
Purpose

The Time Manager (primary or secondary) uses this procedure to approve/reject multiple leave requests in one action.

Intended Audience

- **Time Manager**

The Time Manager may:

- Approve/reject multiple requests from staff members in a single transaction for the following types of leave:
 - Annual Leave
 - Annual Leave - Reverse EGT (Education Grant Travel)
 - Annual Leave - Home Leave
 - Annual Leave - Family Visit
 - OT (Overtime)
 - CTO Use (Compensatory Time-Off)
 - Compressed Reg Day Off
 - Travel Time for R & R (Rest and Recuperation)
 - Paternity Leave

References

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

This quick reference and Information Sheets 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 submitted multiple leave requests or several staff members have submitted leave requests through the **Umoja Employee Self-Service** application.

Approval Process

1. The **Time Manager** verifies and reviews the pending requests through the Umoja Approver Work Centre. The **Time Manager** may select several leave requests and approve them in bulk.
 - a. If the **Time Manager** approves the requests, the approval is recorded in Umoja.
 - b. Once approved, the **staff member** and **Time Administrator** are notified.
 - c. If the **Time Manager** rejects the request, the **staff member** is notified. The **staff member** will need to create and submit a new request.

Objectives

As part of the demonstration, we will show you:

1. How to approve or reject multiple leave requests at one time.
2. How to sort and filter the list of requests using one or more parameters.

Scenario

A **Time Manager** logs into Umoja and reviews a list of new leave requests that require his/her action. The **Time Manager** decides to approve the Annual Leave requests for Macon John, Otto Gregory, Sarah Gemma and Binaca Quincy.

Menu Path

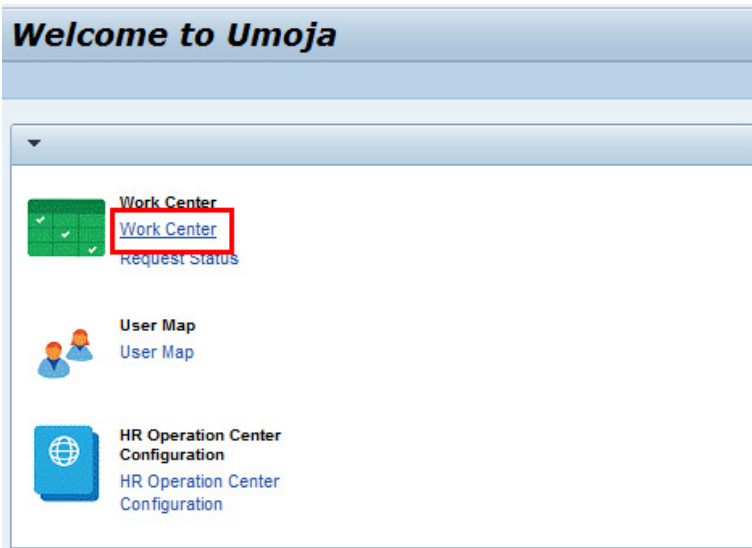
Use the following menu path(s) to begin this process:

[Home](#)>[Approver Work Center](#)

Procedure

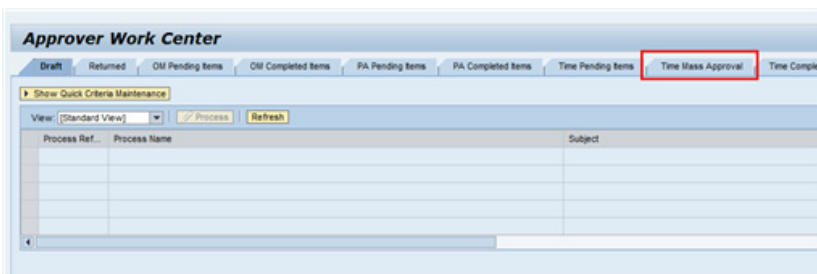
1. Log on to the Umoja Portal.

