
Purpose

Use this procedure to by the Time Manager (primary and secondary) to approve/endorse leave absence requests submitted by a staff member.

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

References

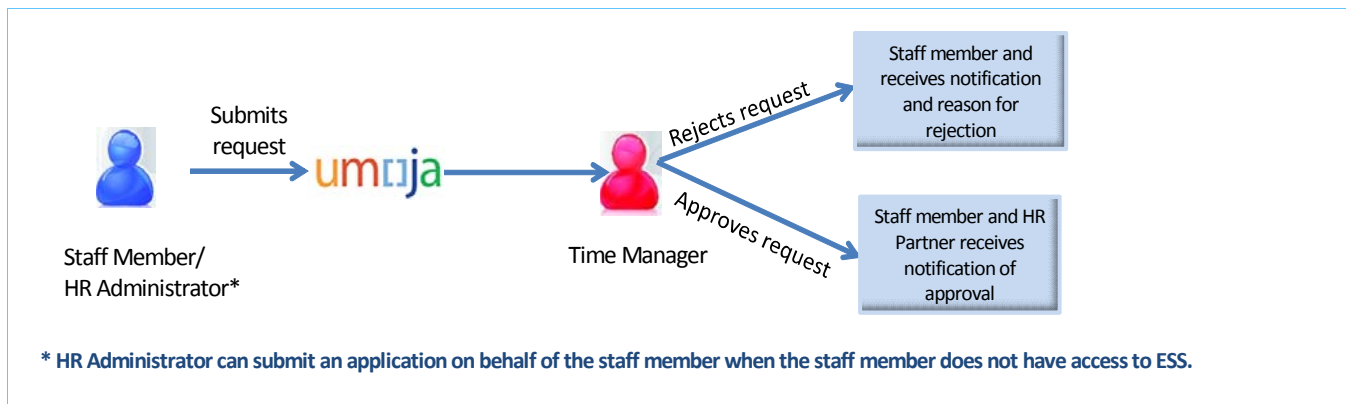
Factsheets are provided and contain additional information on the different eligibility and documentation requirements for this subject.

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.

Global Process

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

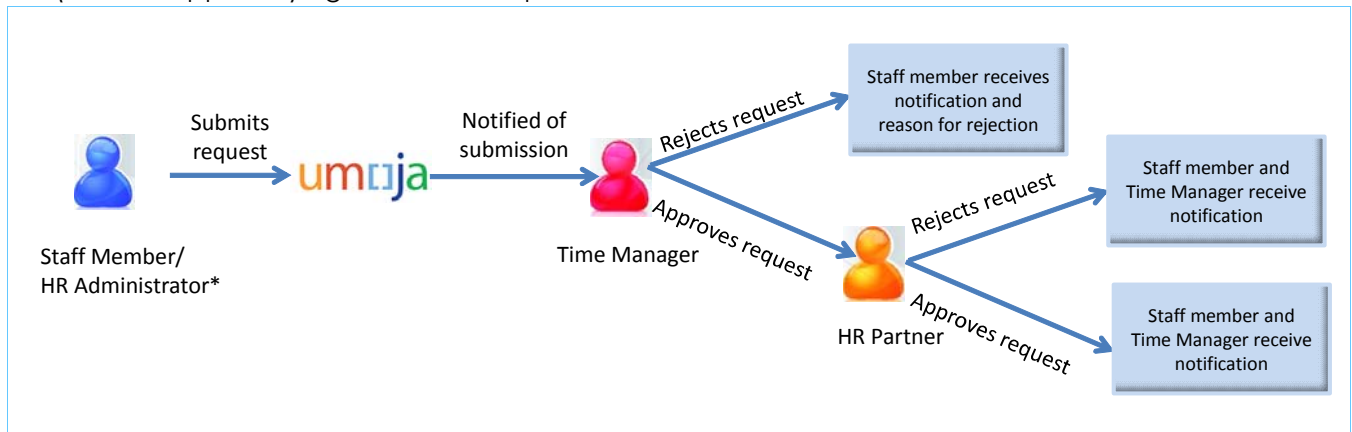
Approval Process



1. **Staff member** has submitted a request for leave through the Umoja Employee Self-Service portal.
2. **Time Manager** verifies and reviews the request through the Umoja Approver Work Centre.
 - a. If the **Time Manager** approves the request, the request is recorded in Umoja and a notification is sent to the **staff member**.
 - 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.

Endorsement Process

The Time Manager is the first approver but the request is not considered approved until the HR Partner (second approver) agrees to the request.



1. **Staff member** has submitted a request for leave through the Umoja Employee Self-Service portal.
2. **Time Manager** verifies and reviews the request through the Umoja Approver Work Centre.
 - a. If the **Time Manager** approves the request, the request is recorded in Umoja and a notification is sent to the **staff member**. The request is then forwarded to the **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.
3. **HR Partner** reviews the request through the Umoja Approver Work Centre.
 - a. Once approved, the staff member and time administrator are notified.

