Purpose

This procedure is used by the Primary Time Managers to assign the role of secondary time manager to members of their team.

Reference

Factsheets are provided and contain additional information on the different eligibility and documentation requirements for this subject.

This quick reference, the training simulations and Factsheets are provided for information and navigational purposes only. The United Nations Staff Rules and Regulations, and Administrative Instructions are the authoritative documents on this subject and staff members should refer to those documents for the complete eligibility and documentation requirements as it pertains to their situation.

Intended Audience

- *Time Manager*

The role of the Time Manager is:
- Approve/reject requests from staff members for the following types of leave:
    - Annual Leave
    - Annual Leave - Reverse EGT (Education Grant Travel)
    - Annual Leave - Home Leave
    - Annual Leave - Family Visit
    - CTO Use (Compensatory Time-Off)
    - Compressed Reg Day Off
    - Travel Time for R & R (Rest and Recuperation)
    - Uncertified Sick Leave
    - Paternity Leave
- Endorse staff member's request for:
    - Special Leave
    - Rest and Recuperation
- View absence balances for staff members.
- View Team Calendar to see approved leave for the team

Global Process

The *Primary Time Manager* identifies one or more members of his/her team and assigns them the role of *Secondary Time Manager*.

Pre-requisites

The *staff member* must a member of the *Primary Time Manager's* team.

Objectives

As part of the demonstration, we will show you:

• How to search for the Organizational Unit of the staff member.

• How to search for a *staff member* on your team.

• How to assign the *staff member* the role of *Secondary Time Manager*.

• How to extend the assignment of the *Secondary Time Manager*.

Scenario

The *Primary Time Manager* assigns or extends the assignment of a *Secondary Time Manager*.

Demonstration #1 - Assigning a new Secondary Time Manager

Demonstration #2 - Extending a Secondary Time Manager's assignment

Menu Path

Use the following menu path(s) to begin this process:

Home>User Map>Secondary Managers

Procedure

1.   Start the transaction using the menu path

Home>User Map>Secondary Managers

Welcome to Umoja

2.   Click on the User Map link.

User or Employee Search
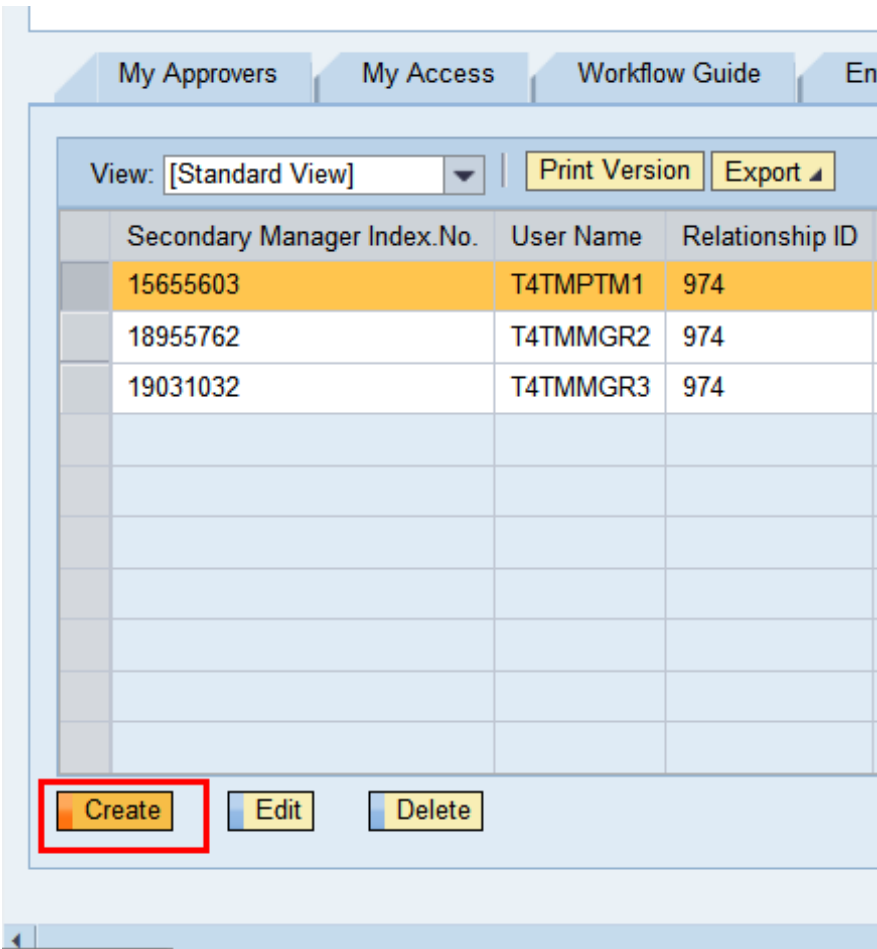
3.

