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This Job Aid was updated on 25.01.2017 in order to add the option Maintain Position – Position Status.

Overview

This Job Aid covers the steps necessary to guide Users in the Organizational Management (OM) process of Maintaining a position.

Governing Policies

- I. There are two groups of Position Types as follows:
 1. **Positions created and controlled by OPPBA and OAHs** are established posts (fund 10UNA), temporary posts and GTA posts funded by the peacekeeping support account (fund 20QSA), GTA Finite Duration for Special Political Missions and GTA Finite PK for Peacekeeping Missions;
 2. **Positions created and maintained by Entities** are funded by Voluntary Contributions (VC) formerly known as extra-budgetary (XB), General Temporary Assistance (GTA) replacement and Temporary Assistance for Meetings (TAM), etc. Please refer to the complete list of position types in the OM Create Position with Funding Job Aid on page 2.

- II. Changes in Position type
 1. Positions funded by GTA funds are created as GTA replacement or GTA Finite Duration or GTA Finite PK.
 2. Positions funded by Voluntary Contributions (VC), formerly known as extra-budgetary (XB), are created as VC project positions or VC posts.

Please refer to the Policies on Position Maintenance for:

- (i) Positions controlled by OPPBA (Other than Field Missions); and

Position rules for positions controlled by OPPBA

Organization: Transfer across staffing table but within budget section (e.g. Dept) or Mission

	RB	QSA
Established posts	Loan**	N/A
Temporary posts	Loan	Loan
GTA finite duration and GTA PK	N/A	No

Organization: Transfer across budget Section (e.g. Dept) or Mission

ALL		
-----	--	--

Geography: Transfer across Personnel Area (country) change

	RB	QSA
Established posts	Apprv/Loan**	N/A
Temporary posts	Apprv/Loan	Apprv/Loan
GTA finite duration and GTA PK	N/A	No

Function: Change of Functional title

	RB	QSA
Established posts	Temporary**	N/A
Temporary posts	Temporary	Temporary
GTA finite duration and GTA PK	N/A	No

Level: Change of Budgeted Grade

	RB	QSA
Established posts		N/A
Temporary posts		
GTA finite duration and GTA PK	N/A	

Subject to special policies (e.g. prudent vacancy management) and additional requirements by OHRM

** "Loan" and "Temporary" implies that the system keeps a link to the original budgeted object or value.

Legend	
Green	Allowed without approval from OPPBA
Yellow	Allowed after approval from OPPBA
Red	Not allowed, OPPBA Controller may approve exceptions

(ii) Positions controlled by OPPBA (Field Missions).

Policies for Position Maintenance within Budget Period (Field Mission oriented)			
Organizational change		Regular Budget*	Peacekeeping Budget**
Posts	Move within budget approved org unit	Green	Green
	Move across budget approved org units	Red	Red
	Loan within MISSION	Temporary	Temporary
	Loan across MISSION	Temporary	Temporary
GTA positions	Move within approved org unit	Temporary	Temporary
	Move across approved org units	Red	Red
	Loan within MISSION	Temporary	Red
	Loan across MISSION	Temporary	Red
Geographical change		Regular Budget	Peacekeeping Budget
Posts	Within Country	Temporary	Temporary
	Across Country	Temporary	Temporary
GTA positions	Within Country	Temporary	Temporary
	Across Country	Temporary	Red
Functional change		Regular Budget	Peacekeeping Budget
Posts	Operational title, same Category and Grade***	Temporary	Temporary
	Operational title, different Category or Grade	Red	Red
	Budgeted title	Change with new budget	
GTA positions	Operational title, same Category and Grade***	Temporary	Red
	Operational title, different Category or Grade	Red	Red
	Budgeted title	Change with new budget	

Legend	
Green	Allowed without approval from OPPBA budget divisions
Orange	Requires approval from OPPBA budget divisions
Red	Not allowed. Controller may approve exceptions
Temporary	Until next budget period. Should be regularized or changed back to original.

* SPMs and Regular Budget funded PKMs e.g. UNTSO
** PKMs and PK Support Account
*** Same Grade refers to budgeted grade where the range FS1-FS6 (FSOL) are considered same grade. Similar for GS and LL. Changes to titles within these ranges, while approved by OPPBA may be subject to HR policies and classification

Job Aid Objectives

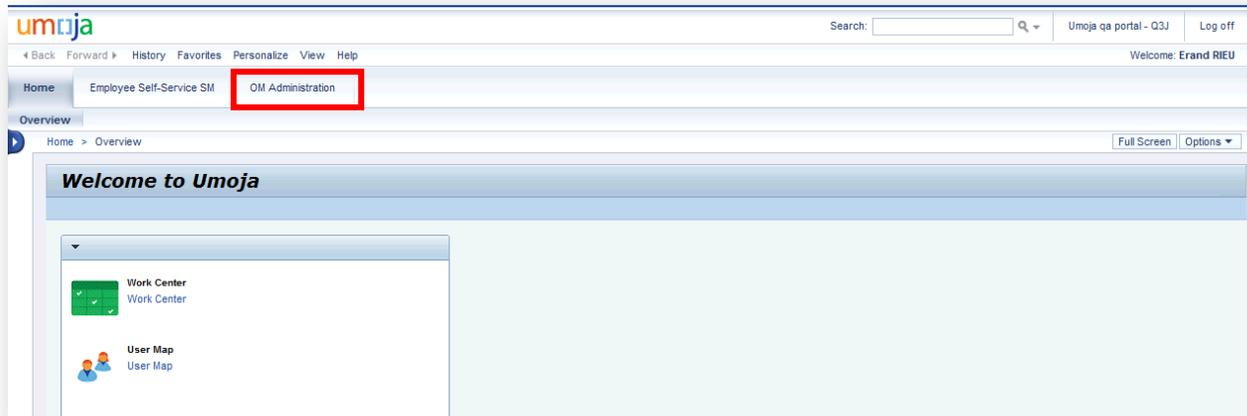
With this Job Aid, you have a step-by-step guide that enables you to:

- Know what positions your enterprise role can maintain;
- Maintain positions;
- Understand the significance of the required fields/infotypes in maintaining positions;
- Check that all infotypes entered in the Portal is reflected in ECC.

¹Infotype is an information unit used to maintain master data related to Umoja. An infotype has data entry fields that are classified as mandatory or optional. Some infotypes may be further categorized to different groups known as subtypes, which are based on themes.

Procedure

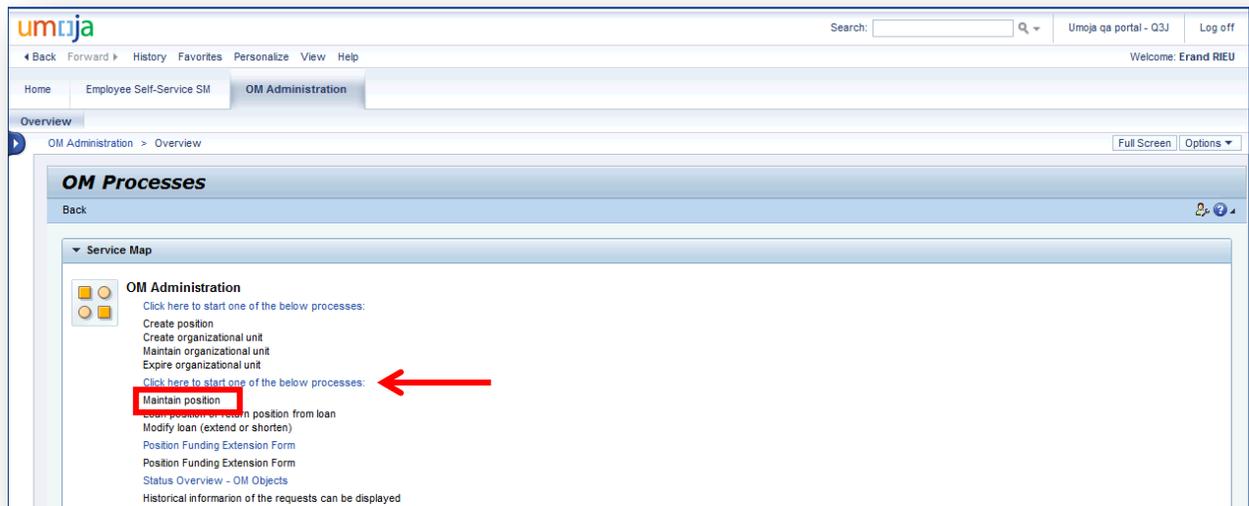
1. Log in the Portal with the enterprise role OM Administrator opens this screen:



2. In the screen above, click on OM Administration which opens this screen:



3. In the screen above, click on OM Processes which opens this screen.



4. In the screen above, click on the blue line of text above "Maintain position" which opens this screen:

umojaja Search: Umoja qa portal - Q3J Log off

Welcome: Erand RIEU

Home Employee Self-Service SM OM Administration

Overview

OM Administration > Overview Full Screen Options

Start Process

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Next

Object type: Position
Position Search: Positions from Organizational Structure

Organizational Structure

- UNSC
- HQ Deployment Group (Virtual)
- IRM
- Once in Umoja Org unit
- EOSG
- INTERORG CEB
- DGACM
- DPA
- ODA
- OMBUDSMAN
- DPKO
- FMADPKO
- DFS
- DESA
- OSAA
- DSS
- OLA
- UNCTAD
- IC NY
- UNEP
- UNHABITAT
- CCST
- UNODC
- ECA
- ECE
- ECLAC

Available Objects Filter Settings

Position	Position ID	Organizational Unit	Cost Center	Position Holder	Vacant From
Select an Object in Navigation Area					

Data From: 00.00.0000 00:00:00 Refresh

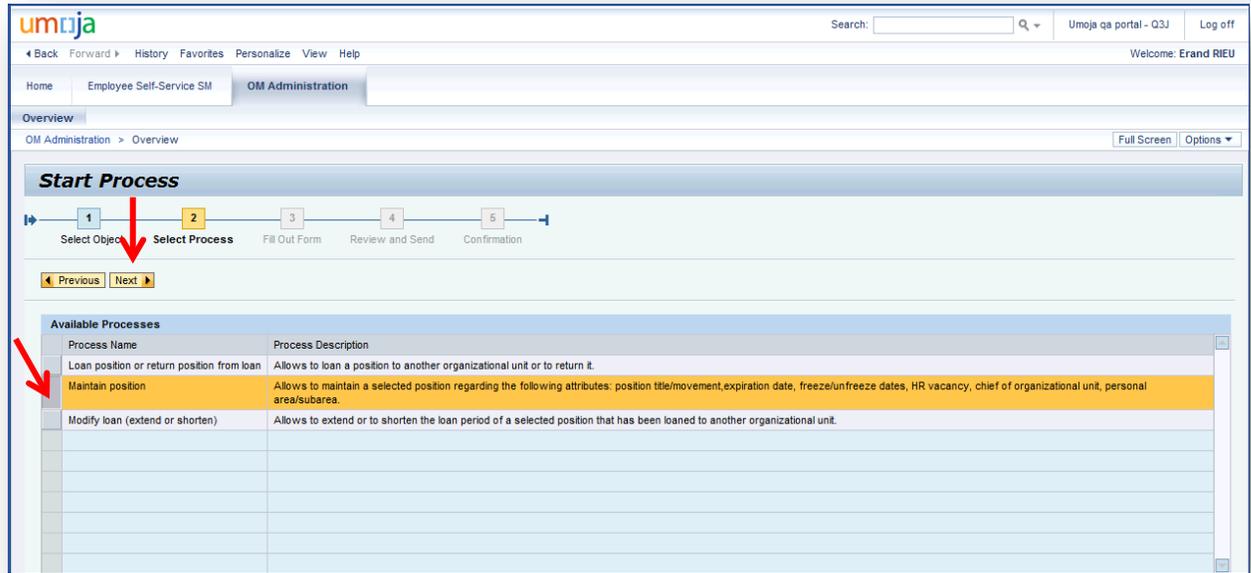
- In the screen above, scroll down to the Organizational Structure (Department or Office) where you need to maintain a position in an organizational unit (Example: OCHA). Click on the name of the Department or Office and on the name of the specific organizational unit (Example: OCHA CRD GDS AFRICA II) which opens this screen:

The screenshot displays the Umoja OM Administration interface. At the top, there is a navigation bar with 'Home', 'Employee Self-Service SM', and 'OM Administration'. Below this is a 'Start Process' section with a five-step flow: 1. Select Object, 2. Select Process, 3. Fill Out Form, 4. Review and Send, and 5. Confirmation. The 'Select Object' step is currently active. Below the flow, there are 'Previous' and 'Next' buttons. The 'Object type' is set to 'Position' and the 'Position Search' is 'Positions from Organizational Structure'. On the left, there is a tree view of the 'Organizational Structure' with a red arrow pointing to 'ECLAC'. On the right, there is a table of 'Available Objects' with a red arrow pointing to the first row, which is highlighted. The table has columns for Position, Position ID, Organizational Unit, Cost Center, Position Holder, and Vacant From. Below the table, there is a 'Data From' timestamp and a 'Refresh' link.

Position	Position ID	Organizational Unit	Cost Center	Position Holder	Vacant From
P3 3909 HUMANITARIAN AFFAIRS OFFICER	31003231	OCHA CRD GDS AFRICA II	HR OCHA No Post		
50013 CONSULTANT - HUMANITARIAN AFFAIRS	31003232	OCHA CRD GDS AFRICA II	HR OCHA No Post		

Note that in the example above, OCHA is below ECLAC. The available objects in the Organizational Information displayed on the right belong to OCHA.

