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Objectives

Use this procedure to create an index number request.

Scenario

A Global Index Requestor creates an index number request for an employee in order for the Global Index Administrator to approve it.

Trigger

Perform this procedure when *to be completed by OHRM*.

Prerequisites

- *To be completed by OHRM*

Menu Path

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

- ESS ➔ Global Index Requestor ➔ Global Index Requestor ➔ Index Number Search and Request

Transaction Code

ESS

Helpful Hints

- The R/O/C columns in the Field Description tables in the procedure section, defines whether the field is **Required (R)**, **Optional (O)**, **Conditional (C)**.

Role(s)

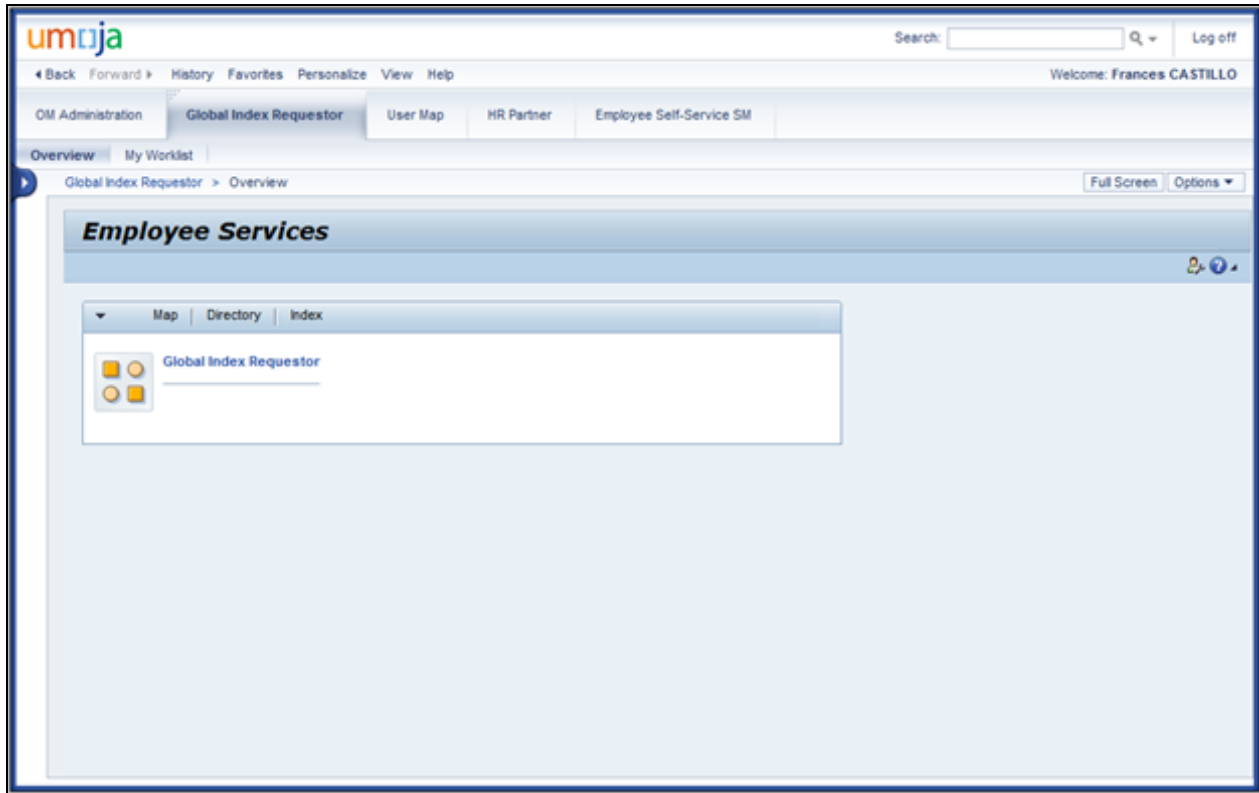
Global Index Requestor.