Welcome to Umoja



2. Click [Work Center](#).

Approver Work Center



3. Click [Time Mass Approval](#).

Approver Work Center

| Personnel num | Last name F. | Type of Lea. | Start Date | End Date | AB Jabs. days | Start time | End time | Absence hours | Half Day | AM/PM |
|---------------|----------------|--------------|------------|------------|---------------|------------|----------|---------------|----------|-------|
| 20007105 | Abdul Samuel | Annual Leave | 25.08.2016 | 25.08.2016 | 1.00 | 00:00:00 | 00:00:00 | 7.50 | | |
| 20032930 | Alexis Katelyn | | 25.08.2016 | 26.08.2016 | 2.00 | 00:00:00 | 00:00:00 | 15.00 | | |
| 20032930 | | | 22.08.2016 | 24.08.2016 | 3.00 | 00:00:00 | 00:00:00 | 22.50 | | |
| 20031115 | Azalia Bianca | | 23.03.2016 | 23.03.2016 | 1.00 | 00:00:00 | 00:00:00 | 7.50 | | |
| 20025482 | Bianca Guinny | | 09.08.2016 | 10.08.2016 | 2.00 | 00:00:00 | 00:00:00 | 15.00 | | |
| 20069932 | Chandler Shad | | 04.05.2016 | 04.05.2016 | 0.50 | 09:00:00 | 13:30:00 | 3.75 | X | AM |

4. Review the details of each request you want to approve. You can approve one, multiple or all request displayed on this tab. To view additional request details, scroll right.

Default view columns not shown above

- OT Other Department
- Calendar Days
- Cost Center
- Personnel Area
- Personnel Subarea

Note: To review full details, view the request in the **Time Pending Items** tab. Requests requiring an attachment must be reviewed in the **Time Pending Items** tab before approving here on the **Time Mass Approval** tab.

Approver Work Center

| | | | | | |
|-------------------------------------|----------|----------------|---------------------|------------|------------|
| <input type="checkbox"/> | 20031115 | Azalia Bianca | | 23.03.2016 | 23.03.2016 |
| <input type="checkbox"/> | 20026482 | Bianca Quincy | | 09.08.2016 | 10.08.2016 |
| <input type="checkbox"/> | 20069932 | Chandler Shad | | 04.05.2016 | 04.05.2016 |
| <input type="checkbox"/> | 20160401 | Coby Steel | Official Bus. - ... | 25.08.2016 | 31.08.2016 |
| <input type="checkbox"/> | 20040057 | Craig Talon | Annual Leave | 31.08.2016 | 31.08.2016 |
| <input type="checkbox"/> | 20040057 | | | 25.08.2016 | 30.08.2016 |
| <input type="checkbox"/> | 20045410 | Hall Yuli | | 14.06.2016 | 14.06.2016 |
| <input type="checkbox"/> | 20045410 | | | 06.06.2016 | 10.06.2016 |
| <input type="checkbox"/> | 20086081 | Jordan Cassidy | Official Bus. - ... | 25.08.2016 | 25.08.2016 |
| <input type="checkbox"/> | 20057520 | Keane Josiah | Annual Leave | 22.08.2016 | 26.08.2016 |
| <input type="checkbox"/> | 20057520 | | | 02.08.2016 | 02.08.2016 |
| <input type="checkbox"/> | 20057520 | | Official Bus. - ... | 15.08.2016 | 19.08.2016 |
| <input type="checkbox"/> | 20076673 | Lara Velma | | 24.08.2016 | 26.08.2016 |
| <input checked="" type="checkbox"/> | 20025550 | Macon John | Annual Leave | 06.07.2016 | 14.07.2016 |
| <input type="checkbox"/> | 20025550 | | | 15.06.2016 | 15.06.2016 |
| <input type="checkbox"/> | 20140667 | Otto Gregory | | 11.07.2016 | 11.07.2016 |
| <input type="checkbox"/> | 20033577 | Sarah Gemma | | 05.06.2017 | 09.06.2017 |

5. You can select multiple non-contiguous requests, multiple contiguous requests as well as a combination of the two.

To select multiple

- non-contiguous requests, hold down the Ctrl key while clicking next to each request.
- contiguous requests, hold down the Shift key while clicking next to each request.