- In the screen above, click on the row that shows the details of the position in the table (Example highlighted: 31003231) and click Next which opens this screen:



7. In the screen above, click on Maintain position and click Next which opens this screen:

Maintain Position – Position Title/Movement

Start Process

1 Select Object | 2 Select Process | **3 Fill Out Form** | 4 Review and Send | 5 Confirmation

Previous | Next | Save Draft

Attachments

Maintain Position Overview

Position: 31003231 P3 3909 HUMANITARIAN AFFAIRS OFFICER

Incumbent

Name: [] Contract End Date: []
 Level: P-3 Contract Type: []

Option to Maintain Position

Position Title/Movement Expire Freeze/Unfreeze
 HR Vacancy Chief of Org. Unit Personnel Area/Subarea

Position Details

Effective Date: * 02.10.2015 [] Personnel Area/Country: KE00 Kenya
 Personnel Subarea/Duty Station: KE00 Nairobi

Position Title (Short Text): HRA 3909 Employee Group: 1 International Staff
 Position Title (Long Text): P3 3909 HUMANITARIAN AFFAIRS OFFICER [] Change Position Title Employee Sub-Group: PR Professional & Above
 Position Title (Over 40 Characters): HUMANITARIAN AFFAIRS OFFICER Position Type: 21 GTA Replacement

Budget Title: 70003909 P3 3909 HUMANITARIAN AFFAIRS OFFICER Pay scale type: P+ Professional & Above
 Pay Scale Area: WW Worldwide
 Pay Scale Group: P-3

Existing Organizational Unit: 20010537 OCHA CRD GDS AFRICA II
 New Organizational Unit: 20010537 OCHA CRD GDS AFRICA II [] Search

Funding

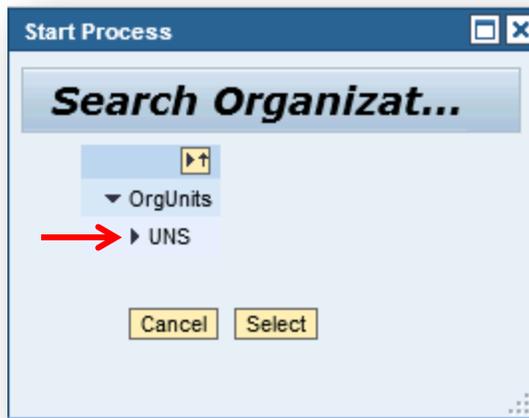
Fund: 32DDN TF OCHA and Disaster Relief Assistance Grant: S1-32DDN-000051 KENYA - IK SERVICES
 Cost Center: [] Budget Period: M99 Multi-Year Budget Period
 Internal Order: [] Fund Center: []
 WBS: 00000718 0097 - OCHA - Nairobi

Comments

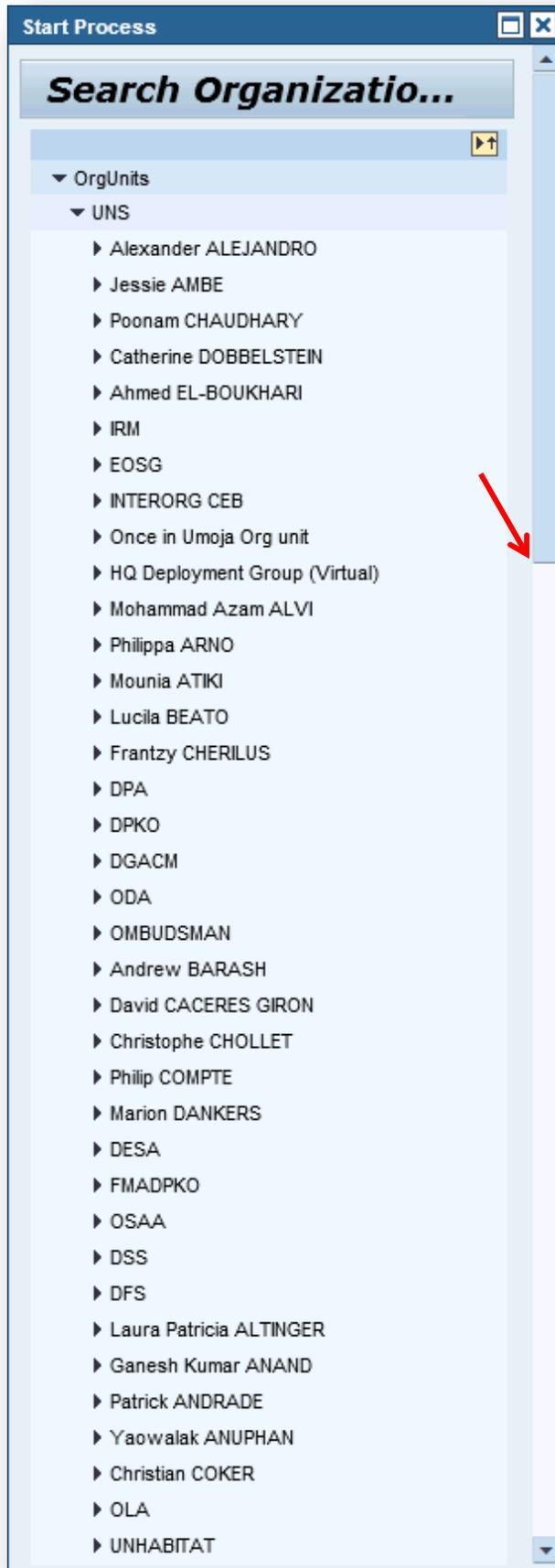
OM Administrator Comments: []

Please note that the two screens above are one. The entire screen cannot be captured in one shot.

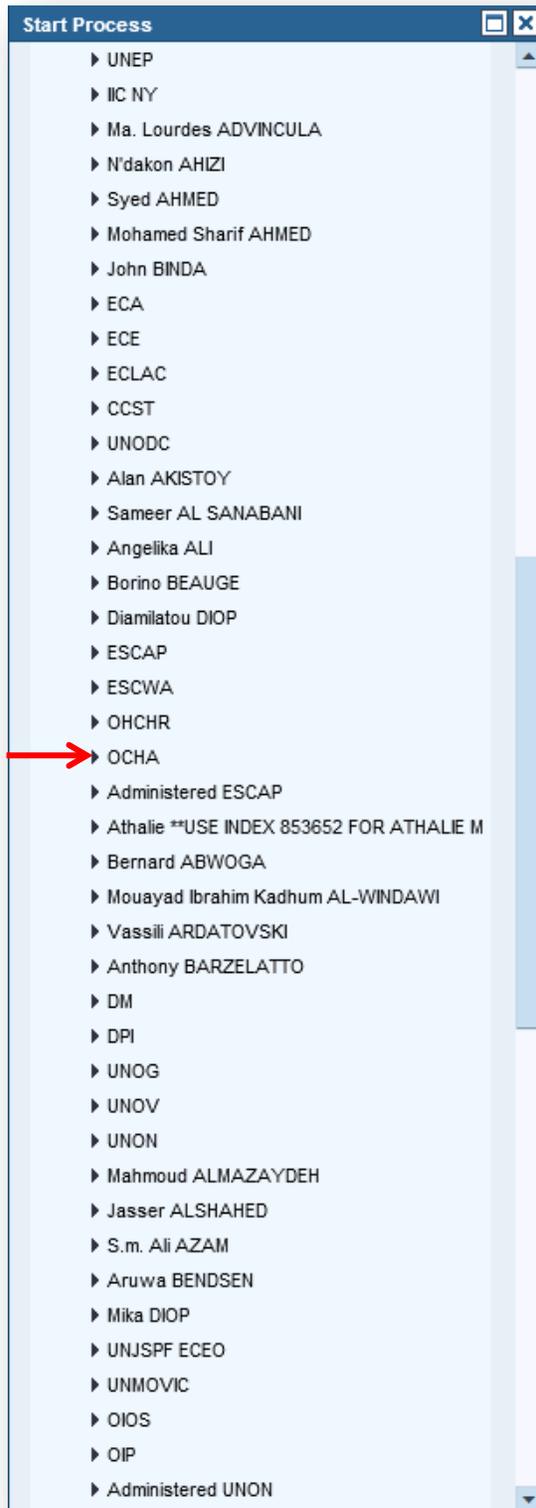
- In the screen above with the Position Title/Movement selected in the Option to Maintain Position, click on the Search button on the right of the “New Organizational Unit” field which opens this screen:



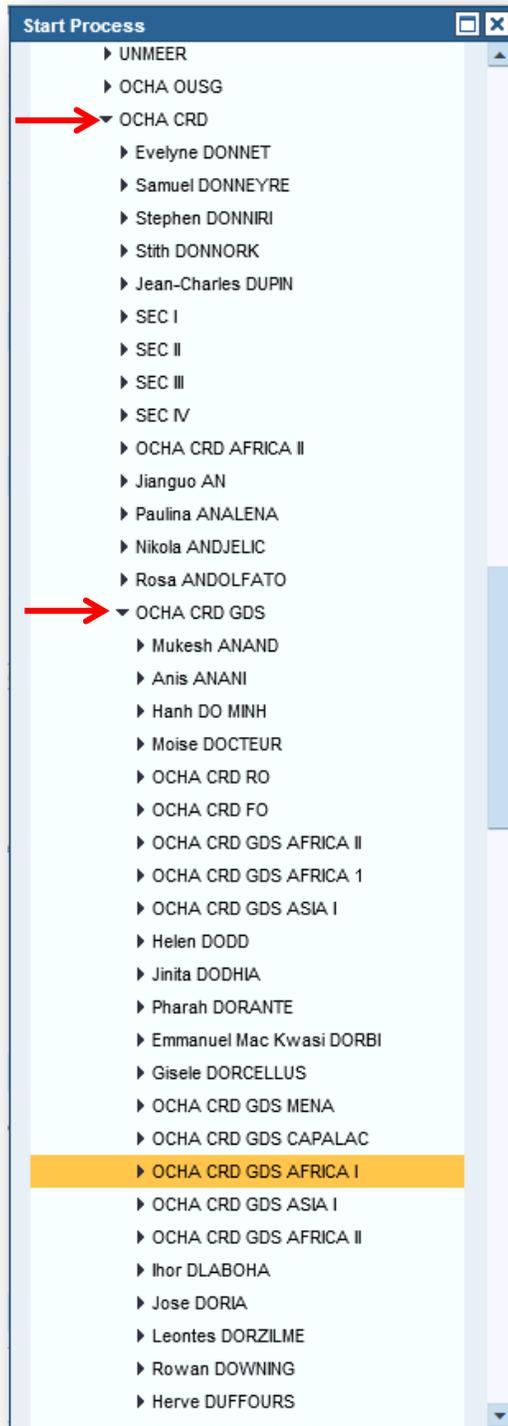
9. In the screen above, click on the  icon before "UNS" which brings the hour glass and eventually opens this screen:



10. In the screen above, scroll down to find OCHA as shown in this screen:



11. In the screen above, click on the ▶ before OCHA to open its organizational structure and click on OCHA CRD then OCHA CRD GDS as shown in this screen:



12. From the populated OCHA organizational tree in the screen above, click on OCHA CRD GDS AFRICA I then scroll all the way down and click on the Select button (not shown in the screen) which brings this screen:

Important: OM Administrator may **move** a position **within** the same budget section, OCHA CRD GDS, and the same country, Kenya.

In the case of Established and Temporary positions, OM Administrators may **loan** a position **across** the level of budget control.

OPPBA decided that centrally managed org units are determined based on the level of a department's/office's organizational chart presented to member states in the budget fascicle. As an example, please refer to page 28 of GA document A/70/6 (Sect. 27) for OCHA's 2016-2017 org chart.

To illustrate further, please refer to this chart which also applies to Temporary peacekeeping support account positions:

Established Positions – Move or Loan

Established positions		
	Budget control is at Division level	Budget control is at <u>Section</u> level
Position Management <u>within</u> budget control	MOVE <u>within</u> the Division	<u>MOVE</u> <u>within</u> the Section
Position Management across level of budget control	LOAN across Divisions	LOAN across Sections

The screenshot displays the 'OM Administration' interface with the following details:

- Option to Maintain Position:** Radio buttons for Position Title/Movement (selected), Expire, Freeze/Unfreeze, HR Vacancy, Chief of Org. Unit, and Personnel Area/Subarea.
- Position Details:**
 - Effective Date: 02.10.2015
 - Personnel Area/Country: KE00 Kenya
 - Personnel Subarea/Duty Station: KE00 Nairobi
 - Position Title (Short Text): HRA 3909
 - Position Title (Long Text): P3 3909 HUMANITARIAN AFFAIRS OFFICER
 - Position Title (Over 40 Characters): HUMANITARIAN AFFAIRS OFFICER
 - Budget Title: 70003909 P3 3909 HUMANITARIAN AFFAIRS OFFICER
 - Employee Group: 1 International Staff
 - Employee Sub-Group: PR Professional & Above
 - Position Type: 21 GTA Replacement
 - Pay scale type: P+ Professional & Above
 - Pay Scale Area: WW Worldwide
 - Pay Scale Group: P-3
 - Existing Organizational Unit: 20010537 OCHA CRD GDS AFRICA II
 - New Organizational Unit: 20010277 OCHA CRD GDS AFRICA I** (highlighted in red)
- Funding:**
 - Fund: 32DDN TF OCHA and Disaster Relief Assistance
 - Grant: S1-32DDN-000051 KENYA - IK SERVICES
 - Cost Center: [Empty]
 - Budget Period: M99 Multi-Year Budget Period
 - Internal Order: [Empty]
 - Fund Center: [Empty]
 - WBS: 00000718 O097 - OCHA - Nairobi
- Comments:** OM Administrator Comments: [Empty text box]

Note that the position now belongs to the org unit 20010277 OCHA CRD GDS AFRICA I.

