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## 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 be 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](#)

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## 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



**User or Employee Search**

User: T4TMMGR1 JANIE ROSELINE  
 Personnel No.: 18863854 Structure Search JANIE ROSELINE  
 Fund: HR999  
 Cost Center:

Organizational Data:  
 Position:  
 Org. Unit:  
 Payroll area:  
 Business Area:

My Approvers | My Access | Workflow Guide | Enterprise Roles | Parameters | **Secondary Managers**

View: Default Export

Relationship	Index Number	Employee Name	SAP Login ID	Email
Budget Manager	18393429	Tambara CANDIE	T4OMMGR1	someone
Global Index Administrator		HR CS Administrator C/HR	T4CADM1	

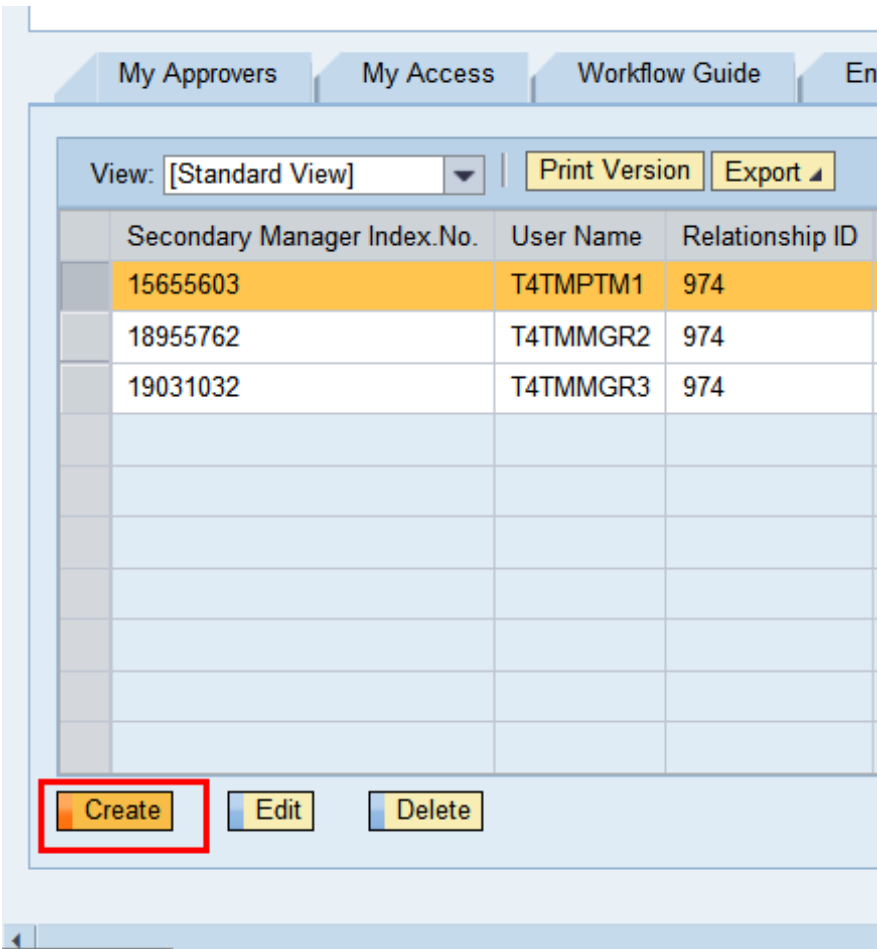
3. Click on the **Secondary Managers** tab.



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

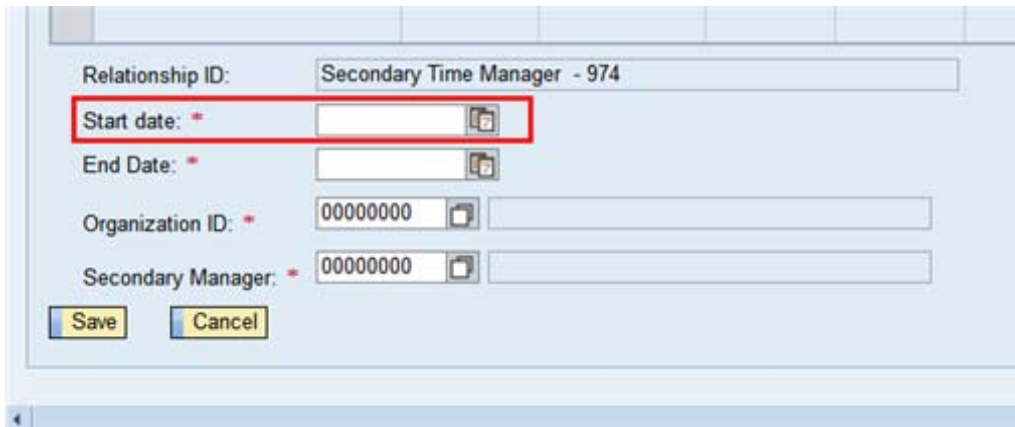
### User or Employee Search




Secondary Manager Index.No.	User Name	Relationship ID
15655603	T4TMPTM1	974
18955762	T4TMMGR2	974
19031032	T4TMMGR3	974