Click on the **Secondary Managers** tab.
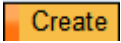
If any secondary time managers have been assigned, they will appear in the list as in our example below. Next, you will be adding an additional secondary manager to the existing list.
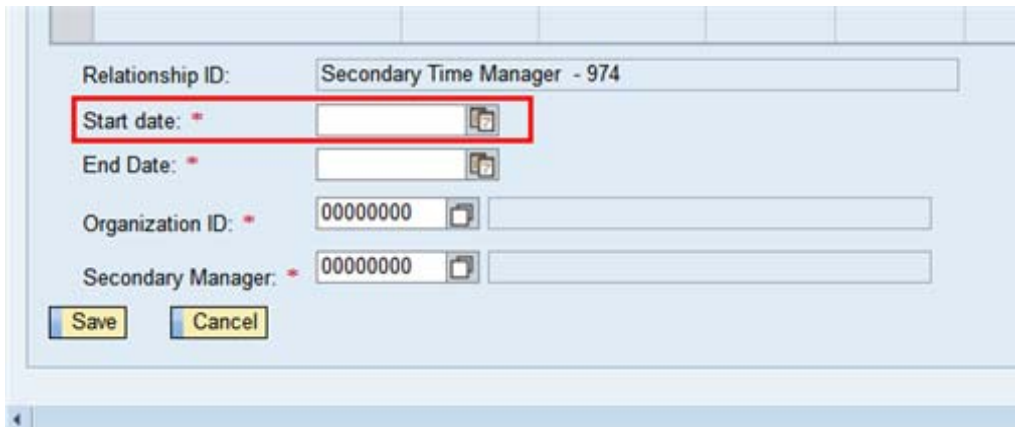
Demonstration #1 - Assigning a new Secondary Time Manager

User or Employee Search

4.
        Click on the   Create   button.

User or Employee Search

5. Select or enter the date you want the secondary time manager's time approval rights to begin. In this demonstration, you will click on the calendar 🗓 icon to select the date.

> You will be assigning a secondary time manager for the period of 1 April 2015 to 10 April 2015.