13. In the comments box above, type “Internal Reorganization”, “MSS Maintain Position” (This pertains to the manager for whom an OM Administrator maintains a position on behalf of.) and your name, e.g., “Erاند Rieu” as shown in this screen:

Option to Maintain Position

Position Title/Movement
 Expire
 Freeze/Unfreeze
 HR Vacancy
 Chief of Org. Unit
 Personnel Area/Subarea

Position Details

Effective Date: * 02.10.2015

Position Title (Short Text): HRA 3909

Position Title (Long Text): P3 3909 HUMANITARIAN AFFAIRS OFFICER [Change Position Title](#)

Position Title (Over 40 Characters): HUMANITARIAN AFFAIRS OFFICER

Budget Title: 70003909 P3 3909 HUMANITARIAN AFFAIRS OFFICER

Personnel Area/Country: KE00 Kenya

Personnel Subarea/Duty Station: KE00 Nairobi

Employee Group: 1 International Staff

Employee Sub-Group: PR Professional & Above

Position Type: 21 GTA Replacement

Pay scale type: P+ Professional & Above

Pay Scale Area: WW Worldwide

Pay Scale Group: P-3

Existing Organizational Unit: 20010537 OCHA CRD GDS AFRICA II

New Organizational Unit: 20010277 OCHA CRD GDS AFRICA I [Search](#)

Funding

Fund: 32DDN TF OCHA and Disaster Relief Assistance

Grant: S1-32DDN-000051 KENYA - IK SERVICES

Cost Center:

Budget Period: M99 Multi-Year Budget Period

Internal Order:

Fund Center:

WBS: 00000718 O097 - OCHA - Nairobi

Comments

OM Administrator Comments: Internal Reorganization
MSS Maintain Position
Erand Rieu

14. If the position's **operational title** has to be changed also, click on the Change Position Title binocular in the screen above which opens this screen:

Start Process

Search Position Title

PositionText Search

Short Text:

Name:

[Start Search](#) [Reset](#) [Cancel](#)

15. In the screen above, type in the “Short Text” field, for example, ADM or HRA or LOG, etc. and in the “Name” field, type as an example P3*Admin* and click Start Search which opens this screen:

Start Process

Search Position Title

PositionText Search

Short Text:

Name:

HR Position Texts				
	ShortText	Long Text	Start Date	End Date
<input type="checkbox"/>	ADM 1102	P3 1102 ADMINISTRATIVE OFFICER	01.01.1900	31.12.9999
<input type="checkbox"/>	ADM 6448	P3 6448 SPECIAL ASSISTANT, ADMINISTRATIO	01.01.1900	31.12.9999
<input type="checkbox"/>				

16. If necessary, scroll down until you find the needed position title, click on it and click the “Select” button which changes the position title as shown in this screen:

Option to Maintain Position

Position Title/Movement
 Expire
 Freeze/Unfreeze
 HR Vacancy
 Chief of Org. Unit
 Personnel Area/Subarea

Position Details

Effective Date: * 21.10.2015
 Personnel Area/Country: KE00 Kenya
 Personnel Subarea/Duty Station: KE00 Nairobi

Position Title (Short Text): ADM 1102
 Position Title (Long Text): P3 1102 ADMINISTRATIVE OFFICER
 Position Title (Over 40 Characters): ADMINISTRATIVE OFFICER

Budget Title: 70003909 P3 3909 HUMANITARIAN AFFAIRS OFFICER

Employee Group: 1 International Staff
 Employee Sub-Group: PR Professional & Above
 Position Type: 21 GTA Replacement

Pay scale type: P+ Professional & Above
 Pay Scale Area: WW Worldwide
 Pay Scale Group: P-3

Existing Organizational Unit: 20010277 OCHA CRD GDS AFRICA I
 New Organizational Unit: 20010277 OCHA CRD GDS AFRICA I

17. In the screen above, Scroll back up and click the “Next” button as shown in this screen:

Start Process

1 Select Object → 2 Select Process → 3 Fill Out Form → 4 Review and Send → 5 Confirmation

Maintain Position Overview

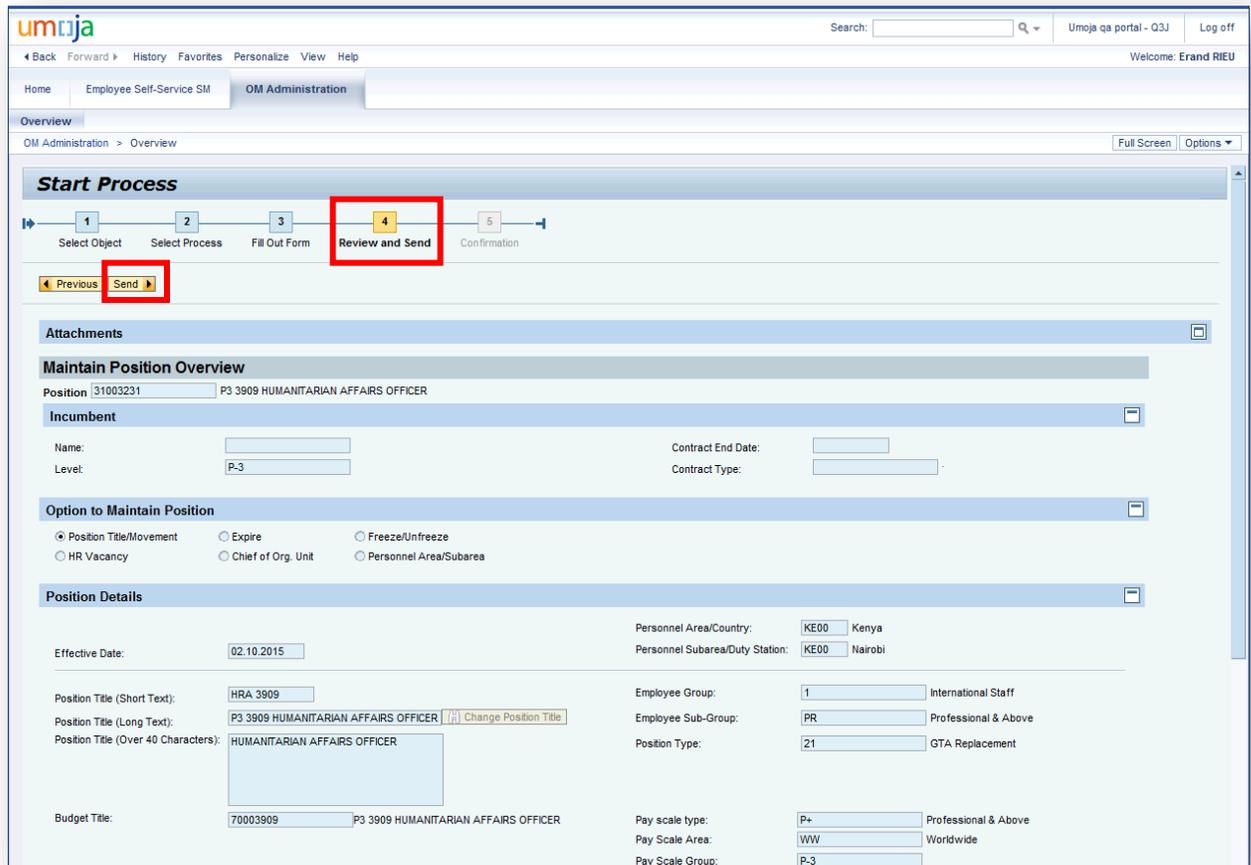
Position 31003231 P3 3909 HUMANITARIAN AFFAIRS OFFICER
Incumbent

Name:
 Level: P-3
 Contract End Date:
 Contract Type:

Option to Maintain Position

Position Title/Movement
 Expire
 Freeze/Unfreeze
 HR Vacancy
 Chief of Org. Unit
 Personnel Area/Subarea

18. After clicking on the Next button, note the process progressed to 4 Review and Send and the “Send” button appears in this screen:



19. Review the Maintain Position Overview and click the “Send” button which opens this screen:



Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed.

20. Repeat Steps 4-6 above to select a position then click Next which opens this screen:

Maintain Position - Expire

Umoja Training Portal - OM Administration - Overview

Funding

Fund: 32DDN TF OCHA and Disaster Relief Assistance Grant: M1-32DDN-000108 DMA-00613
 Cost Center: Budget Period: M99 Multi-Year Budget Period
 Internal Order: Fund Center:
 WBS: 00001124 0571 - Syria OCHA in Lebanon

Expire Position

Current Expiration Date: 31.12.9999
 Expire Date: *
 Reason for Expiration:

Comments

OM Administrator Comments:

Please note that the three screens above are one. The entire screen cannot be captured in one shot.

21. In Part I of the screen above with the Expire selected in the Option to Maintain Position, note that in Part III of the screen, the Expire Position fields show. In the “Expire Date” field, enter the date.
22. In the “Reason for Expiration” field, enter the reason for the new Expire Date.
23. In the OM Administrator Comments box, enter “MSS Maintain Position” (This pertains to the manager fro whom an OM Administrator maintains a position on behalf of.) and your name. e.g., “Erand Rieu” as shown in this screen:

Umoja Training Portal - OM Administration - Overview

Funding

Fund: 32DDN TF OCHA and Disaster Relief Assistance Grant: M1-32DDN-000108 DMA-00613
 Cost Center: Budget Period: M99 Multi-Year Budget Period
 Internal Order: Fund Center:
 WBS: 00001124 0571 - Syria OCHA in Lebanon

Expire Position

Current Expiration Date: 31.12.9999
 Expire Date: * 31.12.2015
 Reason for Expiration: Expiring position based on approved cost reduction measures.

Comments

OM Administrator Comments: MSS Erand Rieu

24. Scroll back up and click on the “Next” button.

The screenshot shows the 'Start Process' interface for 'Maintain Position Overview'. The process flow consists of five steps: 1. Select Object, 2. Select Process, 3. Fill Out Form, 4. Review and Send, and 5. Confirmation. Step 4 is currently active, and a red arrow points to the 'Send' button. Below the process flow, there are sections for 'Attachments', 'Maintain Position Overview' (with fields for Position, Incumbent, Name, Level, Contract End Date, and Contract Type), and 'Option to Maintain Position' (with radio buttons for Position Title/Movement, HR Vacancy, Expire, Chief of Org. Unit, Freeze/Unfreeze, and Personnel Area/Subarea).

After clicking on the Next button, note the process progressed to “4 Review and Send” and the “Send” button appears in the above screen.

25. Review the Maintain Position Overview and click on the “Send” button which opens this screen:

The screenshot shows the 'Start Process' interface after clicking the 'Send' button. The process flow now shows step 5, 'Confirmation', as the active step. A message box indicates 'Data sent (process reference number: 000000003575)'. Below the process flow, there are 'Previous' and 'Next' buttons.

Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed.

26. Repeat Steps 4-6 above to select a position then click Next which opens this screen:

Maintain Position – Freeze/Unfreeze

Start Process

1 Select Object | 2 Select Process | **3 Fill Out Form** | 4 Review and Send | 5 Confirmation

Previous | Next | Save Draft

Attachments

Maintain Position Overview

Position: 31003580 | G6 4045 INFORMATION SYSTEMS ASSISTANT

Incumbent

Name: | Contract End Date: |
 Level: G-6 | Contract Type: |

Option to Maintain Position

Position Title/Movement | Expire | Freeze/Unfreeze | Personnel Area/Subarea

Position Details

Effective Date: 05.10.2015

Position Title (Short Text): IST 4045
 Position Title (Long Text): G6 4045 INFORMATION SYSTEMS ASSISTANT
 Position Title (Over 40 Characters): INFORMATION SYSTEMS ASSISTANT

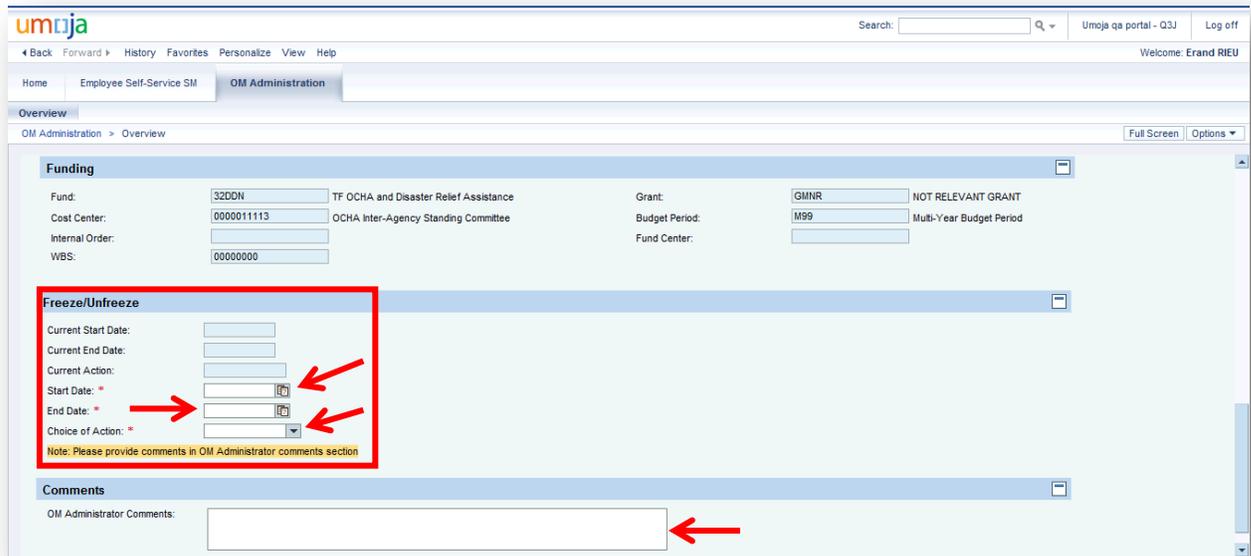
Budget Title: 70004045 | G6 4045 INFORMATION SYSTEMS ASSISTANT

Personnel Area/Country: US00 | United States of America
 Personnel Subarea/Duty Station: US00 | New York