Objectives

As part of the demonstration, we will show you:

1. How to check your team calendar for specific months.
2. How to check the staff member's absence balances.
3. How to approve or reject the request.
4. How to endorse a request that will be sent to the HR Partner for approval.

Scenario

A **Time Manager** logs into Umoja and reviews a list of new leave requests that require his/her action.

- Demonstration #1 - the **Time Manager** will review and approve a new leave request for a halfday leave on 02 April 2015.
- • Demonstration #2 - the **Time Manager** will review and reject a new leave request for 3 days from 15 April 2015 to 17 April 2015.
- • Demonstration #3 - the Time Manager will review and endorse a special leave without pay for 1 year 1 May 2015 through 30 April 2016 so the staff member can pursue their masters degree.

Menu Path

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

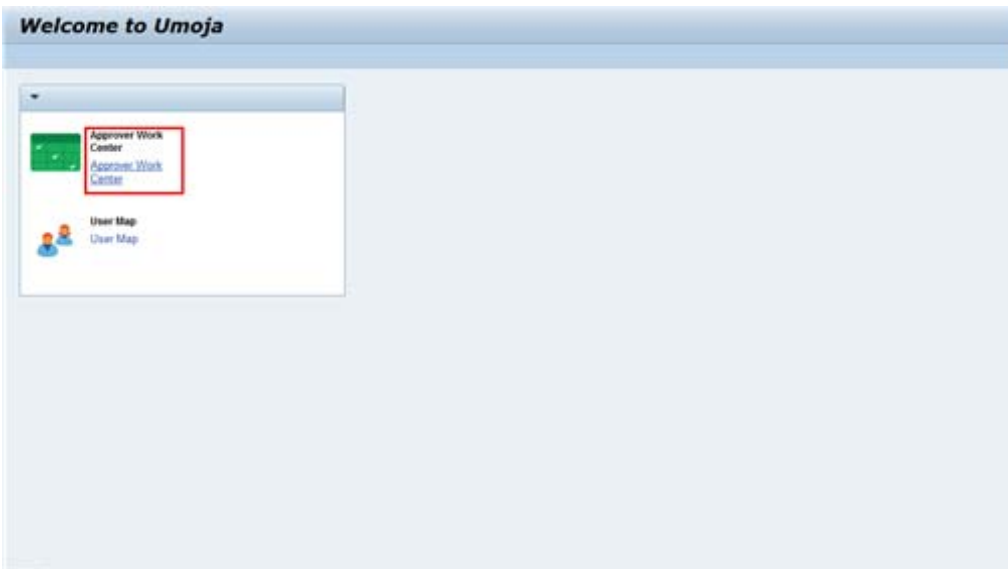
Home>Approver Work Center

Procedure

1. Start the process by using the following menu path:

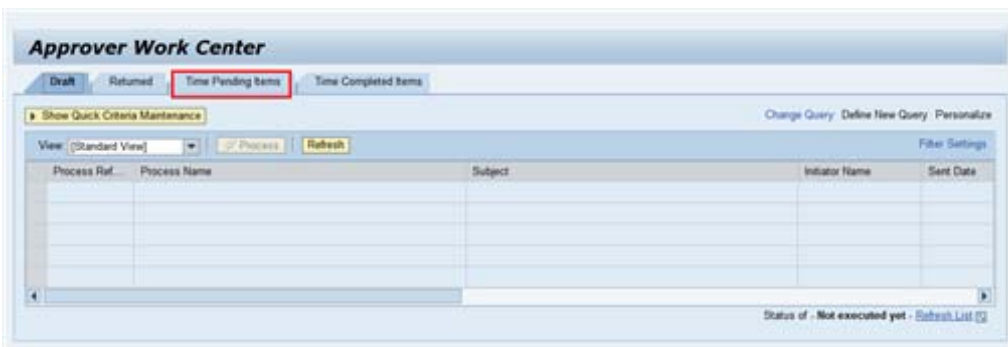
Home>Approver Work Center

Welcome to Umoja



- From the Home Page, click on the Approver Work Center link.

Approver Work Center



- In this demonstration we will click on the **Time Pending Items** tab to review new leave requests.

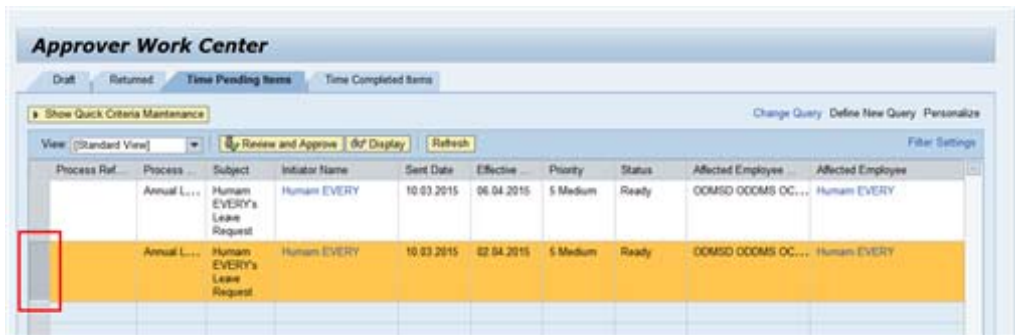


Depending on your responsibilities you may see multiple tabs. In this demonstration, the manager only has time responsibilities.