User or Employee Search
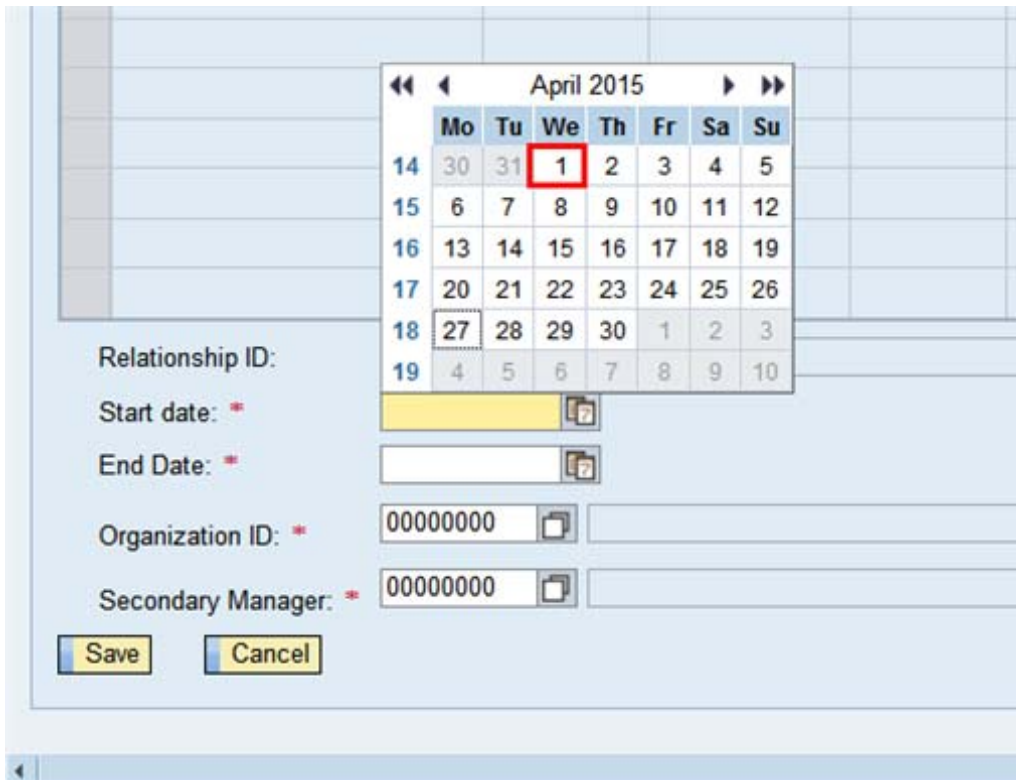
6.

Click on the Next Month ▶ icon.

User or Employee Search
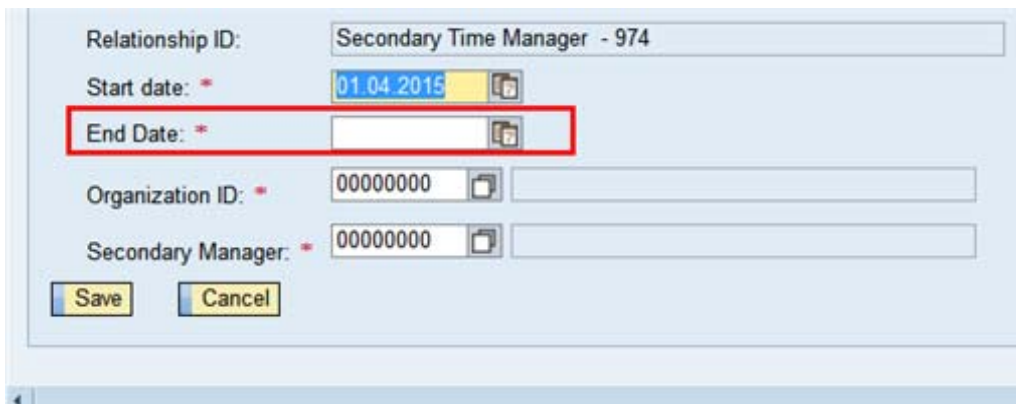
7. Click on the start date. In this demonstration, you will click on the 1st of April.

