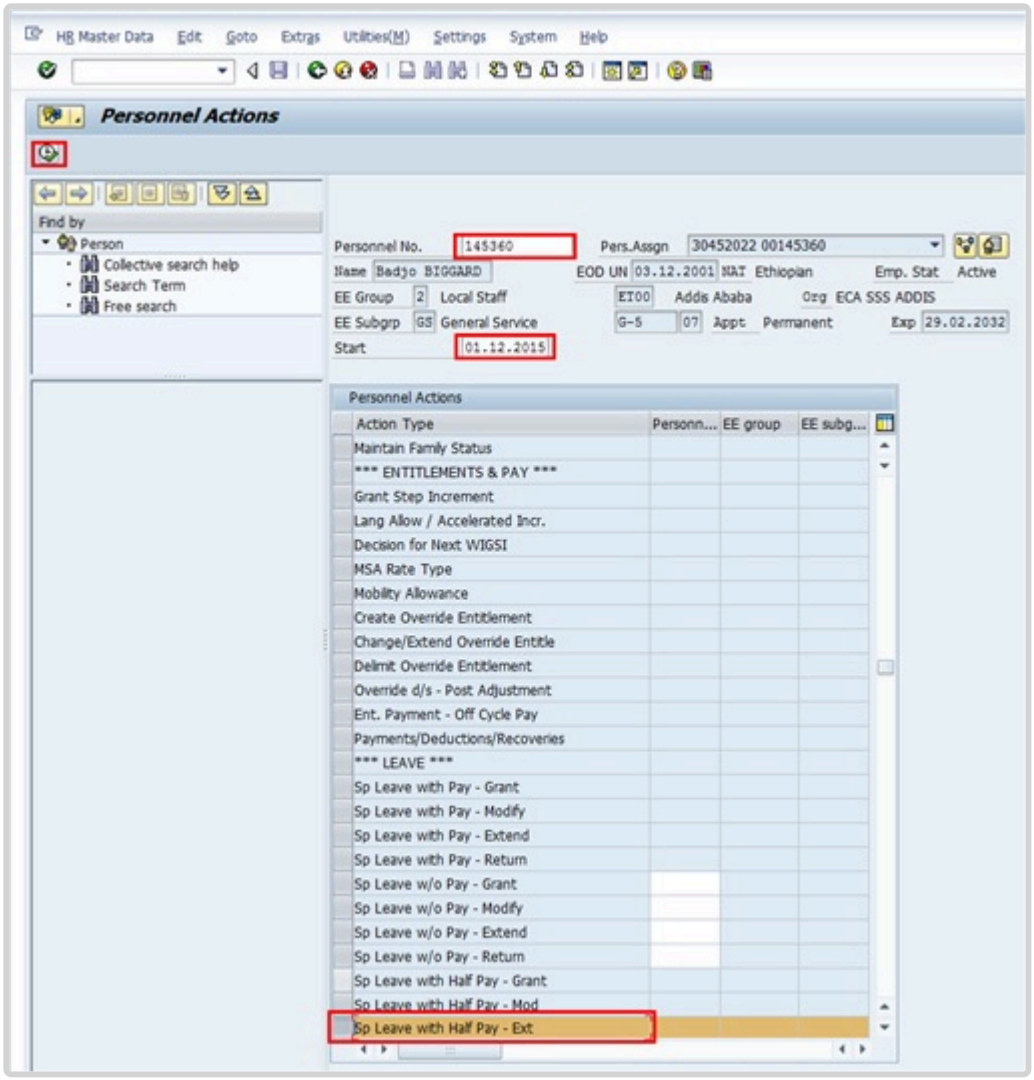
Normally, the extension would be through the end of the month of April, in which the UNJSPF's meeting will be held. However, as the 30th of April 2016 falls on a Saturday, the system will not allow you to proceed as it is a non-working period and will bring you to a hard stop if you try to enter that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



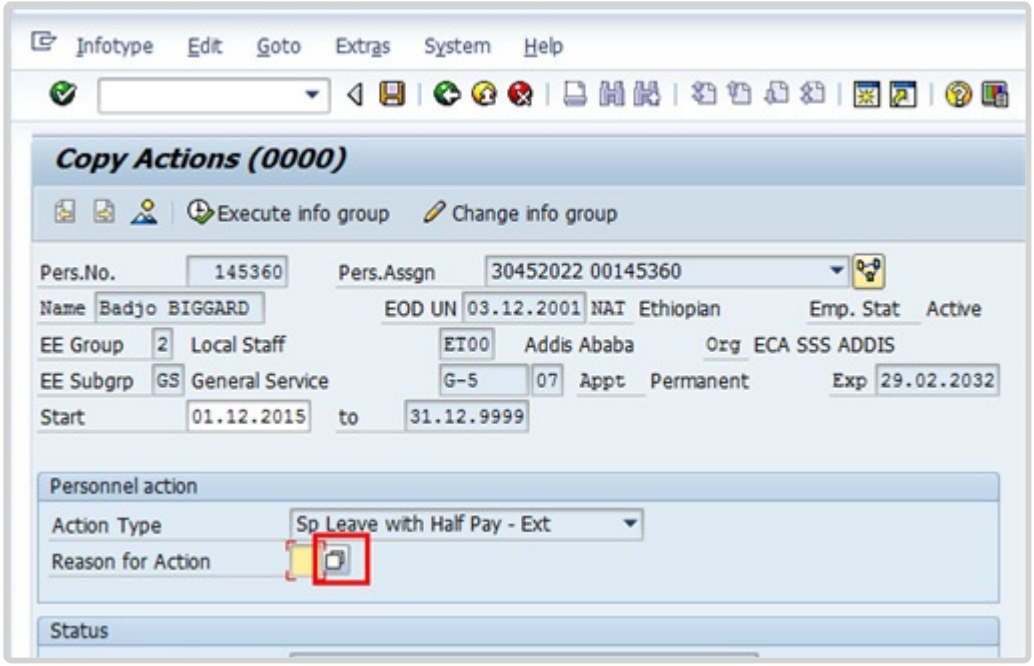
2. Click after typing PA40 in the Command text box.

3. Enter the staff member's personnel number and the Start date of the personnel action.

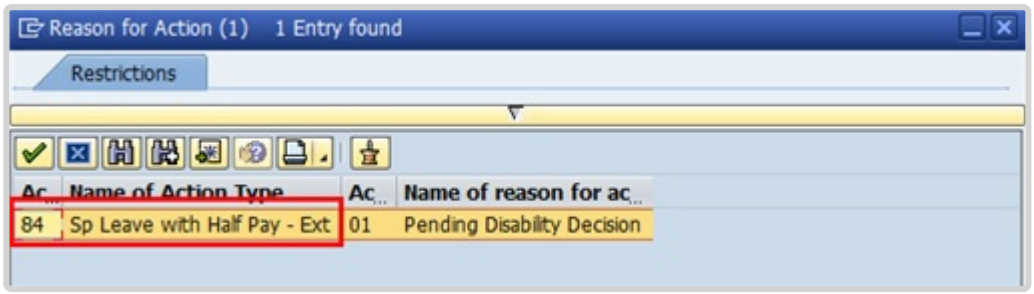


4. Select the *Sp Leave with Half Pay – Ext* action.

5. Click to execute the Personnel Action.

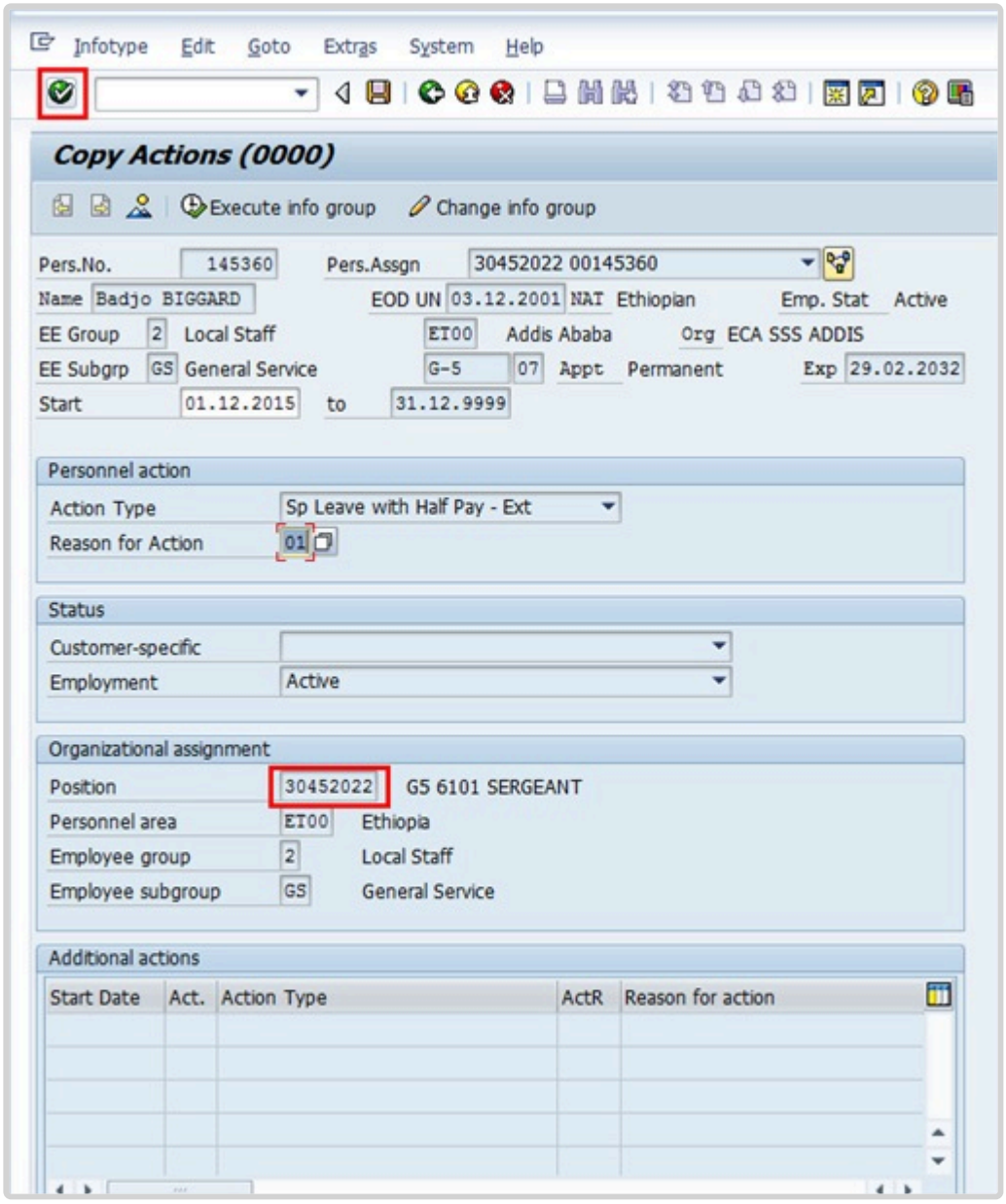


6. Click to display the list of options for Reason for Action.

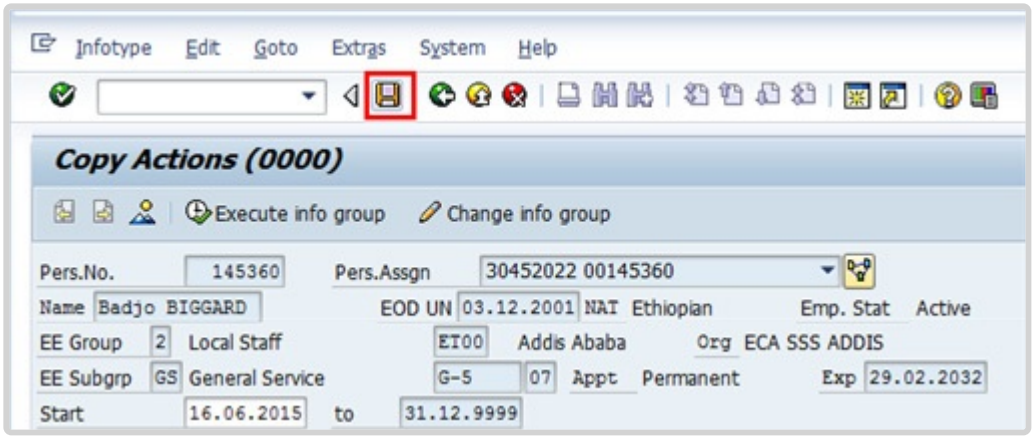


7. Select the only value as a Reason for Action.

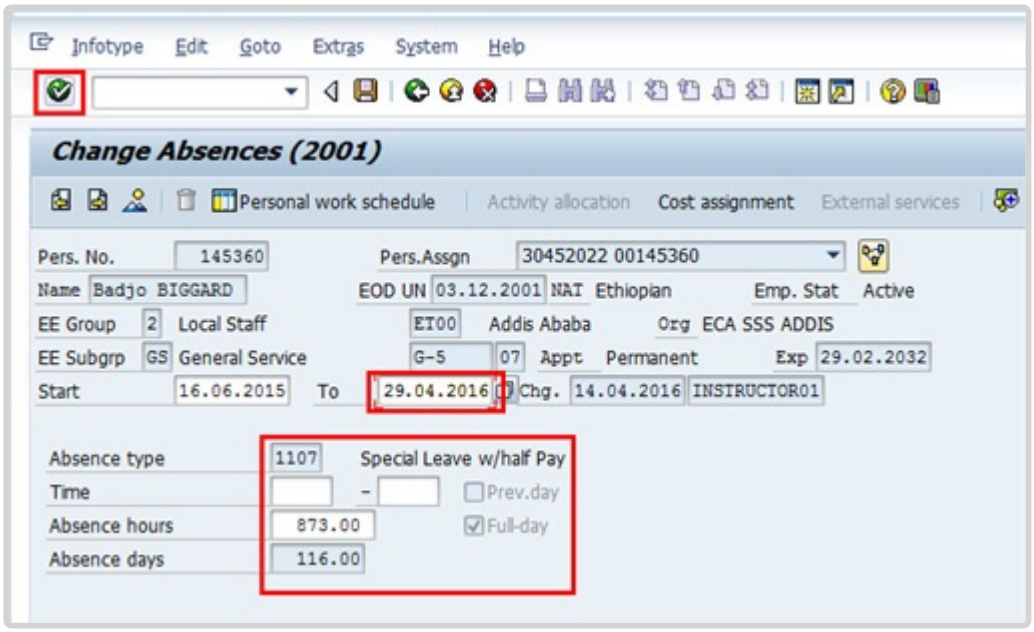
8. Click to continue.



9. 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.

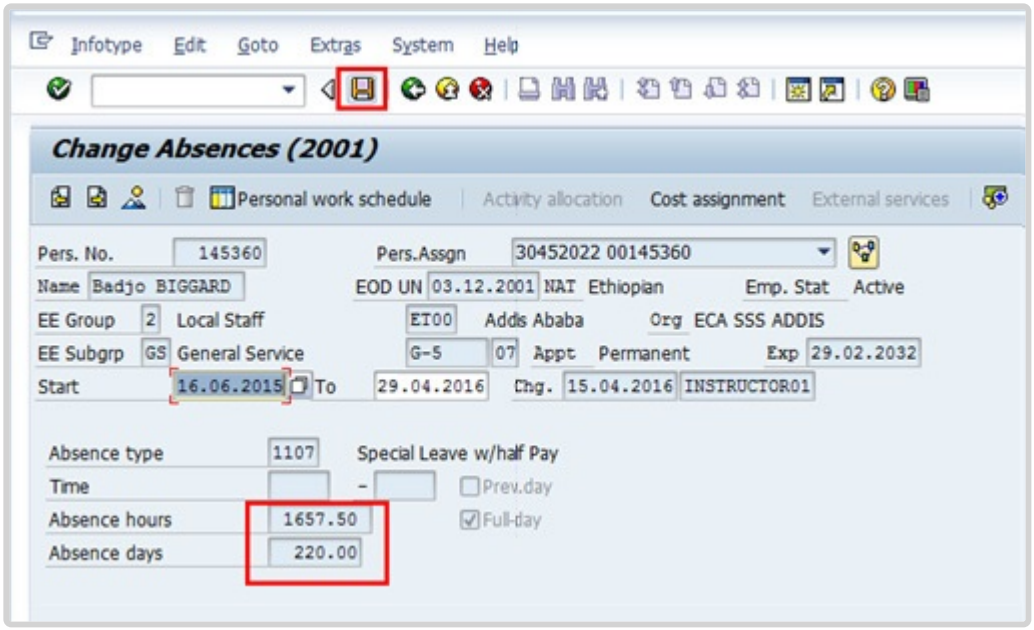


10. Click to save the record and move to the next infotype.

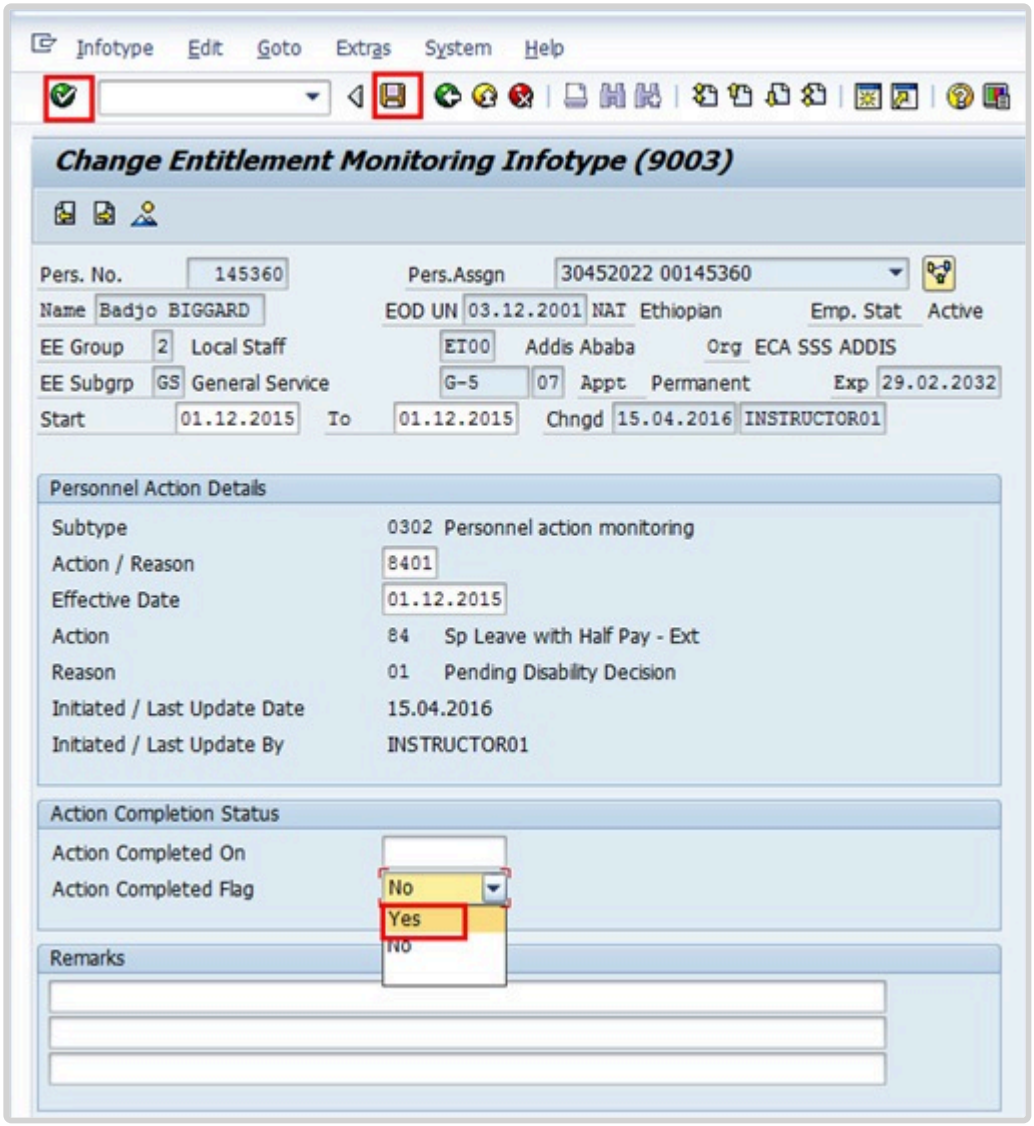


11. Enter the end date for the special leave.

12. Click to validate the entries and update the absence days under this absence type.



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

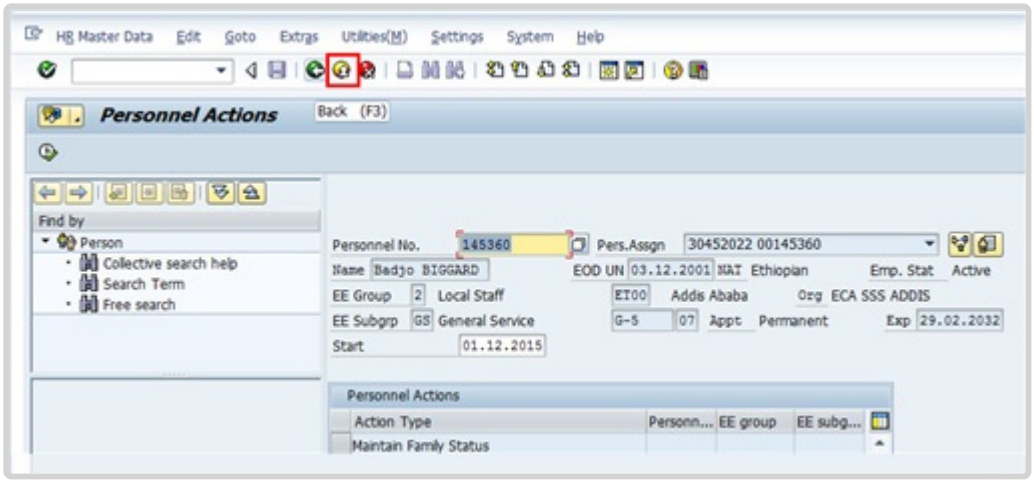


14. Click the Action Completed Flag combo box.

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 to save the entries.



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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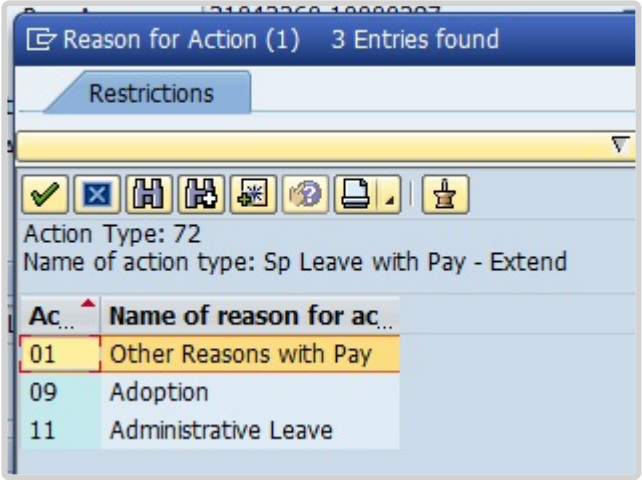
Last modified: 20 February 2023

Special Leave with Pay – Extend

Review This

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

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:



- **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 .

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Last modified: 20 February 2023

Returning from Special Leave

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Last modified: 23 August 2022

Special Leave Without Pay – Return

Review This

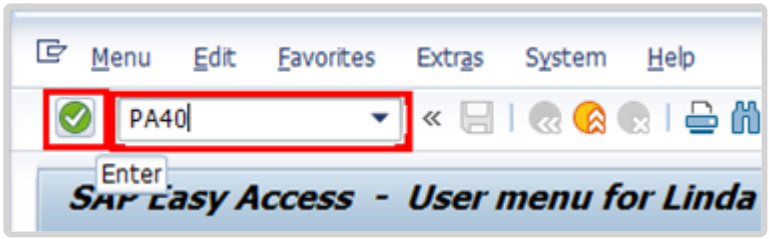
The SLWOP return must be processed even if the end of the SLWOP coincides with the end date of the original grant of Extend SLWOP PA as it is the action that puts the staff member back on their lien position and resets the pension status to contributing if the staff member has not been contributing while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

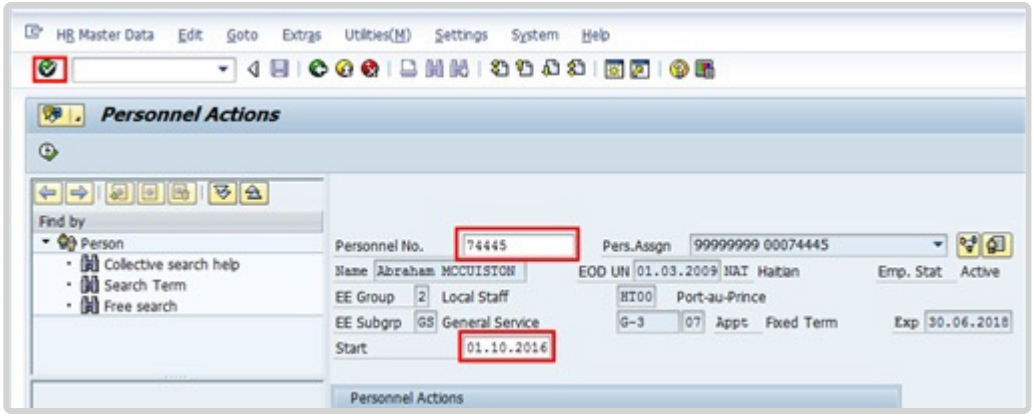
Once the Return from SLWOP PA is processed, Umoja will dynamically create an adjustment reason and the staff member will need to reapply for insurance in ESS. Be sure to inform the staff member of this when you process the PA.

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

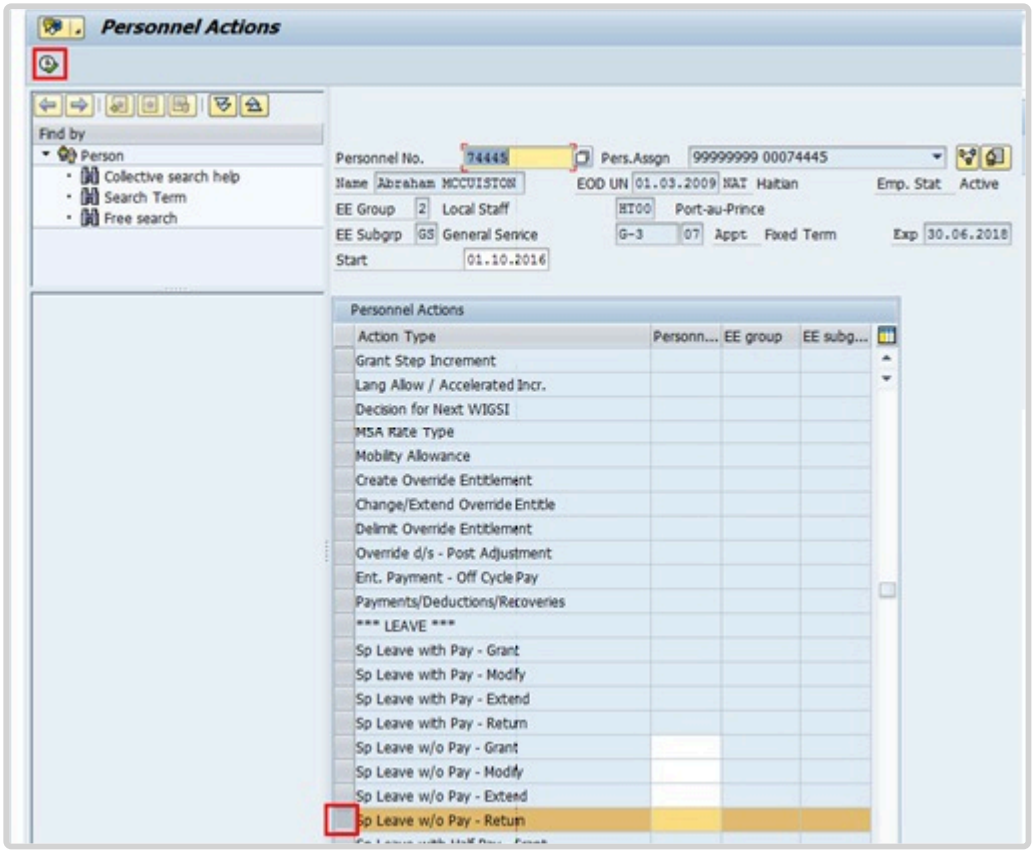
1. Start the transaction using the menu path or transaction code.



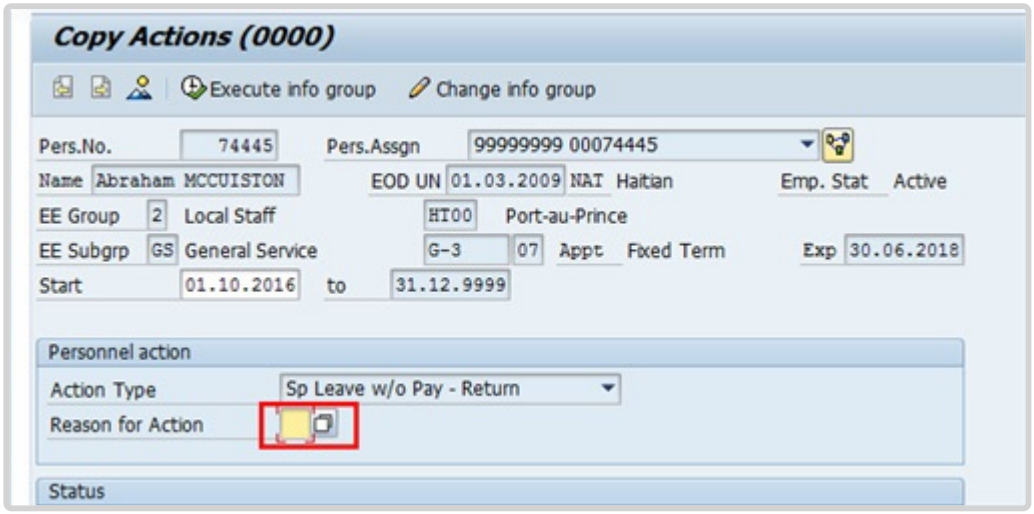
2. Click after typing PA40 in the Command text box.



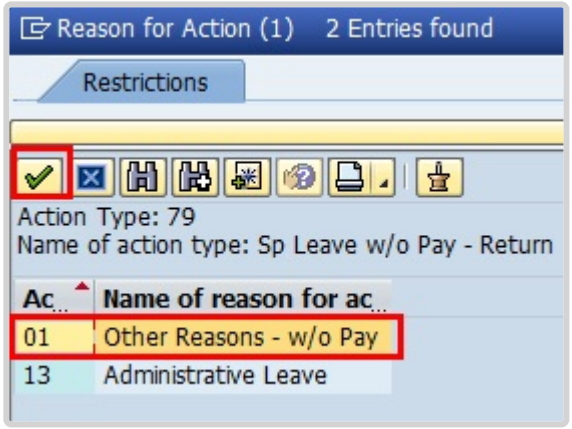
3. Enter the staff member's personnel number in the Personnel No. text box. The start date is the first day the staff member returns from SLWOP. Enter the start date in the Start text box. Click to continue.



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



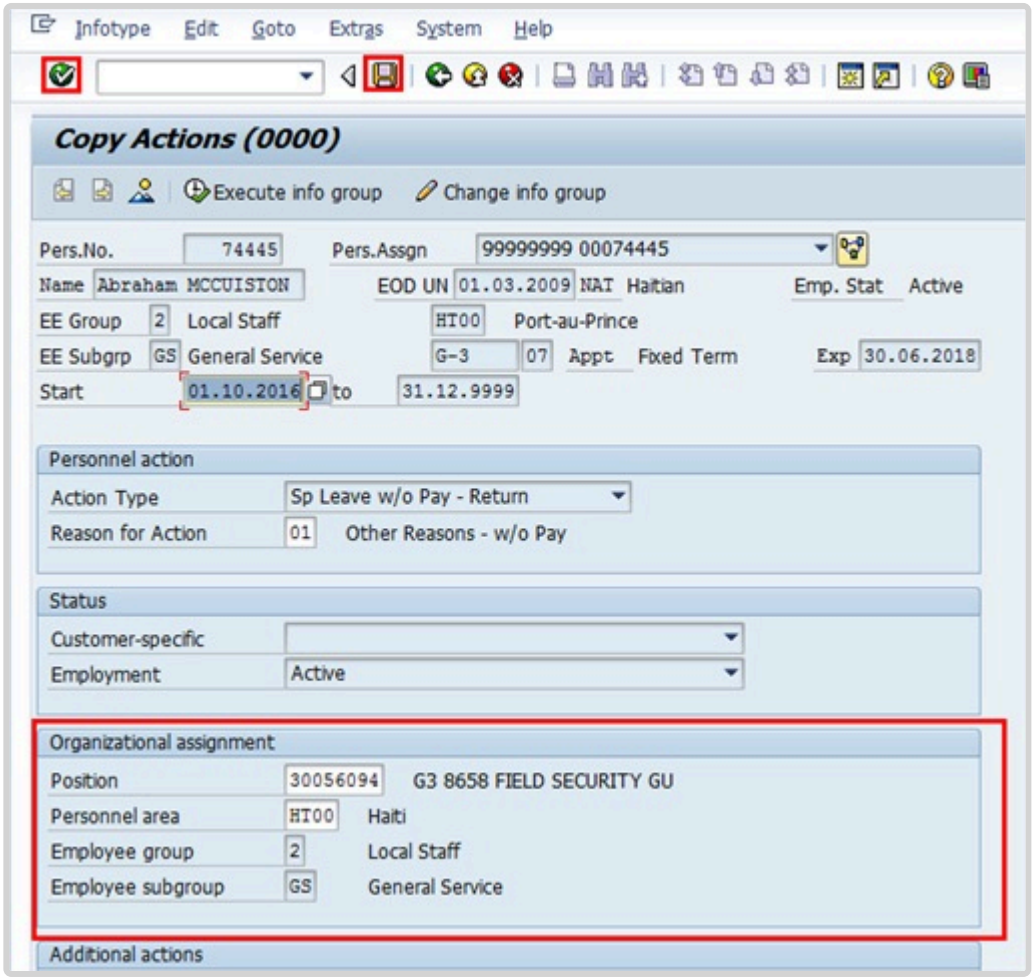
5. Click on the ‘Reason for Action’ field and then click to display the list of options.



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 to select.



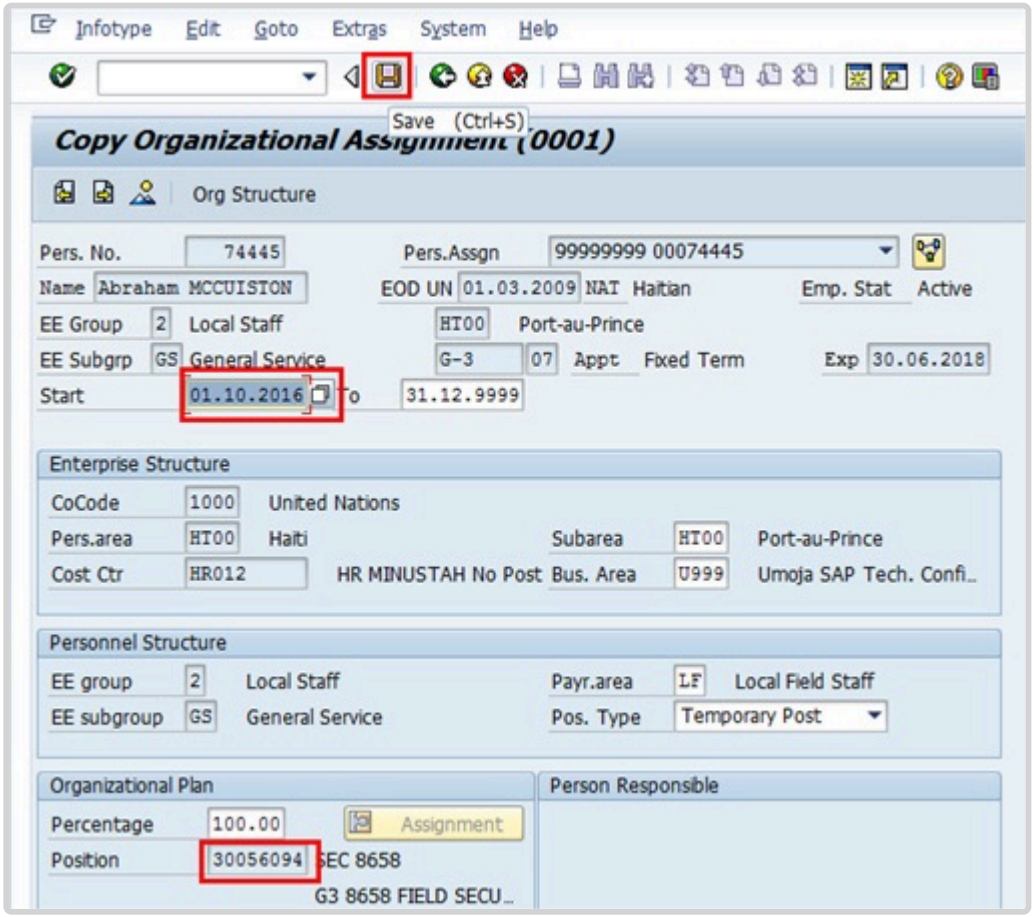
8. In the Organizational assignment section enter the lien position number.

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.

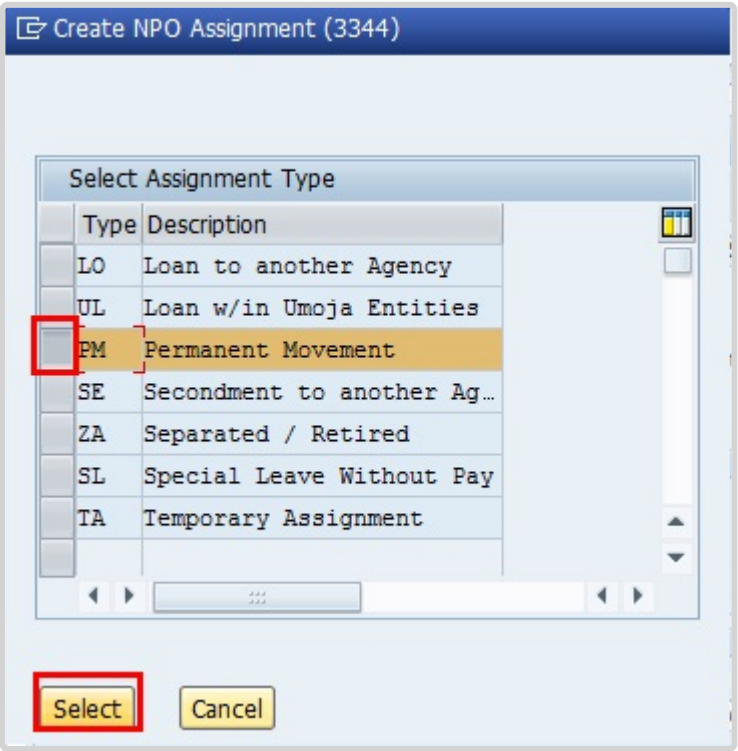
Upon validation, the position details will display on the Organizational Assignment section. Review the position details to ensure that they are correct.

10. Click to save the entries.



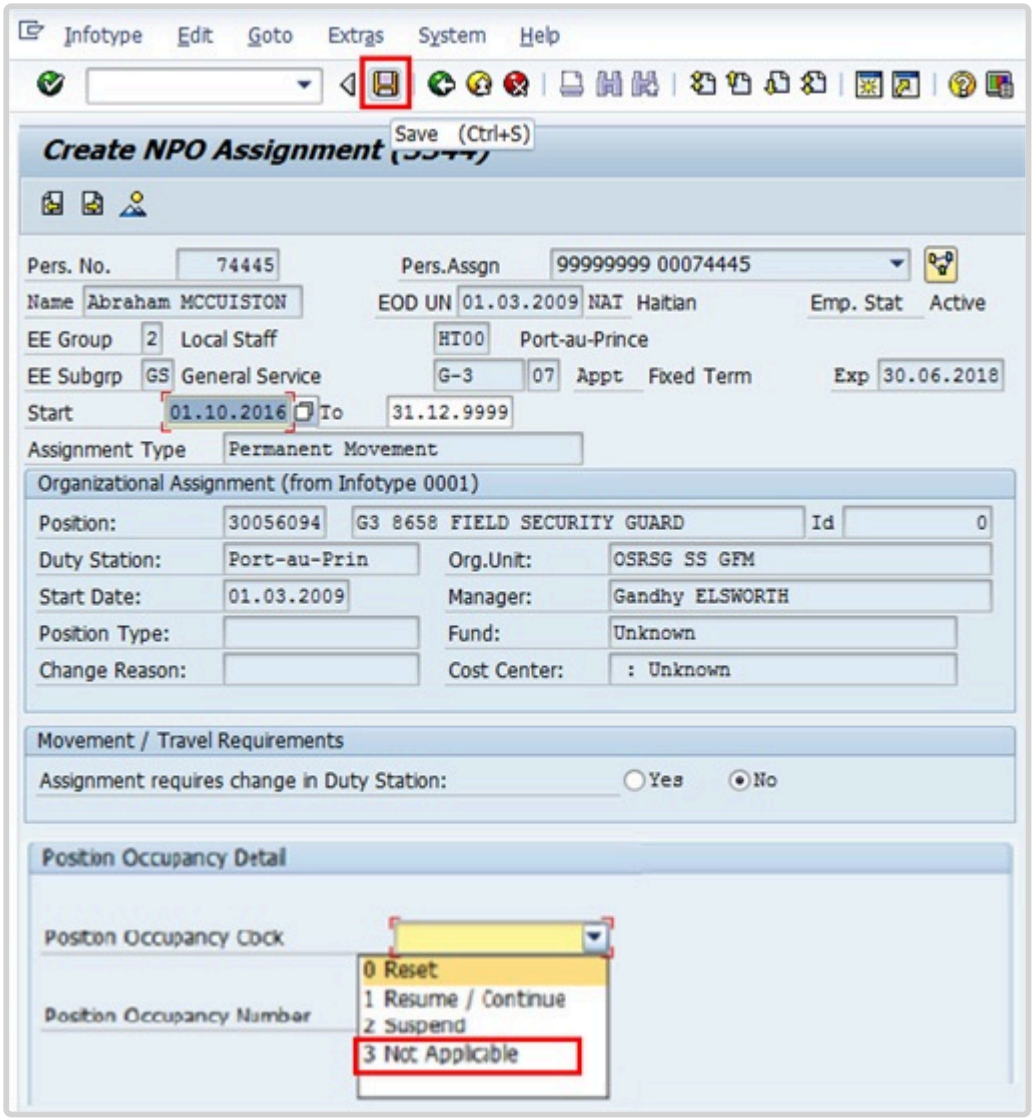
11. No changes are to be made on this infotype. However, note that the position has already changed from 99999999 to the staff member's previously encumbered position as of the start date of the return from
Special Leave without Pay.

12. Click to save the entries.



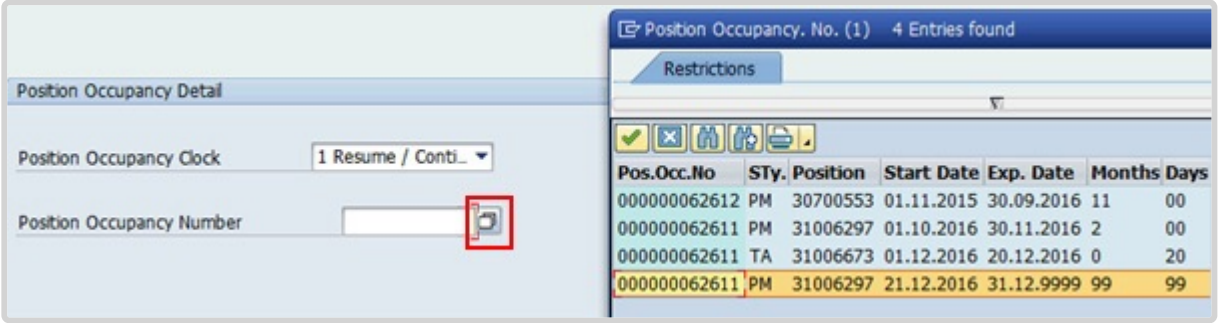
13. Click to select the assignment type.

14. Click *Select* to continue.



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 .



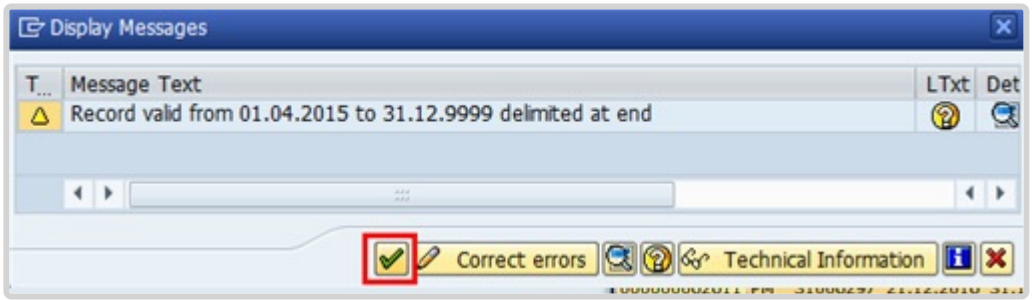
When you select Resume/Continue, always pick the last record that has an expiration date of 31.12.9999. The Umoja generated selected position occupancy number will then display in the Position Occupancy Number field.

- **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);

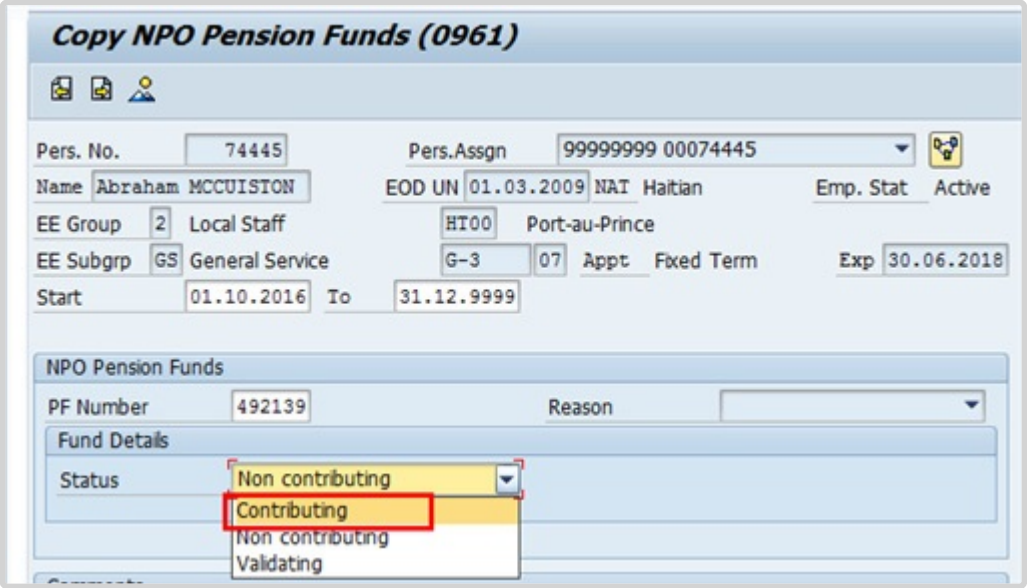
As well as certain staff within employee group 1:

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

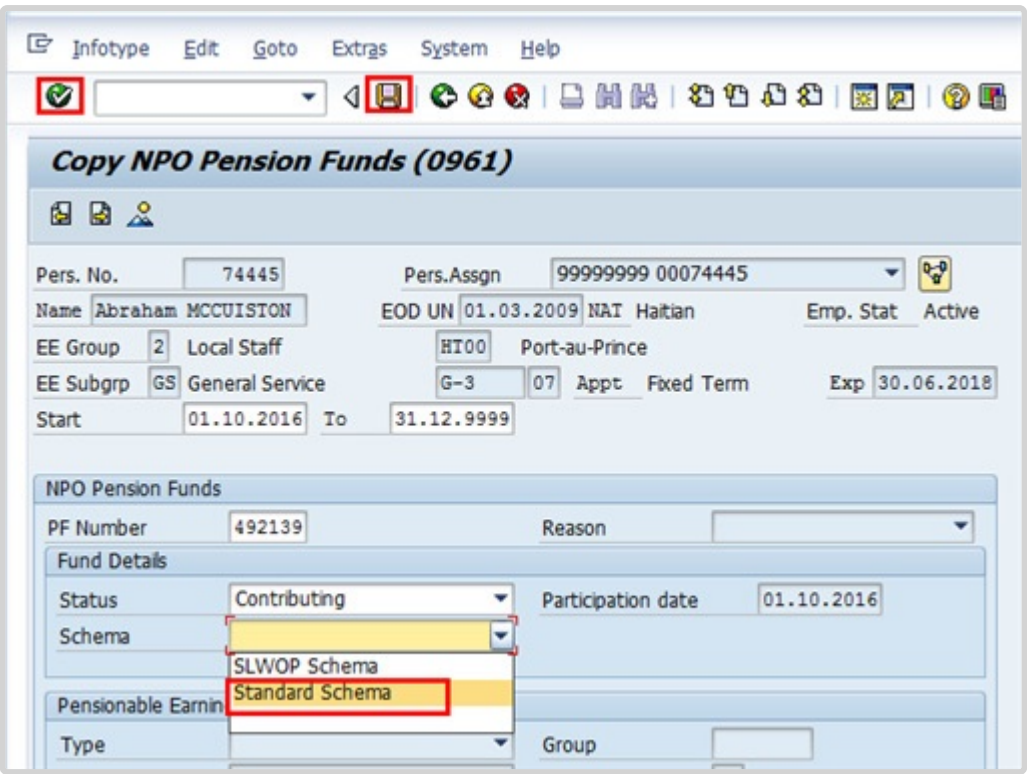
16. Click to save entries and continue.



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



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.



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

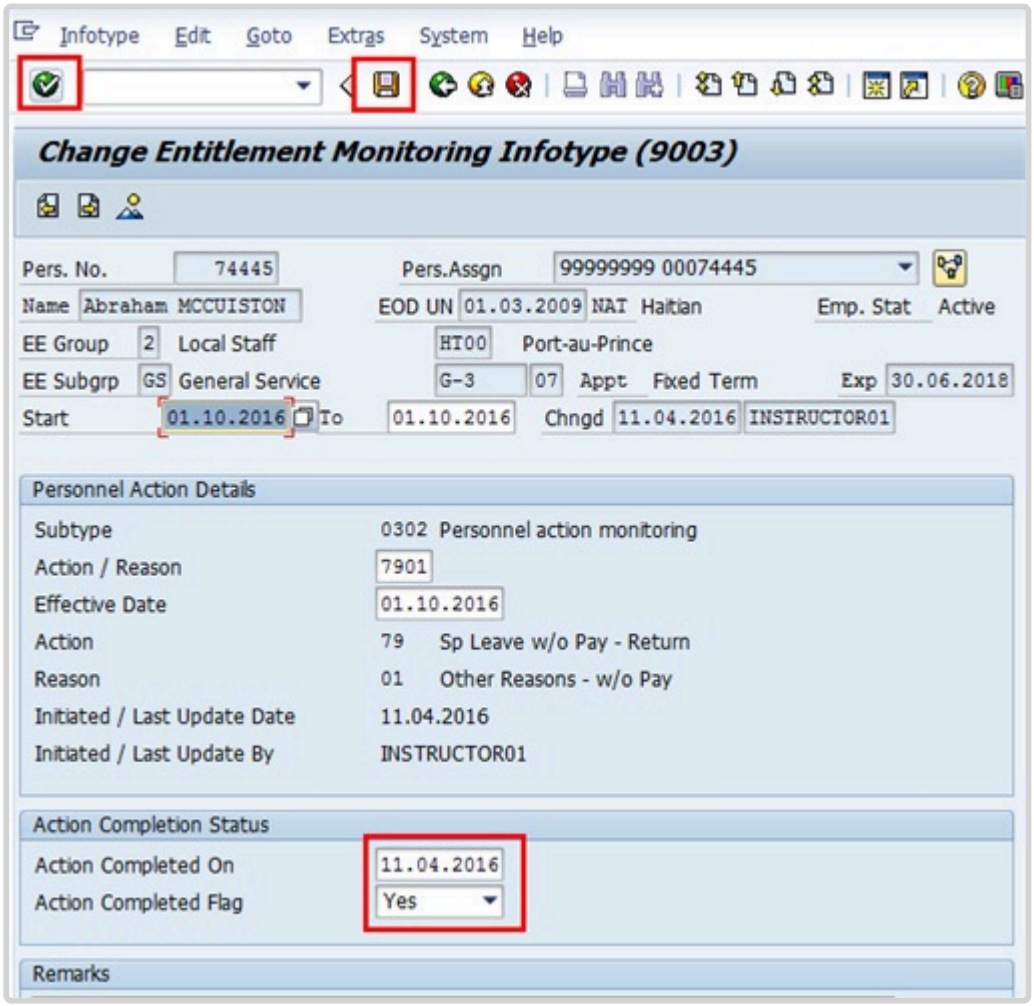
organization paying 2/3 of the share and the staff member paying 1/3 of the share.

20. Click to continue.

21. Click again to continue.

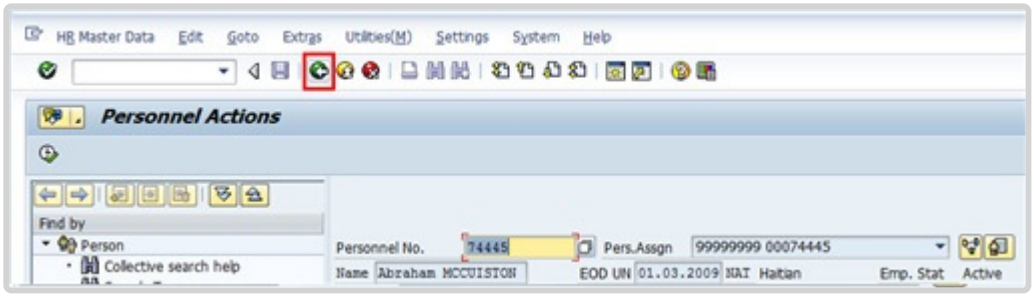
22. Click to save the entries.

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.



24. Click to validate entries.

25. Click to save the record.



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.

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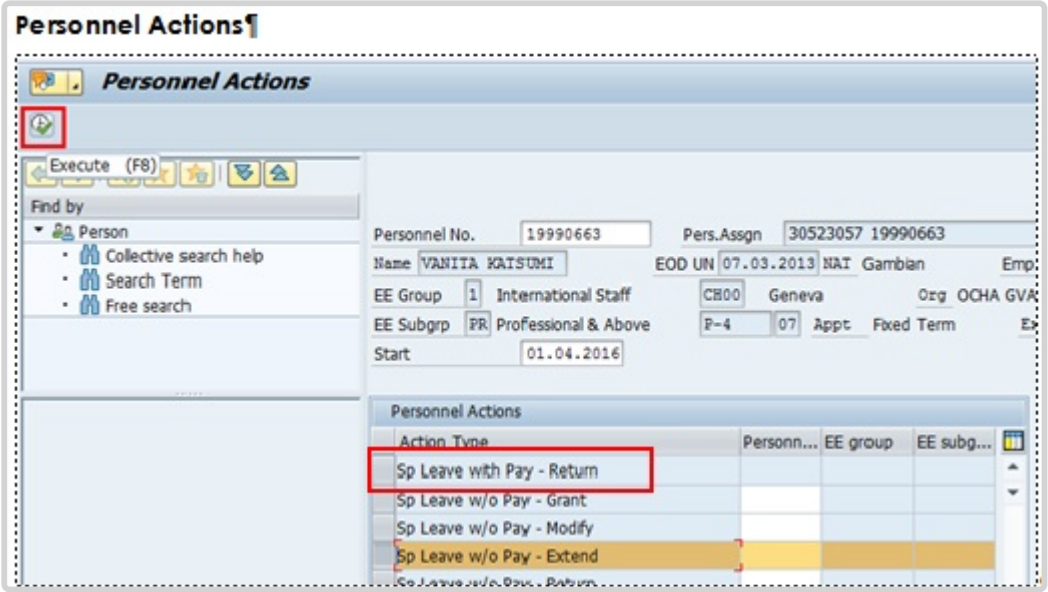
Special Leave With Pay or Special Leave With Half Pay- Return

Review This

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

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



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.

1. Staff Regulations and Staff Rules of the United Nations – ST/SGB/2023/1
   Rule 5.4 – Home leave
   Rule 5.5 – Special leave
   Article V – Annual and special leave – Regulation 5.3

2. Home Leave – ST/AI/2015/2/Rev.1
   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 – ST/AI/2013/3, ST/AI/2013/3/Amend.3, ST/AI/2013/3/Amend.4, ST/IC/2019/16
   Section 6 – Travel time on home leave or family visit (ST/AI/2013/3 & ST/AI/2013/3/Amend.3)

Section 12 – Lump-sum option for travel on home leave or family visit or education grant travel (ST/AI/2013/3 & ST/AI/2013/3/Amend.3)

- Section 13 – Travel claims (ST/AI/2013/3 & ST/AI/2013/3/Amend.3)
- Sections 13.1 – 13.4 – General (ST/AI/2013/3 & ST/AI/2013/3/Amend.3)

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Prerequisites

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 anc 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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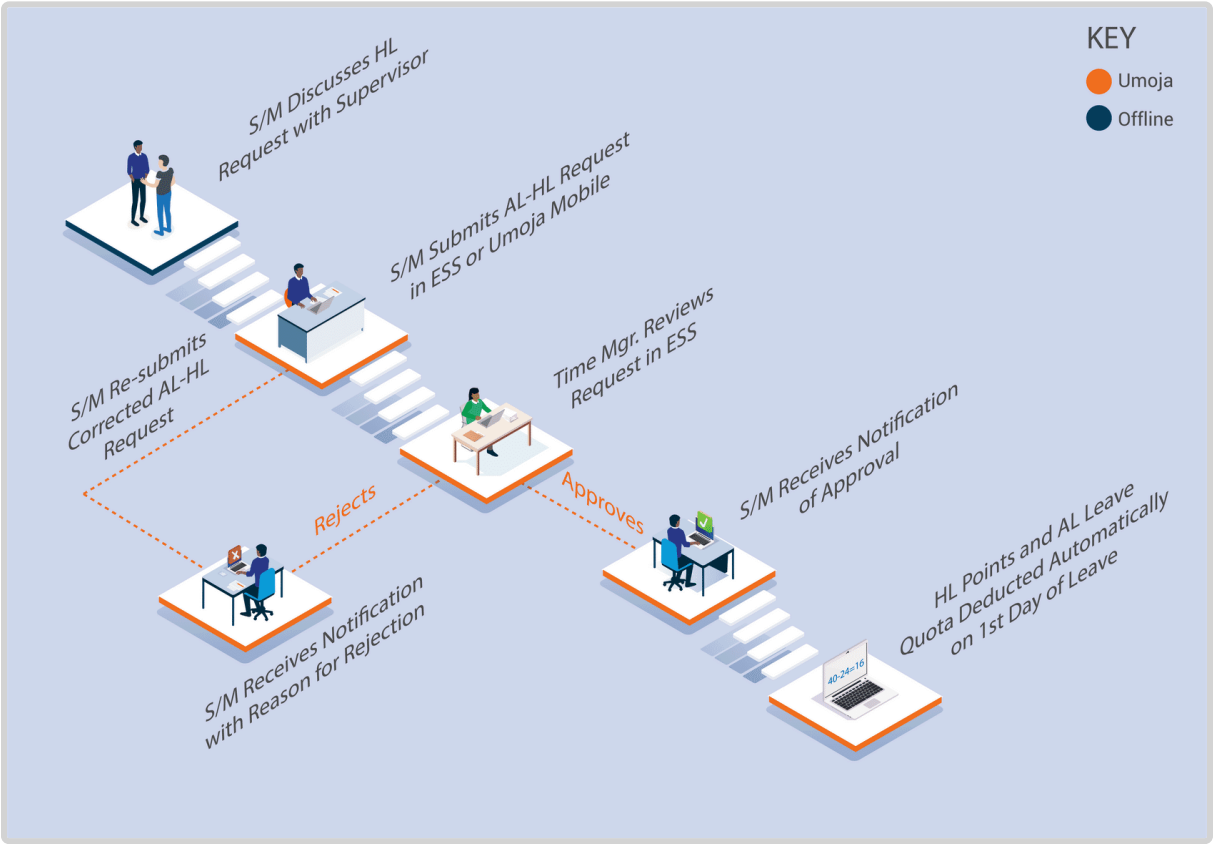
Process

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.



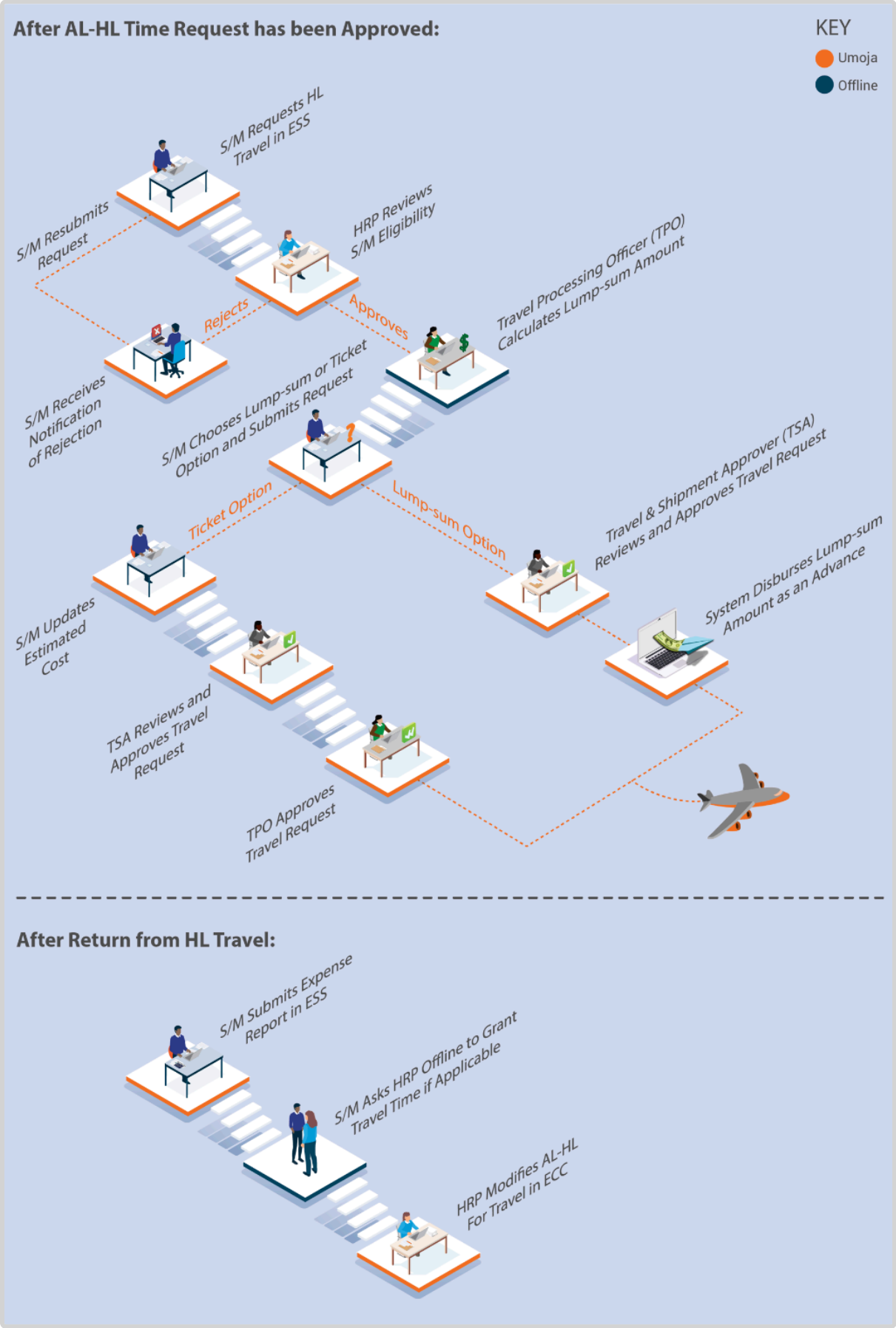
Step 2: Submission of Travel Request

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.
9. 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.


After AL-HL Time Request has been Approved:
KEY
Umoja
Offline
S/M Requests HL Travel in ESS
S/M Resubmits Request
HRP Reviews S/M Eligibility
Rejects
Approves
Travel Processing Officer (TPO) Calculates Lump-sum Amount
S/M Receives Notification of Rejection
S/M Chooses Lump-sum or Ticket Option and Submits Request
Ticket Option
Lump-sum Option
Travel & Shipment Approver (TSA) Reviews and Approves Travel Request
S/M Updates Estimated Cost
System Disburses Lump-sum Amount as an Advance
TSA Reviews and Approves Travel Request
TPO Approves Travel Request
After Return from HL Travel:
S/M Submits Expense Report in ESS
S/M Asks HRP Offline to Grant Travel Time if Applicable
HRP Modifies AL-HL For Travel in ECC

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.

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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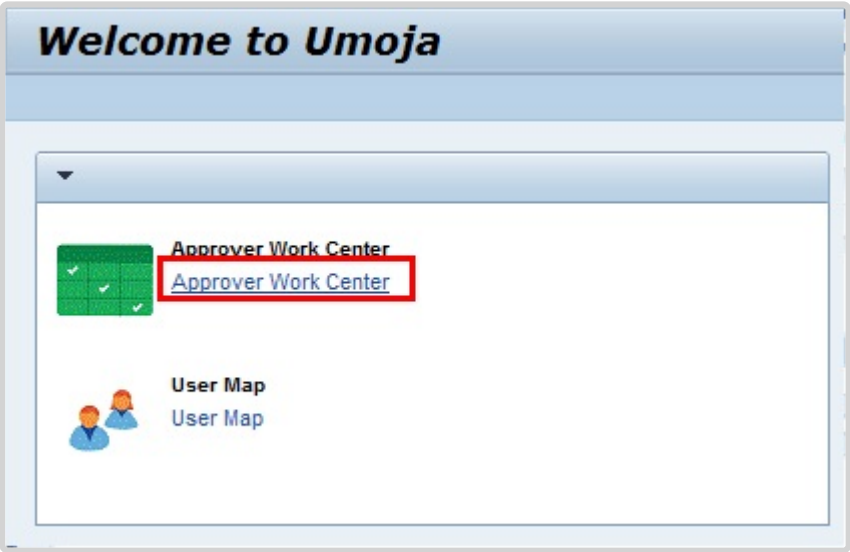
Last modified: 20 February 2023

Home Leave Travel Approval

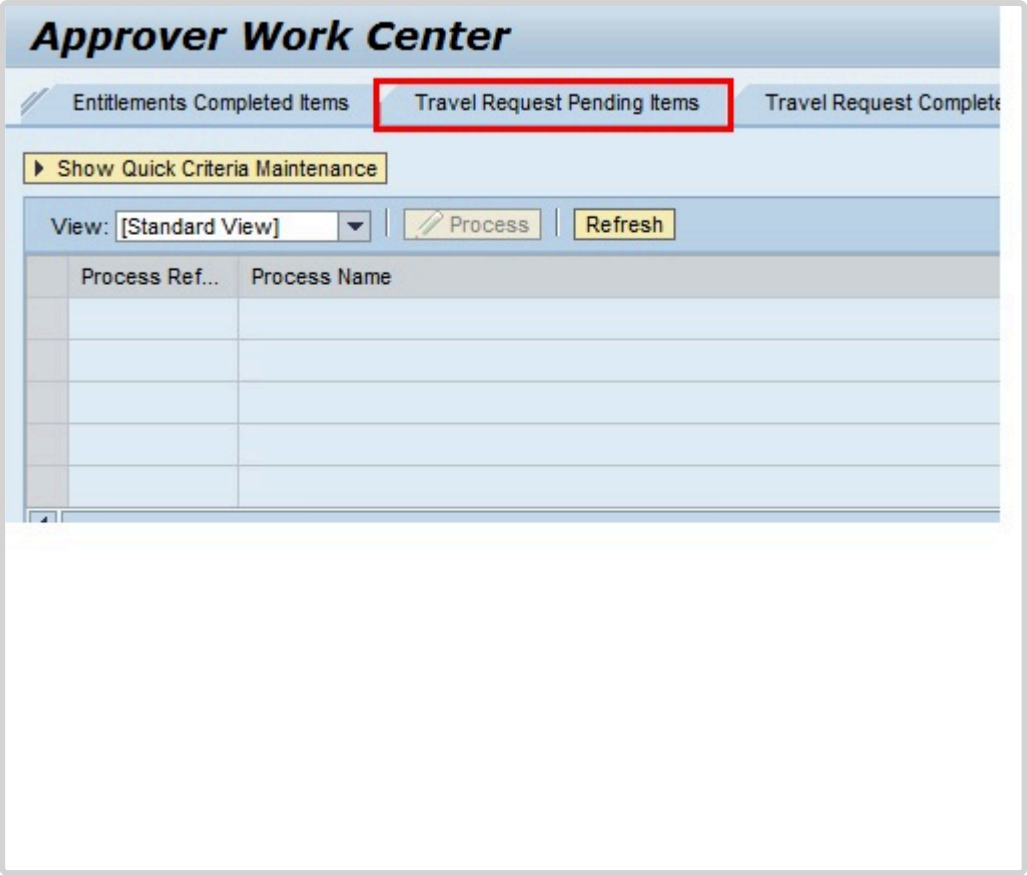
Review This

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.

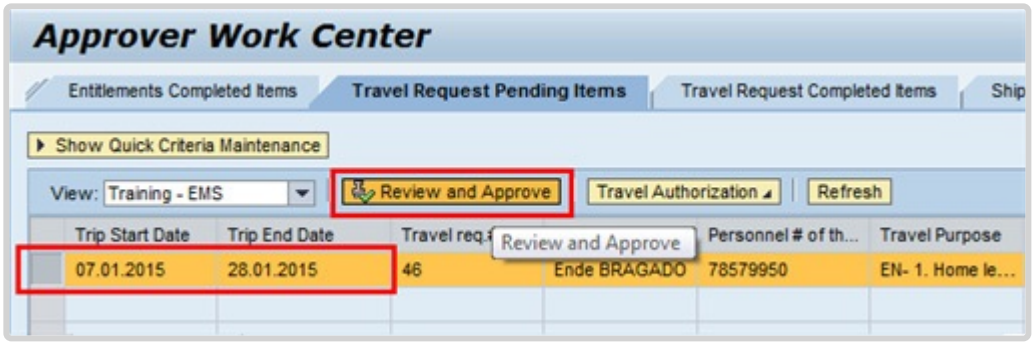


2. You can access Travel Requests requiring your approval either from *My Worklist* one the HR Partner tab in the Portal, or from the Welcome to Umoja screen. The *My Worklist* view displays all pending items under the Tasks tab. Click *Approver Work Center*.

