Employee Self-Service

Employee Self-Service (ESS) in the Umoja portal will provide a central resource for many HR-related tasks; enabling UN staff to update data and information; submit requests and applications for entitlements, time management and travel and access information and guidance on HR policy and procedures

ONE SOURCE OF INFORMATION

A single, central resource for HR-related tasks

CONVENIENCE & AUTOMATION

Reduction of manual and paper-based transactions

REDUCED REPETITION

Elimination of repetitive entries for the same data

IMPROVED REPORTING

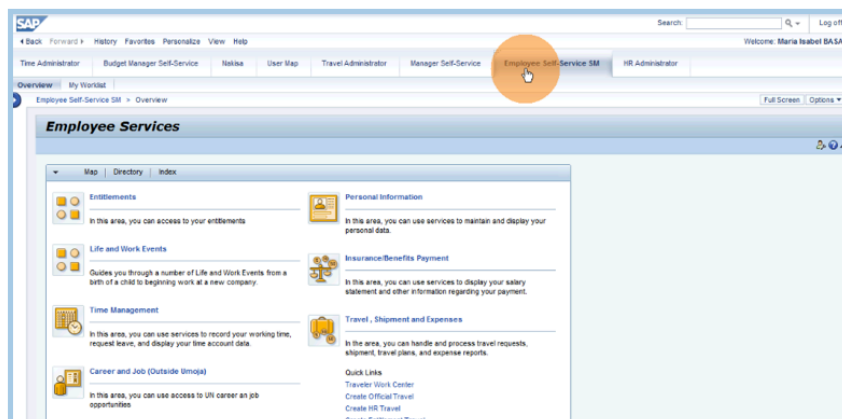Automatic notifications and tracking of information

STANDARDIZED PROCESSING

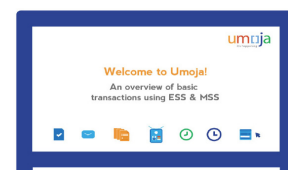Consistent policy and procedures applied across the Organization

OWNERSHIP

Personal responsibility by Staff to submit, initiate and track information and requests

ESS screen in Umoja

Visit umoja.un.org to watch a video demo of ESS and review training material!

How ESS Will Change The Way We Work

umoja
be the change

I WANT TO ...	TODAY	USING UMOJA ESS
UPDATE PERSONAL DATA • Personal information • Marital status and family information • Supporting documentation	UN Staff complete manual requests, fill out hard-copy forms and submit to HR to view or change personal information.	UN Staff, for certain tasks, can enter, view and modify personal data and upload documentation in ESS. Information is automatically routed to HR for review and approval.
MANAGE ENTITLEMENTS • Dependency allowance • Rental subsidy • Home leave, family visit & education grant travels	UN Staff fill out hard-copy forms and submit with supporting documentation to an Administrative Assistant, HR Assistant or other support staff to process entitlements.	UN Staff can view information in ESS, complete requests and upload supporting documents.
PROCESS ADMINISTRATIVE TASKS • Onboarding information • View and enroll in medical and life insurance plans • Travel requests and expenses	UN Staff fill out hard-copy forms and work with HR in order to complete all required procedures. Travel requests and expenses are paper-based; personnel cannot track request status.	UN Staff can initiate self-service tasks and upload supporting documentation in ESS. Information is automatically routed to HR or other relevant administrative personnel for review and approval.
MANAGE TIME AND LEAVE • Time & attendance • Overtime (OT) and compensatory time off (CTO) • Absence balances • Sick leave • Supporting documentation	In certain duty stations, UN Staff fill out hard copy forms, provide supporting documentation and sign paper-based time certificate reports.	UN Staff initiate absence/ attendance requests which are automatically routed to the appropriate approver for review/ approval.

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