User or Employee Search
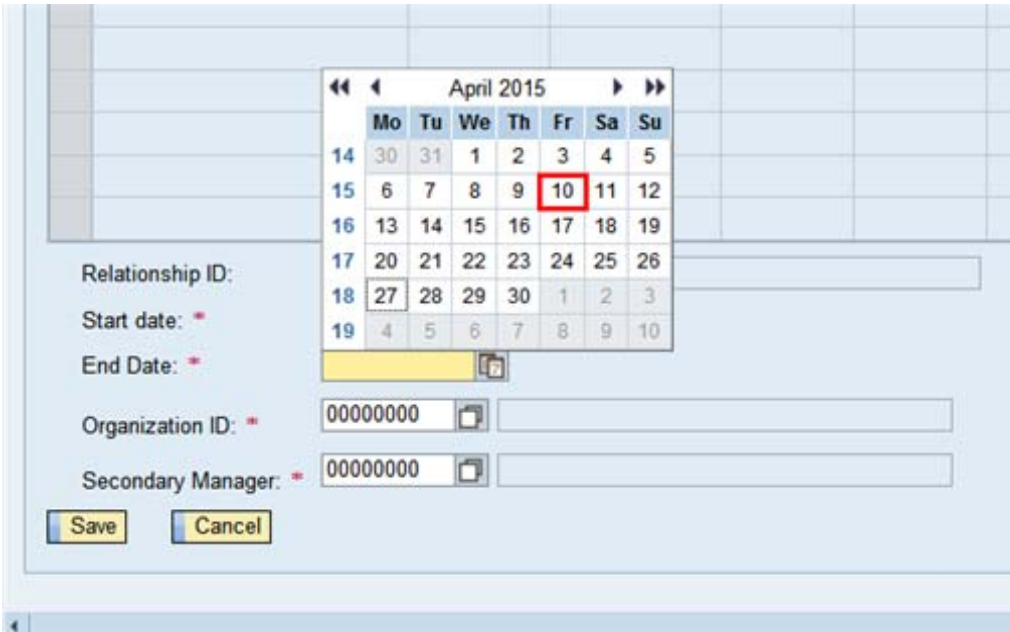
8. Select or enter the date you want the secondary time manager's time approval rights to stop. In this demonstration, you will click on the calendar ⬚ icon and select a date.

User or Employee Search
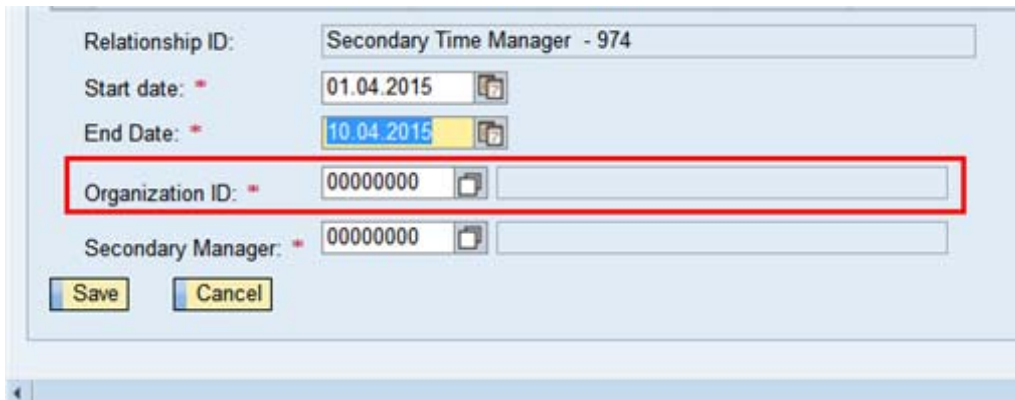
9. Click on the end date. In this demonstration you will select the 10th of April. If you do not want the approval rights to end, then enter 31.12.9999.
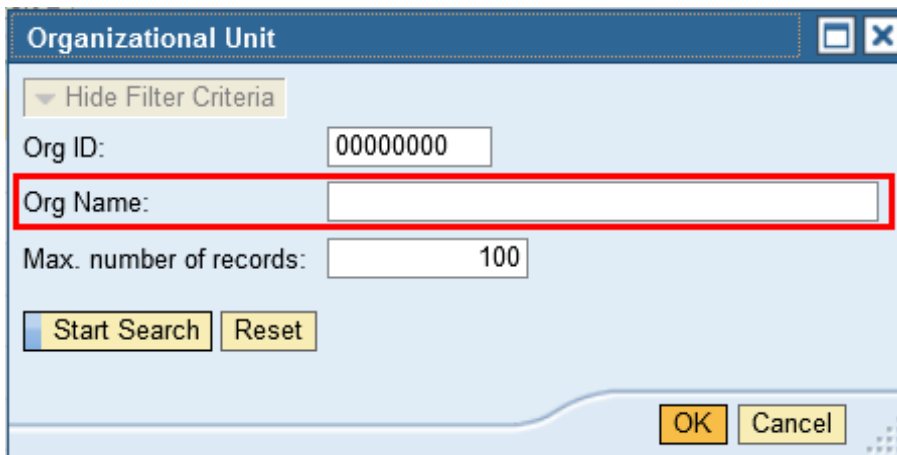
Next, you will be selecting the Organizational Unit of the secondary manager.

