

Umoja Extension 1 Processes

To be piloted in MINUSTAH on 1 July 2014

WORKFORCE MANAGEMENT



- Personnel Administration (Onboarding/Contract Renewal/Movements/Separation)
- Entitlements
- Maintain HR Reference Tables
- Core Master Data Management
- Medical and Life Insurance Enrolment
- After Service Health Insurance (ASHI) and After Service Life Insurance (ASLI) Data Maintenance *
- Life and Work Events
- Claims under Staff Rules Appendix D and Malicious Acts Insurance Policy (MAIP)
- Annual Enrolment
- Special Leave without Pay – Prepaid Insurance and Pension

ORGANIZATIONAL MANAGEMENT



- Manage Reorganization
- Maintain Organization Structure
- Create Position (Non-Post)
- Maintain Position
- Loan Position
- Bulk Extension of Positions
- HR Budget Implementation

TIME MANAGEMENT



- Leave Management
- Manage Work Schedules
- Positive Time Recording
- Request for Overtime (OT) and Compensatory Time Off (CTO)
- Evaluate Time Data

TRAVEL MANAGEMENT



- Official Business Travel
- HR Travel
- Uniformed Personnel Travel
- Shipment of Personal Effects
- Travel Master Data
- Travel Expenses
- Online Booking

PAYROLL



- Staff Payroll
- Pension Reconciliation
- US Tax Data Collection
- Claims Processing – Overpayment
- Arrears Processing
- Off-Cycle Processing
- Replacement Payments and Disbursement
- Reversals and Voids
- Maintain Payroll Master Data

* For MINUSTAH Pilot, some Umoja Extension 1 Processes will require workarounds.