- **Time Pending Items** - lists the new leave requests that require the time manager's actions. Provides the time manager with the functionality to approve or reject a request.
- **Time Completed Items** - list the requests that have been approved or rejected.

Demonstration #1 - you will review and approve a new leave request

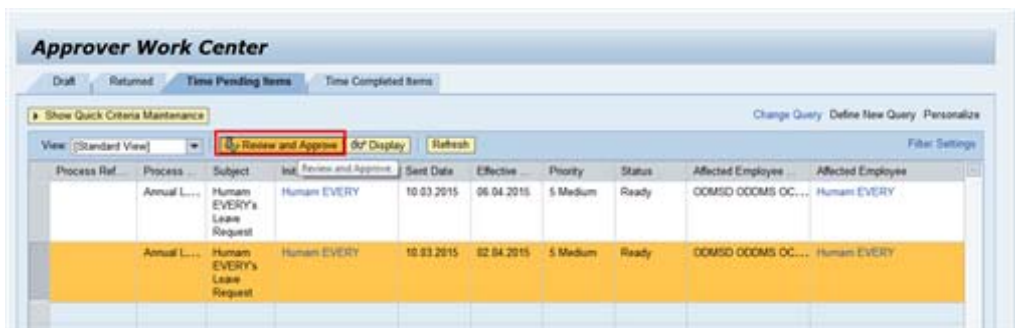
Approver Work Center



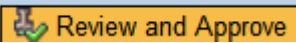
Process Ref	Process	Subject	Initiator Name	Sent Date	Effective	Priority	Status	Affected Employee	Affected Employee
	Annual L...	Human EVERY's Leave Request	Human EVERY	10/03/2015	06/04/2015	5 Medium	Ready	OOMSD OODMS OC...	Human EVERY
	Annual L...	Human EVERY's Leave Request	Human EVERY	10/03/2015	02/04/2015	5 Medium	Ready	OOMSD OODMS OC...	Human EVERY

4. Click on the gray box next to the request you want to review.

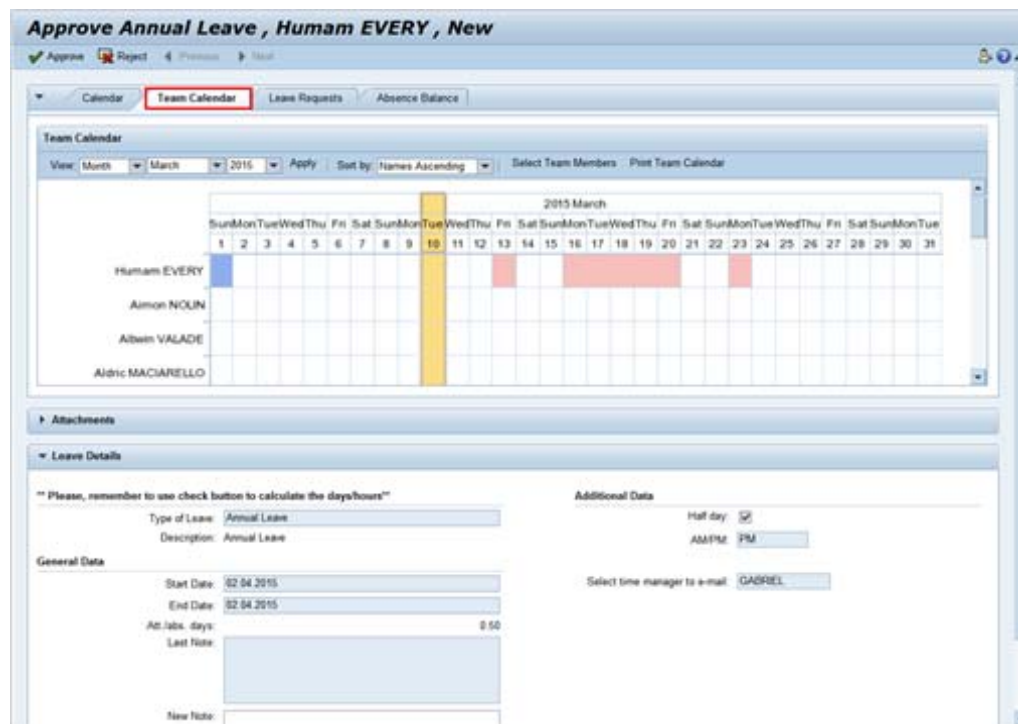
Approver Work Center



Process Ref	Process	Subject	Init. Review and Approve	Sent Date	Effective	Priority	Status	Affected Employee	Affected Employee
	Annual L...	Human EVERY's Leave Request	Human EVERY	10/03/2015	06/04/2015	5 Medium	Ready	OOMSD OODMS OC...	Human EVERY
	Annual L...	Human EVERY's Leave Request	Human EVERY	10/03/2015	02/04/2015	5 Medium	Ready	OOMSD OODMS OC...	Human EVERY

- Click on the  button to review the details of the request.