4. Click on the  button.


## User or Employee Search





Relationship ID: Secondary Time Manager - 974

Start date: \*  

End Date: \*  

Organization ID: \* 00000000 

Secondary Manager: \* 00000000 

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

Relationship ID:

Start date: \*

End Date: \*

Organization ID: \*

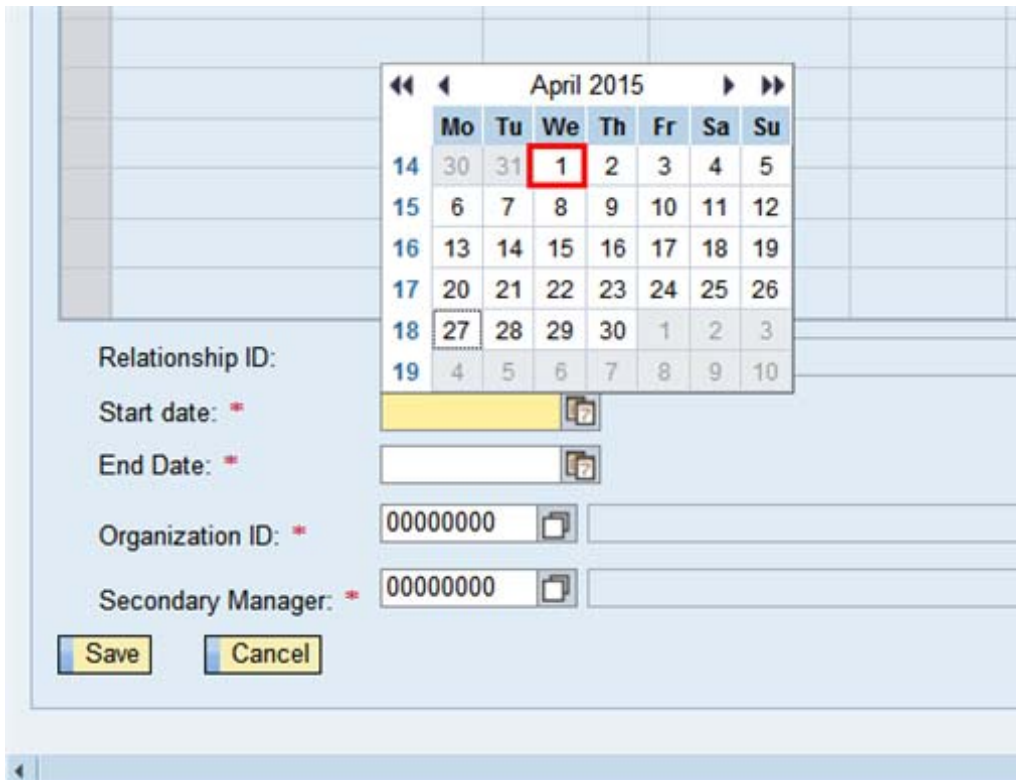
Secondary Manager: \*

Save Cancel

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

6. Click on the Next Month  icon.

### User or Employee Search



Relationship ID:

