Umoja Integration

Umoja Foundation Processes

CENTRAL SUPPORT SERVICES

Services to the Public & Staff
- Sales (third-party procurement services & billing customers)

Facilities Management
- Real Estate Administration
- Real Estate Planning

PROGRAMME & PROJECT MANAGEMENT
- Project Initiation
- Project Planning
- Project Execution
- Performance Monitoring

FINANCE & BUDGET

Financial Management
- Budget Implementation
- Grants Management

Cost & Management Accounting
- Accounting for Specific Events & Activities - Internal Orders
- Overhead Accounting - Cost Centre Accounting

Financial Accounting
- Asset Accounting
- General Ledger
- Accounts Payable
- Accounts Receivable
- Taxes & Insurance

Cash Management & Treasury
- Bank Management
- Cash & Liquidity Management
- Investment Accounting
- Treasury & Risk Management - Investments

SUPPLY CHAIN/ PROCUREMENT/ LOGISTICS

Source to Acquire
- Requisition to Purchase Order
- Low Value Acquisition
- Contract Management

Receipt & Inspection
- Inbound Processing
- Outbound Processing
- Warehouse & Storage

Equipment Management
- Equipment Assignment & Management
- Equipment Management & Operations
- Decommission & Disposal

Umoja Extension 1 Processes

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

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

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

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 required workarounds.

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be the change