Manager Self-Service

Manager Self-Service (MSS) in the Umoja portal will enable managers to access and review information and approve requests for UN staff. MSS will allow managers to efficiently and conveniently perform many HR-related tasks related to personnel administration, time management and travel.

ONE SOURCE OF INFORMATION

A single, central resource for HR-related tasks

CONVENIENCE & AUTOMATION

Reduction of manual and paper-based transactions

REDUCED EFFORT

Quicker data entry and approval of time entries and leave requests

GREATER VISIBILITY

Access to Staff information, work schedules and calendars for pro-active planning and efficiency
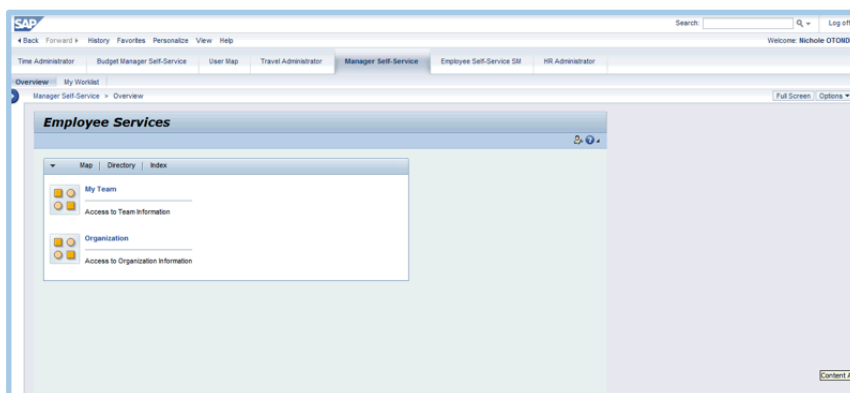
IMPROVED REPORTING
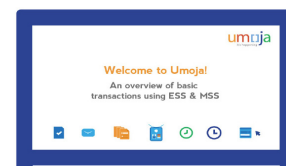
Automated notifications and tracking of information

STANDARDIZED PROCESSING

Consistent policy and procedures applied across the Organization

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

MSS screen in Umoja

How MSS Will Change The Way We Work

I WANT TO ...	TODAY	USING UMOJA MSS
MANAGE PERSONNEL ADMINISTRATION • Contract renewal/extension • Contract and funding information • Reports on contract expiration dates and personnel assignments	Information is entered into multiple systems and every office has individual processes, resulting in the inability to pull accurate information and ensure action is taken in a timely manner. This process is performed manually, making proactive planning challenging and time consuming.	Information on contract renewal, and temporary movements is available to managers which will enable them to anticipate the arrival/departure of personnel, plan effectively and make informed decisions. Automatic notifications will be sent to managers upon HR's approval of contract renewal.
MANAGE TIME AND LEAVE • Review and confirm absence and attendance submissions • Approve overtime (OT) and/ or compensatory time off (CTO) hours worked • Endorse requests for certain special leave • Approve absences, including family visit, home leave, annual leave, and paternity leave • View team calendar	In certain duty stations, there may be a time-recording system that is not integrated with IMIS, which may lead to inaccurate leave balances. In some offices, managers approve OT hours worked by signing a hardcopy form submitted by staff members.	Managers will use MSS to review and endorse/reject absence/ attendance requests that are passed to them for action. Managers will use MSS to approve OT and CTO hours worked by staff. Managers will have a team calendar where they can see who is/will be present or absent during a time period, to better plan activities.