Start date: \*

End Date: \*

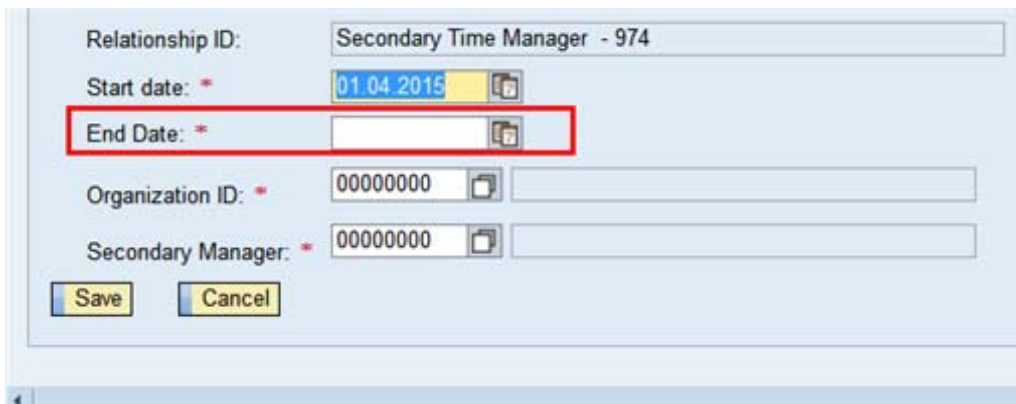
Organization ID: \*

Secondary Manager: \*

Save Cancel

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

### User or Employee Search



Relationship ID: Secondary Time Manager - 974

Start date: \* 01.04.2015


End Date: \*

Organization ID: \*

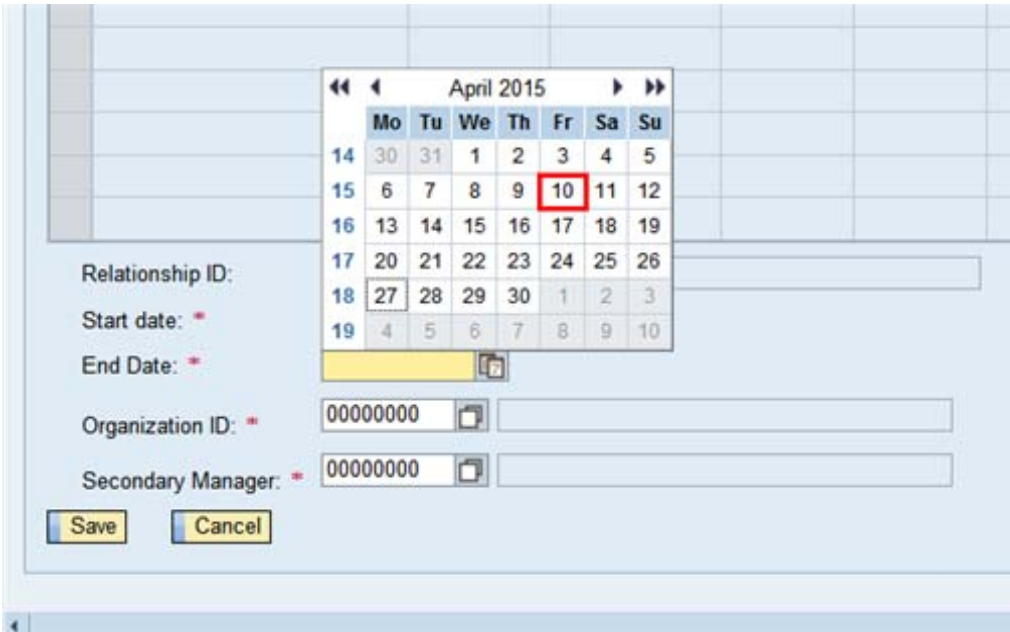
Secondary Manager: \*

Save Cancel






- 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



The screenshot shows a software interface with a calendar for April 2015. The calendar is displayed in a grid format with days of the week (Mo, Tu, We, Th, Fr, Sa, Su) and dates. The date 10th of April is highlighted with a red box. Below the calendar, there are several form fields:

- Relationship ID: [ ]
- Start date: \*
- End Date: \* [ ] 
- Organization ID: \* 00000000 
- Secondary Manager: \* 00000000 

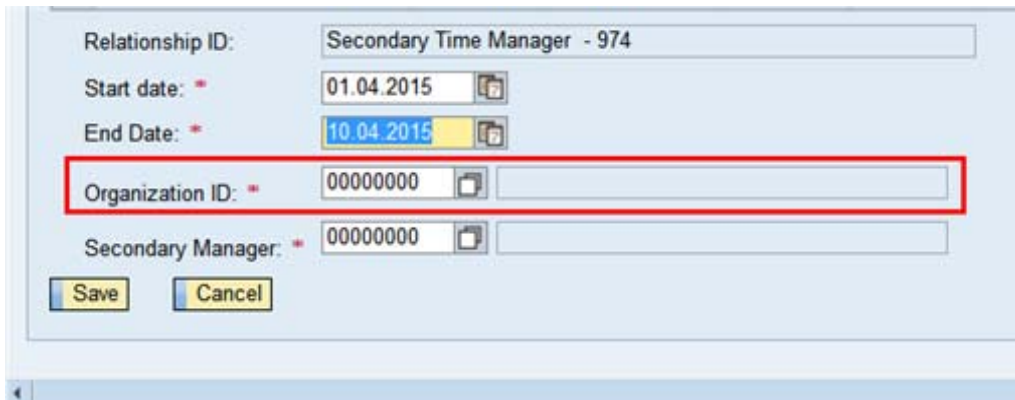
At the bottom of the form, there are two buttons: "Save" and "Cancel".


- 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.