Employee Group: 2 | Local Staff
 Employee Sub-Group: GS | General Service
 Position Type: 24 | VC Post

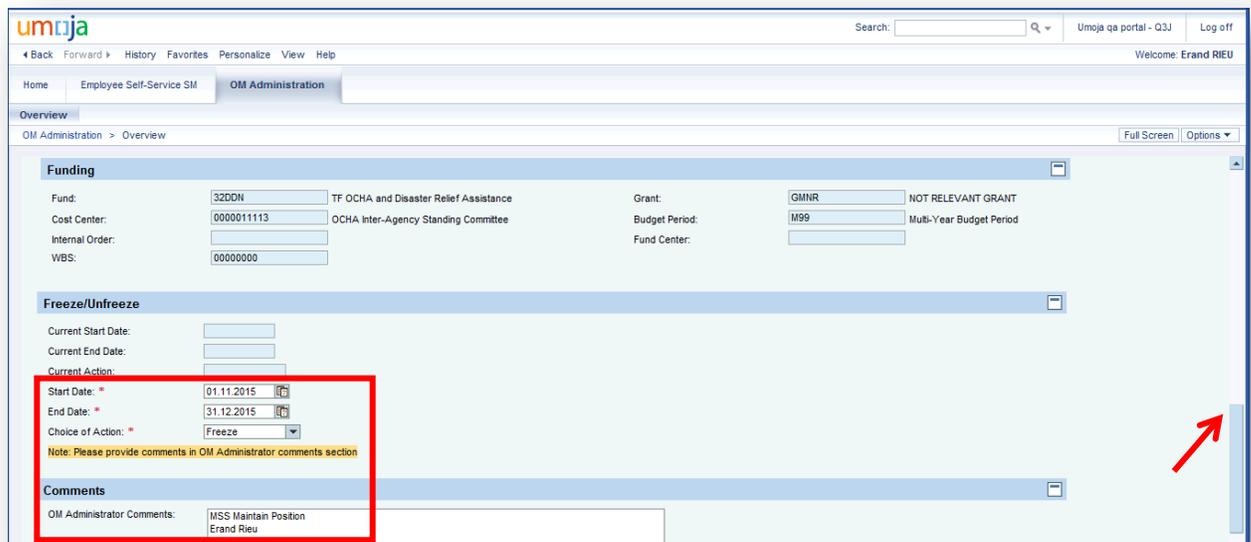
Pay scale type: GS | General Service
 Pay Scale Area: U1 | USA - New York
 Pay Scale Group: G-6

Existing Organizational Unit: 20010473 | OCHA GTU DG ITS
 New Organizational Unit: 20010473 | OCHA GTU DG ITS



Please note that the three screens above are one. The entire screen cannot be captured in one shot.

27. In Part I of the screen above with the Freeze/Unfreeze selected in the Option to Maintain Position, note that in Part III of the screen above the Freeze/Unfreeze fields show. In the Start Date field, enter the date when the position is frozen.
28. In the End Date field, enter the date until when the position is frozen.
29. In the Choice of Action field, click on the down arrow and select “Freeze”.
30. In the OM Administrator Comments box, enter “MSS Maintain Position” and your name as shown in this screen:



31. Scroll back up and click the “Next” button which opens this screen:

umojja

Search: [] Q Umoja qa portal - Q3J Log off

Welcome: Erand RIEU

Home Employee Self-Service SM OM Administration

Overview

OM Administration > Overview Full Screen Options

Start Process

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Send

Attachments

Maintain Position Overview

Position 31003580 G6 4045 INFORMATION SYSTEMS ASSISTANT

Incumbent

Name: [] Contract End Date: []

Level: G-6 Contract Type: []

Option to Maintain Position

Position Title/Movement Expire Freeze/Unfreeze

HR Vacancy Chief of Org. Unit Personnel Area/Subarea

After clicking on the Next button, note the process progressed to “4 Review and Send” and the “Send” button appears.

32. Review the Maintain Position Overview and click the “Send” button which opens this screen:

umojja

Search: [] Q Umoja qa portal - Q3J Log off

Welcome: Erand RIEU

Home Employee Self-Service SM OM Administration

Overview

OM Administration > Overview Full Screen Options

Start Process

Data sent (process reference number: 00000003577)

Display Message Log

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Next

Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed. Once the position is frozen, no staff member could be placed against that position for the period it is frozen.

33. Repeat Steps 4-6 above to select a position then click Next which opens this screen:

Maintain Position – HR Vacancy

umoja Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview OM Administration > Overview Full Screen Options

Start Process

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Next Save Draft

Attachments

Maintain Position Overview

Position 31003233 P3 1844 BUDGET OFFICER

Incumbent

Name: [] Contract End Date: []
 Level: P-3 Contract Type: []

Option to Maintain Position

Position Title/Movement
 Expire
 Freeze/Unfreeze
 HR Vacancy
 Chief of Org. Unit
 Personnel Area/Subarea

umoja Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview OM Administration > Overview Full Screen Options

HR Vacancy
 Chief of Org. Unit
 Personnel Area/Subarea

Position Details

Effective Date: 05.10.2015

Position Title (Short Text): FN 1844
 Position Title (Long Text): P3 1844 BUDGET OFFICER [] Change Position Title
 Position Title (Over 40 Characters): BUDGET OFFICER

Budget Title: 70003338 P3 3338 FIELD SECURITY OFFICER

Personnel Area/Country: CH00 Switzerland
 Personnel Subarea/Duty Station: CH00 Geneva

Employee Group: 1 International Staff
 Employee Sub-Group: PR Professional & Above
 Position Type: 24 VC Post

Pay scale type: P- Professional & Above
 Pay Scale Area: WW Worldwide
 Pay Scale Group: P-3

Existing Organizational Unit: 20010397 OCHA GTU DG
 New Organizational Unit: 20010397 OCHA GTU DG [] Search

The screenshot displays the Umoja training system interface for maintaining a position. The 'OM Administration' section is active, showing the 'Overview' page. The 'Funding' section is expanded, displaying fields for Fund (32DDN), Cost Center (0000011113), Internal Order, WBS (00000000), Grant (GMNR), Budget Period (M99), and Fund Center. The 'HR Vacancy' section is also expanded, showing fields for Current Effective Date (01.01.2015), Current End Date (31.12.9999), Current Status (Open), Effective Date, and Vacancy Flag (Open/Vacancy filled). The 'Comments' section is at the bottom, with a text box for 'OM Administrator Comments'. Red arrows point to the 'Open' status dropdown, the 'Vacancy filled' radio button, and the 'OM Administrator Comments' text box.

Please note that the three screens above are one. The entire screen cannot be captured in one shot.

34. In the screen above with the HR Vacancy selected in the Option to Maintain Position, note that in Part III of the screen above the HR Vacancy fields show. In the Effective Date field, enter the date when the position becomes an HR Vacancy.
35. Note that the Vacancy Flag defaults to "Vacancy filled". Click on open.

Important: If the position has an incumbent, Umoja would give an error message that position has an incumbent and cannot be vacant.

36. In the OM Administrator Comments box, enter "MSS Maintain Position" (This pertains to the manager for whom an OM Administrator maintains a position on behalf of.) and your name, e.g., Erand Rieu, as shown in this screen:

37. Scroll back up and click the “Next” button which opens this screen:

After clicking on the Next button, note that the process progressed to 4 Review and Send and the “Send” button appears in this screen:

38. Review the Maintain Position Overview and click the “Send” button which opens this screen:

umojja

Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview

OM Administration > Overview Full Screen Options

Start Process

Data sent (process reference number: 00000003578)

Display Message Log

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Next

Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed.

39. Repeat Steps 4-6 above to select a position then click Next which opens this screen:

Maintain Position – Chief of Org Unit

umojja

Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview

OM Administration > Overview Full Screen Options

Start Process

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Next Save Draft

Attachments

Maintain Position Overview

Position 30006306 D1 6439 SPECIAL ASSISTANT, ADMINISTRATIO

Incumbent

Name: Haid SANISLO Contract End Date: 31.05.2016

Level: D-1 Contract Type: Fixed Term

Option to Maintain Position

Position Title/Movement Expire Freeze/Unfreeze

HR Vacancy Chief of Org. Unit Personnel Area/Subarea

Please note that the three screens above are one. The entire screen cannot be captured in one shot.

40. In the screen above with the Chief of Org Unit selected in the Option to Maintain Position, note that in Part III of the screen above the Chief Relationship Creation fields appear and the Action defaults to “Create”. In the Effective Date field, enter the date when the position becomes the Chief of Org Unit and the end date.

Furthermore, change the default org unit to the org unit where the position belongs. Otherwise, the Chief of Org Unit is automatically assigned to the higher org unit.

41. In the OM Administrator Comments box, enter MSS Maintain Position (This pertains to the manager for whom an OM Administrator maintains a position on behalf of.) and your name,

e.g., “Erand Rieu” as shown in this screen. Scroll back up and click the “Next” button which opens this screen that shows the completed Chief Relationship Creation fields and comments:

Internal Order: Fund Center:
WBS:

Chief Relationship Creation

Select Action: Create Update Delete

Chief Org. Unit	Chief Org. Unit Text	Start date	End Date

Chief Position to Org. Unit: * DFS

Effective Date: *

End Date: *

Note: Can perform one action(Create/Update/Delete) for one record at a time.

Comments

OM Administrator Comments:

42. Review the information entered. In part I of the screen above, click on the button “Send” which opens this screen:

Start Process

Data sent (process reference number: 00000003579)

[Display Message Log](#)

1 Select Object → 2 Select Process → 3 Fill Out Form → 4 Review and Send → 5 Confirmation

Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed.

43. Repeat Steps 4-6 above to select a position then click Next which opens this screen:

Maintain Position – Personnel Area/Subarea

umojja Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview OM Administration > Overview Full Screen Options

Start Process

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Next Save Draft

Attachments

Maintain Position Overview

Position 31002955 P3 3909 HUMANITARIAN AFFAIRS OFFICER

Incumbent

Name: [] Contract End Date: []
 Level: P-3 Contract Type: []

Option to Maintain Position

Position Title/Movement Expire Freeze/Unfreeze
 HR Vacancy Chief of Org. Unit Personnel Area/Subarea

umojja Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview OM Administration > Overview Full Screen Options

HR Vacancy Chief of Org. Unit Personnel Area/Subarea

Position Details

Effective Date: 05.10.2015

Position Title (Short Text): HRA 3909
 Position Title (Long Text): P3 3909 HUMANITARIAN AFFAIRS OFFICER [?] Change Position Title
 Position Title (Over 40 Characters): HUMANITARIAN AFFAIRS OFFICER

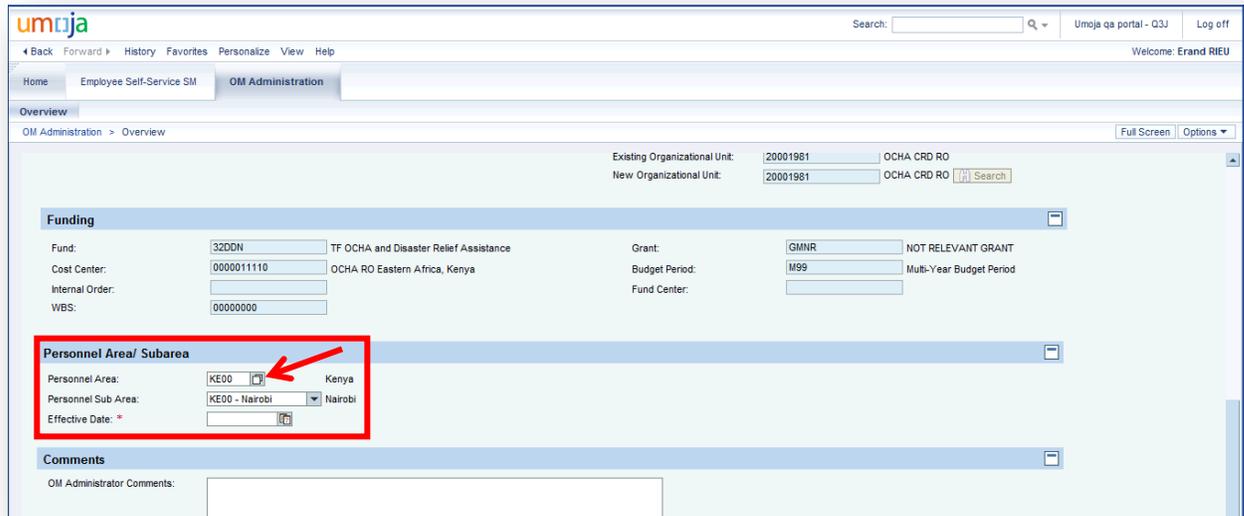
Budget Title: 70003909 P3 3909 HUMANITARIAN AFFAIRS OFFICER

Personnel Area/Country: KE00 Kenya
 Personnel Subarea/Duty Station: KE00 Nairobi

Employee Group: 1 International Staff
 Employee Sub-Group: PR Professional & Above
 Position Type: 21 GTA Replacement

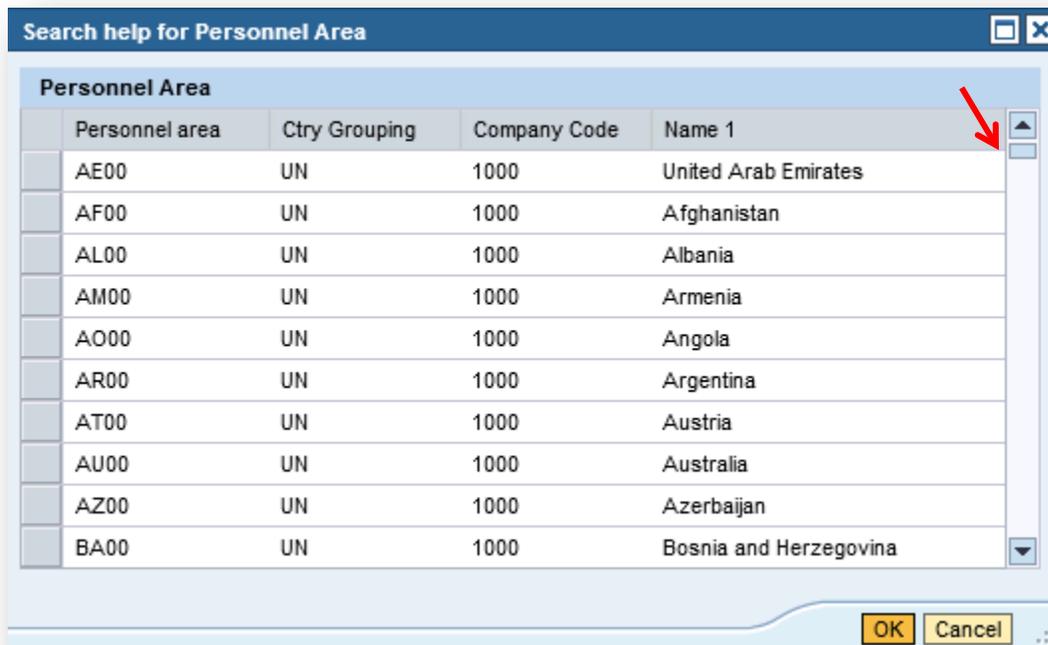
Pay scale type: P+ Professional & Above
 Pay Scale Area: WW Worldwide
 Pay Scale Group: P-3

Existing Organizational Unit: 20001981 OCHA CRD RO
 New Organizational Unit: 20001981 OCHA CRD RO [?] Search



Please note that the three screens above are one. The entire screen cannot be captured in one shot.