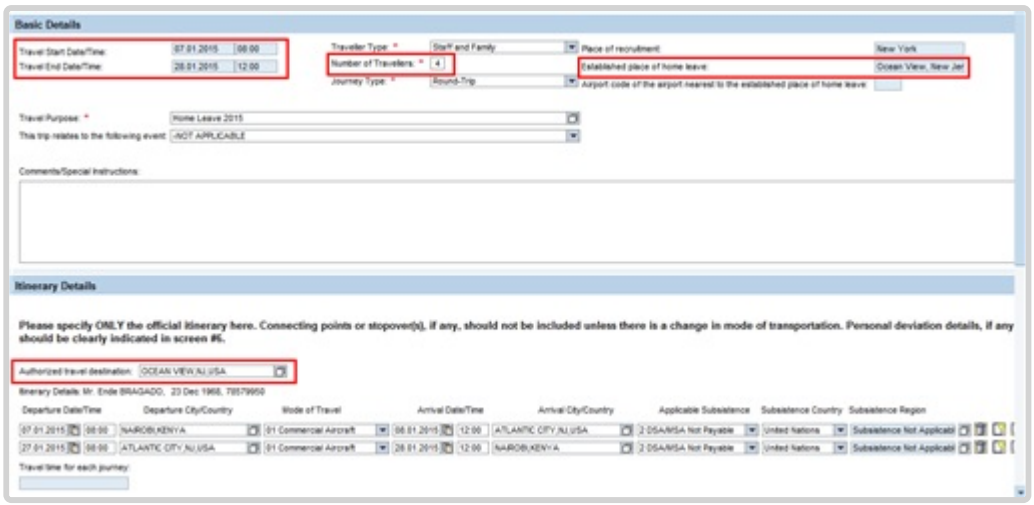


3. Click *Trave Request Pending ITems*.

4. Click ☐ to select the record you want to review.



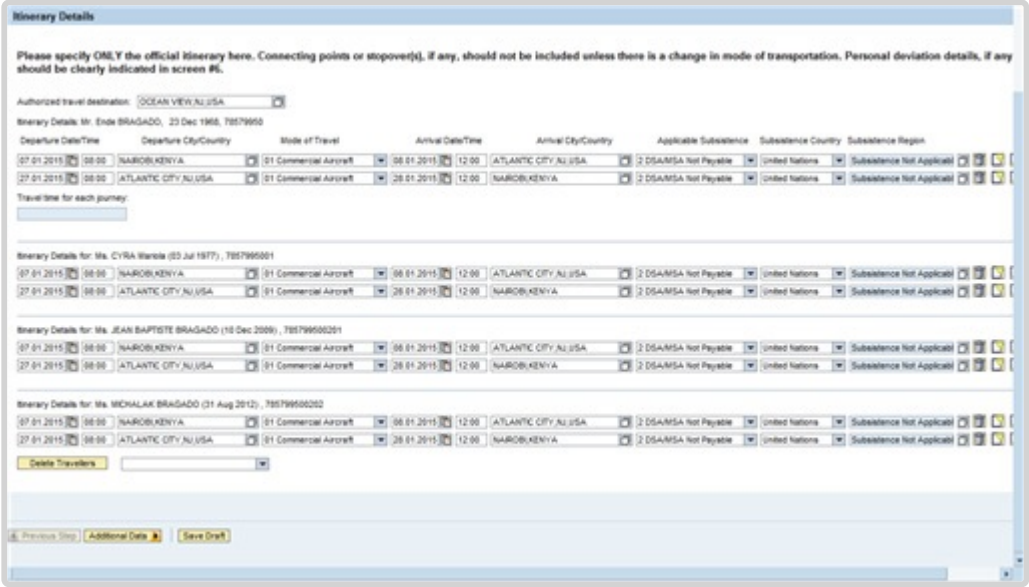
5. Click *Review and Approve*.



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.

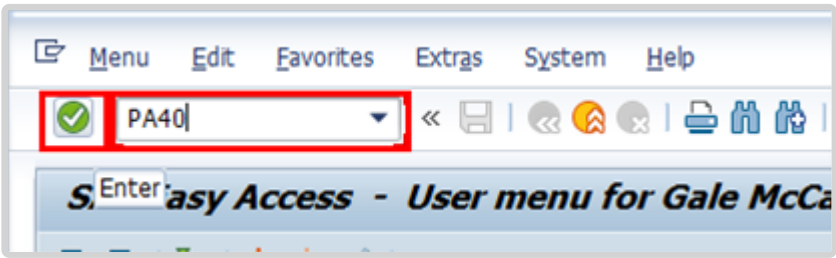
Click to scroll down to view the travel itinerary of the staff member and dependants.



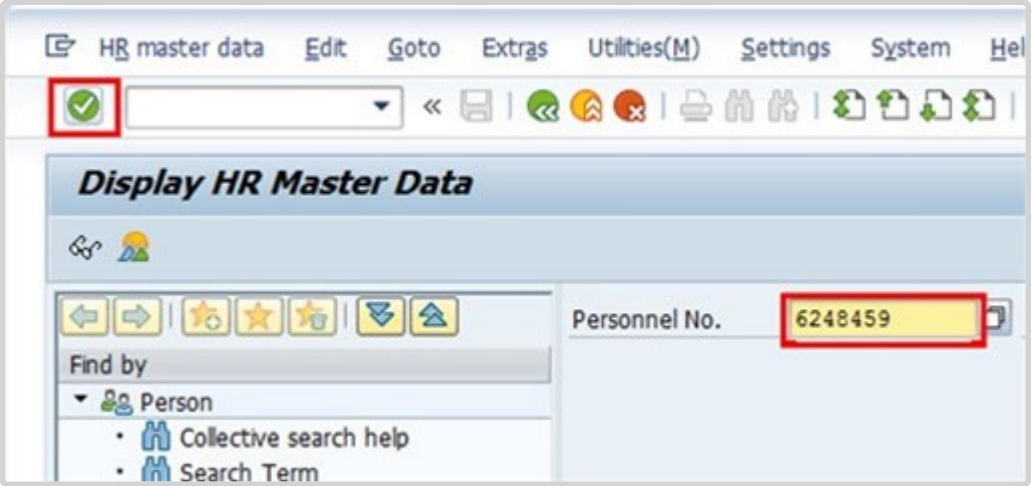
7. Use the horizontal scroll bar to view the entire width of the form as necessary.

Leave this Portal session open as a reference for what you need to verify and in a new browser window, log in to ECC to review:

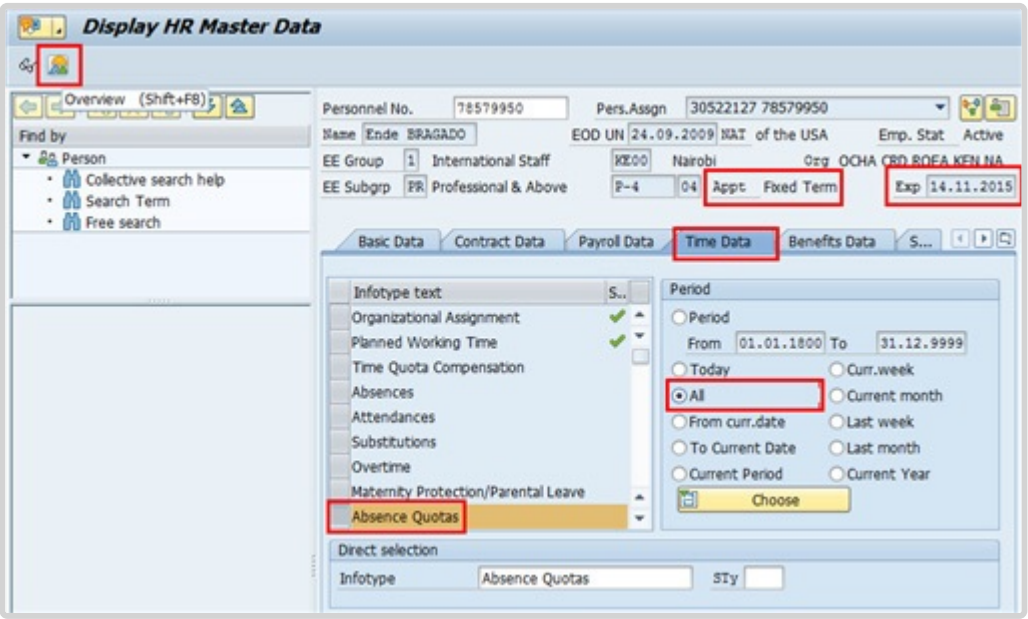
- Contract Type and Expiration Date
- Home Leave Point quota,
- AL-HL record, and
- the status of dependants, if applicable.



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

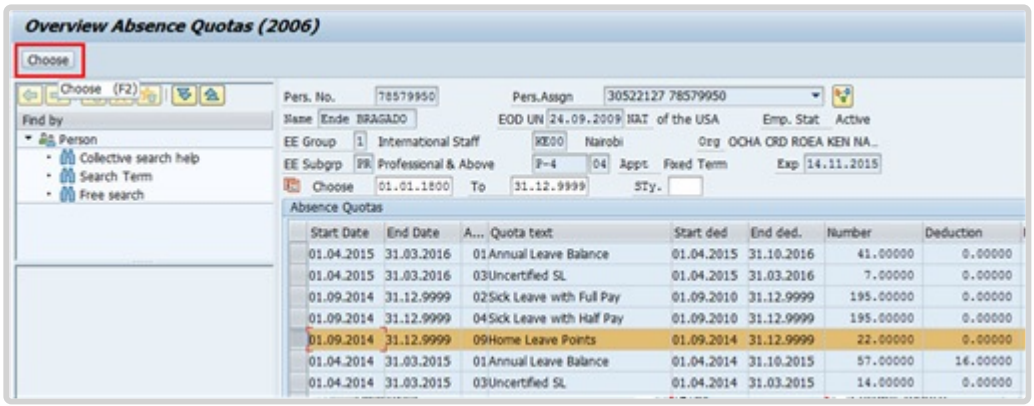


10. Click to continue.
11. To verify the staff member Home Leave Point quota, Click *Time Data*.
12. The Home Leave Point quota is an Absence Quota. Click to select Absence Quotas.
13. Click *All* to display all Absence Quota records.

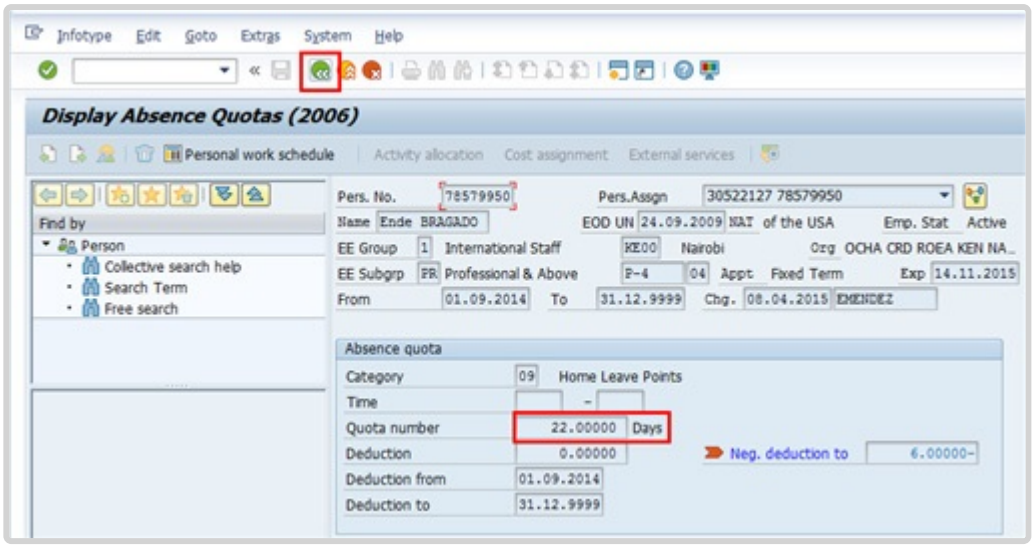


14. On this screen, note the staff member's Appointment Type and Expiration Date. The Expiration Date field on this screen does not show any future renewals of appointment, even if the PA has been approved. You must access Infotype 0016, Contract Elements, to check if an extension of appointment PA has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

15. Click to select the Home Leave Points record.



16. Click *Choose*.



17. Click after verifying the Home Leave Point quota.

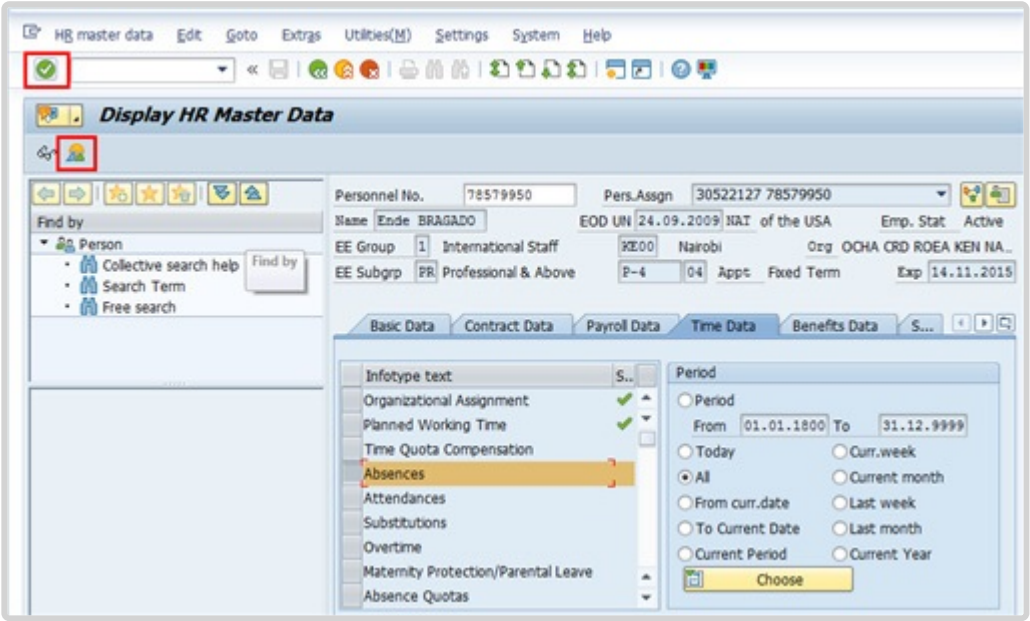
> Ensure the staff member has the correct number of points for Home Leave.

18. Click again to return to the Display HR Master Data screen.

19. Click to select Absences.

You must confirm that the

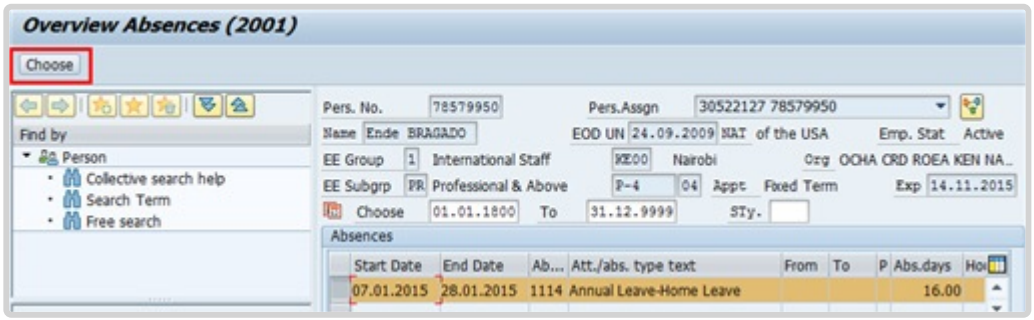
- dates on the Travel Itinerary match those on the Leave request, and
- staff member meets the minimum required stay period.



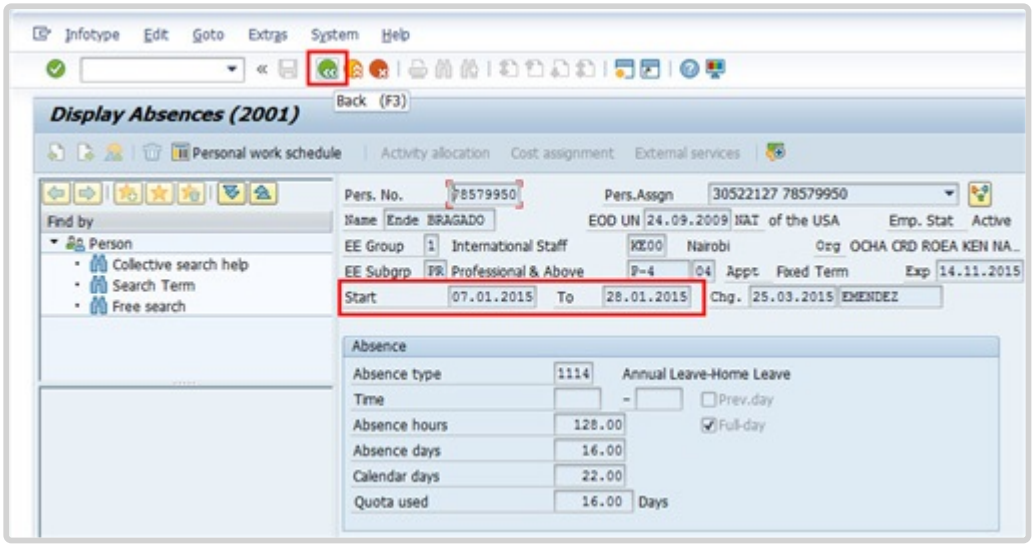
20. Click to continue.

21. Click to display the Absences records.

22. Click to select the Annual Leave-Home Leave record.



23. Click *Choose* to view the details.



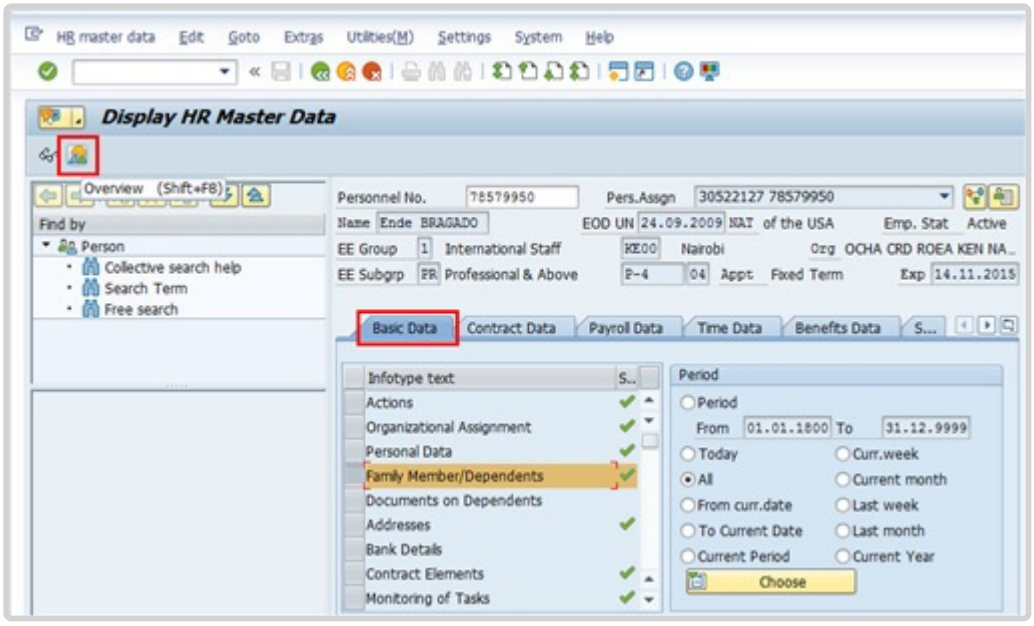
24. Click after reviewing the details of the leave request.

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.

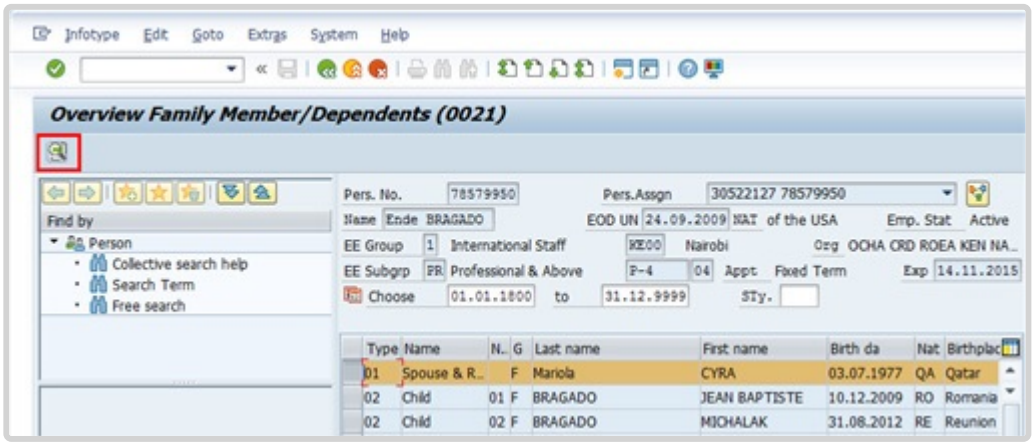
27. Click to select Family Members/Dependants.



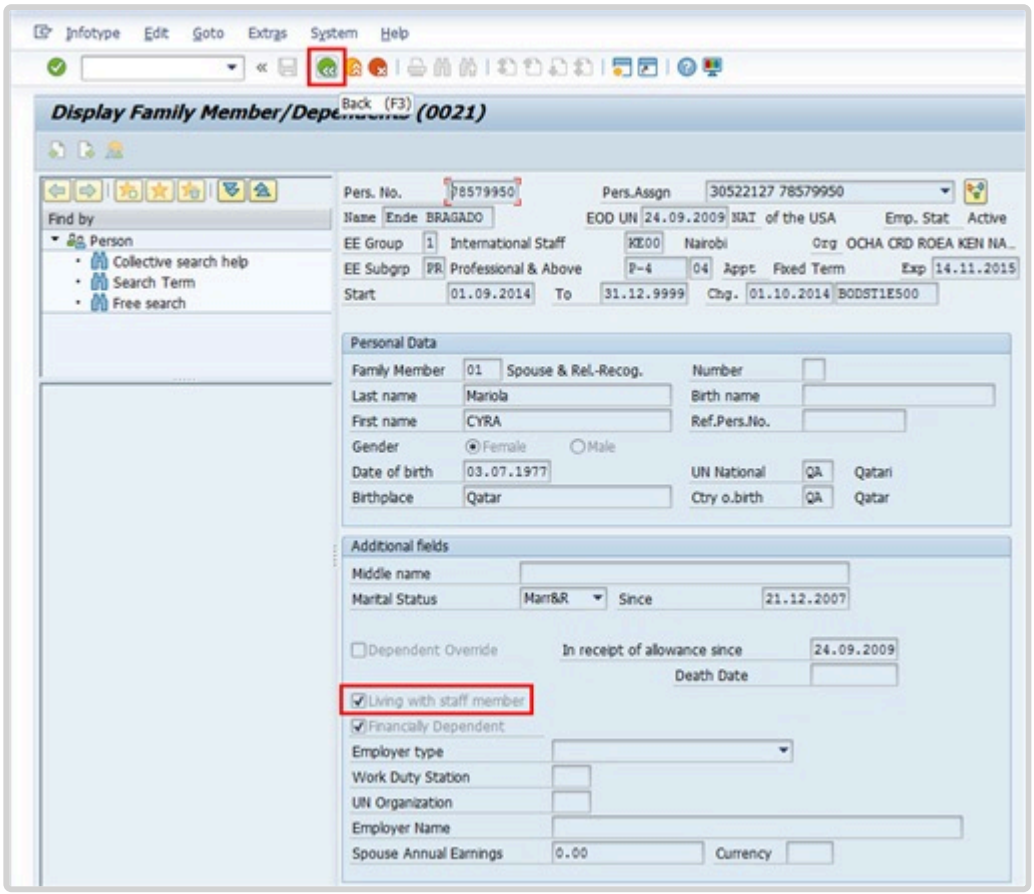
28. Click to view a list of records.

29. Click to select a dependant.

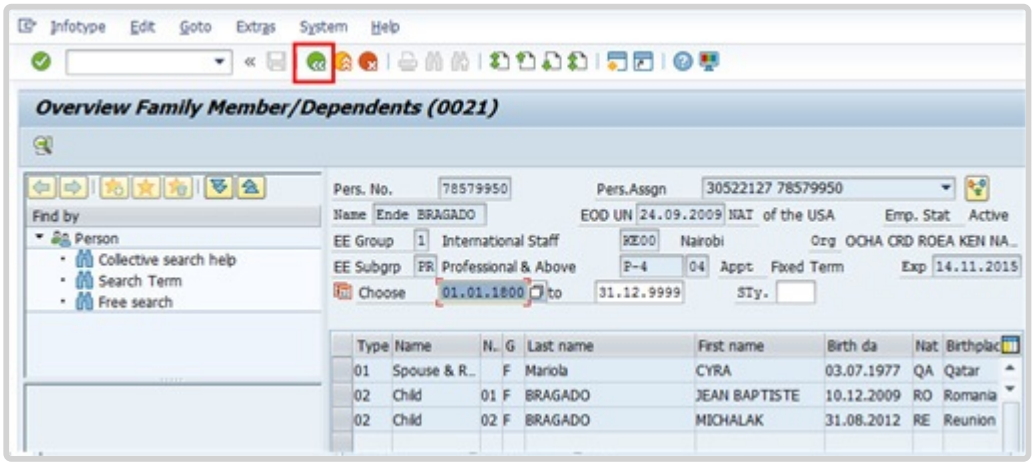
> Confirm all dependents identified in Home Leave Travel request are:
>
> - currently residing with the staff member, and
> - entitled to HL Travel.



30. Click to view details.



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

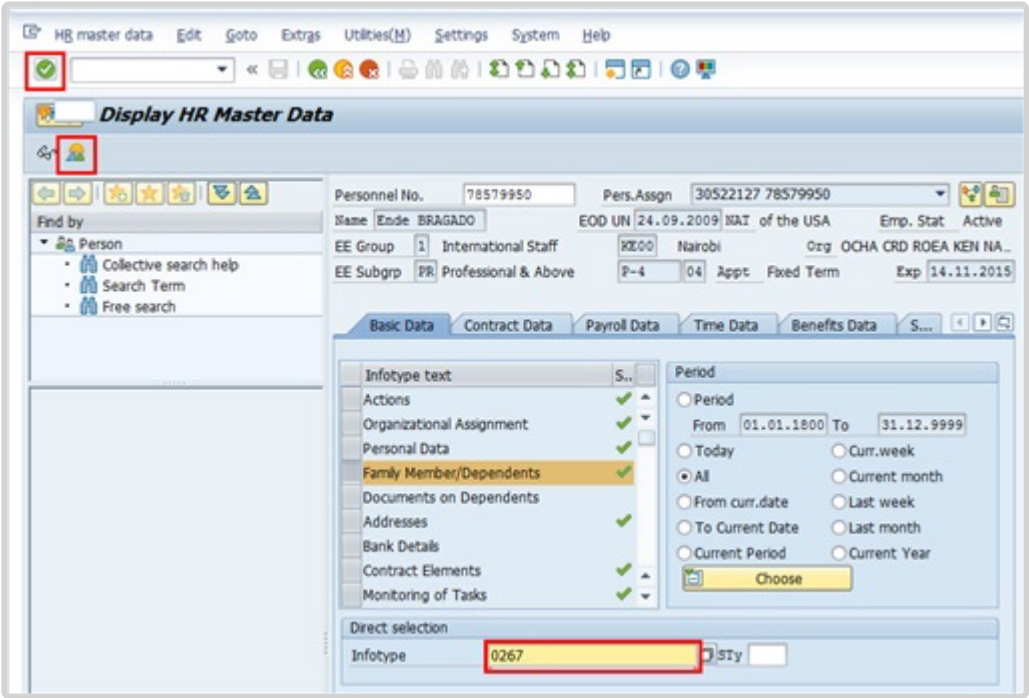


32. Click after verifying the Living with staff member indicator for each dependant on the travel itinerary.

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 dependants 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.



33. Click after typing 0267 in the Infotype text box.

34. Click to view the list of records.

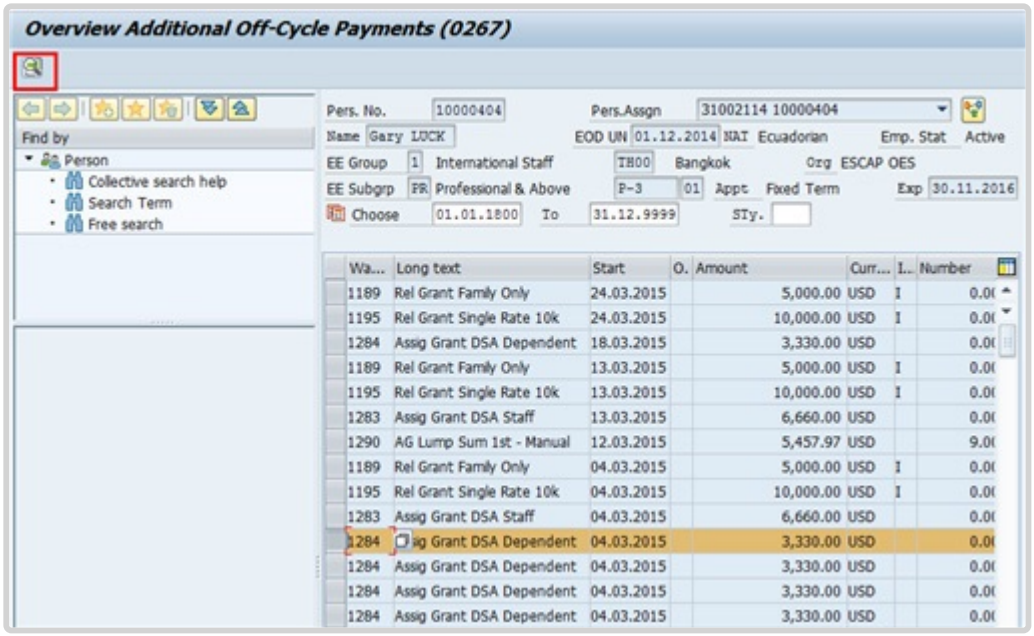
The message *No data stored for Additional Off-Cycle Payments in the selected period* indicates that no records were found. This error message will appear for any assignment grant records that have been transferred from the legacy system to Umoja.
Until such time as Umoja has Assignment Grant/Relocation records, the HR Partner will need to continue to consult legacy systems to confirm the staff member's dependants were travelled by the Organization and entitled

to participate in Home Leave travel.

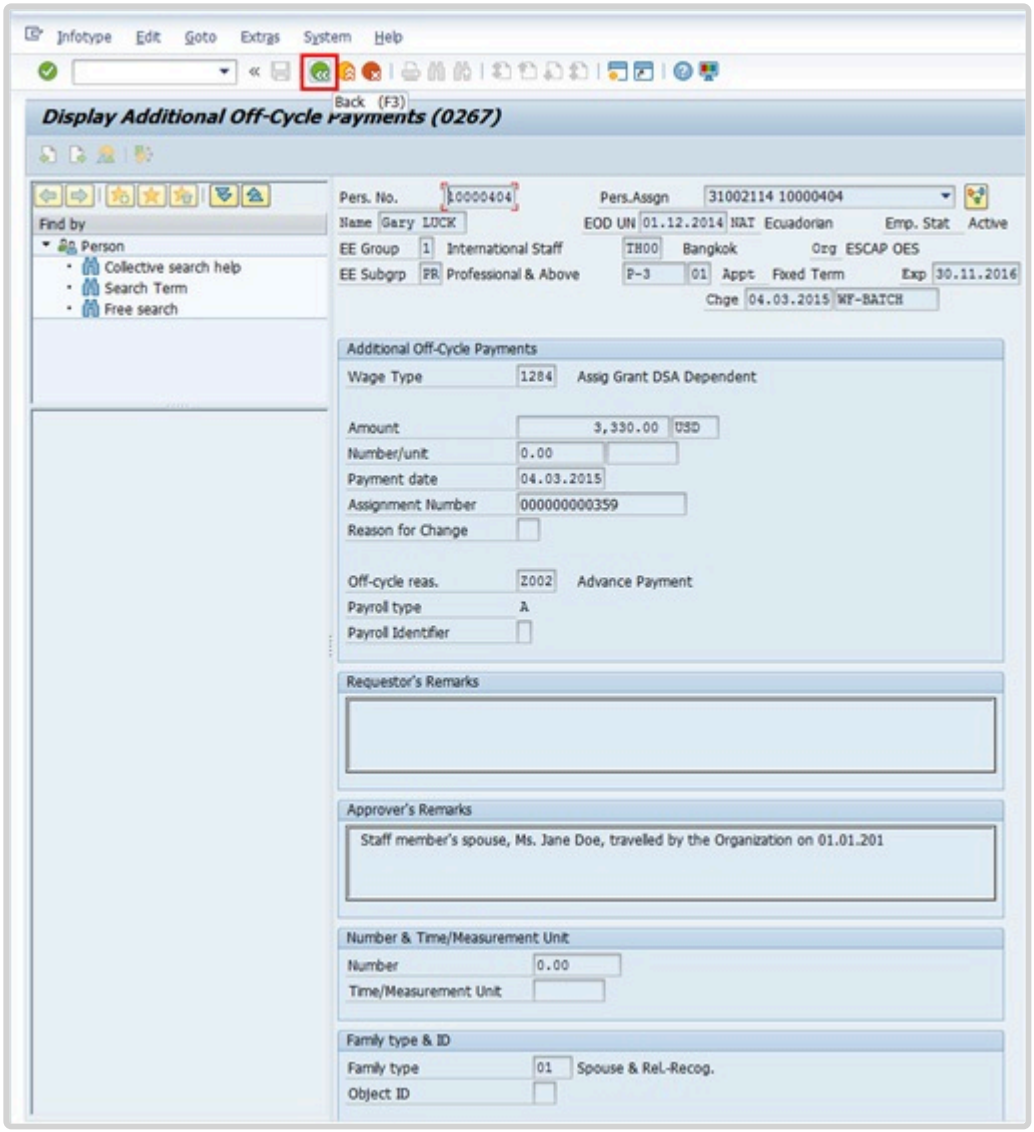
35. If the historical records of assignment grant are in Umoja, follow this step. Click ☐ to select the the record you want to view.

When there are records stored in IT0267 you will see records similar to those shown below. Click on the dependent related records associated with the staff
member's current duty station to confirm travel by the Organization.

The records shown here are only used as an example, and do not match the traveler used in other parts of this procedure documentation.

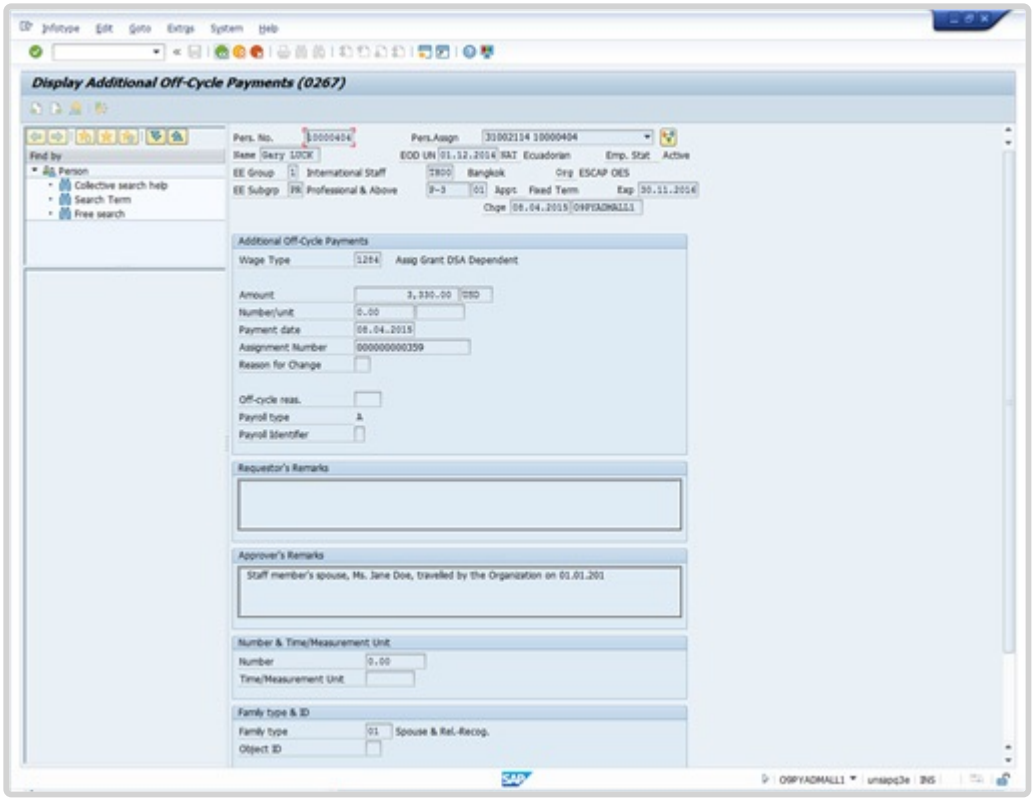


36. Click to display details.



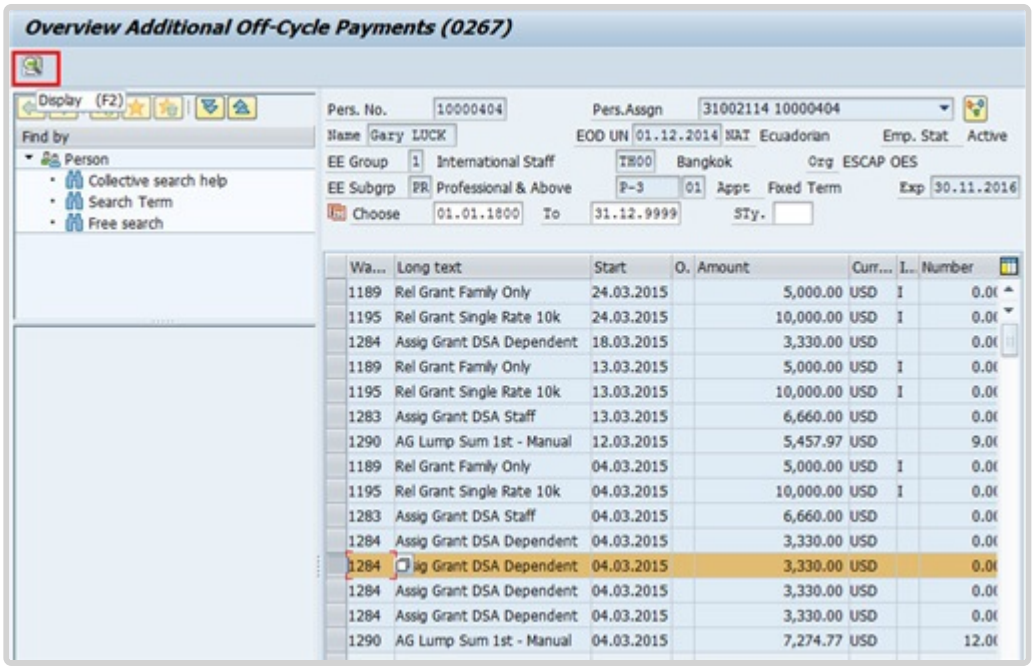
37. After reviewing the information, click to return to the list of records.

The Family type and Object ID fields tell us what type of dependant was travelled. In this case we have confirmed the spouse was travelled by the Organization

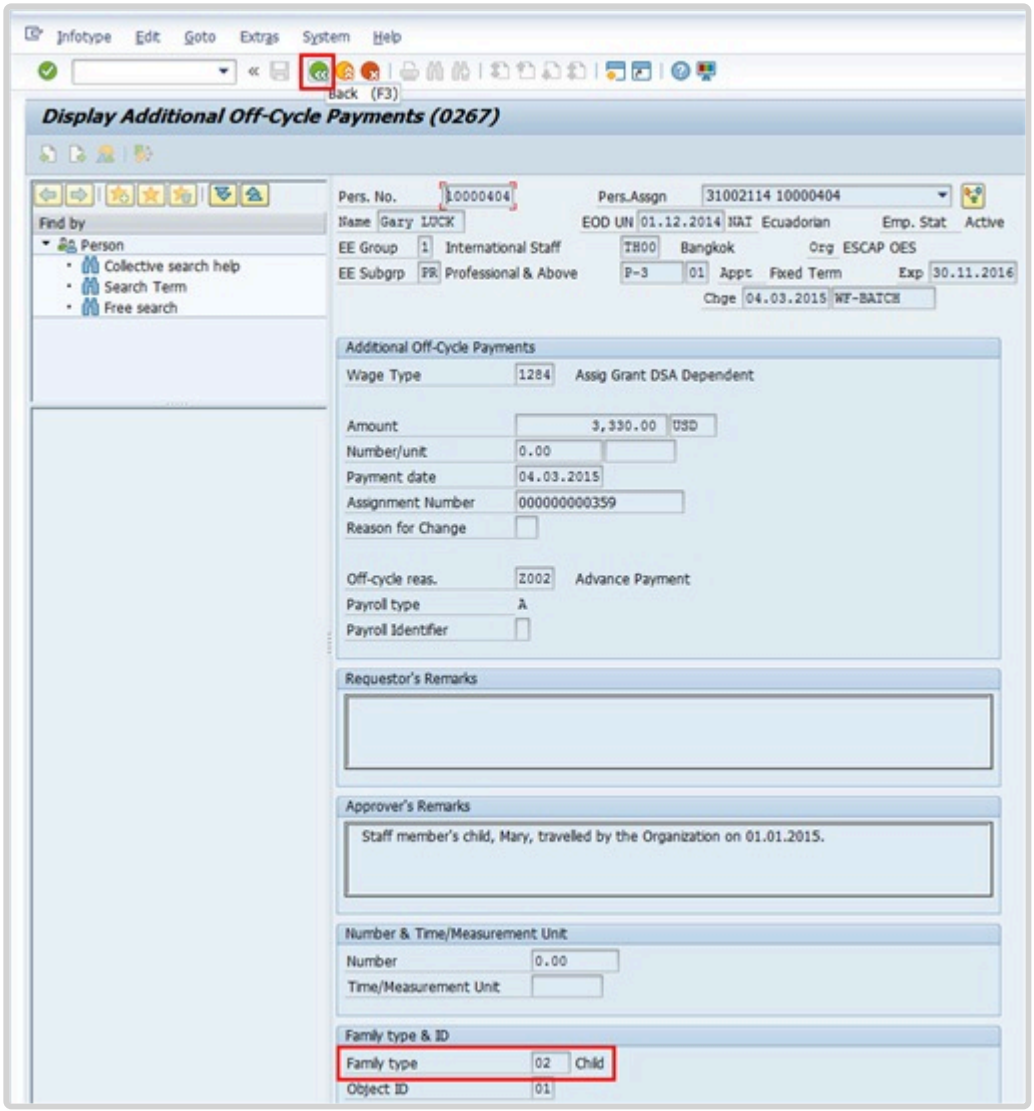


38. Click to return to the list of records.

39. Click to select the next record you want to view.



40. Click to display details of another dependant.



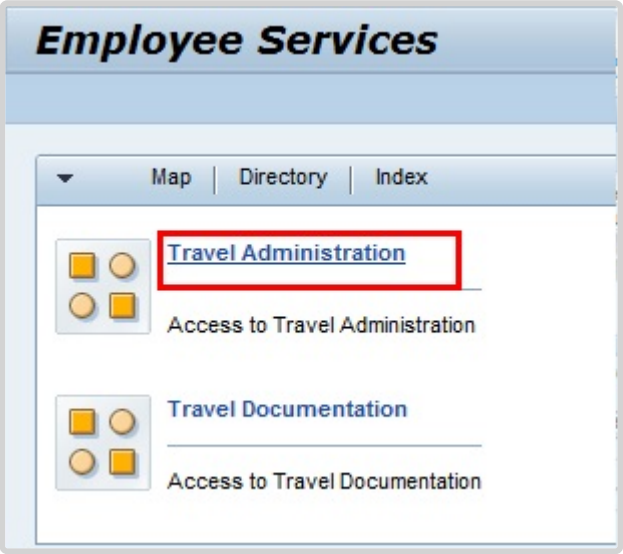
41. After reviewing the information, click to return to the list of records.

> The Family type and Object ID fields allow us to identify which dependant we are reviewing.

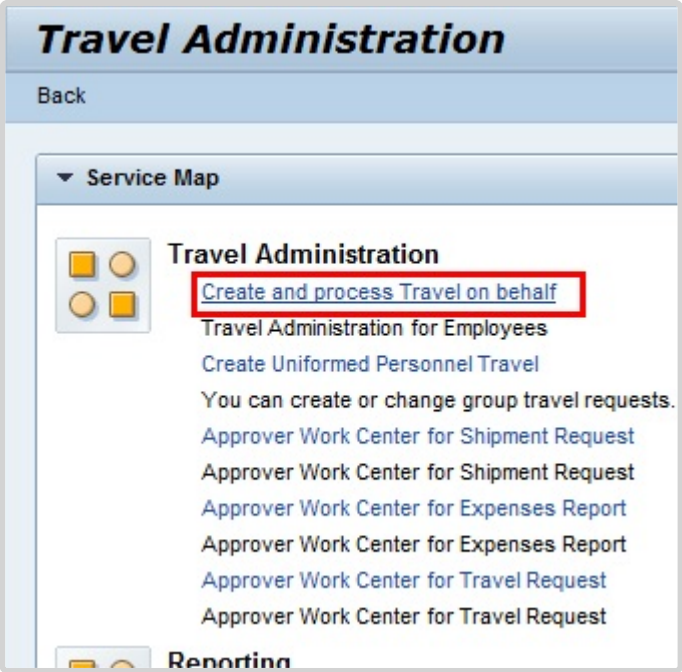
42. Click to exit after finished reviewing the last dependant record.

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*.

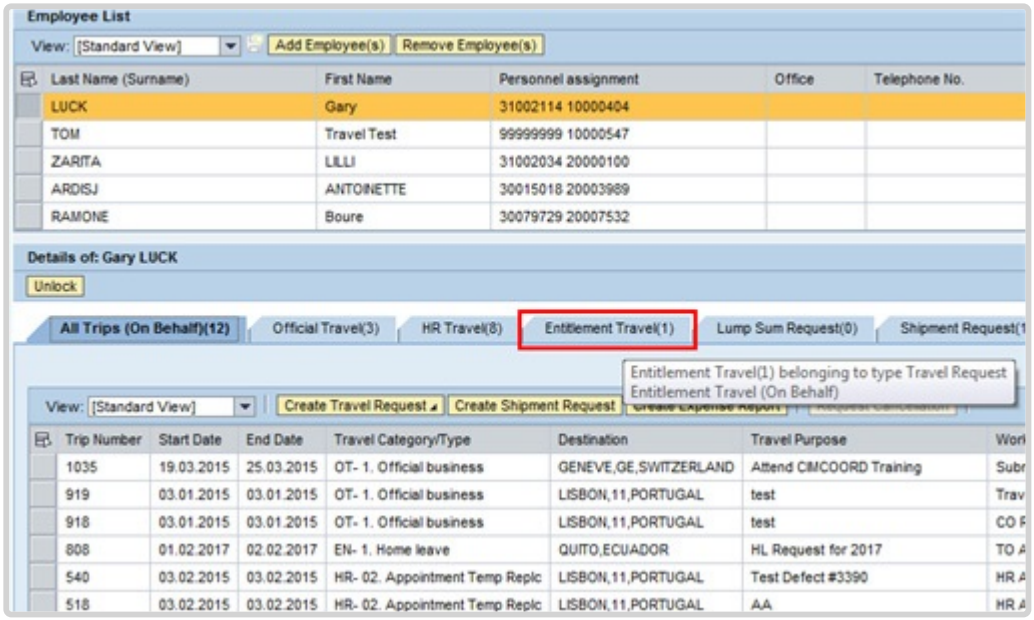


44. Click *Travel Administration*.



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*.

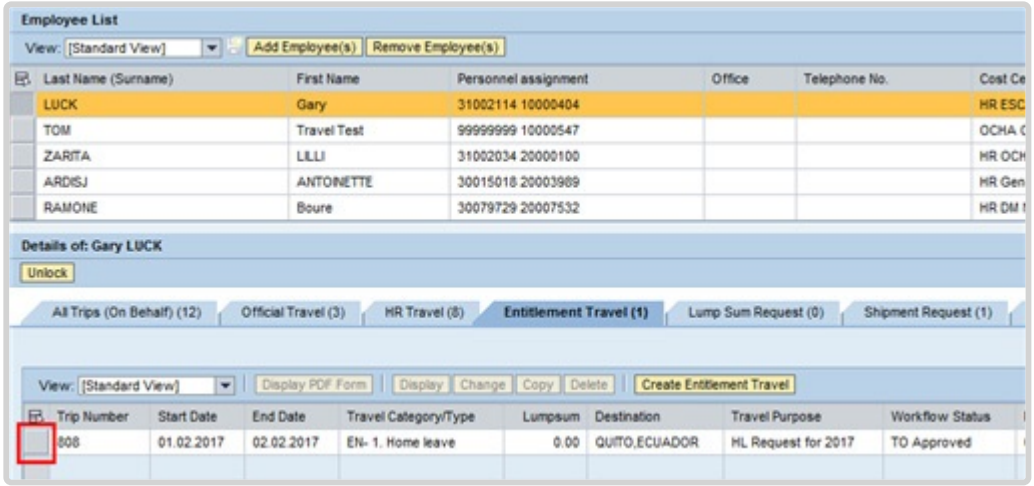
46. Click to select the staff member you want to view.



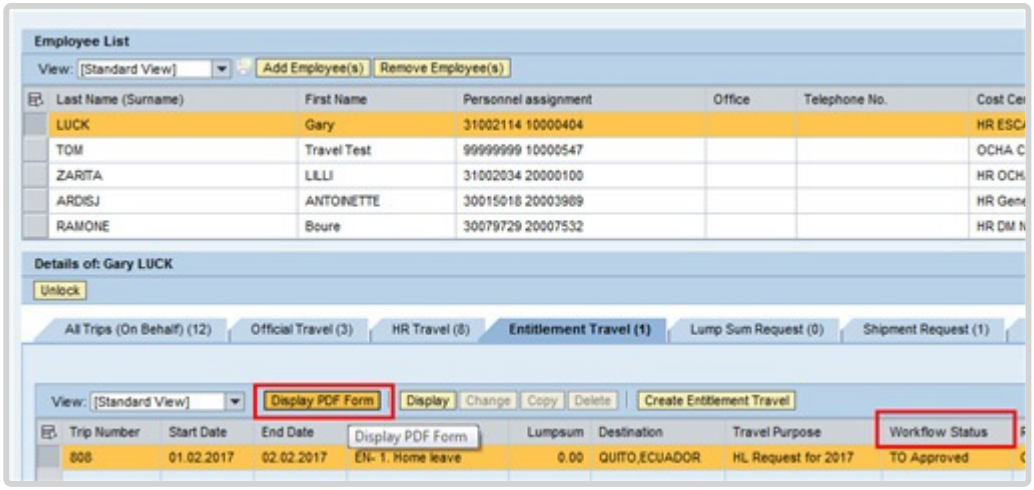
47. Click *Entitlement Travel (1)* .

> You should review previous entitlement travel as part of the approval process for current Home Leave travel approval.

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.



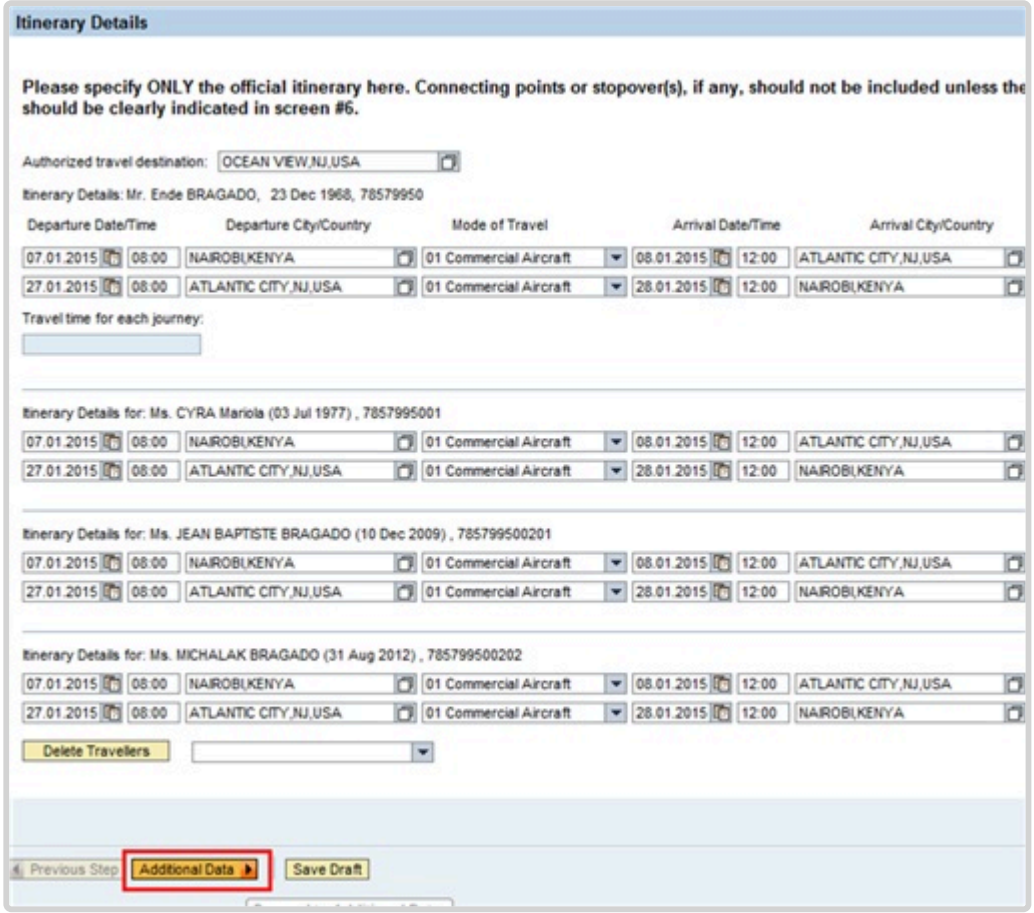
48. Click button ☐ .



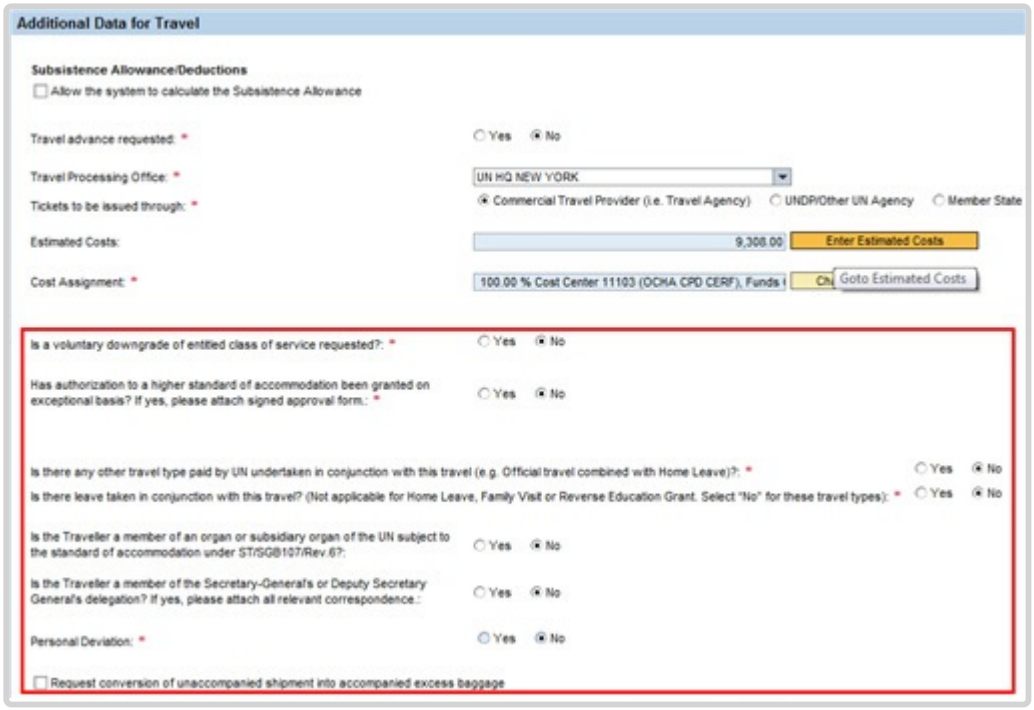
49. Click *Display PDF Form* to view the travel history as a PDF, which provides consolidated information for the travel. The Display button displays all the travel detail on the display only.

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.

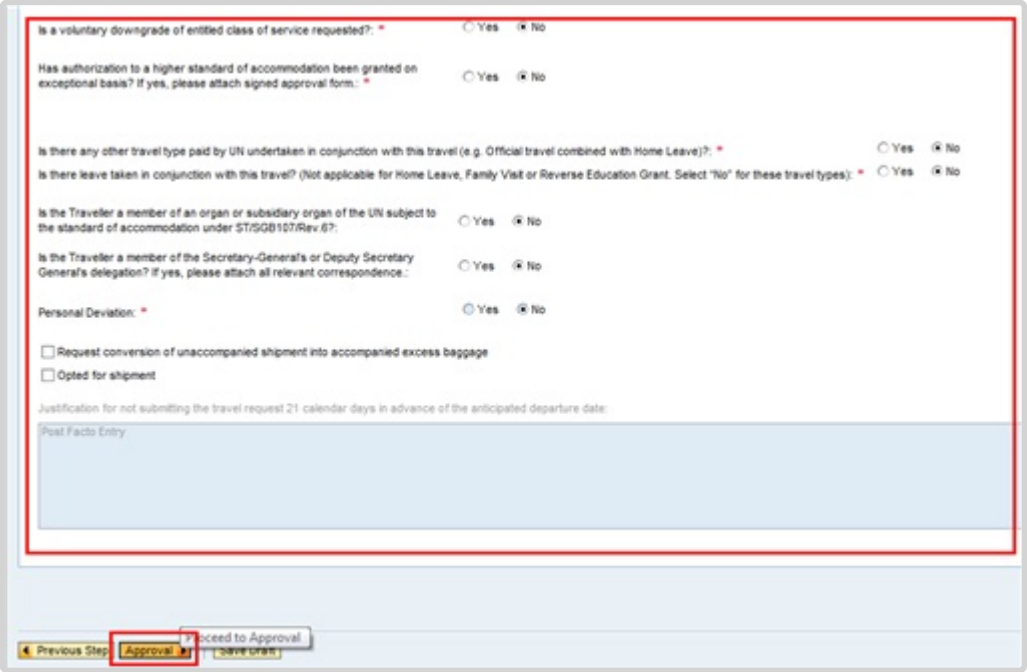


51. After completing the verification of the staff member's absence and dependency details, return to the Portal session, and click *Additional Data* to continue with the approval of the travel request.



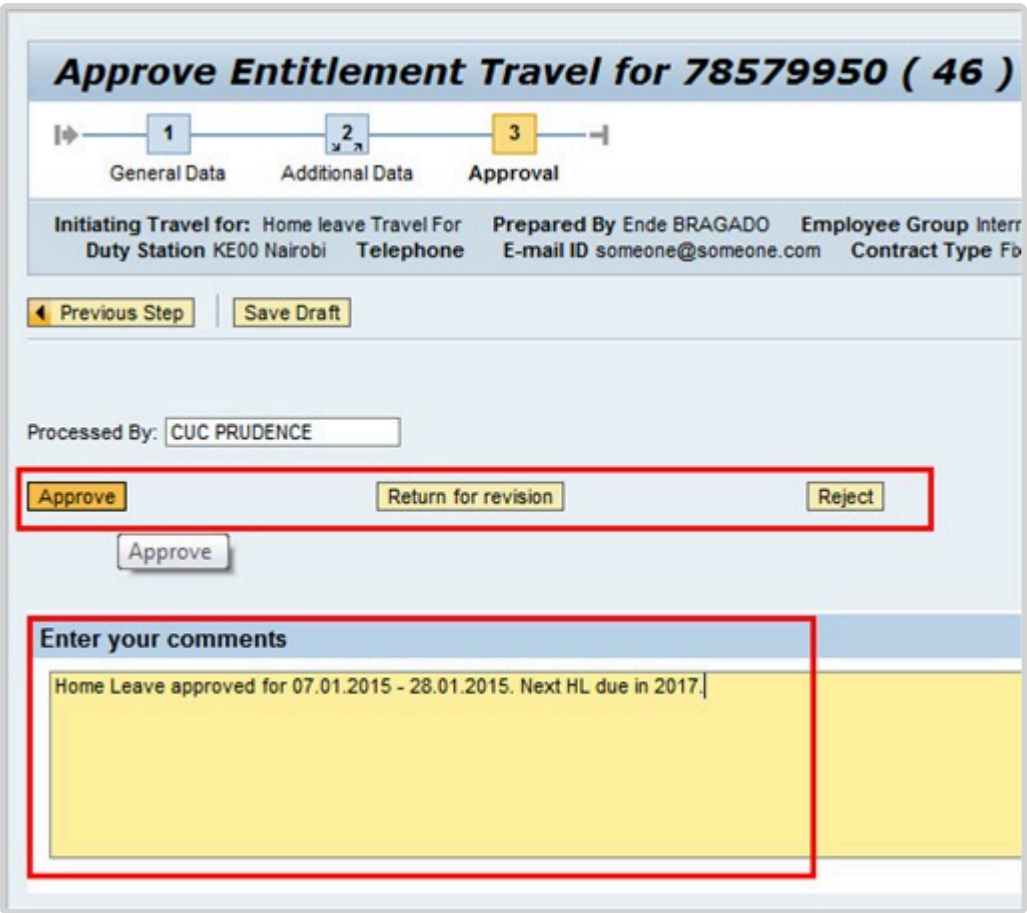
Under Additional Data for Travel, review the responses to the mandatory questions answered by the staff member. The request should be returned to the staff member if there are any errors. The Cost Assignment information will be verified by Certifying Officer.

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



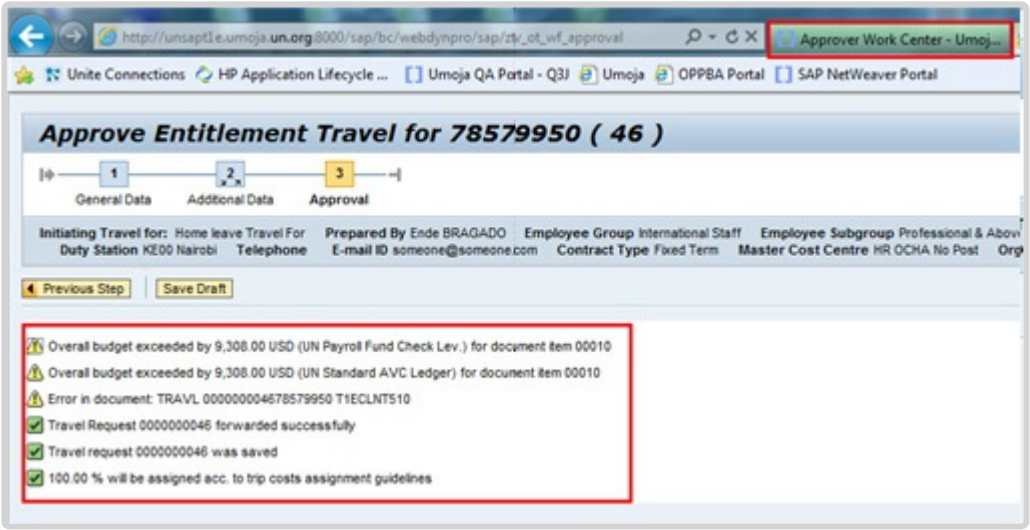
53. Once you have verified the information is in order, click *Approval*.

54. Enter your name in the Processed By text box. Document the transaction in the Enter your comments text box.



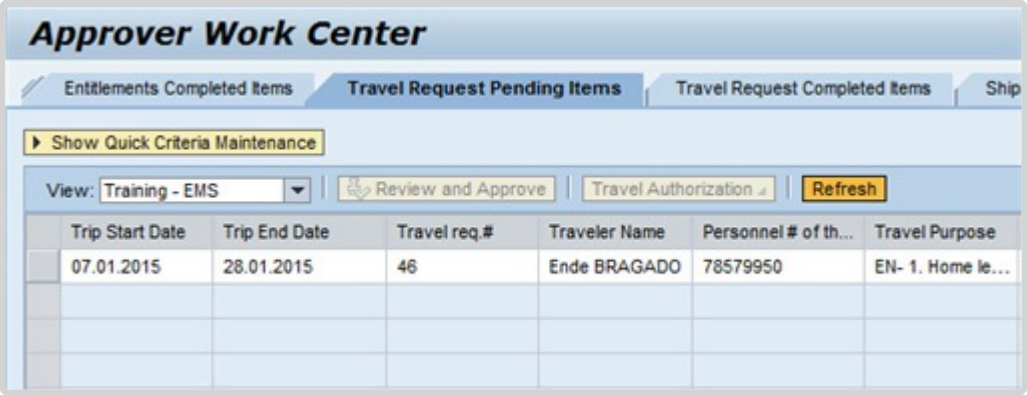
55. You have three options to complete your review:

- **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.

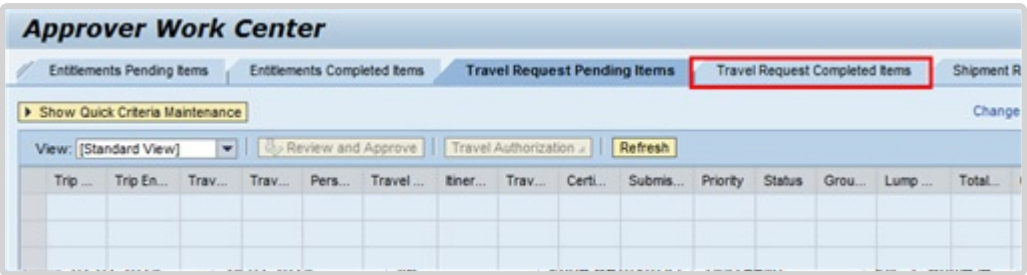


56. Click *Approver Work Center – Umoja* to return to the Approver Work Center.

The system checks for availability of funds for the Cost Assignment entered. It will, however, allow the HR Partner to approve a request that does not have sufficient funding. Funding will be reviewed and updated, as necessary, by the Certifying Officer.



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.



58. End of simulation.

Travel requests you have approved are listed under **Travel Request Completed Items**.

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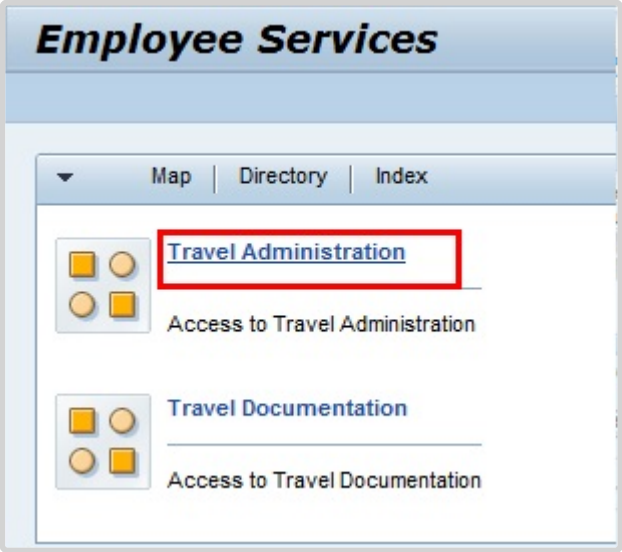
Home Leave Travel Days

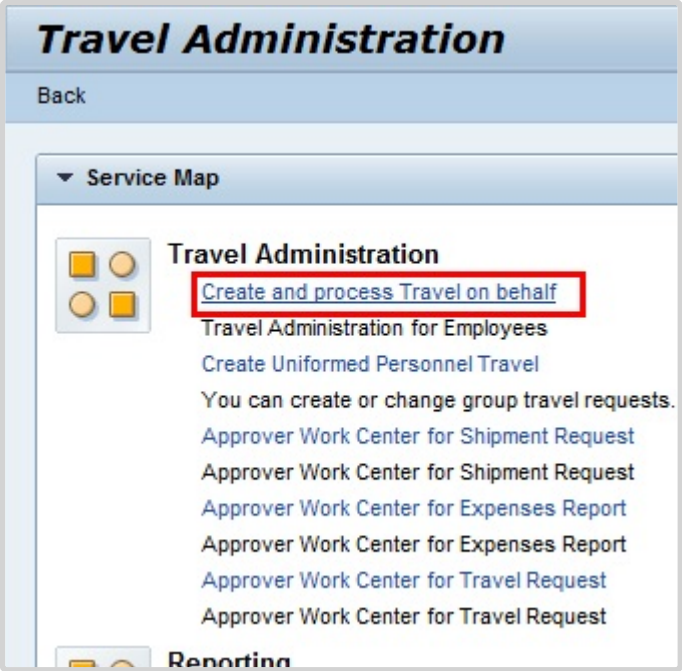
Review This

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

2. Click _ Travel Administrator_.

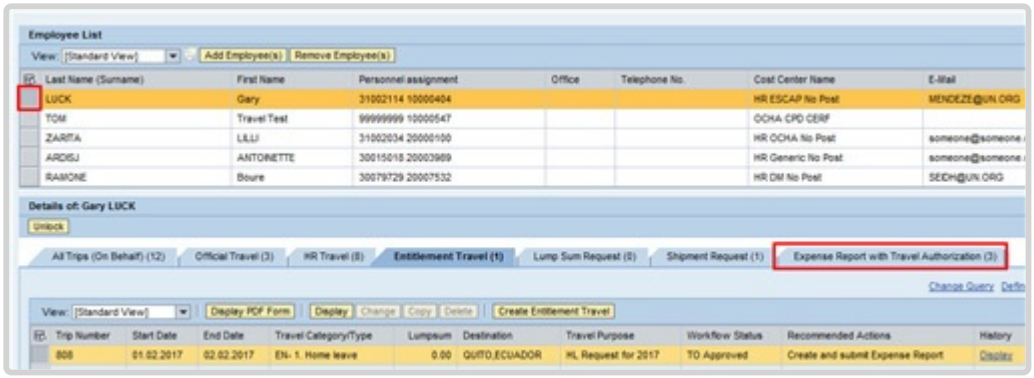


3. Click *Travel Administration*.

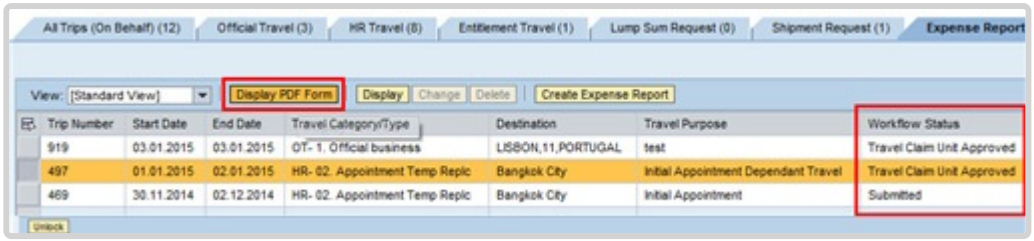


4. In addition to allowing you to act on behalf of a staff member, Create and process Travel on behalf can be used to view previously approved travel requests and expense reports until such time that a report is available. Click *Create and process Travel on behalf*.

