

Each month the Umoja system will be under a payroll freeze for a period of few days for payroll processing. While the payroll freeze is in effect ESS and MSS functions will have limited availability to prevent changes from negatively affecting the payroll process. Likewise, HR partners and/or Local Focal Points<sup>1</sup> will not be able to take certain actions in the ERP Central Component (ECC) system for staff members.

Please note that payroll lock will occur monthly and the **dates for limited ESS/MSS access** will be posted in the [Umoja UNHQ Support](#) page in iSeek and communicated via broadcasts. Users will regain access to full functionality each month as soon as the actual payroll has been completed

**Please refer to the table below for availability of ESS/MSS functionalities during the freeze.**

Umoja ESS/MSS freeze due to payroll processing			
Process	Display	Request	Approval
Travel Requests	Yes	Yes	Yes
Group Travel	Yes	Yes	Yes
Shipment Requests	Yes	Yes	Yes
Travel Expense Report	Yes	Yes	Yes
All Leave Requests including Maternity	Yes	Yes*	Yes*
Personal Data	Yes	No	No
Beneficiary	Yes	No	No
Family Member Documents	Yes	No	No
Personal Documents	Yes	No	No
Bank Details	Yes	No	No
Off-cycle Payments (HR Partners)	Yes	No	No
Letter of Appointment (HR Partners)	Yes	No	No
Health & Life Insurance Plans	Yes	No	No
Rental Subsidy	No	No	No
Family Members & Dependents	No	No	No
Address	No	No	No

\*Yes, but only for leave starting after the current payroll month

<sup>1</sup> If you require any support with ESS/MSS functions, please contact your Local Focal Point in your entity. For UNHQ, visit an HR Partner on the 4th Floor of the FF Building, or contact the [HR Partner assigned to your Department](#).