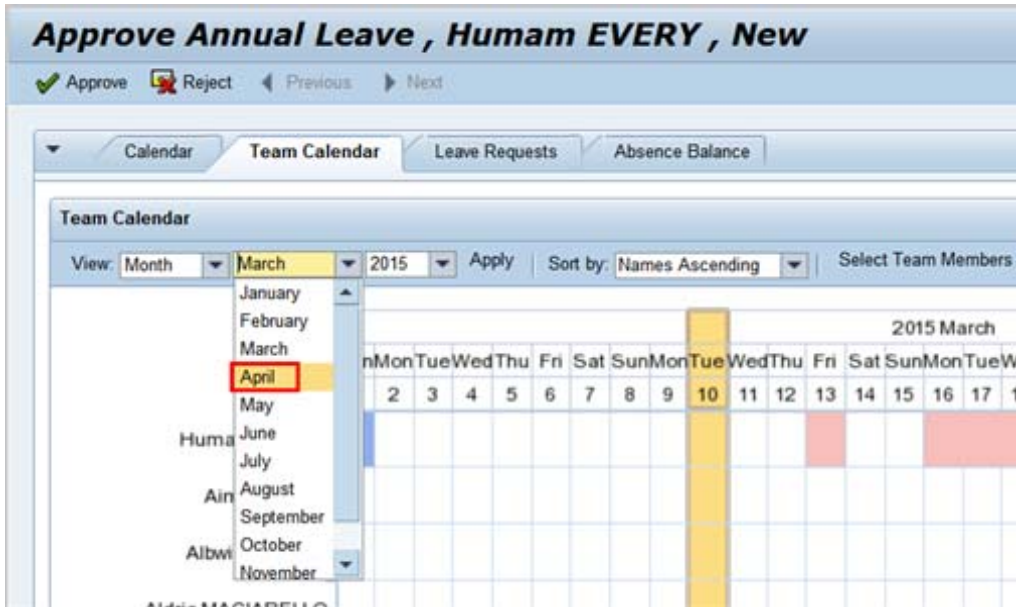
Approve Annual Leave , Humam EVERY , New



- Click on the **Team Calendar** tab. The team calendar will display the approved leave for the team for the current month.

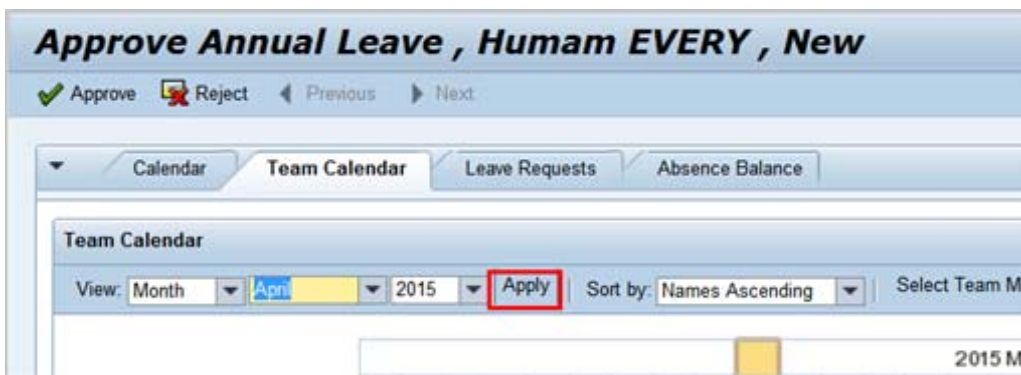
The leave details for the selected staff member will appear in the Leave Details section.

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7. You may select the month of the request from the pull-down menu of the calendar to check the teams' leave plans. In our demonstration we will select April from the list.

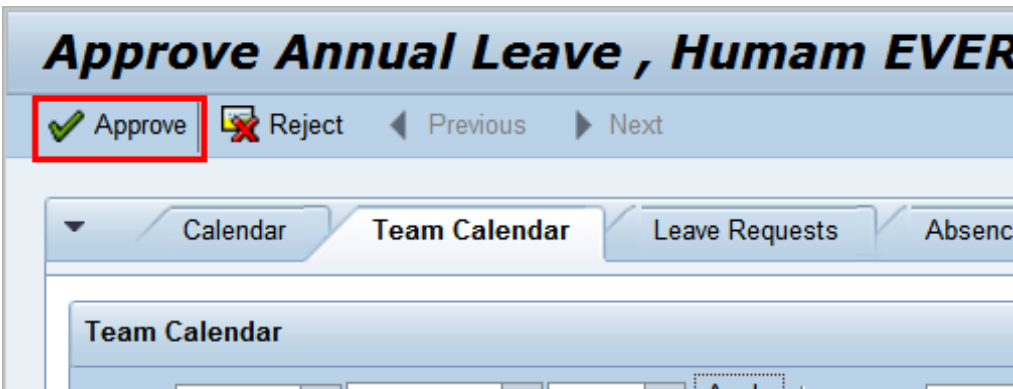
Approve Annual Leave , Humam EVERY , New



8. Click on the  button to display the selected month.

Proceed to review the leave plans for the team and the staff member's request in the Leave Details section.