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.

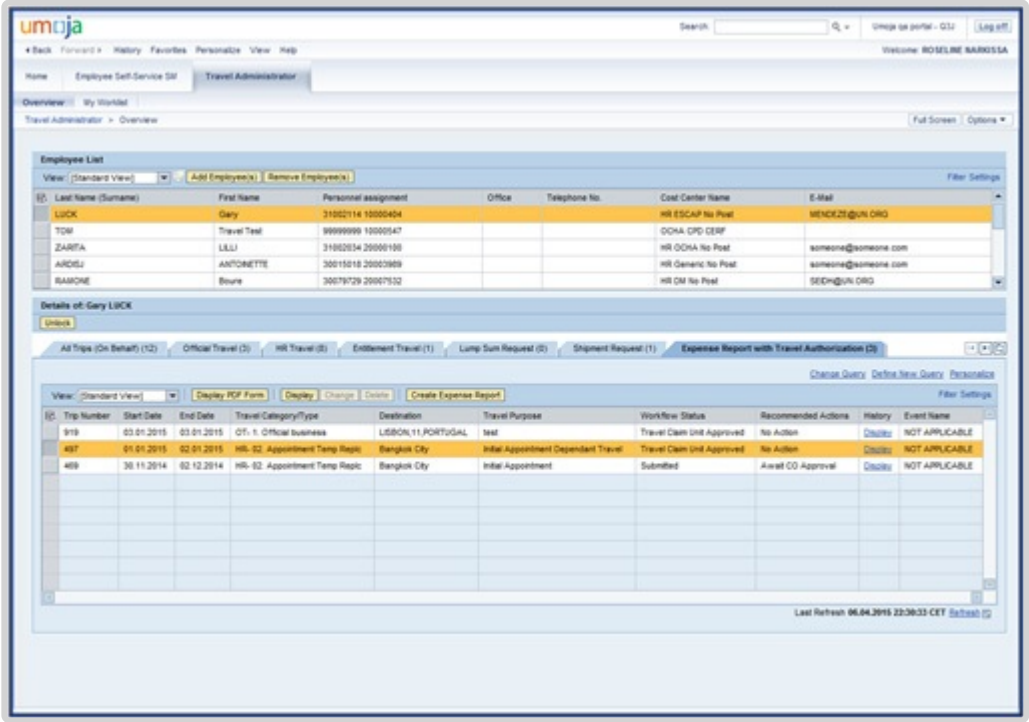


6. Use the Expense Report section to confirm that the staff member's travel has taken place as approved prior to adjusting their AL-HL record to include Travel Days, if applicable.
   Click *Expense Report with Travel Authorization* to access submitted expense reports.



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.



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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Last modified: 20 February 2023

Family Visit

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

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

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

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

1. Family Visit Travel – ST/AI/2000/15 and ST/AI/2000/15/Amend.1

    - Section 1 – Eligibility
    - Section 2 – Timing of travel
    - Section 4 – Conditions of entitlement

2. Staff Regulations and Staff Rules of the United Nations – ST/SGB/2023/1
   Rule 5.4 – Home leave
   Rule 7.2 – Official travel of staff members and their eligible family members

3. Official Travel – ST/AI/2013/3, ST/AI/2013/3/Amend.3, and ST/AI/2013/3/Amend.4

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

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

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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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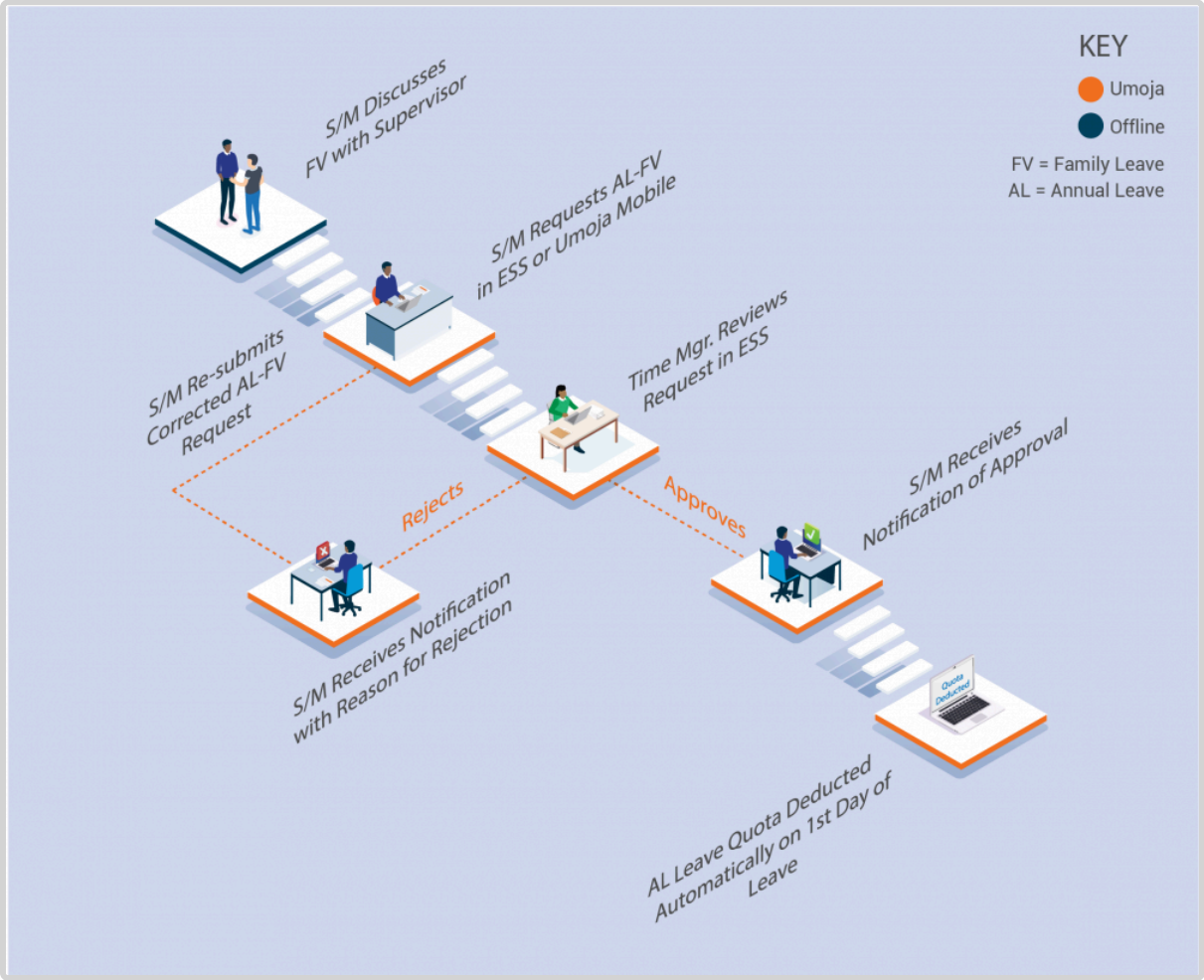
Last modified: 20 February 2023

Process

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



1. The **Staff Member** requests Annual Leave – Family Visit using ESS or, exceptionally, the **Time Administrator/Time Senior Administrator** enters the leave request on behalf of the staff member using ESS if the staff member is unable to access Umoja.

2. The system checks that the staff member has sufficient annual leave remaining to proceed with the request.

3. If the **Staff Member** has enough annual leave balance, the system automatically sends the request to the **Manager**.

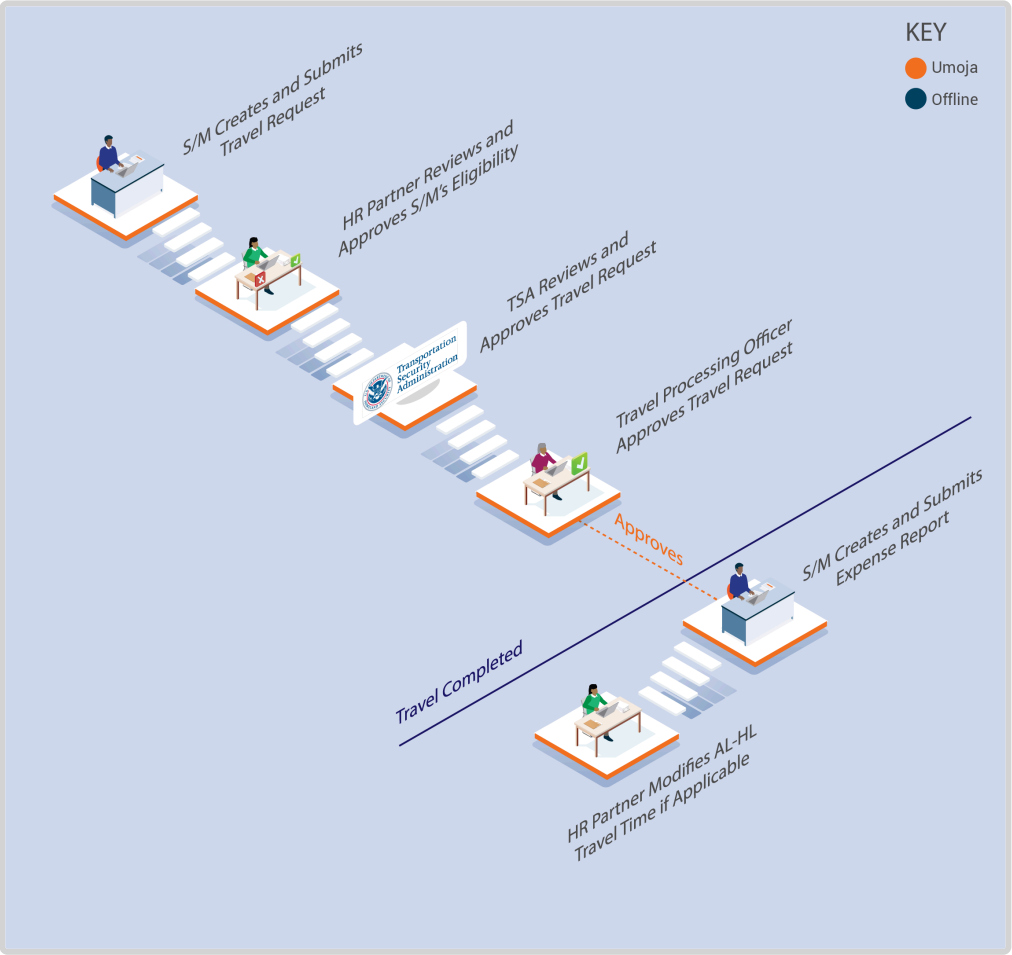
4. The **Manager** reviews and approves or rejects the leave request using the Portal.

5. Annual leave quota is deducted in real time.

6. The leave type and dates are updated in the system in real time.

This is the end of the process of the Family Visit regarding the leave request. Upon receipt of

approval by the manager, the staff member must submit the travel request which will be reviewed by the **HR Partner** for eligibility of the entitlement as part of the travel approval.



7. The staff member creates a Family Visit travel request in the travel portal (ESS), or exceptionally, the **Time Administrator/Time Senior Administrator** enters the leave request on behalf of the staff member.

8. The **HR Partner** receives the travel request in the pending travel queue in their Approver Work Center and Work List.

9. The **HR Partner** reviews the request in the Portal, checking that all prerequisites are satisfied and then approves, rejects, or returns the submission to the staff member for corrections, as appropriate.

10. If approved, once the **Staff Member** has returned from Family Visit, he/she creates the related Expense Report to complete the process.

11. The **Staff Member** may be entitled to Travel Time, to claim the days they must submit an offline request to the **HR Partner** to credit these travel days, and the **HR Partner** will modify the Annual Leave – Family Visit record in ECC to update the **Staff Member's** travel time. Travel days will only be reinstated once the staff member has submitted a travel expense report.

Exceptional Record Entries in ECC

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

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

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

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Procedures

Review This

RELATED INFOTYPES:

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

- 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.

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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 time[1] 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 at high risk of becoming collateral damage

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 International Civil Service Commission
12 weeks	Duty stations with a high level of hardship: • Non-capital duty stations[2] with a hardship classification of D or E • Exceptional cases of category E capital cities

[1] *For 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.*

[2] *Duty 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.

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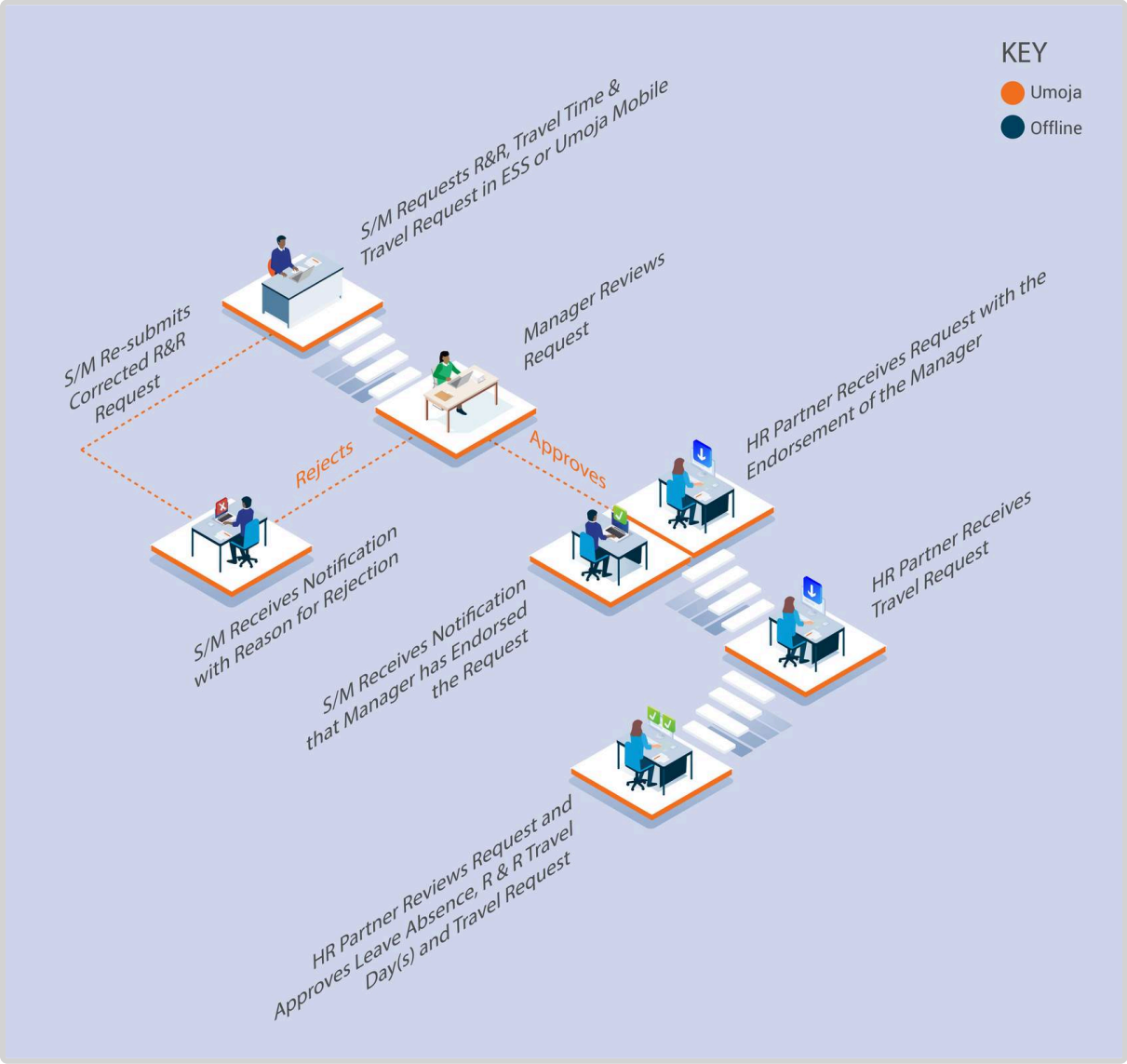
Process

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.



1. 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.
8. 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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Last modified: 20 February 2023

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.

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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.

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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

    - Regulation 1.3 – Performance of staff
    - Rule 1.4 – Performance of Staff
    - Rule 5.1 – Hours of work
    - Rule 5.2 – Official holidays

2. Overtime compensation for staff members in the Field Service category at established missions – ST/AI/2000/3

    - Section 1 – General provisions
    - Section 2 – Definitions
    - Section 3 – Credits for overtime work

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

Compensatory Time Off (CTO)

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

Night Differential

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

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Last modified: 16 March 2023

Prerequisites

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

For CTO and OT:

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

For Night Differential:

- If the **Staff Member** uses a work schedule in which Night Differential hours are embedded, there is nothing to do, as the payment will be calculated based on their work

schedule

- If night differential hours are not part of the schedule of the **Staff Member**, the **Staff Member** must make an offline request for these hours to the manager, who will seek approval from their budget authority before authorizing the time. Once the work has been certified by the manager, the HR Partner or Time Senior Administrator will enter the details in ECC.

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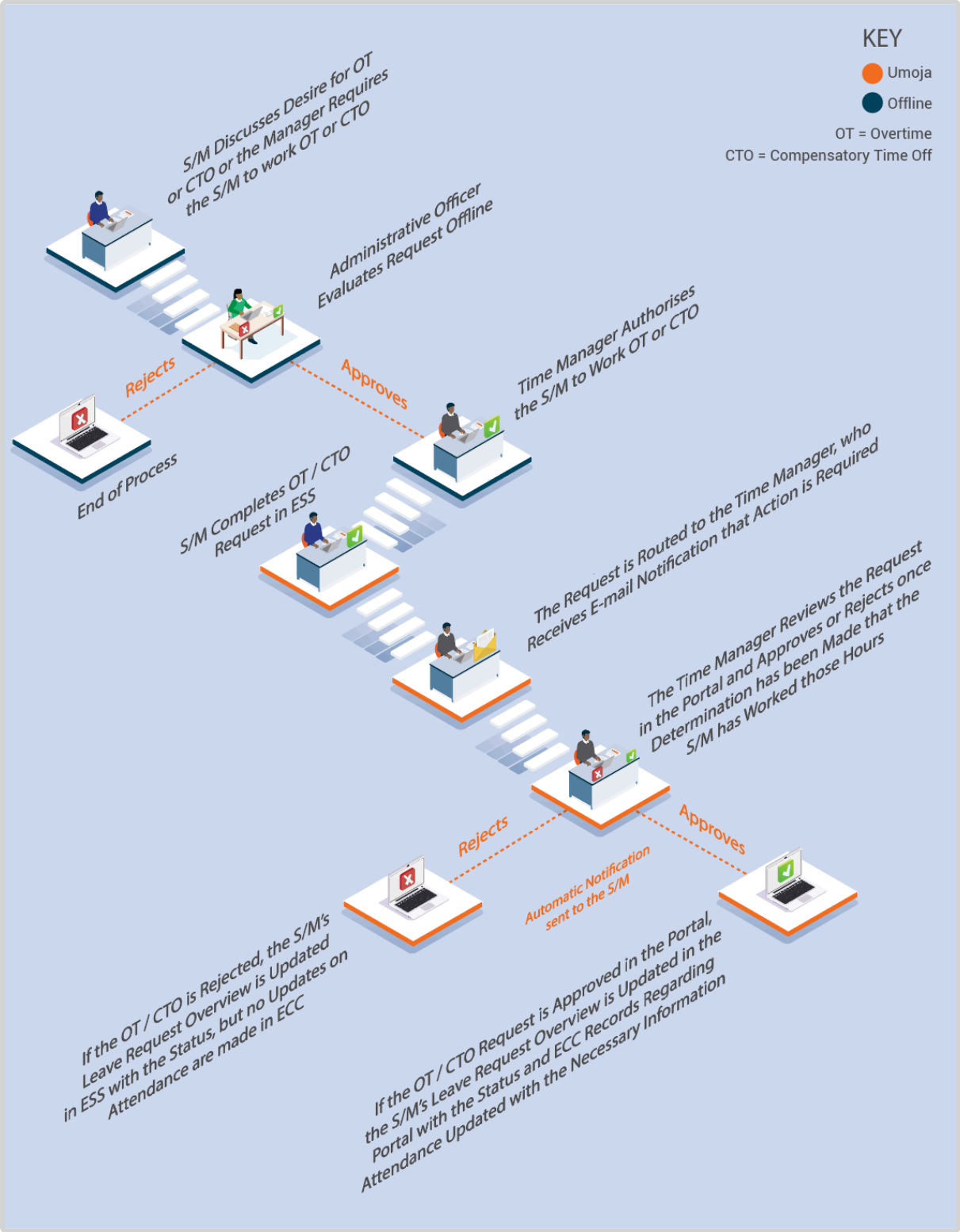
Process

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

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

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



1. The **Staff Member** requests to work OT or CTO, or the **Time Administrator** requires the **Staff Member** to work OT or CTO. Once the **Time Manager** agrees on the need, they must check offline with the administrative officer to agree to pay overtime or to offer CTO to the **Staff Member**.

2. Once the authorization for CTO or OT (Practices on how to approve one or the other

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

3. Once the **Staff Member** has worked OT, or is due CTO, the **Staff Member** or **Time Administrator** on behalf of the staff member creates the OT/CTO request in ESS.

4. The request is routed to the **Time Manager**, who receives e-mail notification that action is required.

5. The **Time Manager** reviews the request in the Portal and approves or rejects once determination has been made that the **Staff Member** has worked those hours.

6. An automatic notification of the approval/rejection is sent to the **Staff Member**.

7. If the OT/CTO request is approved in the Portal, the **Staff Member**'s leave request overview is updated in the Portal with the status and ECC records regarding attendance are updated with the necessary information.

8. If the OT/CTO is rejected, the **Staff Member**'s leave request overview is updated in ESS with the status, but no updates on attendance are made in ECC.

There are two possible selections of attendance for Overtime: Overtime (1.5) and Overtime (2.0). The numbers in brackets refer to the number of hours that need to 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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Last modified: 13 January 2023

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.

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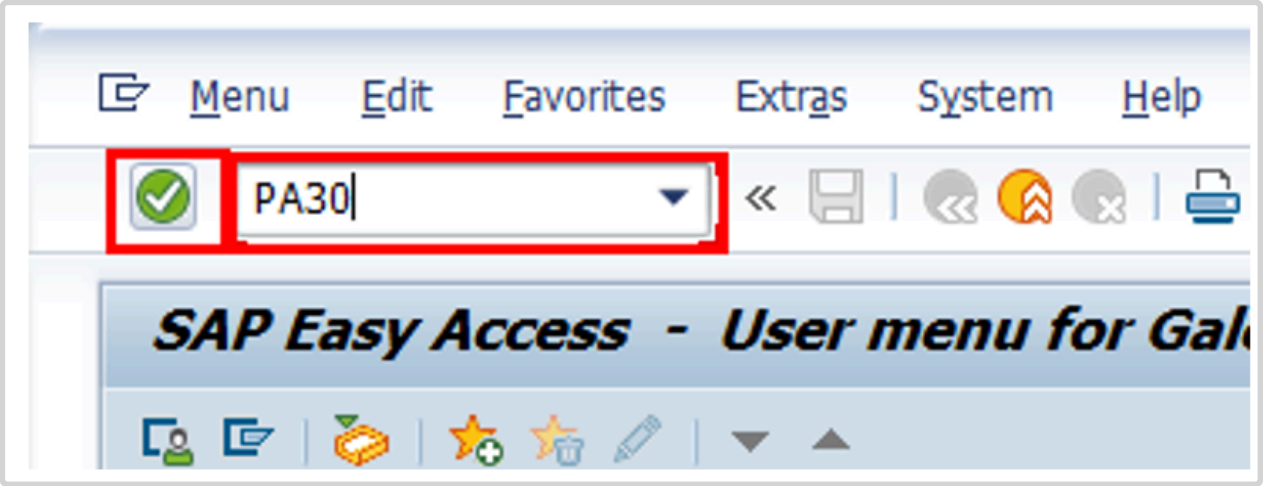
Last modified: 20 February 2023

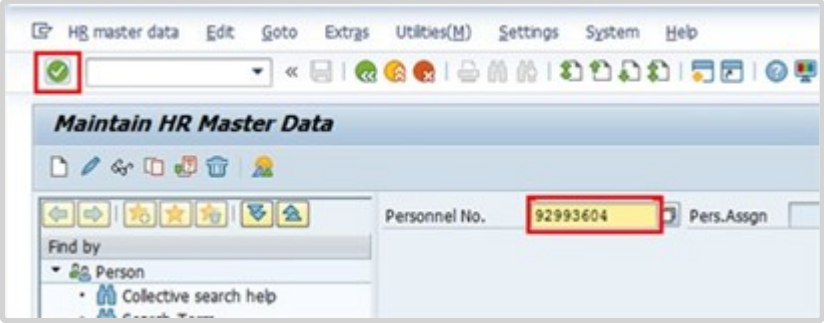
Overtime Charged to Another Department

Review This

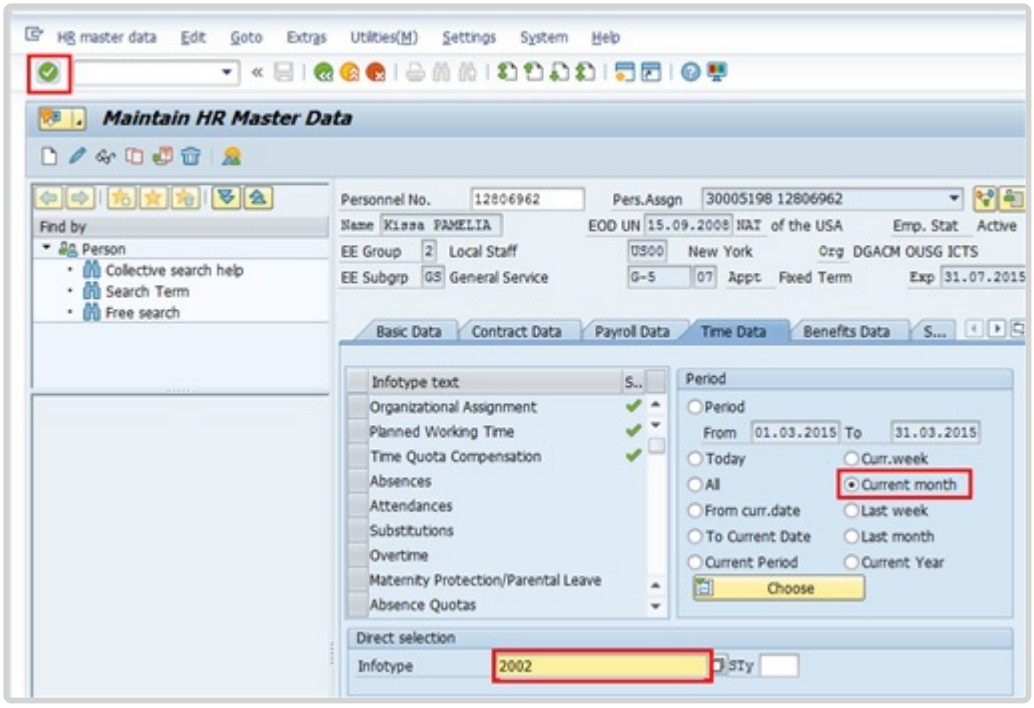
1. Start the transaction using the menu path or transaction code.



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



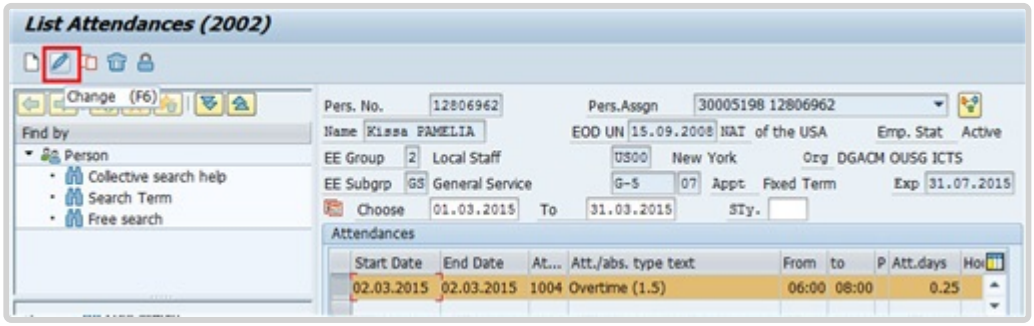
4. Click to continue.
5. If you do not know the date when the OT occurred, select *ALL* to see all leave records or the date range to see leave that falls within that period of time. Click *Current month* to view leave records for the current month.
6. Enter the Infotype ID for Attendances, 2002, in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



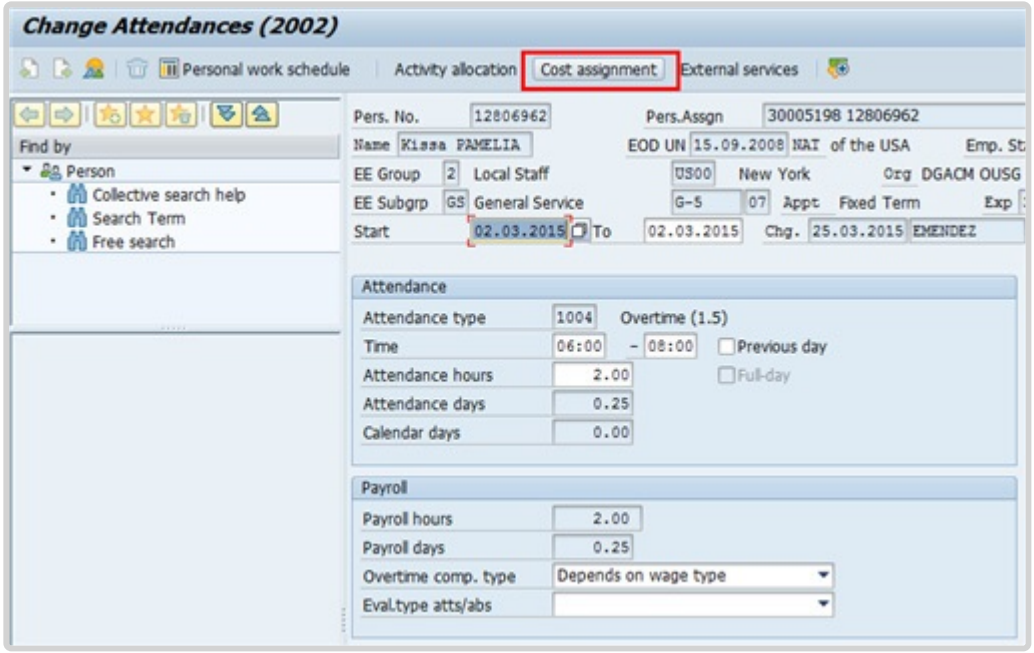
7. Click to confirm entries.

8. Click to view the list of Attendances.

9. Click to select the OT record you want to modify.



10. Click

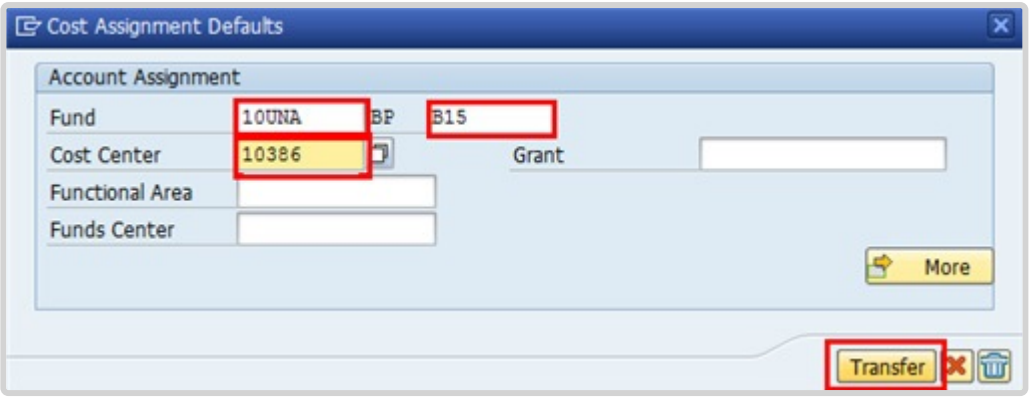


11. Click *Cost assignment*.

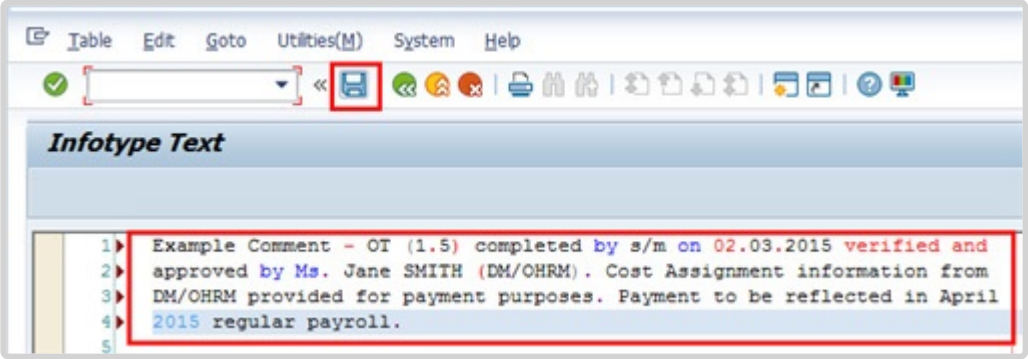
12. The information needed to complete this screen must be provided by the HR partner of the Department where the OT is to be charged. This information is exchanged between HR partners offline.

Enter the:

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



- 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 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.

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Last modified: 20 February 2023

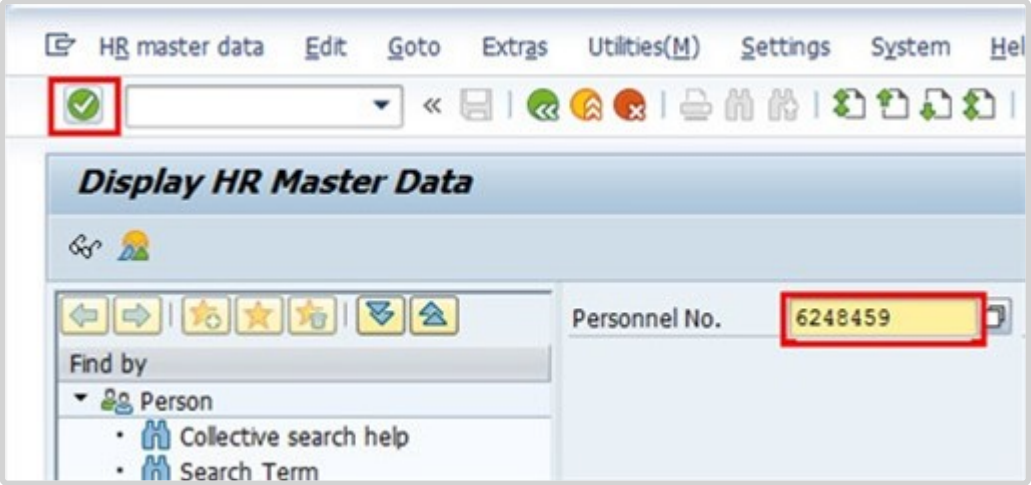
CTO Payout (for NY staff only)

Review This

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

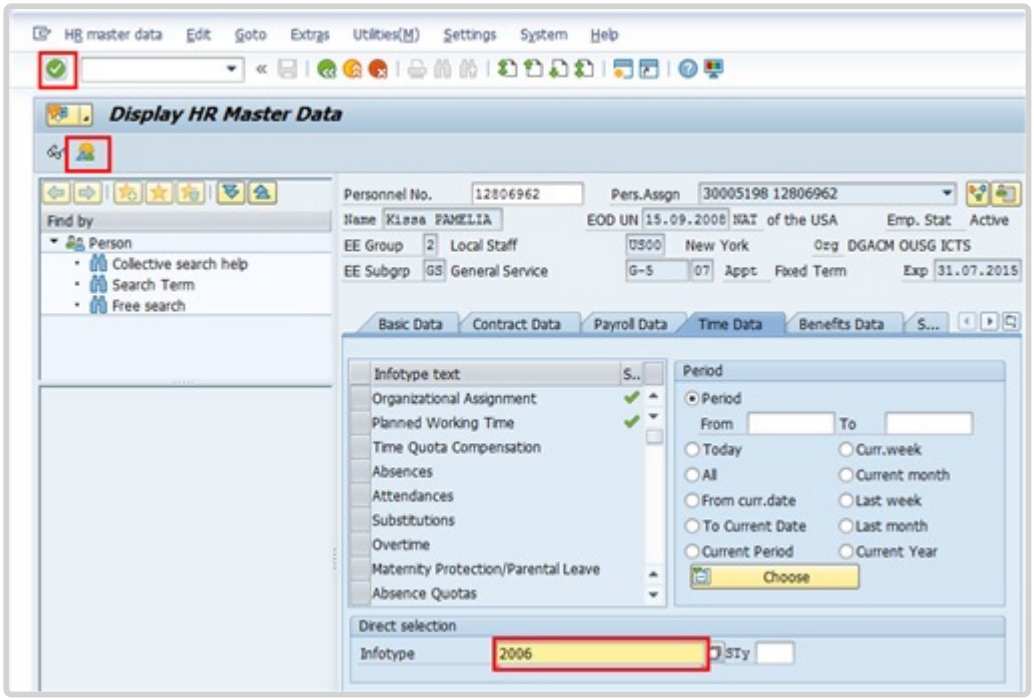
2. Before processing the payout of CTO, use PA20 to check the number of hours of CTO that have been accrued by the staff member. Click after typing PA20 in the Command text box.

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.

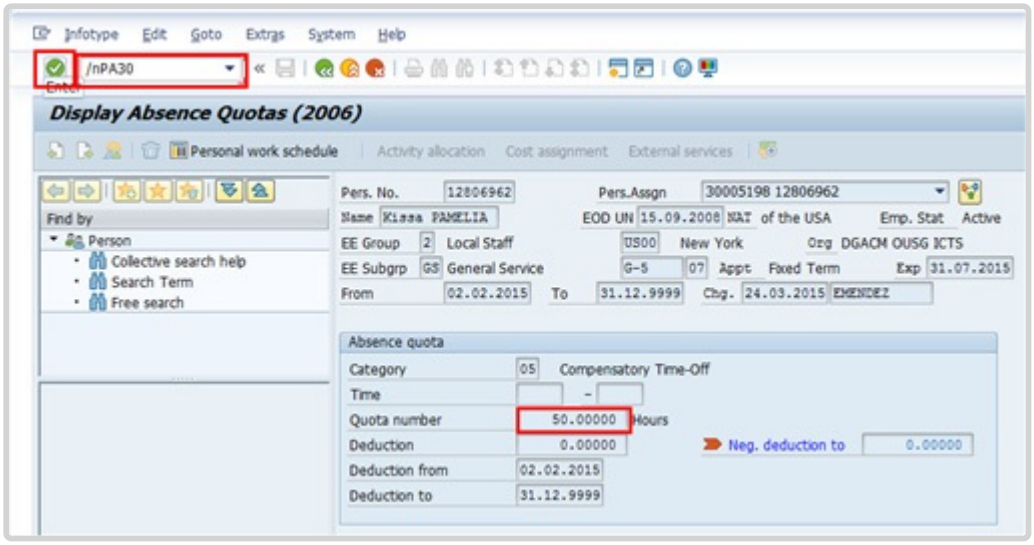


6. Click to continue.

7. Click to access the list of records.

8. Click to select the CTO record.

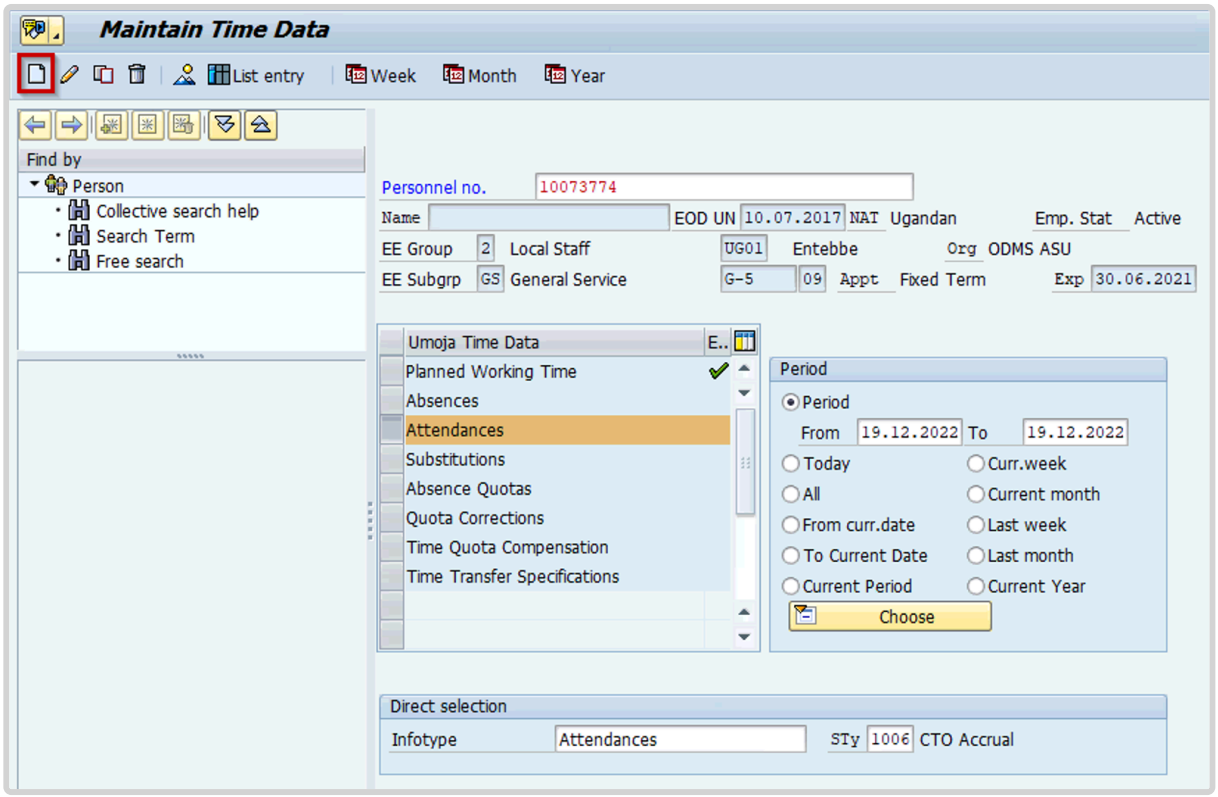
9. Click *Choose*.



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.

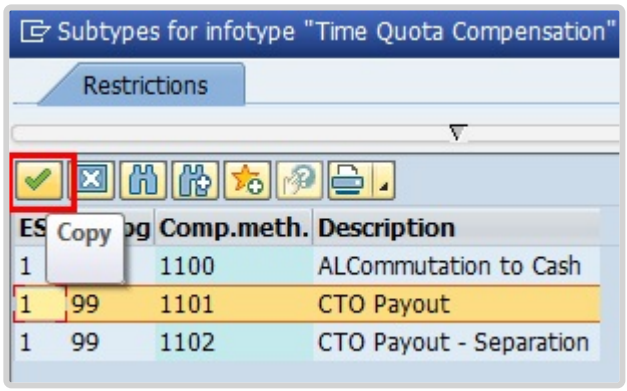
11. Click *Today* to indicate today as the date of approval.

12. Enter the Infotype ID for Create Time Quota Compensation, 0416, in the Infotype text box.

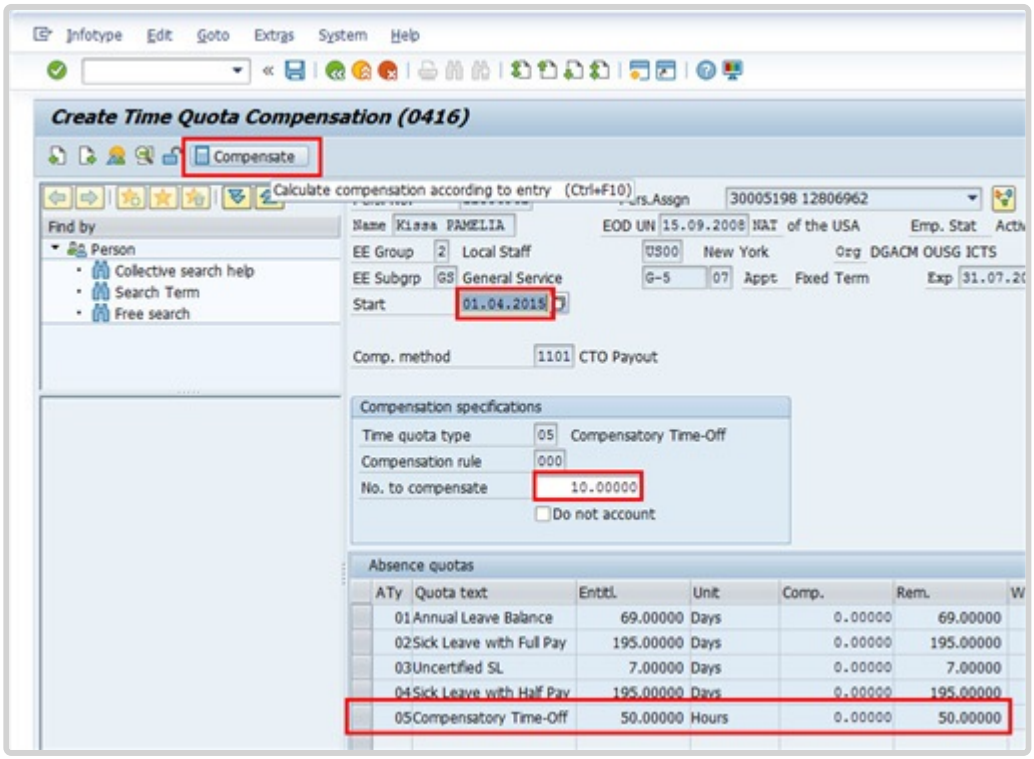


13. Click to create a new record.

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



15. Click to confirm selection.

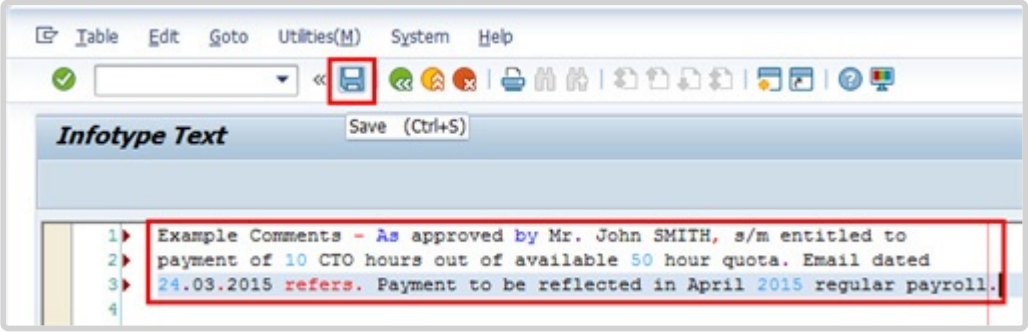


16. Select the time transaction that will be paid out. Enter the number of hours to be paid out. Click *Compensate* to complete the transaction.

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).



- Click to save the note.
- Click again to save the record.
- 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
- IT0416 (Overview Time Quota Compensation).

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Last modified: 20 February 2023

Flexible Working Arrangements

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

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

Flexible working arrangements that must be recorded are:

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

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

1. Flexible working arrangements – ST/SGB/2019/3, ST/IC/2019/15, ST/SGB/2023/1

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Last modified: 17 March 2023

Prerequisites

- The **Staff Member** must obtain offline authorisation from their manager before starting the flexible work arrangements. Please refer to the website for Flexible Work Arrangements to ensure that the appropriate forms and agreements between the staff member and the managers are signed and submitted to HR.

- **Written request with justification add approval (if the Time Administrator/Time Senior Administrator is to submit requests on behalf of staff)**: Staff members must submit a written request for the type of leave request they want time administrators to submit on their behalf with a clear explanation as to why it is necessary to request their assistance. They must also provide written approval of the request by the time manager. In the event that the reason is justified, the time administrator will proceed to submit their request on their behalf.
- The request must clearly indicate the type of leave as well as the day(s) and hours requested.

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

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Last modified: 20 October 2022

Process

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

1. The **Staff Member** discusses their compressed attendance eligibility with their supervisor offline and signs the required offline agreement (see above).

2. Once the **Staff Member** has worked the extra hours for the compressed attendance, the **Staff Member** or **Time Administrator/Time Senior Administrator** on behalf of the staff member records the extra hours worked in ESS.

3. Once the Staff Member has accrued 8 hours for the compressed attendance, they will have accrued a Compressed regular day off.

4. To take the Compressed regular day off, the Staff Member or Time Administrator/Time Senior Administrator on behalf of the staff member will need to request the Compressed regular day off in ESS.

5. Upon approval of the day off by the **Time Manager**, the **Staff Member**'s entry is updated in ESS and ECC records regarding the Compressed attendance with the necessary information.

Telecommuting

1. The **Staff Member** discusses their telecommuting eligibility with their supervisor offline and signs the offline agreement (see above).

2. Once the **Staff Member** has worked remotely, up to a maximum of 2 days a week, the **Staff Member** or **Time Administrator/Time Senior Administrator** on behalf of the staff member records the time worked remotely in ESS.

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

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Last modified: 16 January 2023

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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Last modified: 20 February 2023

Miscellaneous Attendance/Absence Types

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

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

The type of attendance that must be recorded are:

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

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

Staff Regulations and Staff Rules of the United Nations – ST/SGB/2023/1

- WAE – Staff Regulation 1.3 & Staff Rule 1.4
- WAE – ST/SGB/283

- Floating Holidays – Staff Rule 5.2
- Floating Holidays – ST/SGB/2019/6, Section 3

Standby/On call

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

When Actually Employed (WAE)

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

Daily Conference Language Additional Days

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

Official Business

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

Floating holiday

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

Staff members should inform their supervisors in advance as early in the year as possible of the floating holiday they wish to observe. Managers are to respect the floating holiday chosen by the staff member. If, owing to exigencies of service, a staff member in the General Service and related categories is required to report for work on the date chosen as the floating holiday,

the staff member will be recorded as having taken the floating holiday and compensated for overtime worked on an official holiday. Staff in the Professional and higher categories who are required to work on the date chosen as the floating holiday will not be recorded as having taken the floating holiday and may choose to observe one of the remaining floating holidays.

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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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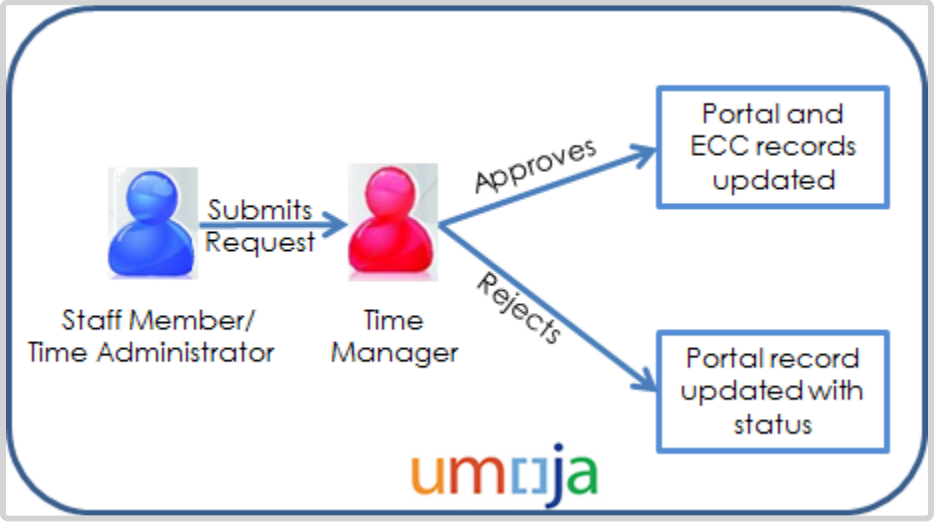
Process

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:



1. Once the **Staff Member** has worked the days/hours, the **Staff Member** or **Time Administrator/Time Senior Administrator** on behalf of the staff member creates the request in ESS.

2. The request is routed to the **Time Manager**, who receives e-mail notification that action is required.

3. The **Time Manager** reviews the request in the Portal and approves or rejects once determination has been made that the **Staff Member** has worked for the time submitted. An automatic notification of the approval/rejection is sent to the **Staff Member**.
   a. If the request is approved in the Portal, the **Staff Member's** leave request overview is updated in ESS with the status and ECC records regarding attendance are updated with the necessary information.
   b. If the request is rejected, the **Staff Member's** leave request overview is updated in ESS with the status, but no updates on attendance are made in ECC.

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

Process for Official Business

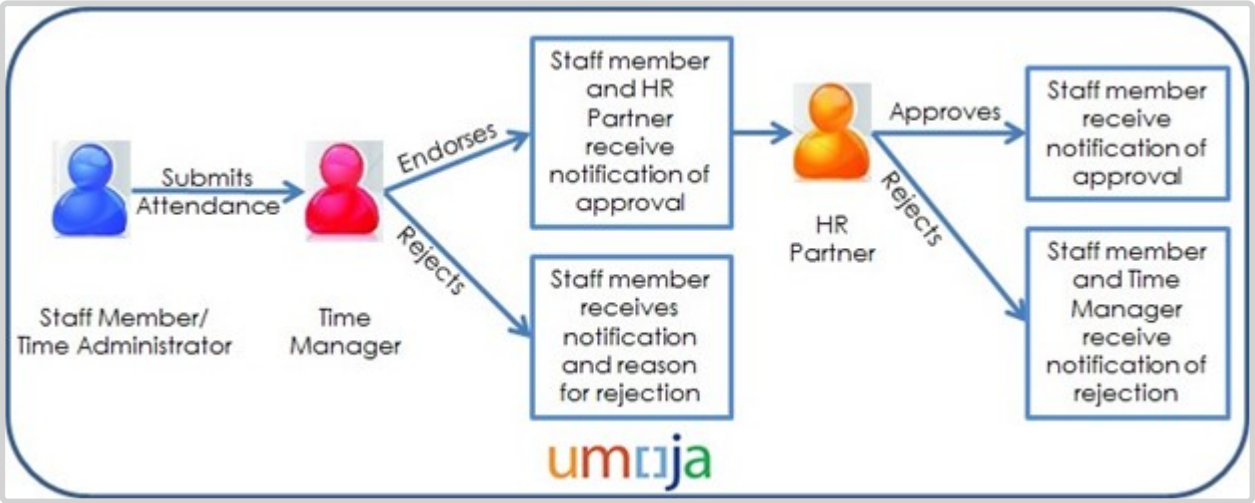
Official business does not have a workflow. The **Staff Member** or the **Time Administrator/ Time Senior Administrator** on behalf of the staff member submits the request, and the attendance type is automatically recorded without the need of authorization as it is assumed that the staff member would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

Official business is a time keeping entry and may be used by the **Time Administrators/Time**

Senior Administrators in the office to compare the absences from the office with the actual entries found in Umoja.

Process for WAE

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



1. The Staff Member receives approval offline from the manager to work for certain days/ hours.

2. The Staff Member records hours worked leave through the Umoja Employee Self-Service portal.

3. The Time Manager verifies and reviews the request through the Umoja Approver Work Centre. If the Time Manager approves the request, the request is routed to the HR Partner for final approval.

4. Upon approval of the request by the HR Partner, the entry is recorded in ECC.

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

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

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Last modified: 16 January 2023

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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Last modified: 20 February 2023

Mission Subsistence Allowance

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

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

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

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

1. Mission Subsistence Allowance – ST/AI2021/2, ST/IC/2021/15, ST/IC/2021/15/Amend.1

    - Section 1 – Purpose (ST/AI/2021/2)
    - Section 2 – Eligibility (ST/AI/2021/2)
    - Section 3 – Mission subsistence allowance rates (ST/AI/2021/2)
    - Section 4 – Currency (ST/AI/2021/2)
    - Section 5 – Payment (ST/AI/2021/2)
    - Section 6 – Payment of mission subsistence allowance during official travel (ST/AI/2021/2)
    - Section 7 – Payment of mission subsistence allowance during injury, illness, hospitalization or authorized 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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Last modified: 31 January 2023

Prerequisites

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

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Process

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

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

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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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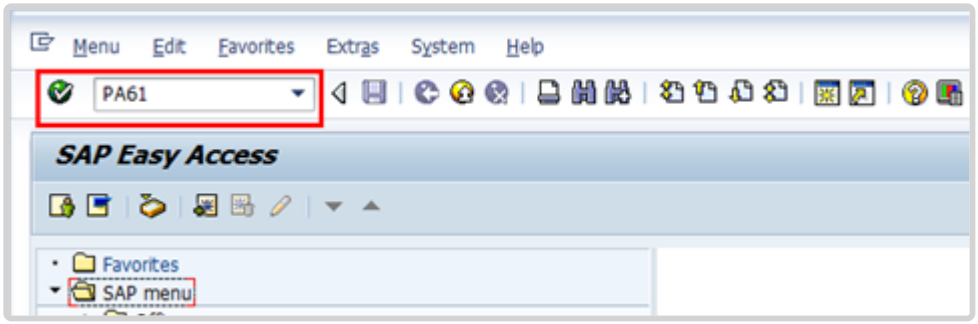
Last modified: 13 April 2022

Enter no MSA

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

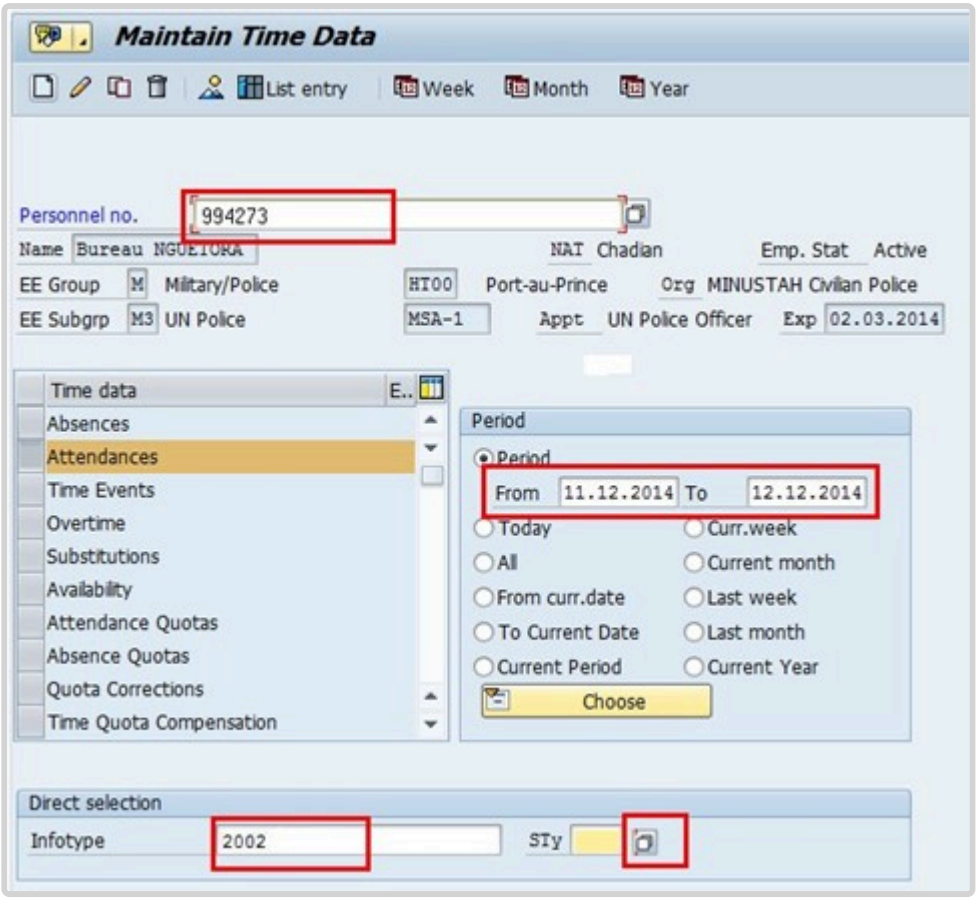
> Currently, Police and military do not have access to ESS. Only civilian police and military observers can receive MSA, if applicable. No MSA payments should ever be processed for staff members.

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

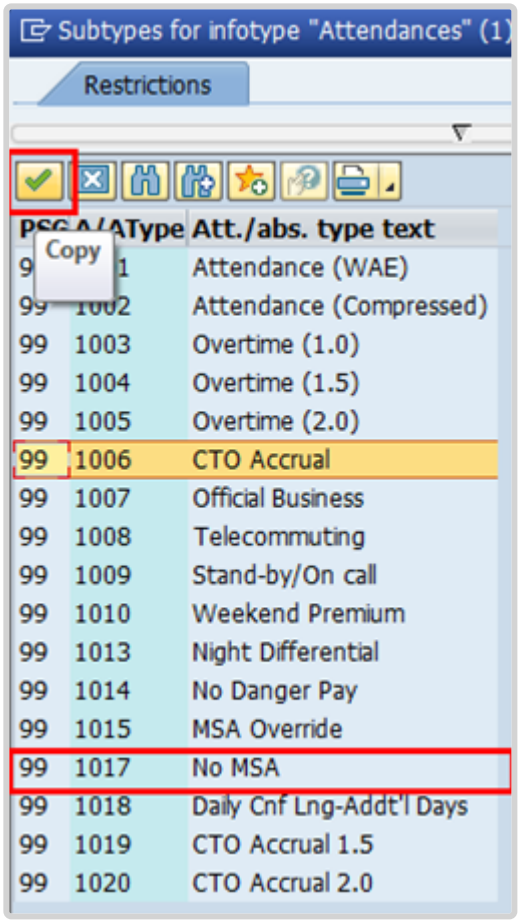


3. Enter:

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



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



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

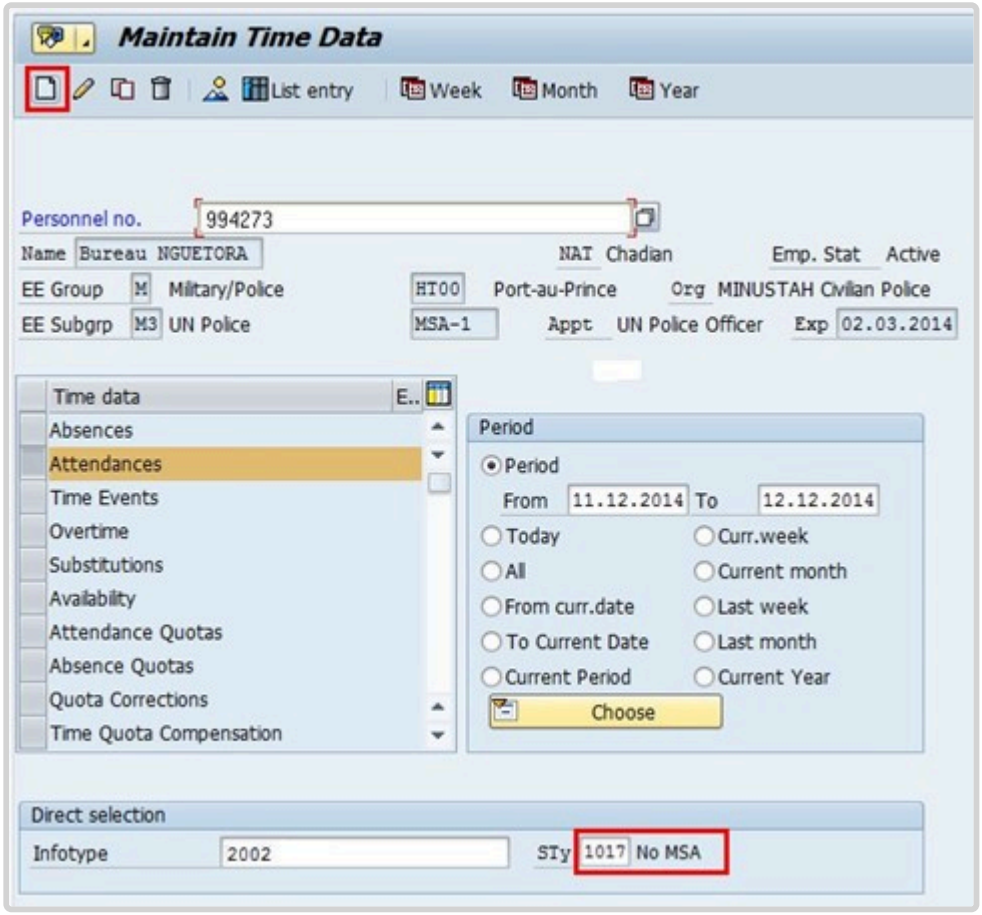
- **Attendance (WAE)** – used for WAE contracts. Attendance must be entered for every day that the WAE staff will be paid (you can use a date range for this entry). Note that staff member needs to be in the 7DAYWAE work schedule (Infotype 0007) in order for all entries to be paid regardless of whether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

once enough extra hours have been accrued.

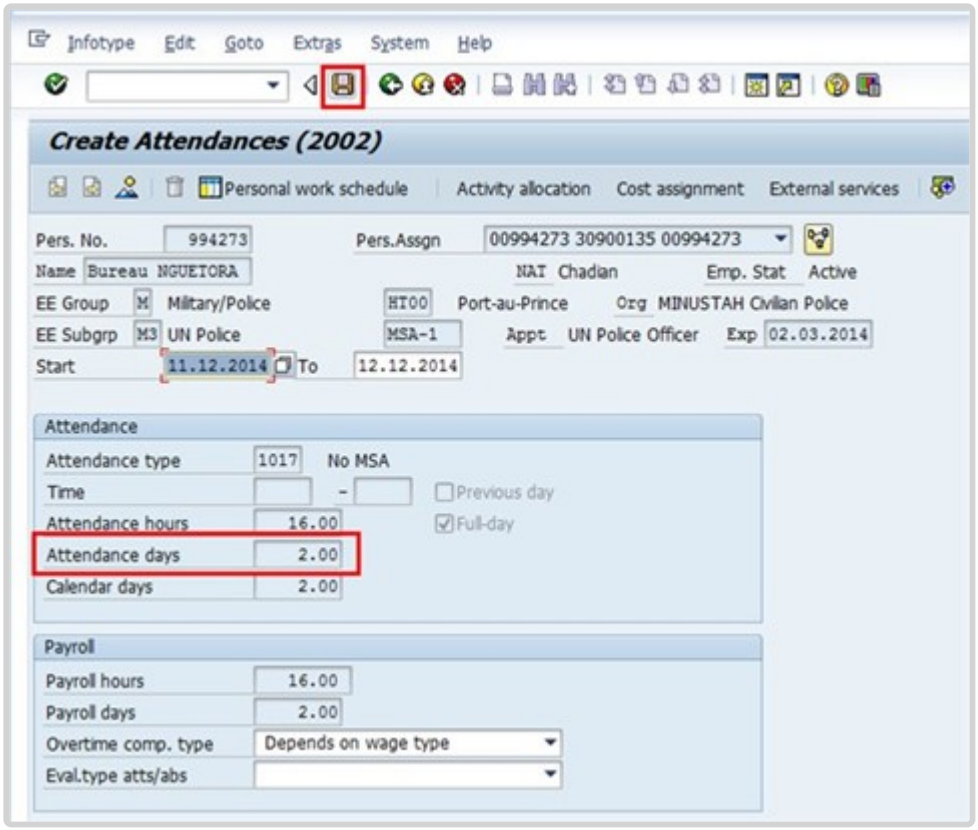
- **Overtime (1.0)** – used when you are recording overtime that must be processed with a 1.0 payment factor
- **Overtime (1.5)** – used when you are recording overtime that must be processed with a 1.5 payment factor
- **Overtime (2.0)** – used when you are recording overtime that must be processed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

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

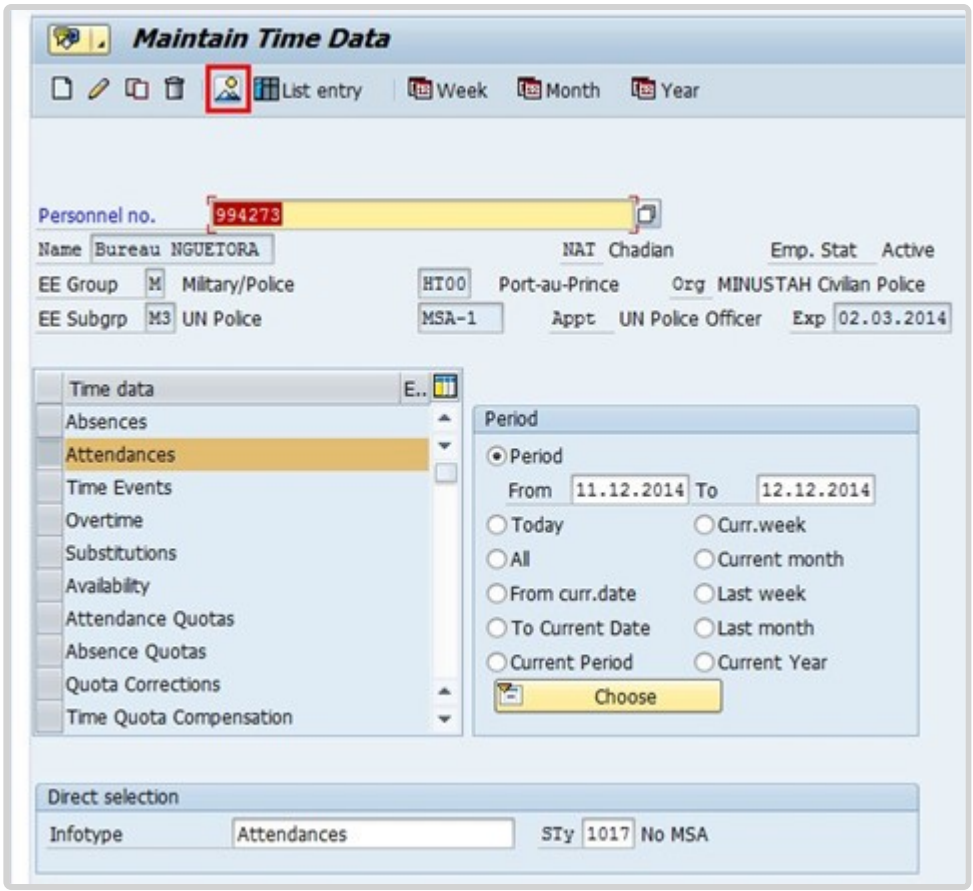
7. Click to create the attendance record.