In this example, the Annual Leave requests for Macon John, Otto Gregory, Sarah Gemma and Bianca Quincy will be selected for approval.

First, the contiguous requests for Macon John, Otto Gregory and Sarah Gemma will be selected.

Click on the first line for Macon John.

Approver Work Center


| | | | | | |
|--|----------|----------------|---------------------|------------|------------|
| | 20031115 | Azalia Bianca | | 23.03.2016 | 23.03.2016 |
| | 20026482 | Bianca Quincy | | 09.08.2016 | 10.08.2016 |
| | 20069932 | Chandler Shad | | 04.05.2016 | 04.05.2016 |
| | 20160401 | Coby Steel | Official Bus. - ... | 25.08.2016 | 31.08.2016 |
| | 20040057 | Craig Talon | Annual Leave | 31.08.2016 | 31.08.2016 |
| | 20040057 | | | 25.08.2016 | 30.08.2016 |
| | 20045410 | Hall Yuli | | 14.06.2016 | 14.06.2016 |
| | 20045410 | | | 06.06.2016 | 10.06.2016 |
| | 20086081 | Jordan Cassidy | Official Bus. - ... | 25.08.2016 | 25.08.2016 |
| | 20057520 | Keane Josiah | Annual Leave | 22.08.2016 | 26.08.2016 |
| | 20057520 | | | 02.08.2016 | 02.08.2016 |
| | 20057520 | | Official Bus. - ... | 15.08.2016 | 19.08.2016 |
| | 20076673 | Lara Velma | | 24.08.2016 | 26.08.2016 |
| | 20025550 | Macon John | Annual Leave | 06.07.2016 | 14.07.2016 |
| | 20025550 | | | 15.06.2016 | 15.06.2016 |
| | 20140667 | Otto Gregory | | 11.07.2016 | 11.07.2016 |
| | 20033577 | Sarah Gemma | | 05.06.2017 | 09.06.2017 |


6. While holding down the Shift key, click  on the line for Sarah Gemma. Release the Shift key.

Four records are now selected.

Approver Work Center

| | | | | |
|----------|----------------|---------------------|------------|------------|
| 20031115 | Azalia Bianca | | 23.03.2016 | 23.03.2016 |
| 20026482 | Bianca Quincy | | 09.08.2016 | 10.08.2016 |
| 20069932 | Chandler Shad | | 04.05.2016 | 04.05.2016 |
| 20160401 | Coby Steel | Official Bus. - ... | 25.08.2016 | 31.08.2016 |
| 20040057 | Craig Talon | Annual Leave | 31.08.2016 | 31.08.2016 |
| 20040057 | | | 25.08.2016 | 30.08.2016 |
| 20045410 | Hall Yuli | | 14.06.2016 | 14.06.2016 |
| 20045410 | | | 06.06.2016 | 10.06.2016 |
| 20086081 | Jordan Cassidy | Official Bus. - ... | 25.08.2016 | 25.08.2016 |
| 20057520 | Keane Josiah | Annual Leave | 22.08.2016 | 26.08.2016 |
| 20057520 | | | 02.08.2016 | 02.08.2016 |
| 20057520 | | Official Bus. - ... | 15.08.2016 | 19.08.2016 |
| 20076673 | Lara Velma | | 24.08.2016 | 26.08.2016 |
| 20025550 | Macon John | Annual Leave | 06.07.2016 | 14.07.2016 |
| 20025550 | | | 15.06.2016 | 15.06.2016 |
| 20140667 | Otto Gregory | | 11.07.2016 | 11.07.2016 |
| 20033577 | Sarah Gemma | | 05.06.2017 | 09.06.2017 |

7. To add the request for Bianca Quincy, which is not contiguous with the three requests already selected, hold down the Ctrl key and click  on the line for Bianca Quincy.