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9. In our demonstration we will approve the request by clicking on the  button.

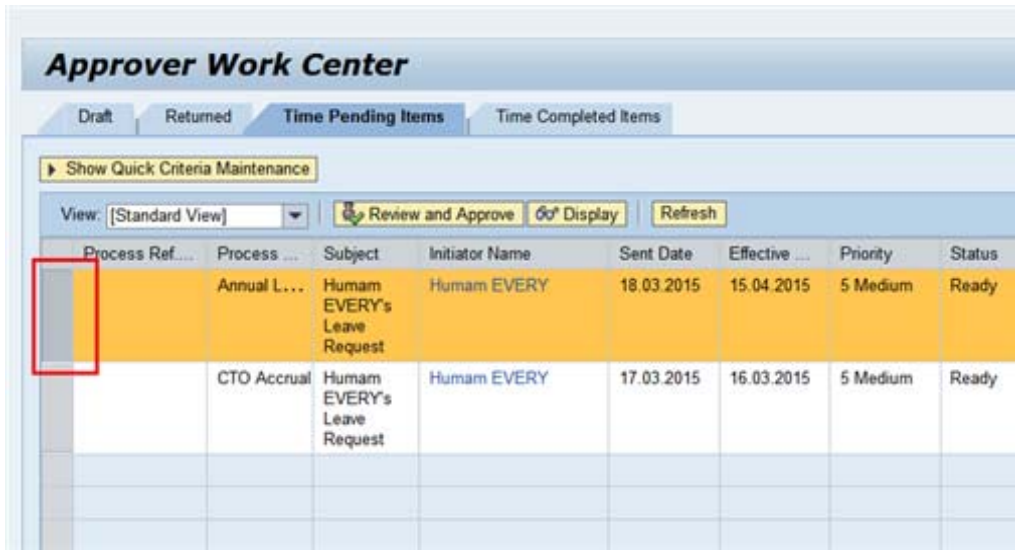
Approve Annual Leave , Humam EVERY , New



10. 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.

Demonstration #2 - you will review and reject a new leave request

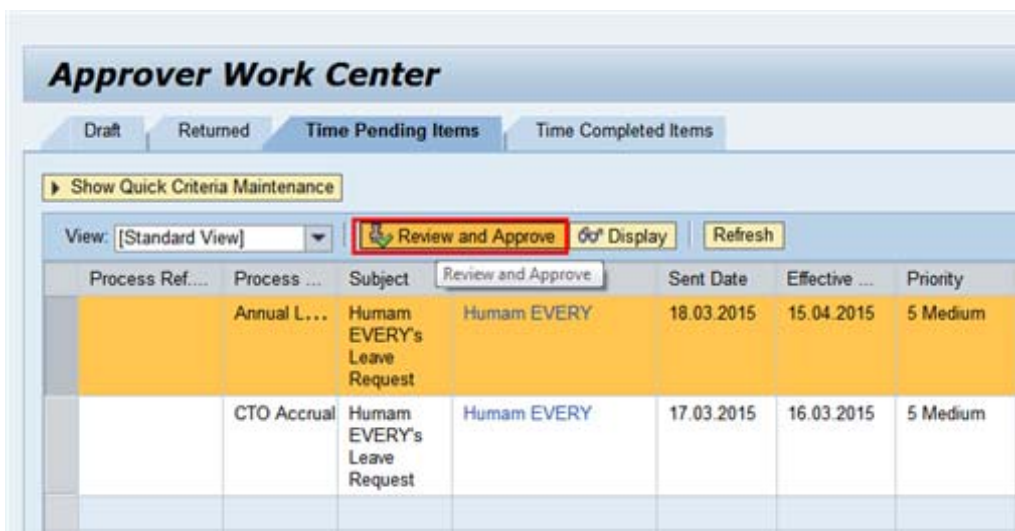
Approver Work Center




Process Ref...	Process ...	Subject	Initiator Name	Sent Date	Effective ...	Priority	Status
	Annual L...	Humam EVERY's Leave Request	Humam EVERY	18.03.2015	15.04.2015	5 Medium	Ready
	CTO Accrual	Humam EVERY's Leave Request	Humam EVERY	17.03.2015	16.03.2015	5 Medium	Ready