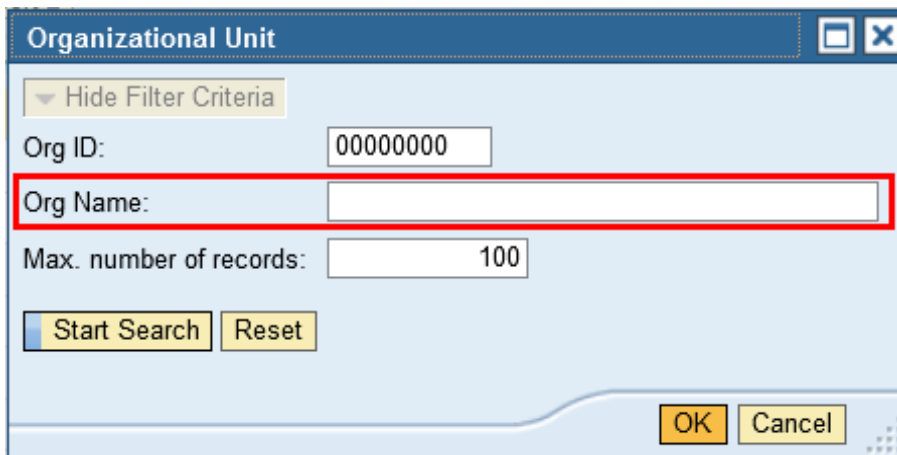
Next, you will be selecting the Organizational Unit of the secondary manager.

### 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

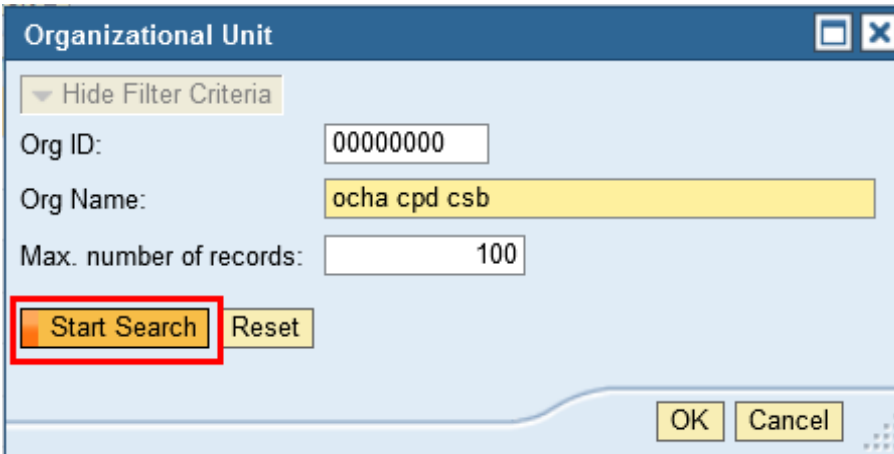


11. Enter the organization number or name. In this demonstration you will enter the organization's name OCHA CPD CSB.



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



Organizational Unit

▼ Hide Filter Criteria

Org ID: 00000000

Org Name: ocha cpd csb

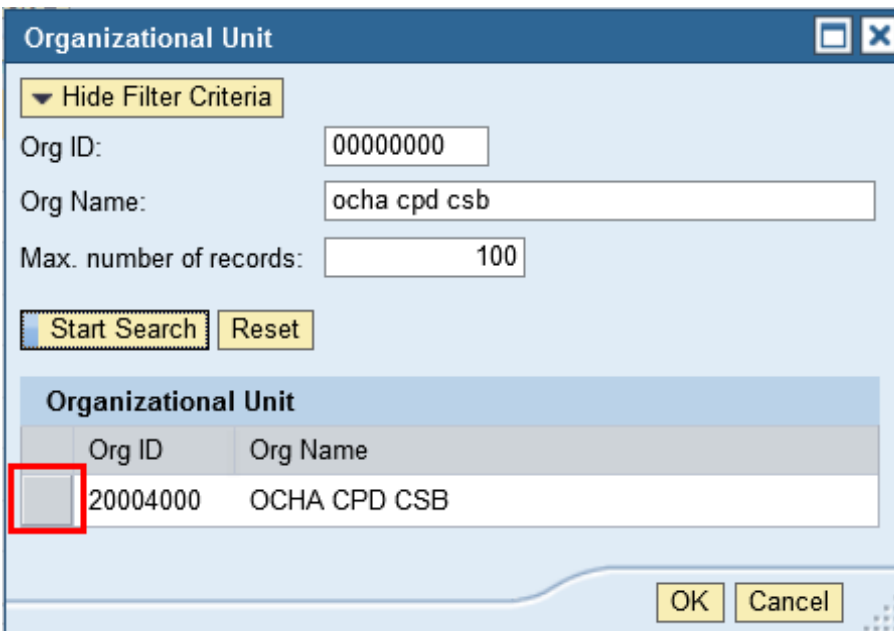
Max. number of records: 100

Start Search Reset

OK Cancel

- Click on the **Start Search** button.