You could add additional non-contiguous requests by continuing to hold down the Ctrl key and clicking  on more lines. Once done selecting request, release the Ctrl key.

Approver Work Center

| Personnel num. | Last name F. | Type of Leave | Start Date | End Date | Alt Jobs | days | Start time | End time | Absence hours | Half Day | AM/PM |
|----------------|----------------|-------------------|------------|------------|----------|------|------------|----------|---------------|----------|-------|
| 20067105 | Abdul Samuel | Annual Leave | 25.08.2016 | 25.08.2016 | 1.00 | | 00:00:00 | 00:00:00 | 7.50 | | |
| 20032930 | Alexia Katelyn | | 25.08.2016 | 26.08.2016 | 2.00 | | 00:00:00 | 00:00:00 | 15.00 | | |
| 20032930 | | | 22.08.2016 | 24.08.2016 | 3.00 | | 00:00:00 | 00:00:00 | 22.50 | | |
| 20031115 | Azalia Bianca | | 23.03.2016 | 23.03.2016 | 1.00 | | 00:00:00 | 00:00:00 | 7.50 | | |
| 20026482 | Bianca Quincy | | 09.08.2016 | 10.08.2016 | 2.00 | | 00:00:00 | 00:00:00 | 15.00 | | |
| 20069932 | Chandler Shadi | | 04.05.2016 | 04.05.2016 | 0.50 | | 09:00:00 | 13:30:00 | 3.75 | X | AM |
| 20160401 | Colby Steel | Official Bus. ... | 25.08.2016 | 31.08.2016 | 5.00 | | 00:00:00 | 00:00:00 | 37.50 | | |
| 20040057 | Craig Taton | Annual Leave | 31.08.2016 | 31.08.2016 | 0.50 | | 13:30:00 | 17:15:00 | 3.75 | X | PM |
| 20040057 | | | 25.08.2016 | 30.08.2016 | 4.00 | | 00:00:00 | 00:00:00 | 30.00 | | |
| 20040410 | Hali Yuli | | 14.06.2016 | 14.06.2016 | 0.50 | | 13:30:00 | 17:15:00 | 3.75 | X | PM |
| 20040410 | | | 06.06.2016 | 10.06.2016 | 5.00 | | 00:00:00 | 00:00:00 | 37.50 | | |
| 20096001 | Jordan Cessady | Official Bus. ... | 25.08.2016 | 25.08.2016 | 0.50 | | 13:30:00 | 17:15:00 | 3.75 | X | PM |
| 20057520 | Keane Josiah | Annual Leave | 22.08.2016 | 26.08.2016 | 5.00 | | 00:00:00 | 00:00:00 | 37.50 | | |
| 20057520 | | | 02.08.2016 | 02.08.2016 | 0.50 | | 09:00:00 | 13:30:00 | 3.75 | X | AM |
| 20057520 | | Official Bus. ... | 15.08.2016 | 19.08.2016 | 5.00 | | 00:00:00 | 00:00:00 | 37.50 | | |
| 20079873 | Lara Velma | | 24.08.2016 | 26.08.2016 | 3.00 | | 00:00:00 | 00:00:00 | 22.50 | | |
| 20025550 | Macon John | Annual Leave | 06.07.2016 | 14.07.2016 | 6.00 | | 00:00:00 | 00:00:00 | 45.00 | | |
| 20025550 | | | 15.06.2016 | 15.06.2016 | 0.50 | | 13:30:00 | 17:15:00 | 3.75 | X | PM |
| 20140667 | Otto Gregory | | 11.07.2016 | 11.07.2016 | 1.00 | | 00:00:00 | 00:00:00 | 7.50 | | |
| 20033577 | Sarah Gemma | | 05.06.2017 | 06.06.2017 | 5.00 | | 00:00:00 | 00:00:00 | 40.00 | | |

- Once you have selected all the requests you want to approve, click **Approve**.