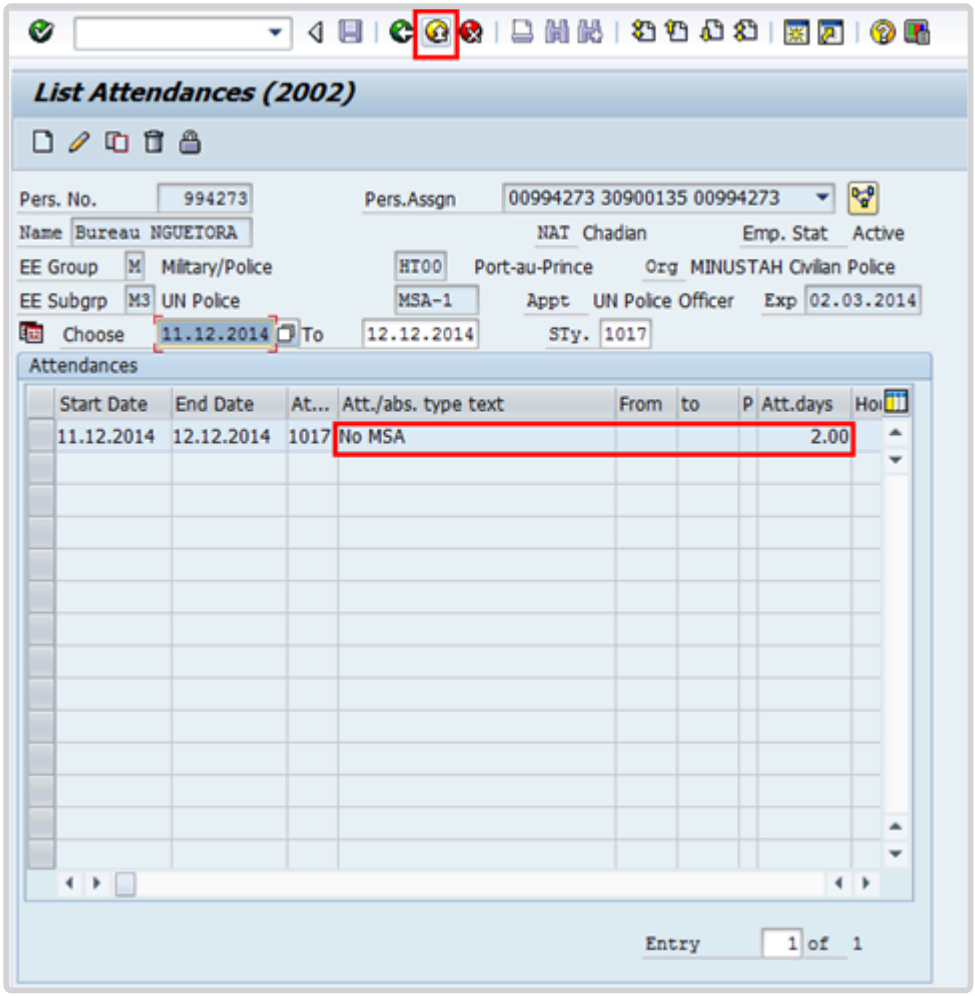
8. Review the information and click to save the record.



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



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



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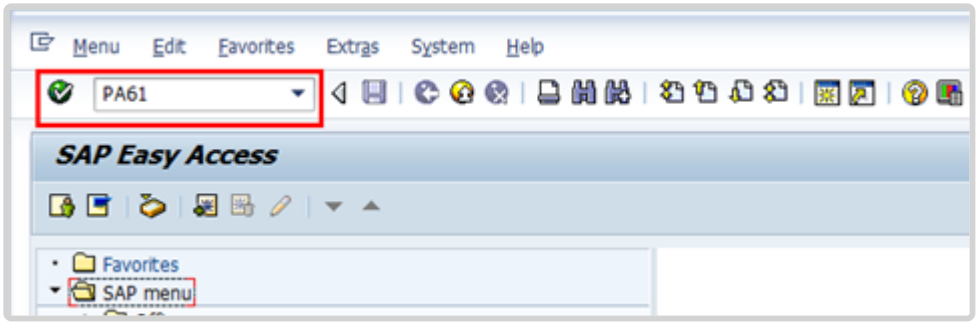
Last modified: 16 January 2023

Enter MSA Override

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



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

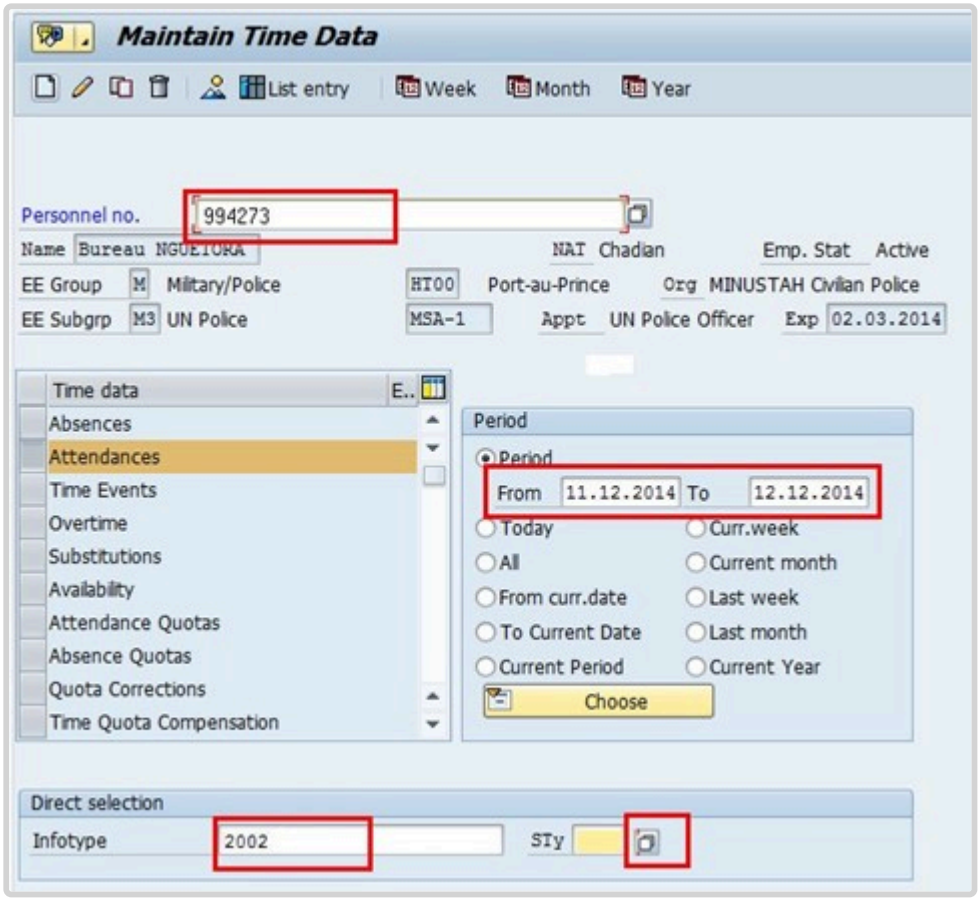
   - **Military Staff Officer,**
   - **Military Expert on Mission (Military Observer/MilObs or MO, MLO, MILAD),**
   - **UNPol or**
   - **Individual Police and Government Provided Personnel**

No MSA payments should ever be processed for staff members.

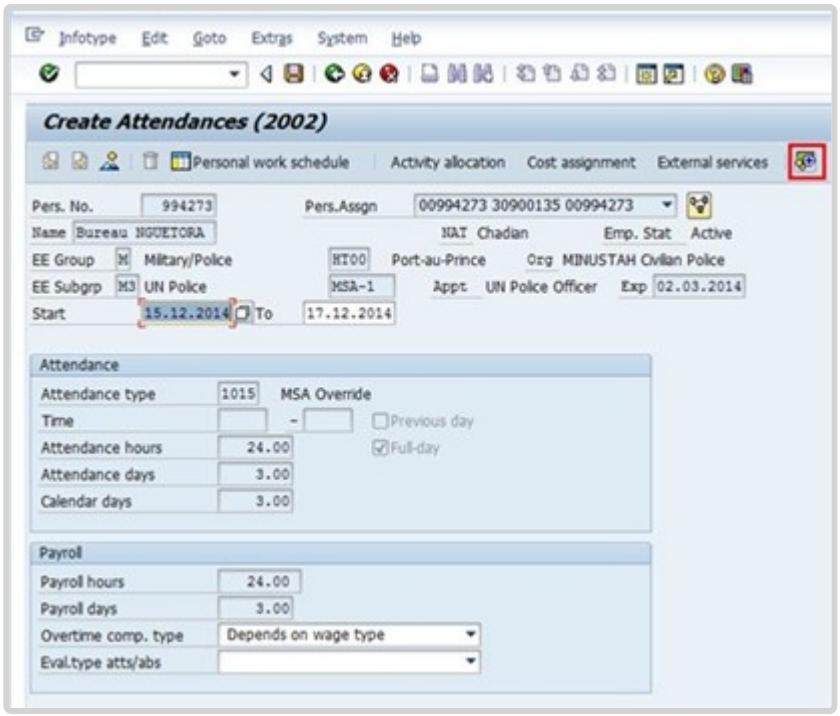
3. Enter:

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

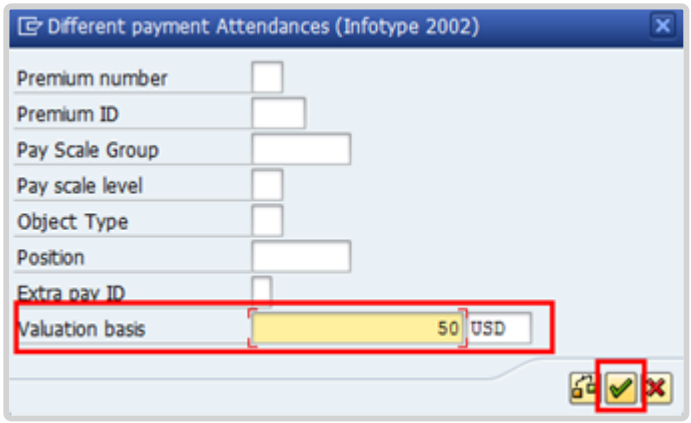
4. Click to create the attendance record.



5. Click Different payment to enter the override amount.

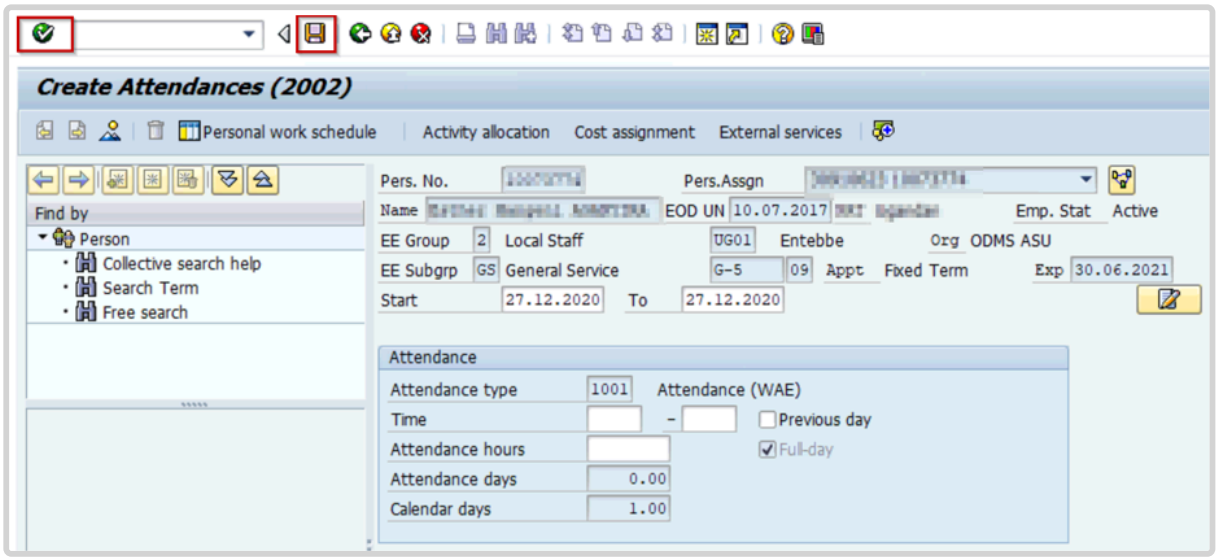


6. Enter the Valuation basis.

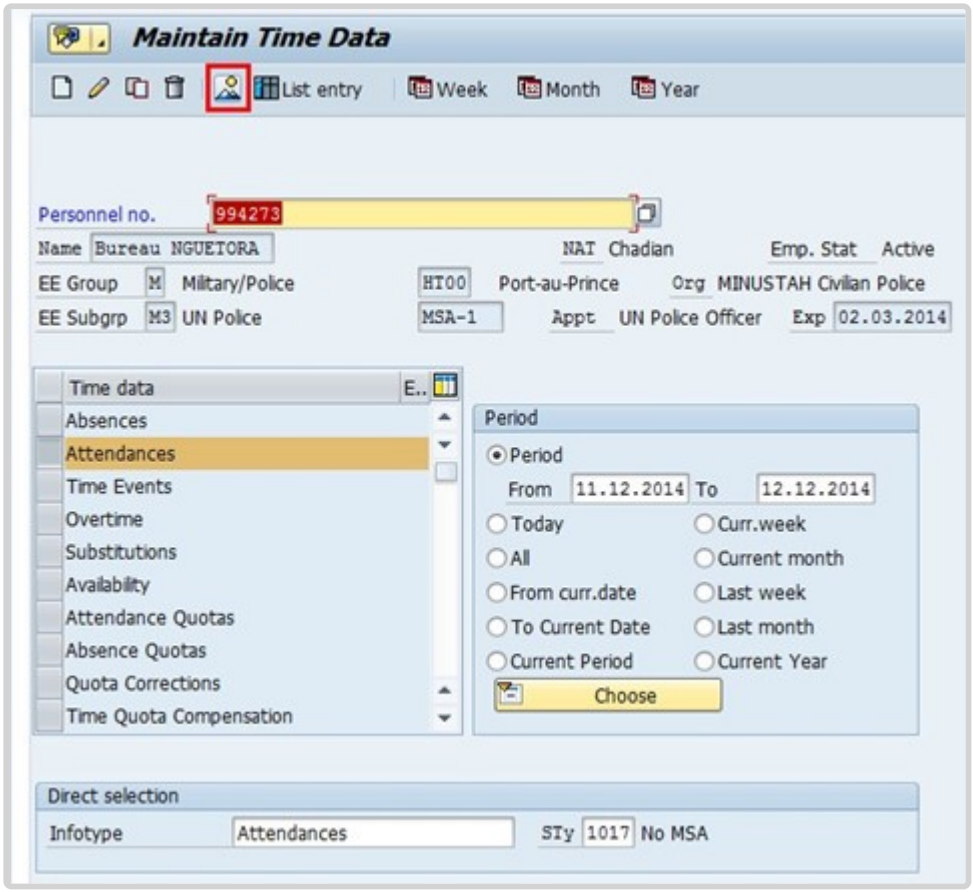


7. Click to continue.

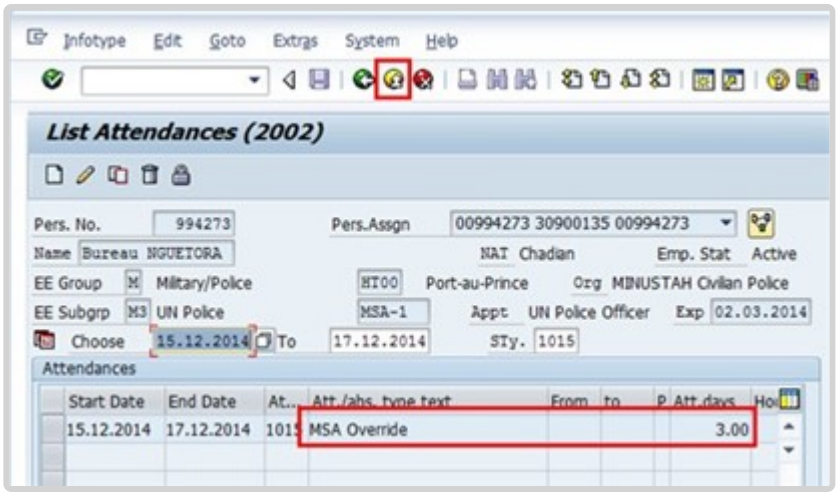
8. Click to save the record.



9. Click to view an overview of the attendance screen



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



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:

INFOTYPE 2002 (Attendances)

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

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

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

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

INFOTYPE 2001 (Absences)

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

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

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

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

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

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Last modified: 16 January 2023

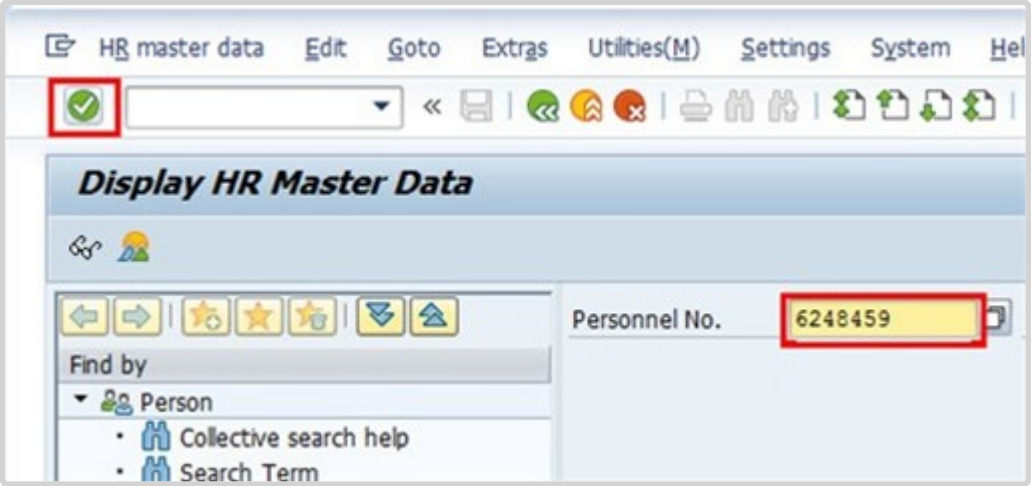
View Attendance/Absence Records

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.

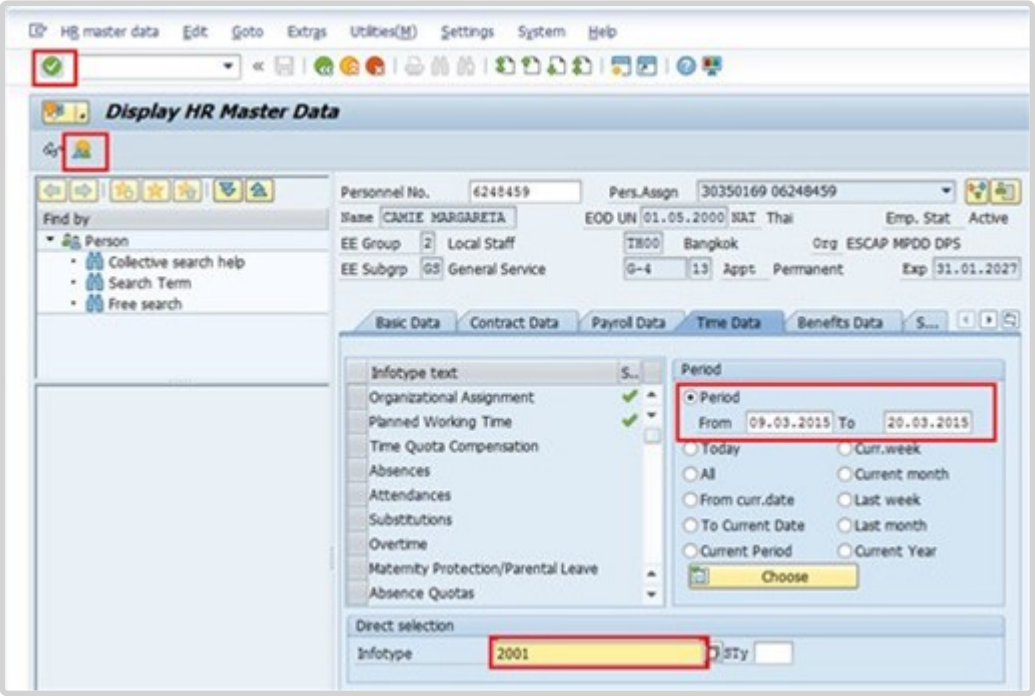
1. Start the transaction using the menu path or transaction code.
2. Click after typing PA20 in the Command text box.

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

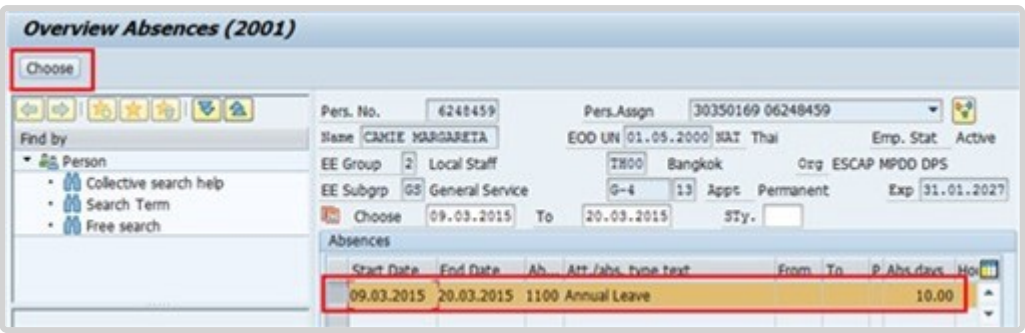


5. You may indicate the range of dates you want to view or click on ALL to review all the leave history.
   Enter the identifier for the Infotype you want to review in the Infotype text box, e.g. 2002 for Attendance, or 0080 for Maternity Leave.
6. Click to continue.
7. Click to view list of records.

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



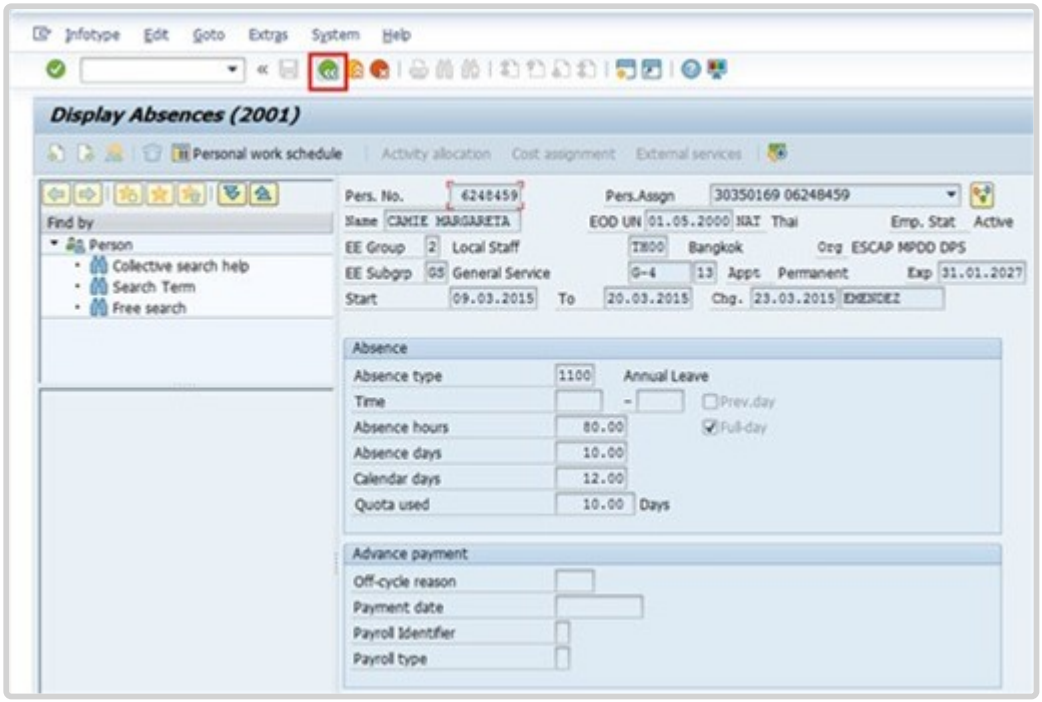
9. Click *Choose*.



10. After reviewing the record details, click to return to the list of records.

11. Click to return to the HR Master Data screen.

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



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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
- Recording WAE Attendance

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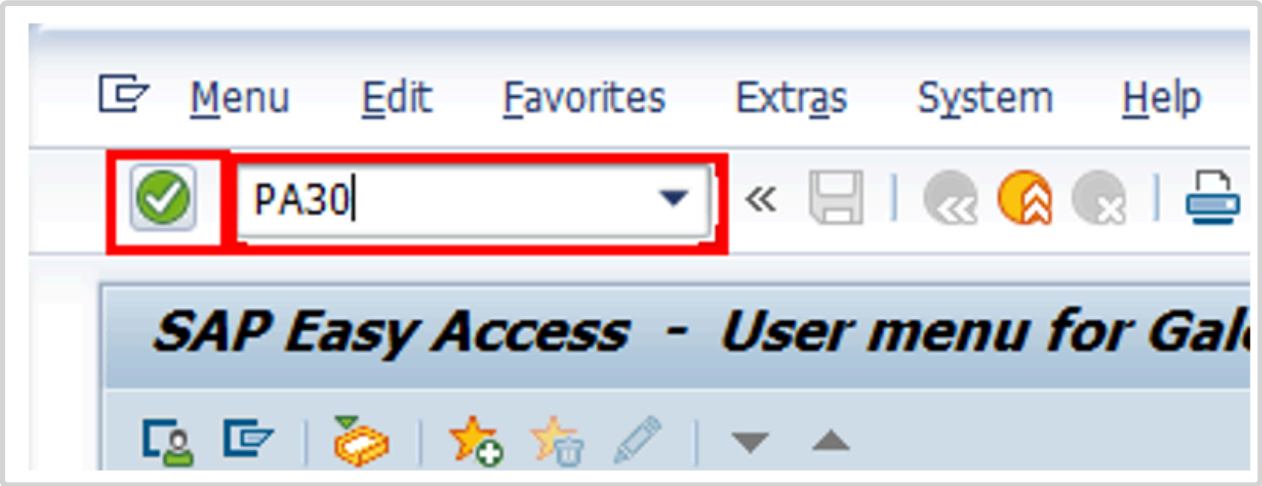
Last modified: 2 June 2022

Recording CTO Accrual

Review This

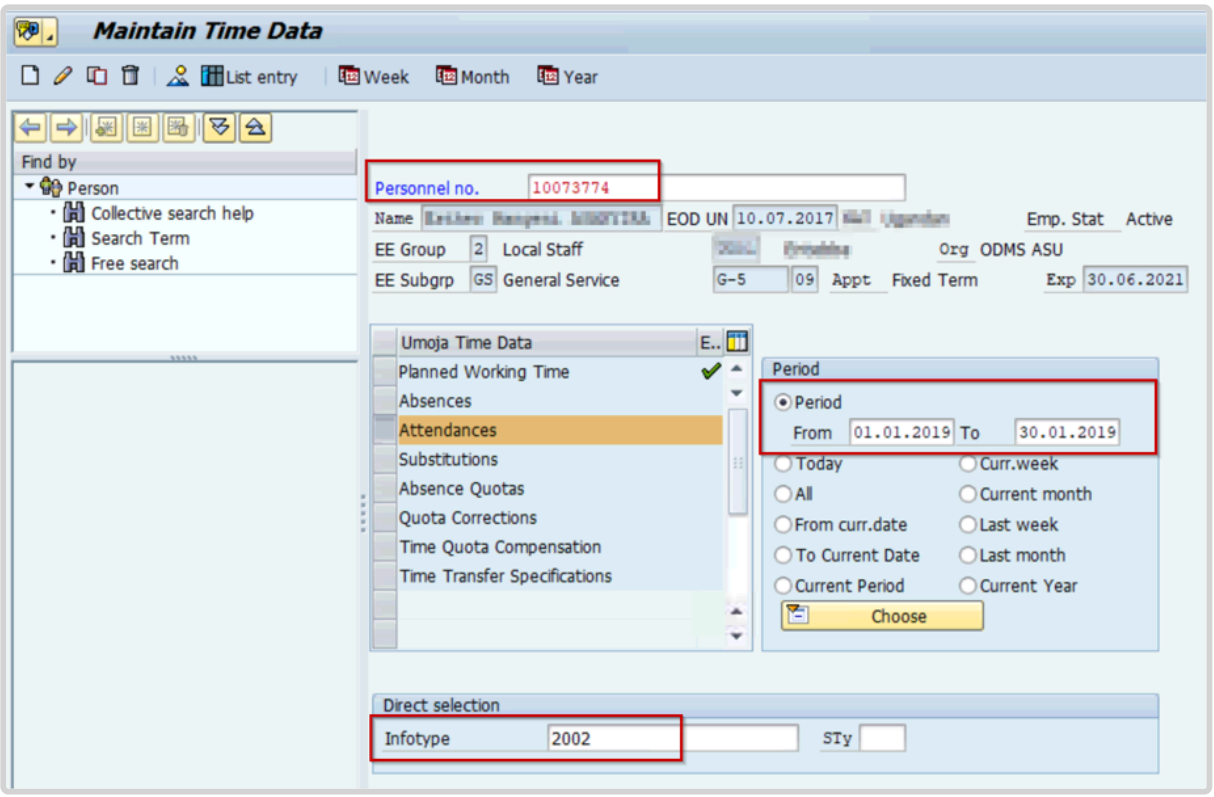
Time evaluation runs on a daily basis at the end of the day.

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.

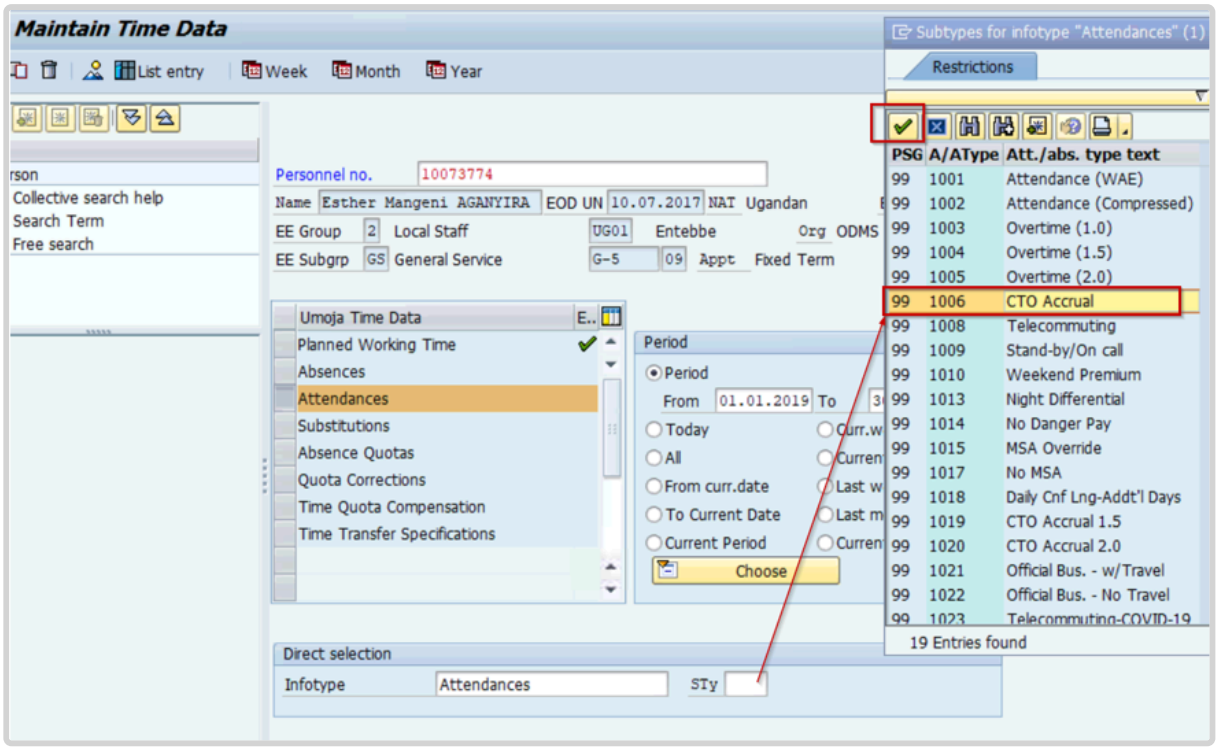


2. Click after typing PA30 in the Command text box.
3. Enter

   - the staff member's personnel number,
   - the from and to dates of the attendance and
   - 2002 in the Infotype text box.

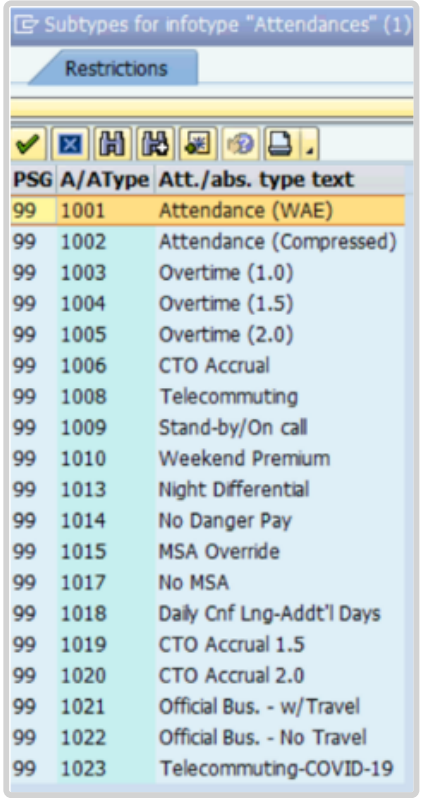


4. Click to continue.



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

6. Select the appropriate attendance type.



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.

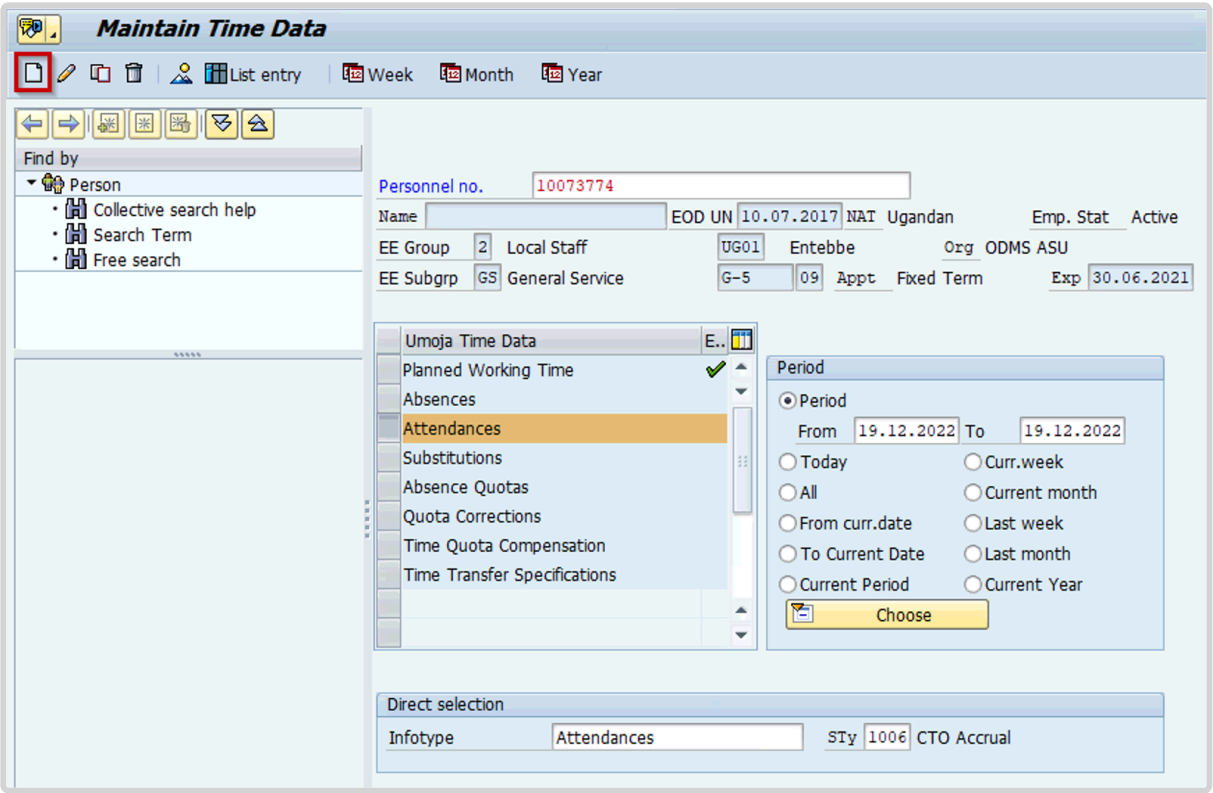
   - **Attendance (WAE)** – used for WAE contracts. Attendance has to be entered for every day that the WAE staff will be paid (you can use a date range for this entry). Note that staff member needs to be in the 7DAYWAE work schedule (Infotype 0007) in order for all entries to be paid regardless of whether 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.

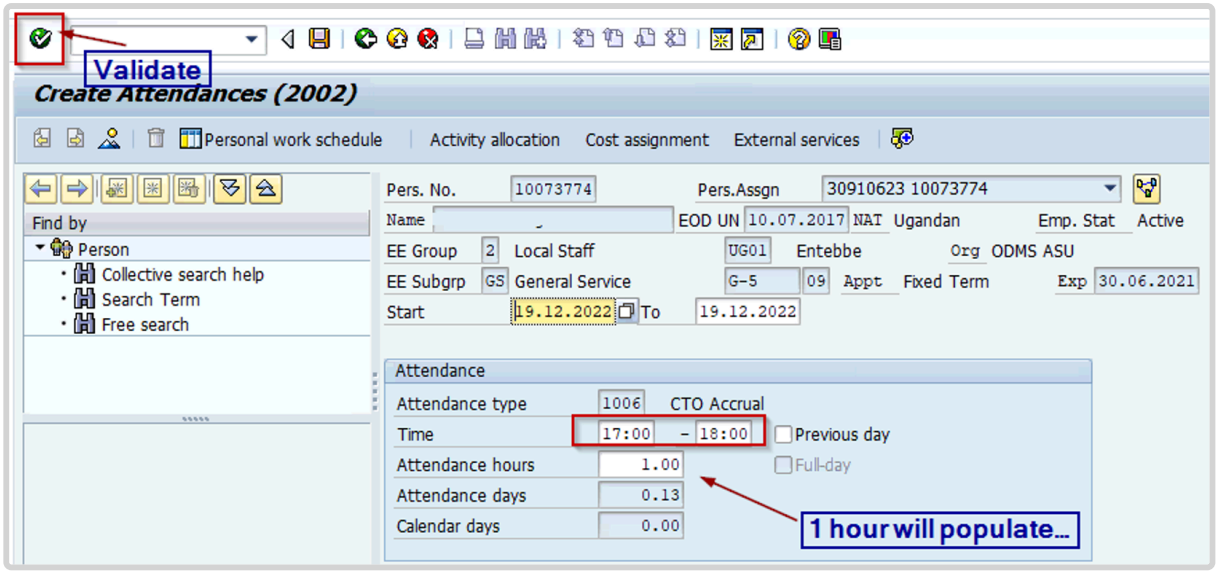
- **Official business** – This entry is used to record the time worked away from the office as official business.

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.



8. Click to create the attendance record.



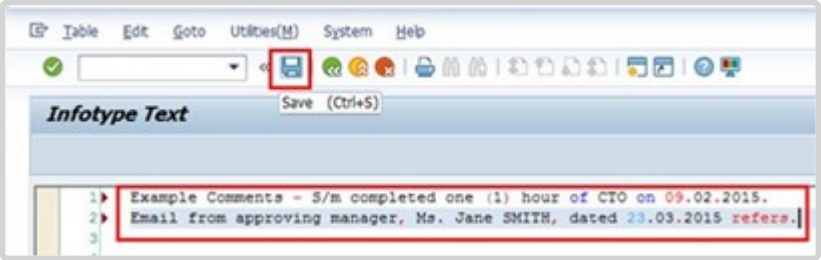
9. Enter the starting and ending hours of the attendance.

   You can use a non-24 hour format, i.e. 5:00 to 6:00 or 17;00 18:00. Click to validate entries.

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 to save the note.
13. Click again to save the record.
14. Click to exit the action and return to the SAP Easy Access screen.

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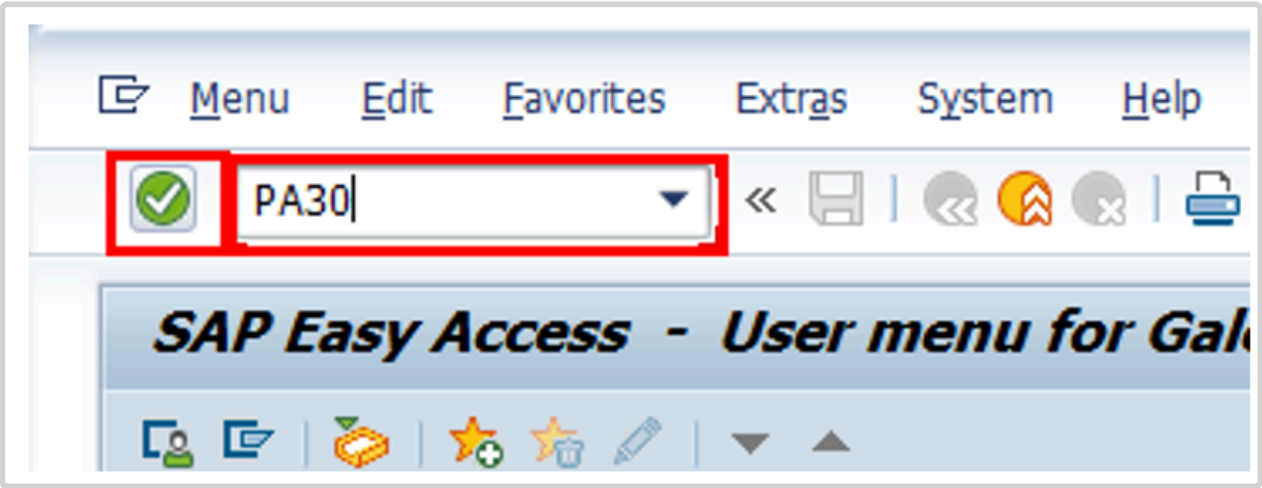
Last modified: 20 February 2023

Recording WAE Attendance

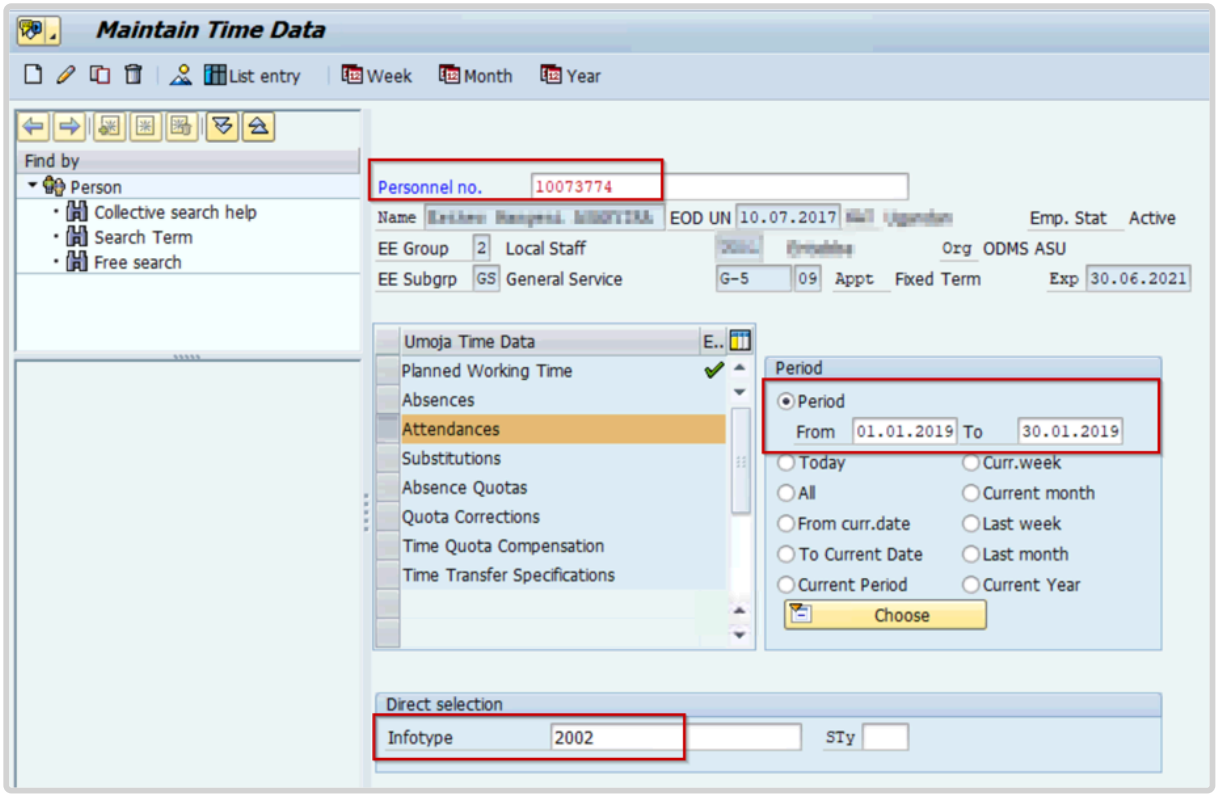
Review This

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

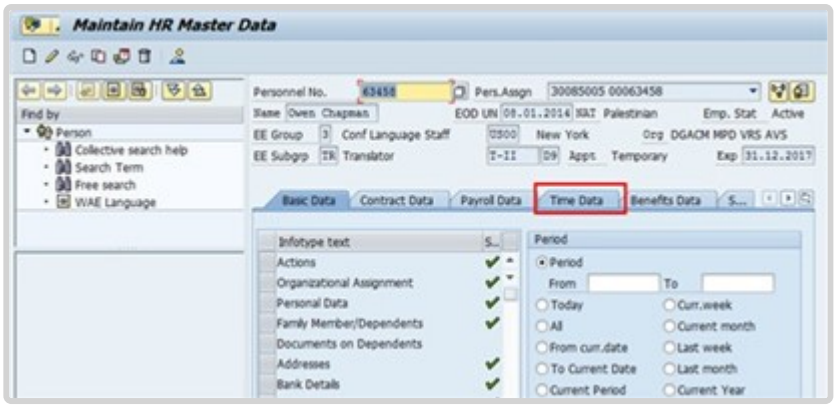
1. Start the transaction using the menu path or transaction code.



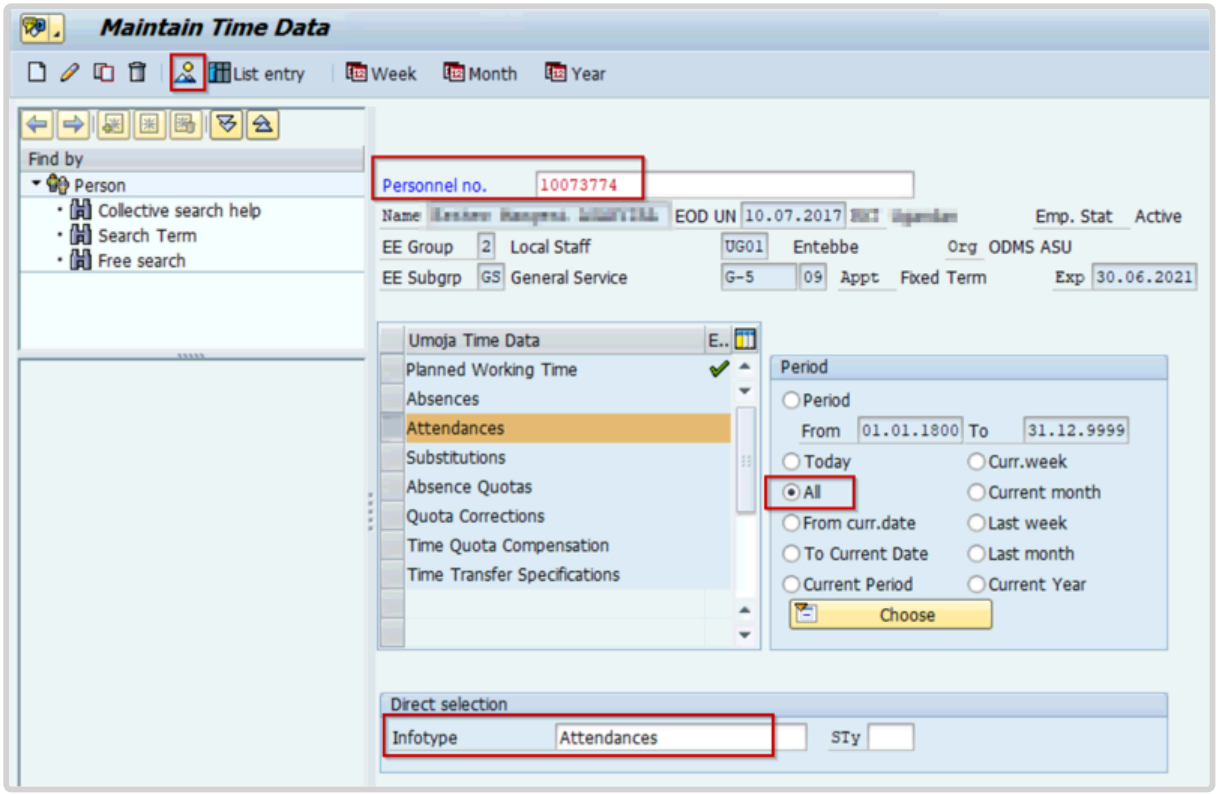
2. Click after typing PA30 in the Command text box.



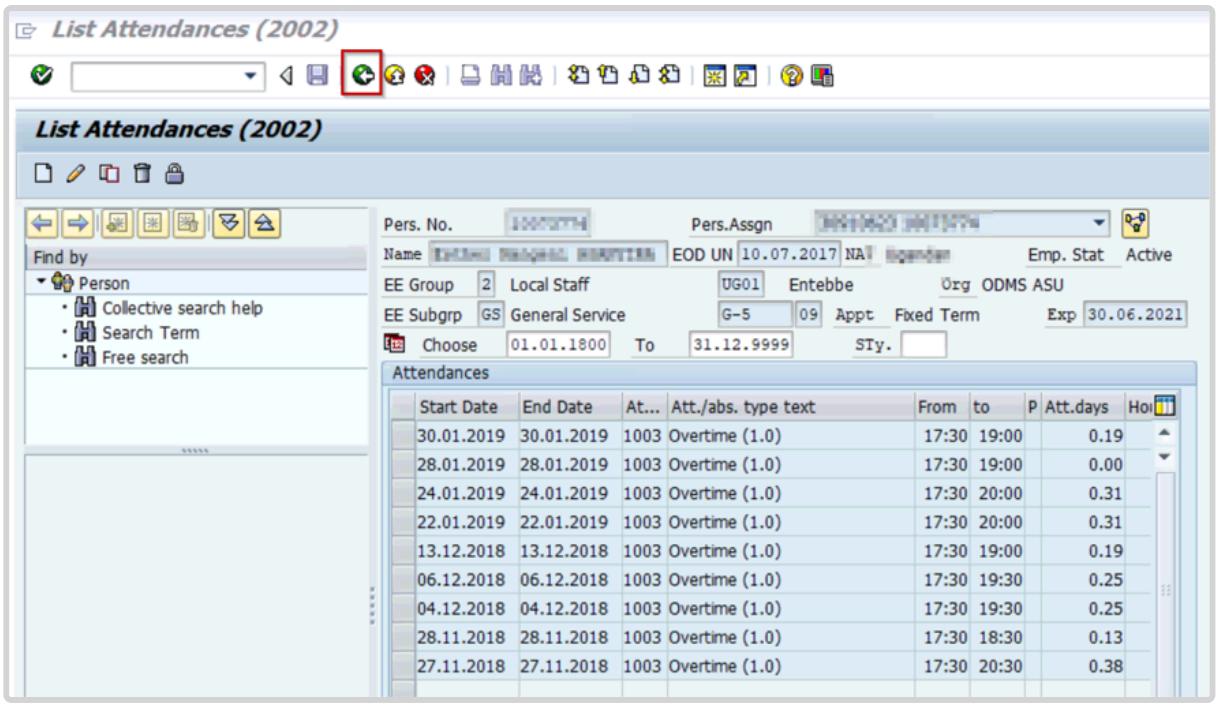
3. Enter the staff member's personnel number in the Personnel No. text box. Click to validate entry.



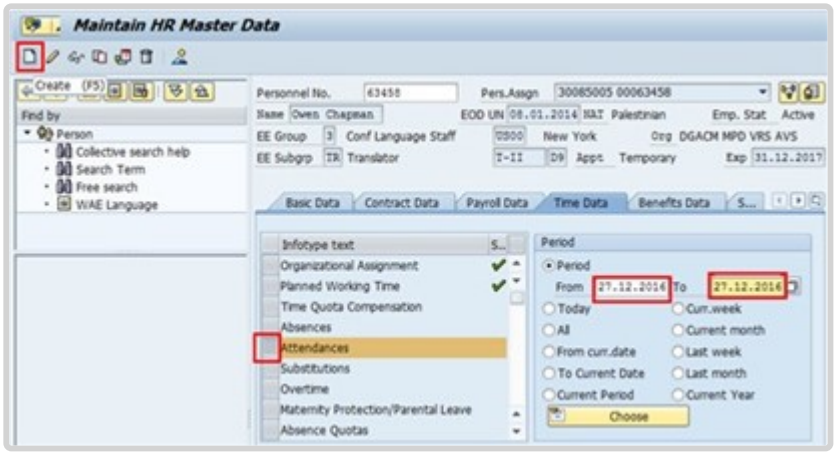
4. Click *Time Data* to access the list of Time Data related infotypes.



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

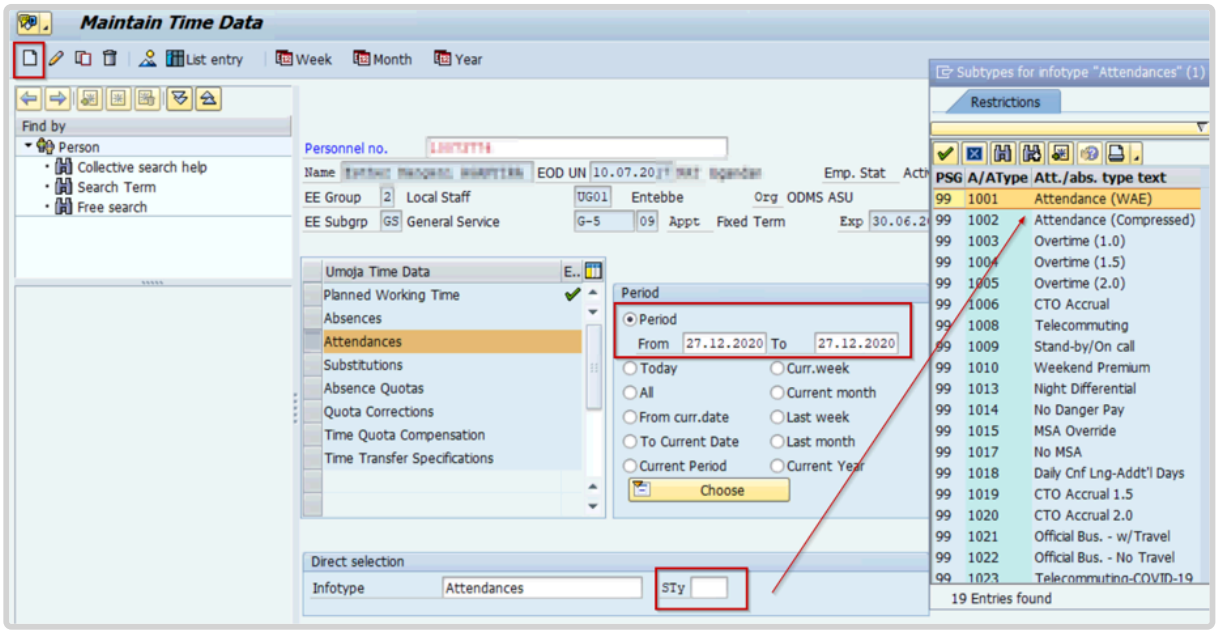


6. Review the list of attendance records to verify that records for the dates you are about to enter have not already been created. Click to return to the Maintain HR Master Data screen.



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

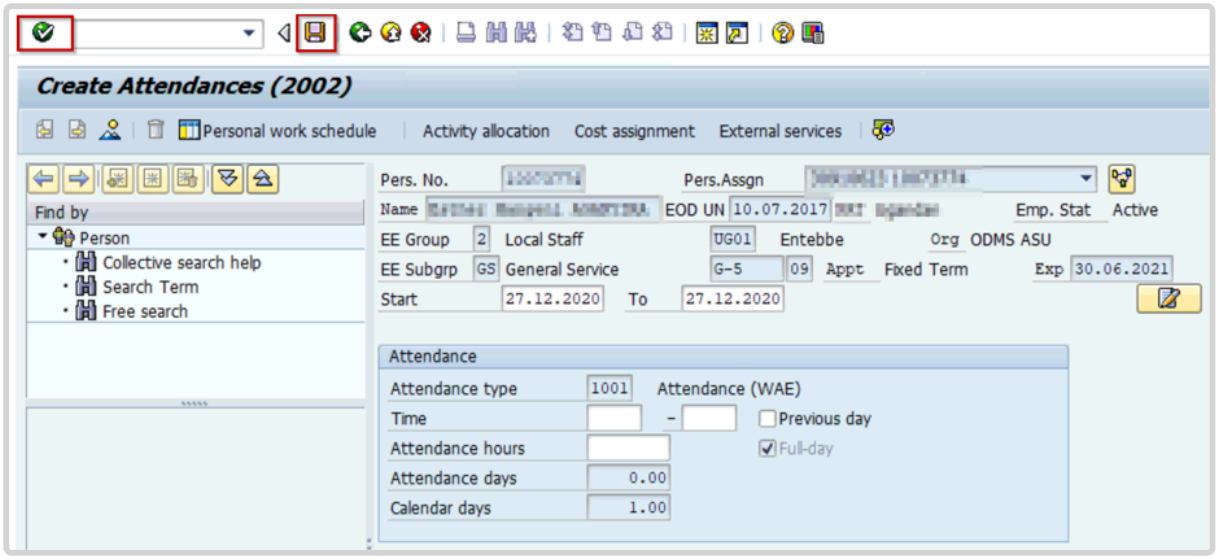
   Select the Attendances infotype. Click to create a new Attendances record.



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

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

9. Click to confirm selection.

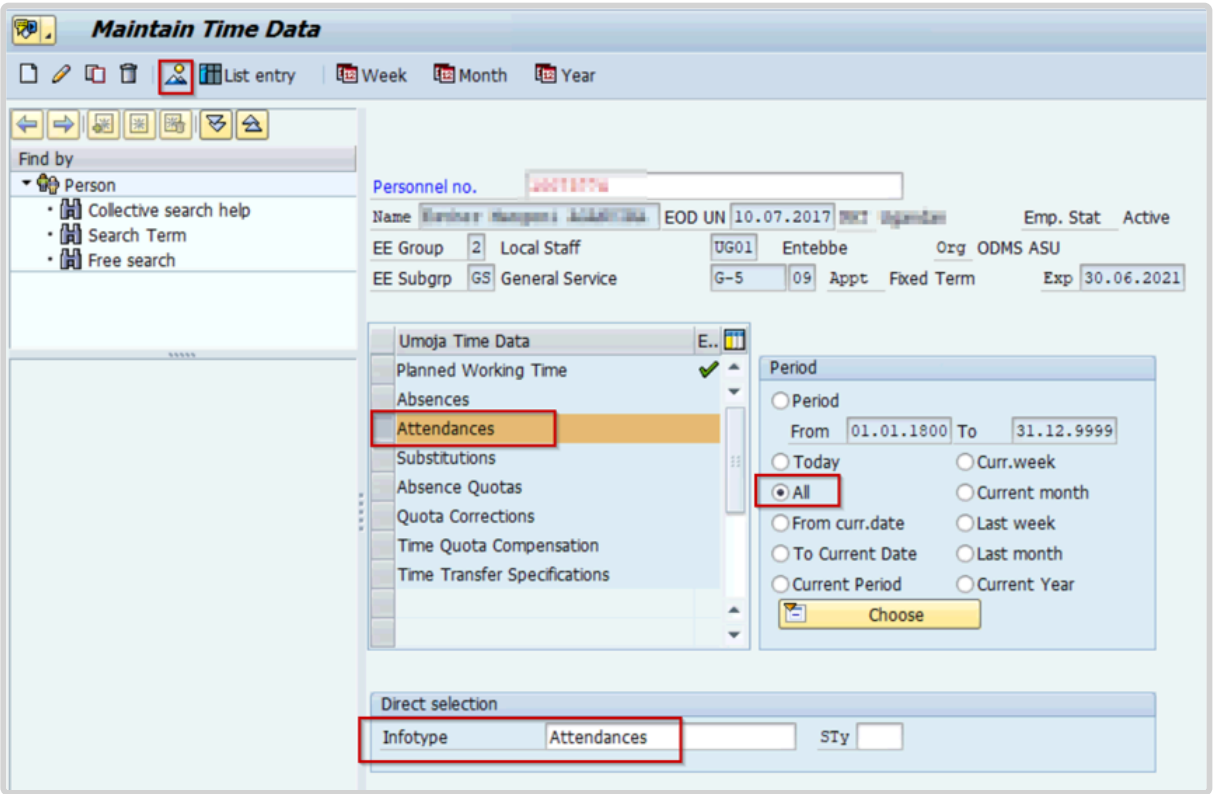


10. Review the information displayed. Click to validate the values.

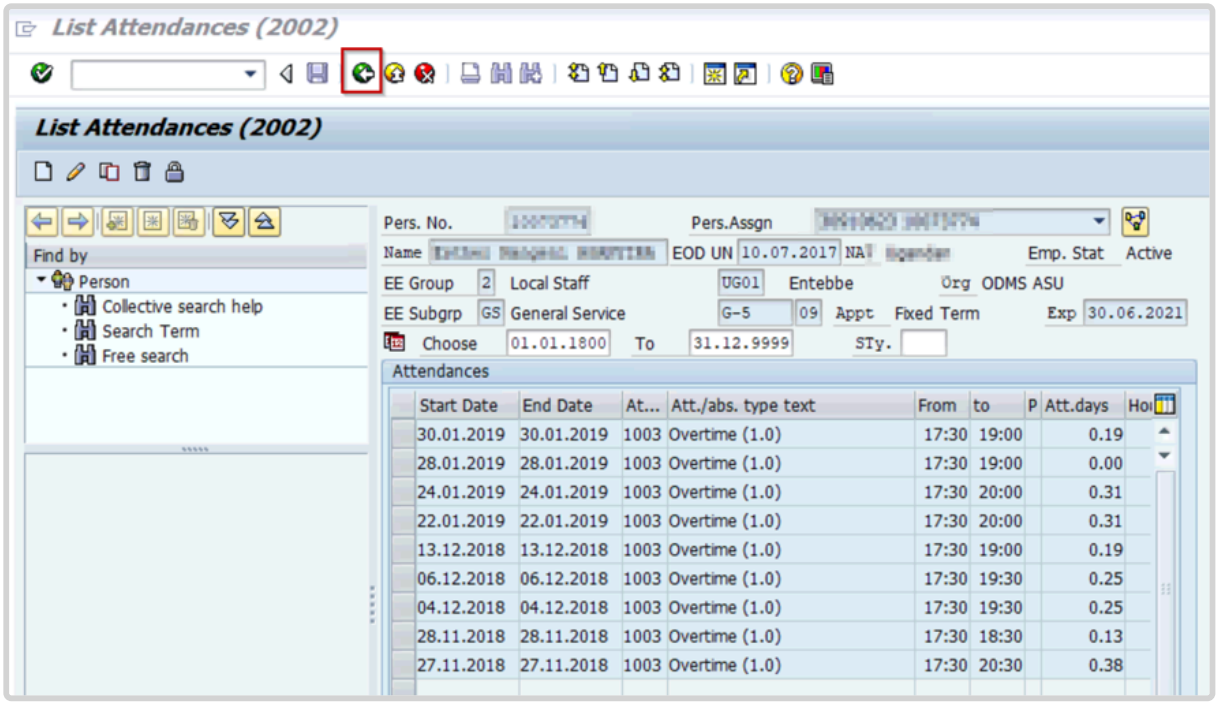
11. Press F9 to add a note.
    The contents of the note should contain:

    - 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 to save the record.



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



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

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Last modified: 20 February 2023

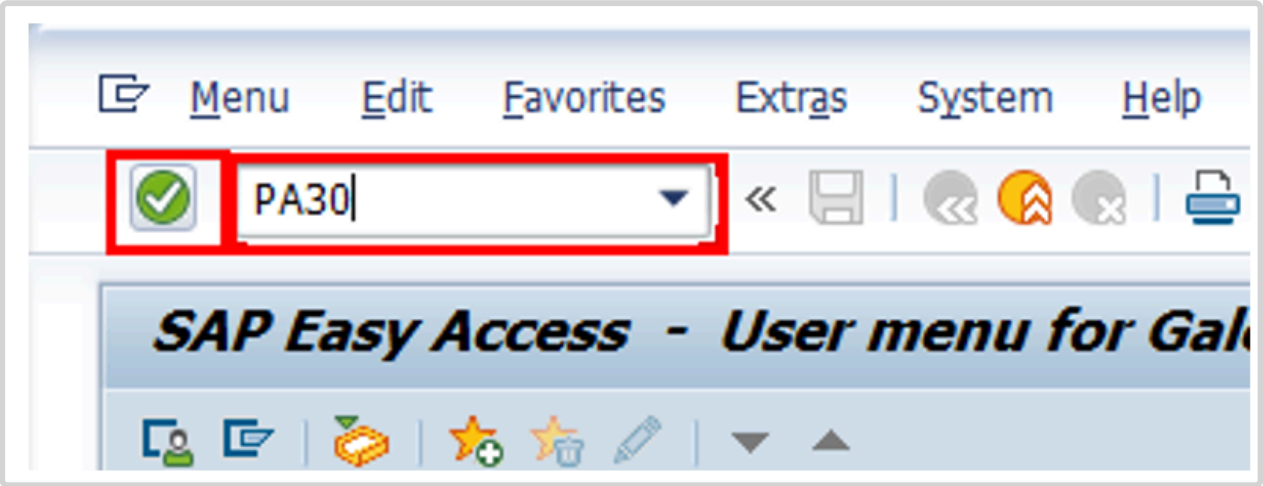
Create Absence Record

Review This

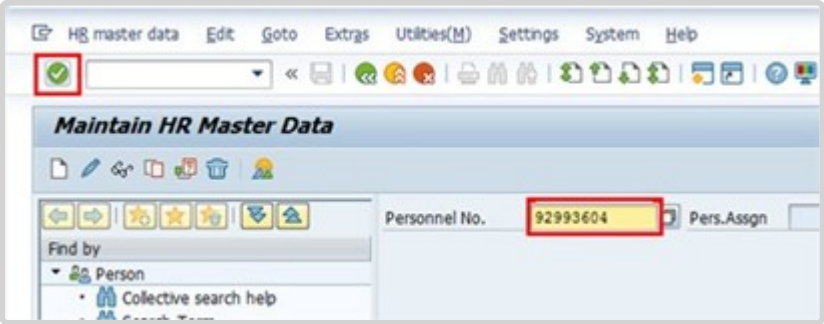
Although absence records can be created in ECC, the standard process is to follow the ESS workflow as absences typically require time manager approval. If you are required to enter absences in ECC, be sure that the

corresponding approval of the ESS workflow has been obtained before recording the ECC entry. In addition 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.

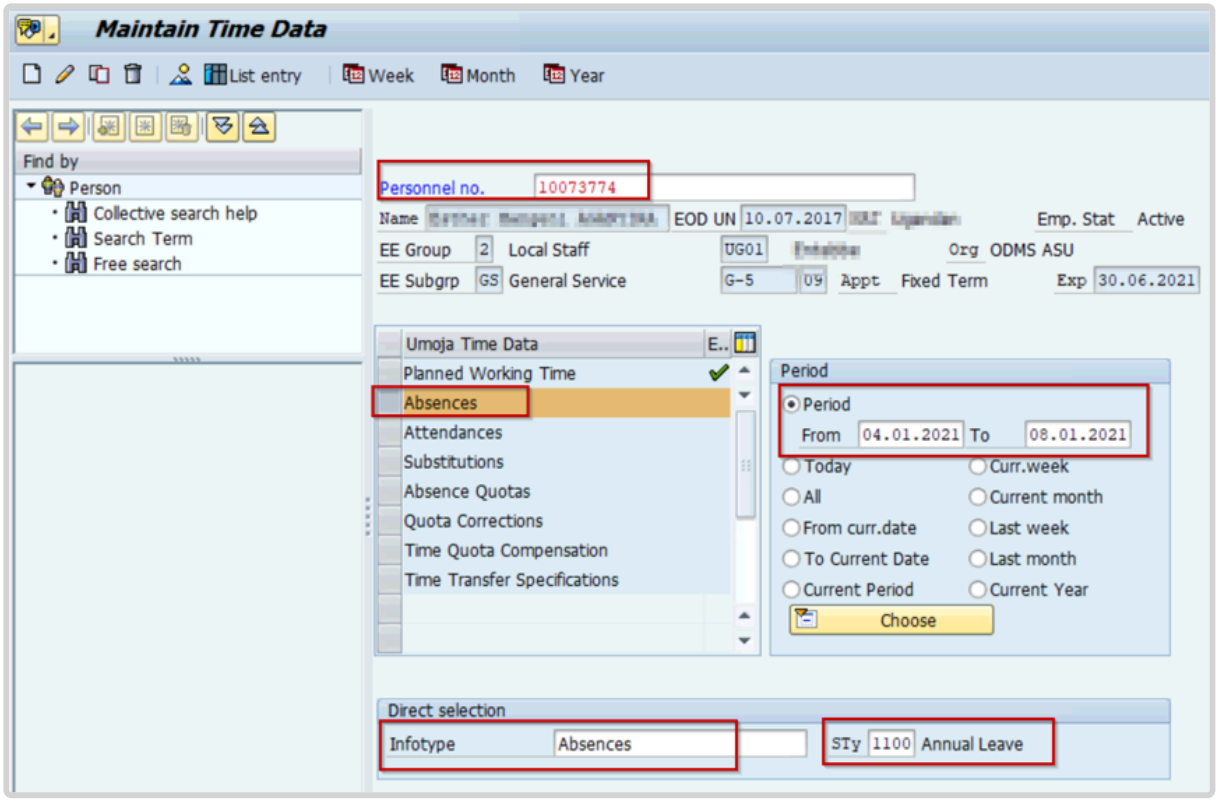
1. This action should only be used in exceptional cases where both the staff member and time administrator are unable to create an absence record in the ESS portal.
   Start the transaction using the menu path or transaction code.