11. Click on the gray box to select the next request you want to review.

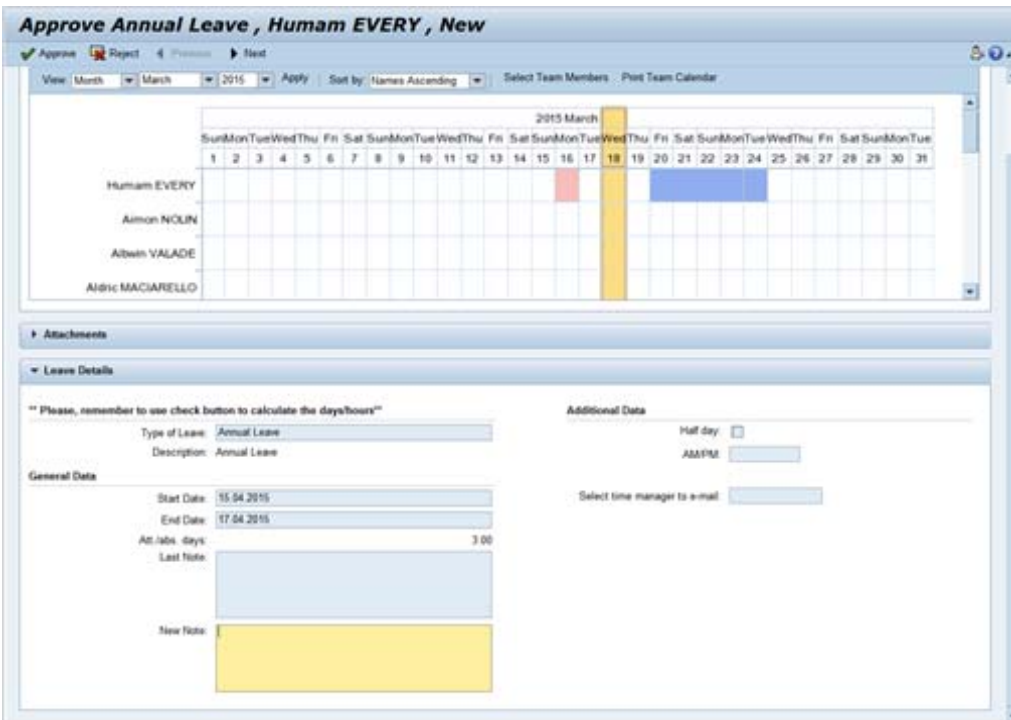
Approver Work Center



Process Ref...	Process ...	Subject	Review and Approve	Sent Date	Effective ...	Priority
	Annual L...	Humam EVERY's Leave Request	Humam EVERY	18.03.2015	15.04.2015	5 Medium
	CTO Accrual	Humam EVERY's Leave Request	Humam EVERY	17.03.2015	16.03.2015	5 Medium

12. Click on the  **Review and Approve** button.

Approve Annual Leave , Humam EVERY , New



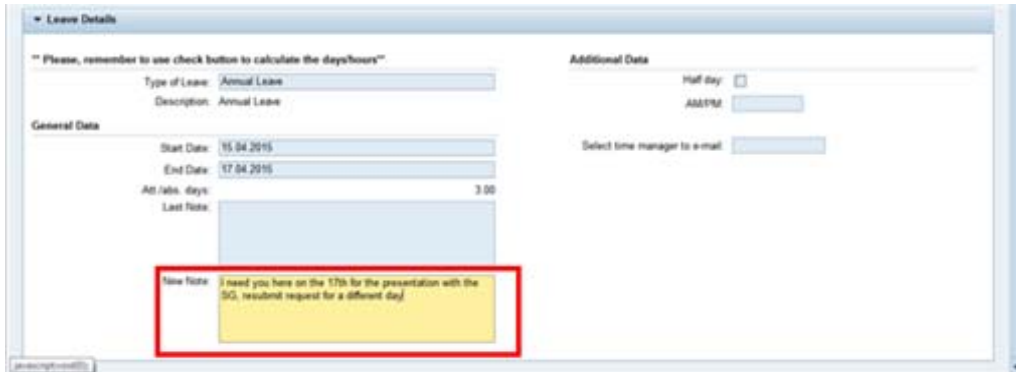
13. Review the information provided as in the previous demonstration.

In this demonstration, the staff member is requesting leave from 15 April 2015 to 17 April 2015 and you decided that you can not approve this absence request.



If you plan to reject the request, you must enter a reason.

Approve Annual Leave, Humam EVERY, New



14. Enter the reason for the rejection in the New Note field. In this demonstration we entered "I need you on the 17th for the presentation with the SG, resubmit request for a different day."