* * * * *

Procedure

1. Login in Umoja using your user credentials.

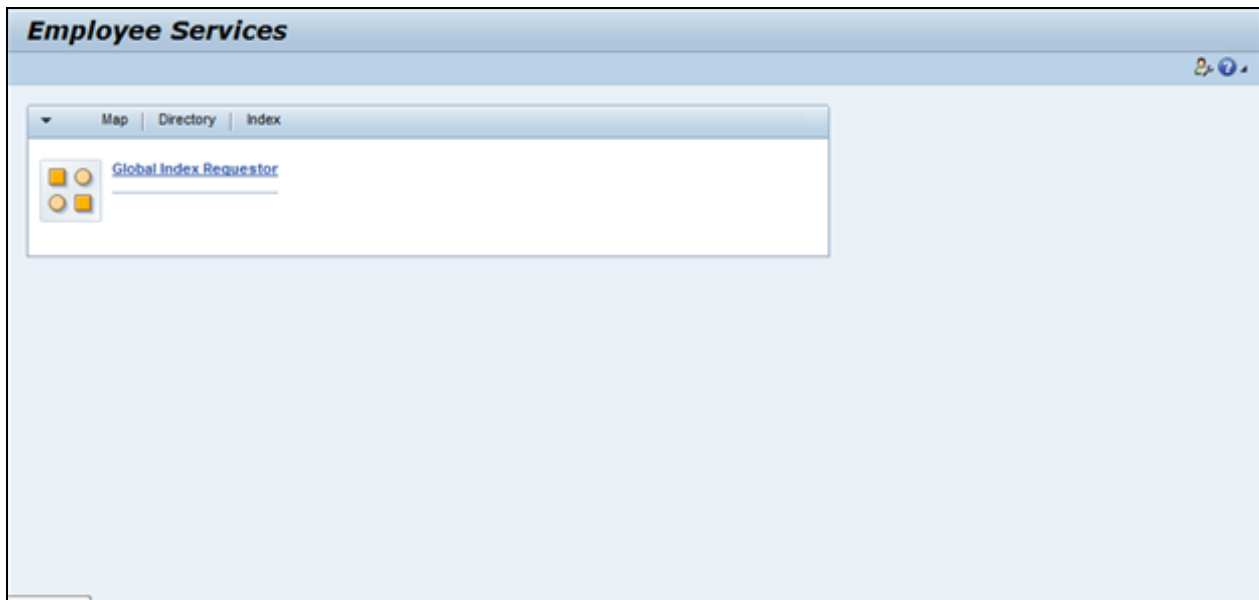
Overview - Umoja Training Portal - T1J - Windows Internet Explorer