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

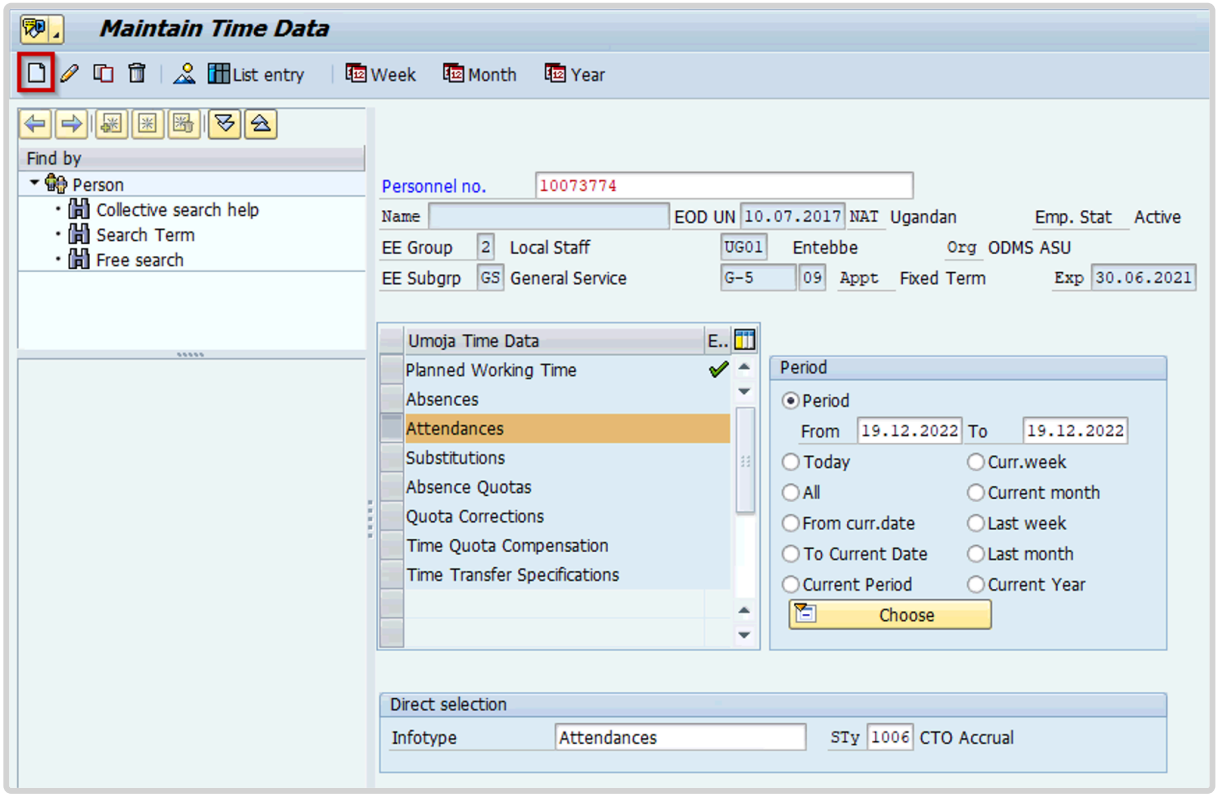


3. Enter the staff member's personnel number. Click to validate entry.



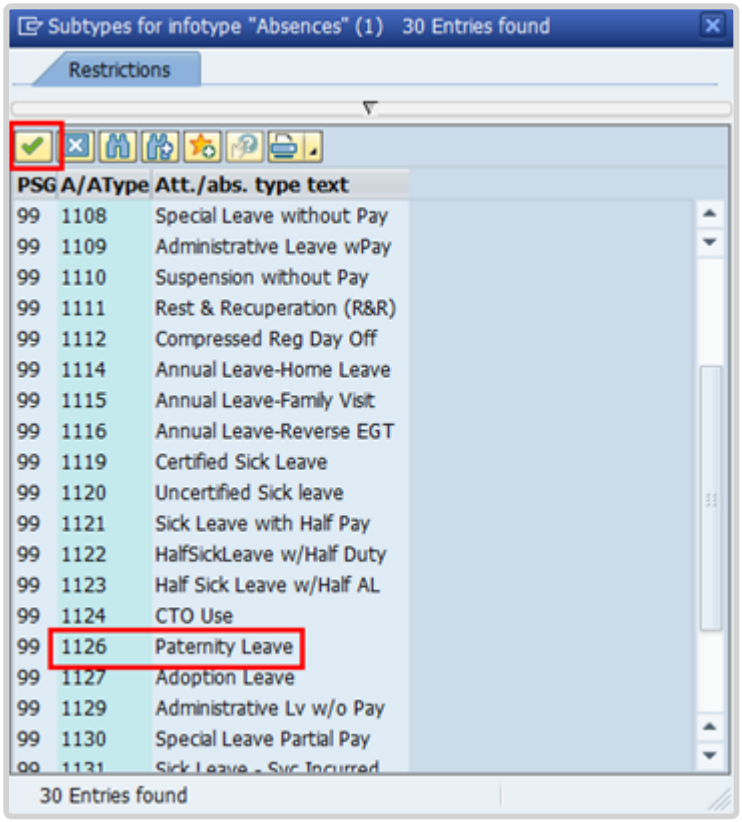
4. Enter the From (first day of leave) and To (last day of leave) dates for the absence.

   Enter the Infotype ID for Absences, 2001, in the Infotype text box. Click to continue.



5. Click to create a new record.

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



7. Select the appropriate Leave Type.

8. Click 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.

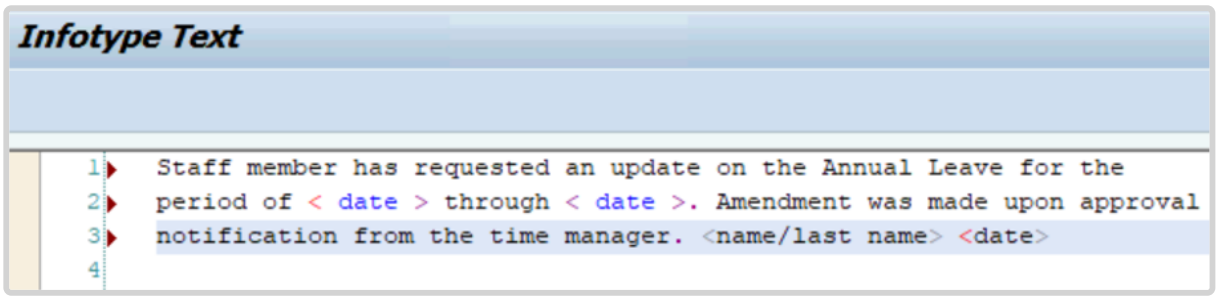
The Subtypes listed here are all the possible absence types that can be recorded:

- **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.
- **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.

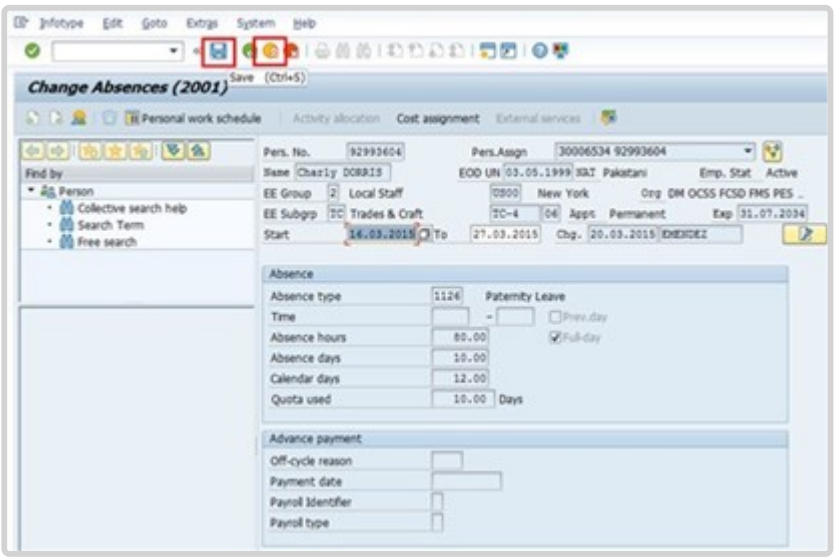
9. Click to validate entry.

10. Press **F9** to enter comments.



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 to save the comments you have entered.



12. Click to save the record.

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

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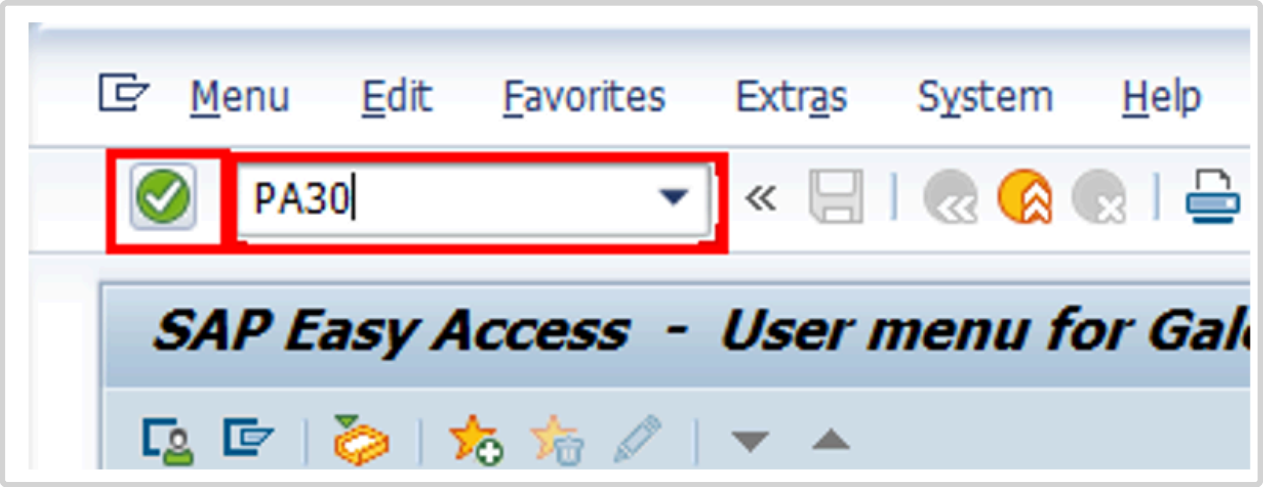
Last modified: 20 February 2023

Modify Attendance/Absence Record

Review This

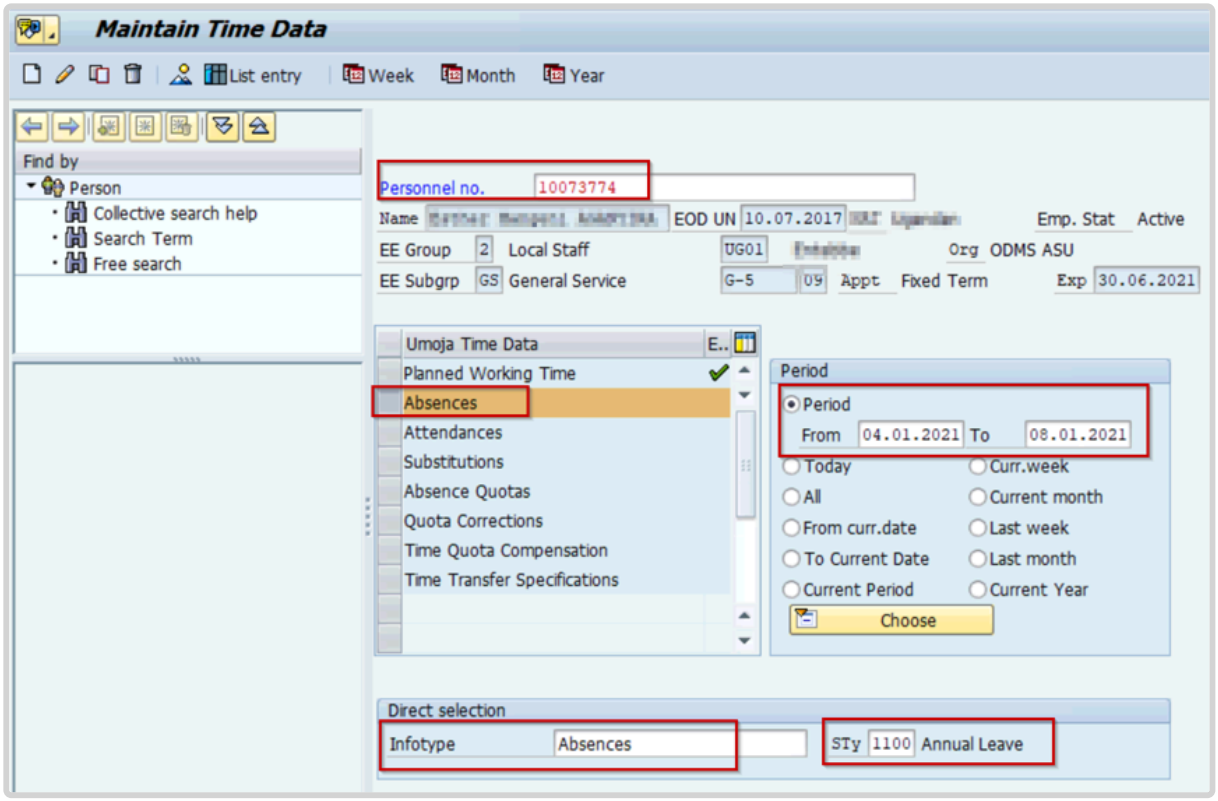
A modification changes the dates of the original request. In some instances, additional records may need to be created (step 2 in the scenario above) to complete the request, but the actual modification will stop after step 1.

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.



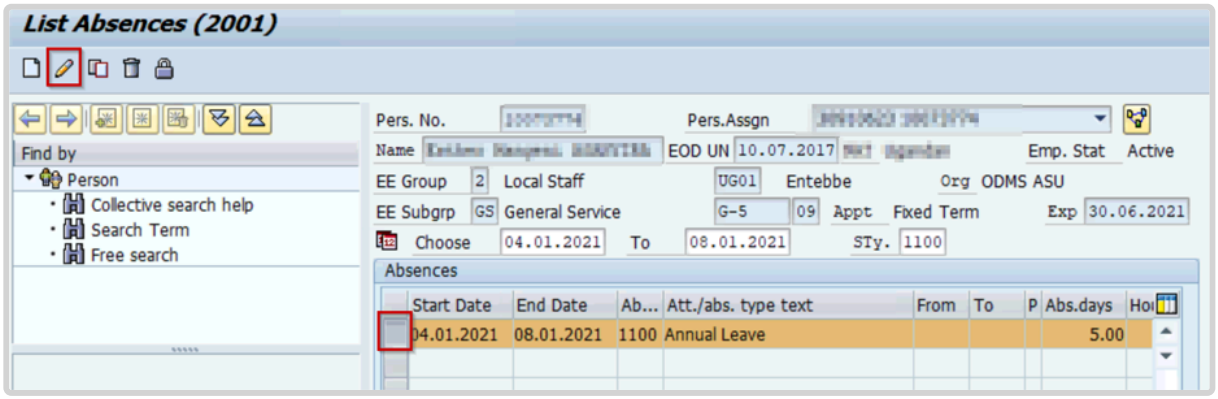
2. Click after typing PA30 in the Command text box.

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

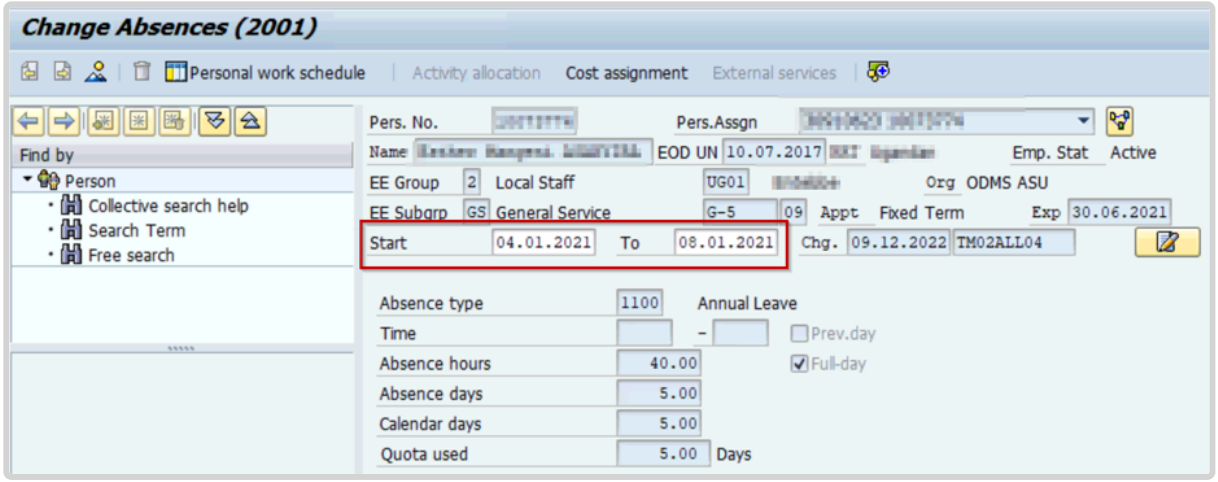


4. To locate the record you want to modify, enter a date range that covers part of the absence duration. Enter the Infotyp ID for the type of record you want to modify. Click to continue.

5. Click to select the record you want to modify.



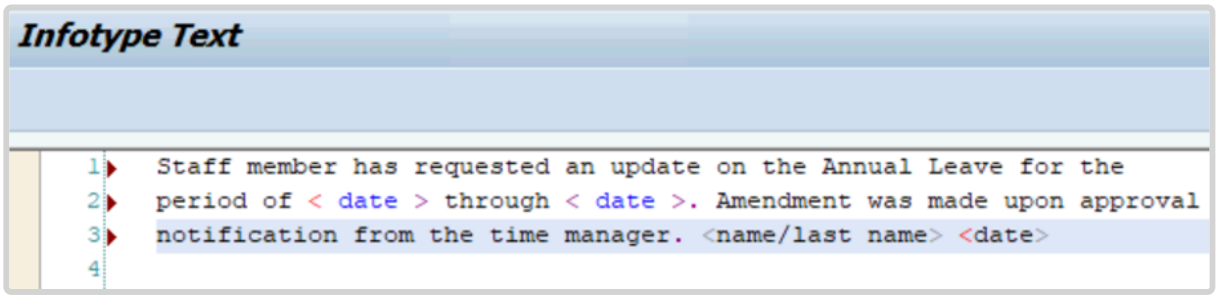
6. Select the record you want to modify. Click to edit the record.



7. In the original leave request record, you can see the from and to dates of the absence. Only the start and/or end date(s) of the absence can be modified. Click to accept the change.

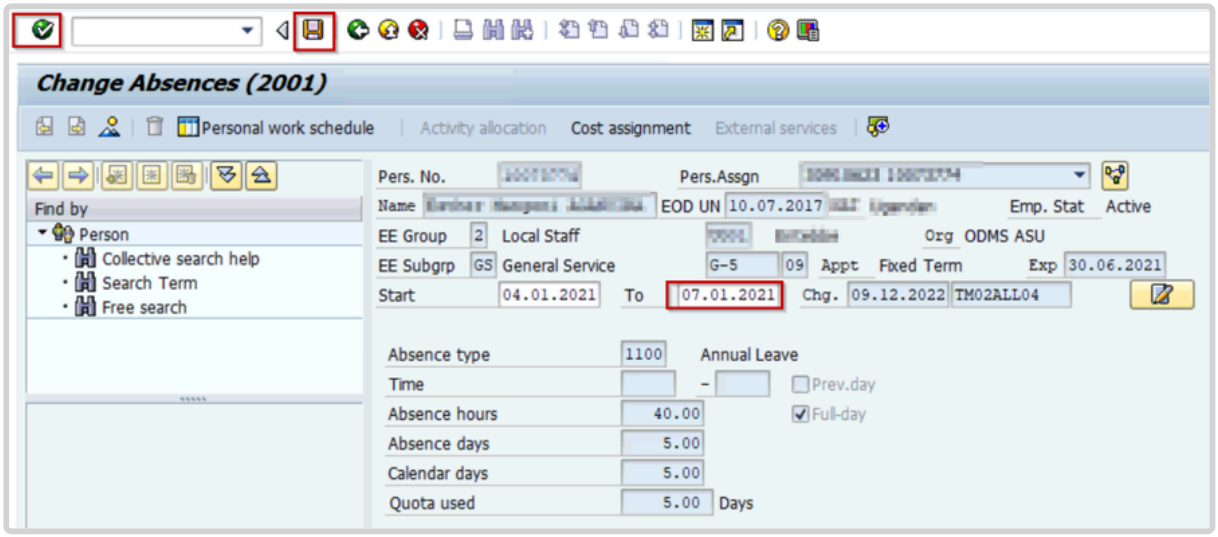
8. Press **F9** to add a note.

9. The note should contain the following elements: – Staff member has requested the < **type of change** > for the period of < **date** > through < **date** >. Medical note from recognized physicians provided by the staff member on < **date** >.



10. Click to save the note.

11. Click again to save the record.



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.

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Last modified: 20 February 2023

Adjustment of Time Quotas in ECC (IT2013 vs. IT2012)

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Last modified: 29 August 2022

Exceptional Quota Adjustments (IT2013)

Review This

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.

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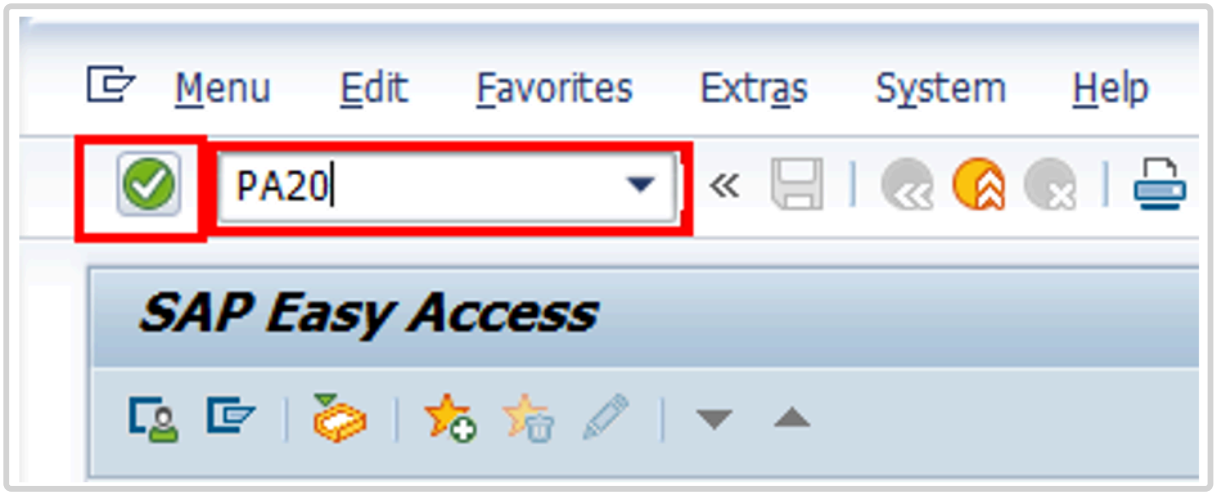
Last modified: 20 February 2023

Home Leave Adjustment for Maternity Leave

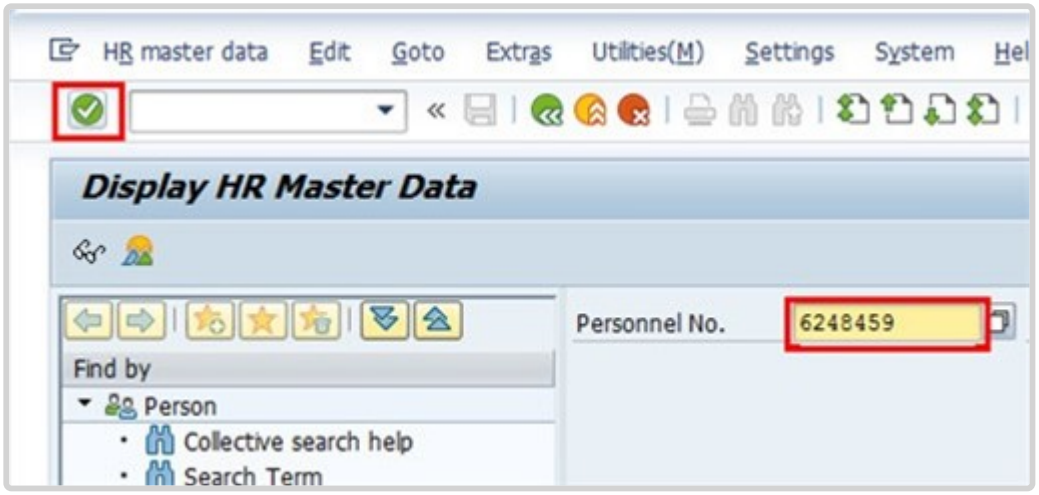
Review This

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

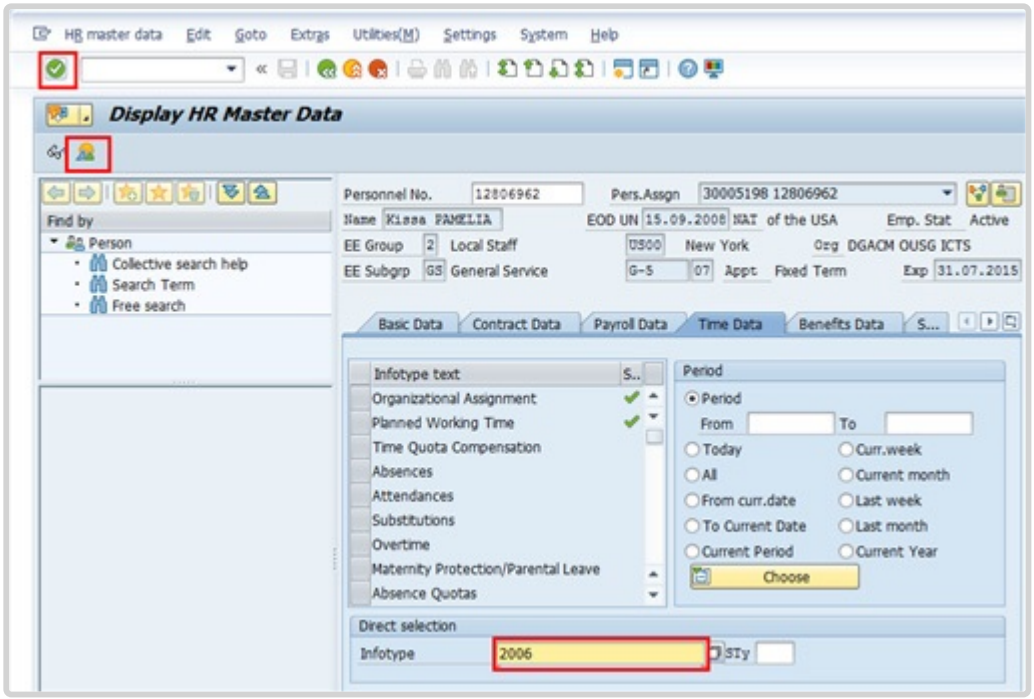
Reference standard Home Leave review for travel approval.



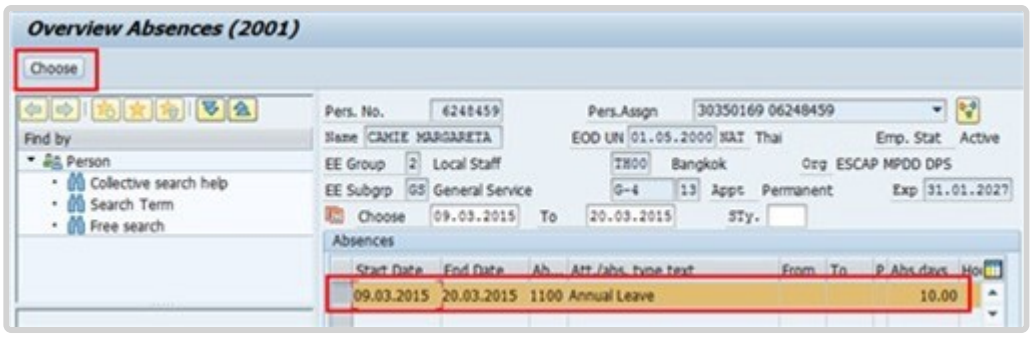
2. Click after typing PA20 in the Command text box.



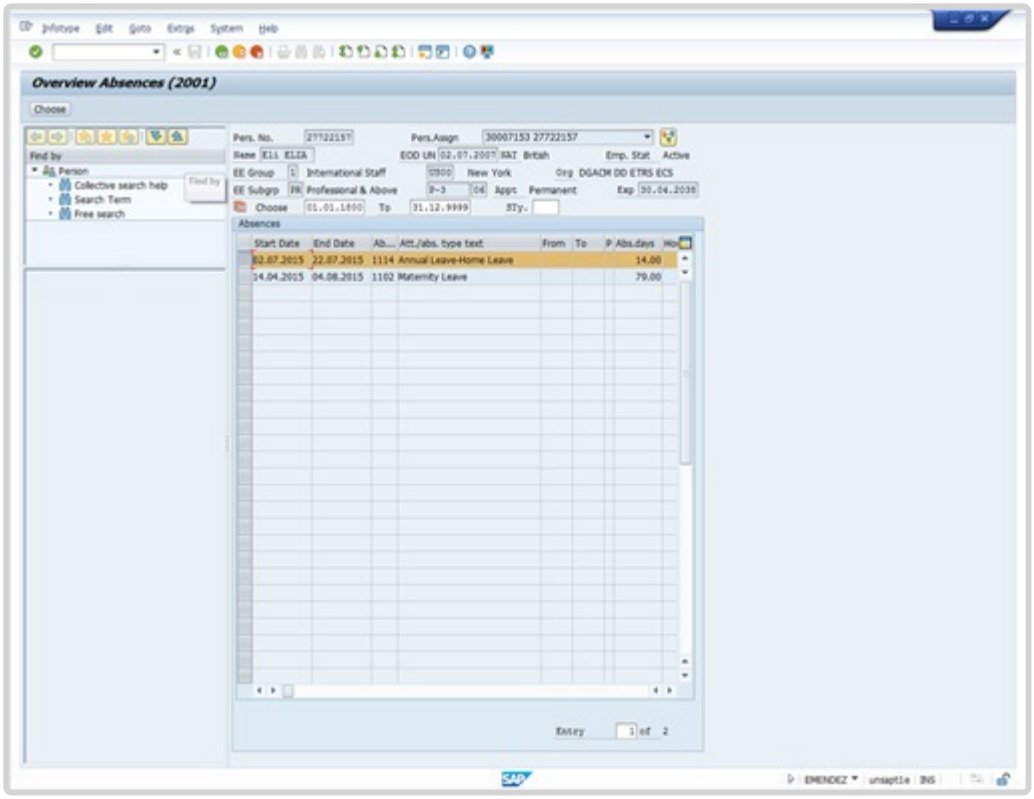
3. Enter the staff member's personnel number in the Personnel No. text box. Click to confirm entry.



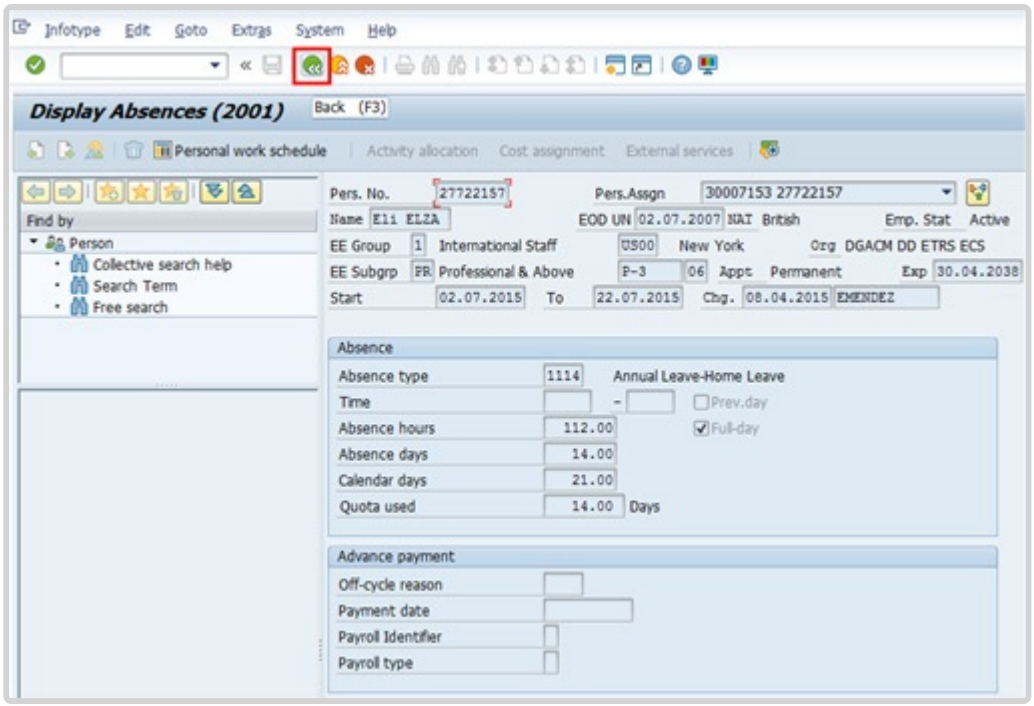
4. Enter the Overview Absences Infotype ID, 2001, in the Infotype text box. Click to view the list of Absences.



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.

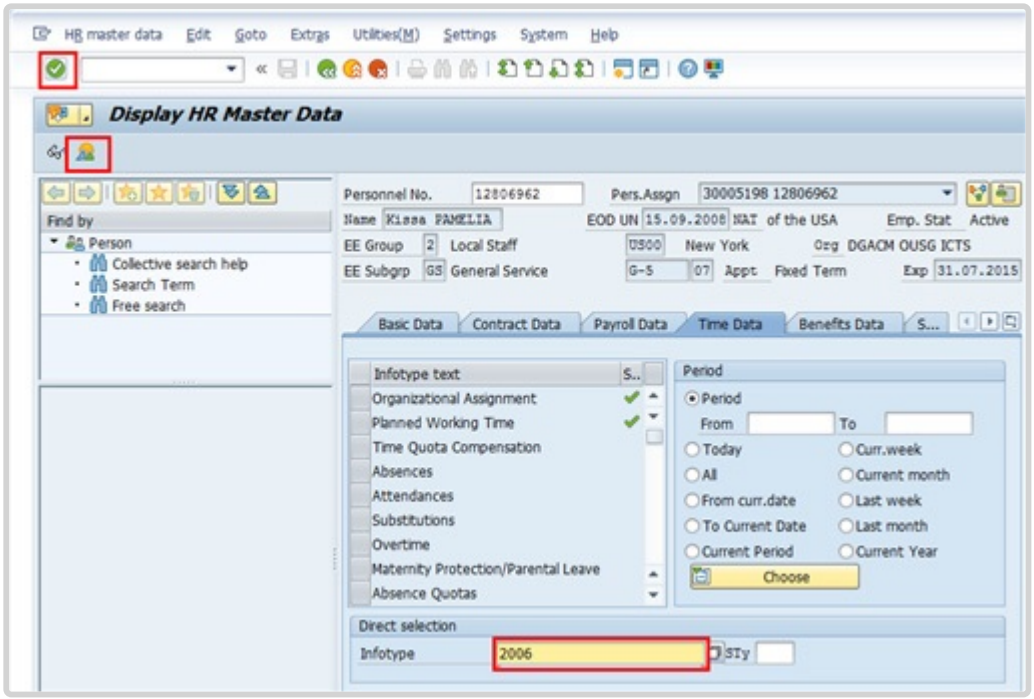


6. Click *Choose* to open the record. We can see that the total number of home leave days that overlap with maternity leave is 14.



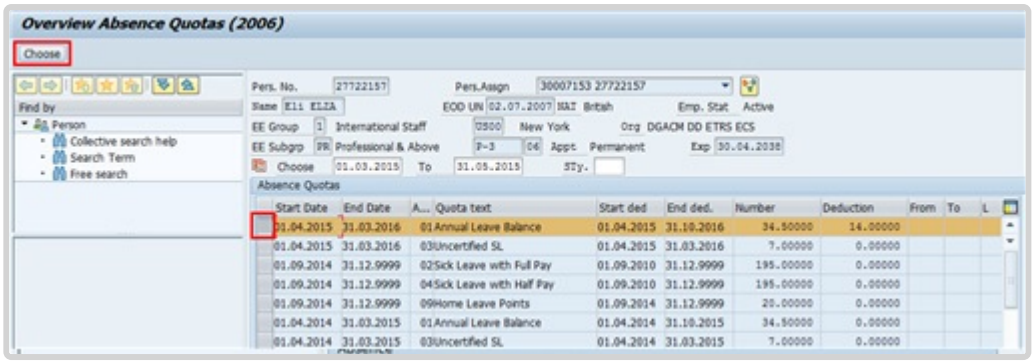
7. Click to continue.

8. Click again to return to the Display HR Master Data screen.

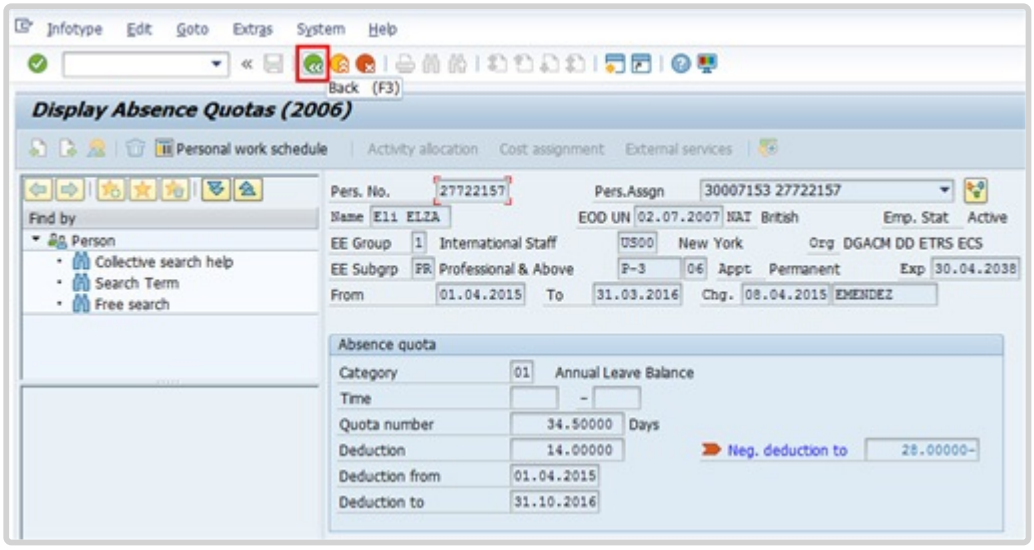


9. Enter the Overview Absences Quota Infotype ID, 2006, in the Infotype text box. Click to view the list of records.

10. Click to select Annual Leave Balance.



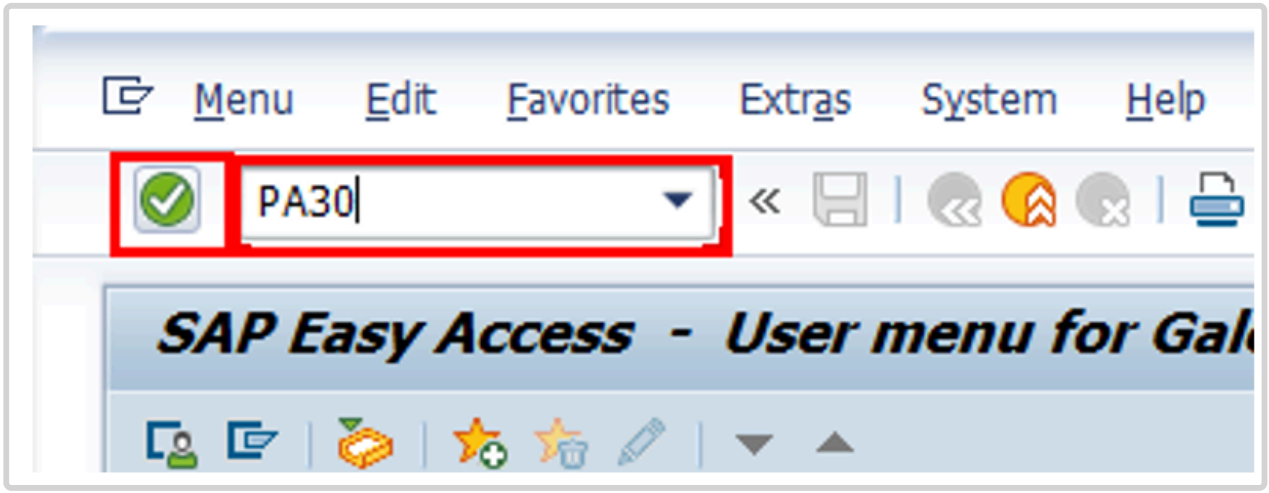
11. Click *Choose* to view the record.



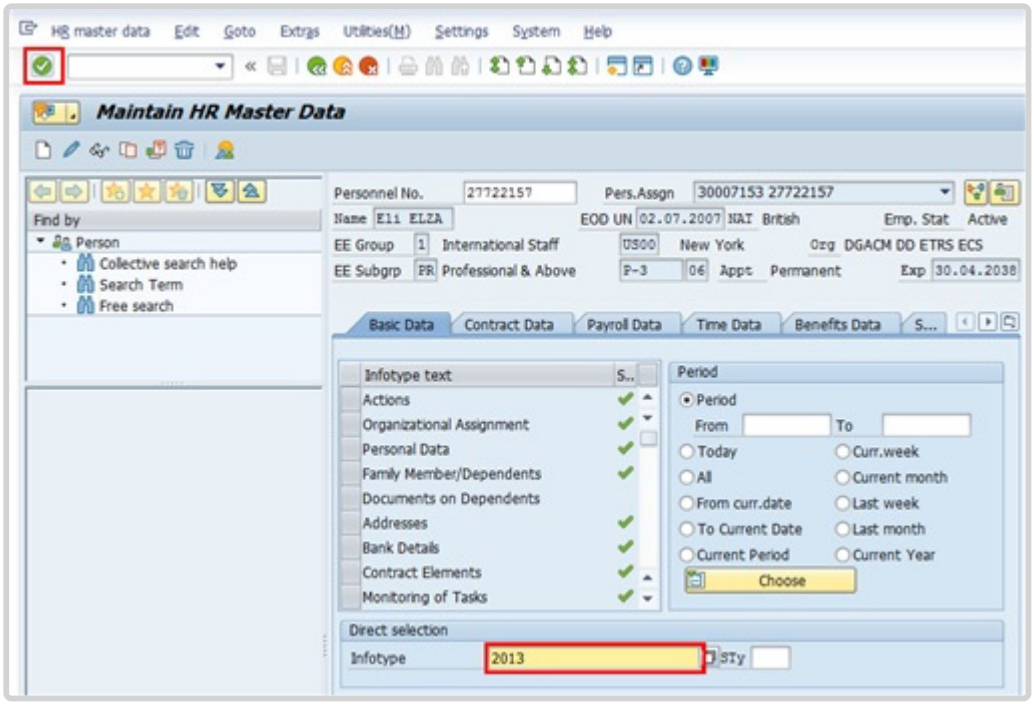
12. Click to continue.

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.

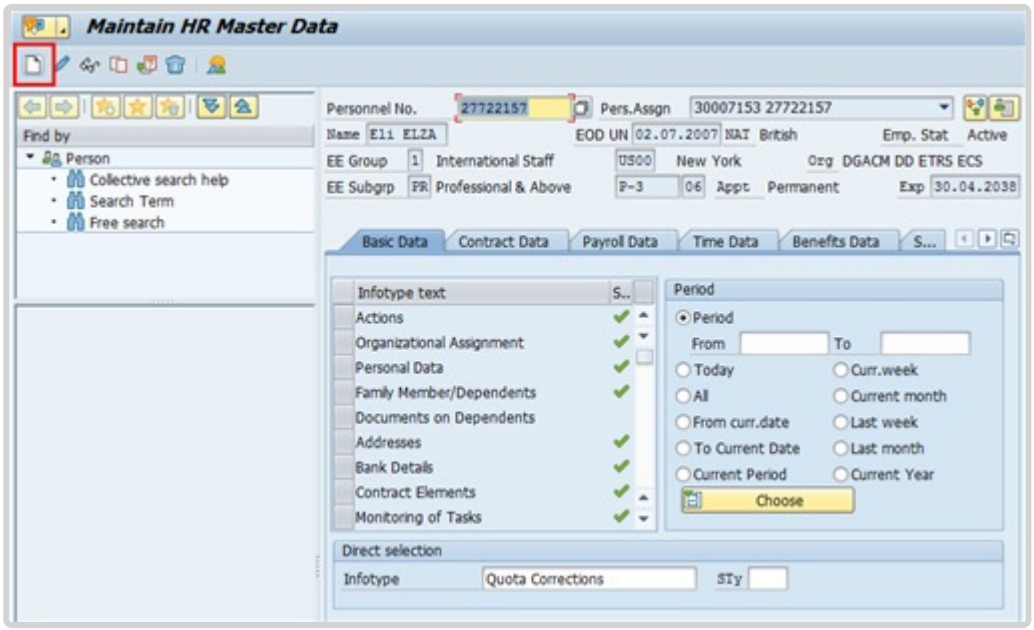
13. Click again to return to the Display HR Master Data screen.



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

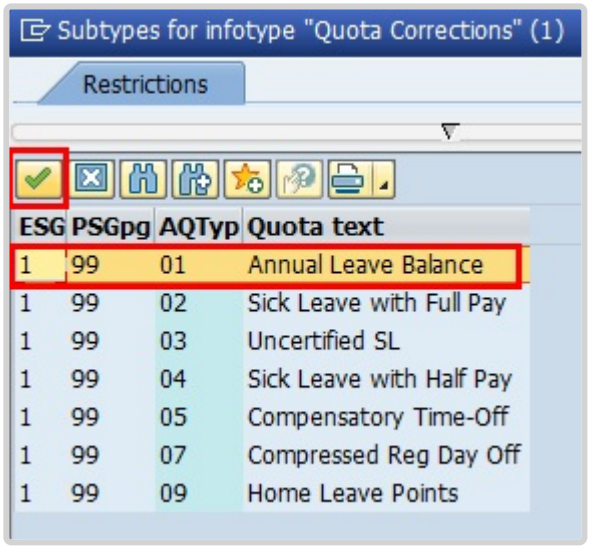


15. Click after typing 2013 (the infotype for quota corrections) in the Infotype text box.

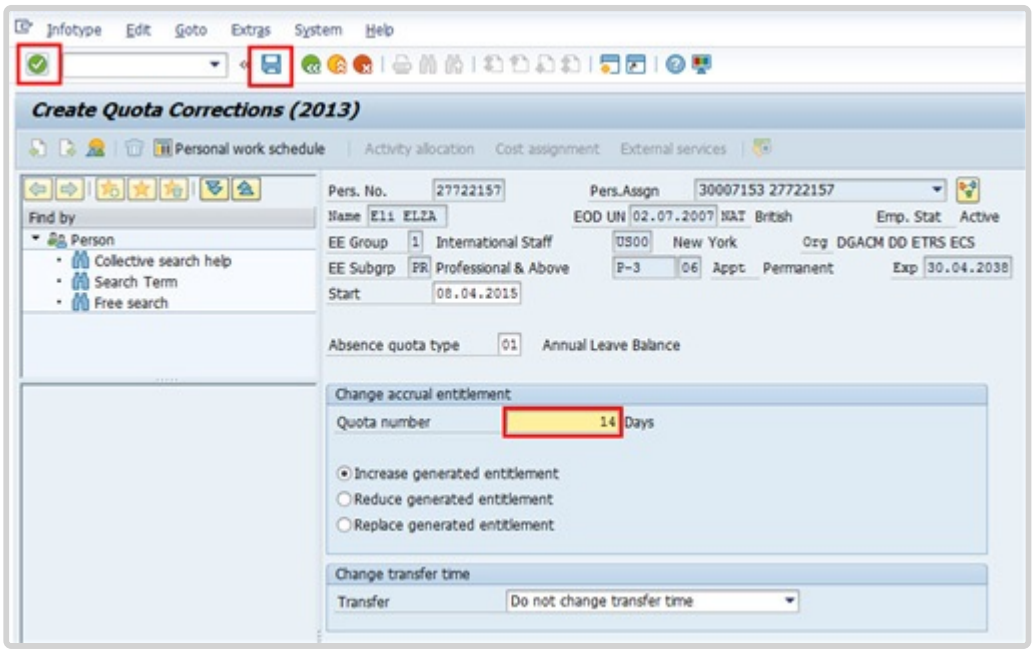


16. Click to create a new record.

17. In this case we will select the Annual Leave Balance as it is the quota we will refund. Click *Annual LEave Balance*.



18. Click to confirm selection.

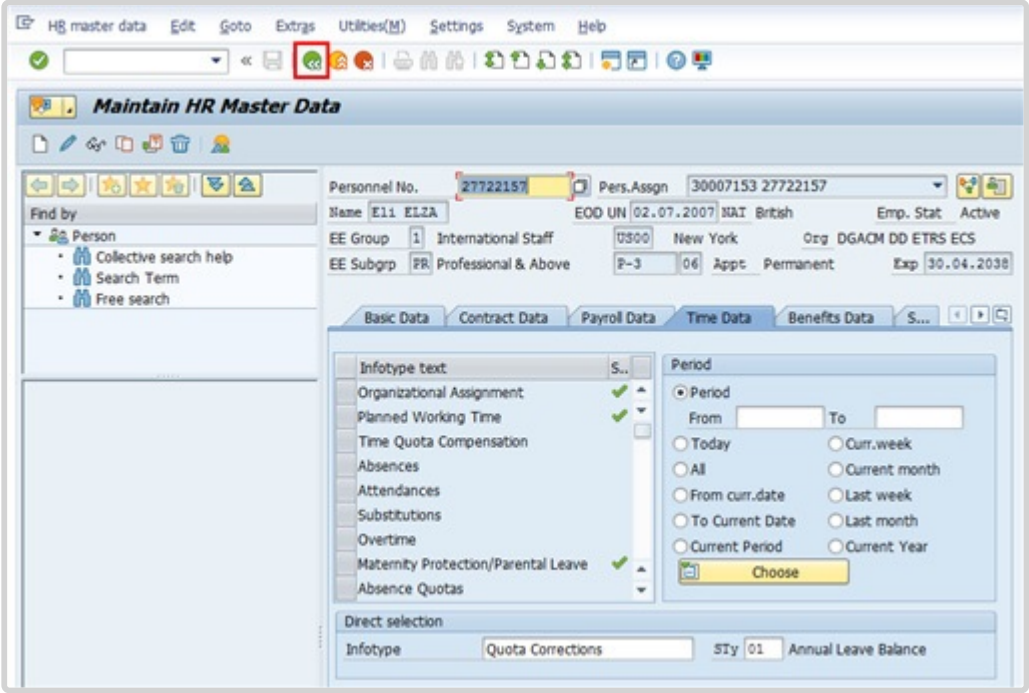


19. Enter the total number of days to be refunded in the Quota number text box. Click to confirm entry.

20. Click to save the record.

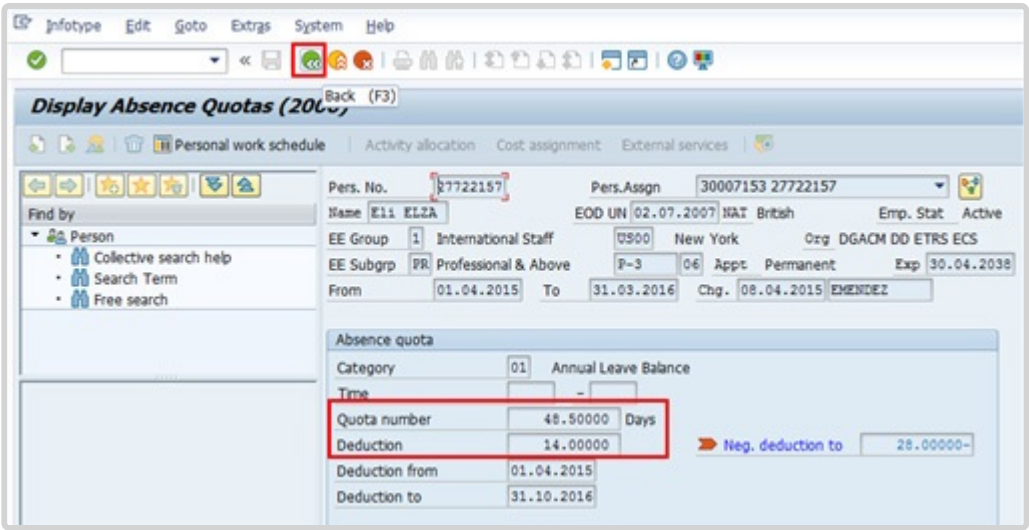
Press F9 to enter a note. The comment should contain the following elements:

- 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.

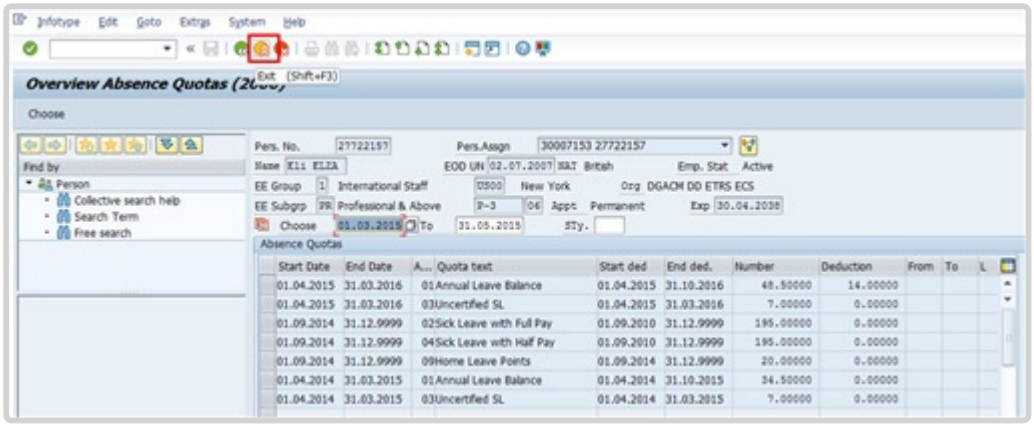


21. Click to return to the Display HR Master Data screen.

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.



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.



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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Last modified: 20 February 2023

Work Schedules

Review This

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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Last modified: 20 February 2023

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
- Rejected Certified Sick Leave Monitoring Report – ZMTCSLREPORT

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Last modified: 20 February 2023

Display Time Statement

- Monitoring Procedure
- Monitoring Analysis

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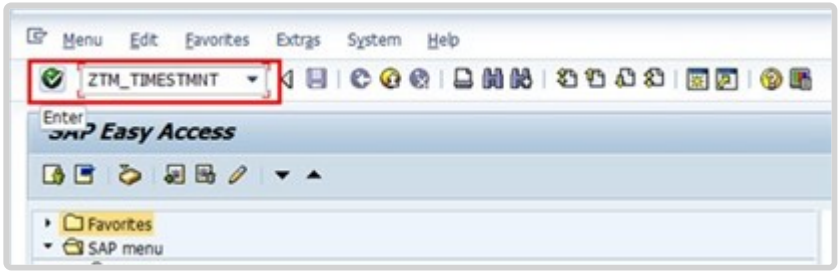
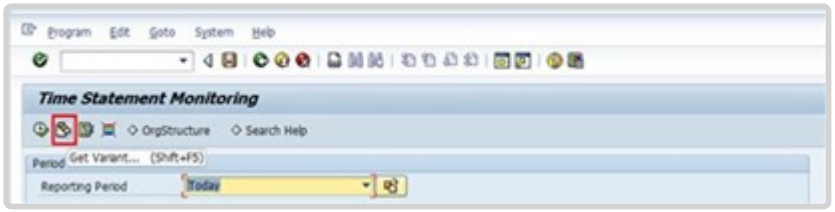
Last modified: 25 April 2022

Monitoring Procedure

1. Start the transaction using the menu path or transaction code.
2. Click or hit enter after typing *ZTM_TIMESTMNT* in the command text box.

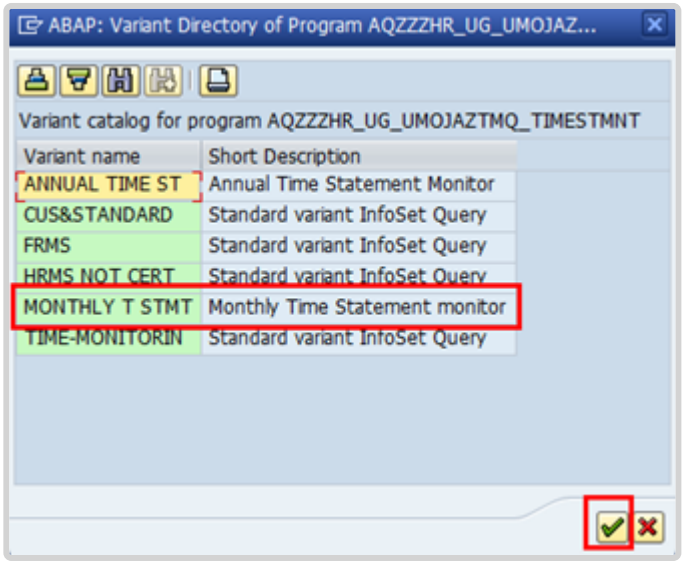


3. Click to open the Variant directory.

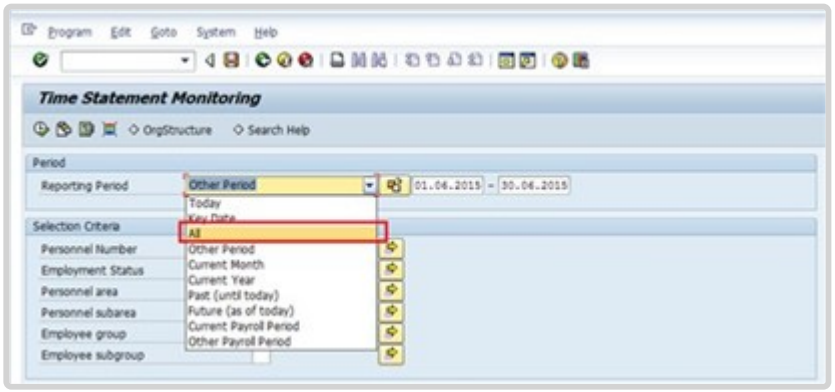


4. From the Variant Directory, select the variant for this report.
   Variant options are:
   - **ANNUAL TIME ST** – used to check the certification status of Annual Time Statement
   - **MONTHLY T STMT** – used to check the certification status of monthly time statements

5. Click to select the variant.



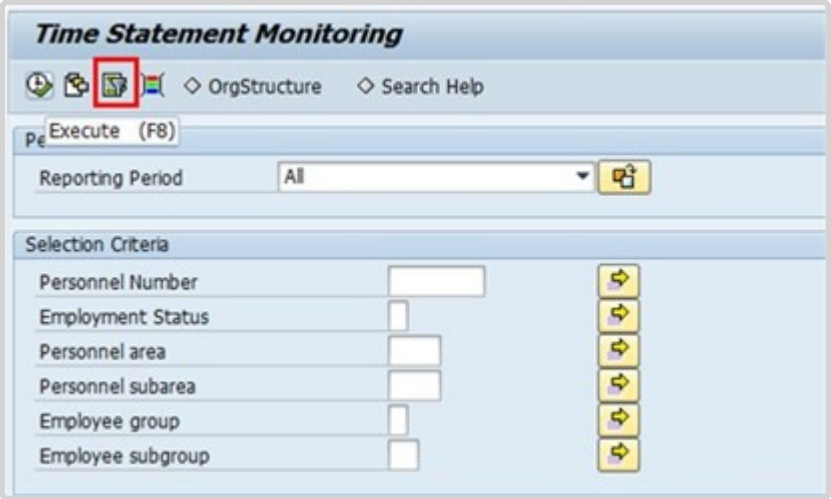
6. The Reporting Period in the Period section defaults to Other Period, which enables you to search for the monthly statements issued during a definitive time frame.
   Select *All* to capture all the monthly time statements, whether certified or not, for an individual staff member.



Reporting Period options are:

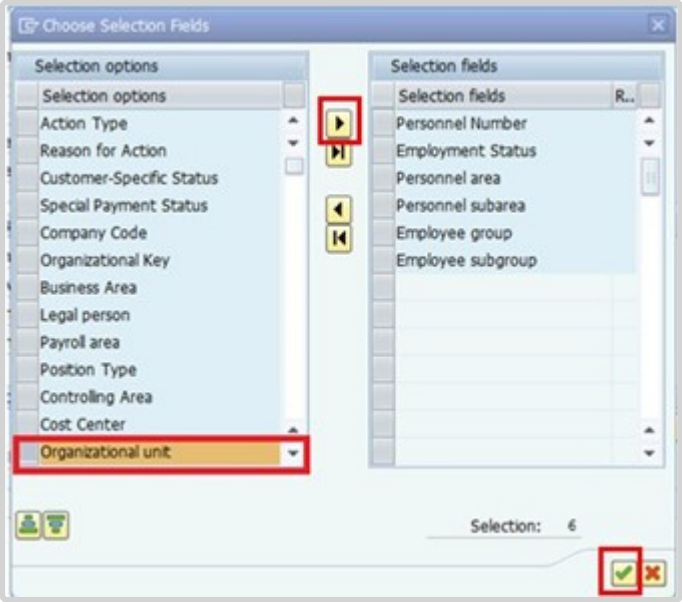
- **Today** – used to filter the records by today's date. The system will display staff members monthly time statements generated as of today.
- **Key Date** – used to filter the records by the date you entered. For example, if you enter 30.04.2022 as the key date the system will display staff members monthly time statements on 30.04.2022.
- **All** – used to display a list of all staff who submitted a monthly time statement from 01.01.1800 through 31.12.9999. Also, if you enter a specific Personnel Number(s) with selecting option "all", the report will populate all the monthly time statements of this/these staff member(s).
- **Other Period** – used to filter the records by the date range you entered. For example, if you enter 01.04.2022 – 31.05.2022 the system will display the staff member's monthly time statements for the month of April and May.
- **Current Month** – used to filter the records by the current month. The system will display the staff member's monthly time statement for the current month.
- **Current Year** – used to filter the records by the current year. The system will display the staff member's monthly time statement for the current year.
- **Past (until today)** – used to filter the records by the past year to the current date. The system will display the staff member's monthly time statements from 01.01.1800 up to today's date.
- **Future (as of today)** – used to filter the records by the current date and future dates. The system will display the staff member's monthly time statement as of the current date and beyond.
- **Current Payroll Period** – used to filter the records by the current payroll period. The system will display the staff member's monthly time statement for the current payroll period.
- **Other Payroll Period** – used to filter the records by the current payroll period. The system will display the staff member's monthly time statement for other payroll periods.

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



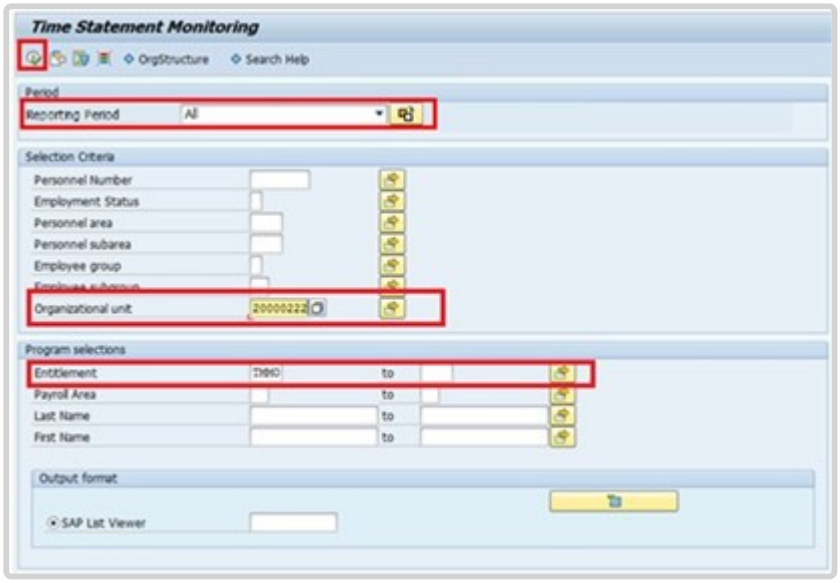
8. Select Organizational unit, then click to add to the Selection fields list.

9. Click to confirm selection.

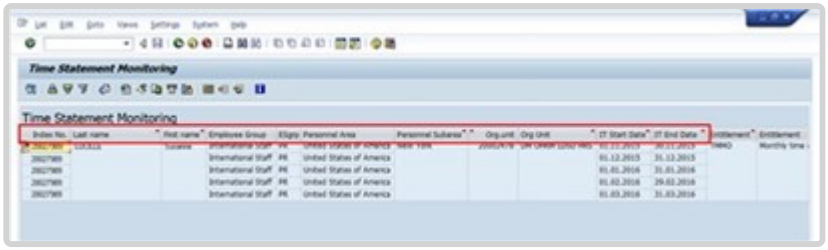


10. Enter the Organizational Unit code for Advisory Committee on Administrative and Budgetary Questions (ACABQ).
    Notice that the Entitlement field under Program Selections has been pre-populated after selecting the Variant MONTHLY T STMT. No action is required in this portion.

11. Click to run the report.



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.



The generated report has the following information:

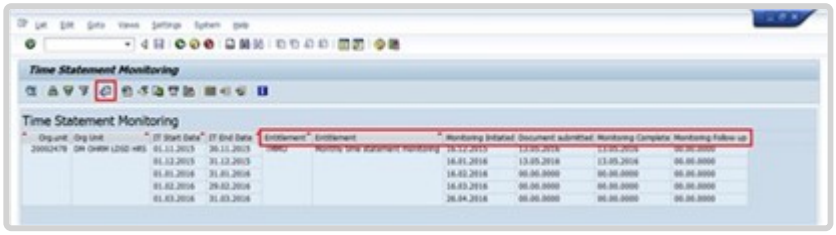
- **Index No**.- displays the staff member's Personnel No.
- **Name** – two columns displaying the staff member's first and last name.
- **Employee Group** – displays the staff member's group, e.g. International Staff.
- **ESgrp** – displays the staff member's subgroup type, e.g., PR (Professional).
- **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.

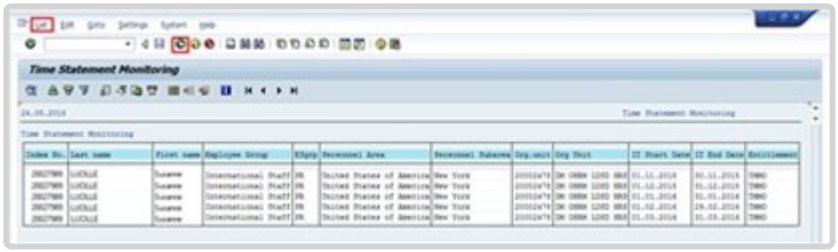
13. Click to scroll to the right and see the remaining columns.
In this example, you will see that the staff member certified the time statements for the months November 2015 and December 2015. The staff member has not certified the time statements for the months January, February, and March 2016.
The 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.



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

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Last modified: 17 January 2023

Monitoring Analysis

To conduct monitoring analysis, you must produce a report extract:

- for an Organizational unit
- covering the period under review.

If there is a valid date in the Monitoring complete column, then the staff member has certified that Monthly Time Statement.

Any rows that are empty or have 00.00.000 (determined by how you export the report to Excel) in the Monitoring complete date column show uncertified Monthly Time Statements. The Time Senior Administrator must follow up with the staff member to ensure certification.

Annual time statement
Always static once the system generates it, regardless of being certified by S/M or not. This means once generated, all submissions made after this date will not be reflected on the annual time statement.

Monthly time statement

- *Report generated but not yet certified by the S/M*: At this stage the report is dynamic. All changes/submissions made before the S/M certifies it will be reflected in the monthly time statement.
- *Report generated and certified by the S/M*: Once certified, the report becomes static. Any changes/submissions made after the S/M certifies it will not be reflected in the monthly time statement.

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Last modified: 17 November 2022

Display Leave Requests Pending Approval

- Monitoring Procedure
- Monitoring Analysis

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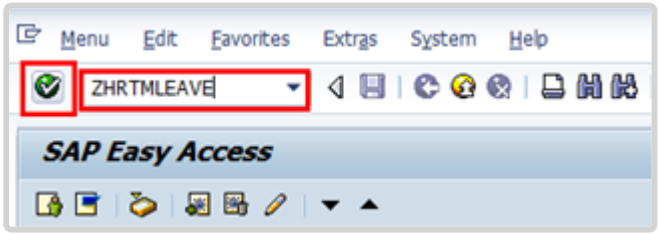
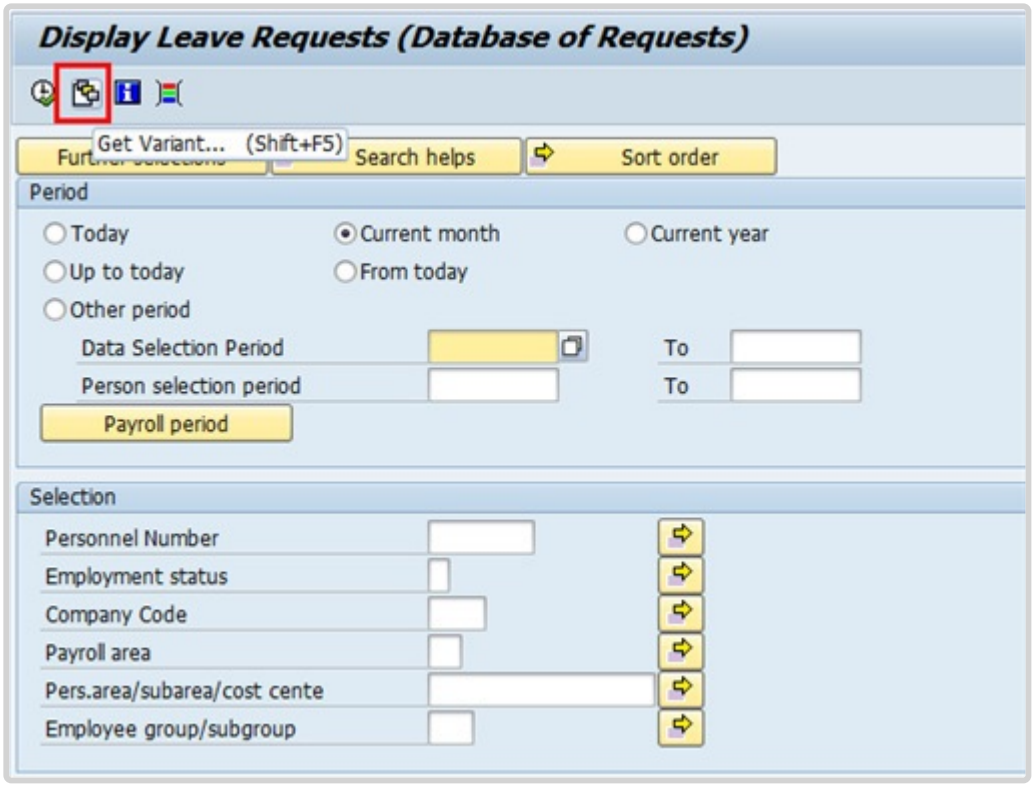
Last modified: 29 August 2022

Monitoring Procedure

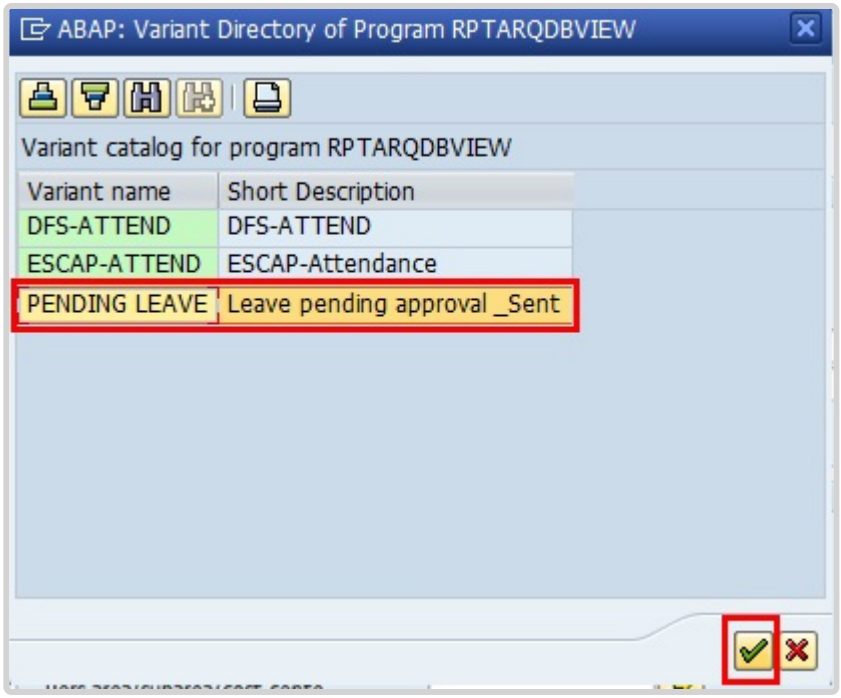
1. Start the transaction using the menu path or transaction code.



