

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

*Only for leave starting after the current payroll month