User or Employee Search

10. Enter or select the organizational unit ID you will be assigning to the secondary time manager. In this demonstration you will click on the icon to search for the Organization ID.

Organizational Unit
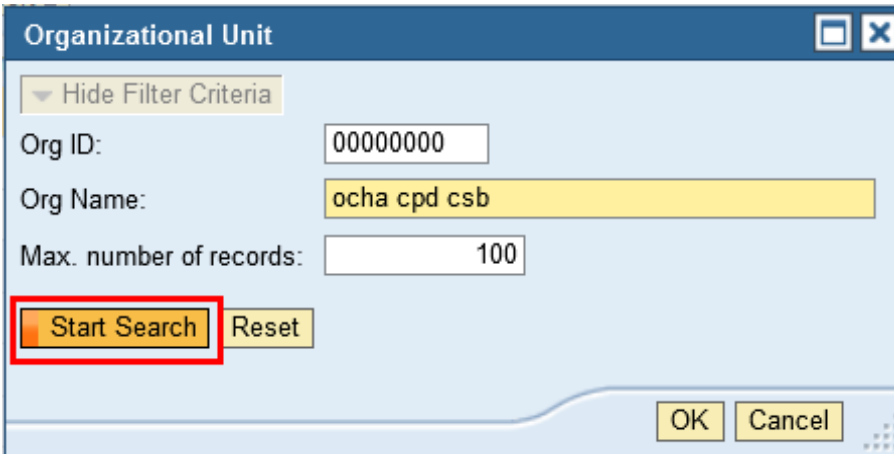
11. Enter the organization number or name. In this demonstration you will enter the organization's name OCHA CPD CSB.

If you do not know the exact acronym for the organization, you can use wildcards (e.g. OCHA*) and a list of all OCHA organizations will appear from which you can select.

Organizational Unit
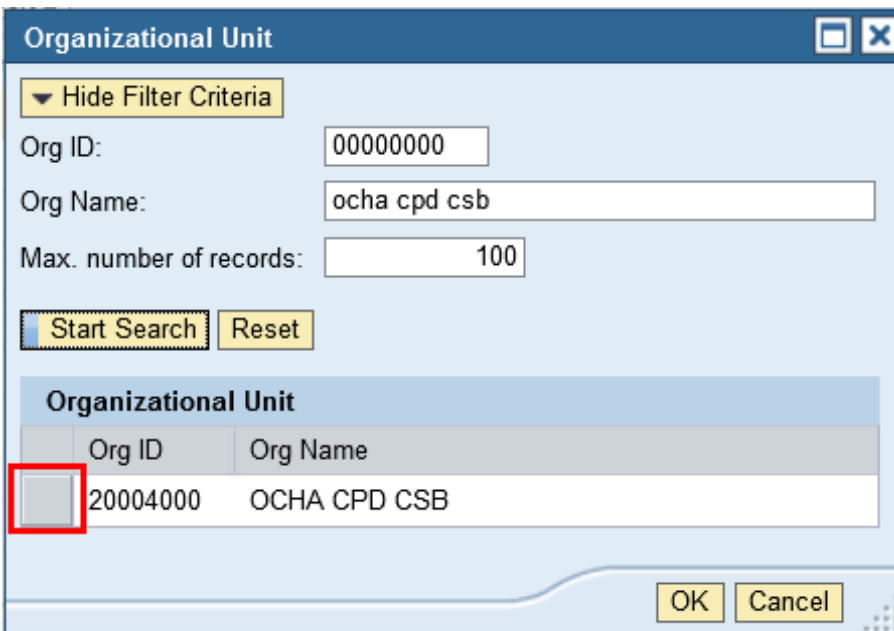
12.   Click on the ▪ Start Search button.