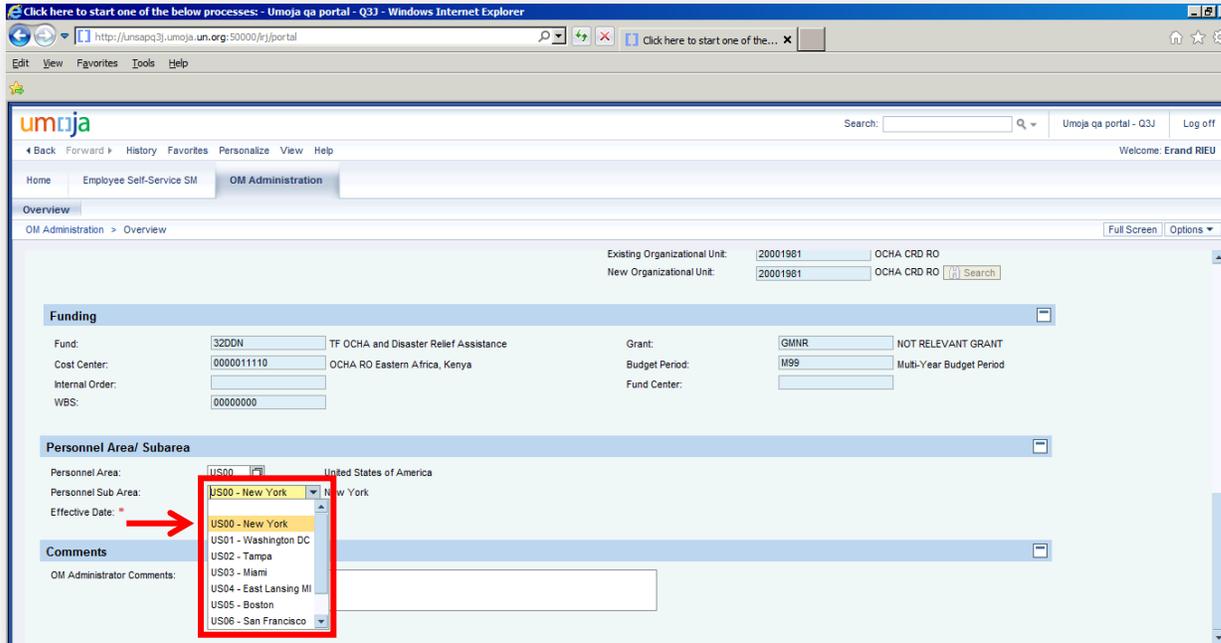
- In Part I of the screen above with the Personnel Area/Subarea selected in the Option to Maintain Position, note that in Part III of the screen above the Personnel Area/Subarea fields appear. In the Personnel Area field, click the Search Help icon on the right of “KE00” which opens this screen:



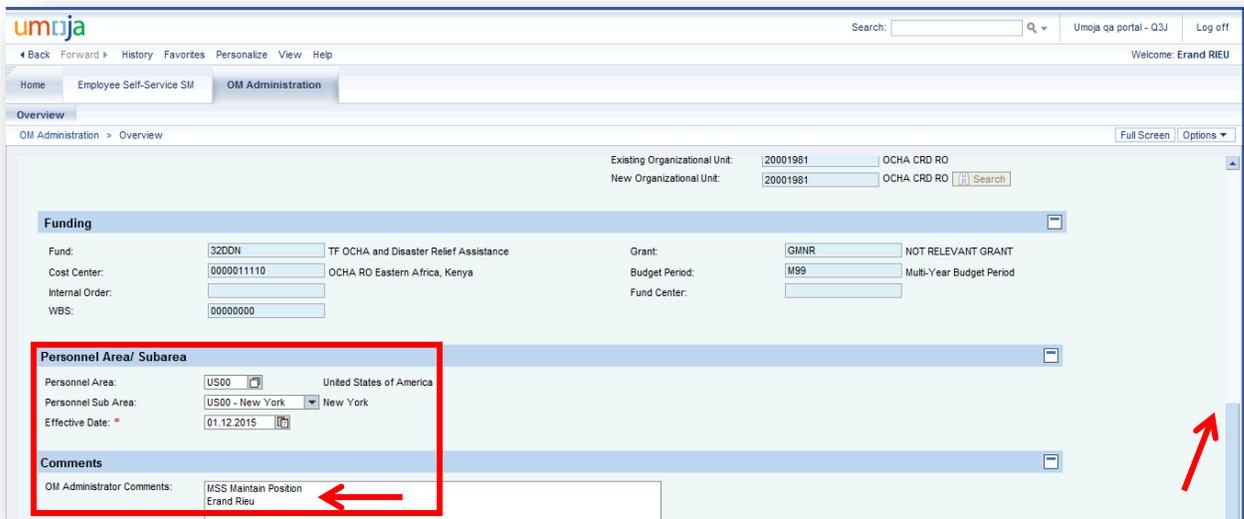
- In the screen above, scroll down and select the new Personnel Area, e.g., USA.

Note that this position is funded by a Trust Fund (OCHA and Disaster Relief Assistance). Therefore, the position is a voluntary contributions (VC) position. In this case, an OM Administrator may make a geographical change of position.

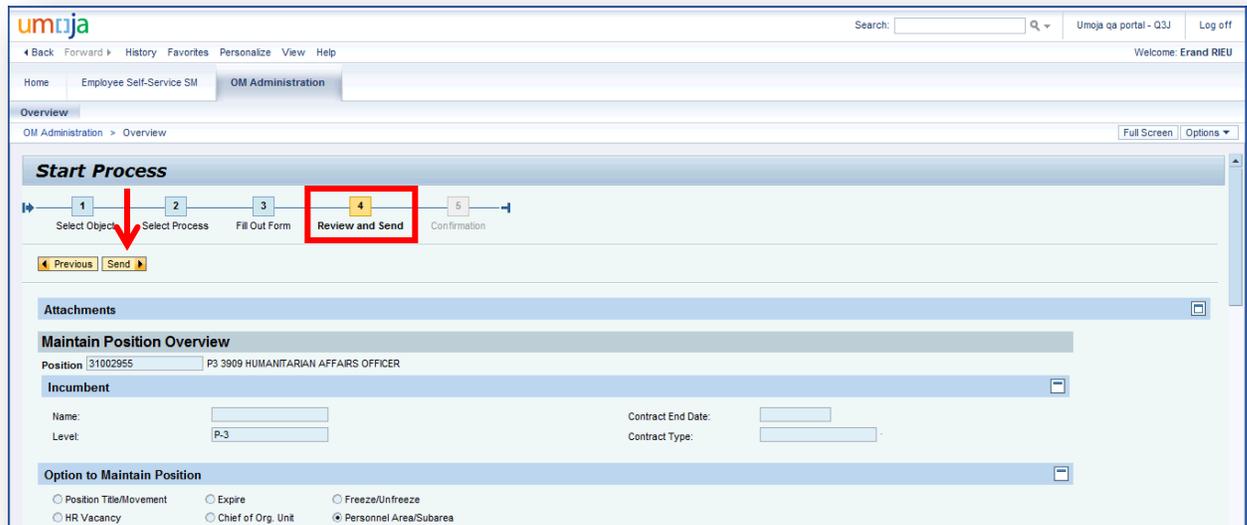
46. In the Personnel Sub Area, click on the down arrow which opens this screen:



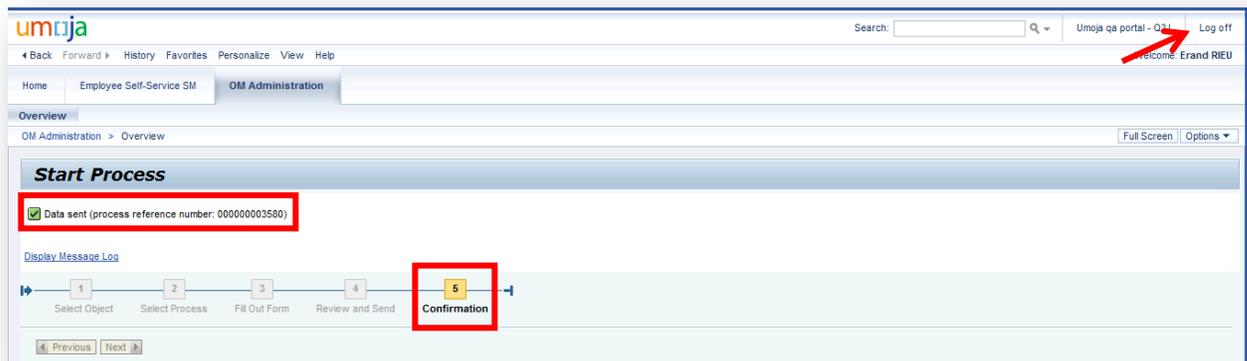
47. Click on US00 – New York, enter the effective date and the OM Administrator Comments as displayed in this screen:



48. Scroll back up and click on Next.



49. Review the information entered. In part I of the screen above, click on the button “Send” which opens this screen:



Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed.

50. Repeat Steps 4-6 above to select a position then click Next which opens this screen:

Maintain Position – Position Status

The Maintain Position – Position Status is an enhanced configuration necessitated by the implementation of Managed mobility (ref. Section 15.2 of ST/AI/2016/1 dated 28 December 2015 on Staff selection and **managed mobility** system).

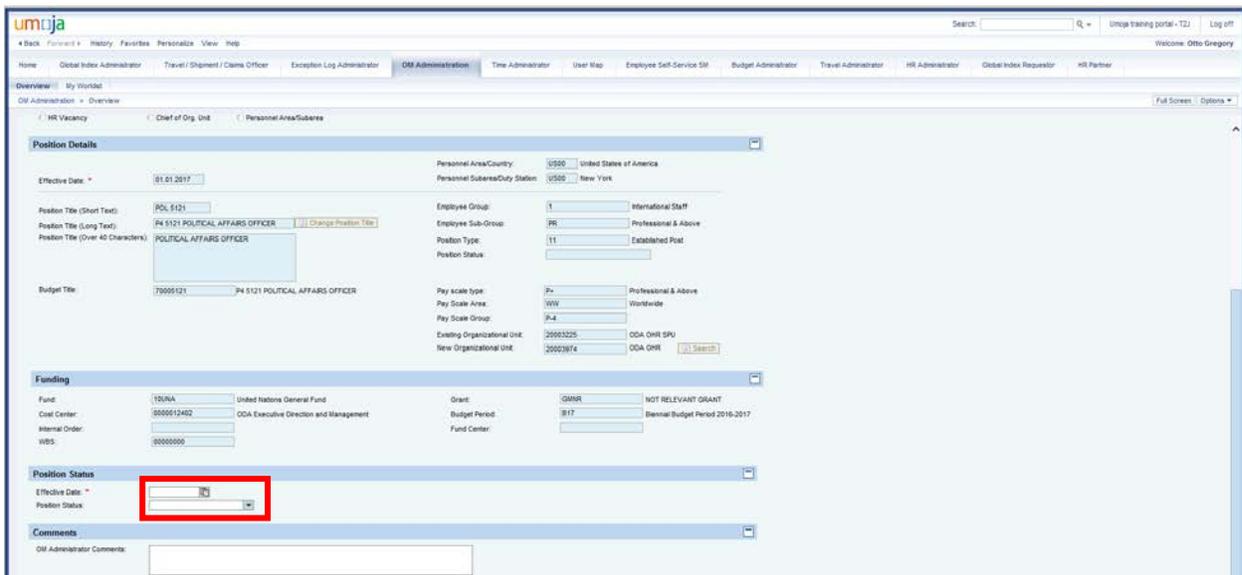
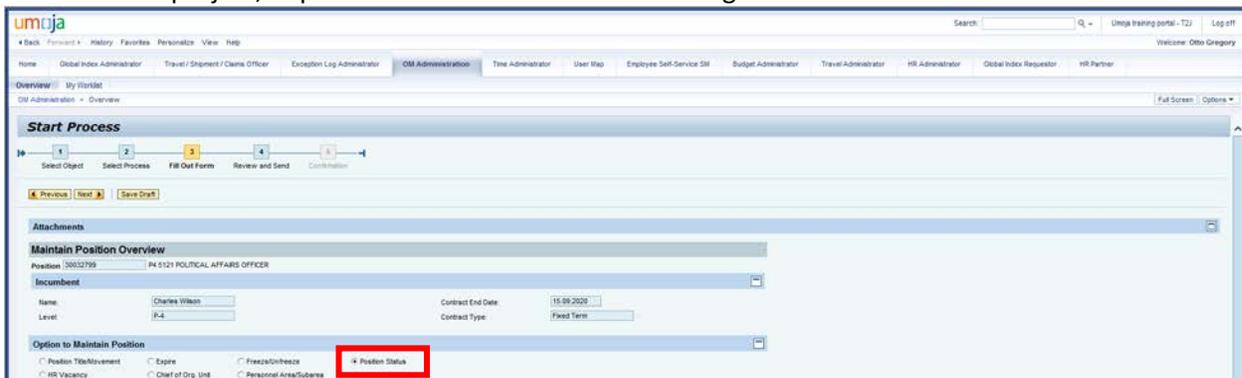
Section 3.1 states that, “The new system shall be implemented through semi-annual staffing exercises composed of two parts as follows: (b) A **managed mobility** exercise for staff members in the Professional and higher categories up to and including the D-2 level and in the Field

Service category, who are subject to managed mobility: the process will begin with the circulation of a compendium and will conclude with the placement of eligible and suitable staff members to another position at the same grade level.”