Approve Annual Leave , Humam EVERY , New



15. In our demonstration we will reject the request by clicking on the  Reject button. .

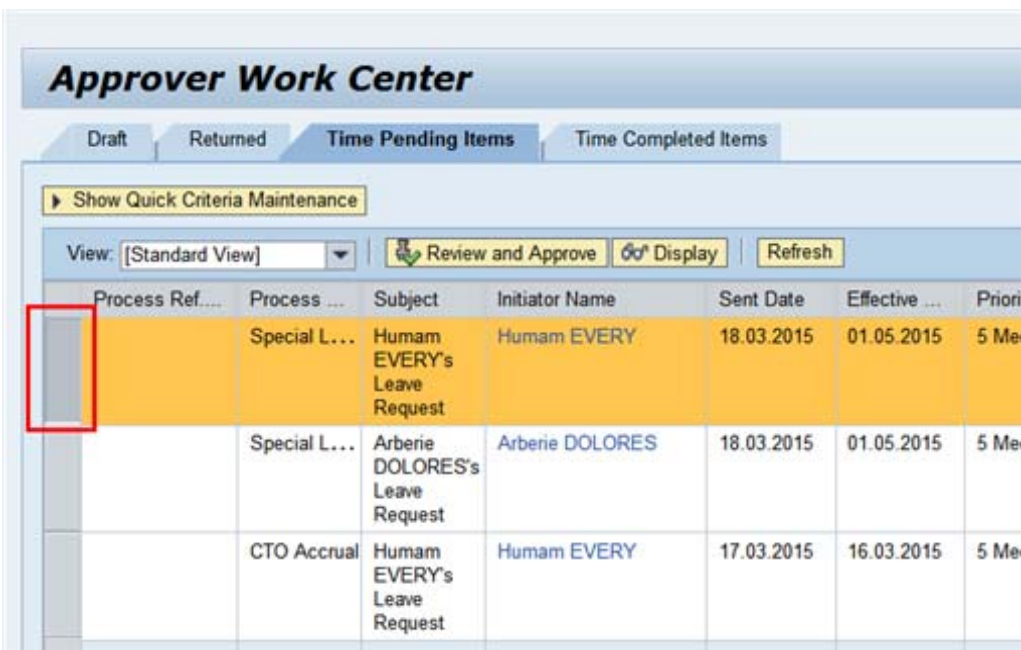
Approve Annual Leave, Humam EVERY , New



16. A message will appear indicating that the rejection was successful and the request will be moved to the Time Completed Items list. The staff member will receive a notification of the decision.

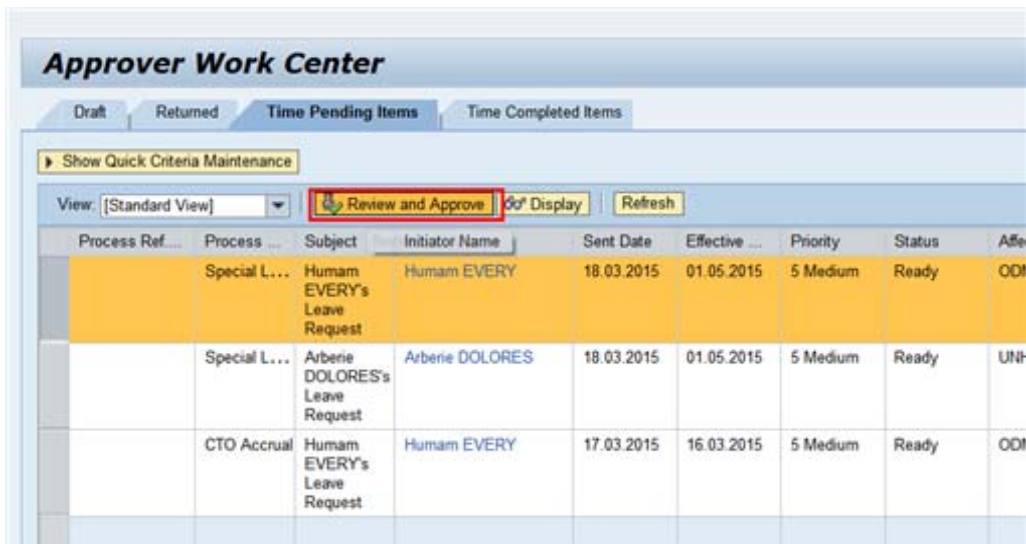
Demonstration #3 - you will review and endorse a special leave request

Approver Work Center



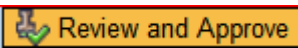
17. Click on the gray box to select the next request you want to review.

