

**Purpose**

Use this procedure to create an absence (Annual Leave) request.

**Scenario**

**Staff Member Pierre Gagnon needs 4.5 days of Annual Leave**

**In Umoja we cannot combine half-day and full-day in a unique request**

**Pierre Gagnon will be required to complete the following steps:**

1. Create and Submit a request for 0.5 day of Annual Leave
2. Create and Submit a request for 4 full-days of Annual Leave

**Prerequisites**

The Staff Member has adequate annual leave balance to cover the period of leave requested. The policy on Annual Leave is provided in Staff Rule 5.1 and may be summarized as follows:

- A staff member who holds a temporary appointment accrues annual leave at the rate of 1.5 days per month. Such staff member may accumulate and carry forward up to 18 working days of annual leave by 1 April of any year.
- A staff member who holds a fixed-term or a continuing appointment accrues annual leave at the rate of 2.5 days per month. Such staff member may accumulate and carry forward up to 60 working days of annual leave by 1 April of any year.
- Annual leave may be taken in units of days and half-days, subject to authorization, as well as exigencies of service.

**Menu Path**

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

- For Staff Member: ESS Employee Self-Service SM Time Management Create Leave Request
- For Time Administrator: ESS Time Administrator Time Administration Time Work Center Create Leave Request

**Transaction Code:** ESS / Umoja Portal

**Role(s)**

- Staff Member
- Time Administrator

## Procedure

1. Login to Umoja ESS using your account credentials.

## Employee Services

**Employee Services**

Map | Directory | Index

**Status Overview**  
You can display an overview of the status of your open processes here.

**Personal Information**  
In this area, you can use services to maintain and display your personal data.

**Entitlements**  
In this area, you can access to your entitlements

**Benefits and Payment**  
Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.

**Life and Work Events**  
Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.

**Travel, Shipment and Expenses**  
In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.

**Time Management**  
In this area, you can use services to record your working time, request leave, and display your time record data.

Quick Links  
Traveler Work Center  
Create Official Travel

2. In the **Employer Service** page click [Time Management](#)

## Time Management

**Time Management**

Back

Service Map

**Special Leave Request**  
Create Special Leave Request  
Maternity Leave Request  
Female staff members who have received medical certificate from their doctor with expected date of delivery can use this service, to request maternity leave. If the maternity leave request is outside the maximum/Minimum (6 weeks/ 2 weeks) pre-delivery period, please bring this to attention of the Human Resources.

**Timesheet**  
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  
Annual Time Statement for Previous Years  
You can correct errors that originated due to incorrect entries at the time recording terminal

**Important Information for Staff Members**  
Human Resource Handbook  
Administrative Instruction for time recording ST/AI/1999/13  
Staff Regulation on Annual and special leave: 5.1 to 5.3  
for Support contact helpdesk  
Email:- helpdesk@umoja.un.org

**Absence and Attendance Request**  
[Create Leave Request](#)  
You can request leave and other types of absences here.  
Leave Overview  
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.  
View Absence Balances  
You can display your absence balance information here.s

3. Click [Create Leave Request](#) tab to open a new request

## Gagnon PIERRE - Leave Request: New (to request leave for half day)

**Gagnon PIERRE - Leave Request: New**

Send

Leave Details Check

\*\* Please, remember to use check button to calculate the days/hours\*\*

\* Type of Leave: Annual Leave

Description: Annual Leave

Additional Data

Half day:

AM/PM: AM

General Data

\* Start Date: 09.05.2014

\* End Date: 09.05.2014

Att./abs. days: 1.00

Approver Name: Andrey Anatolovich SHVYREV

New Note:



NOTE: in the initial screen the **Start Date** and **End Date** are defaulted to the current date



The Type of Leave field is generally already defaulted to Annual Leave

## Gagnon PIERRE - Leave Request: New

**Gagnon PIERRE - Leave Request: New**

Send

Leave Details Check

\*\* Please, remember to use check button to calculate the days/hours\*\*

\* Type of Leave: Annual Leave

Description: Annual Leave

Additional Data

Half day:

AM/PM: AM

General Data

\* Start Date: 01.07.2014

\* End Date: 01.07.2014

Att./abs. days: 1.00

Approver Name: Andrey Anatolovich SHVYREV

New Note:

Click the **Start Date** field and enter the first work day of your Annual Leave

Click the **End Date** field and enter the last work day of your Annual Leave

4. For this example we have entered the following dates:

Leave start date            Example: 01.07.2014  
 Leave end date            Example: 01.07.2014

### Gagnon PIERRE - Leave Request

**Gagnon PIERRE - Leave Request: New**

Send

Leave Details    Check

**\*\* Please, remember to use check button to calculate the days/hours\*\***

\* Type of Leave: Annual Leave  
 Description: Annual Leave

**General Data**

\* Start Date: 01.07.2014  
 \* End Date: 01.07.2014  
 Att./abs. days: 1.00  
 Approver Name: Andrey Anatolovich SHVYREV  
 New Note:

**Additional Data**

Half day:   
 AM/PM: [Dropdown]