Section 15.2 further states that, “The placement of staff members under **managed mobility** will be undertaken on the basis of the continuing needs of the Organization¹³ against rotational positions that are expected to continue to be funded for two years or longer through the regular budget, the support account and peacekeeping operations budget and other extrabudgetary sources, including voluntary contributions.”

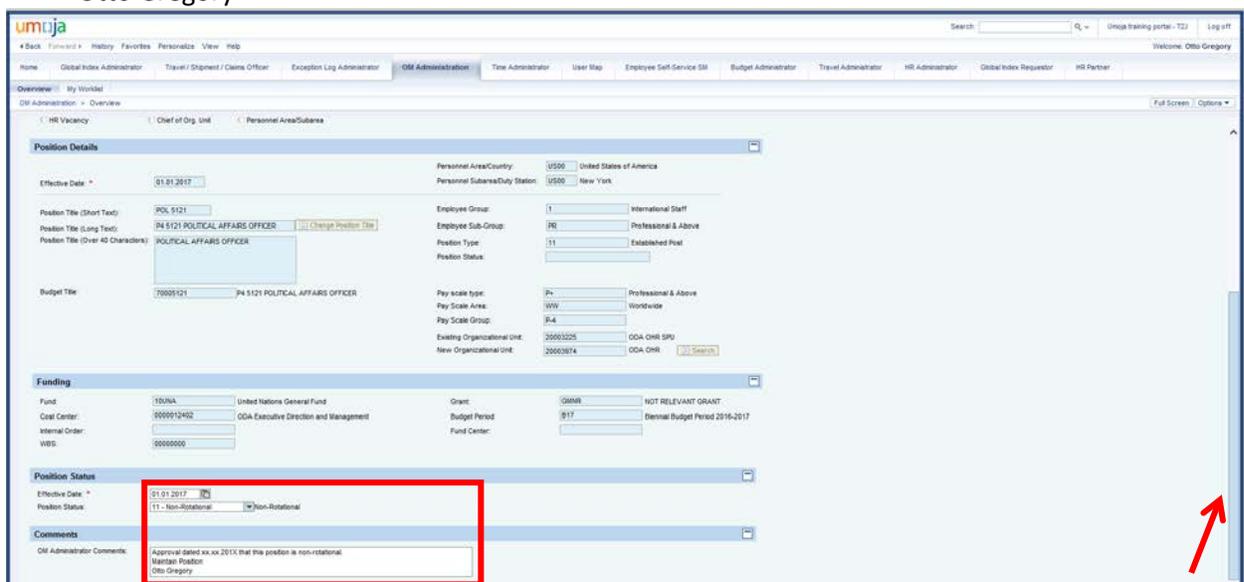
In the Maintain Position – Position Status, Budget Administrators and OM Administrators have the following options to select for each position maintained or at the time of creation in order to identify positions that are subject to mobility, non-rotational and downsizing:

- (i) **Blank, the default**, that renders the position **subject to managed mobility**;
- (ii) **Non-rotational** - a position that requires an advanced or specialized level of expertise, knowledge and qualifications in a technical field and for which there is no comparable position at the same level in another organizational unit of the Secretariat, as approved by the Assistant Secretary-General of Human Resources Management;
- (iii) **Downsizing** – a position that would be abolished within the budget period in a mission, project, department or office that is downsizing.

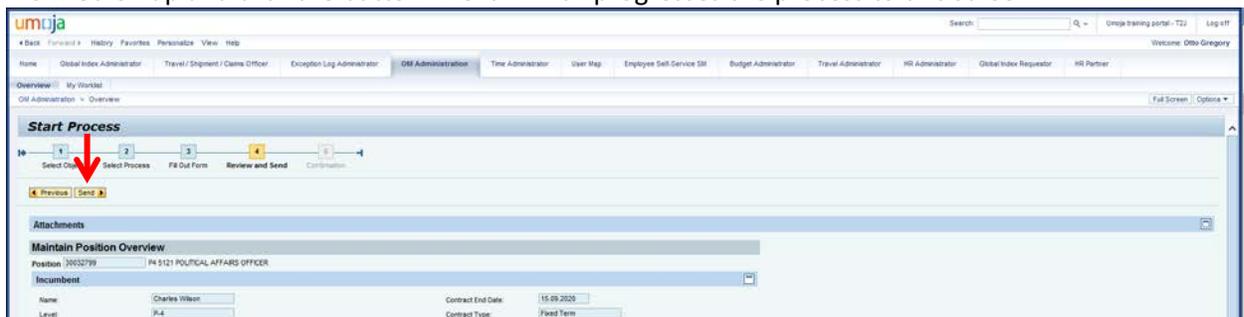


Please note that the two screens above are one. The entire screen cannot be captured in one shot.

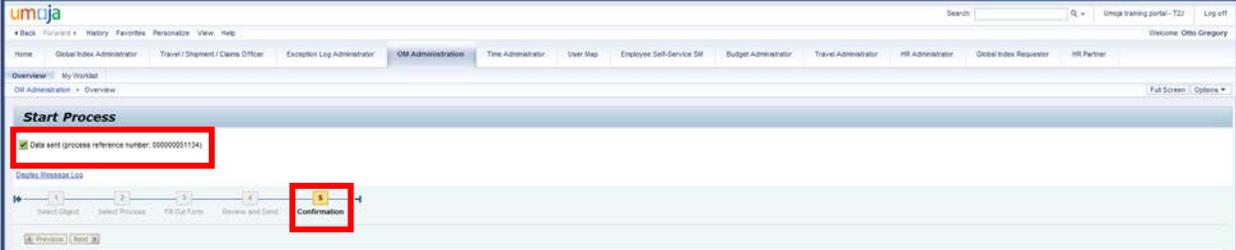
51. In Part I of the screen above with the **Position Status selected** in the Option to Maintain Position, note that in Part II of the screen above the Position Status fields appear. Enter the effective date of the Position Status.
 52. Click on the down arrow in the Position Status field and select either (i) blank or (ii) non-rotational or (iii) downsizing.
 53. Enter in the comments box, e.g., “Approval dated XX.XX.XXXX that this position is non-rotational” or “Approval dated XX.XX.XXXX that this position is being downsized.”
- Maintain Position
Otto Gregory”



54. Scroll up and click the button “Next” which progresses the process to this screen:



55. Review the information entered. In part I of the screen above, click on the button “Send” which opens this screen:

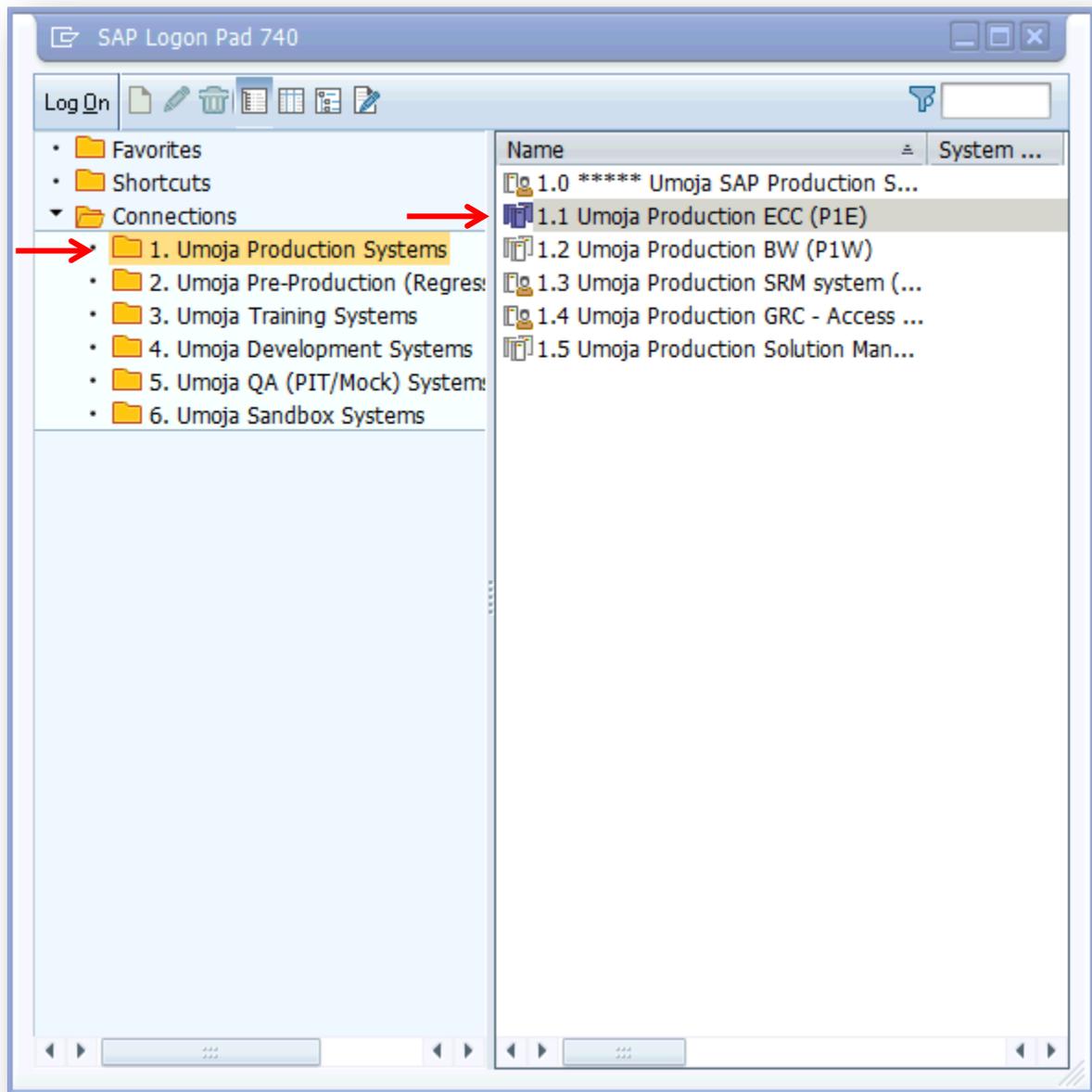


The screenshot shows the Umoja training portal interface. At the top, there is a search bar and a user profile for Otto Gregory. Below the navigation menu, the 'Start Process' section is visible. A red box highlights the text 'Data entry process reference number: 000000011246'. Below this, a process flow diagram shows five steps: 1. Select Object, 2. Select Process, 3. Fill Out Form, 4. Review and Send, and 5. Confirmation. The 'Confirmation' step is highlighted with a red box. At the bottom of the process flow, there are buttons for 'OK Process' and 'Next >'.

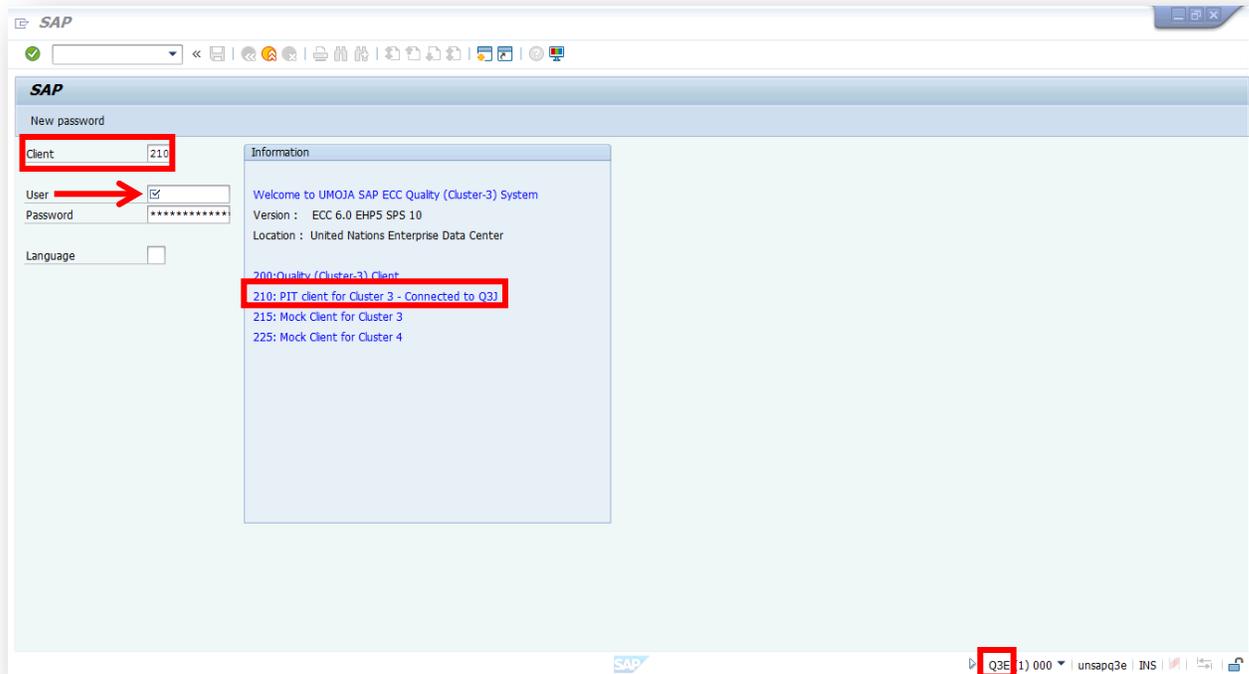
Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed.