Organizational Unit

13. A list of organzational units that match the name entered appear. Select the organizational unit by clicking on the gray ▢ box next to the applicable unit.

Organizational Unit
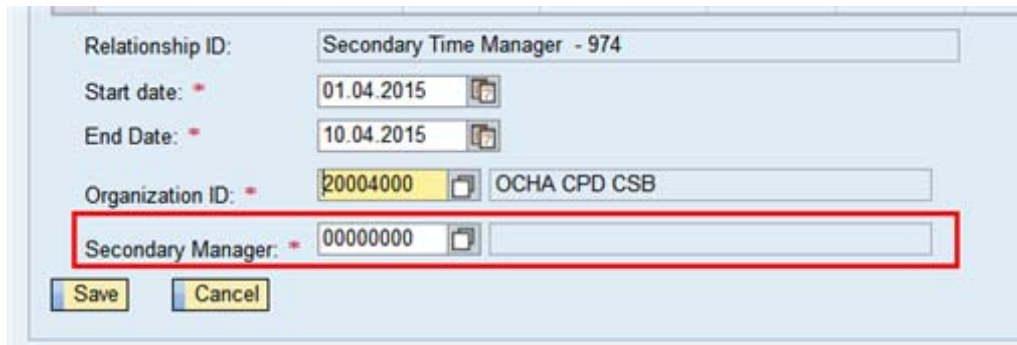
14. Click on the OK button. The information will appear in the Organization ID field.

User or Employee Search
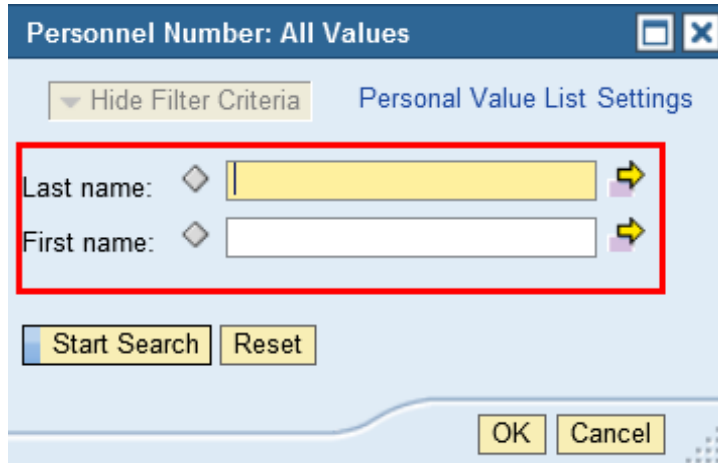
15. If you know the secondary time manager's personnel number, then enter the number, otherwise, click on the ⬚ icon to search by last and/or first name.

Personnel Number: All Values
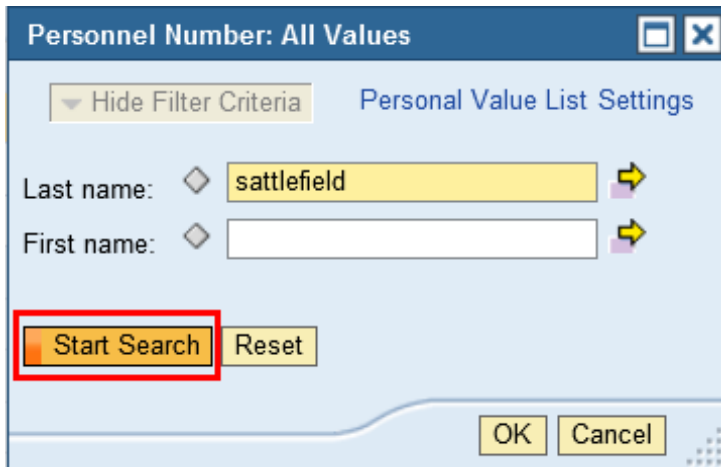
16. Enter the secondary time manager's Last and/or first name. In this demonstration, you will enter their last name, "Sattlefield".