### Organizational Unit



Organizational Unit

▼ Hide Filter Criteria

Org ID: 00000000

Org Name: ocha cpd csb

Max. number of records: 100

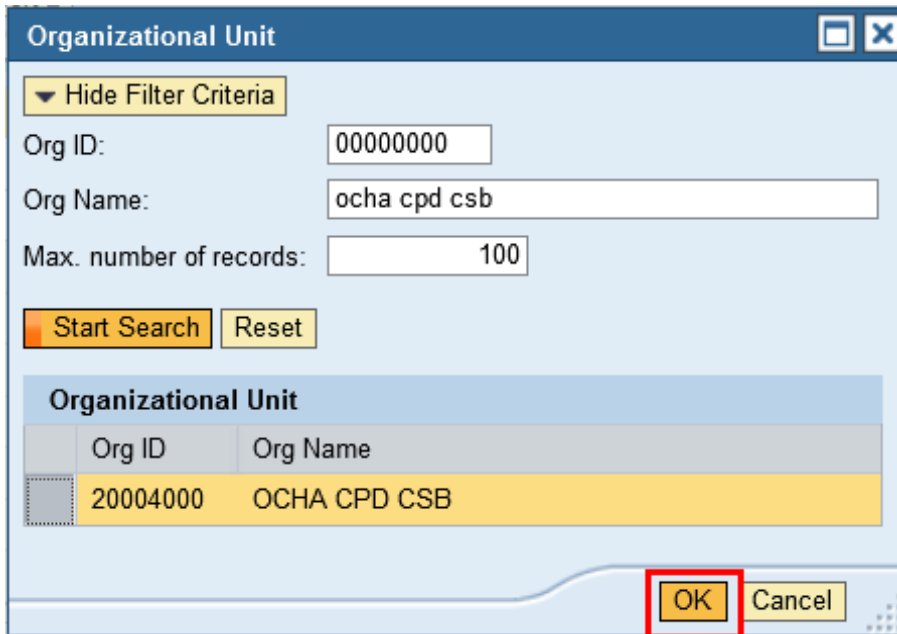
Start Search Reset

Organizational Unit	
Org ID	Org Name
20004000	OCHA CPD CSB

OK Cancel

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

### Organizational Unit



Organizational Unit

▼ Hide Filter Criteria

Org ID: 00000000

Org Name: ocha cpd csb

Max. number of records: 100

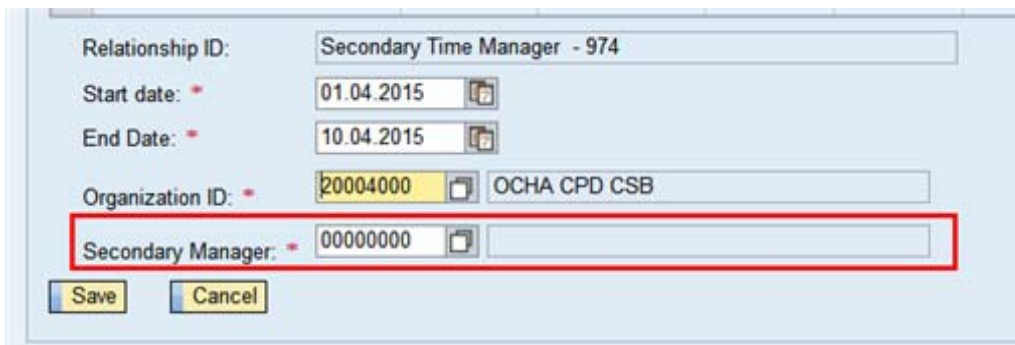
Start Search Reset

Org ID	Org Name
20004000	OCHA CPD CSB

OK Cancel

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

### User or Employee Search



Relationship ID: Secondary Time Manager - 974


Start date: \* 01.04.2015

End Date: \* 10.04.2015

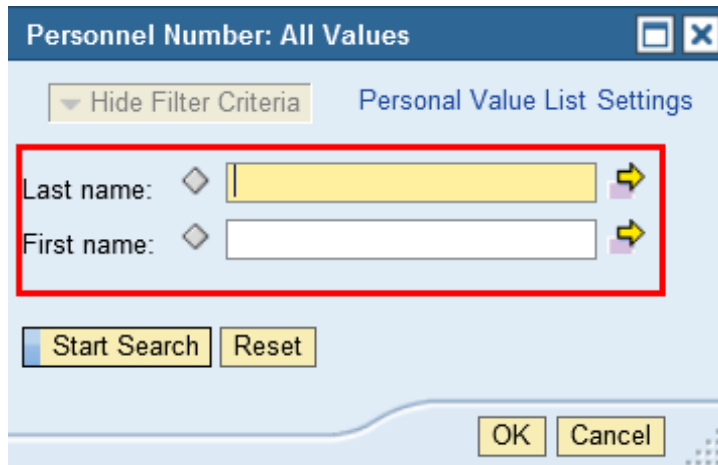
Organization ID: \* 20004000 OCHA CPD CSB

