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

Visit umoja.un.org to watch a video demo of ESS and review training material!
## How ESS Will Change The Way We Work

### UPDATE PERSONAL DATA
- **Personal information**
- **Marital status and family information**
- **Supporting documentation**

**TODAY**
UN Staff complete manual requests, fill out hard-copy forms and submit to HR to view or change personal information.

**USING UMOJA ESS**
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**

**TODAY**
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.

**USING UMOJA ESS**
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**

**TODAY**
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.

**USING UMOJA ESS**
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**

**TODAY**
In certain duty stations, UN Staff fill out hard copy forms, provide supporting documentation and sign paper-based time certificate reports.

**USING UMOJA ESS**
UN Staff initiate absence/attendance requests which are automatically routed to the appropriate approver for review/approval.