These approved requests will be removed from the **Time Mass Approval** tab, and appear on the **Time Completed Items** tab.

Note: Once you click **Approve** the selected requests are immediately approved. A challenge prompt is NOT displayed, so be certain you have selected the correct requests before clicking **Approve**.

Sorting and Filtering


By default, the leave requests in the **Time Mass Approval** tab are listed in alphabetical order by the **Last Name First Name** column.

You can use sorting and filtering to adjust this display.

Approver Work Center

| Personnel num... | Last name Firs... | Type of Lea... ▾ | Start Date | End Date |
|------------------|-------------------|---------------------|------------|------------|
| 20160401 | Coby Steel | Official Bus. - ... | 01.09.2016 | 06.09.2016 |
| 20086081 | Jordan Cassidy | | 25.08.2016 | 25.08.2016 |
| 20057520 | Keane Josiah | | 15.08.2016 | 19.08.2016 |
| 20125651 | Kendall Beverly | | 31.08.2016 | 01.09.2016 |
| 20076673 | Lara Velma | | 07.09.2016 | 09.09.2016 |
| 20076673 | Lara Velma | | 24.08.2016 | 26.08.2016 |
| 20033240 | Summer Wanda | | 12.09.2016 | 21.09.2016 |
| 20160401 | Coby Steel | Official Bus. - ... | 25.08.2016 | 31.08.2016 |
| 20067105 | Abdul Samuel | Annual Leave | 25.08.2016 | 25.08.2016 |
| 20032930 | Alexis Katelyn | | 25.08.2016 | 26.08.2016 |
| 20032930 | Alexis Katelyn | | 22.08.2016 | 24.08.2016 |
| 20031115 | Azalia Bianca | | 23.03.2016 | 23.03.2016 |
| 20026482 | Bianca Quincy | | 09.08.2016 | 10.08.2016 |
| 20069932 | Chandler Shad | | 04.05.2016 | 04.05.2016 |
| 20040057 | Craig Talon | | 05.09.2016 | 09.09.2016 |
| 20040057 | Craig Talon | | 31.08.2016 | 31.08.2016 |
| 20040057 | Craig Talon | | 25.08.2016 | 30.08.2016 |
| 20045410 | Hall Yuli | | 14.06.2016 | 14.06.2016 |
| 20045410 | Hall Yuli | | 06.06.2016 | 10.06.2016 |
| 20057520 | Keane Josiah | | 22.08.2016 | 26.08.2016 |


- For example, you can sort the list using the Type of Leave column to group the requests by type.


Click  once, and the requests are displayed by type in alphabetical order.