Secondary Manager: \* 00000000

Save Cancel

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**

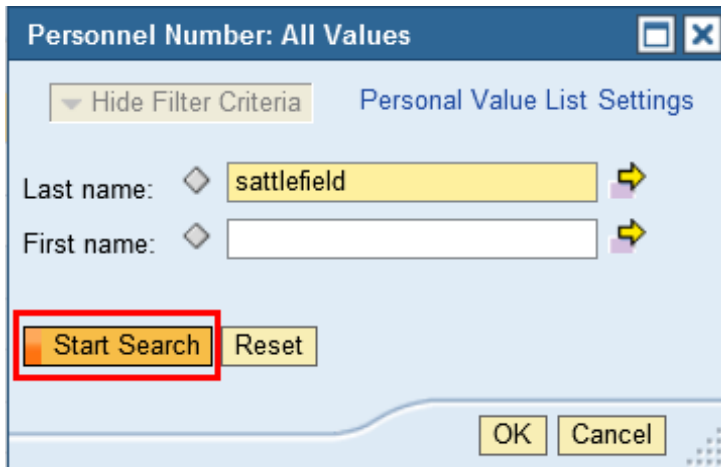


16. Enter the secondary time manager's Last and/or first name. In this demonstration, you will enter their last name, "Sattlefield".



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



Personnel Number: All Values

Hide Filter Criteria Personal Value List Settings

Last name:

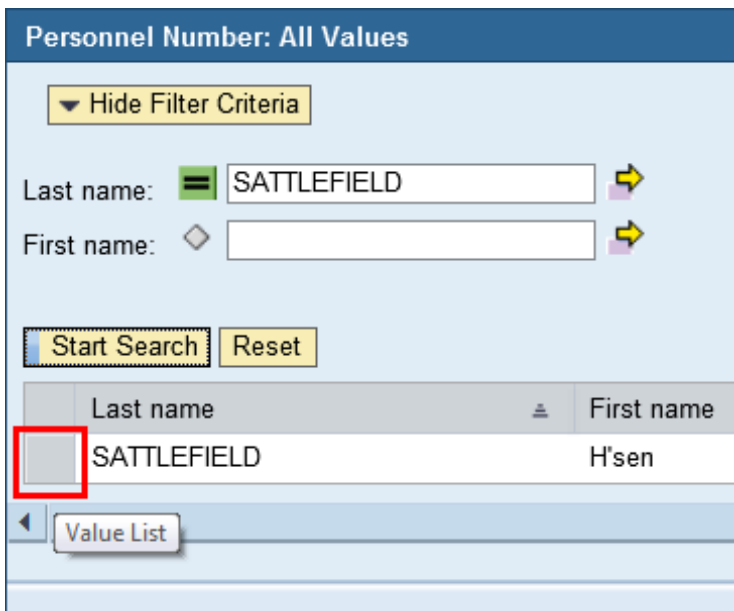
First name:

**Start Search** Reset

OK Cancel

- Click on the **Start Search** button. A list of staff members matching the entry will appear.

Personnel Number: All Values



Personnel Number: All Values

Hide Filter Criteria


Last name:

First name:

**Start Search** Reset

Last name	First name
SATTLEFIELD	H'sen

Value List

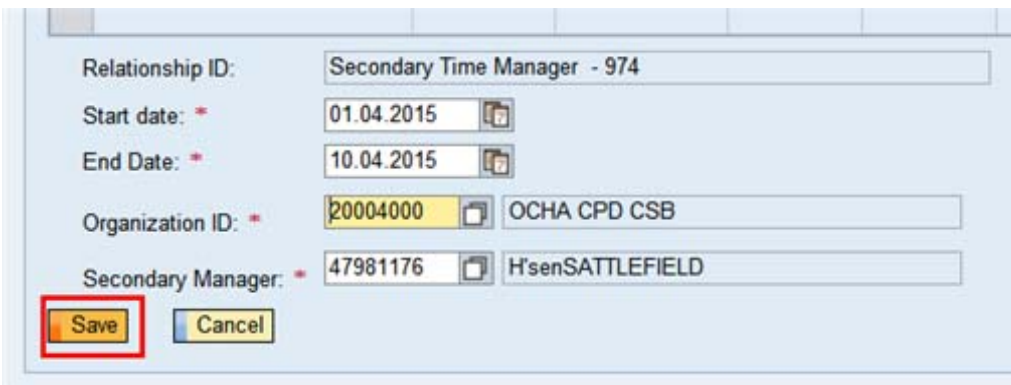
18. Select the applicable staff member by clicking on the gray  button next to the staff member's name.


**Personnel Number: All Values**



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

**User or Employee Search**



20. Click on the  button.

## User Map - Umoja training portal - T2J

**Data Seed Successfully**

**User or Employee Search:**  
 User: T4TMMGR1 JANE ROSELINE  
 Personal No: 18863854 Structure Search JANE ROSELINE  
 Fund: HR999  
 Cost Center:

**Organizational Details:**  
 Position: 20067978 G4 6675 TEAM ASSISTANT  
 Org. Unit: 20002996 OCHA CPD CERF PS  
 Payroll Area: LT  
 Business Area: U999 Umoja SAP Tech. Config

**Secondary Managers**

Secondary Manager Index No.	User Name	Relationship ID	Start date	End Date	Employee Group	Employee Sub Group	Organizational Unit	Org Unit Name
1565562	T4TMM1M1	974	24.03.2015	31.12.9999	International Staff	Professional & Above	20002994	OCHA GVAO OD
1895762	T4TMMGR2	974	01.03.2015	31.12.9999	International Staff	Professional & Above	20005192	OCHA CPD CSB
19031032	T4TMMGR3	974	01.03.2015	31.12.9999	International Staff	Professional & Above	20005472	OCHA CRD FD SIUD ELFASHER
47981176	EE47981176	974	01.04.2015	10.04.2015	International Staff	Professional & Above	20002986	OCHA CPD CSB

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.



