OM – Maintain Position





Overview	2
Governing policies	2
Job Aid Objectives	3
Procedure	3
Logging in the Umoja Portal	4
Maintain Position – Move from one organizational unit to another	
within the operational organizational structure delegated to entities (simple move)	
and change position title	5
Maintain Position – Expire position	21
Maintain Position – Freeze/Unfreeze position	. 23
Maintain Position – HR Vacancy	. 26
Maintain Position – Designate position as Chief of organizational unit	29
Maintain Position – Modify personnel area/subarea	. 32
Maintain Position – Position Status	36
Logging in the Umoja ECC	40
Check in the Umoja ECC	42
Guide on which Infotype in ECC to check for:	
Position operational title and org unit (simple move)	48
Position expiration	49
Position freeze/unfreeze and HR vacancy	50
Designation of position as Chief of Org and Modify personnel area/subarea	51
Position status	52

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 <u>within</u> budget section (e.g. <u>Dept)</u> or Mission

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

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

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	

 Legend

 Green
 Allowed without approval from OPPBA

 Yellow
 Allowed after approval from OPPBA

 Red
 Not allowed, OPPBA Controller may approve exceptions

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.





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

Organizational o	hange	Regular Budget*	Peacekeeping Budget**		
	Move within budget approved org unit				
Dente	Move across budget approved org units				
Posts	Loan within MISSION	Temporary	Temporary		
	Loan across MISSION	Temporary	Temporary		
	Move within approved org unit	Temporary	Temporary		
CT1	Move across approved org units				
GIA positions	Loan within MISSION	Temporary			
	Loan across MISSION	Temporary			
eographical ch	ange	Regular	Peacekeeping		
		Budget	Budget		
Posts	Within Country	Temporary	Temporary		
	Across Country	Temporary	Temporary		
GTA positions	Within Country	Temporary	Temporary		
	Across Country	Temporary		Legend	
					Allowed without approval
unctional chan	ge	Regular	Peacekeeping	Green	from OPPBA budget divisions
	•	Budget	Budget		Requires approval from
	Operational title, same Category and Grade***	Temporary	Temporary	Orange	OPPBA budget divisions
Posts	Operational title, different Category or Grade				Not allowed
	Budgeted title	Change with n	ew budget	Red	Controller may approve exception
	Operational title, same Category and Grade***	Temporary			Until next budget period.
	Operational title, different Category or Grade			Temporary	Should be regularized or changed
GTA positions	operational title, amerent category of crade		Change with new budget		

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:

imtija	Search: Umoja qa portal - Q3J
Back Forward History Favorites Personalize View Help	Welcome: Era
tome Employee Self-Service SM OM Administration	
verview	
Home > Overview	Full Screen 0
Welcome to Umoja	

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

muja			Search:	Q 👻 Urnoja qa portal - Q3J Log off
Back Forward F History Favorites	Personalize View Help		Welcome: Erand RIEU	
ome Employee Self-Service SM	OM Administration			
verview				
OM Administration > Overview				Full Screen Options -
Employee Servi	ces			2, Q
▼ Map Directory	Index			
OM Processes				

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



ntija	Search: Q 👻 Umoja qa portal - Q3J Log
ck Forward I History Favorites Personalize View Help	Welcome: Erand Ri
e Employee Self-Service SM OM Administration	
view	
OM Administration > Overview	Full Screen Options
OM Processes	
Prot	0.4
Back	24 C
◆ Service map	
Cick here to start one of the below processes: Create position Create organizational unit Maintain organizational unit Expire organizational unit Cick here to astart one of the below processes	
Maintain position Composition from In position from Ioan Modify Ioan (extend or shorten)	
Position Funding Extension Form	
Position Funding Extension Form	
Position Funding Extension Form Status Overview - OM Objects	