Approver Work Center

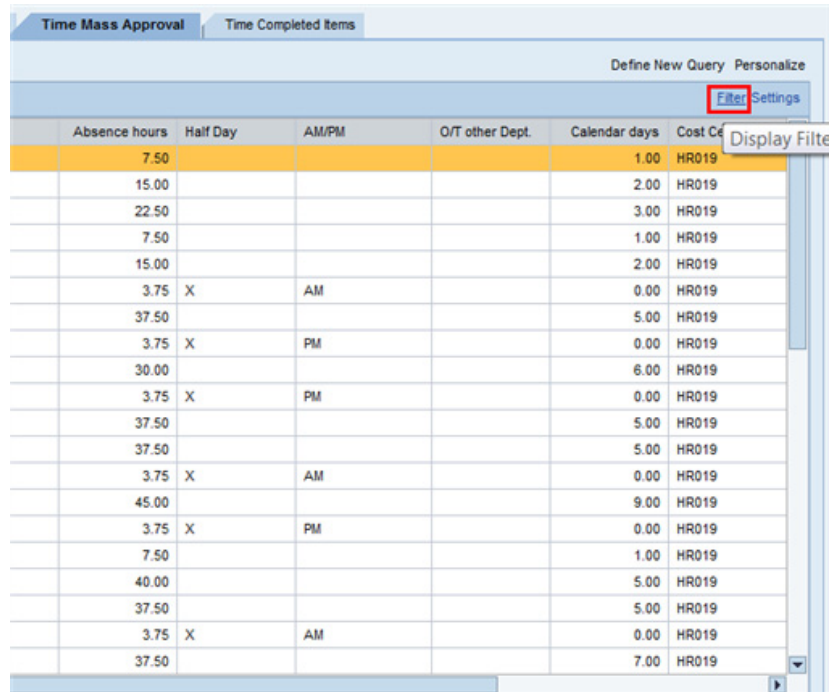
| Personnel num... | Last name Firs... | Type of Lea... | Start Date | End Date |
|------------------|-------------------|----------------|------------|------------|
| 20067105 | Abdul Samuel | Annual Leave | 25.08.2016 | 25.08.2016 |
| 20032930 | Alexis Katelyn | | 22.08.2016 | 24.08.2016 |
| 20032930 | Alexis Katelyn | | 23.03.2016 | 23.03.2016 |
| 20031115 | Azalia Bianca | | 09.08.2016 | 10.08.2016 |
| 20026482 | Bianca Quincy | | 04.05.2016 | 04.05.2016 |
| 20040057 | Craig Talon | | 05.09.2016 | 09.09.2016 |
| 20040057 | Craig Talon | | 31.08.2016 | 31.08.2016 |
| 20040057 | Craig Talon | | 25.08.2016 | 30.08.2016 |
| 20045410 | Hall Yuli | | 14.06.2016 | 14.06.2016 |
| 20045410 | Hall Yuli | | 06.06.2016 | 10.06.2016 |
| 20057520 | Keane Josiah | | 22.08.2016 | 26.08.2016 |
| 20057520 | Keane Josiah | | 02.08.2016 | 02.08.2016 |
| 20025550 | Macon John | | 06.07.2016 | 14.07.2016 |
| 20025550 | Macon John | | 15.06.2016 | 15.06.2016 |
| 20140667 | Otto Gregory | | 11.07.2016 | 11.07.2016 |
| 20033577 | Sarah Gemma | | 05.06.2017 | 09.06.2017 |
| 20033577 | Sarah Gemma | | 19.09.2016 | 23.09.2016 |
| 20033577 | Sarah Gemma | | 15.09.2016 | 15.09.2016 |
| 20033577 | Sarah Gemma | | 13.07.2016 | 19.07.2016 |

10. Now you could easily approve all annual leave requests using the Shift-Click method described above.

Click  again and the request list is displayed in reverse alphabetical order.

11. Click  again to return the display to alphabetical order.

Approver Work Center



| Absence hours | Half Day | AM/PM | O/T other Dept. | Calendar days | Cost Center |
|---------------|----------|-------|-----------------|---------------|-------------|
| 7.50 | | | | 1.00 | HR019 |
| 15.00 | | | | 2.00 | HR019 |
| 22.50 | | | | 3.00 | HR019 |
| 7.50 | | | | 1.00 | HR019 |
| 15.00 | | | | 2.00 | HR019 |
| 3.75 | X | AM | | 0.00 | HR019 |
| 37.50 | | | | 5.00 | HR019 |
| 3.75 | X | PM | | 0.00 | HR019 |
| 30.00 | | | | 6.00 | HR019 |
| 3.75 | X | PM | | 0.00 | HR019 |
| 37.50 | | | | 5.00 | HR019 |
| 37.50 | | | | 5.00 | HR019 |
| 3.75 | X | AM | | 0.00 | HR019 |
| 45.00 | | | | 9.00 | HR019 |
| 3.75 | X | PM | | 0.00 | HR019 |
| 7.50 | | | | 1.00 | HR019 |
| 40.00 | | | | 5.00 | HR019 |
| 37.50 | | | | 5.00 | HR019 |
| 3.75 | X | AM | | 0.00 | HR019 |
| 37.50 | | | | 7.00 | HR019 |

12. You can also filter the list to display only specific requests. For example, you may want to approve requests submitted by one particular staff member.