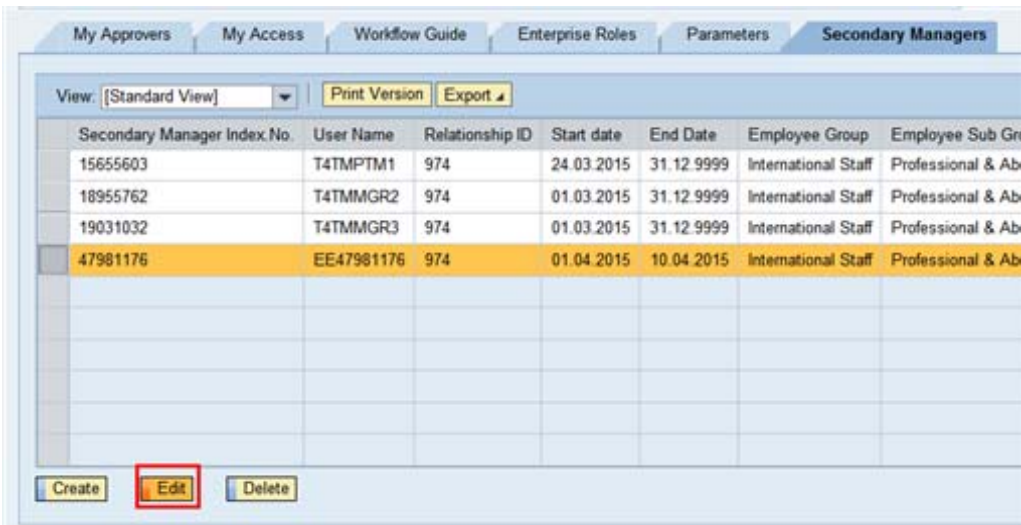
### User or Employee Search



Secondary Manager Index No.	User Name	Relationship ID	Start date	End Date	Employee Group	Employee Sub Group	Organizational Unit	Org Unit Name
15655603	T4TMPTM1	974	24.03.2015	31.12.9999	International Staff	Professional & Above	20003994	OCHA GVAO OD
18955762	T4TMMGR2	974	01.03.2015	31.12.9999	International Staff	Professional & Above	20005192	OCHA CPD CSB
19031032	T4TMMGR3	974	01.03.2015	31.12.9999	International Staff	Professional & Above	20005472	OCHA CRD FO SUC
7981176	EE47981176	974	01.04.2015	10.04.2015	International Staff	Professional & Above	20003986	OCHA CPD CSB

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

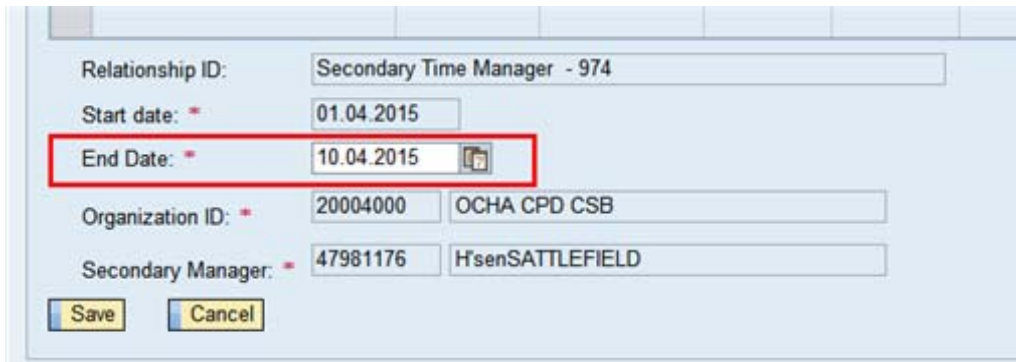
### User or Employee Search



Secondary Manager Index No.	User Name	Relationship ID	Start date	End Date	Employee Group	Employee Sub Group
15655603	T4TMPTM1	974	24.03.2015	31.12.9999	International Staff	Professional & Above
18955762	T4TMMGR2	974	01.03.2015	31.12.9999	International Staff	Professional & Above
19031032	T4TMMGR3	974	01.03.2015	31.12.9999	International Staff	Professional & Above
47981176	EE47981176	974	01.04.2015	10.04.2015	International Staff	Professional & Above