56. In the screen above, log off.

57. Log in ECC as OM Administrator which opens this screen:



58. In the screen above, click on “1.1 Umoja Production ECC (P1E)” which brings this screen:



Note that for purposes of preparing this Job Aid, we used the testing environment, Q3E (bottom right of the screen), Client 210: PIT . . . Connected to Q3J, the Portal (top left of the screen and in the "Information" box in the center).

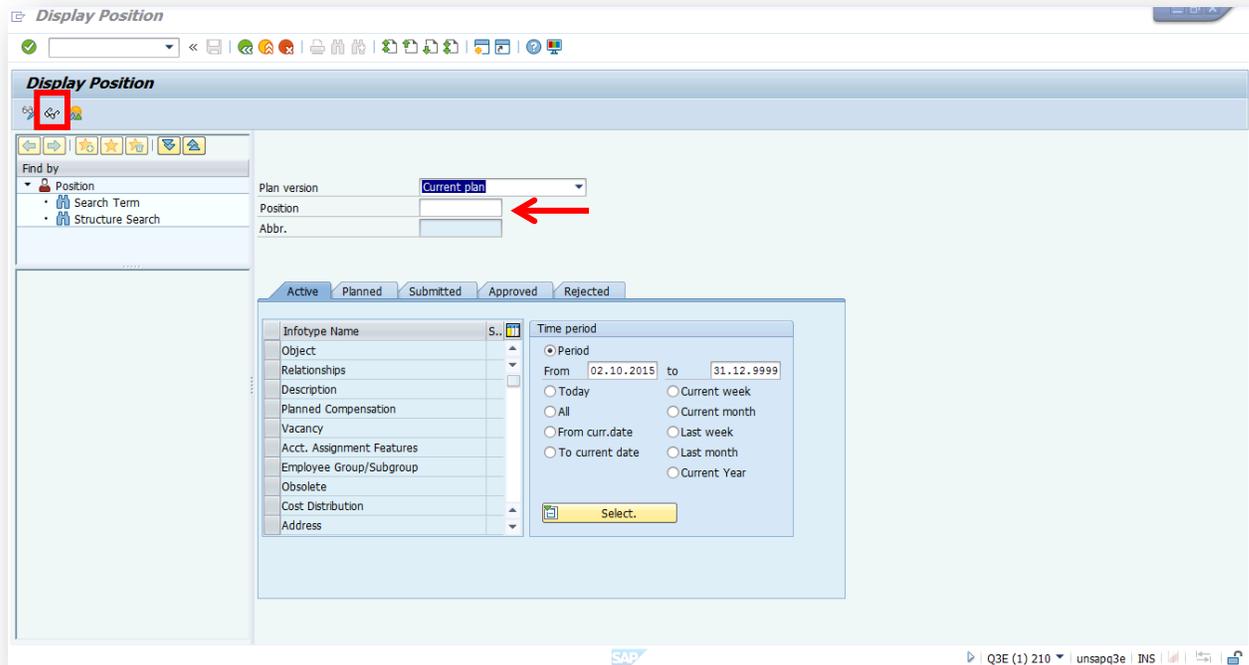
59. In the screen above, enter your User ID and password which opens this screen:



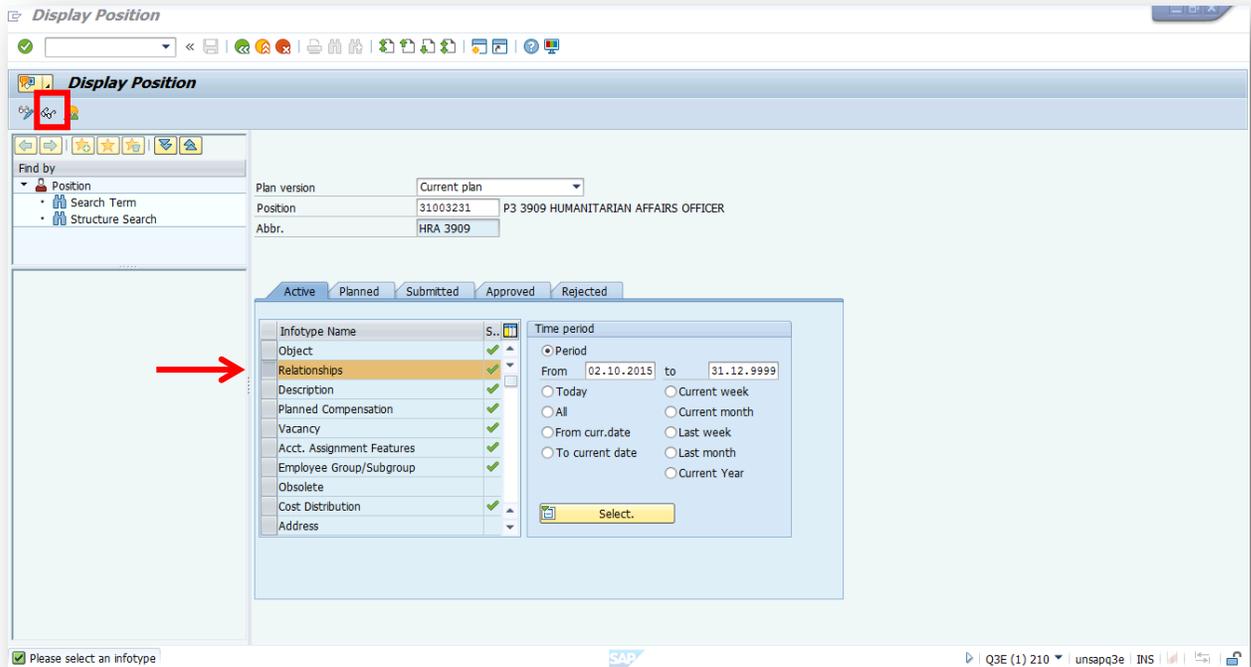
60. In the screen above, type in   the transaction code “PO13D” (Display Position) and click on the  .



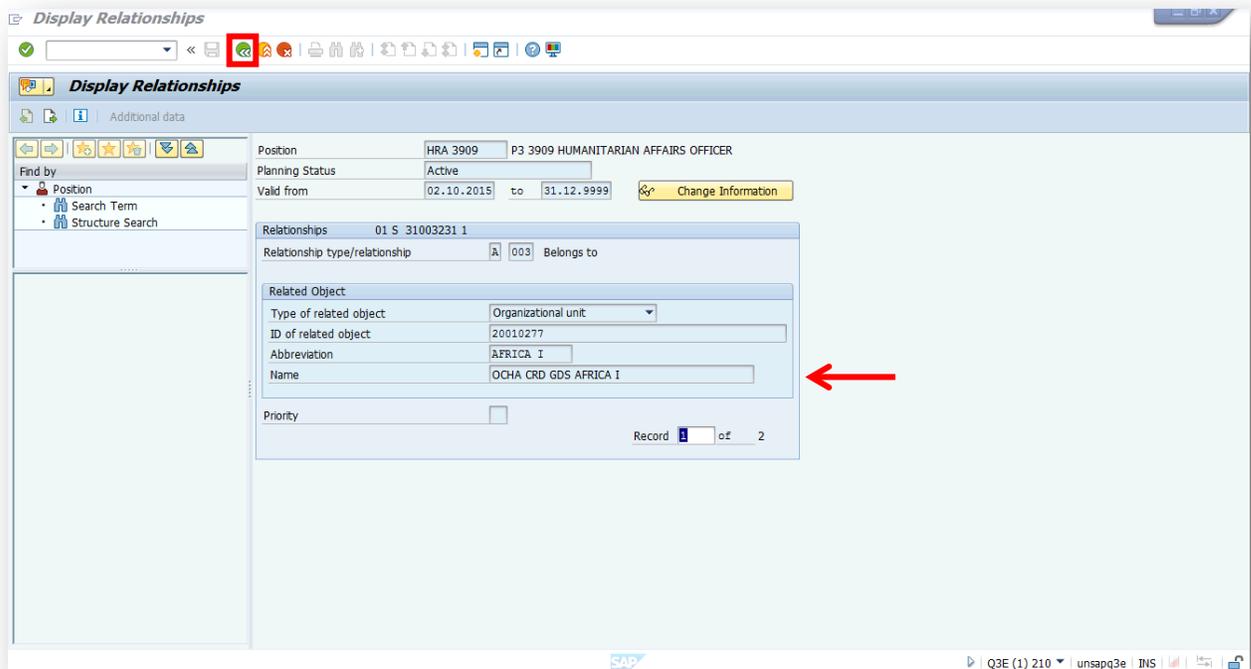
which opens this screen:



61. In the “Position” field in the screen above, type the position number (31003231) that was moved to a new organizational unit in the Portal and click on  icon which opens this screen:



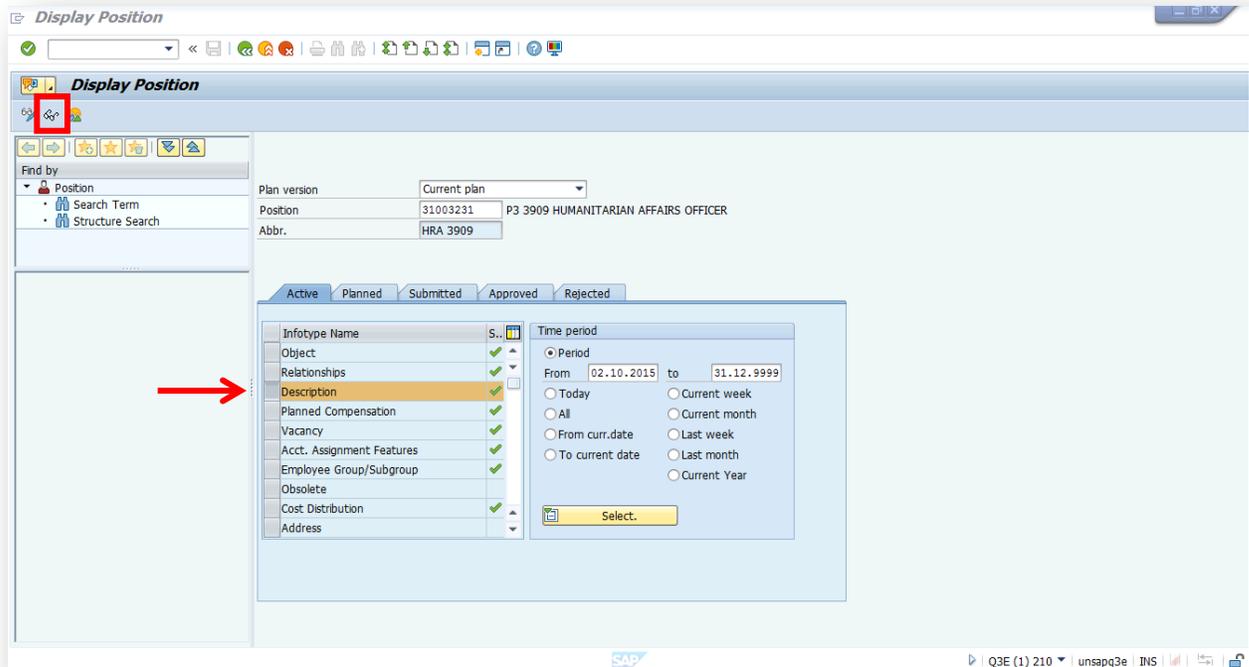
62. In the screen above, click on the “Infotype Name” Relationships and click on the  icon which opens this screen:



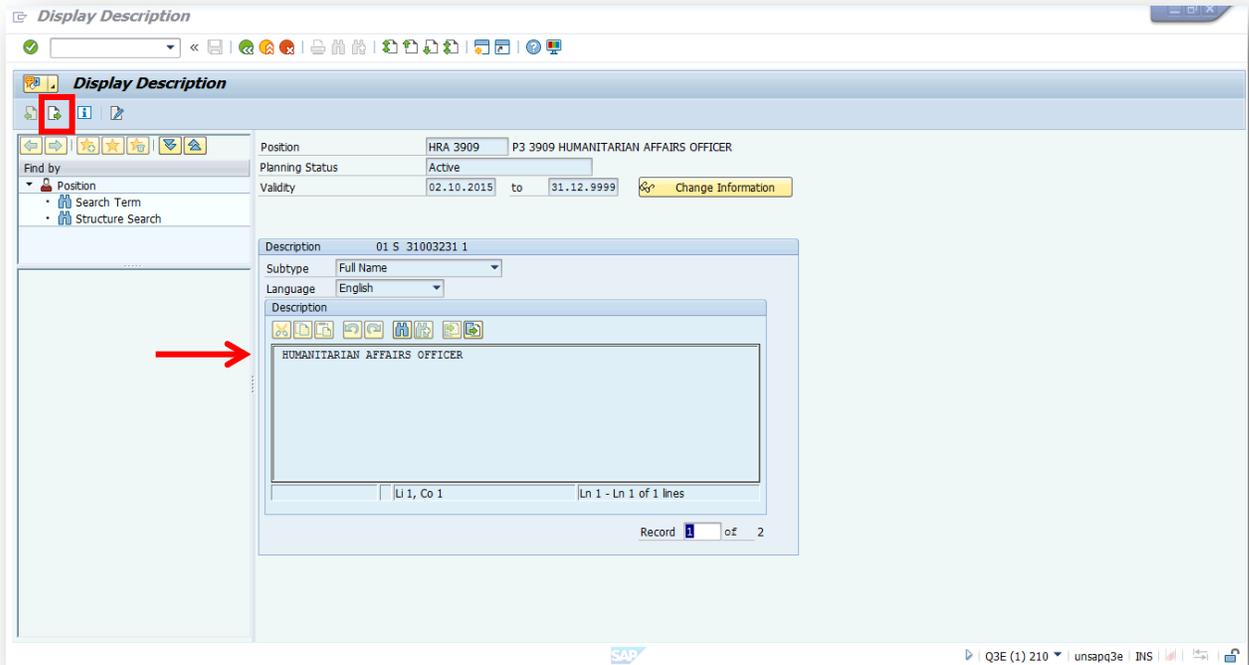
Note that the position is in the organizational unit OCHA CRD GDS AFRICA I as executed in the Portal.