Click [Filter](#) to open the filter row.

Approver Work Center

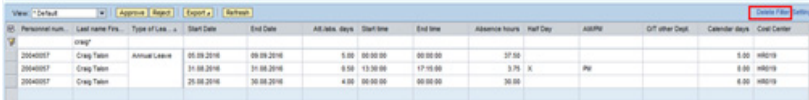
| Personnel num... | Last name Firs... | Type of Lea... Δ | Start Date | En |
|------------------|-------------------|------------------|------------|----|
| | craig* | | | |
| 20067105 | Abdul Samuel | Annual Leave | 25.08.2016 | 25 |
| 20032930 | Alexis Katelyn | | 25.08.2016 | 26 |
| 20032930 | Alexis Katelyn | | 22.08.2016 | 24 |
| 20031115 | Azalia Bianca | | 23.03.2016 | 23 |
| 20026482 | Bianca Quincy | | 09.08.2016 | 10 |
| 20069932 | Chandler Shad | | 04.05.2016 | 04 |
| 20040057 | Craig Talon | | 05.09.2016 | 09 |
| 20040057 | Craig Talon | | 31.08.2016 | 31 |
| 20040057 | Craig Talon | | 25.08.2016 | 30 |
| 20045410 | Hall Yuli | | 14.06.2016 | 14 |
| 20045410 | Hall Yuli | | 06.06.2016 | 10 |
| 20057520 | Keane Josiah | | 22.08.2016 | 26 |
| 20057520 | Keane Josiah | | 02.08.2016 | 02 |
| 20025550 | Macon John | | 06.07.2016 | 14 |
| 20025550 | Macon John | | 15.06.2016 | 15 |
| 20140667 | Otto Gregory | | 11.07.2016 | 11 |
| 20033577 | Sarah Gemma | | 05.06.2017 | 09 |
| 20033577 | Sarah Gemma | | 19.09.2016 | 23 |
| 20033577 | Sarah Gemma | | 15.09.2016 | 15 |
| 20033577 | Sarah Gemma | | 13.07.2016 | 19 |

13. Enter the search term in the cell at the top of the column. In this example, the last name of the staff member, craig*, is entered to filter the list for requests just from that staff member.

The * is a wild card character that will match any string of characters. If you don't use*, you must enter the complete first and last names of the staff member as they appear in the list.

Press **Enter** or click  to filter the list.

Approver Work Center



| Personnel num. | Last Name-First | Type of Leave | Start Date | End Date | Alt. Abs. days | Start time | End time | Absence hours | Half Day | ABSW | OT other Dept. | Calendar days | Cost Center |
|----------------|-----------------|---------------|------------|------------|----------------|------------|----------|---------------|----------|------|----------------|---------------|-------------|
| 20040007 | Craig | Annual Leave | 08.09.2016 | 09.09.2016 | 1.00 | 08:00:00 | 00:00:00 | 37.00 | | | | 5.00 | HR019 |
| 20040007 | Craig | Travel | 31.08.2016 | 31.08.2016 | 0.50 | 13:30:00 | 17:15:00 | 3.75 | X | PH | | 8.00 | HR019 |
| 20040007 | Craig | Travel | 25.08.2016 | 30.08.2016 | 4.00 | 08:00:00 | 00:00:00 | 36.00 | | | | 8.00 | HR019 |

14. The list now displays only the requests for Craig.

Click [Delete Filter](#) to remove the filter.

You can use multiple filters and filtering and sorting in combination to work with the request list according to your needs.