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



าเม่อ	Search: Q 👻 Umoja qa portal	- Q3J Log
k Forward ▶ History Favorites Personalize Vie	w Help W	elcome: Erand R
Employee Self-Service SM OM Administ	ration	
view		
dministration > Overview	Fulls	Screen Options
test Dresses		
Lart Process		
1 2 3	4 5 4	
Select Object Select Process Fill Out Form	Review and Send Confirmation	
,		
Previous Next		
last trans		
sition Search: Positions from Organizational Structure		
Urganizational Structure	Available Objects	
HO Deployment Group (Virtual)	Filter Settings	
IRM	Position Position ID Organizational Unit Cost Center Position Holder Vacant From	
Once in Umoja Org unit	Select an Object in Navigation Area	1
▶ EOSG	Data From: 00.000 00:00:00 Refresh	· · · ·
INTERORG CEB		· · · · · ·
DGACM		
▶ DPA		
▶ ODA		
OMBUDSMAN		
▶ DPKO		
▶ FMADPKO		
▶ DFS		
DESA		
▶ OSAA		
▶ DSS		
▶ OLA		
UNCTAD		
UNEP		
LUNUADITAT.		
UNHABITAT		
► UNHABITAT • CCST		
UNHABITAT CCST UNODC		
► UNHABITAT CCST ► UNODC ► ECA ► SECE 		

5. 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:



lack forward > Hattory Forontes Proceedes View Help Received Select Select Oncoses Select Onces Select Onces S	Image: Self-Service SM OM Administration Employee Self-Service SM OM Administration Itration > Overview Full Screen Itration > Overview Full Screen Itration > Confirmation
terping sets Served at Madministration Automatication Auto	Employee Self-Service SM OM Administration Tration > Overview Full Screen Option T Process 1 2 3 4 5 4 tration Select Process Fill Out Form Review and Send Confirmation
Image: Stand Standard Image: Standard Imag	tration > Overview Full Screen Option
wiewi diminiarular > Overview Int Server Voerview Int Server Voe	tration > Overview Full Screen Optio
Administration > Overview Petit Streem 0 Charter Process Select Object Select Proces Select Object Select Object Select Object Object Select Object Select Object Object Object Select Object Select Object	tration > Overview Full Screen Optio
Image: Select Process Fill Out From Review and Send Conformation Select Object Select Process Image: Select Process Fill Out From Review and Send Conformation Image: Select Process Fill Out From Review and Send Conformation Image: Select Process Fill Out From Review and Send Conformation Image: Select Process Fill Out From Review and Send Conformation Image: Select Process Fill Out From Review and Send Conformation Image: Select Process Fill Out From Review and Send Conformation Image: Select Process Fill Out From Review and Send Conformation Image: Select Process Fill Out From Review and Send Conformation Image: Select Process Postation Dispatched Select Process Image: Select Process Postation Dispatched Select Process Image: Select Process Postation Conformation Hand Trapping Conformation Image: Select Process Postation Dispatched Select Process Image: Select Process Post	t Process 1 2 3 4 5 4 to Doject Select Process Fill Out Form Review and Send Confirmation
Sect 2 Process Sect 2 Sect 2	1 2 3 4 5 4 et Object Select Process Fill Out Form Review and Send Confirmation
Cost Center C	1 2 3 4 5 4 set Object Select Process Fill Out Form Review and Send Confirmation
Select Object Bod from os Performance Performance Performance Performance Performance Performance Performance Performance<	act Object Select Process Fill Out Form Review and Send Confirmation
Perton Net Poston Poston Poston Poston Poston Poston Po	
Freeday Red Very type Sealon Constantional Structure VINS Obsolve Structure VINS Once in two or or yount Social Descin Desc	
bet type: Position Sector: Position Search: Position from Organizational Structure	ious Next
bet dye feation	
Search: Positions from Organizational Structure ✓ UNS Available Objects	ype: (Position 💌
Pointational Structure Image: Component Group (Vitual) MAD Exployment Group (Vitual) MAD Descine Luncip Org untit DESG DGACUII DGA DGA DGB DGB	Search: Positions from Organizational Structure
VINS VINS VINS	hizational Structure Eff Available Objects
HQ Deployment Group (Virtual) MM Once in Umoja Org unt E OSG B DSG NTERORG CEB D GACM ODA ODA ODA ORACHI PRADPKO PSSA OSS OLA UNTARTAT UNDC ECA ECS	Available Objects Available Objects Filler Cattions
RM Postion Postion D Organizational Unit Cost Center Postion Hodder Vacant From • Once in Umoja Org unit 503 3009 HUMANITARIAN AFFARS OFFICER 31003231 OCHA CRD ODS AFRICA II HR OCHA No Post • NITERORG CEB • NITERORG CEB • Data From: 02:10.2015 14:46:29 Refresh • OCHA CRD ODS AFRICA II HR OCHA No Post • OCHA CRD ODS AFRICA II HR OCHA No Post • DGACM • DPA • ORBUDSMAN • ORBUDSMAN • ORBUDSMAN • ORBUDSMAN • ORBUDSMAN • ORBUDSMAN • ORBUS • VIENTERORG VIENTERORG • VIENTERORG VIENTERORG • VIENTERORG <td>Q Deployment Group (Virtual)</td>	Q Deployment Group (Virtual)
• Once in Umoja Org unit 9 3009 HUMANIA RAAN AFFARS 31002231 OCHA CR0 GUS AFRICA II HR OCHA No Post • EOSG Data From: 02:10:2015 14:46:29 Refresh 31002232 OCHA CR0 GUS AFRICA II HR OCHA No Post • DGACM DGA -	2M Position Position ID Organizational Unit Cost Center Position Holder Vacant From
EOSG 5013 CONSULTANT - HUMANITARIAN AFARS 31003232 OCHA CRD GDS AFRICA II HR OCHA No Post DGACM Data From: 02:10:2015 14:46:29 Befreall DDA ODA DOBA Dift Consultant - HUMANITARIAN AFARS 31003232 OCHA CRD GDS AFRICA II HR OCHA No Post DDA DDA DOBA Dift Consultant - HUMANITARIAN AFARS 31003232 OCHA CRD GDS AFRICA II HR OCHA No Post DDA DDA Dift Consultant - HUMANITARIAN AFARS 31003232 OCHA CRD GDS AFRICA II HR OCHA No Post DDA DDA DIA	Ince in Umoja Org unit P3 3909 HUMANITARIAN AFFAIRS OFFICER 31003231 OCHA CR0 GDS AFRICA II HR OCHA No Post
NTERORG CEB Data From: 02:10:2015 14:46:29 Kettesh DGACM DDA DODA DMBUDSMAN DFKO PMAPRO DESA DSS DSS SOS UNICTAD UNICTAD UNICTAT UNICTAT SCST UNICTAD UNICTAT UNICTAT UNICTAT SCST UNICTAT UNICTAT <td>OSG 50013 CONSULTANT - HUMANITARIAN AFFAIRS 31003232 OCHA CR0 GDS AFRICA II HR OCHA No Post</td>	OSG 50013 CONSULTANT - HUMANITARIAN AFFAIRS 31003232 OCHA CR0 GDS AFRICA II HR OCHA No Post
> DGACIM > PA > ODA > OBBUDSMAN > PRKO > FINADPKO > DFS > DSAC > DSS > OLA > UNCTAD > UNRABITAT > UNGCC > INDOC > ECA > ECA > ECA	ITERORG CEB Data From: 02.10.2015 14:46/29 Herresn
PA ODA OMBUDSMAN DPKO FMAPKO PESA OSAA POSS OLA VUNCTAD VUNEP VUNEDC VESA VESA	GACM
• ODA • OMBUDSMAN • DRKO • FMADPKO • DESA • DESA • OSA • OLA • OLA • UNTAD • UNTAD • UNFP • UNFPK • UNFPK • UNFPK • UNFOC • ECA • ECA	PA
• NBRUDSMAN • DRRUDSMAN • DRRUDSMAN • FMADPKO • FMADPKO • DFS • DESA • DSSA • DSS • OLA • UNCTAD • UNCTAD • UNETAT	DA
PKO FIADPKO PGS DESA DSSA DSS OLA UNCTAD UNEARTAT UNODC ECA ECA ECA ECA	MBUDSMAN
• MADRKO • DFS • DESA • OSAA • DSS • OLA • UNCTAD • UNFP • UNRPRIATAT • UNDOC • ECA • ECA	PKO
> DFS > DESA > OSAA > DSS > OLA > UNCTAD > UCTAD > UNPABITAT > CCST > UNDOC > ECA > ECE	MADPKO
 ▶ DESA ▶ DSA ▶ DSA ▶ DLA ▶ UINCTAD ▶ UINTAD ▶ UINTABITAT > CCST > UINDC ▶ ECA > ECA 	FS
 ▶ OSAA ▶ DSS ▶ OLA ▶ UNCTAD ▶ UC NY' > UNEP > UNABITAT > CCST > ECA > ECA > ECA 	ESA
 ▶ DSS > OLA > UNCTAD > UNCFAD > UNEP > UNHABITAT > CCST > UNDOC > ECA > ECA > ECA 	SAA
 > OLA > UNCTAD > UNP > UNPP > UNHABITAT > CCST > UNODC > ECA > ECE 	\$5
 > UNCTAD > WIC NY > UNREP > UNHABITAT - CCST > UNODC > ECA > ECA > ECE 	LA
 ▶ IIC NY ▶ UNPABITAT ▶ UNPABITAT ▶ UNDDC ▶ ECA ▶ ECA 	NCTAD
> UNRAP > UNRAPITAT • CCST > UNDOC > ECA > ECE	
UNITABLIA CCST UNIODC ECA ECE	
 UCS1 UNODC ECA ECE 	INFADIAL OF
▶ ECA ▶ ECE	
F ECE	