> If you do not know the spelling of the name, you can use a wildcard (e.g. Satt*) and a list of members on your team that contain the letters entered will appear for you to select.

Personnel Number: All Values
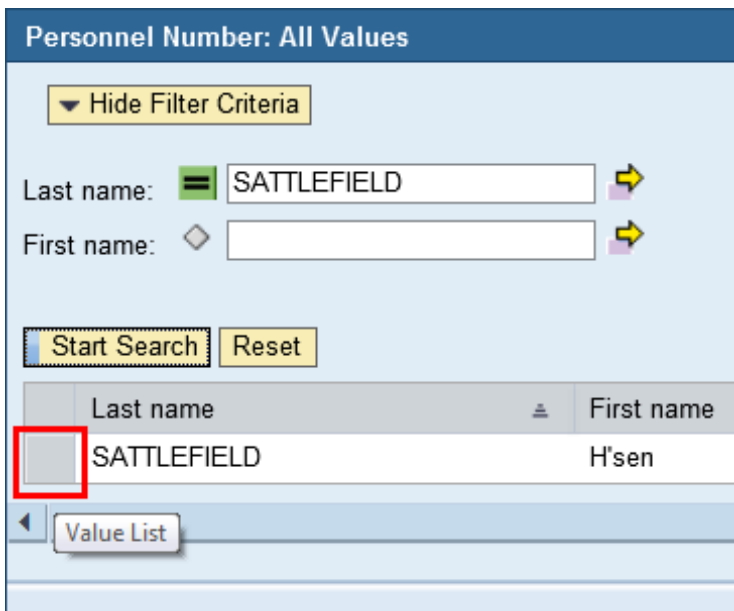
17. Click on the Start Search button. A list of staff members matching the entry will appear.

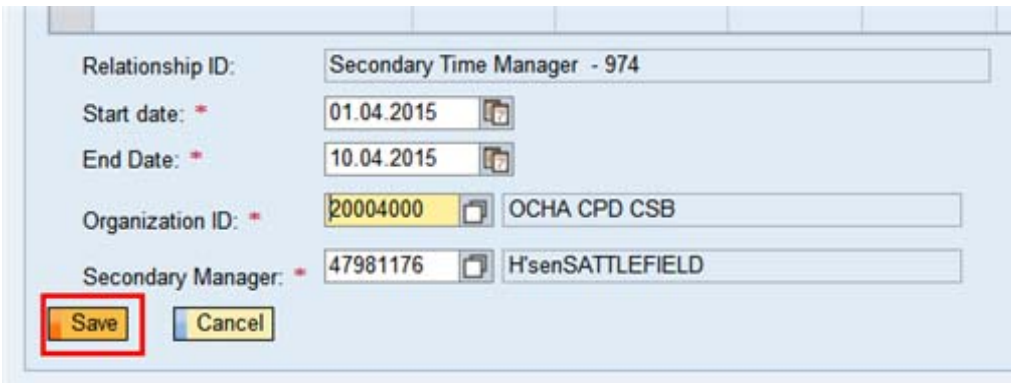**Personnel Number: All Values**

18.

Select the applicable staff member by clicking on the gray [   ] button next to the staff member's name.

Personnel Number: All Values

19.

Click on the OK button. The selected staff member will appear in the Secondary Manager field.

User or Employee Search

20.

Click on the Save button.

User Map - Umoja training portal - T2J

21.   A message appears that the assignment of a secondary time manager was successful.

> The secondary time manager appears in the list by Index No. (Personnel No.)
>
> Next, you will extend the time period of the secondary time manager's assignment.

Demonstration #2 - Extending a Secondary Time Manager's assignment

You can extend the end date for the secondary time manager by selecting the manager from the list and clicking on the Edit button. If there is a gap between assignments, then you would have to create a new entry. For example:

1 - The secondary time manager's assignment ends on 10 April 2015, if you want to extend it until 24 April 2015, select the manager, click on the Edit button and change the end date.