2. Click

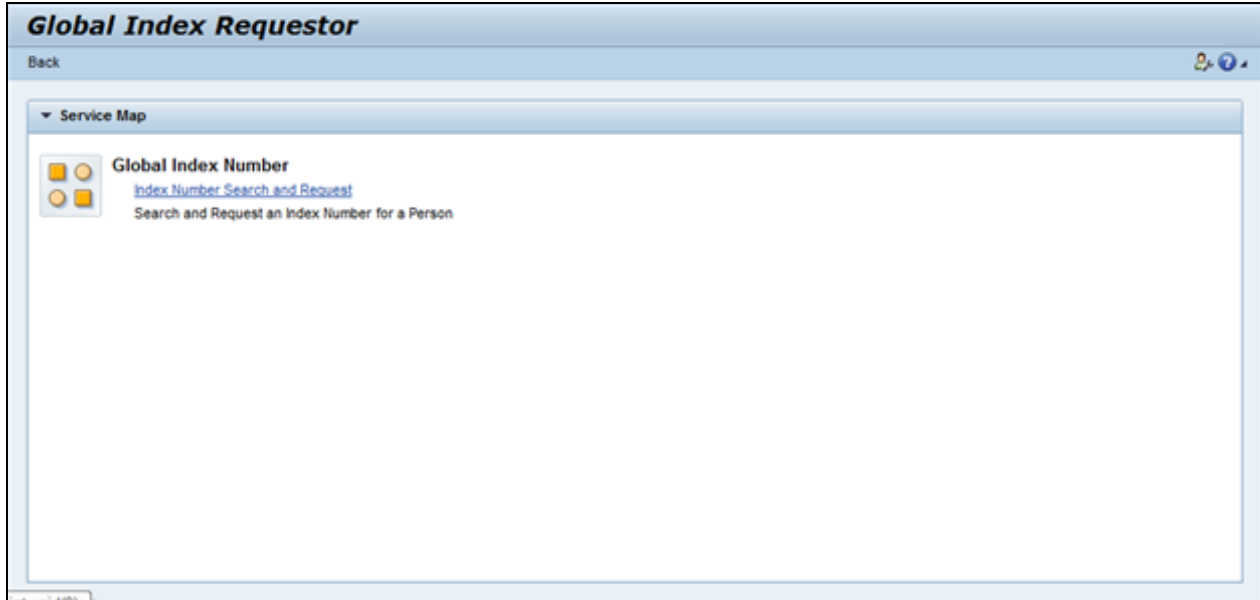
Global Index Requestor

Employee Services



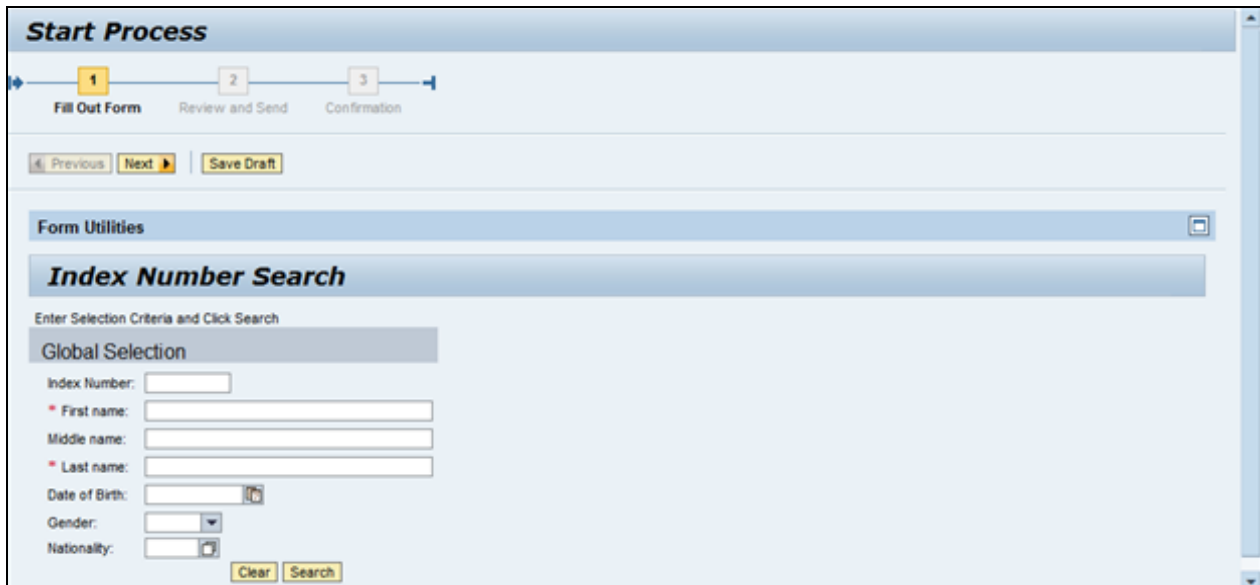
3. Click [Global Index Requestor](#).