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

6. 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:



-												1
um	ija							Search:		Q +	Umoja qa portal - Q3J	Log off
Back	4Back Forward ► History Favorites Personalize View Help Welcon									Welcome:	Erand RIEU	
Home	Employee Self-Service SM OM	OM Administration										
Overview	N											
OM Adm	inistration > Overview										Full Screen	Options 🔻
Sta	art Process 1 2 elect Object Select Process F revious Next aliable Processes Process Name	3 Fill Out Form Revier	4 vand Send Con	5								
Ν.	Loan position or return position from loan	an Allows to loan a positi	n to another organiza	ational unit or to r	return it.							
	Maintain position	Allows to maintain a s area/subarea.	lected position regard	rding the following	ng attributes: pos	osition title/movement,	expiration date, fre	eze/unfreeze	dates, HR vacancy, (chief of organi	zational unit, personal	
	Modify loan (extend or shorten)	Allows to extend or to	shorten the loan perio	iod of a selected p	d position that has	as been loaned to and	other organizations	al unit.				
					_		_					

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

Maintain Position – Position Title/Movement



umtija			Search:	Q +	Umoja qa portal - Q3J	Log off
Hack Forward ► History Favorites	Personalize View Help				Welcome:	Erand RIEU
Home Employee Self-Service SM	OM Administration					
Overview						
OM Administration > Overview					Full Screen	Options T
Start Process						^
Select Object Select Process	3 4 5 4 Fill Out Form Review and Send Confirmation					
Previous Next Save Dra	ft					
Attachments						
Maintain Position Overvi	ew					
Position 31003231	23 3909 HUMANITARIAN AFFAIRS OFFICER					
Incumbent						
Name:	P-3	Contract End Date:				
		21				
Option to Maintain Position						
Position Title/Movement HR Vacancy	Cxpire O Freeze/Unfreeze Chief of Org. Unit O Personnel Area/Subarea					
Position Details					-	
Effective Date: *	02.10.2015	Personnel Area/Country: Personnel Subarea/Duty Station:	KE00 Kenya KE00 Nairobi			
Position Title (Short Text):	HRA 3909	Employee Group:	1	International Staff		
Position Title (Long Text):	P3 3909 HUMANITARIAN AFFAIRS OFFICER	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+ P	rofessional & Above		
		Pay Scale Area:	WW	Vorldwide		
		Pay Scale Group:	P-3			