Important: The example here pertains to the Maintain Position – Position Movement only. Checking the other Maintain Position options (ref. Steps 14 to 55) to ensure that information entered in the Portal are reflected in ECC require the selection of the appropriate Infotype Name. For example, infotype Vacancy for the HR Vacancy option. Please refer to the Guide on pages 48-52 for the rest of the Maintain Position options.

63. In the screen above, click on  which reopens this screen:

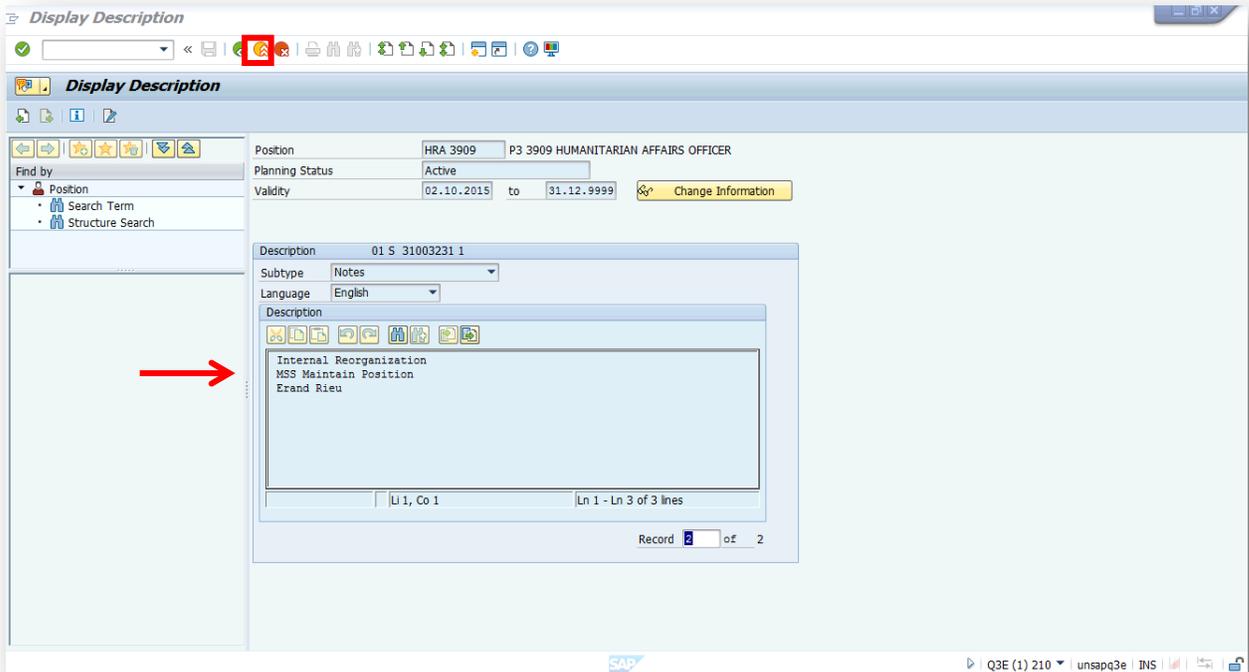


64. In the screen above, click on the “Infotype Name” Description and click on the  icon which opens this screen:



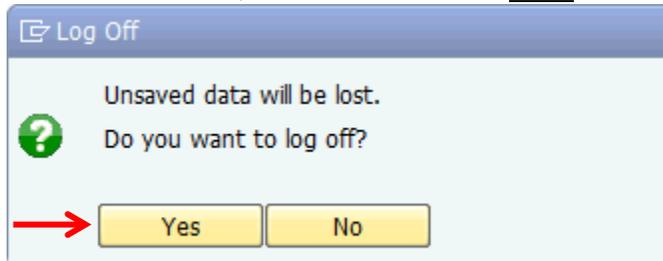
Note that the correct title of the position is shown.

65. In the screen above, click on the  icon underneath the *Display Description* that opens this screen:



Note that the Comments entered in the Portal is shown in ECC.

66. In the screen above, click on the  icon twice which opens this screen:



67. Click on “Yes” to log off from ECC.

Guide on which Infotype in ECC to check for:

Position operational title and org unit (simple move)

Note: The Portal screen is on the left, and the ECC screen is on the right.

The image shows two side-by-side screenshots. The left screenshot is from the Umoja system, displaying the 'Maintain Position Overview' for position 31017306, 'D1 10089 PRINCIPAL CORRECTIONS OFFICER'. It includes fields for Name, Level (D-1), Contract End Date, and Contract Type. Below this is the 'Option to Maintain Position' section with radio buttons for 'Position Title/Movement', 'HR Vacancy', 'Expire', 'Chief of Org. Unit', 'Freeze/Unfreeze', and 'Personnel Area/Subarea'. The 'Position Details' section includes Effective Date (19.10.2015), Personnel Area/Country (KH00 Cambodia), Personnel Subarea/Duty Station (KH00 Phnom-Penh), Position Title (ROL 10089), Employee Group (1 International St), Employee Sub-Group (PR Professional &), Position Type (21 GTA Replacem), Budget Title (70007796 D1 7796 CHIEF OF ADMINISTRATION), Pay scale type (P+ Professional &), Pay Scale Area (WW Worldwide), Pay Scale Group (D-1), Existing Organizational Unit (20010285 UNHQ TRAN EC), and New Organizational Unit (20010285 UNHQ TRAN EC).

The right screenshot is from the SAP ECC system, showing the 'Infotype Name' selection screen. It lists various infotypes with checkboxes: Object, Relationships, Description, Planned Compensation, Vacancy, Acct. Assignment Features, Employee Group/Subgroup, Obsolete, Cost Distribution, and Address. A 'Time period' section on the right allows selection of 'Period', 'Today', 'All', 'From curr.date', or 'To current date'. A 'Select.' button is at the bottom right.

Three colored arrows (green, orange, and red) point from the 'Option to Maintain Position' section in the Umoja screenshot to the 'Object', 'Description', and 'Planned Compensation' checkboxes in the SAP ECC screenshot, indicating which infotypes are relevant for the position update.

Position expiration

Start Process

1 Select Object | 2 Select Process | 3 **Fill Out Form** | 4 Review and Send | 5 Confirmation

Attachments

Maintain Position Overview

Position: 31017306 | D1 10089 PRINCIPAL CORRECTIONS OFFICER

Incumbent

Name: | Contract End Date: |
 Level: D-1 | Contract Type: |

Option to Maintain Position

Position Title/Movement | Expire | Freeze/Unfreeze
 HR Vacancy | Chief of Org. Unit | Personnel Area/Subarea

Position Details

Effective Date: 19.10.2015 | Personnel Area/Country: KH00 Cambodia
 Personnel Subarea/Duty Station: KH00 Phnom-Penh

Position Title (Short Text): ROL 10089 | Employee Group: 1 International St
 Position Title (Long Text): D1 10089 PRINCIPAL CORRECTIONS OFFICER | Employee Sub-Group: PR Professional &
 Position Title (Over 40 Characters): PRINCIPAL CORRECTIONS OFFICER | Position Type: 21 GTA Replacem

Budget Title: 70007796 | D1 7796 CHEF OF ADMINISTRATION | Pay scale type: P+ Professional &
 Pay Scale Area: WW Worldwide
 Pay Scale Group: D-1
 Existing Organizational Unit: 20010285 UNHQ TRAN EC
 New Organizational Unit: 20010285 UNHQ TRAN EC

Infotype Name Selection Window

Plan version: Current plan
 Position: 31017306 | D1 10089 PRINCIPAL CORRECTIONS OFFICER
 Abbr.: ROL 10089

Active | Planned | Submitted | **Approved** | Rejected

Infotype Name	Selected	Time period
Object	<input checked="" type="checkbox"/>	Period
Relationships	<input checked="" type="checkbox"/>	From 01.01.1800 to
Description	<input checked="" type="checkbox"/>	<input type="radio"/> Today
Planned Compensation	<input checked="" type="checkbox"/>	<input type="radio"/> From curr.date
Vacancy	<input checked="" type="checkbox"/>	<input type="radio"/> To current date
Acct. Assignment Features	<input checked="" type="checkbox"/>	
Employee Group/Subgroup	<input checked="" type="checkbox"/>	
Obsolete	<input checked="" type="checkbox"/>	
Cost Distribution	<input checked="" type="checkbox"/>	
Address	<input checked="" type="checkbox"/>	

Select.

Position freeze/unfreeze and HR vacancy

The screenshot displays the Umoja HR system interface for maintaining a position. The main window is titled "Maintain Position Overview" and shows details for position 31017306, "D1 10089 PRINCIPAL CORRECTIONS OFFICER". The "Option to Maintain Position" section is highlighted with a green arrow, showing radio buttons for "Position Title/Movement", "HR Vacancy", "Expire", "Chief of Org. Unit", "Freeze/Unfreeze", and "Personnel Area/Subarea". The "Option to Maintain Position" section is highlighted with a green arrow. The "Option to Maintain Position" section is highlighted with a green arrow.

The right-hand pane shows a list of infotypes with checkboxes for selection. The "Option to Maintain Position" section is highlighted with a green arrow. The "Option to Maintain Position" section is highlighted with a green arrow. The "Option to Maintain Position" section is highlighted with a green arrow.

Position Chief of Org and modify personnel sub/area

The screenshot displays the 'umojja' web application interface. The main content area is titled 'Maintain Position Overview' and shows details for position 31017306, 'D1 10089 PRINCIPAL CORRECTIONS OFFICER'. The form includes sections for 'Incumbent' (Name, Level: D-1, Contract End Date, Contract Type), 'Option to Maintain Position' (radio buttons for Position Title/Movement, Expire, Freeze/Unfreeze, HR Vacancy, Chief of Org. Unit, Personnel Area/Subarea), and 'Position Details' (Effective Date: 19.10.2015, Personnel Area/Country: KH00 Cambodia, Personnel Subarea/Duty Station: KH00 Phnom-Penh, Position Title (Short Text): ROL 10089, Position Title (Long Text): D1 10089 PRINCIPAL CORRECTIONS OFFICER, Position Title (Over 40 Characters): PRINCIPAL CORRECTIONS OFFICER, Budget Title: 70007796 D1 7796 CHEF OF ADMINISTRATION, Employee Group: 1 International St, Employee Sub-Group: PR Professional &, Position Type: 21 GTA Replacem, Pay scale type: P+ Professional &, Pay Scale Area: WW Worldwide, Pay Scale Group: D-1, Existing Organizational Unit: 20010285 UNHQ TRAN EC, New Organizational Unit: 20010285 UNHQ TRAN EC).

On the right side, there is a panel with tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. Below these tabs is a list of 'Infotype Name' with checkboxes and a 'Time period' section with radio buttons for 'Period', 'Today', 'From curr.date', and 'To current date'. A 'Select.' button is at the bottom of this panel. Two arrows originate from the 'Option to Maintain Position' section: a green arrow points to the 'Personnel Area/Subarea' radio button, and an orange arrow points to the 'Contract Type' field.

Position status

The screenshot displays the SAP OM Maintain Position interface. The main window shows the 'Start Process' flow (1-5) and the 'Maintain Position Overview' section. The 'Option to Maintain Position' section includes radio buttons for 'Position Title/Movement', 'Expire', 'Freeze/Unfreeze', 'HR Vacancy', 'Chief of Org. Unit', and 'Personnel Area/Subarea'. The 'Position Status' radio button is selected and highlighted with a green arrow. The 'Position Details' section contains fields for Effective Date, Position Title, Budget Title, Personnel Area/Country, Personnel Subarea/Duty Station, Employee Group, Employee Sub-Group, Position Type, Position Status, Pay scale type, Pay Scale Area, Pay Scale Group, Existing Organizational Unit, and New Organizational Unit.

On the right side, a pop-up window shows the 'Position Status' tab. It includes a 'Plan version' dropdown set to 'Current plan', 'Position' (30077658) and 'Abbr.' (POL 5121) fields. Below these are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A table lists various attributes with checkboxes and a 'Time period' section with radio buttons for 'Period', 'Today', 'All', 'From curr.date', and 'To current date'. A 'Select.' button is at the bottom right of the pop-up.

Attribute	Status
Description	✓
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Employee Group/Subgroup	✓
Obsolete	✓
Cost Distribution	✓
Address	✓
UN Position Attributes	✓
Pay Scale Valuation	✓