Approver Work Center

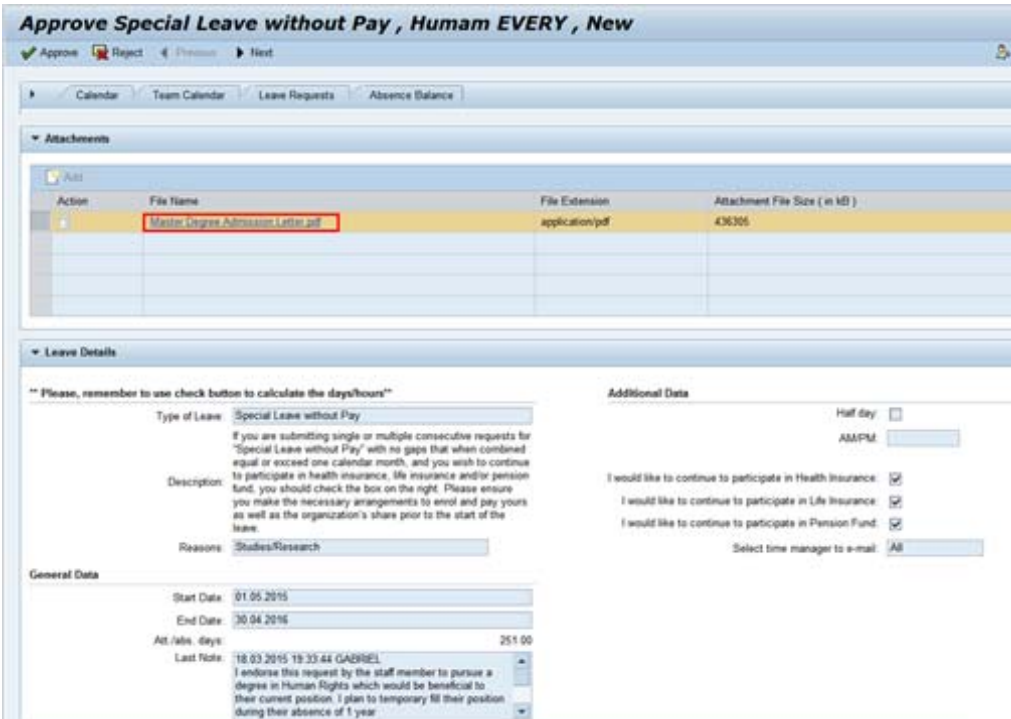


The screenshot shows the 'Approver Work Center' interface. At the top, there are tabs for 'Draft', 'Returned', 'Time Pending Items', and 'Time Completed Items'. Below the tabs is a 'Show Quick Criteria Maintenance' link. The main area contains a table with columns: Process Ref..., Process..., Subject, Initiator Name, Sent Date, Effective..., Priority, Status, and Aff... The table has three rows of data. The first row is highlighted in yellow. Above the table, there are buttons for 'Review and Approve', 'Display', and 'Refresh'. The 'Review and Approve' button is highlighted with a red box.

Process Ref...	Process ...	Subject	Initiator Name	Sent Date	Effective ...	Priority	Status	Aff...
	Special L...	Humam EVERY's Leave Request	Humam EVERY	18.03.2015	01.05.2015	5 Medium	Ready	ODI
	Special L...	Arberie DOLORES's Leave Request	Arberie DOLORES	18.03.2015	01.05.2015	5 Medium	Ready	UNI
	CTO Accrual	Humam EVERY's Leave Request	Humam EVERY	17.03.2015	16.03.2015	5 Medium	Ready	ODI

18. Click on the  button.

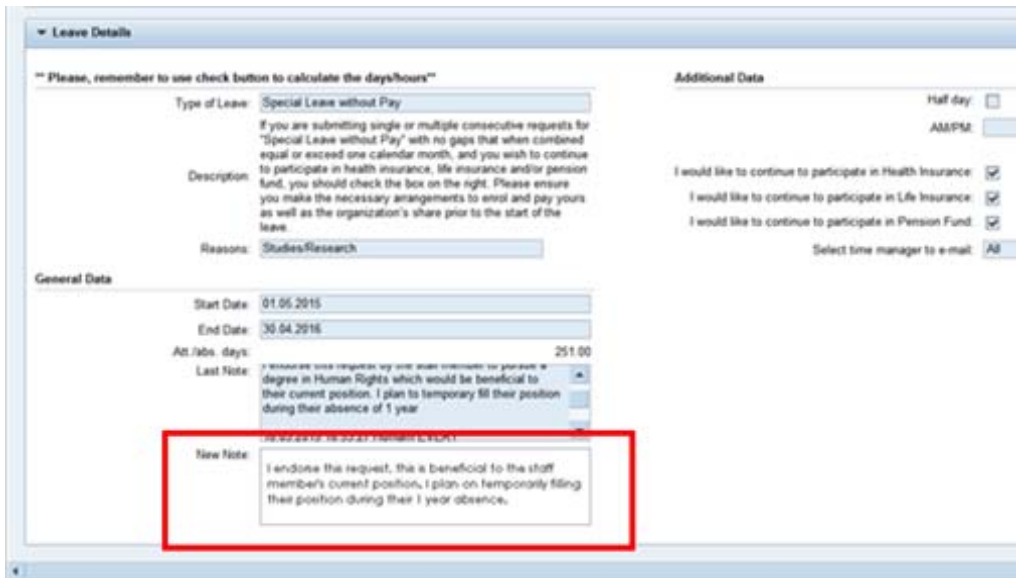
Approve Special Leave without Pay , Humam EVERY , New



19. This is a special leave without pay (SLWOP) request for 1 year so that the staff member can pursue higher education studies. SLWOP request require submission of documentations. In this case, the documentation would be the admission papers.

Click on the attachment link and review the document.

Approve Special Leave without Pay, Humam EVERY, New



20. In this demonstration, we will type the following "I endorse this request, this is beneficial to the staff member's current position. I plan on temporarily filling their position during their 1 year absence."

Approve Special Leave without Pay , Humam EVERY , New



21. Click on the  button.

Approve Special Leave without Pay , Humam EVERY , New



22. A message will appear indicating the request was sent. It will be routed to the HR Partner for approval. The request for SLWOP will only be considered approved once the request has also been cleared by the HR Partner.

