Purpose

This procedure is used by the Staff Member to certify their monthly time statement.

Reference

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

This quick guide, the simulation and the 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

• Staff Member

Global Process

This process begins after the Staff Member has logged into the Umoja portal.

• Staff member reviews their monthly time statement through the Umoja Employee Self-Service portal.
• The staff member certifies and submits their monthly time statement through the Umoja Employee Self-Service.

Pre-requisites

It is very important that you keep an accurate and updated record of attendance for each month so that the report correctly reflects the leave taken and you can easily verify and certify the report.

Objectives

As part of the demonstration, we will show you:
Certify Monthly Time Statement
Quick Reference

- How to view your monthly time statement.
- How to certify and submit your monthly time statement.
- How to save and print your monthly time statement.

Scenario

At the beginning of each month Umoja sends an automated message to all Staff Members to notify the availability of the current Monthly Time and Attendance Certification for the previous month. The Staff Member logs in the Employers Self Service Portal, reviews the absence record and, if consistent with the actual attendance, confirms the Monthly Certification.

Menu Path

Employee Self Service SM > Time Management > Certify Monthly Time Summary

Procedure

1. Start the transaction using the menu path:

   Employee Self-Service > Time Management > Certify Monthly Time Summary
Overview - Umoja training portal - T2J - Windows Internet Explorer

2. Click on the Employee Self-Service SM tab.

Employee Services

3. Click on the Time Management link.
Time Management.

Time Statement

Certify Monthly Time Summary
You can correct errors that originated due to incorrect entries at the time recording terminal.

Certify Annual Time Summary
You can correct errors that originated due to incorrect entries at the time recording terminal.

4. Click on the Certify Monthly Time Summary link.

A PDF report will be produced showing the list of absence types taken and the duration of the leave. Please note that this is not a dynamic report and will only show the leave taken as of the date of the generation of the report.

Times Statement Verification Month

5. Review the Absence record for the month then scroll to the end to the page.
If you identify any discrepancies in the absence record, do not certify the Monthly Time and Attendance Certificate and take the following action(s):

- **Missing absence record**: close the page and submit an absence request for the type of absence and days taken.
- **Leave not utilized or curtailed**: if the leave was already approved, follow the instructions for deleting an approved record. Once your time manager has approved the deletion, you may re-enter the correct leave time taken as a new record and your manager will approve accordingly.

**IMPORTANT**: whenever you correct any discrepancies (either by adding missing entries or by fixing incorrect data) you will not be able to see the updates in the monthly certification. As indicated earlier, monthly certification reports are generated at the beginning of a month for the previous month. So any corrections made after the report is generated will be viewable in your quota balances but will not be dynamically updated in the monthly report, which will always remain static. That is why it is important to keep your attendance up to date by the end of each month.

**Times Statement Verification Month**

If everything is correct in your Absence Quota balance then select "I confirm that the time statement for the above specified month is correct."
Times Statement Verification Month

7. Click on the **Save** button to submit your certified Monthly Statement.

The system enables you to save, print and display the Monthly Certification as a PDF document.
8. Click on the **Back** button to return to the main menu.