Global Index Requestor



4. Click [Index Number Search and Request](#).

Start Process



5. As required, complete/review the following fields:

| Field | R/O/C | Description |
|-------|-------|-------------|
|-------|-------|-------------|

| Field | R/O/C | Description |
|-----------------------|-----------------|------------------------|
| <i>First name</i> | <i>Required</i> | Example: Geraldine |
| <i>Last name</i> | <i>Required</i> | Example: SMITH |
| <i>Date of Birth:</i> | <i>Required</i> | Example: 15.01.1975 |

Start Process

6. Click Gender field.

Start Process

7. Click Female.

8. As required, complete/review the following fields:

| Field | R/O/C | Description |
|---------------------|-----------------|----------------|
| <i>Nationality:</i> | <i>Required</i> | Example: US |

Start Process

9. Click **Search** to search for any existing employee with matching attributes.

10. Click **▼** to scroll down.

Start Process

11. Click **Request New Index Number**.

12. Click Title field.

13. Click Miss or as applicable.

14. As required, complete/review the following fields:

| Field | R/O/C | Description |
|--------------------|-----------------|------------------------|
| <i>Birthplace:</i> | <i>Required</i> | Example: Sacramento |

Start Process

15. Click to scroll down.

16. As required, complete/review the following fields:

| Field | R/O/C | Description |
|-------------------------------------|-----------------|------------------|
| <i>Pers. Area (Country)</i> | <i>Required</i> | Example: HT00 |
| <i>Pers. Subarea (Duty Station)</i> | <i>Required</i> | Example: HT00 |

| Field | R/O/C | Description |
|-----------------------|-----------------|------------------------|
| <i>Effective Date</i> | <i>Required</i> | Example: 27.02.2014 |

Start Process

Index Number:

* Title:

First name:

Middle name:

Last name:

Maiden Name:

* Date of Birth:

Birthplace:

* Gender:

* Nationality: of the USA

Country of Birth: USA

* Pers. Area (Country): United States

* Pers. Subarea(Duty Station): New York

Person Type:

* Effective Date:

Requester's Comment

17. Click to scroll up.

Start Process

Start Process

1 Fill Out Form | 2 Review and Send | 3 Confirmation

Previous | Next | Save Draft

Form Utilities

Back to Search

Index Number Request Form

Index Number:

* Title:

First name:

Middle name:

Last name:

Maiden Name:

* Date of Birth:

Birthplace:

18. Click .

Start Process

Start Process

1 Fill Out Form 2 Review and Send 3 Confirmation

Previous Send

Form Utilities

Index Number Request Form

Index Number:

Title:

First name:

Middle name:

Last name:

Maiden Name:

Date of Birth:

Birthplace:

Gender:

19. Click to scroll down.

Start Process

Index Number:

Title:

First name:

Middle name:

Last name:

Maiden Name:

Date of Birth:

Birthplace:

Gender:

Nationality: of the USA

Country of Birth: USA

Pers. Area (Country): Republic of Haiti

Pers. Subarea(Duty Station): Port-au-Prince

Person. Type:

Effective Date:

Requester's Comment

20. Click to scroll up.

Start Process

The screenshot shows a web interface titled "Start Process". At the top, there is a progress bar with three steps: 1. Fill Out Form, 2. Review and Send, and 3. Confirmation. Step 2 is currently active. Below the progress bar are "Previous" and "Send" buttons. A "Form Utilities" section is visible, containing a sub-section titled "Index Number Request Form". This form includes the following fields:

| | |
|----------------|----------------------|
| Index Number: | <input type="text"/> |
| Title: | Miss |
| First name: | Geraldine |
| Middle name: | <input type="text"/> |
| Last name: | SMITH |
| Maiden Name: | <input type="text"/> |
| Date of Birth: | 15.01.1975 |
| Birthplace: | Sacramento |
| Gender: | Female |

21. Click **Send** to submit the information.

Start Process

The screenshot shows the "Start Process" web interface after submission. At the top, a green checkmark indicates "Data sent (process reference number: 000000000036)". Below this is a "Display Message Log" link. The progress bar now shows three steps: 1. Fill Out Form, 2. Review and Send, and 3. Confirmation. Step 3 is now active. Below the progress bar are "Previous" and "Next" buttons.

22. Data sent.