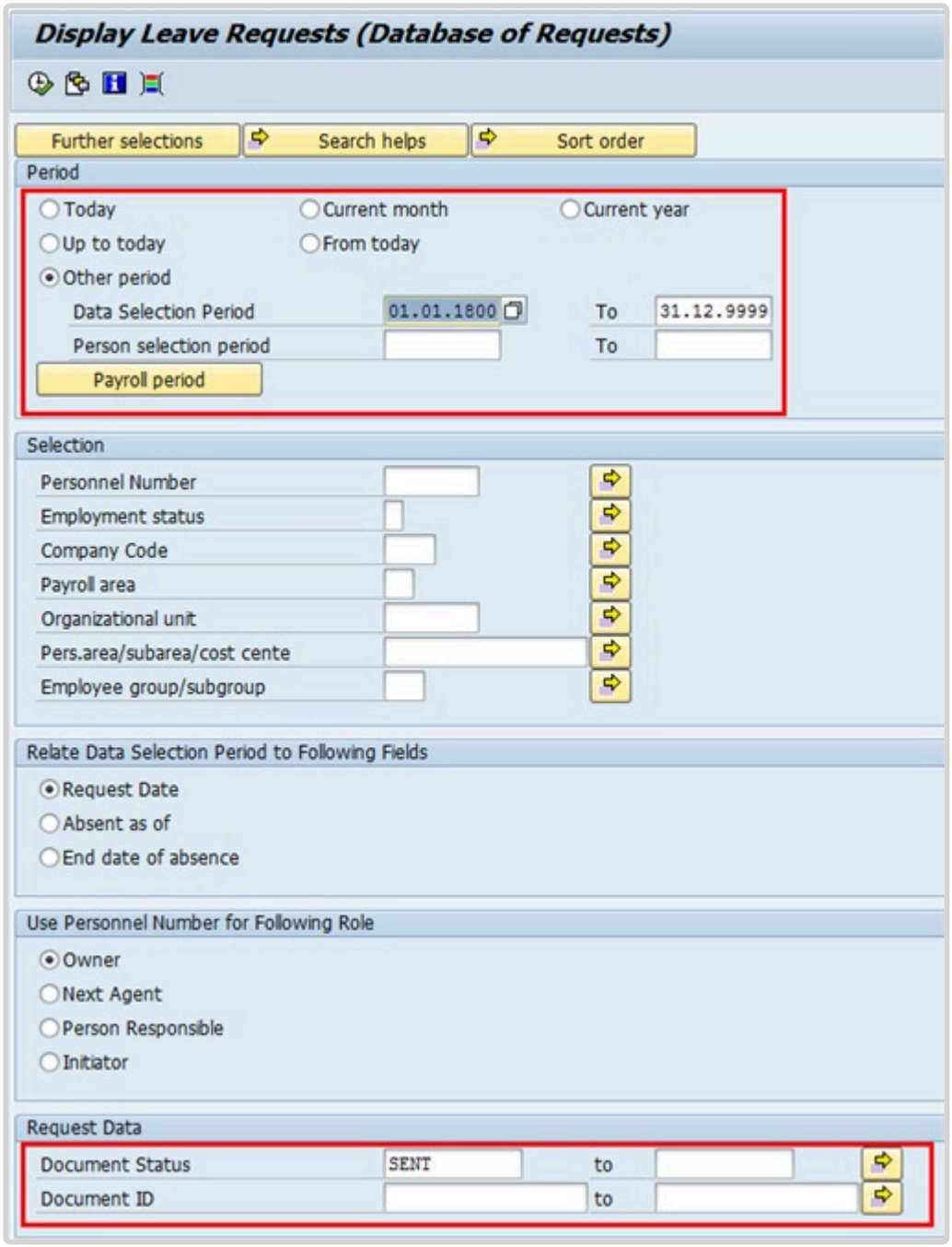
2. Click after typing *ZHRTMLEAVE* in the Command text box.



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.



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



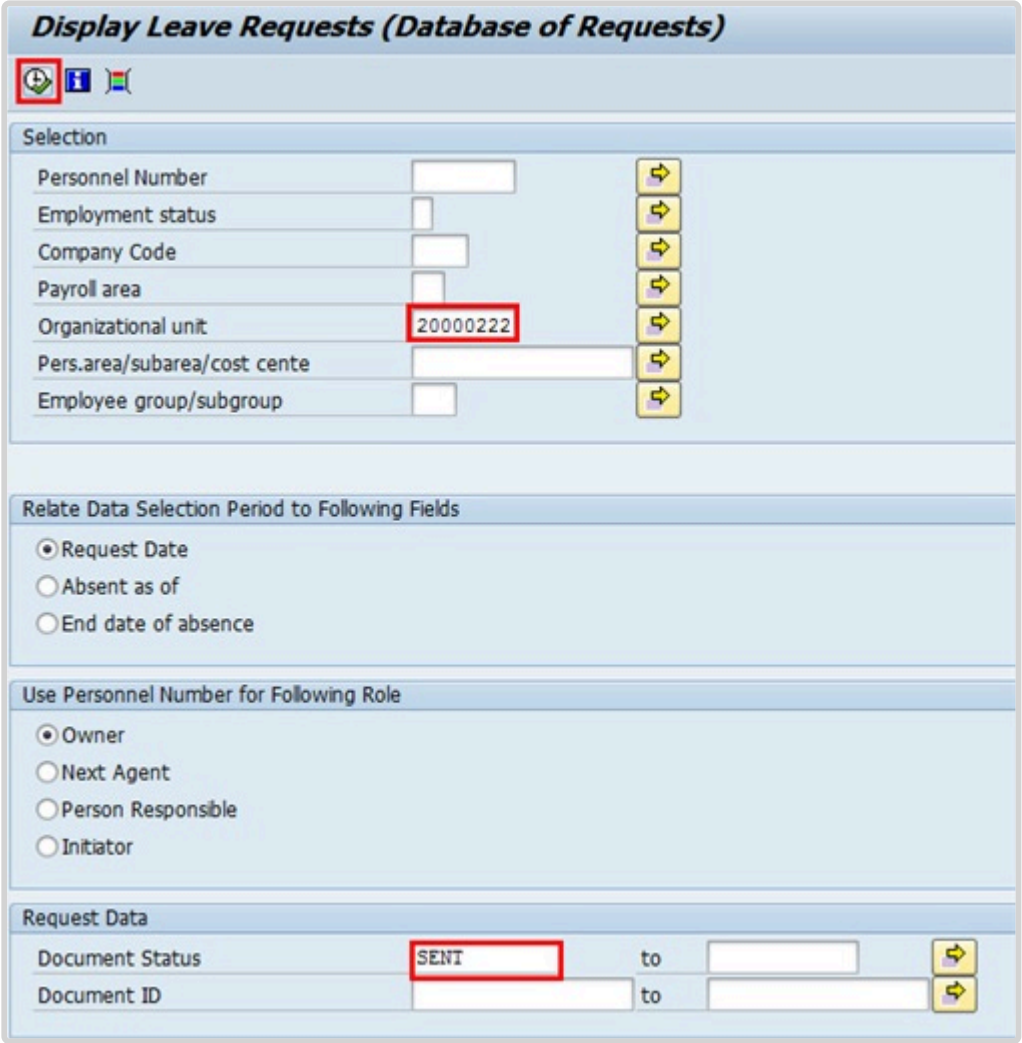
5. The variant PENDING LEAVE includes the following parameters:
   Under the Period section, **Other Period / Data Selection Period** was chosen with the dates 01.01.1800 to 31.12.9999. This will include all requests of leave that have already passed as well as leave requests for future dates.

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.



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

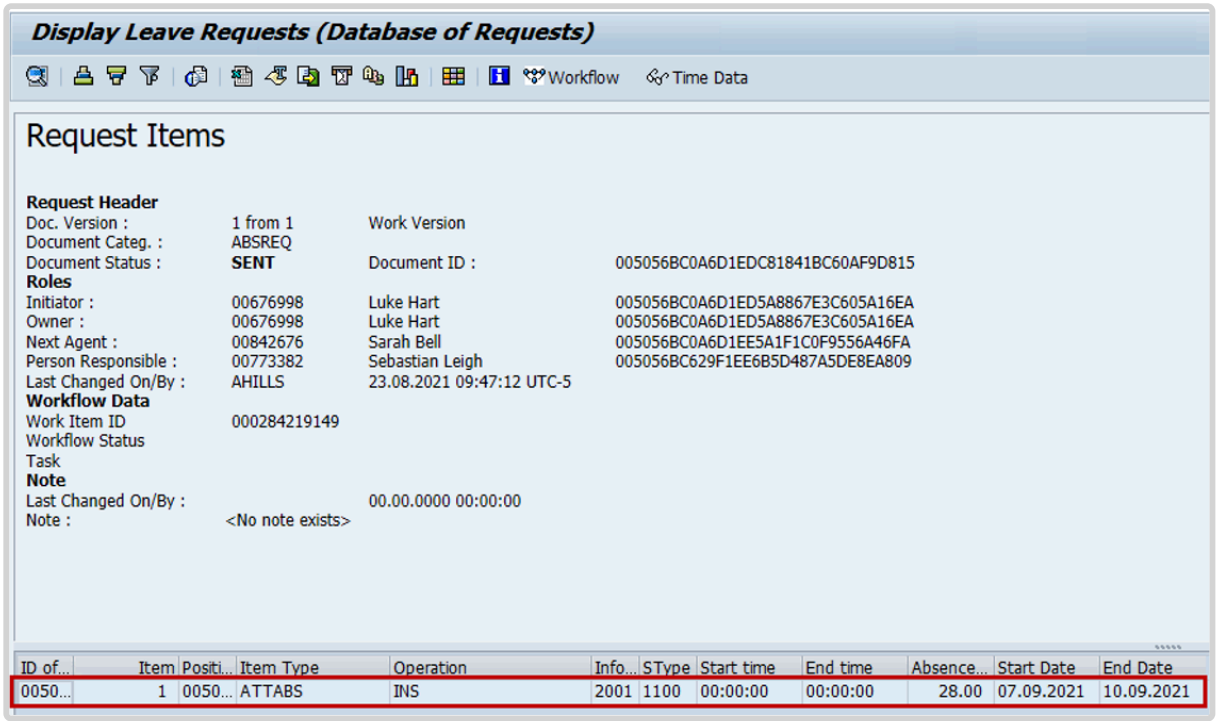
value such as REJECTED. Click to generate the report.

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.

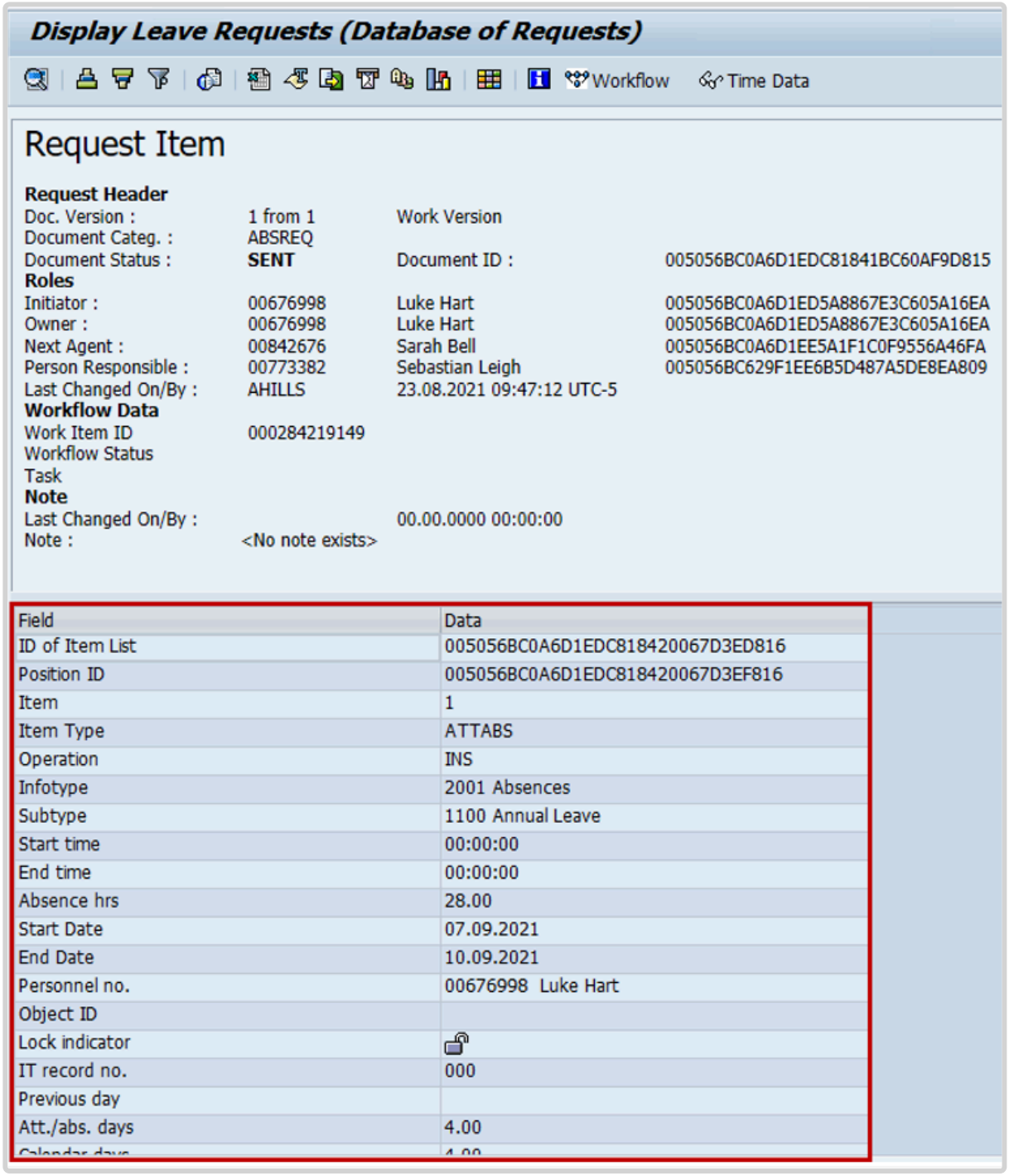
   You may choose to export this list to a spreadsheet [i.e. Excel] for further analysis offline. To do so, click the Local File icon or press CTRL+SHIFT+F9. This will allow you to export the report results to an Excel file and save it to your computer.

   You may also continue your analysis online using the following tools. Double-click on one of the rows to see additional details.



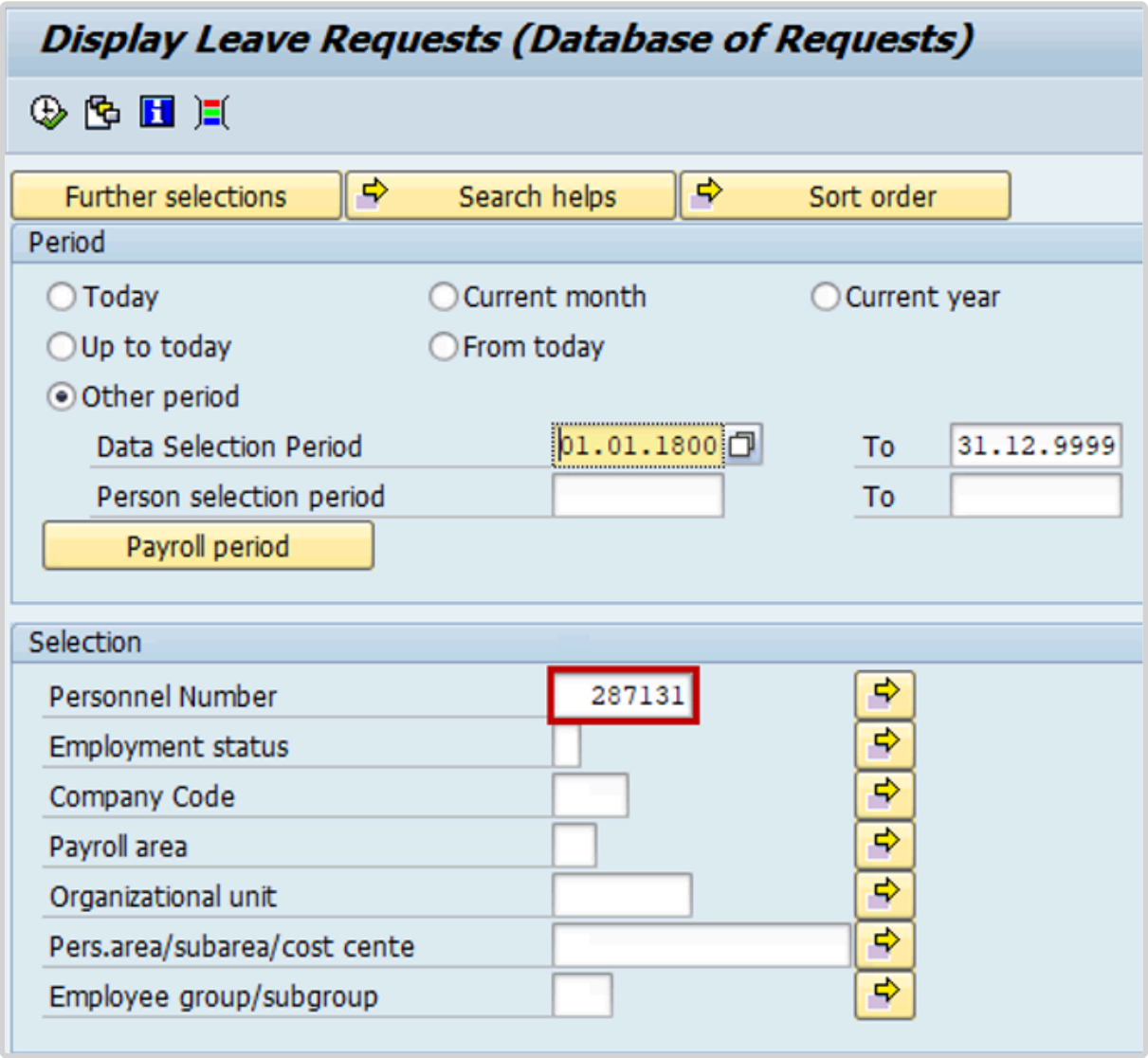
8. This view displays the details of the leave request, such as who initiated the request, who the next approvers are, etc.

   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.

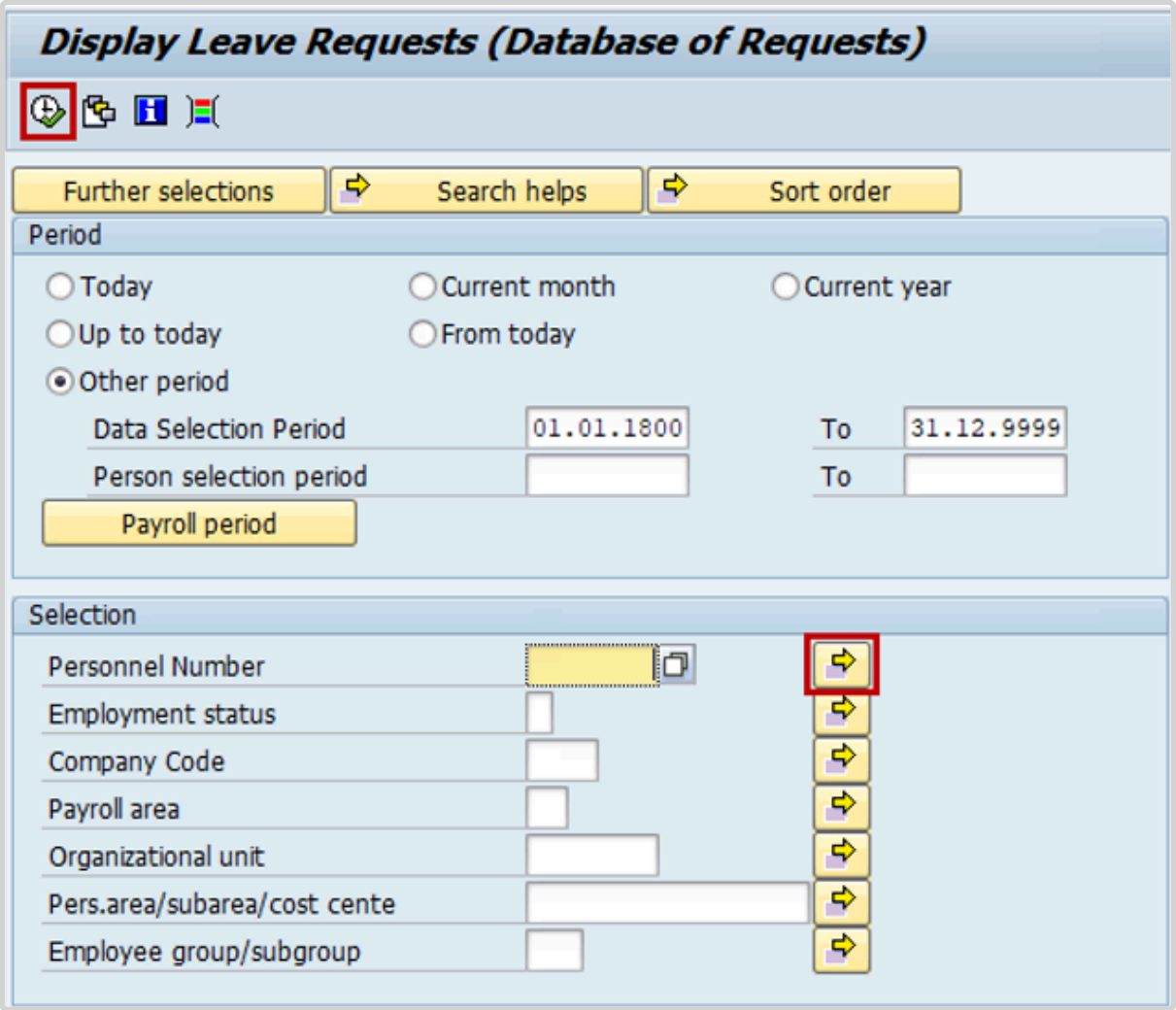


9. This view also displays the total of days this request was for.

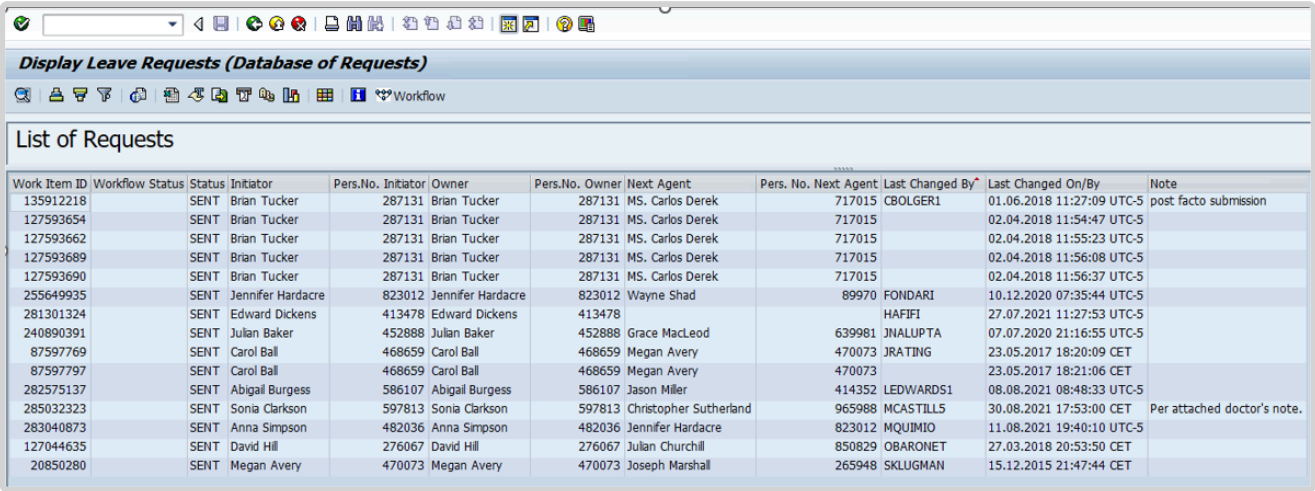
10. Click to return to the previous view, or three times to return to the parameter selection screen.



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.



For a group of staff members, click and enter the list of personnel numbers. Click to execute the report.



Work Item ID	Workflow Status	Status	Initiator	Pers.No. Initiator	Owner	Pers.No. Owner	Next Agent	Pers. No. Next Agent	Last Changed By	Last Changed On/By	Note
135912218		SENT	Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015	CBOLGER1	01.06.2018 11:27:09 UTC-5	post facto submission
127593654		SENT	Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015		02.04.2018 11:54:47 UTC-5	
127593662		SENT	Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015		02.04.2018 11:55:23 UTC-5	
127593689		SENT	Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015		02.04.2018 11:56:08 UTC-5	
127593690		SENT	Brian Tucker	287131	Brian Tucker	287131	MS. Carlos Derek	717015		02.04.2018 11:56:37 UTC-5	
255649935		SENT	Jennifer Hardacre	823012	Jennifer Hardacre	823012	Wayne Shad	89970	FONDARI	10.12.2020 07:35:44 UTC-5	
281301324		SENT	Edward Dickens	413478	Edward Dickens	413478			HAFIFI	27.07.2021 11:27:53 UTC-5	
240890391		SENT	Julian Baker	452888	Julian Baker	452888	Grace MacLeod	639981	JNALUPTA	07.07.2020 21:16:55 UTC-5	
87597769		SENT	Carol Ball	468659	Carol Ball	468659	Megan Avery	470073	JRATING	23.05.2017 18:20:09 CET	
87597797		SENT	Carol Ball	468659	Carol Ball	468659	Megan Avery	470073		23.05.2017 18:21:06 CET	
282575137		SENT	Abigail Burgess	586107	Abigail Burgess	586107	Jason Miller	414352	LEDWARDS1	08.08.2021 08:48:33 UTC-5	
285032323		SENT	Sonia Clarkson	597813	Sonia Clarkson	597813	Christopher Sutherland	965988	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

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.

Click to return to the SAP Easy Access screen.

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Last modified: 29 August 2022

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.

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Last modified: 17 January 2023

Display Absence Quota Information

- Monitoring Procedure
- Monitoring Analysis
- Resetting the maximum annual leave quota after 1 April

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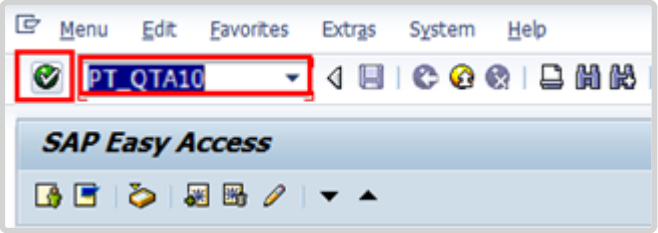
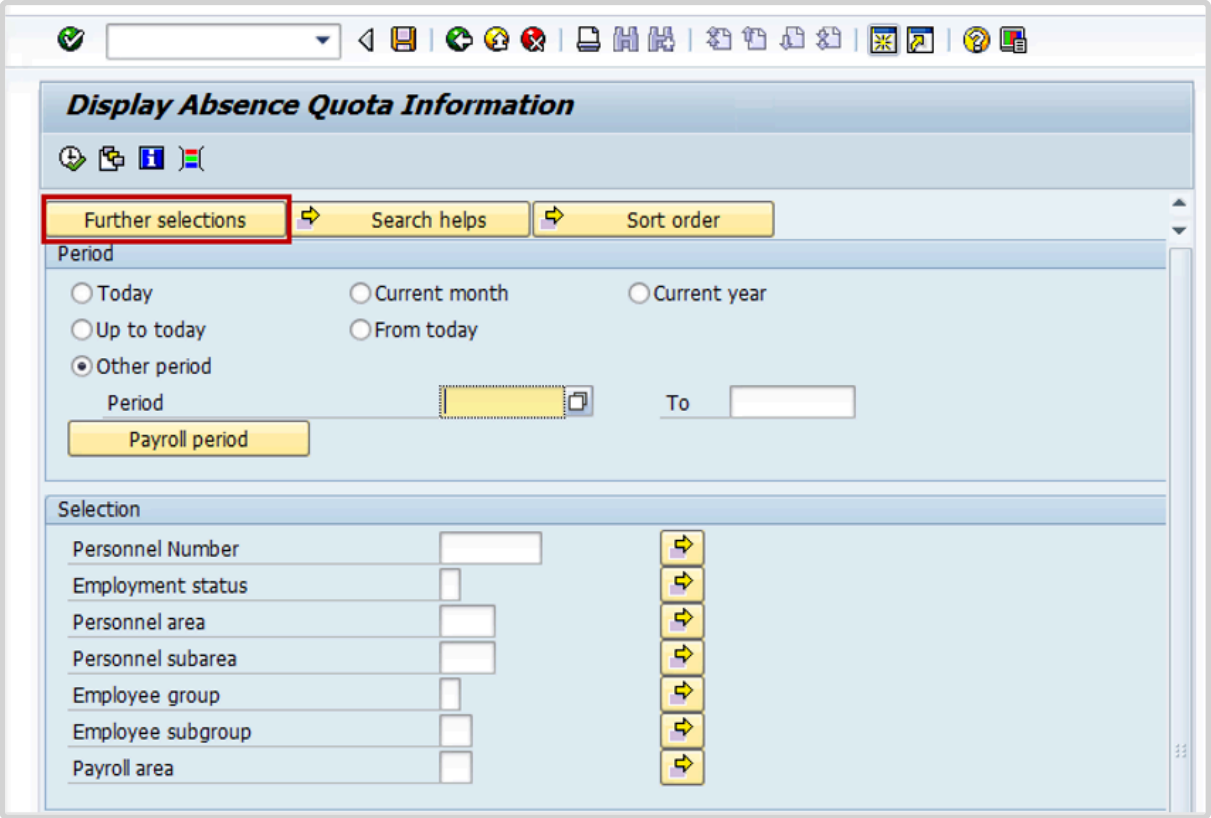
Last modified: 25 April 2022

Monitoring Procedure

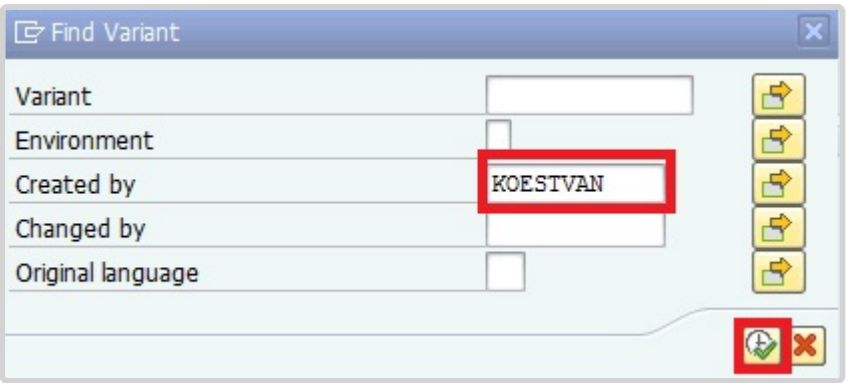
1. Start the transaction using the menu path or transaction code.



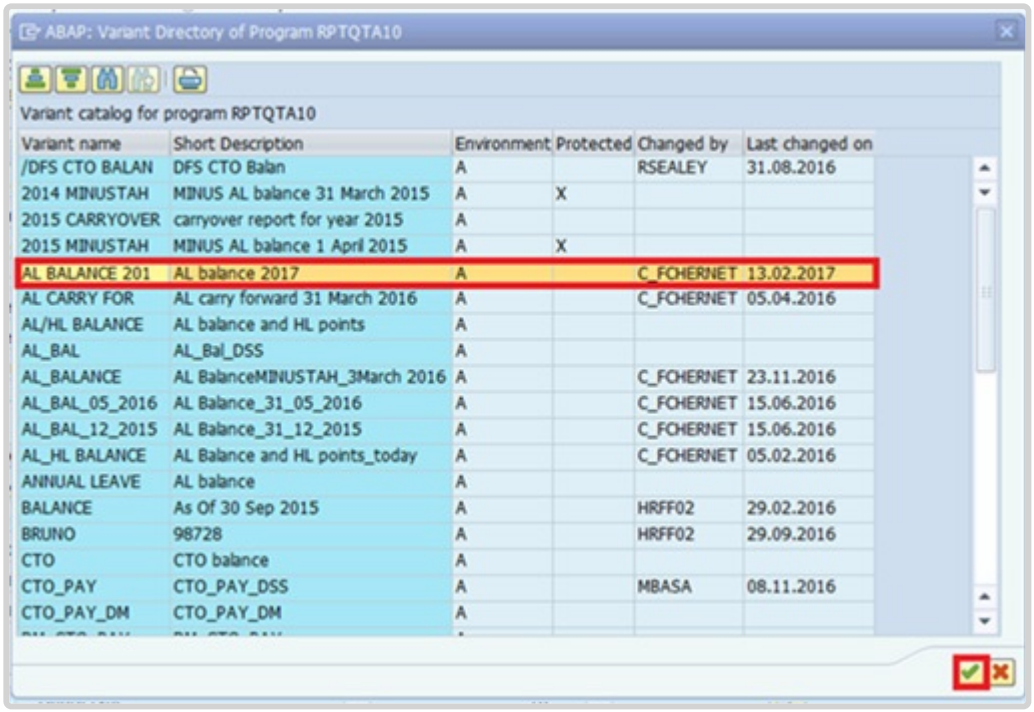
2. Click after typing *PT_QTA10* in the Command text box.



3. Organizational unit is not part of the default Selection pane. You can either add Organizational unit to Selection, or use a report variant which has already added it. Click to locate the AL Balance 2017 report variant.

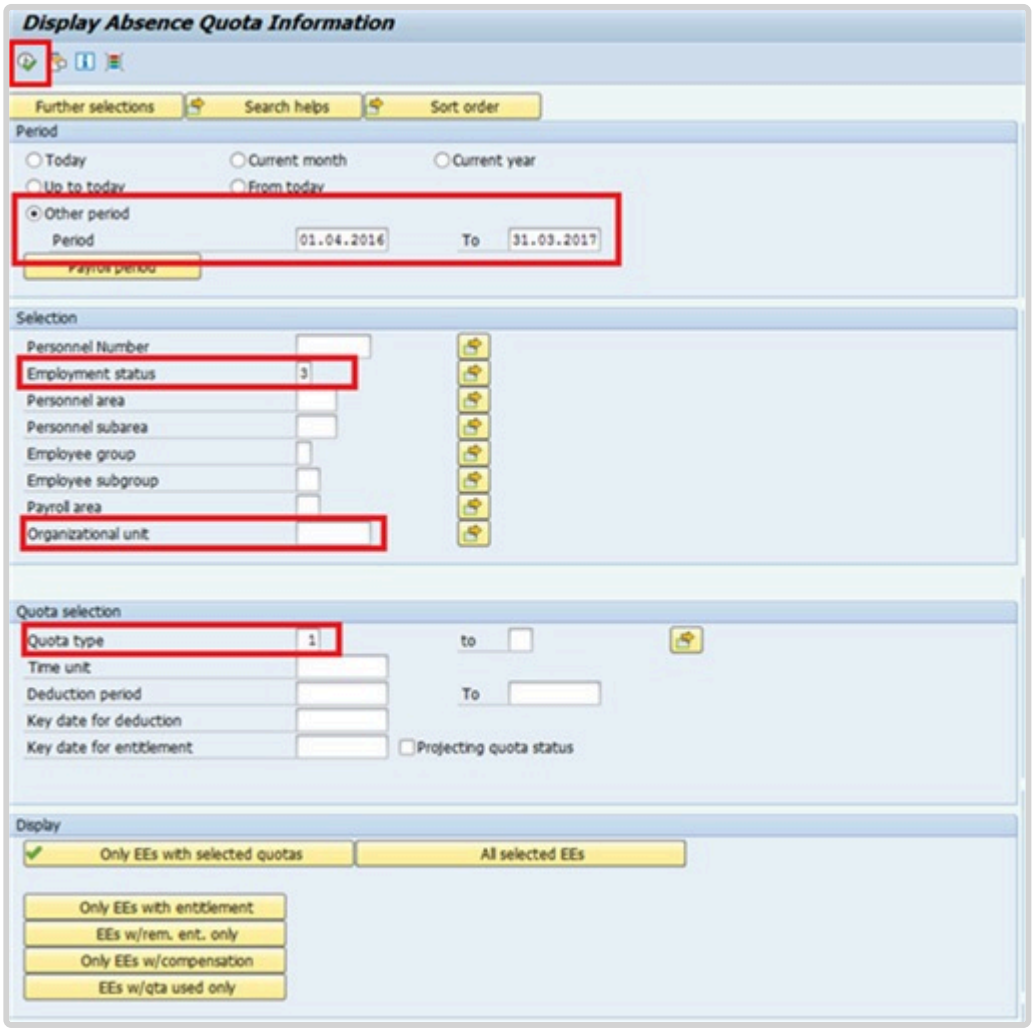


4. By default, the search will look for variants you have created in the past. To locate variants created by others, delete your username from the Created by text box, then click to search all variants.



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	X		
2015 CARRYOVER	carryover report for year 2015	A			
2015 MINUSTAH	MINUS AL balance 1 April 2015	A	X		
AL BALANCE 201	AL balance 2017	A		C_FOHERNET	13.02.2017
AL CARRY FOR	AL carry forward 31 March 2016	A		C_FOHERNET	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_FOHERNET	23.11.2016
AL_BAL_05_2016	AL Balance_31_05_2016	A		C_FOHERNET	15.06.2016
AL_BAL_12_2015	AL Balance_31_12_2015	A		C_FOHERNET	15.06.2016
AL_HL BALANCE	AL Balance and HL points_today	A		C_FOHERNET	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
CTO	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.



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

Staff members who were active in the period will appear in the report, even if they have since separated from the organization.

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

Validity period01.04.2021 - 31.03.2022

Pers.No.	Name	Cost Center	Cost Center	Quota	Unit	Entitlement	Used	Compensated to key date	Rem. on key date	Total remain.
123915	Tim DAVIDSON	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	4.50000	0.00000	0.00000	4.50000	4.50000
156955	Diana HUDSON	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	58.50000	1.50000	0.00000	57.00000	57.00000
185742	Felicity WRIGHT	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	78.00000	0.00000	0.00000	78.00000	78.00000
298105	Stewart LEWIS	HR01Q	ACABQ-SEC (Entity)	Annual Leave	Days	65.50000	5.00000	0.00000	60.50000	60.50000
367146	Lilian 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.

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Last modified: 29 August 2022

Monitoring Analysis

Review the following items:

1. Staff members who have **NOT** taken annual leave within a leave cycle – 1 April – 31 March. Reasons may include:
    a. Staff members who were active during the cycle but have been separated before the end of the year.
    Indications of this include:
        i. Position id = '99999999' in the Display Absence Quota Information report and
        ii. a difference between Entitlement and Rem on key date that does not match the days used [For example, the staff member has an entitlement of 60 days, has used 0 days but has 0 days remaining].
        This can be quickly checked on the staff member's Actions record (PA20) to see if a Separation PA has been executed.
    b. Staff members who have leave requests pending approval in the system. This can be checked by running the Display Leave Requests report as documented in this guide. Should the staff member have requests pending approval, please contact the staff member's time manager and request that they approve the requests.

If a staff member has not separated from the organization and does not have requests pending approval in the system, please contact the staff member's time manager to ensure that the staff member's actual absences are being recorded.

AL quotas will be automatically reset to the maximum entitlement appropriate to the appointment type as of 01.04.yearly. Staff members who retroactively post or have absences approved in after the end of a leave cycle and who have had their quotas reset to 60 or 18 days on 1 April will need to request a review of their balance through an iNeed service request.

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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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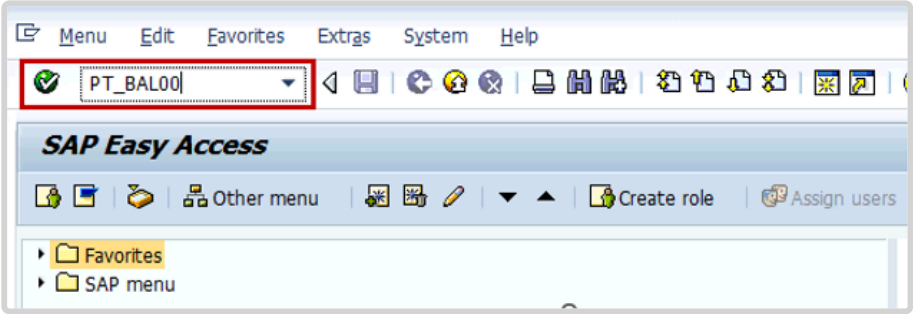
Last modified: 21 October 2022

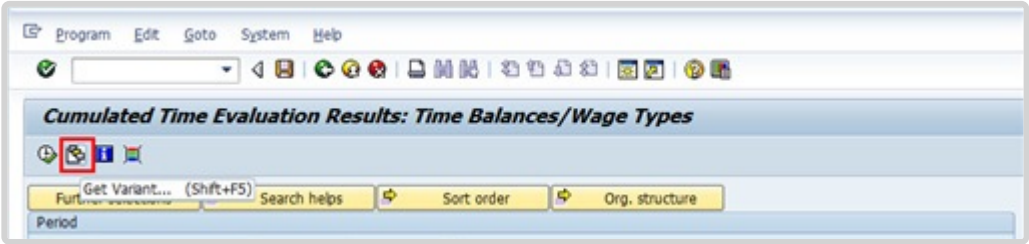
Display Accrual of CTO and ND for a Given Staff Member and Date Range

Review This

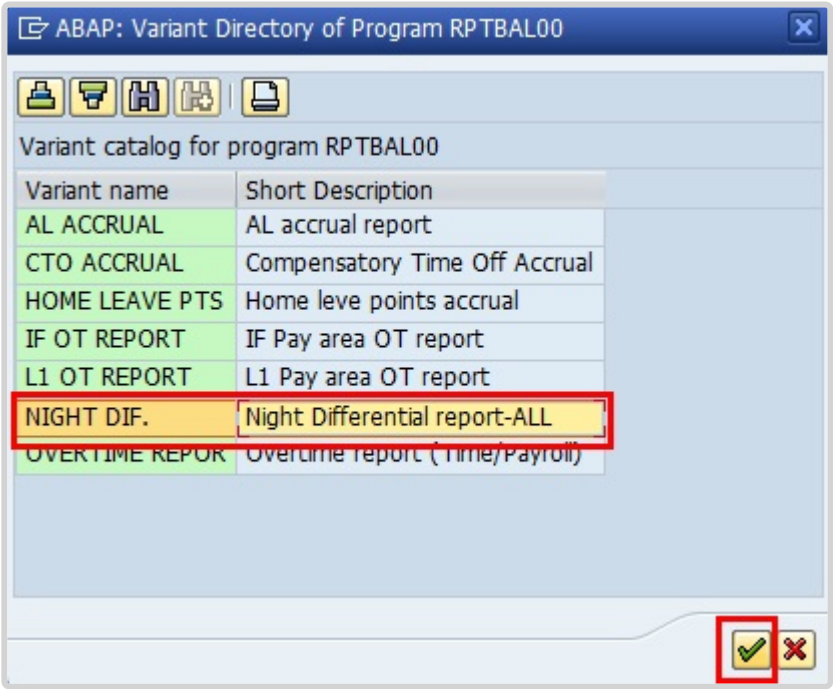
1. Start the transaction using the menu path or transaction code.



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



3. Click to open the Variant directory.

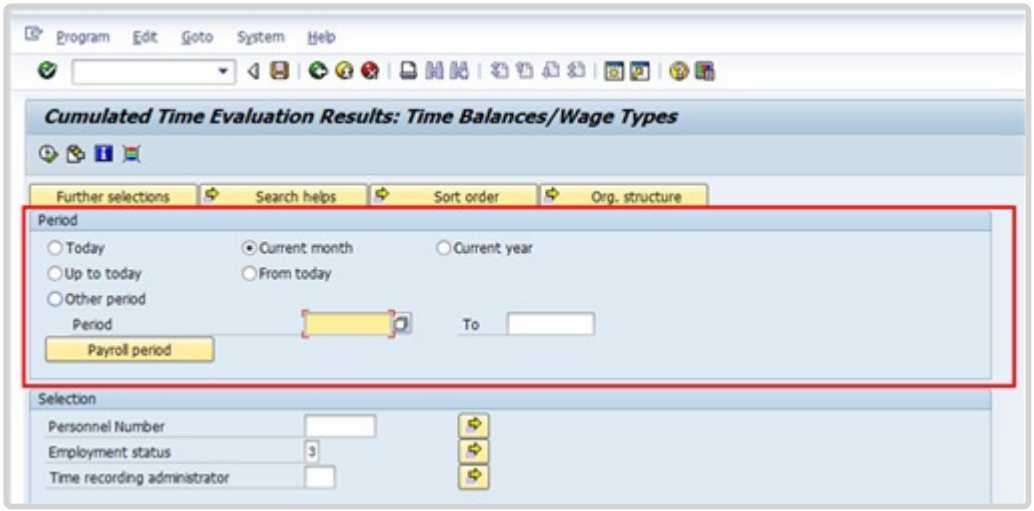


4. From the Variant Directory, select the variant for this report.

These report parameters may be applied to an Organizational Unit(s) or an individual staff member. Variant options are:

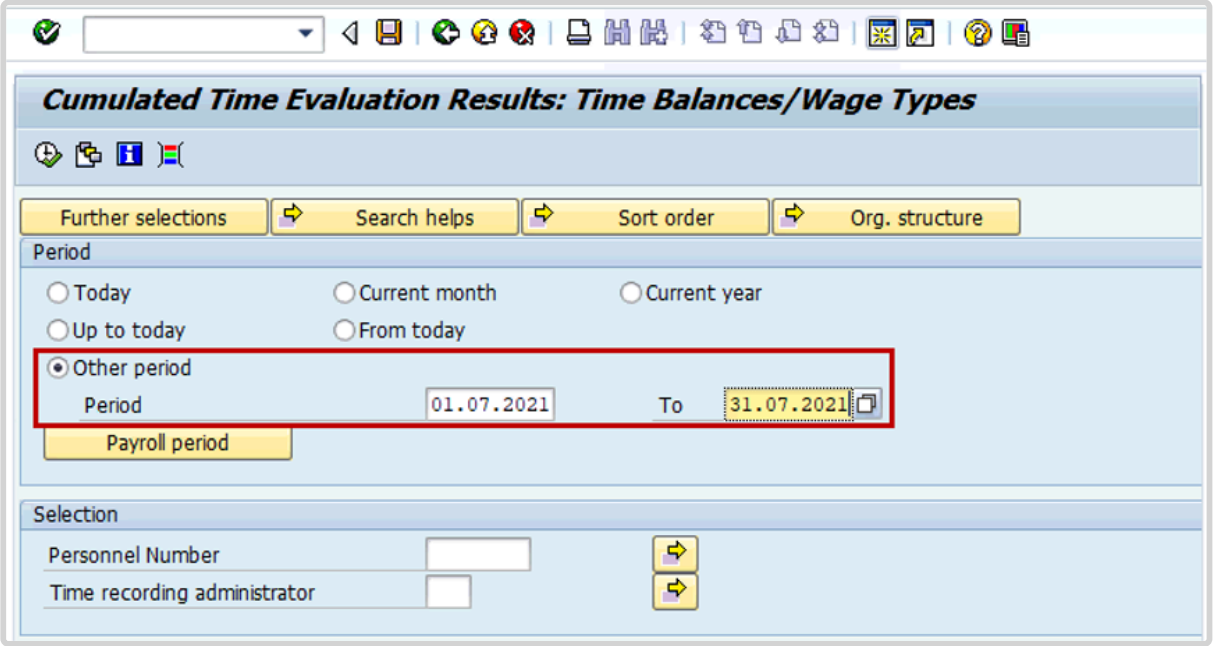
- **AL ACCRUAL** – used to display the annual leave accrual of a staff member, which is not displayed in detail in infotype 2006 (Absence Quotas)
- **CTO ACCRUAL** – used to display the CTO hours accrued, including those embedded in their work schedule, which do not appear in infotype 2002 (Attendances)
- **HOME LEAVE PTS** – used to display the accrual of Home Leave points
- **IF OT REPORT** – NOT USED
- **L1 OT REPORT** – NOT USED
- **NIGHT DIF**. – used to display the accrual of hours on night differential, including those that are embedded as part of the work schedule which will not appear in IT2002 (Attendances)
- **OVERTIME REPORT** – used to display the overtime accrued by a staff member(s) or Organizational Unit(s)

5. Click to select the variant.

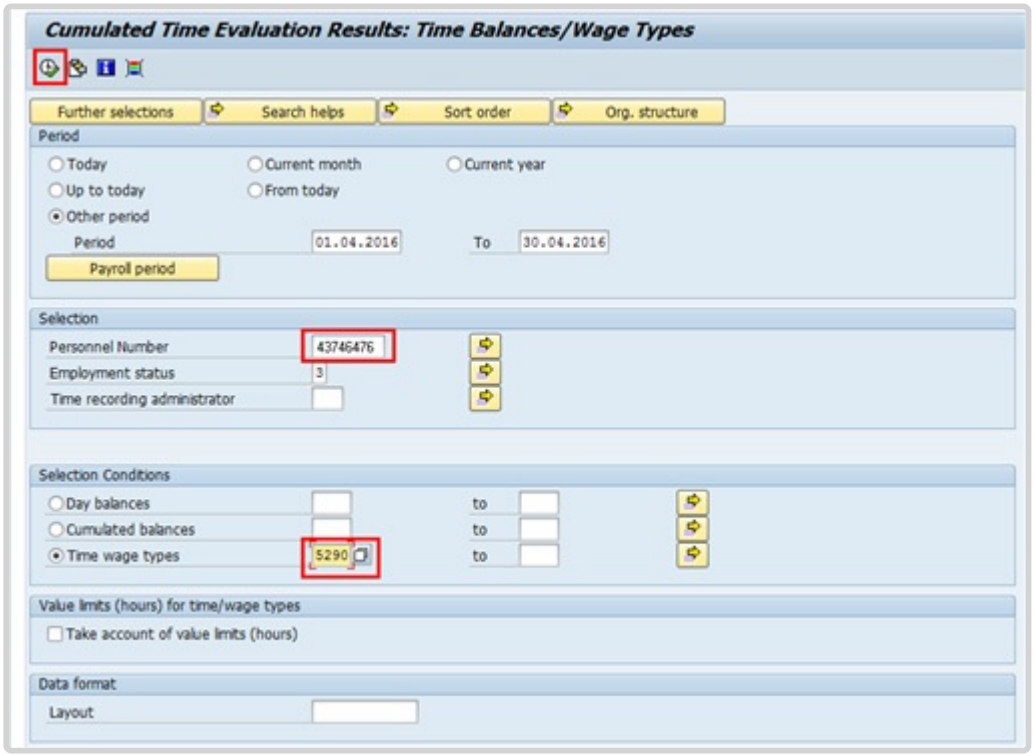


6. In the Period Section a number of options are provided that allow you to select the time period that you would like your report to display.
   These options are:

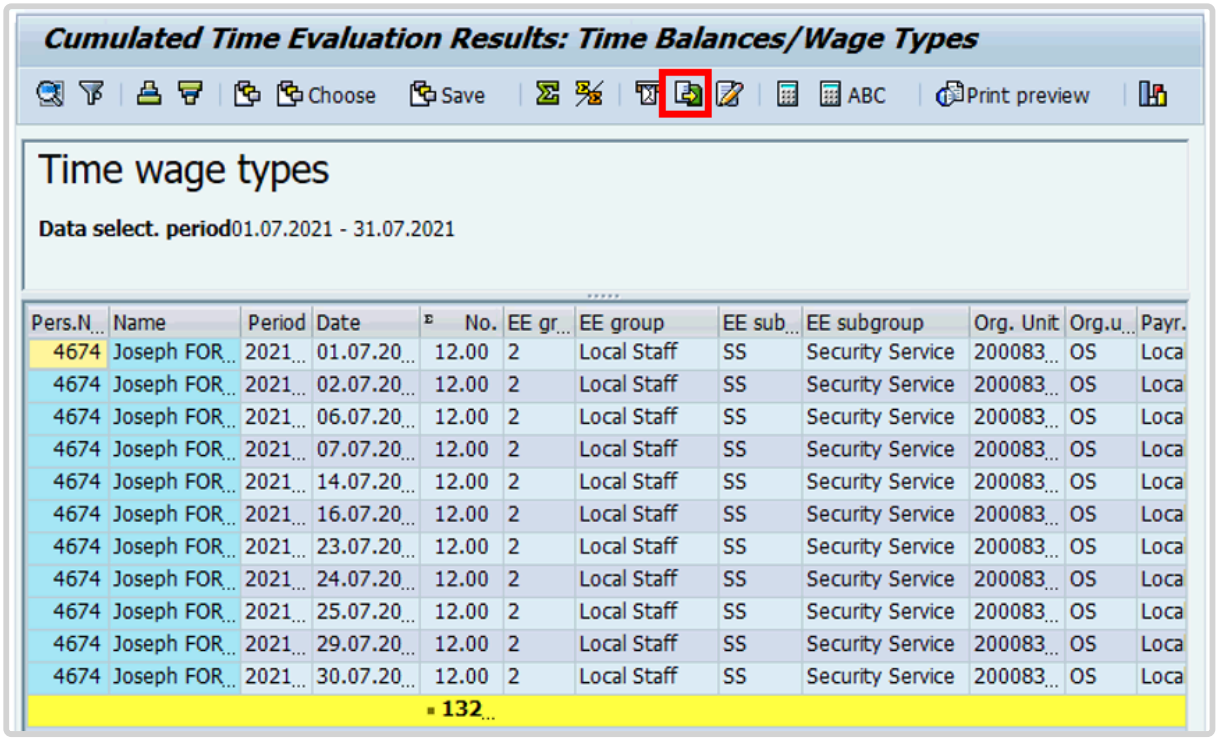
   - **Current Month** – used to filter the records by the current month. The system will display a list of staff and their accruals for the current month.
   - **Current year** – used to filter the records by the current calendar year. The system will display a list of staff and their accruals for the 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.



7. Select *Other period* and enter a date range.



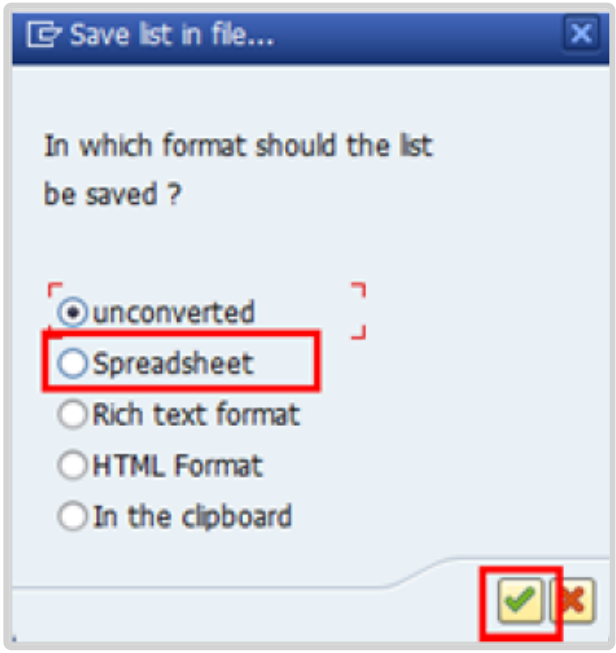
8. In the Selection section enter information about the staff member.
9. The Time Wage type defaults to the code 5290 (Night Differential), based on the Variant that was chosen for this scenario.
10. Click to run the report.



Pers.N...	Name	Period	Date	No.	EE gr...	EE group	EE sub...	EE subgroup	Org. Unit	Org.u...	Payr.
4674	Joseph FOR...	2021...	01.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	02.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	06.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	07.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	14.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	16.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	23.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	24.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	25.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	29.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
4674	Joseph FOR...	2021...	30.07.20...	12.00	2	Local Staff	SS	Security Service	200083...	OS	Loca
				132...							

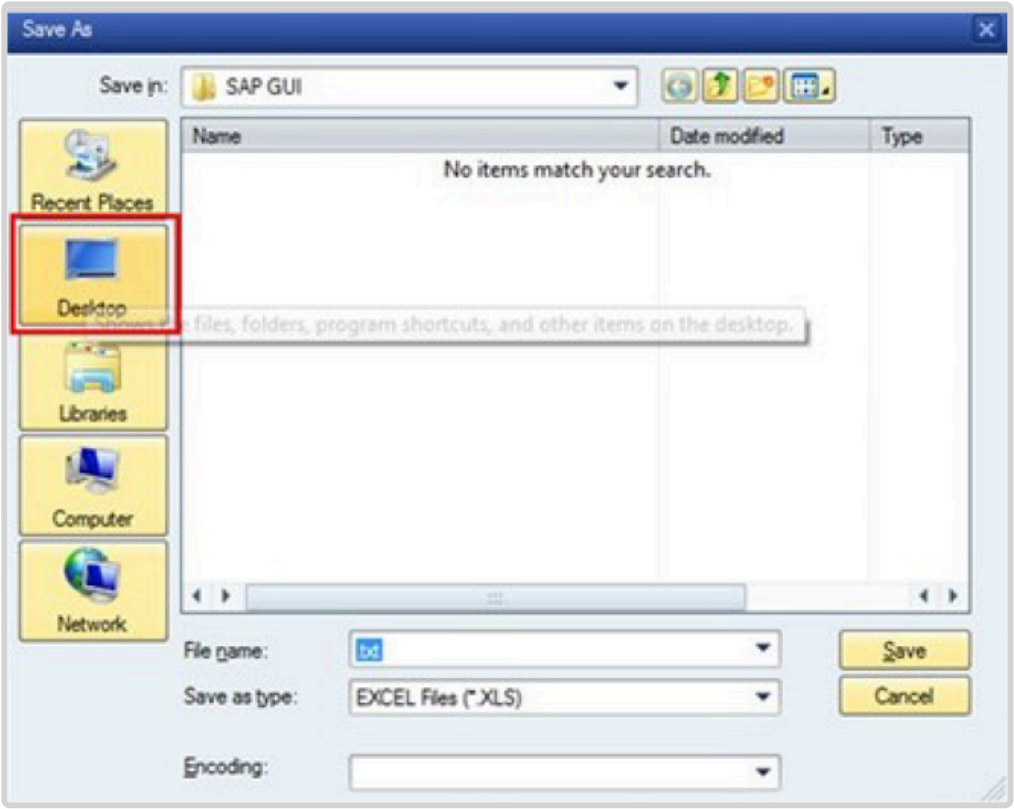
11. As per the parameters chosen, you will see that this staff member accrued hours on night differential based on his shift schedule.

12. To export this data to a spreadsheet, click on .

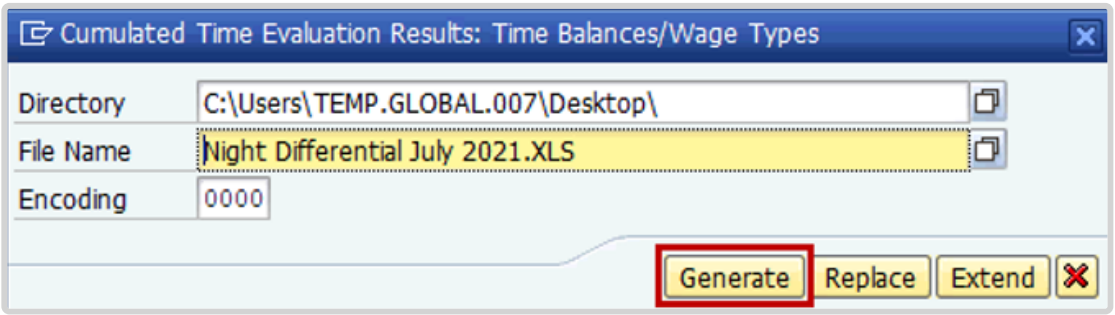


13. Select Spreadsheet and click to continue.

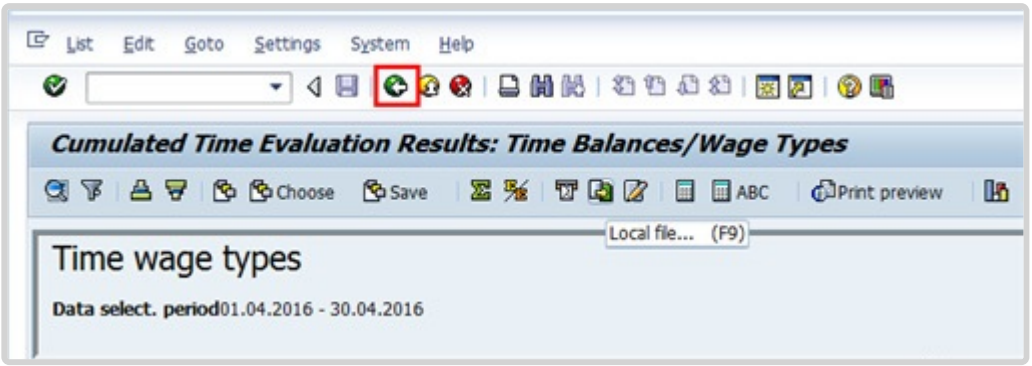
14. In the Directory field designate a location to save the file and in the File Name field click to assign a file name.



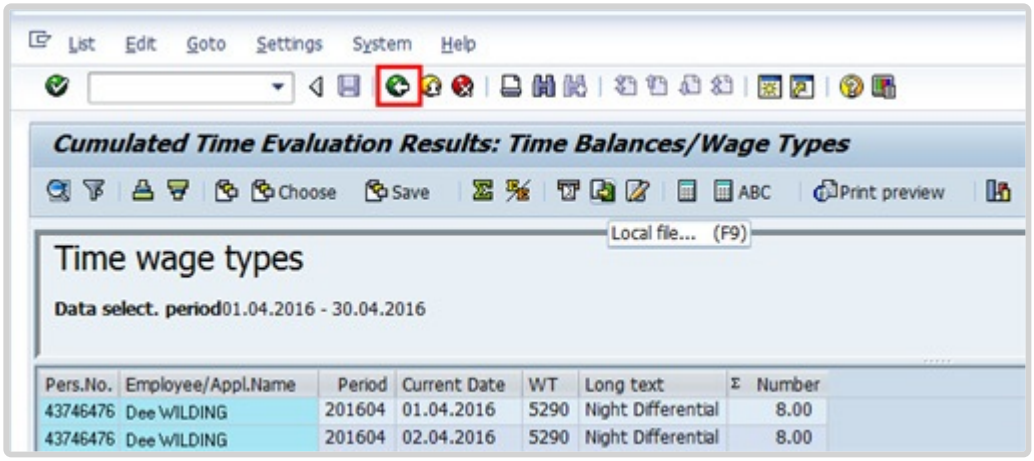
15. Enter the file name. Click *Save*.



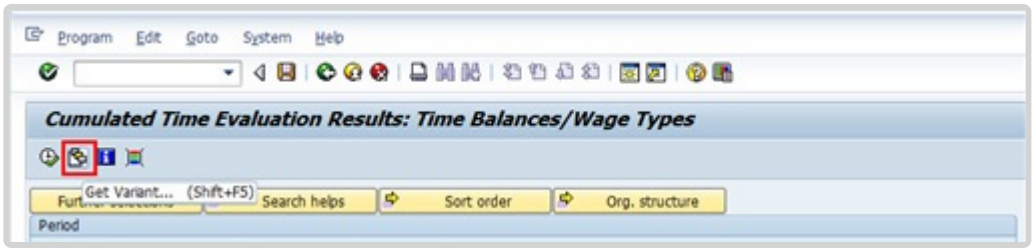
16. Click *Generate* to create the spreadsheet.



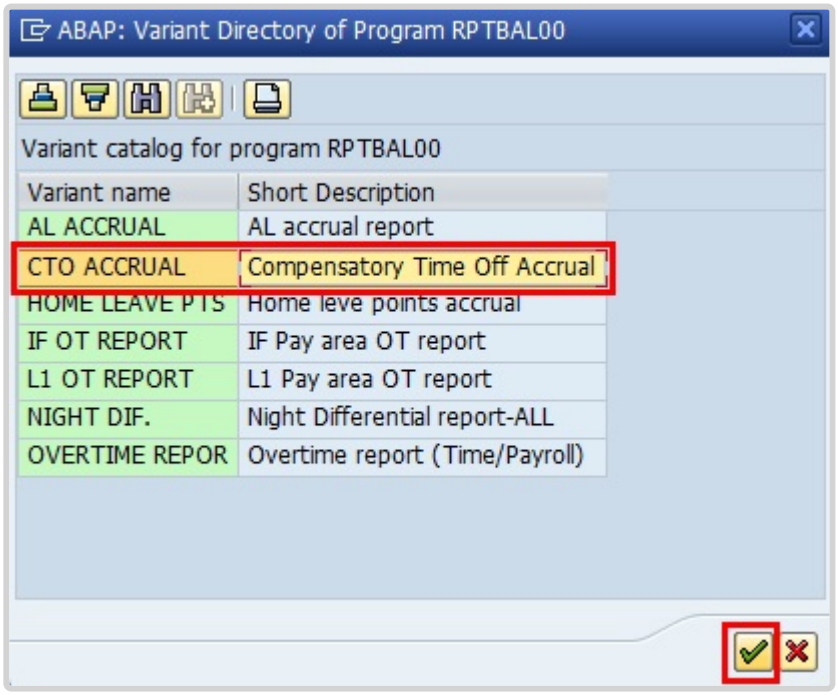
17. Once the spreadsheet is generated, you may check your computer for the file. Meanwhile, return to the report by clicking .



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

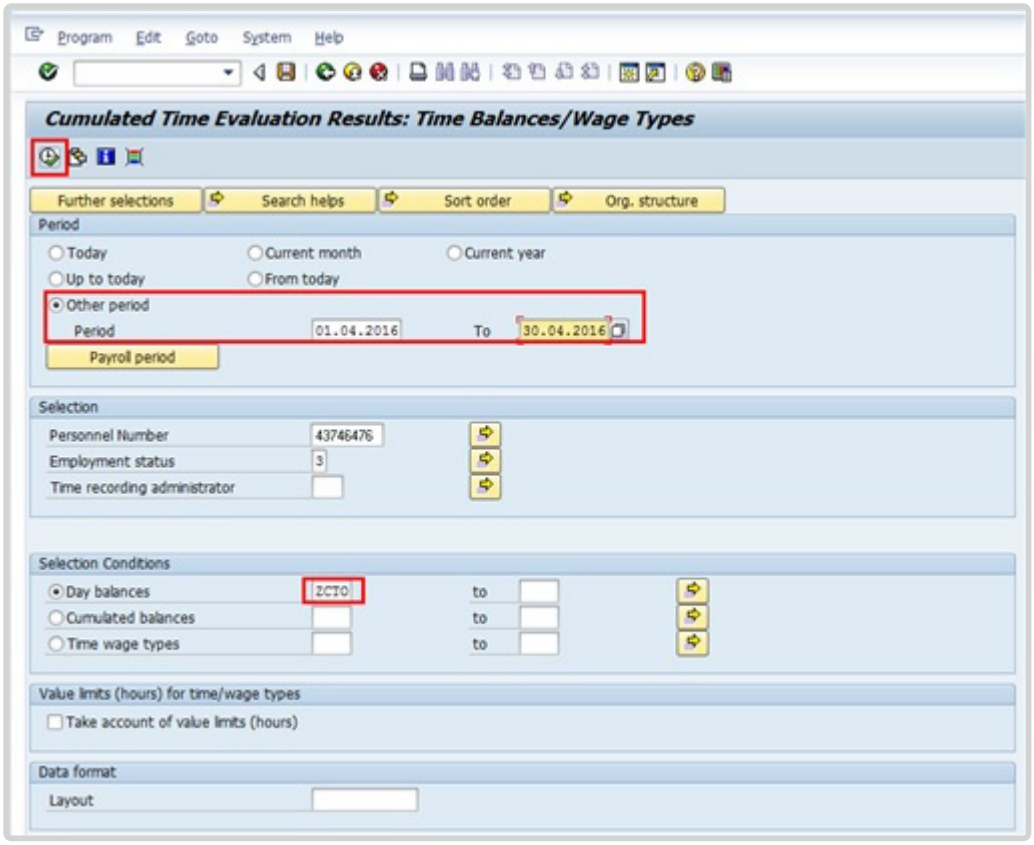


19. As per this scenario, we also want to review the Compensatory Time Off (CTO) accrued by this staff member during the period 01.04.2016 to 30.04.2016. Click to open the Variant directory.