23. Click on the  button.

### User or Employee Search




Relationship ID: Secondary Time Manager - 974

Start date: \* 01.04.2015

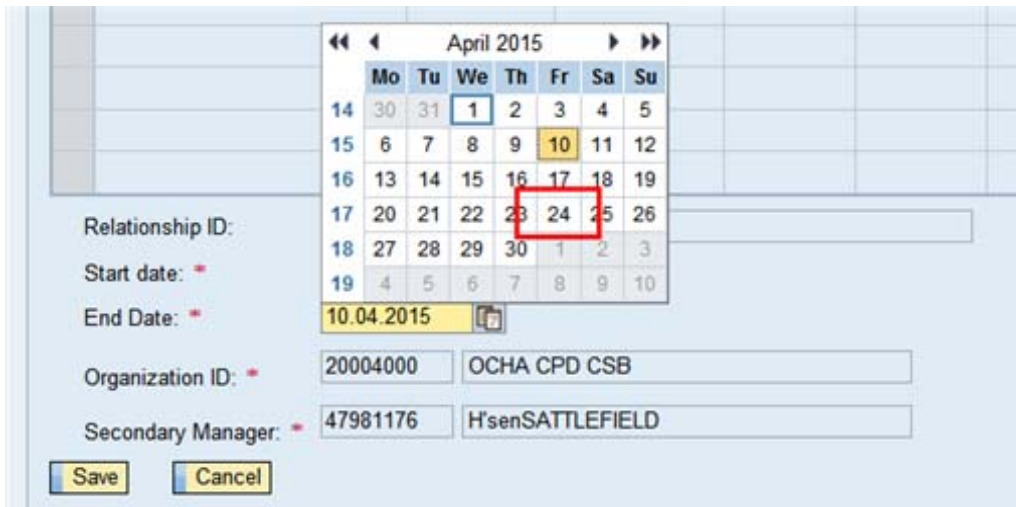
End Date: \* 10.04.2015 

Organization ID: \* 20004000 OCHA CPD CSB

Secondary Manager: \* 47981176 H'senSATTLEFIELD


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

### User or Employee Search



Relationship ID: Secondary Time Manager - 974

Start date: \* 01.04.2015

End Date: \* 10.04.2015 

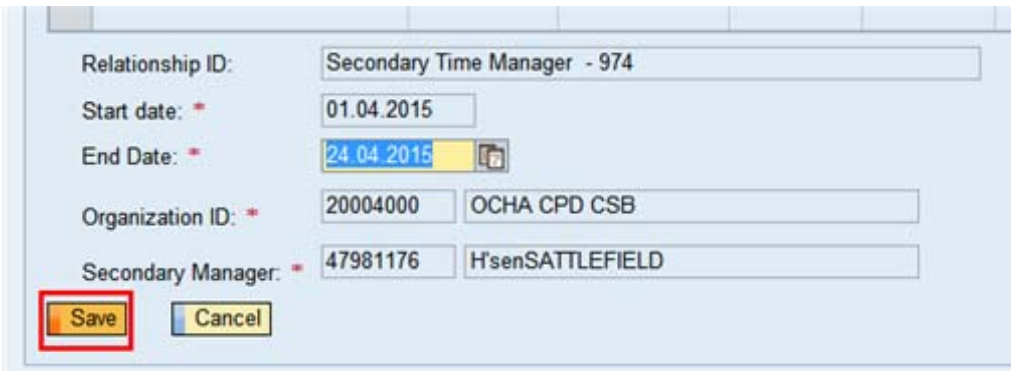
Organization ID: \* 20004000 OCHA CPD CSB

Secondary Manager: \* 47981176 H'senSATTLEFIELD

April 2015						
Mo	Tu	We	Th	Fr	Sa	Su
14	30	31	1	2	3	4
15	6	7	8	9	10	11
16	13	14	15	16	17	18
17	20	21	22	23	24	25
18	27	28	29	30	1	2
19	4	5	6	7	8	9

25. Select the date, 24 April 2015.

### User or Employee Search



Relationship ID: Secondary Time Manager - 974

Start date: \* 01.04.2015

End Date: \* 24.04.2015

Organization ID: \* 20004000 OCHA CPD CSB

Secondary Manager: \* 47981176 H'senSATTLEFIELD

**Save** Cancel

26. Click on the **Save** button.

### User or Employee Search

Secondary Manager Index.No.	User Name	Relationship ID	Start date	End Date	Employee Group	Employee Sub G
15655603	T4TMPTM1	974	24.03.2015	31.12.9999	International Staff	Professional & At
18955762	T4TMMGR2	974	01.03.2015	31.12.9999	International Staff	Professional & At
19031032	T4TMMGR3	974	01.03.2015	31.12.9999	International Staff	Professional & At
47981176	EE47981176	974	01.04.2015	24.04.2015	International Staff	Professional & At

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