5. Check **Half day:**  to indicate that you wish to request only half day of Annual Leave.

### Gagnon PIERRE - Leave Request: New

**Gagnon PIERRE - Leave Request: New**

Send

Leave Details    Check

**\*\* Please, remember to use check button to calculate the days/hours\*\***

\* Type of Leave: Annual Leave  
 Description: Annual Leave

**General Data**

\* Start Date: 01.07.2014  
 \* End Date: 01.07.2014  
 Att./abs. days: 1.00  
 Approver Name: Andrey Anatolovich SHVYREV  
 New Note:

**Additional Data**

Half day:   
 AM/PM: [Dropdown: AM, PM]

6. Click AM/PM field and choose which half of the day you wish to take off.

## Gagnon PIERRE - Leave Request: New

**Gagnon PIERRE - Leave Request: New**

Send



▼ Leave Details **Check**

**\*\* Please, remember to use check button to calculate the days/hours\*\***

\* Type of Leave: Annual Leave  
Description: Annual Leave

**General Data**

\* Start Date: 01.07.2014  
\* End Date: 01.07.2014  
Att./abs. days: 1.00  
Approver Name: Andrey Anatolovich SHVYREV  
New Note:

**Additional Data**

Half day:   
AM/PM: PM

7. Click **Check** to validate your entry.

## Gagnon PIERRE - Leave Request: New

**Gagnon PIERRE - Leave Request: New**

Send



▼ Leave Details **Check**

**\*\* Please, remember to use check button to calculate the days/hours\*\***

\* Type of Leave: Annual Leave  
Description: Annual Leave

**General Data**

\* Start Date: 01.07.2014  
\* End Date: 01.07.2014  
Att./abs. days: 0.50  
Approver Name: Andrey Anatolovich SHVYREV  
New Note:

**Additional Data**

Half day:   
AM/PM: PM

Verify that the leave has been calculated correctly.

8. Click **Send** to submit this request to your Approver.

## Leave Request: New (to request leave for full days)

**Leave Request: New**

**Type of Absence**  
Type of Absence: Annual Leave

**General Data**  
Start Date: 01.07.2014  
End Date: 01.07.2014  
Abs/Att days: 0.50  
Approver Name: Andrey Anatolovich SHVYREV  
Note:  
Used: Annual Leave Balance: 0.50 Days

**Additional Data**  
Half-day: X  
AM/PM: PM

OK Cancel

9. Click **OK** to submit the request.

## Gagnon PIERRE - Leave Request: New

' and 'AM/PM: '. A 'New Note' text area is at the bottom."/>

**Gagnon PIERRE - Leave Request: New**

Send

Leave Details Check

\*\* Please, remember to use check button to calculate the days/hours\*\*

Type of Leave: Annual Leave  
Description: Annual Leave

**General Data**  
Start Date: 09.05.2014  
End Date: 09.05.2014  
Att./abs. days: 1.00  
Approver Name: Andrey Anatolovich SHVYREV  
New Note:

**Additional Data**  
Half day:   
AM/PM:

**Gagnon PIERRE - Leave Request: Annual Leave, 02.07.2014-07.07.2014**

Send

▼ Leave Details Check

**\*\* Please, remember to use check button to calculate the days/hours\*\***

\* Type of Leave: Annual Leave  
Description: Annual Leave

Additional Data  
Half day:   
AM/PM:

General Data  
\* Start Date: 02.07.2014  
\* End Date: 07.07.2014  
Att./abs. days:  
Approver Name: Andrey Anatolovich SHVYREV  
New Note:

Click the Start Date field and enter the first work day of your Annual Leave

Click the End Date field and enter the last work day of your Annual Leave

- For this example we have entered the following dates:  
Leave start date Example: 02.07.2014  
Leave end date Example: 07.07.2014

### Gagnon PIERRE - Leave Request: New

**Gagnon PIERRE - Leave Request: New**

Send

▼ Leave Details **Check**

**\*\* Please, remember to use check button to calculate the days/hours\*\***

\* Type of Leave: Annual Leave  
Description: Annual Leave

Additional Data  
Half day:   
AM/PM:

General Data  
\* Start Date: 02.07.2014  
\* End Date: 07.07.2014  
Att./abs. days: 1.00  
Approver Name: Andrey Anatolovich SHVYREV  
New Note:

- Click **Check** validate your entry.

## Gagnon PIERRE - Leave Request: Annual Leave, 02.07.2014-07.07.2014

**Gagnon PIERRE - Leave Request: New**

Send

Leave Details Check


\*\* Please, remember to use check button to calculate the days/hours\*\*

\* Type of Leave: Annual Leave  
Description: Annual Leave

Additional Data  
Half day:   
AM/PM:


General Data  
\* Start Date: 02.07.2014  
\* End Date: 07.07.2014  
Att./abs. days: 4.00  
Approver Name: Andrey Anatolovich SHVYREV  
New Note:

Verify that the leave has been calculated correctly

- Click  to submit this request to your Approver

## Leave Request: New

Leave Request: New


 The absence is for more than one day: Clock times will be removed

**Type of Absence**  
Type of Absence: Annual Leave

**General Data**  
Start Date: 02.07.2014  
End Date: 07.07.2014  
Abs/Att days: 4.00  
Approver Name: Andrey Anatolovich SHVYREV  
Note:  
Used: Annual Leave Balance: 4.00 Days

**Additional Data**  
Half-day:  
AM/PM:

OK Cancel

- Click  to submit the request.
- End of simulation.



**Result**

You have created an absence request for Annual Leave.