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

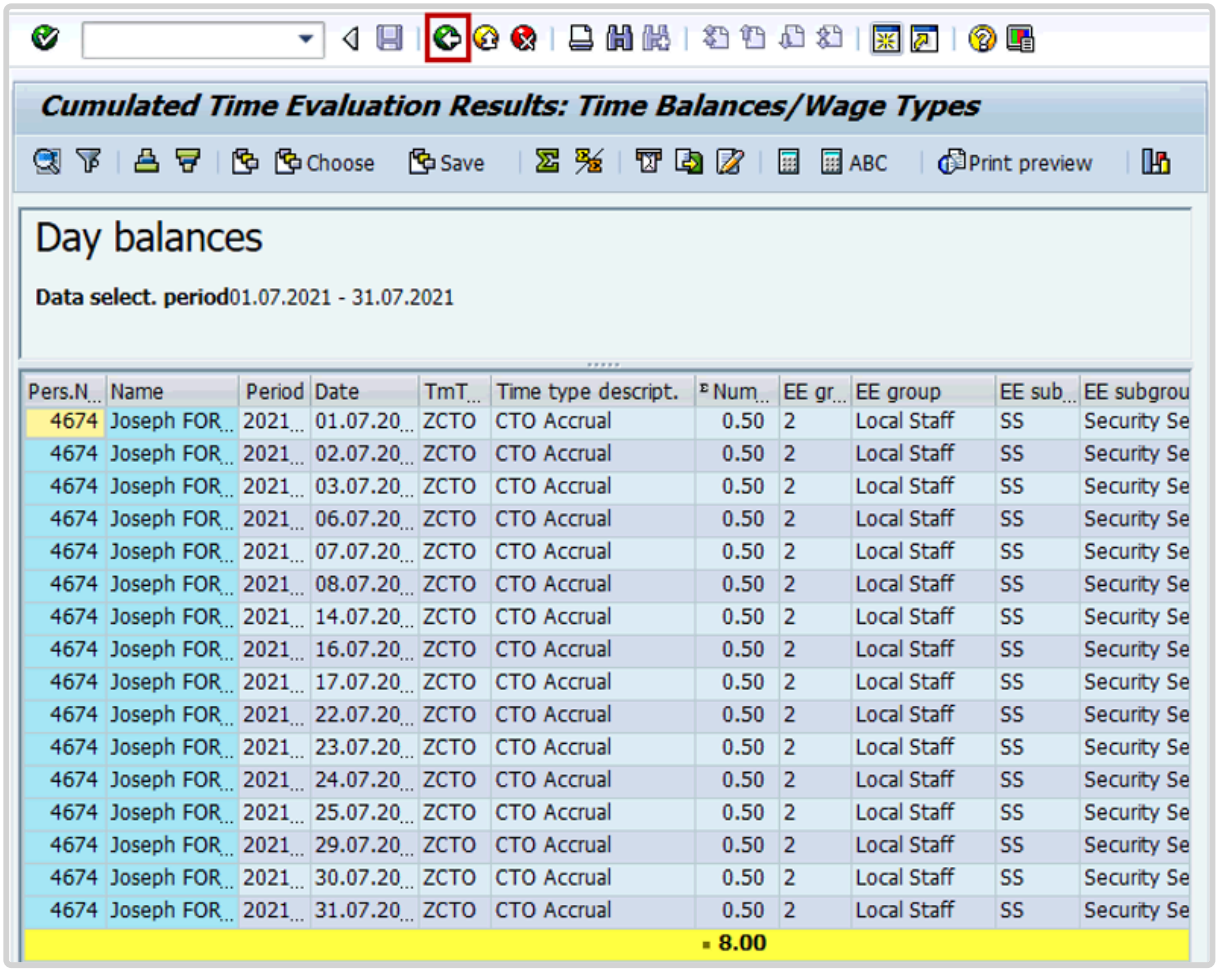
21. Click to continue.



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.



Cumulated Time Evaluation Results: Time Balances/Wage Types

Choose Save ABC Print preview

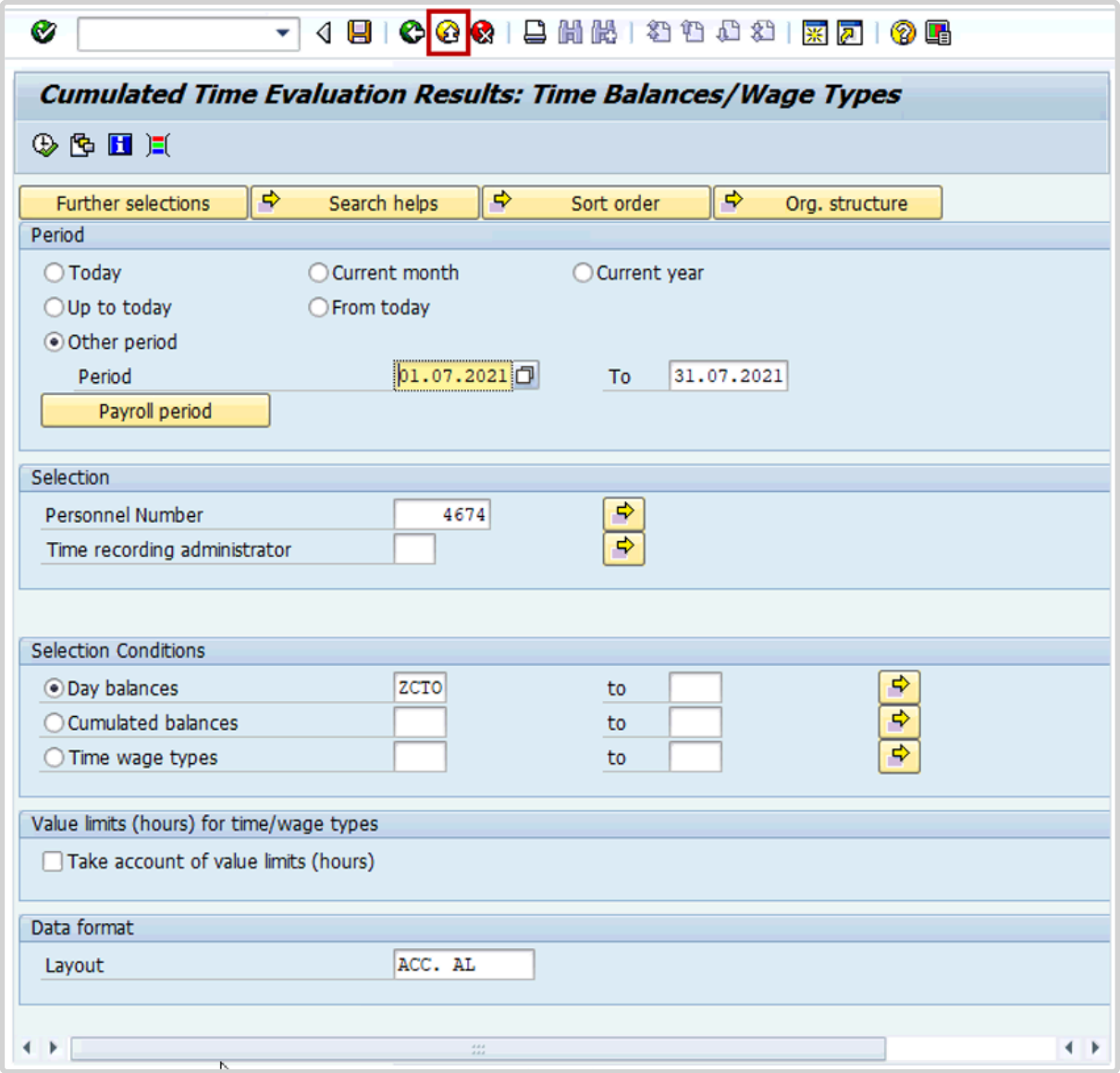
Day balances

Data select. period01.07.2021 - 31.07.2021

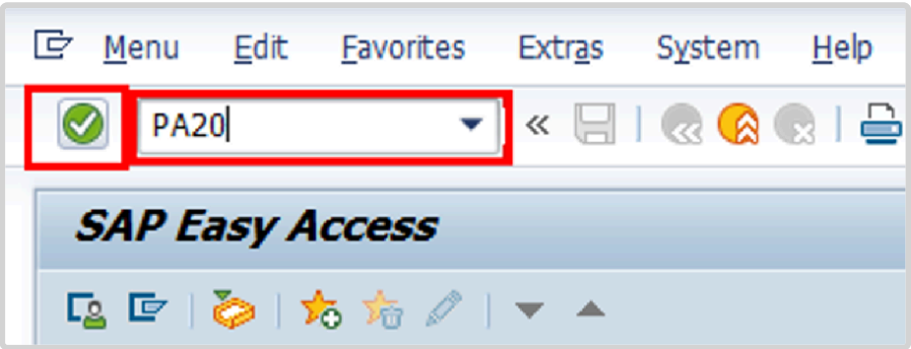
Pers.N...	Name	Period	Date	TmT...	Time type descript.	Num...	EE gr...	EE group	EE sub...	EE subgrou
4674	Joseph FOR...	2021...	01.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	02.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	03.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	06.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	07.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	08.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	14.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	16.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	17.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	22.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	23.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	24.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	25.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	29.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	30.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
4674	Joseph FOR...	2021...	31.07.20...	ZCTO	CTO Accrual	0.50	2	Local Staff	SS	Security Se
						8.00				

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.

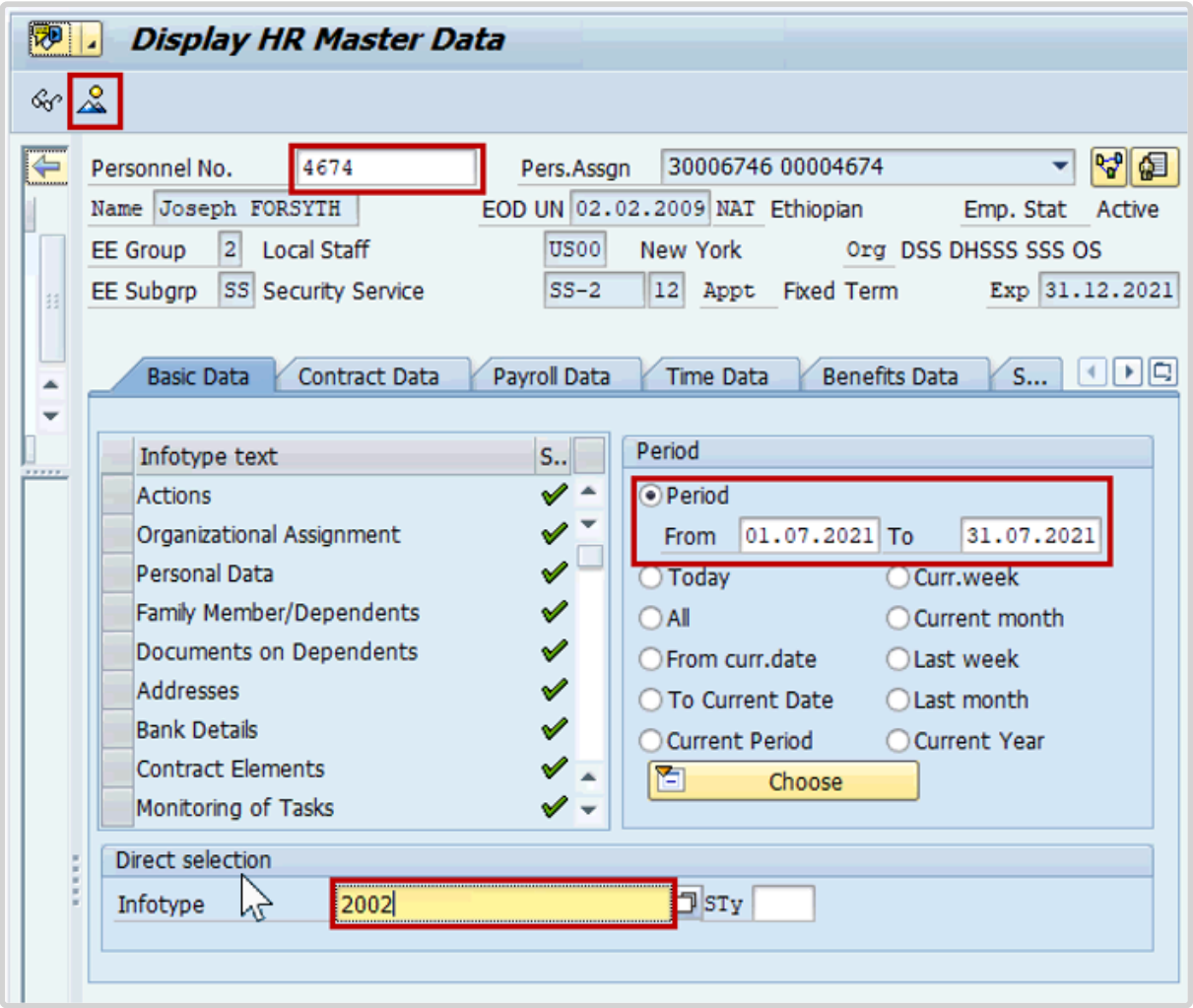
26. Click to exit this screen.



27. Click 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.



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

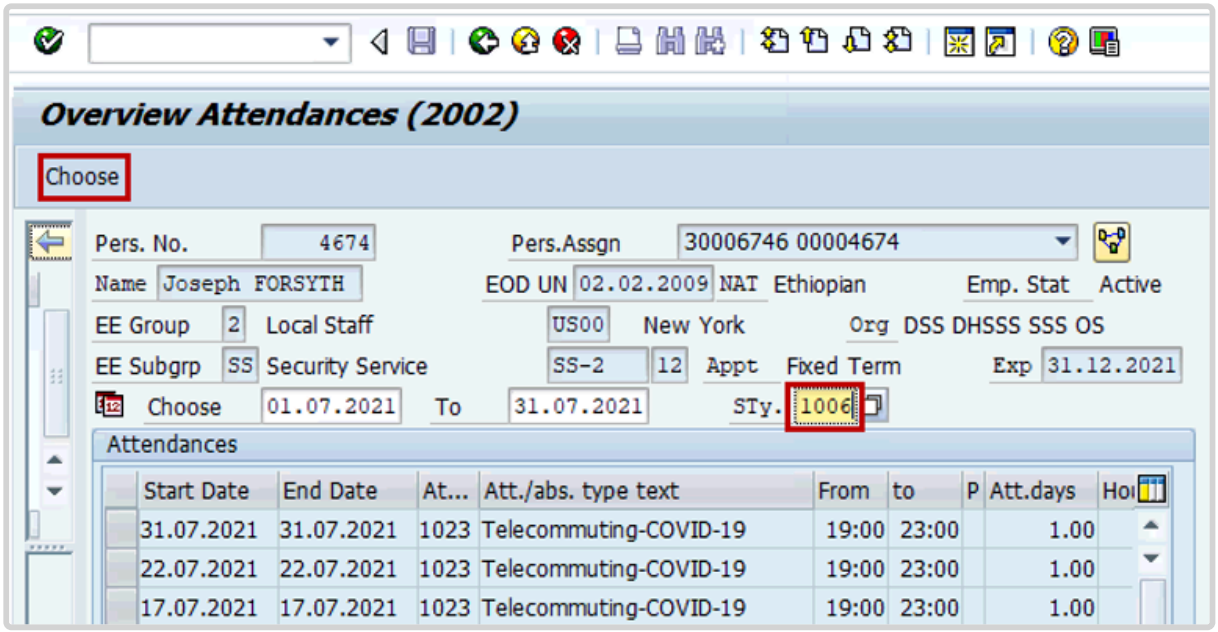


29. Enter the staff member's Personnel No.

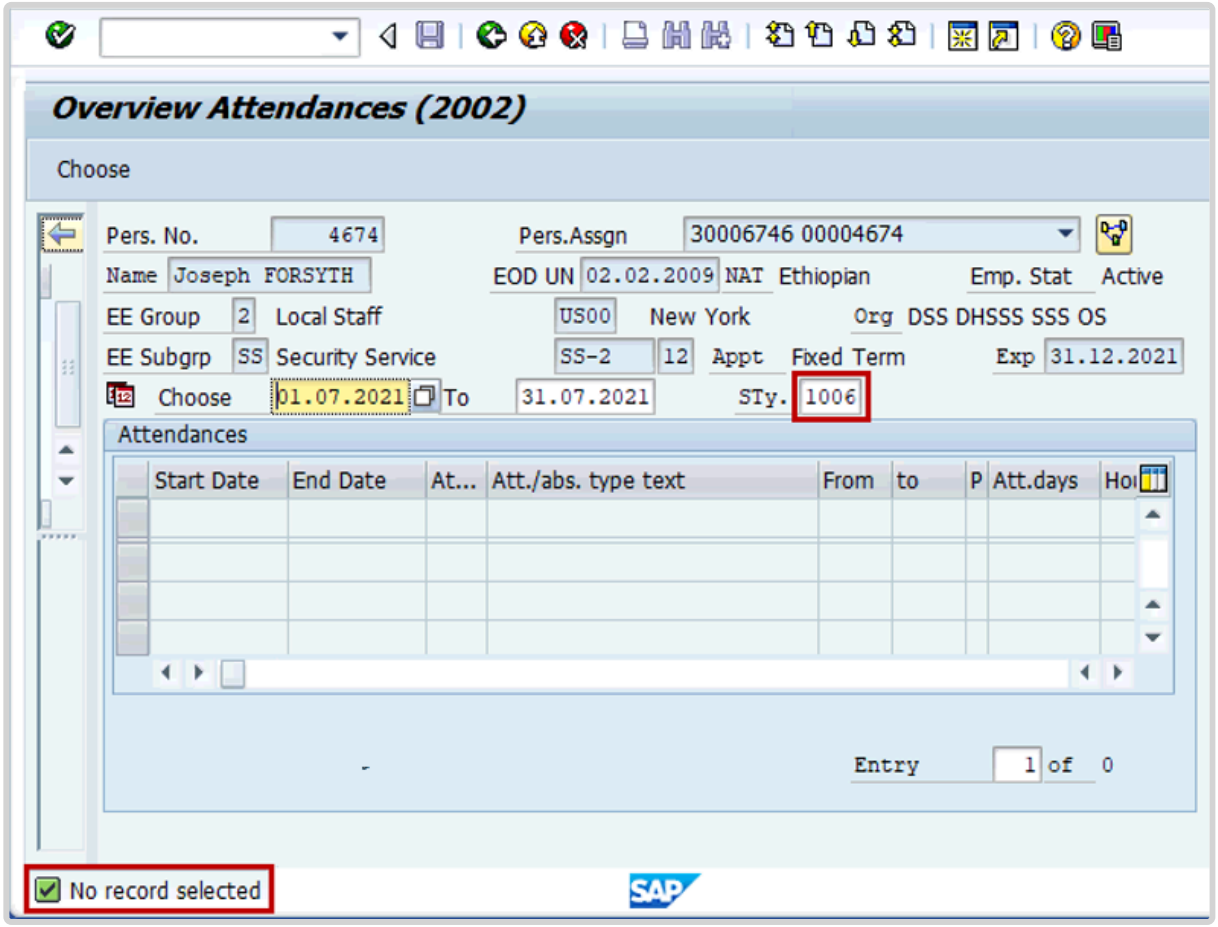
30. In the Period section, enter the date that was used to run the report in the From and To fields.

31. In the Infotype field, enter the infotype number – 2002

32. Click to display an overview of the record.

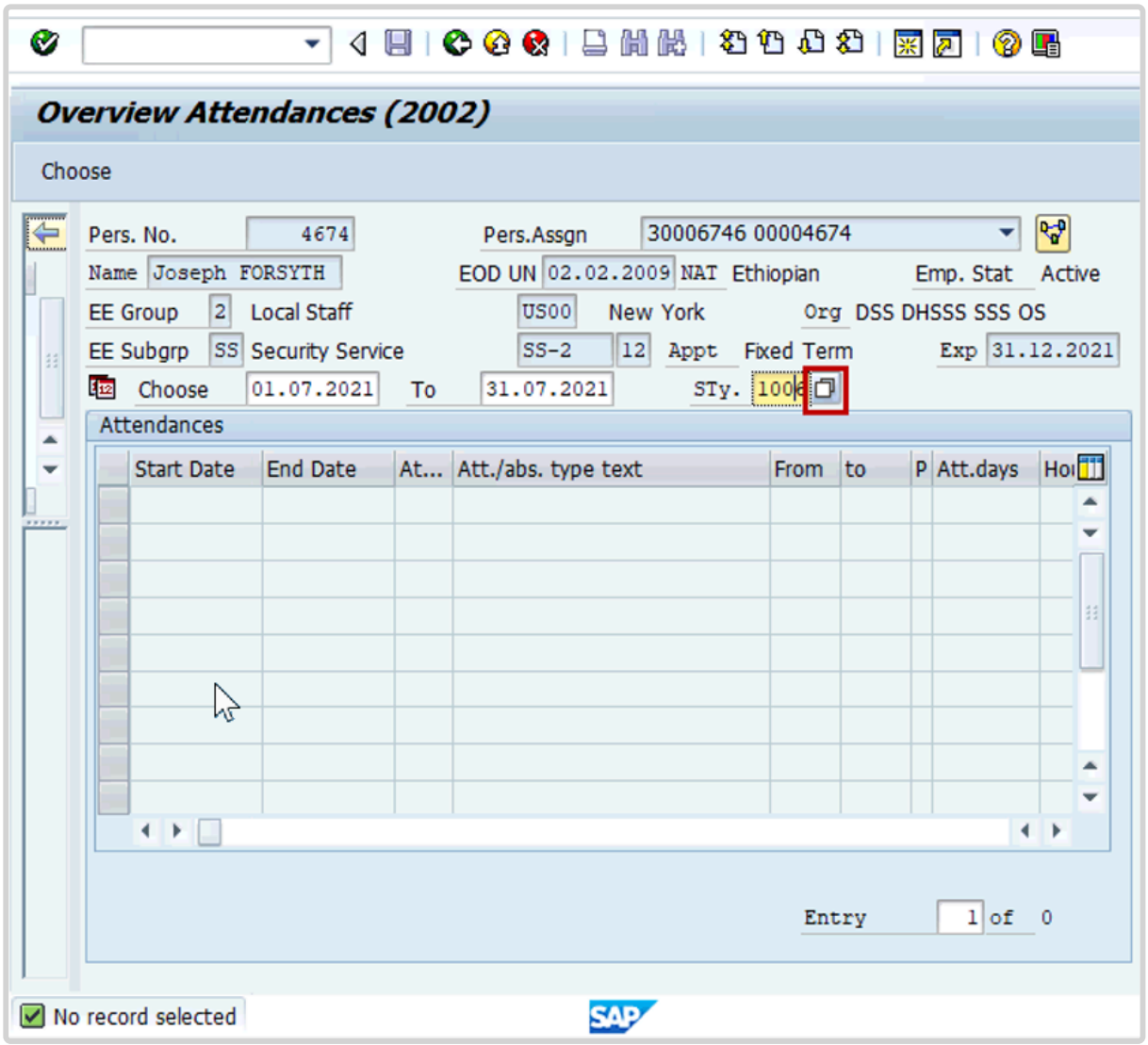


33. In the STy field, enter the subtype 1006 and click *Choose*.

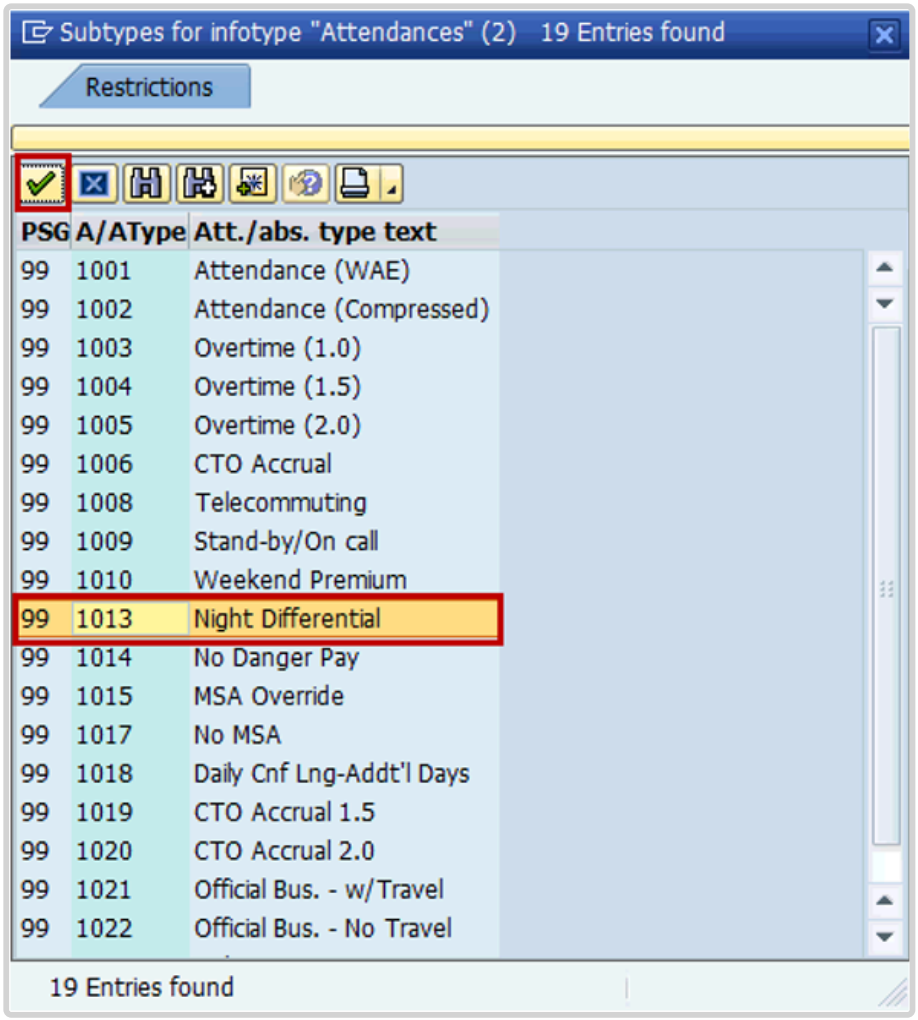


34. As per this scenario, you can see that there was no additional CTO accrued by the staff member outside their work schedule.

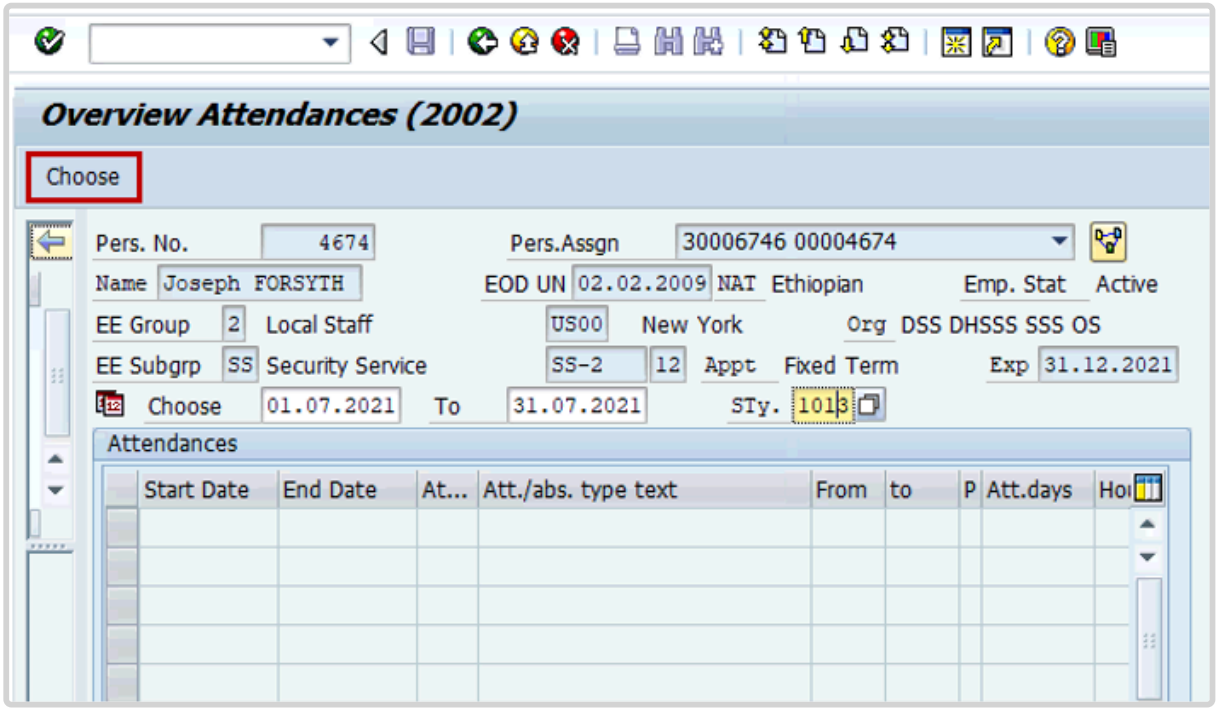
Next, we will check whether the staff member accrued any additional Night Differential hours.



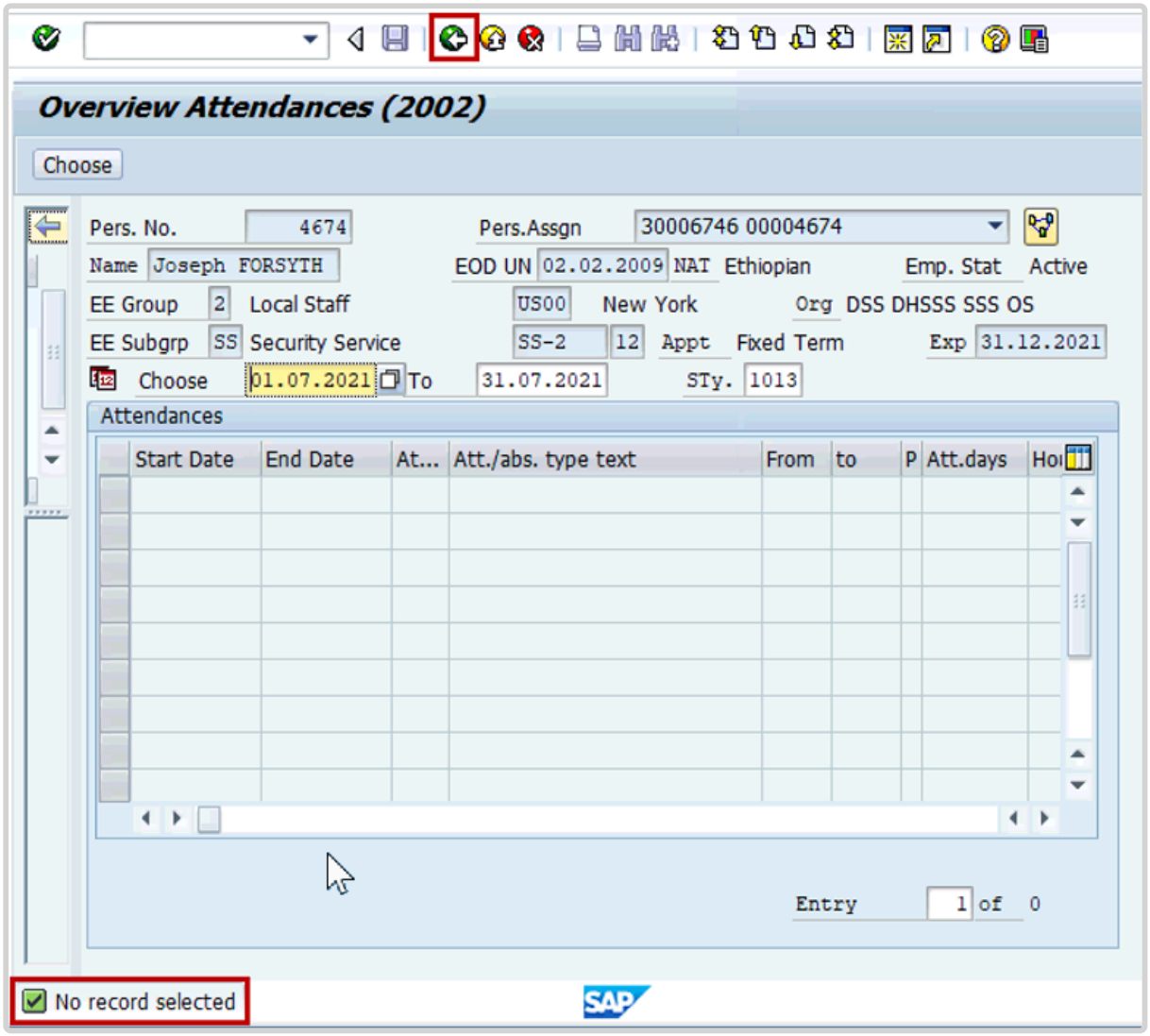
35. Click on the STy field and then click .



36. Select 1013 – Night Differential and click .

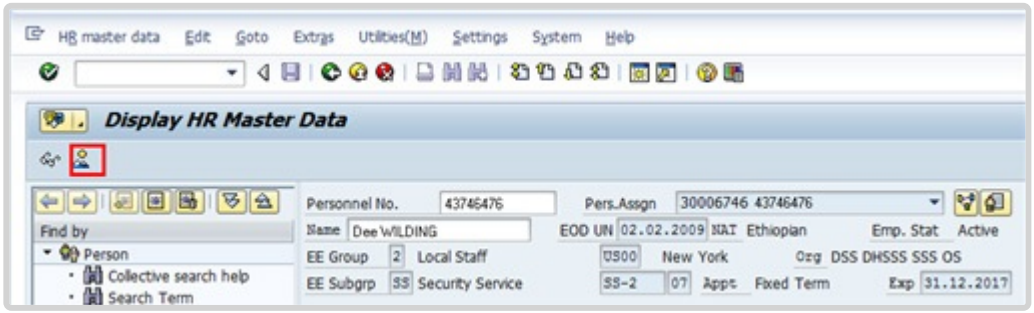


37. Click *Choose*.



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

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



39. To exit this T-Code, click .

Click 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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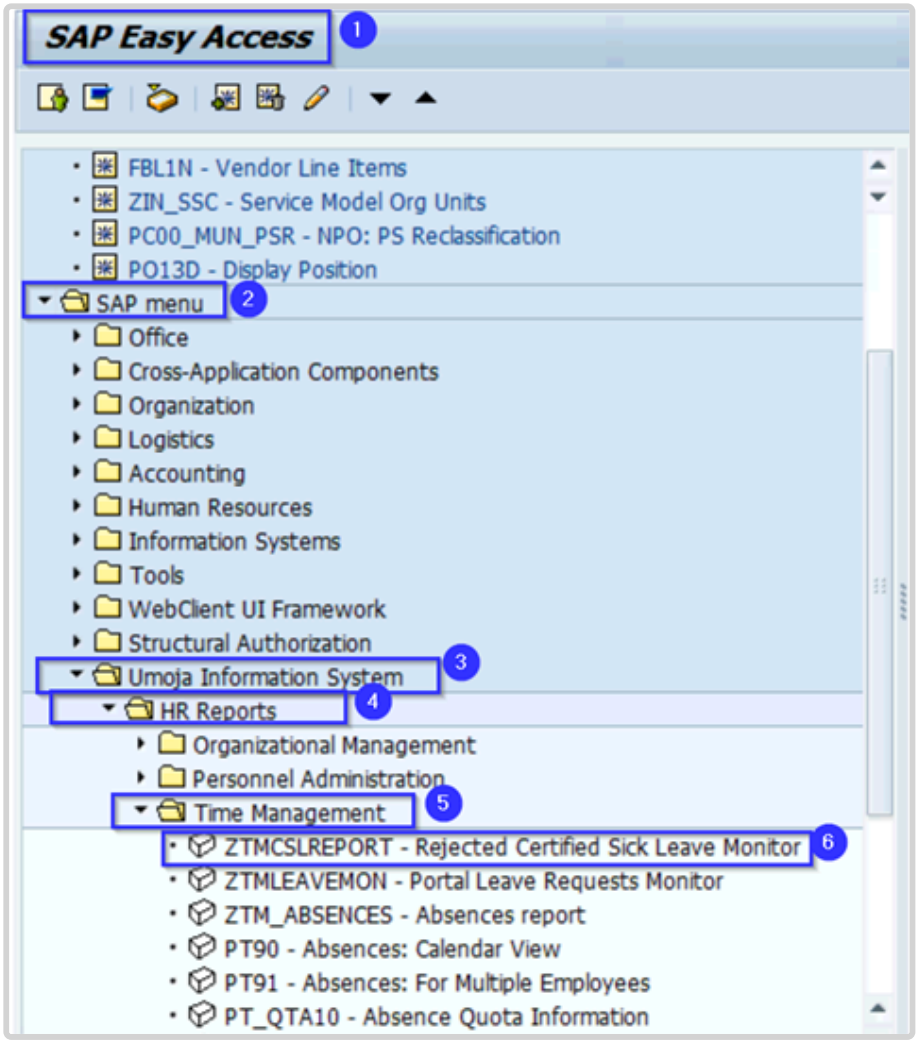
View and Edit Rejected Certified Sick Leave Records

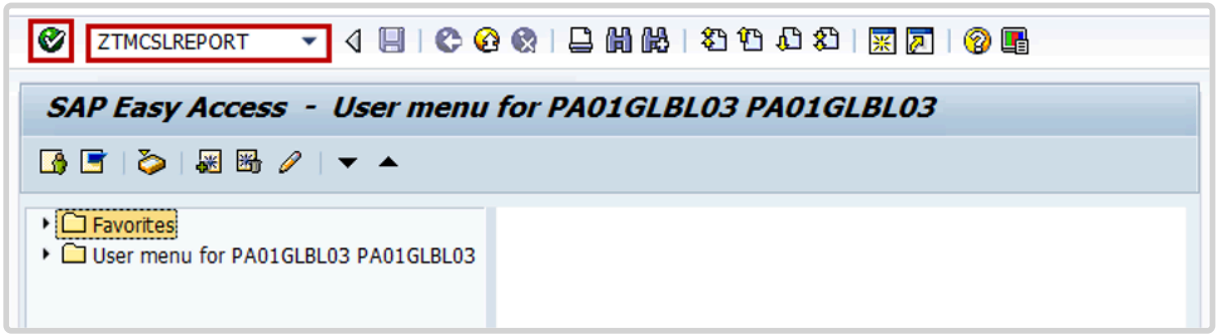
Follow these steps to view/edit all rejected certified sick leave that has not been accounted for by another type of absence.

Time Senior Administrators have only view access to the records.

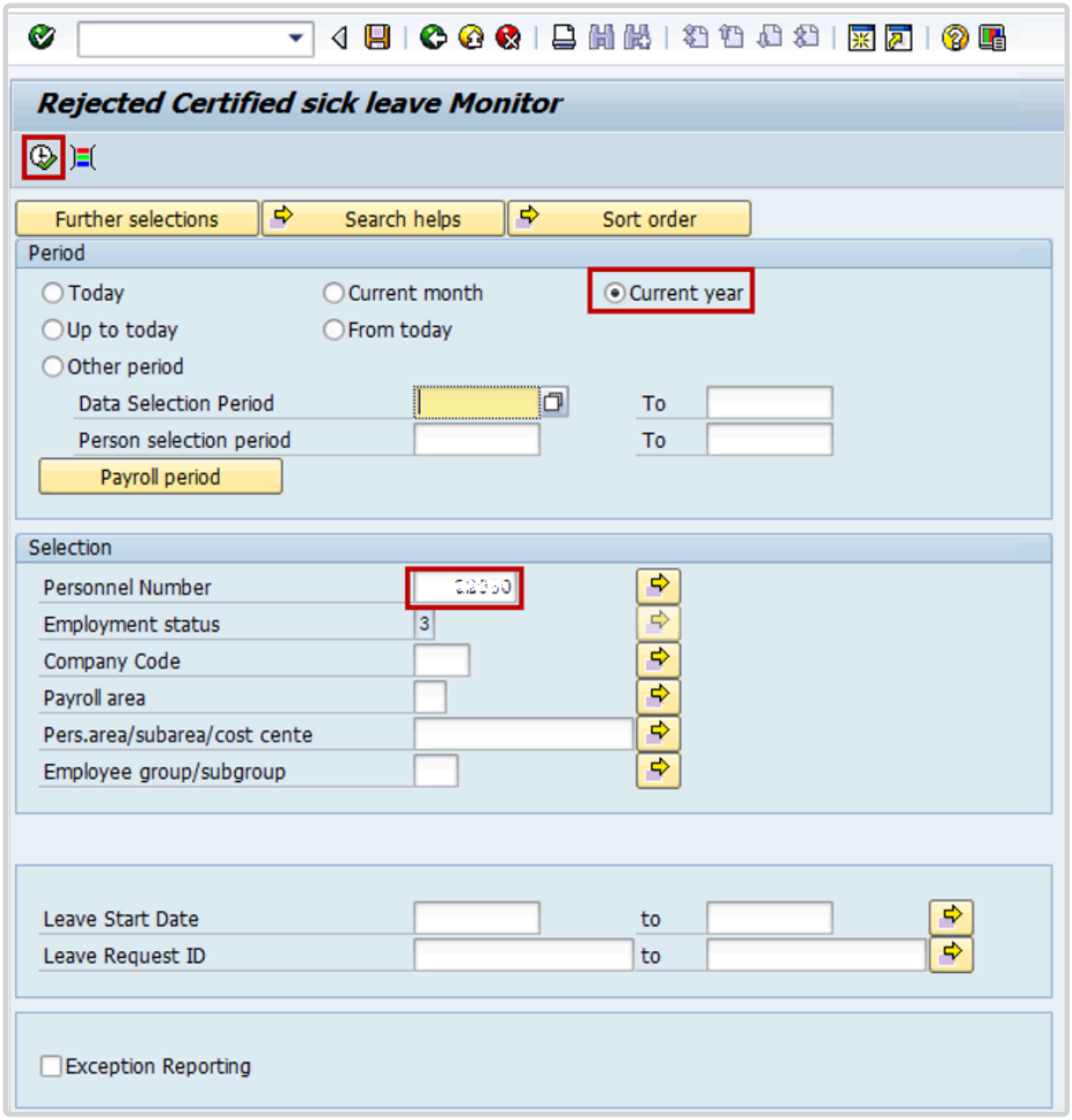
1. Start the transaction using the menu path,



or transaction code ZTMCSLREPORT.



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



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

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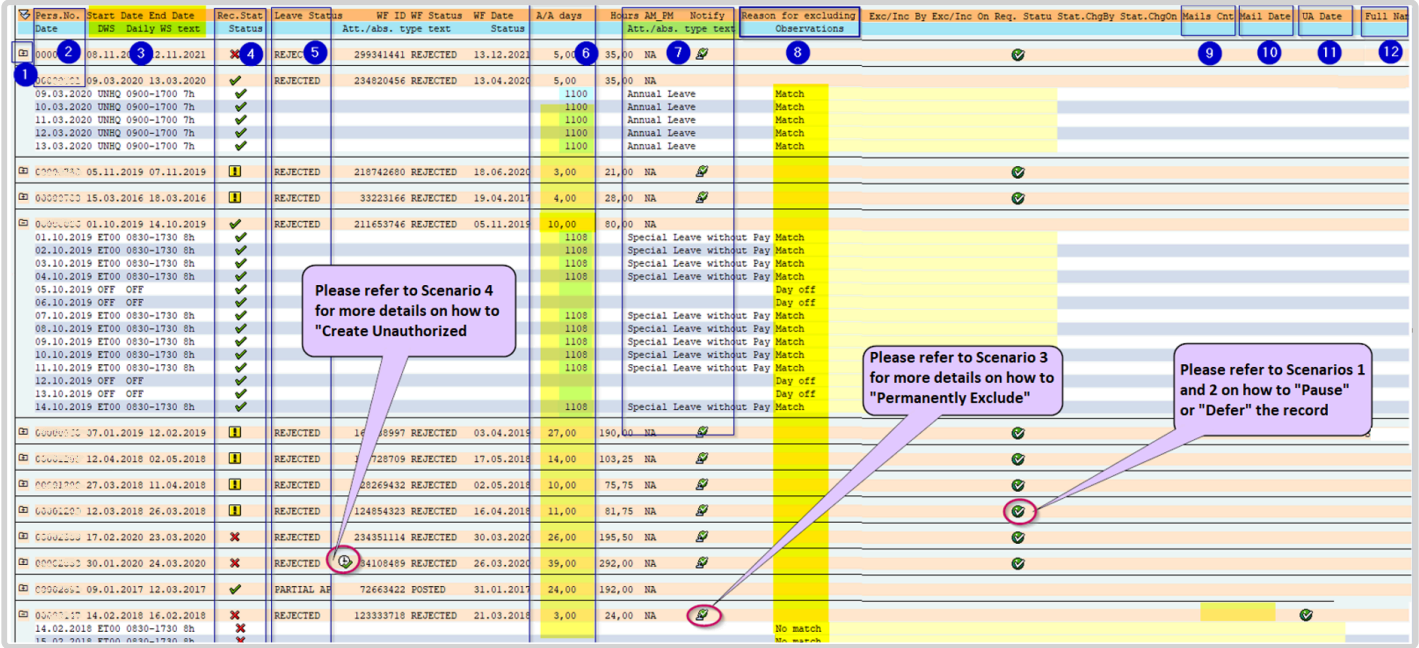
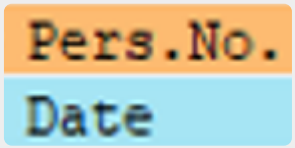
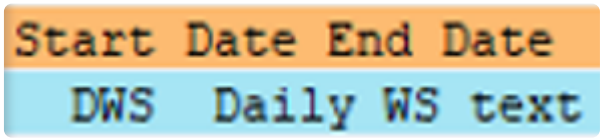
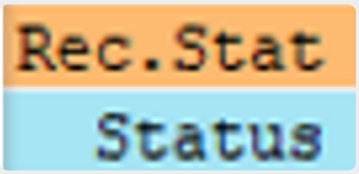
How to Read and Understand the Report



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

		reviewed by HRP, if required.
5	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 Observations	**Reason for excluding** Note of HRP action will appear under this column for Pause, Deferral and Permanently Excluded. **Observation** • resolved: Match • unresolved: No Match • non-working day: Day off

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

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How to Use the Report

Use these procedures to:

- Pause-Resume Conversion
- Defer Conversion
- Permanently Exclude Conversion
- Manually Convert to Unauthorized Absence
- Manually Delete Unauthorized Absence
- Monitor Certified Sick Leave Exceptions

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Pause-Resume Conversion

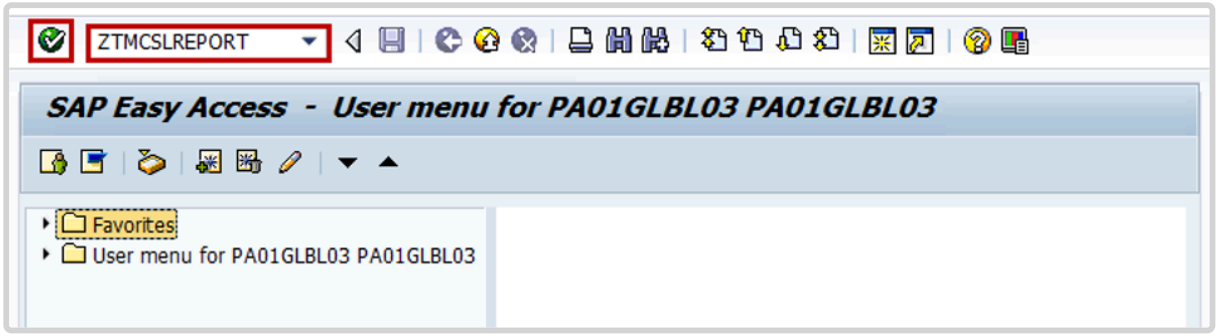
PAUSE/RESUME THE CONVERSION of rejected Certified Sick Leave records to Unauthorized Absence.

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

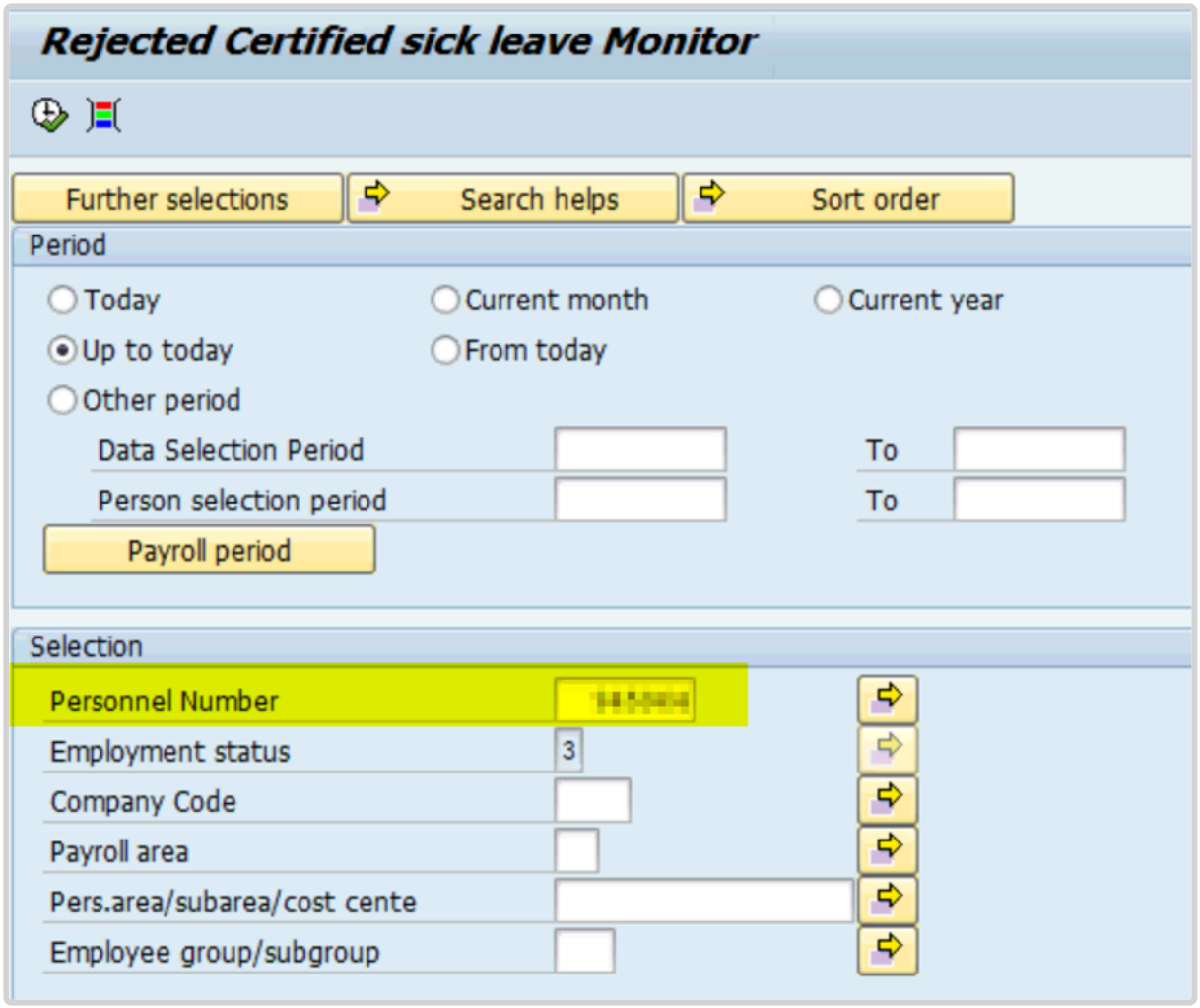
Once Paused, the system will not proceed with the issuance of the automated notifications nor the conversion of the record to an Unauthorized Absence record. Therefore, HR Partner needs to proactively monitor using this report and to act as required.

Procedure

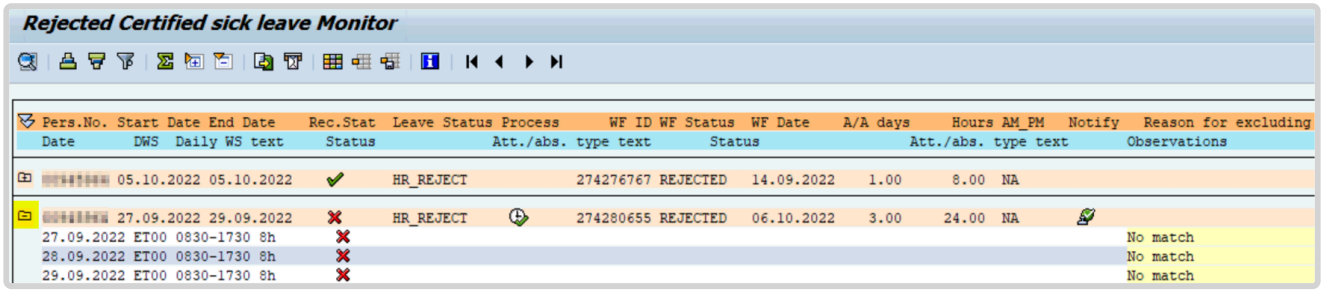
1. Start the transaction using the menu path or transaction code, ZTMCSLREPORT.



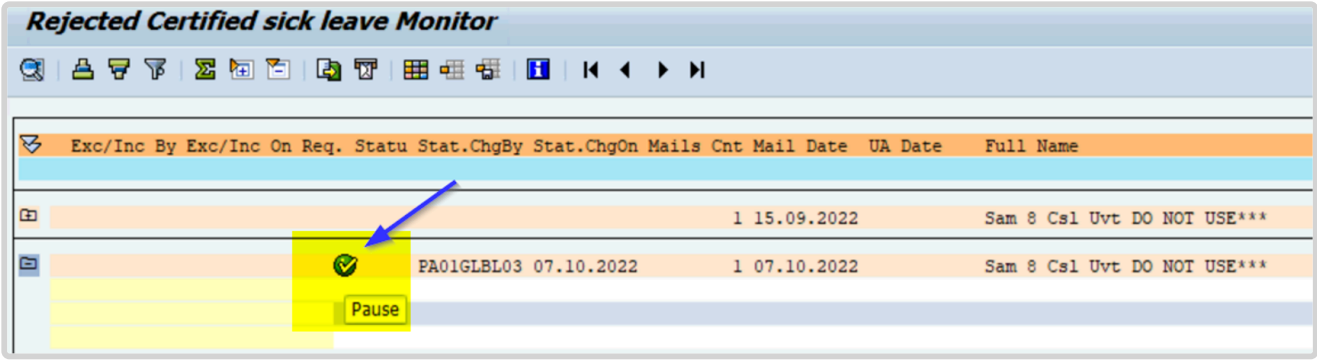
2. Click the Enter icon . Add the personnel number and select the period, then click the Execute icon .



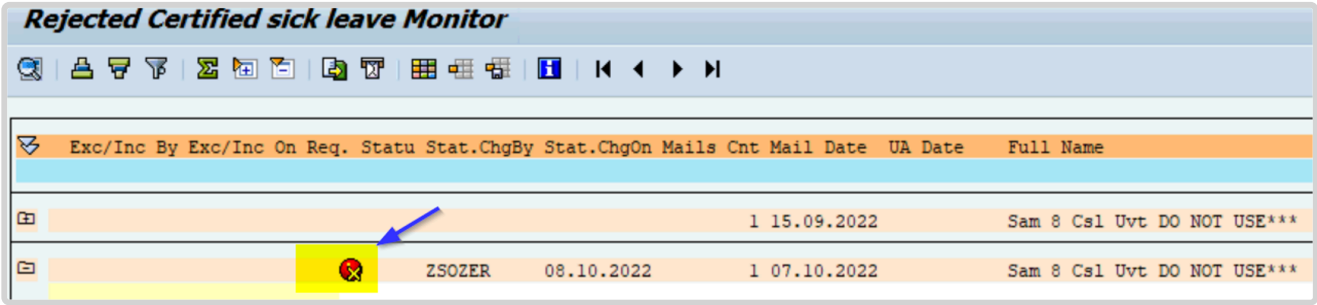
3. Expand the record to confirm the days you need to pause.



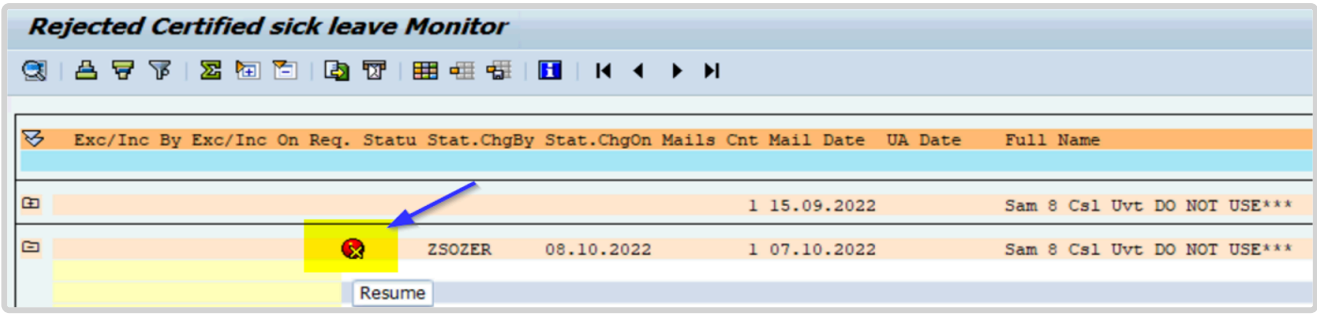
4. Scroll to the right and click the to Pause icon to temporarily pause the record from conversion to Unauthorized Absence at any point before the third email reminder.

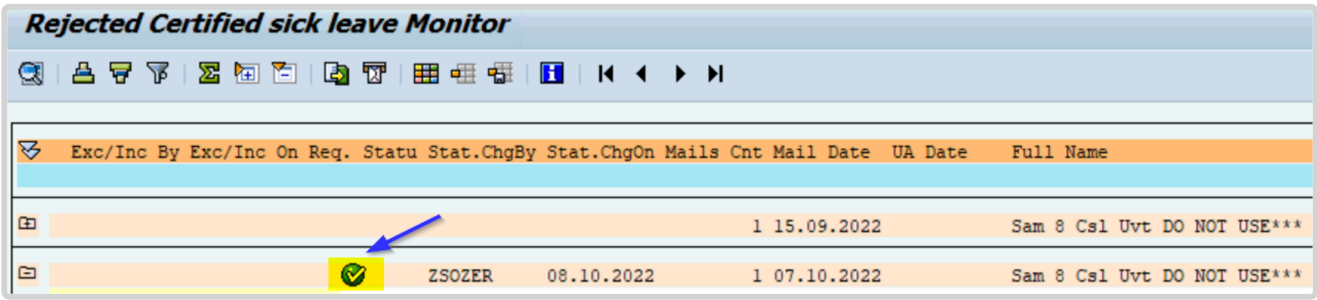


5. Once the Pause icon is clicked it will turn to red icon .



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





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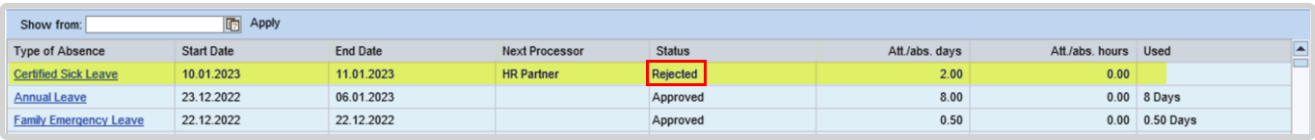
Resubmission of a Rejected CSL Request

Scenario

RESUBMISSION OF REJECTED OR PARTIALLY REJECTECTED CERTIFIED SICK LEAVE REQUEST

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

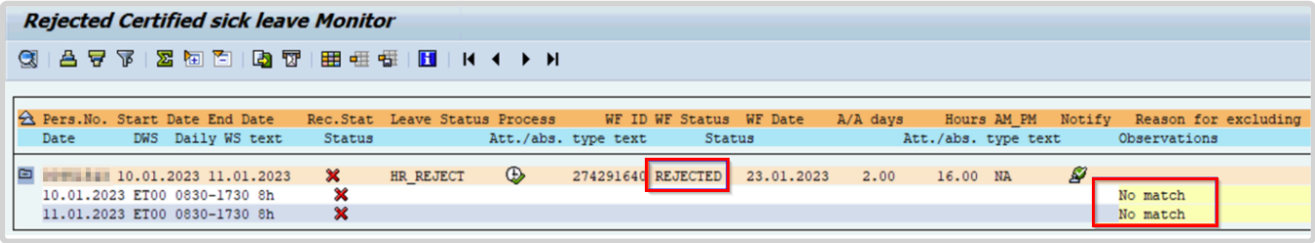
1. Certified sick leave requests rejected by HRP display with a **Status** of *Rejected*.



Show from: Apply

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

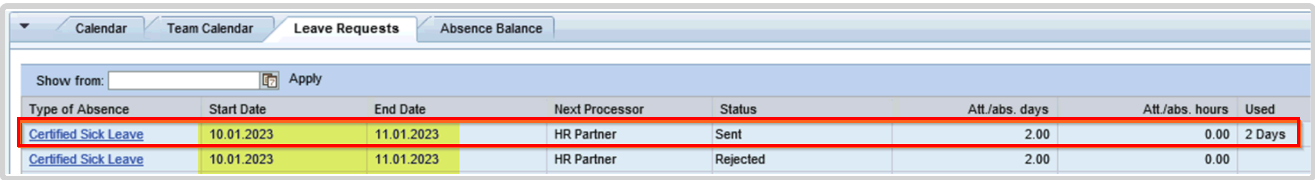
2. The **Rejected Certified Sick Leave Report** shows the record as *REJECTED* and *No match*.



Rejected Certified sick leave Monitor

Pers.No. / Date	Start Date / DWS	End Date / Daily WS text	Rec.Stat / Status	Leave Status Process / Att./abs. type text	WF ID	WF Status / Status	WF Date	A/A days	Hours / Att./abs. type text	AM_PM	Notify	Reason for excluding / Observations
[redacted]	10.01.2023	11.01.2023	✖	HR_REJECT	274291640	REJECTED	23.01.2023	2.00	16.00	NA		No match
10.01.2023	ET00	0830-1730 8h	✖									No match
11.01.2023	ET00	0830-1730 8h	✖									

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

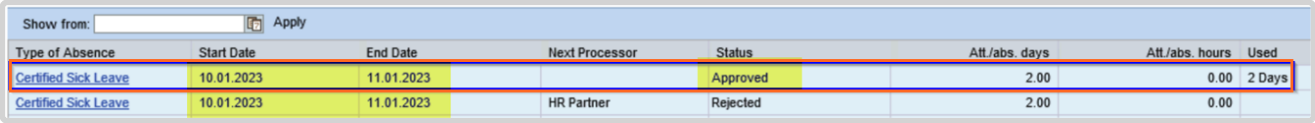


Calendar | Team Calendar | Leave Requests | Absence Balance

Show from: Apply

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

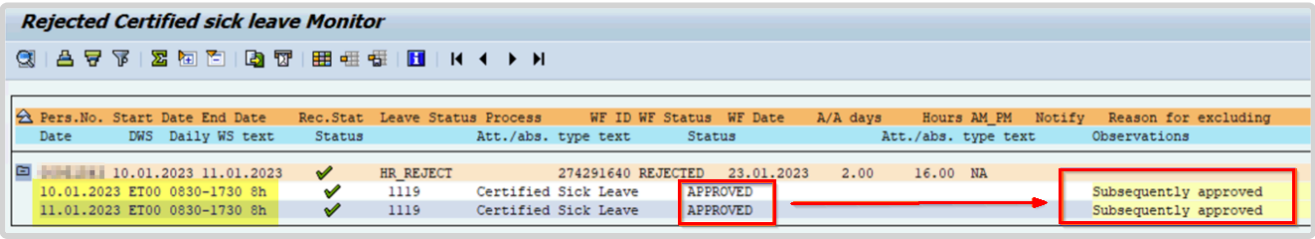
4. The HRP approves the resubmitted certificated sick leave request.



Show from: Apply

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

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



Rejected Certified sick leave Monitor

Pers.No. / Date	Start Date / DWS	End Date / Daily WS text	Rec.Stat / Status	Leave Status / Att./abs. type text	Process	WF ID / Status	WF Status	WF Date / Att./abs. type text	A/A days	Hours	AM_PM	Notify	Reason for excluding / Observations
[redacted]	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

Scenario

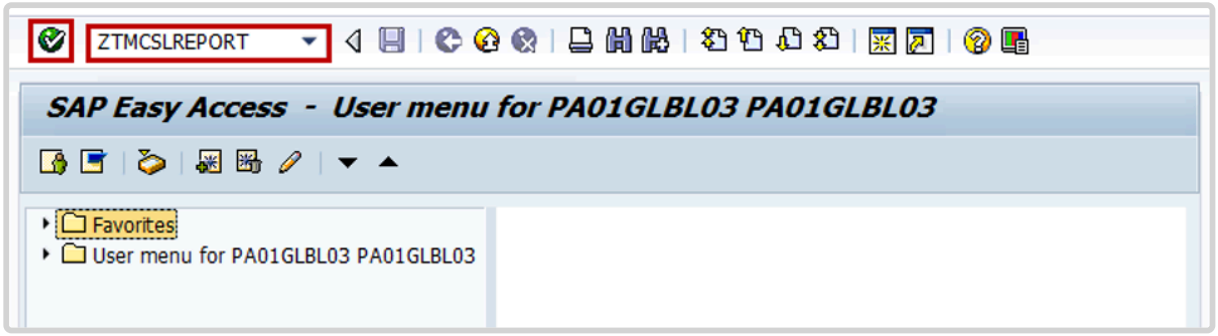
DEFER THE CONVERSION of rejected Certified Sick Leave record to Unauthorized Absence

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

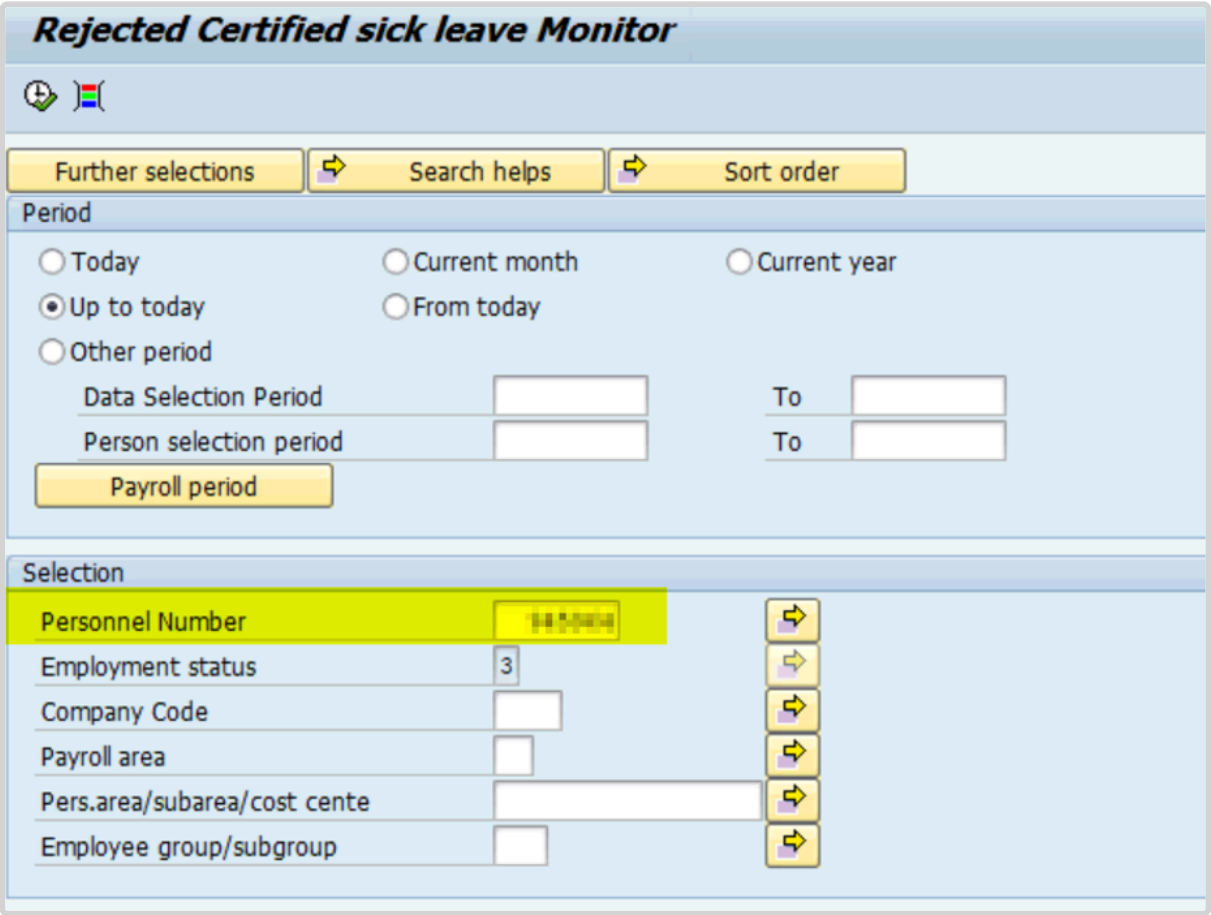
Deferral will allow an additional 30 days for the staff member to resolve the rejected CSL request. If no action is taken during this time the system will automatically convert the record to Unauthorized Absence after the additional 30 days. The staff member would have had 90 days to resolve their rejected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

Procedure

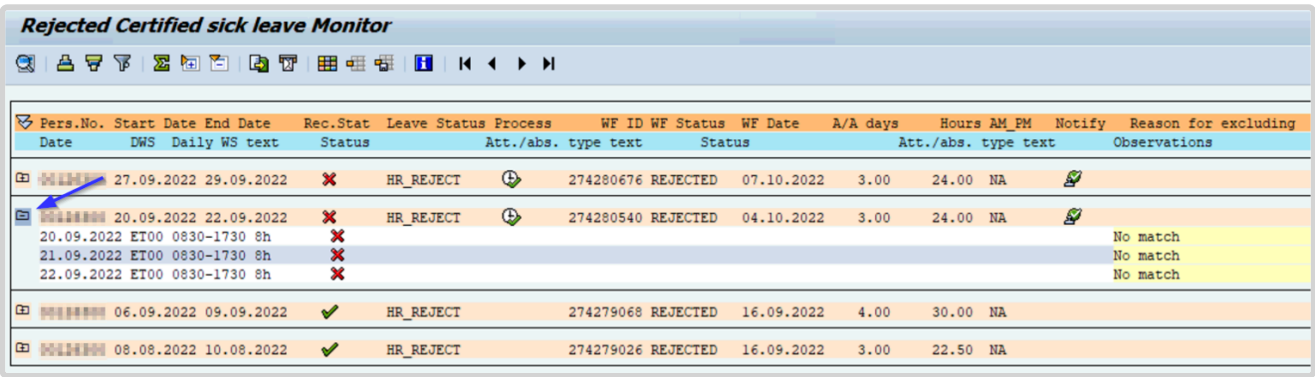
1. Start the transaction using the menu path or transaction code, ZTMCSLREPORT.