		Existing Organizational Unit: New Organizational Unit:	20010537 OCHA CRD GDS AFRICA II 20010537 OCHA CRD GDS AFRICA II
Funding			
Fund: Cost Center: Internal Order: WBS:	32DDN TF OCHA and Disaster Relief Assistance 00000718 0097 - OCHA - Narobi	Grant: Budget Period: Fund Center:	S1-32DDN-000051 KENYA - IK SERVICES M99 Multi-Year Budget Period
Comments			=
OM Administrator Comments:			

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

8. In the screen above with the <u>Position Title/Movement selected</u> in the Option to Maintain Position, click on the Search button on the right of the "New Organizational Unit" field which opens this screen:



Start Process	×
Search Organizat	
►↑	
→ VNS	
Cancel Select	
	.::

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



itart Process		×
Search Organizatio	1	-
T		
▼ UNS		
Alexander ALE JANDRO		
 Jessie AMBE 		
Poonam CHAUDHARY		
Catherine DOBBELSTEIN		
Ahmed EL-BOUKHARI		
▶ IRM		
▶ EOSG		
▶ INTERORG CEB		
Once in Umoja Org unit	7	
HQ Deployment Group (Virtual)		
Mohammad Azam ALVI		
Philippa ARNO		
Mounia ATIKI		
▶ Lucila BEATO		
Frantzy CHERILUS		
▶ DPA		
► DPKO		
▶ DGACM		
▶ ODA		
OMBUDSMAN		
Andrew BARASH		
David CACERES GIRON		
Christophe CHOLLET		
Philip COMPTE		
Marion DANKERS		
DESA		
FMADPKO		
▶ OSAA		
▶ DSS		
▶ DFS		
Laura Patricia ALTINGER		
Ganesh Kumar ANAND		
Patrick ANDRADE		
Yaowalak ANUPHAN		
Christian COKER		
▶ OLA		
▶ UNHABITAT		-





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

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

Established nositions



ntija			Search:	Q.+	Umoja qa portal - Q3J	Log of
ack Forward History Favorite	es Personalize View Help				Welcome:	Erand RIEU
ne Employee Self-Service SM	OM Administration					
rview						
Administration > Overview					Full Screen	Options 🔻
Option to Maintain Position						
Position Title/Movement	C Expire C Freeze/Unfreeze					
O HR Vacancy	Chief of Org. Unit CPersonnel Area/Subarea					
Position Details					-	
- conton 2 chang		Personnel Area/Countor	KE00 Kenva			
Effective Date: *	02 10 2015	Personnel Subarea/Duty Station:	KE00 Nairobi			
Encouve bale.						
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 B 2	Worldwide		
		Evicting Organizational Unit:	20010537			
		New Organizational Unit:	20010277	OCHA CRD GDS AFRICA I	(H) Search	
Funding						
Fund:	32DDN TF OCHA and Disaster Relief Assistance	Grant:	S1-32DDN-000	0051 KENYA - K SERV	ICES	
Cost Center:		Budget Period:	M99	Multi-Year Budge	t Period	
Internal Order:		Fund Center:				
WBS:	00000718 0097 - OCHA - Nairobi					
Comments						
OM Administrator Comments:						

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., "Erand Rieu" as shown in this screen:



паја			Search.	S(+	unioja da portar - 0.55	Logo
ck Forward ▶ History Favorit	es Personalize View Help				Welcome	Erand RIE
e Employee Self-Service SM	OM Administration					
View					Full Screen	Ontione
					Tui Scicen	optiona
Ontion to Maintain Position						
Position Title/Movement						
O HR Vacancy	Chief of Org. Unit Personnel Area/Subarea					
Position Details						
		Personnel Area/Country:	KE00 Kenya			
Effective Date: *	02.10.2015	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 A 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 I	l.	
		New Organizational Unit:	20010277	OCHA CRD GDS AFRICA I	🕅 Search	
Funding						
Funding						
Fund:	32DUN TF OCHA and Disaster Relief Assistance	Grant:	S1-32DDN-00	0051 KENYA - IK SERV	/ICES	
Cost Center:		Budget Period:	маа	Multi-Year Budge	t Period	
WBS:	00000718 0097 - OCHA - Nairobi	Fund Center:				
Comments						
OM Administrator Comments:	Internal Reorganization MSS Maintain Position					