2 - The secondary time manager's assignment ends on 10 April 2015, you want to assign another period of time (1 June 2015 to 15 June 2015), then you would click on the Create button and create a new entry for the time period.
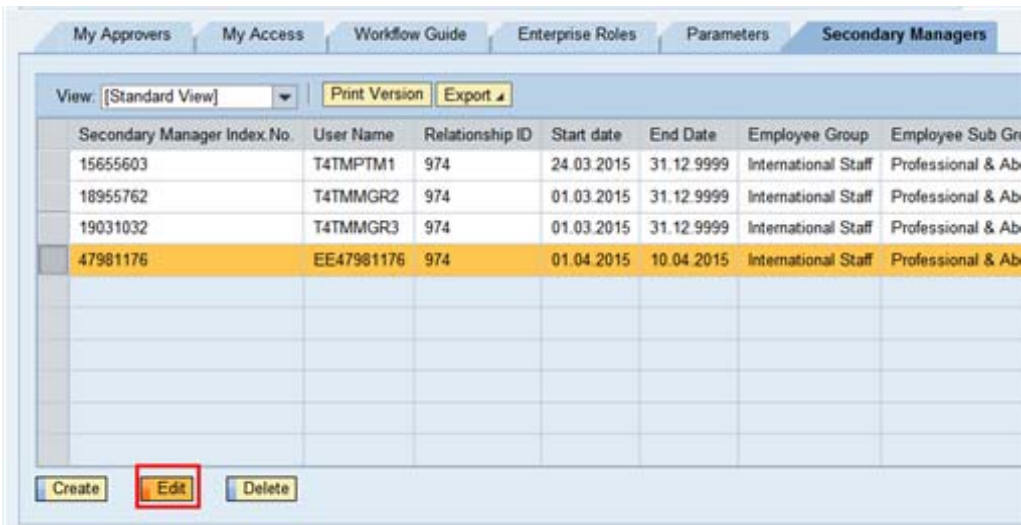
User or Employee Search

22. Select the Secondary Manager for which you want to extend their assignment by selecting the gray ▢ button.

User or Employee Search

23. Click on the [**Edit**] button.

User or Employee Search

24. Enter or select the date you want to extend the assignment. In this scenario you will be extending the manager's assigment intil 24 April 2015. Click on the calendar button.

User or Employee Search
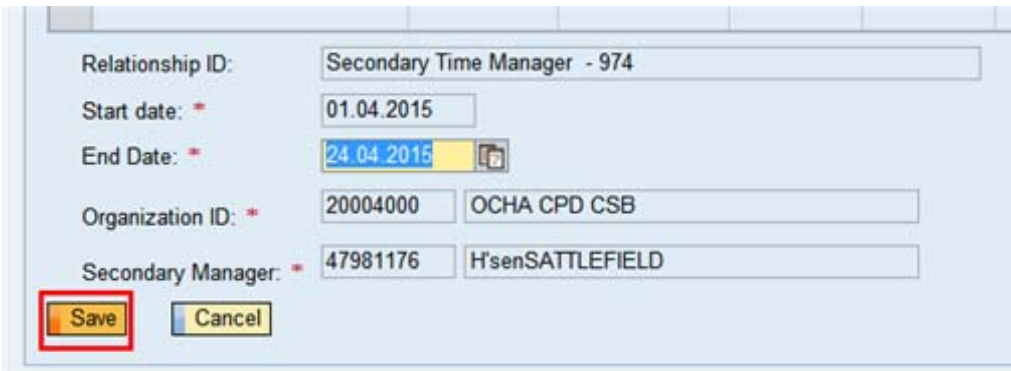
25. Select the date, 24 April 2015.

User or Employee Search

26.
Click on the Save button.

User or Employee Search

27. The new End Date for the assignment will appear in the list. Click on any of the tabs to perform your next task.