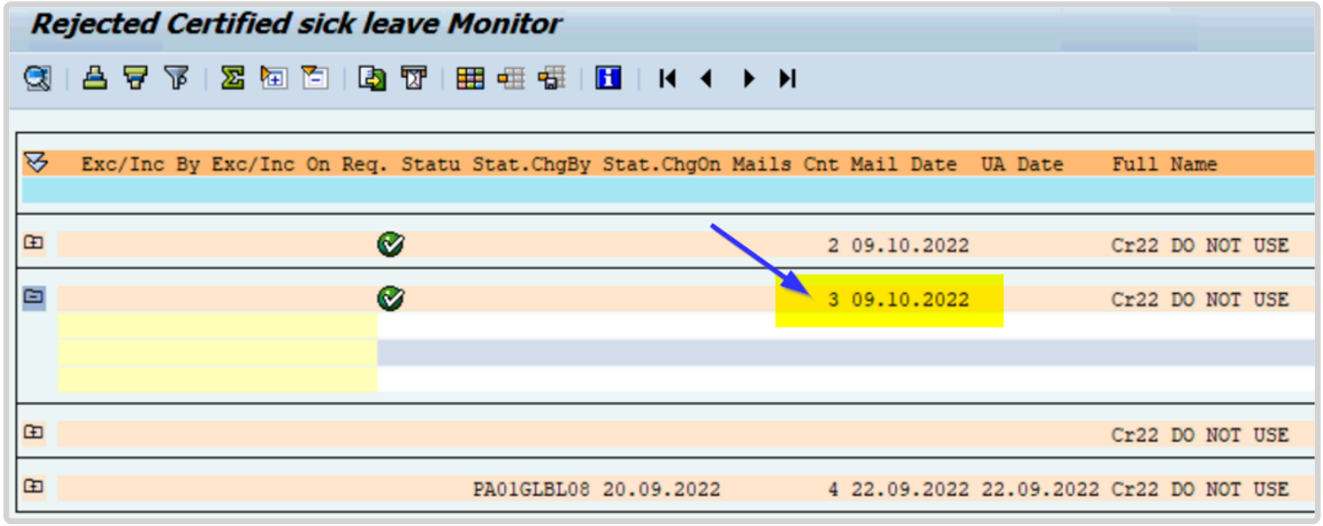


2. Click the Enter icon . Add the personnel number and select the period, then click the Execute icon .

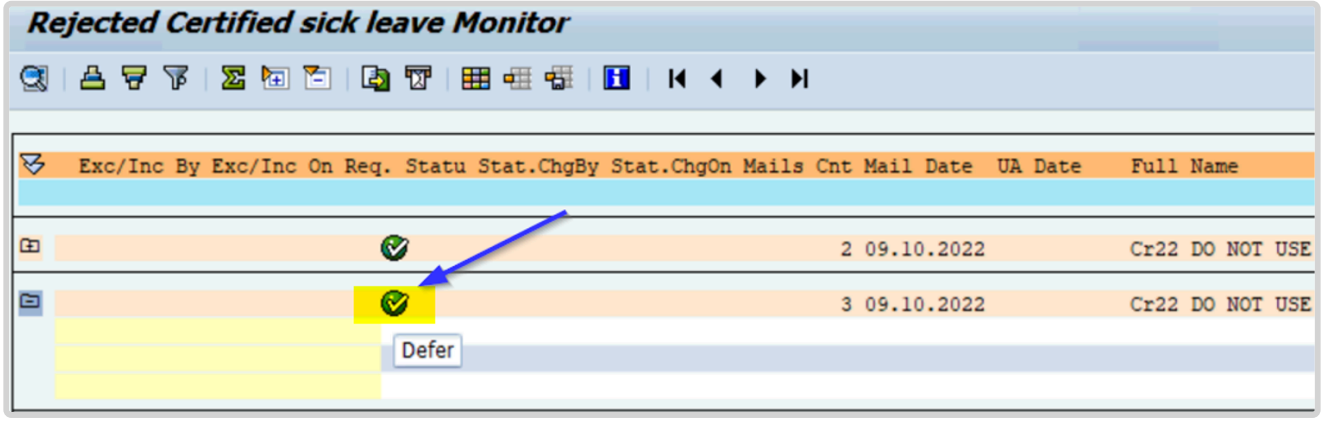


3. Expand the record to confirm the days you need to defer and confirm that the email count is three (3), indicating that the third reminder email has been sent to the staff member. Refer to the Annex for further details on notifications.

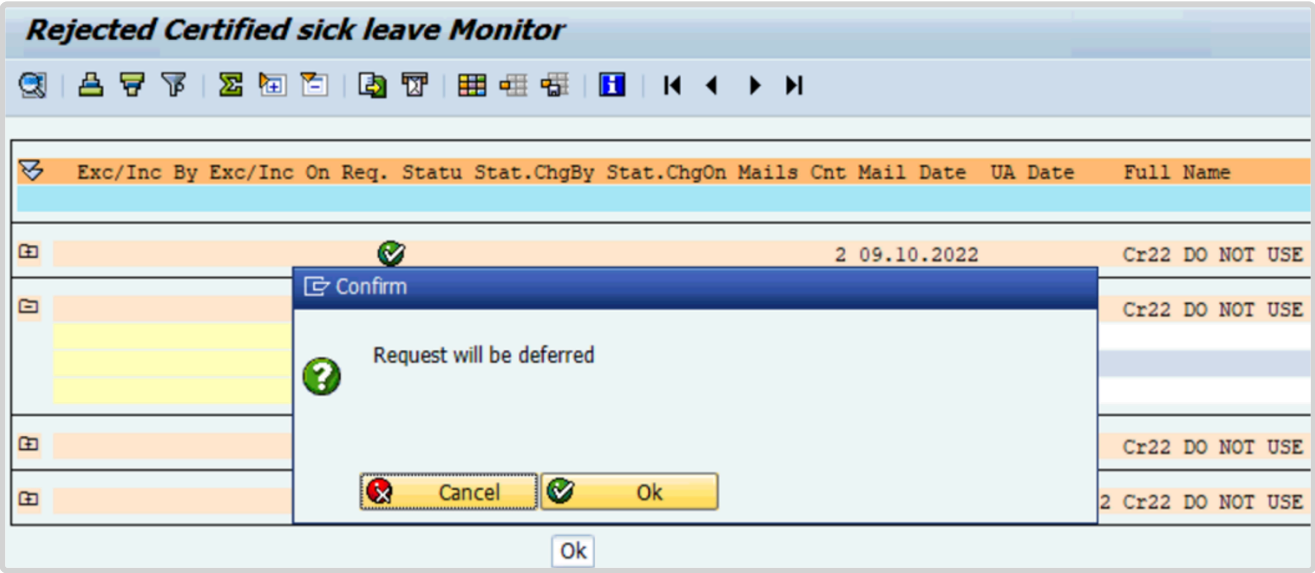




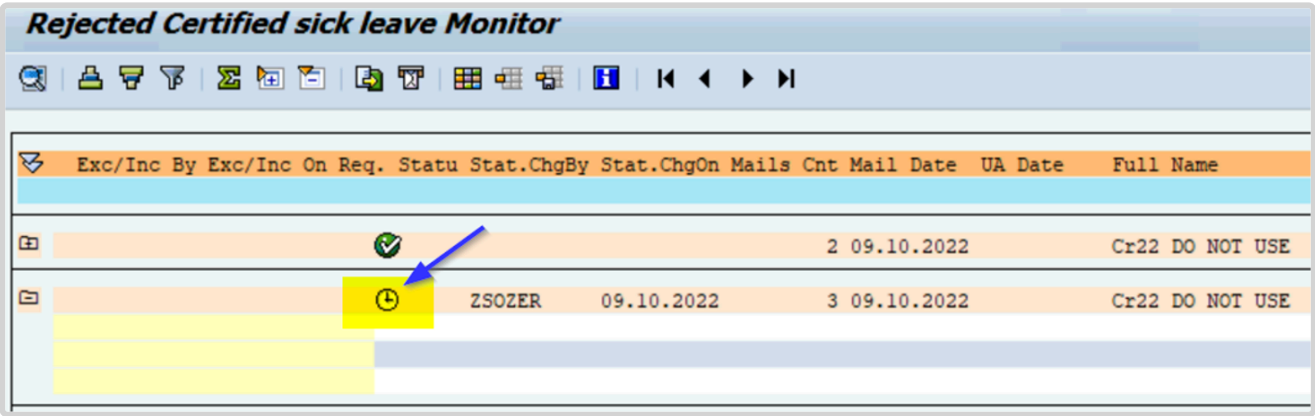
4. Scroll to the right and click the to Defer icon to temporarily pause the record from conversion to Unauthorized Absence at any point before the third email reminder.



5. On the Confirm popup, click 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.



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Permanently Exclude Conversion

Scenario

PERMANENTLY EXCLUDE rejected Certified Sick Leave from conversion to Unauthorized Absence

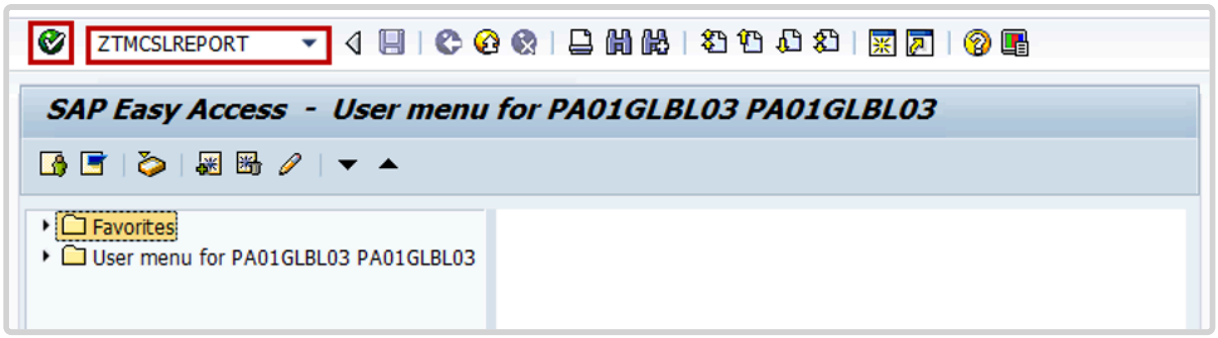
This option should be used when the staff member's attendance was confirmed by the Time Manager during the absence dates, e.g. the staff member returned to work or telecommuted. This action can be done at any time before the conversion of rejected days to Unauthorized Absence.

Once completed, it cannot be reversed.

Procedure

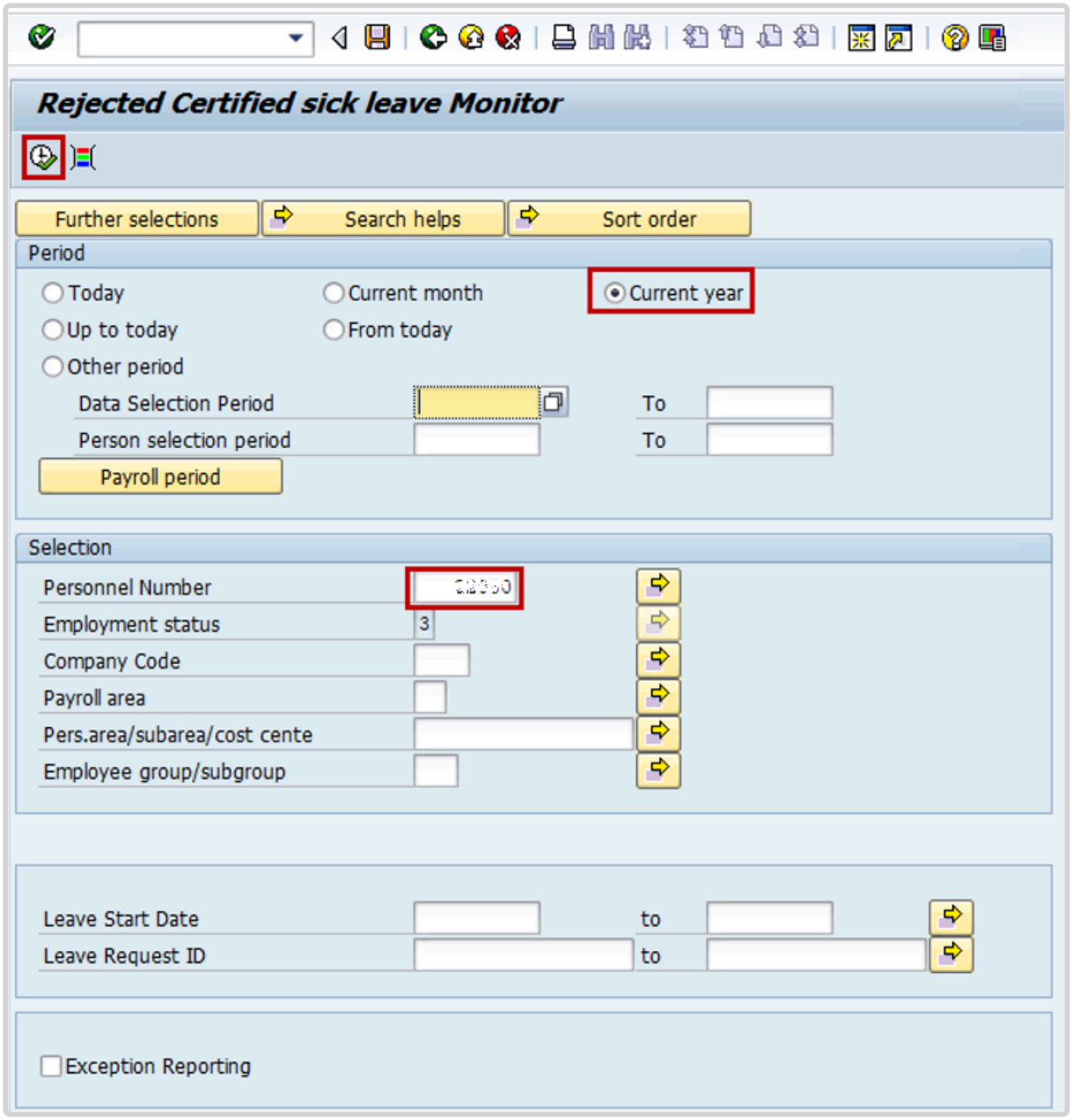
1. Start the transaction using the menu path or transaction code, ZTMCSLREPORT

   Click the Enter icon . .

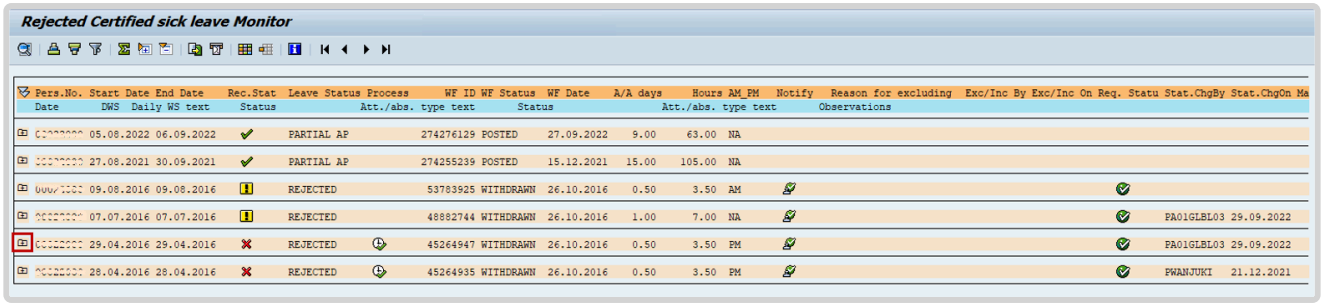


2. Select the period to generate the report. For example, **Current year**.
   Enter the staff member's index number in the **Personnel Number** text box, then click the Execute icon .

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

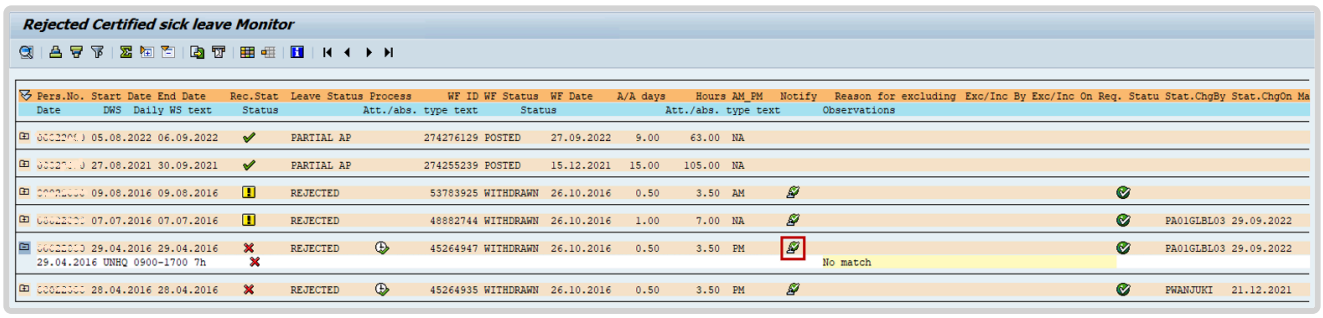


3. Click on the **Detail can be Expanded** icon to view the details of the record(s).

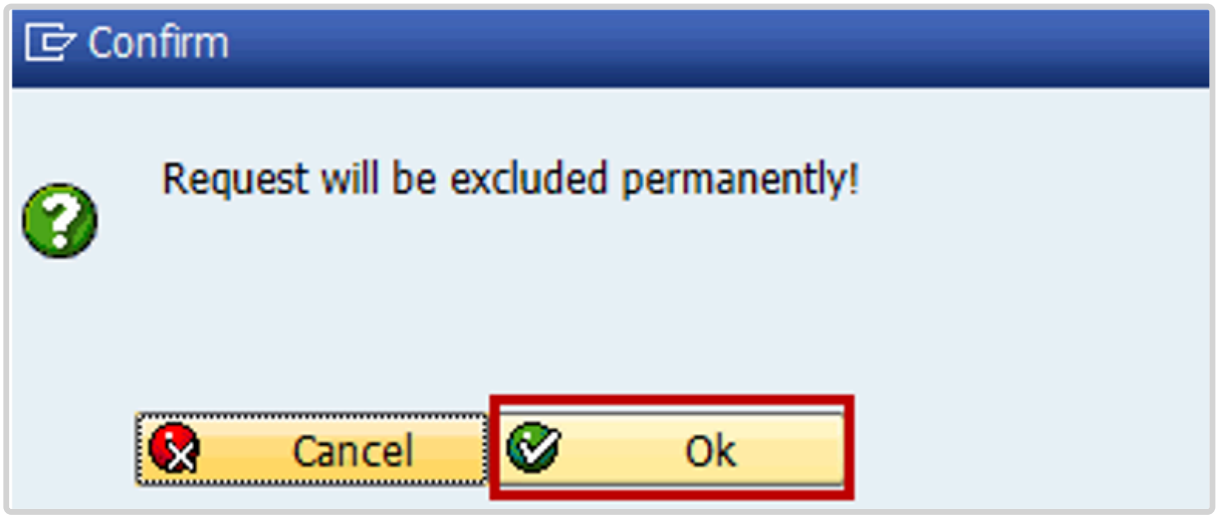


4. Click on the Permanently exclude icon to permanently exclude the record from

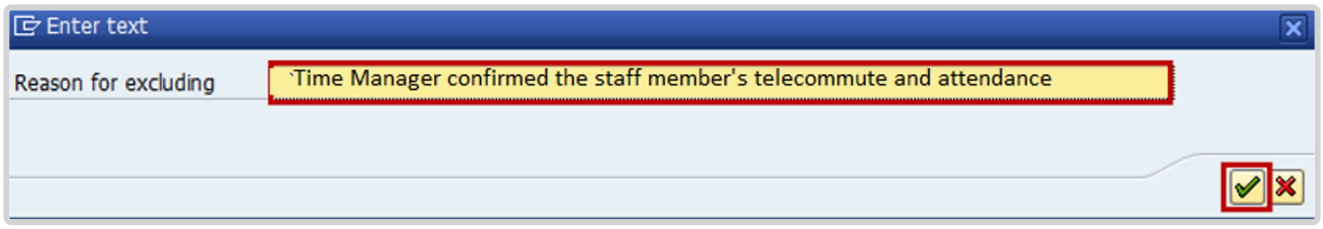
conversion to Unauthorized Absence.



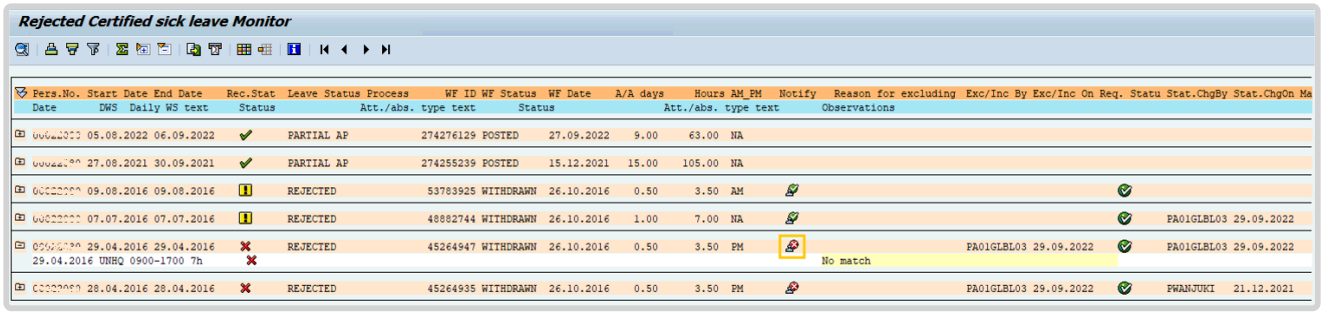
5. On the Confirm popup, click OK.



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



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



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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.

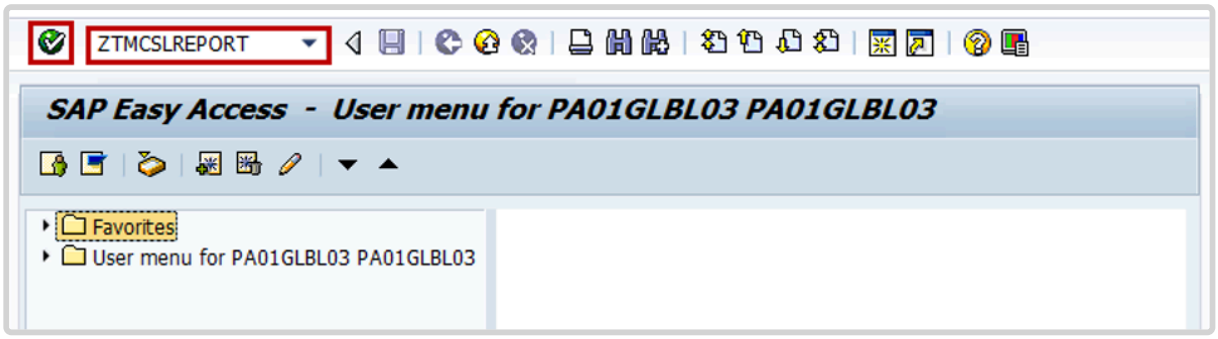
Scenario

MANUALLY CONVERT UNRESOLVED REJECTED CERTIFED SICK LEAVE TO UNAUTHORIZED ABSENCE

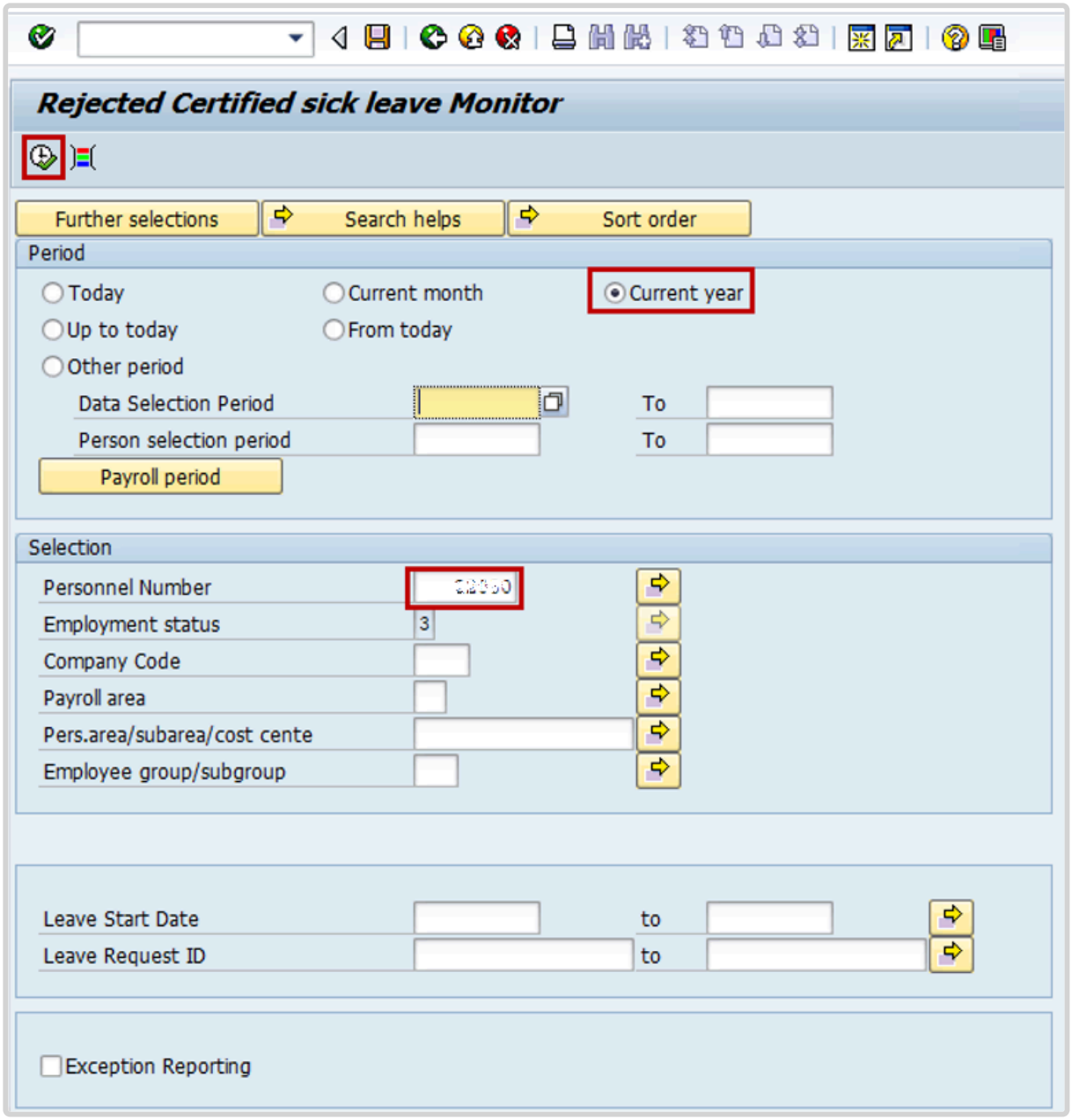
In some cases, e.g. when the staff member has no quota for another type of absence to replace the rejected CSL days and is soon to separate, the HRP may need to convert the rejected CLS days into Unauthorized Absence manually without waiting for the 60 days notification process. In such cases, the HRP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

Procedure

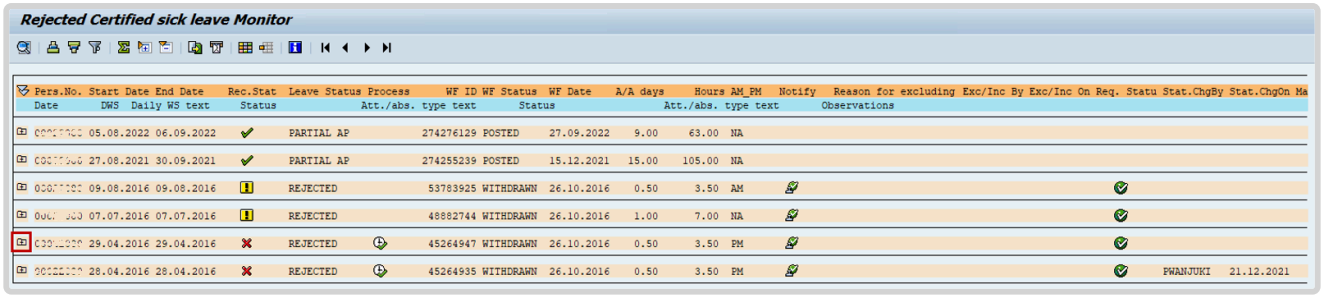
1. Start the transaction using the menu path or transaction code, ZTMCSLREPORT
   Click the Enter icon . .



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

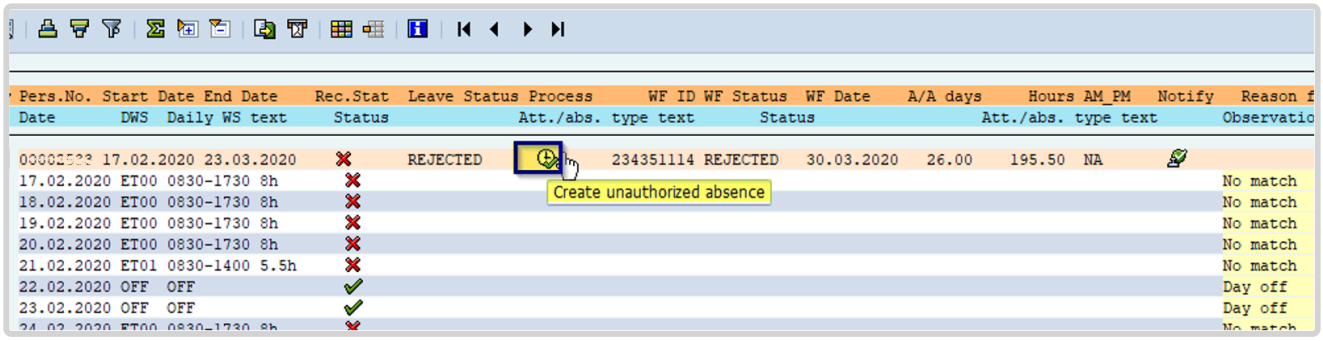


3. Click on the **Detail can be Expanded** icon to view the details of the record(s).

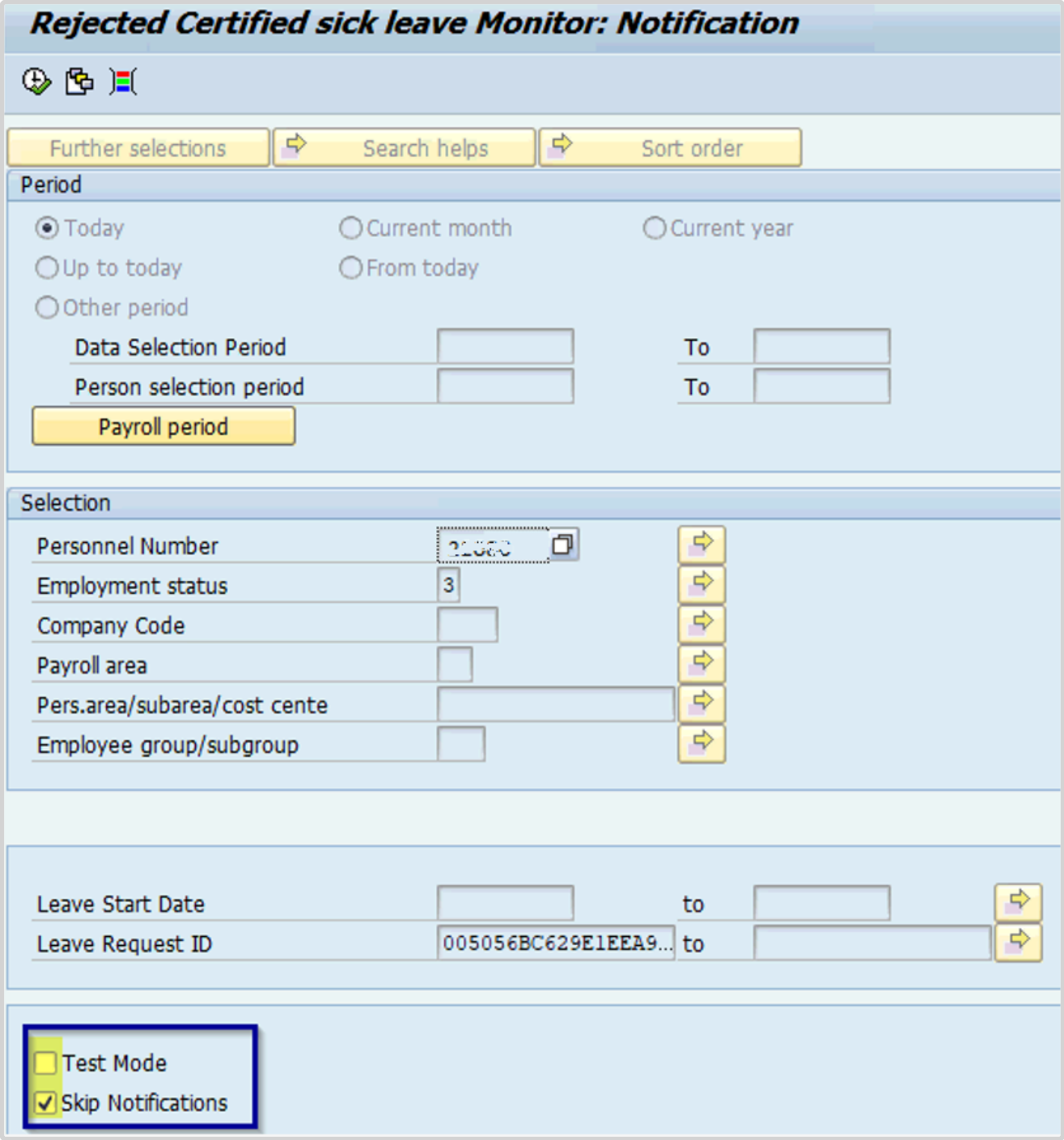


4. Click on the Create Unauthorized Absence to convert the record to Unauthorized

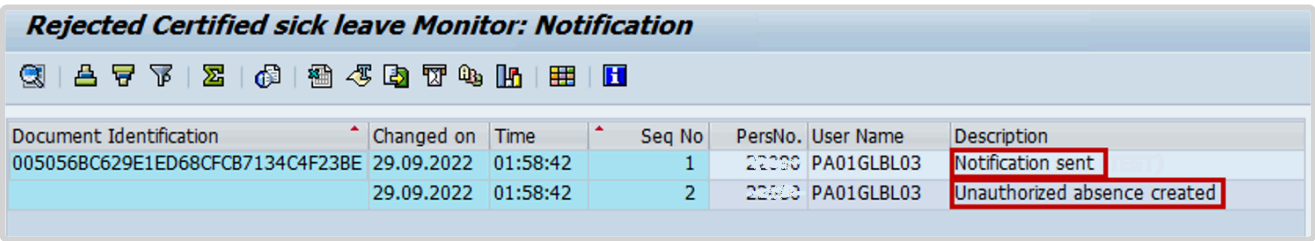
Absence.



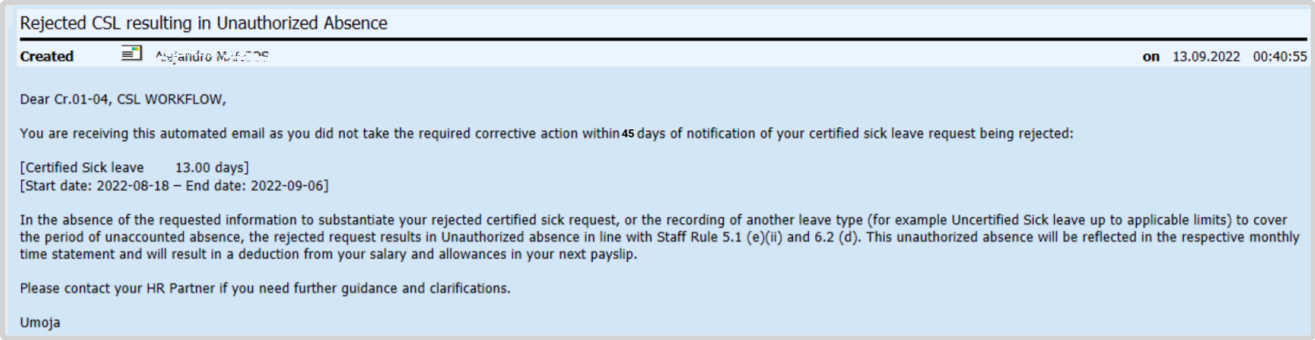
5. Click the Test Mode checkbox to uncheck it.
6. Click the **Skip Notifications** checkbox to generate an email notification to the staff member. Then click the Execute icon .



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



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.



Rejected CSL resulting in Unauthorized Absence

Created Alejandro M[illegible]OS **on** 13.09.2022 00:40:55

Dear Cr.01-04, CSL WORKFLOW,

You are receiving this automated email as you did not take the required corrective action within 45 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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Last modified: 16 March 2023

Manually Delete Unauthorized Absence

Scenario

CERTIFIED SICK LEAVE APPROVED AFTER THE UNAUTHORIZED ABSENCE WAS CREATED

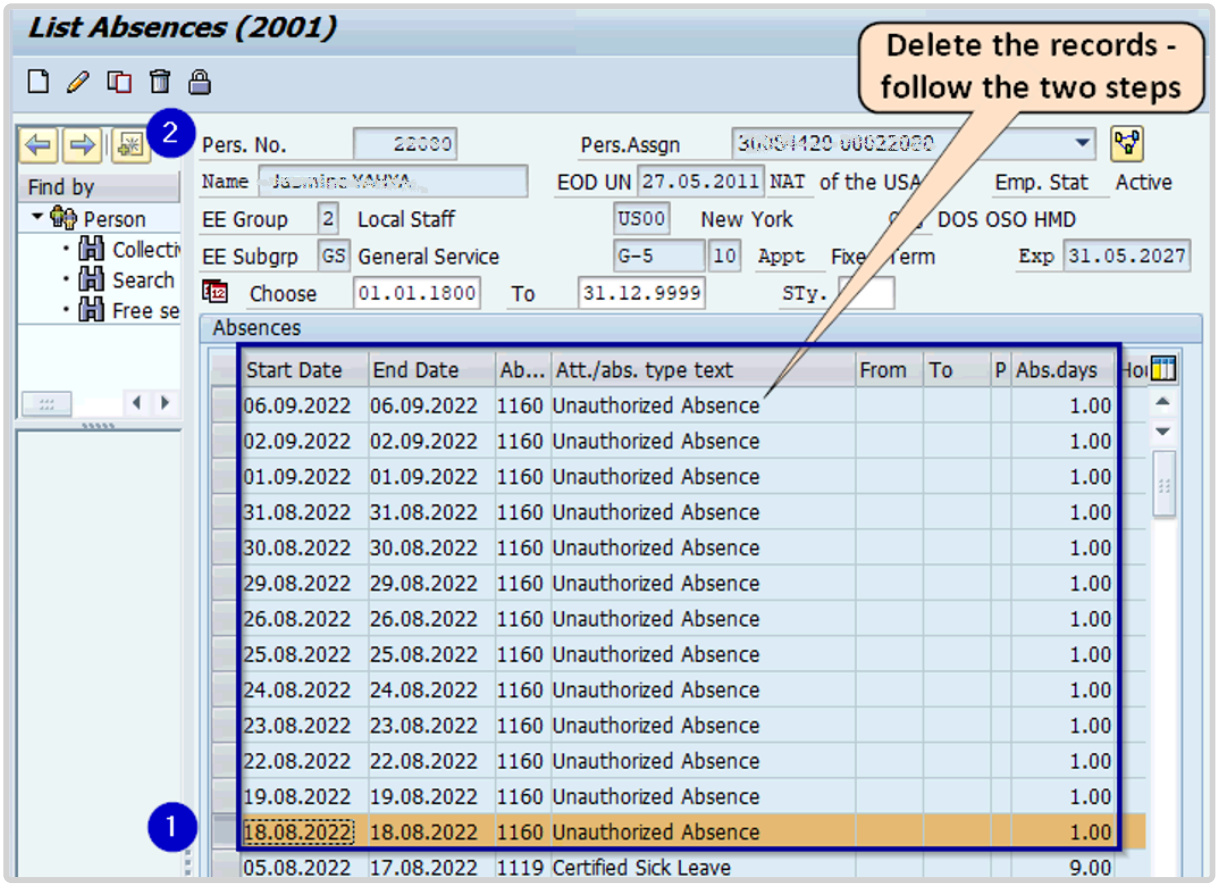
HR Partner can manually delete the unauthorized absence record.
At times, a staff member may provide the required doctor's certificate only after the staff member's rejected CSL have been converted to Unauthorized Absence, resulting in recoveries against the staff member's pay. Once Medical Services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

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

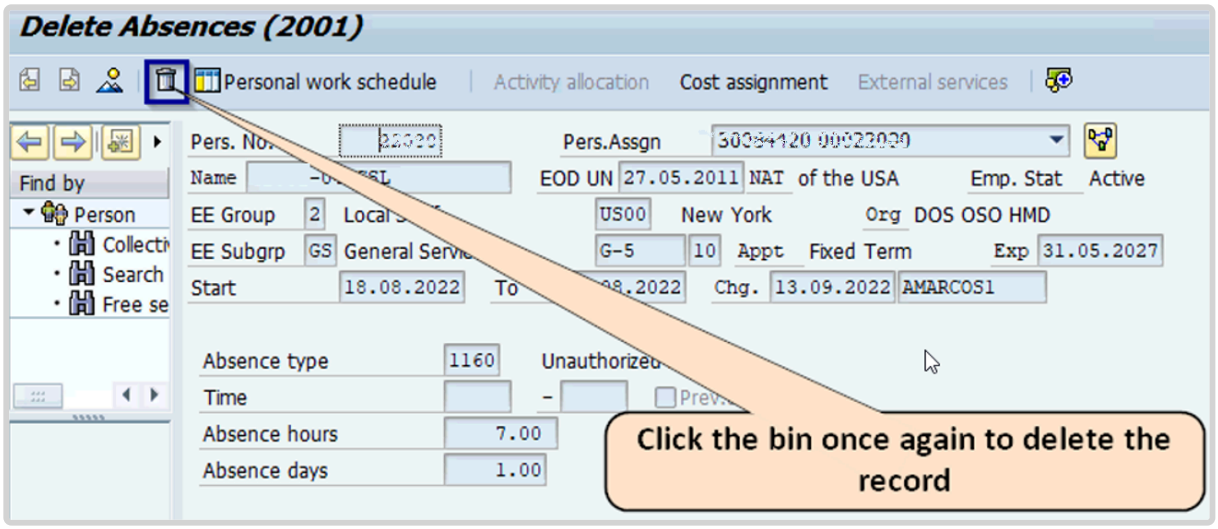
Pers.No. Date	Start Date End Date DWS	Daily WS text	Rec.Stat Status	Leave Status Att./abs.	Process type text	WF ID	WF Status Status	WF Date	A/A days	Hours	AM_PM	Notify Att./abs.	Reason f type text	Observatic
00000000	05.08.2022	06.09.2022	✓	PARTIAL AP		274276129	POSTED	27.09.2022	9.00	63.00	NA			
05.08.2022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

Delete the Unauthorized Absence

1. Execute the PA30 Tcode and select InfoType 2001 for edit.
   To delete the Unauthorized Absence record: 1. Highlight the record 2. Click on the Delete icon .



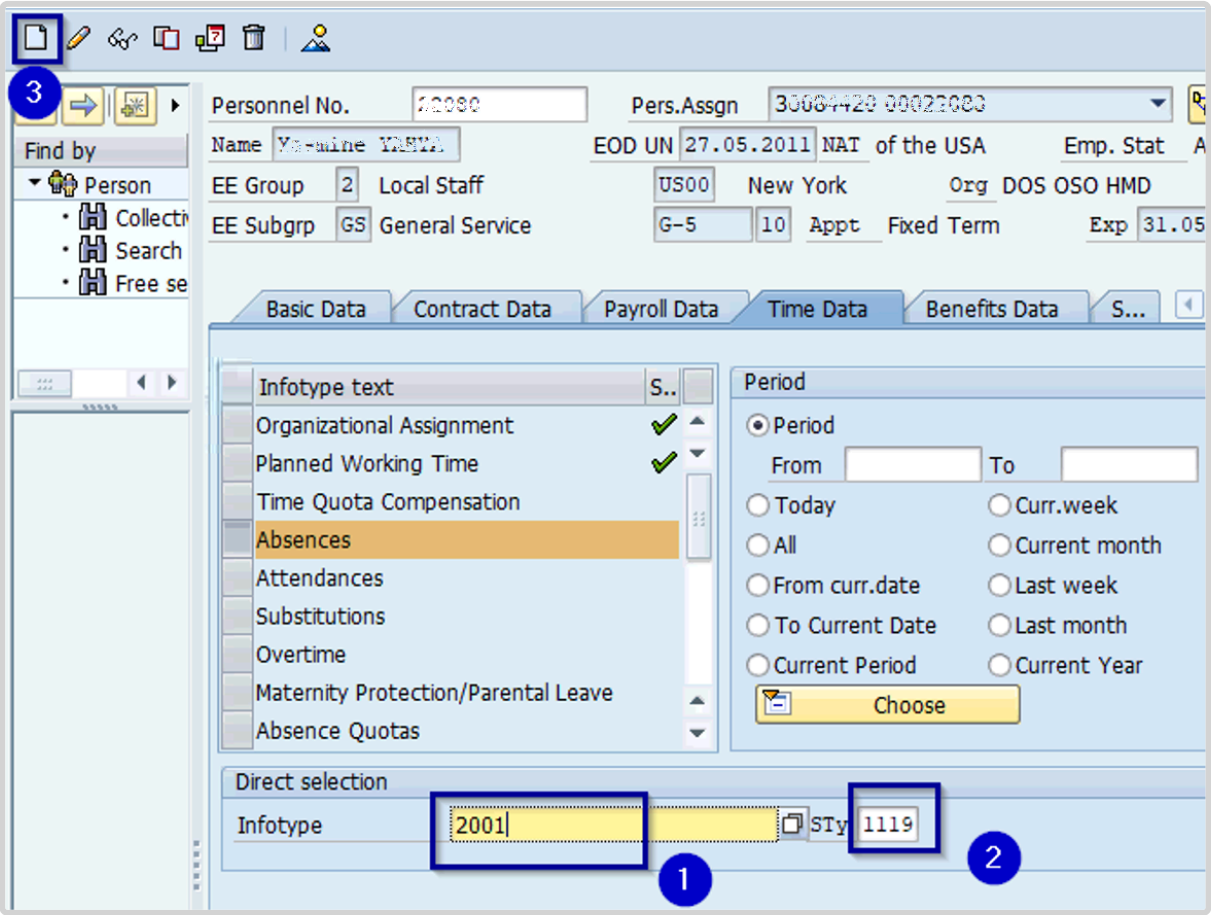
2. Click the delete icon again.



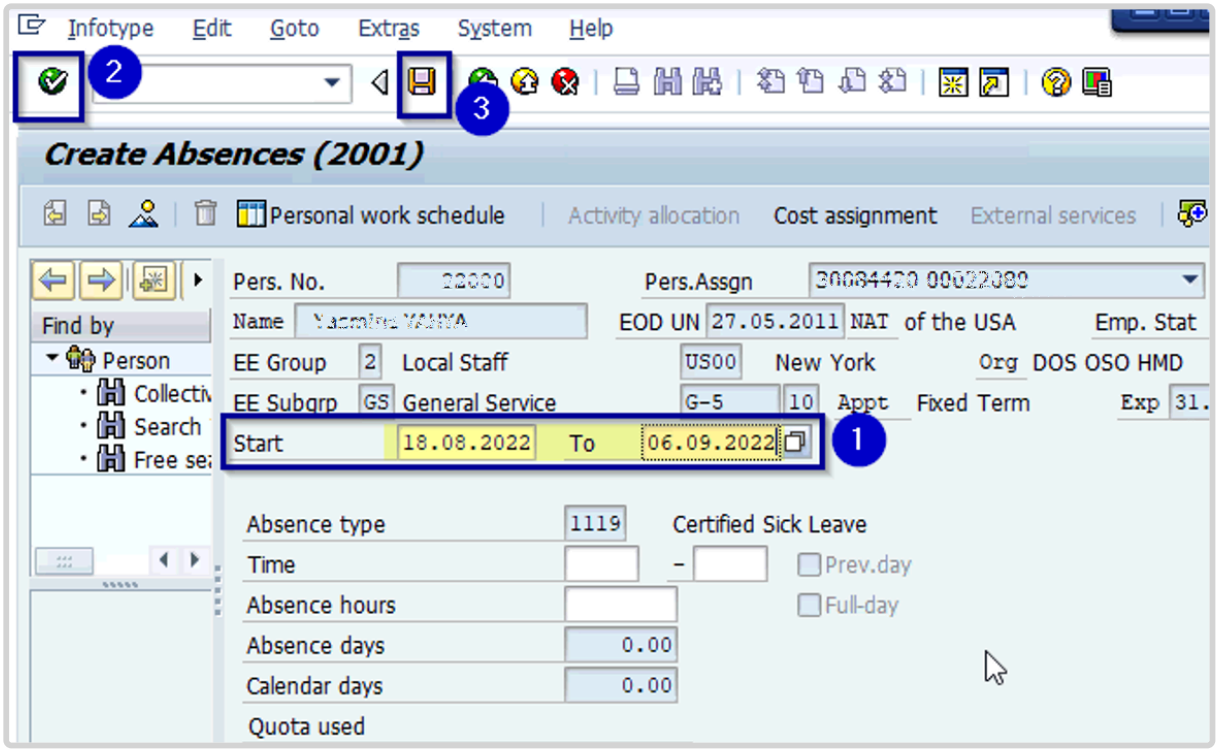
Create the CSL record(s) for the approved dates

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

Leave for edit. Then (3) click the Create icon .



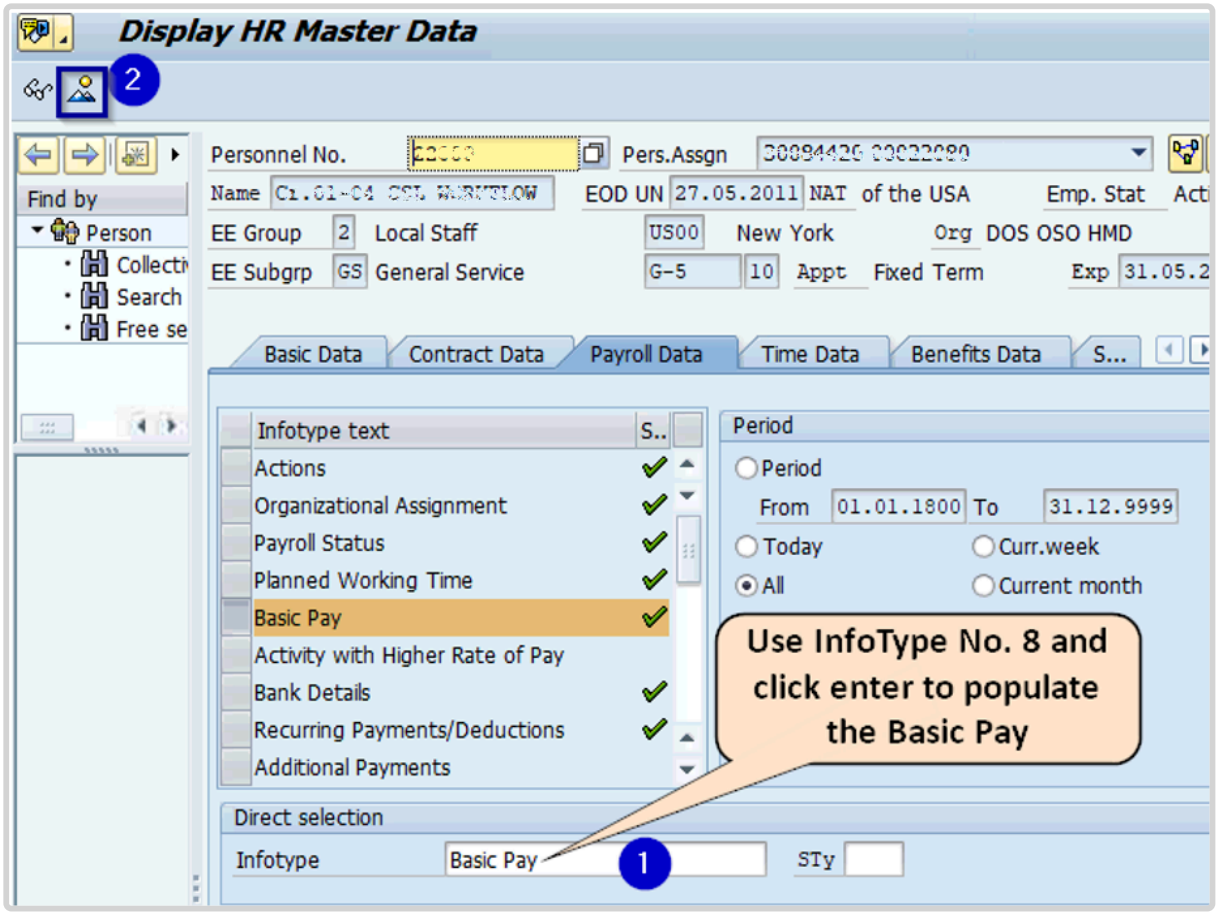
2. Enter the (1) dates to be covered, (2) click **Validate button**, then click the **Save button** (3).



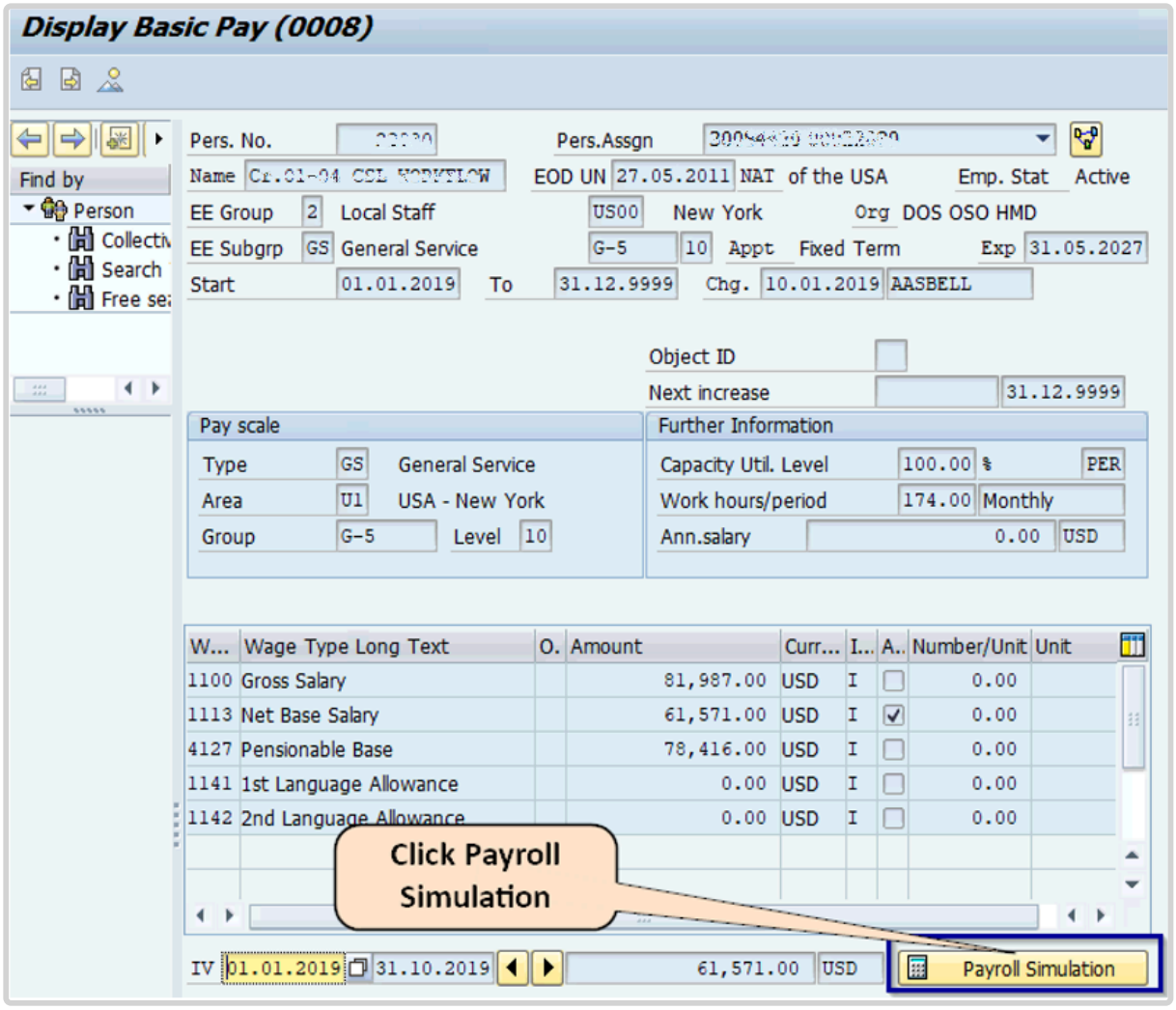
Payroll Simulation

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

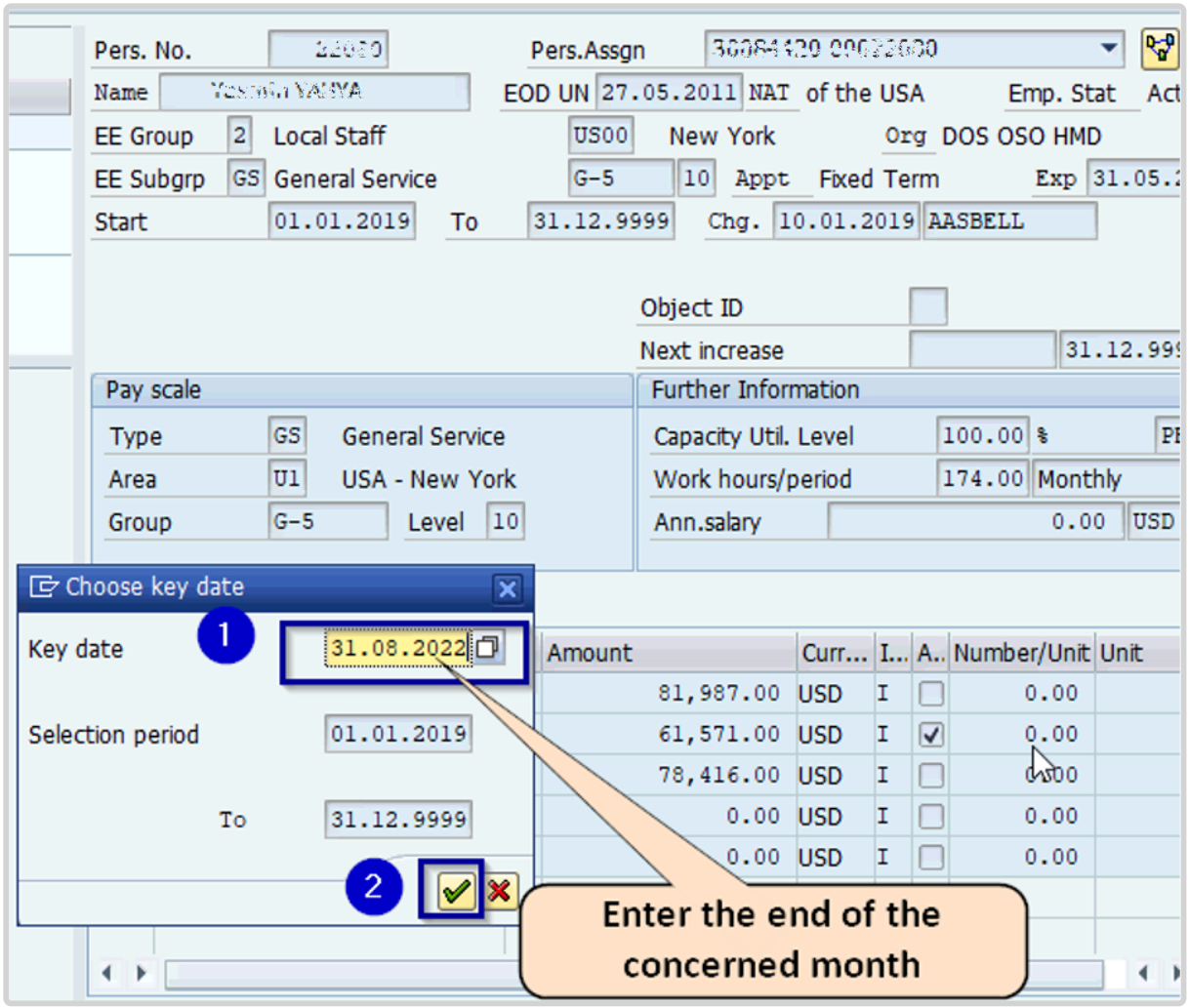
1. Execute the PA30 Tcode and select (1) InfoType 0008 Basic Pay for edit. Then (2) click the View icon



2. Click on **Payroll Simulation**.



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



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

Pay Type Regular payroll USD
Pay Period 01.08.2022 - 31.08.2022
Pay Area L1 Local UNHQ
Index [illegible]
Pay Date. 24.08.2022 Grade G-5 / 10

	Retro-active			Current Period			
	Rate	Hrs/Unit	Amount	Rate	Hrs/Unit	Amount	YTD
Earnings & Allowances							
Gross Salary			7,602.67			7,602.67	
*** Total Earnings			7,602.67			7,602.67	
Deductions, Adjustments & Claims							
SM Pension Contribution						1,159.94	
Staff Assessment			1,871.42			1,871.42	
*** Total Deductions			1,871.42			3,031.36	
Recoveries							Balance
Salary Advance 04						4,468.61	
*** 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 Type	Amt In Payroll Curr	Amt In Payment Curr	
Payment	/559	5,319.29		USD
Payment of balance	/558	514.66		USD

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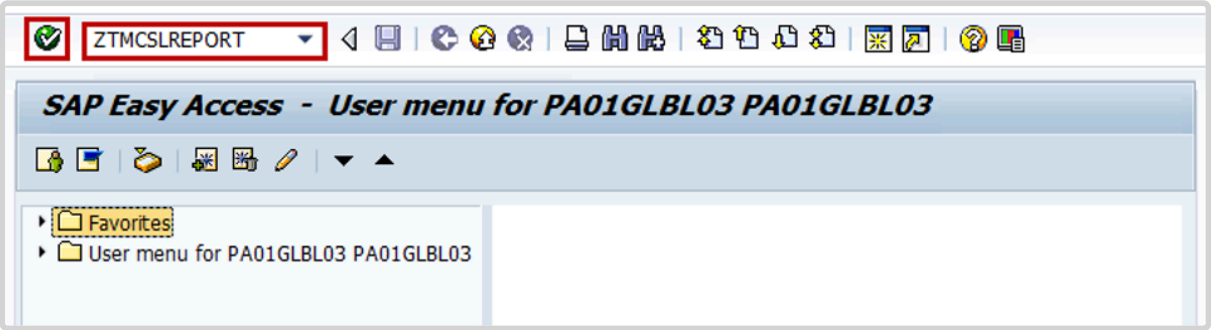
Monitor Certified Sick Leave Exceptions

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

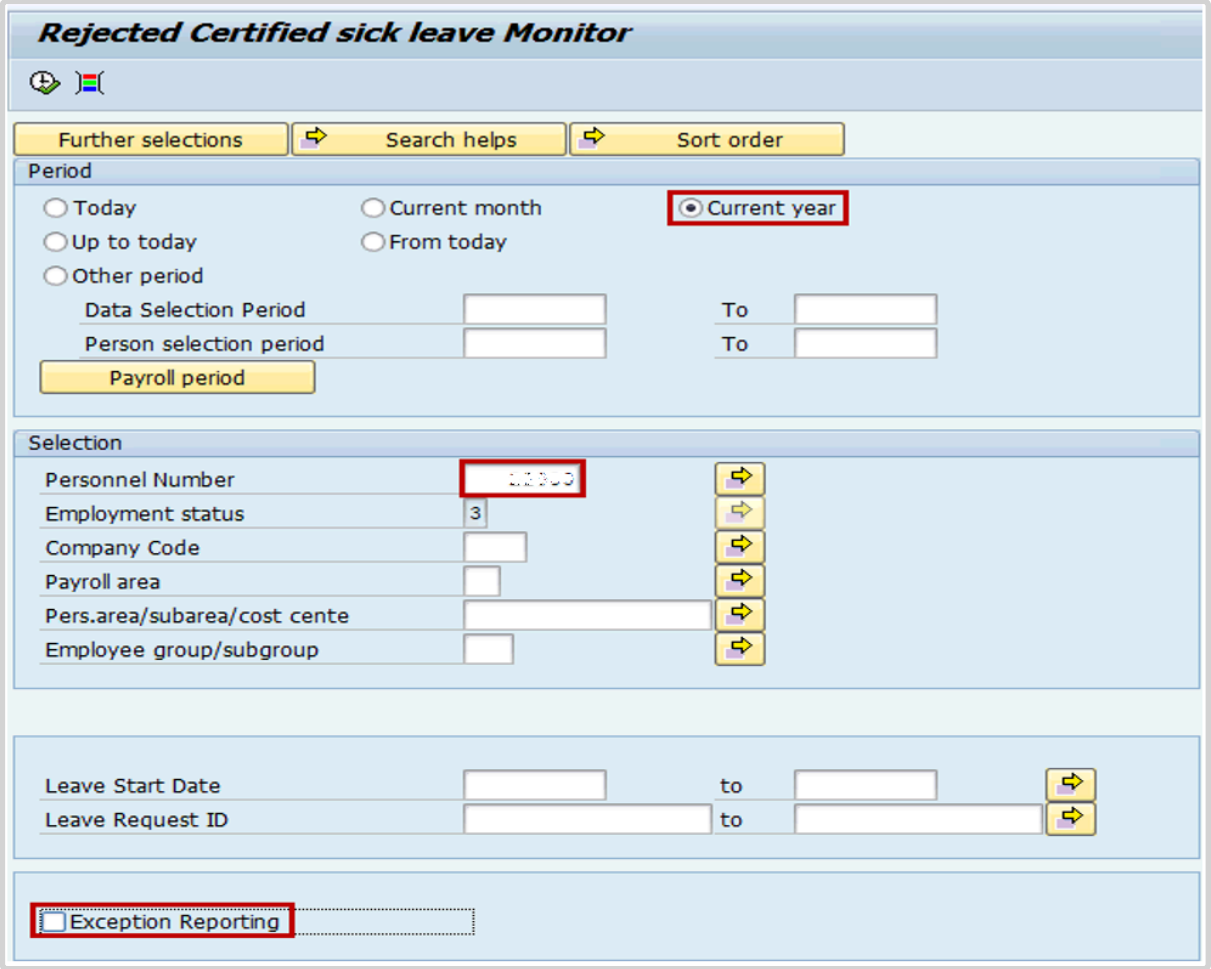
- Permanently excluded
- Temporarily deferred
- Paused
- All exceptions

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 .

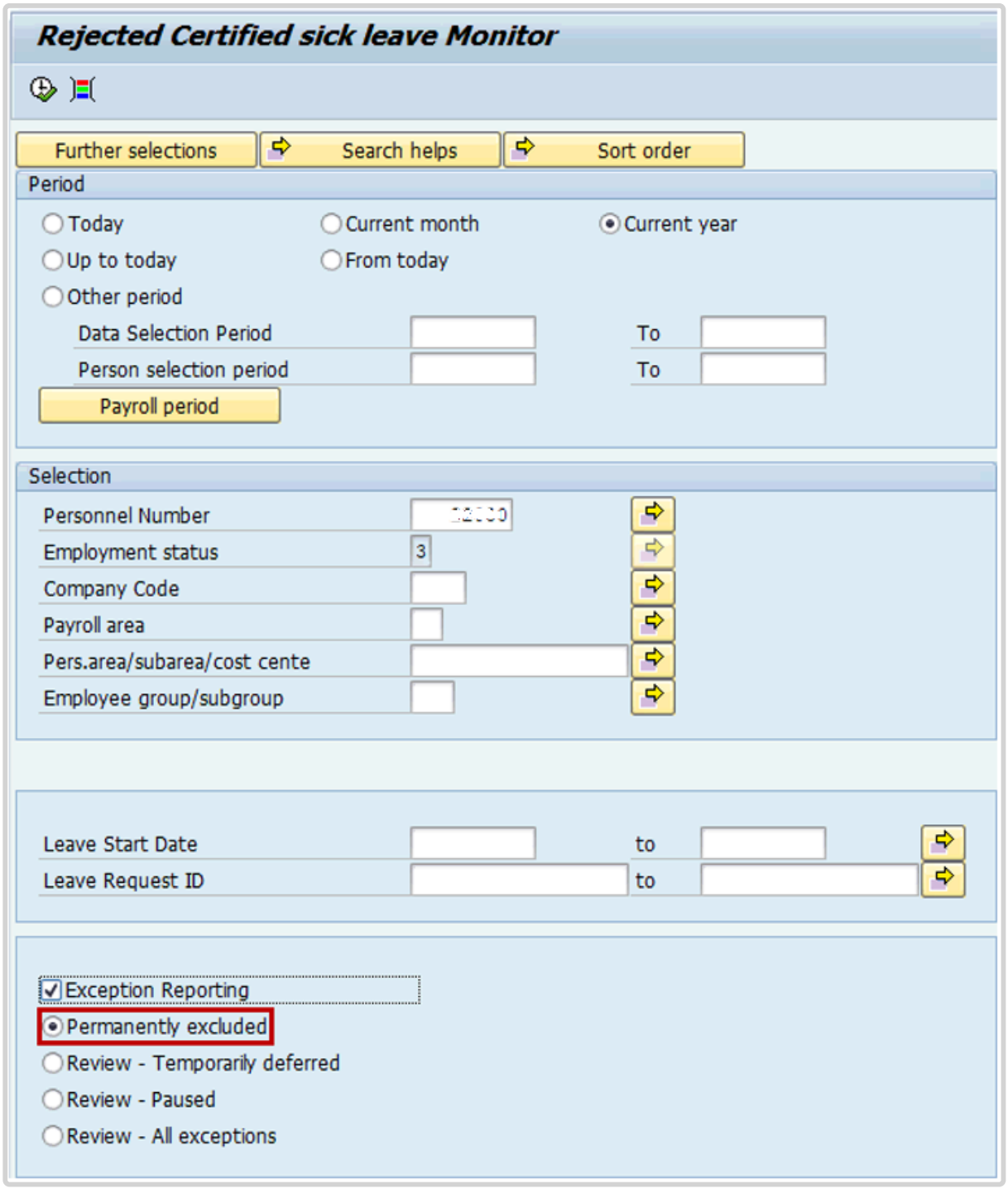


2. Select the period to generate the report. For example, **Current year**.

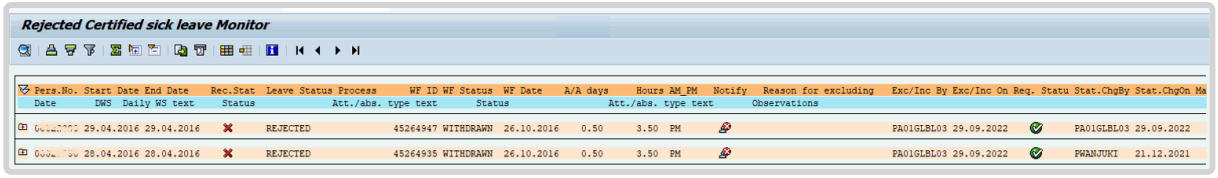


3. Enter the staff member's index number in the **Personnel Number** text box.
4. Click the **Exception Reporting** checkbox, which will populate all types of available reports.
5. Select one of the Exception Reporting parameters to generate the report, then click the

Execute icon .



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



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)

Scenario

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 [illegible]

Created CR01ALL04 CR01ALL04

Dear [illegible]

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

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

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

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

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

Thank you,

Umoja

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

ACTION REQUIRED- Rejected CSL

Created

Dear [illegible],

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 [illegible],

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

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

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

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

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

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

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

Thank you for your cooperation,

Umoja

Rejection Notification Email – email received by SM 45 days after rejection

ACTION REQUIRED- Rejected CSL- FINAL REMINDER

Created **on**

Dear Dominic RAAMI,

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

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

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

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

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

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

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

Thank you for your cooperation,

Umoja

This will be the date of the rejection notification email

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

Rejected CSL resulting in Unauthorized Absence

Created **on**

Dear Dominic RAAMI,

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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