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:

Shor	t Text:	ADM		
HR	Position To	exts		
5	ADM 1102	Long Text	Start Date	End Date
	ADM 6448	P3 6448 SPECIAL ASSISTANT, ADMINISTRATIO	01.01.1900	31.12.9999

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:

Job Aid



ncija			Search:	۹	Umoja qa portal - Q3J	Logio
ck Forward ▶ History Favorites Personalize View Help					Welcome: I	Erand RI
Employee Self-Service SM OM Administration						
view						
Administration > Overview					Full Screen	Options
Option to Maintain Position				-	1	
G Postion Title/Movement C Expire C HR Vacancy C Chief of Org. Uni C Personnel Area/Subarea						
Position Details						
Effective Date: • 21.10.2015	Personnel Area/Country: Personnel Subarea/Duty Station:	KE00 Kenya KE00 Nairobi				1
Position Title (Short Text): ADM 1102 Position Title (Long Text): P3 1102 ADMINISTRATIVE OFFICER (A) Change Position Title Position Title (Over 40 Characters) ADMINISTRATIVE OFFICER	Employee Group: Employee Sub-Group: Position Type:	1 PR 21	International Staff Professional & Above GTA Replacement		-	/
Budget Tile: 70003999 P3 3909 HUMANITARIAN AFFAIRS OFFICER	Pay scale type: Pay Scale Area: Pay Scale Group:	P+ WW P-3	Professional & Above Worldwide			
	Existing Organizational Unit: New Organizational Unit:	20010277	OCHA CRD GDS AFRICA I OCHA CRD GDS AFRICA I	arch		

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

i i i i jui				Search:	٩	Umoja qa portal - Q3J	Log
ck Forward ⊮ History Favorite	es Personalize View H	felp				Welcome: I	Erand RI
e Employee Self-Service SM	OM Administratio	n					
view							
Administration > Overview						Full Screen	Options
Start Process							
1 2 Select Object Select Proces	3 ss Fill Out Form	4 5 4 Review and Send Confirmation					
Attachments							
Maintain Position Over	view						
osition 31003231	P3 3909 HUMANITARIAN	AFFAIRS OFFICER					
					-		
Incumbent							
Incumbent Name: Level:	P-3		Contract End Date: Contract Type:				
Incumbent Name: Level: Option to Maintain Position	P-3		Contract End Date: Contract Type:	· · · · · · · · · · · · · · · · · · ·]	

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



ntija			Search:	Q +	Umoja qa portal - Q3J	Log off
ack Forward F History Favorites	Personalize View Help				Welcome:	Erand RIEU
me Employee Self-Service SM	OM Administration					
rview						
Administration > Overview					Full Screen	Options -
Start Process						
1 2 Select Object Select Process	3 4 5 - Fill Out Form Review and Send Confirmation					
Attachments						
Maintain Position Overvi	ew					
Position 31003231	P3 3909 HUMANITARIAN AFFAIRS OFFICER					
Incumbent						
Name: Level:	[P-3	Contract End Date: Contract Type:		-		
Option to Maintain Position						
Position Title/Movement HR Vacancy	Expire O Freeze/Unfreeze Chief of Org. Unit O Personnel Area/Subarea					
Position Details						
Effective Date:	02.10.2015	Personnel Area/Country: Personnel Subarea/Duty Station:	KE00 Kenya KE00 Nairobi			
Desition Title (Short Text):	HRA 3909	Employee Group:	1	International Staff		
Position Title (I ong Text):	P3 3909 HUMANITARIAN AFFAIRS OFFICER	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			

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

umaja	Search:	٩	Umoja qa portal - Q3J	Log off
			Welcome: E	Erand RIEU
Home Employee Self-Service SM OII Administration				
Overview				
OM Administration > Overview			Full Screen	Options -
Data sent (process Display Message Log				
Select Object Select Process Fill Out Form Review and Send Previous Next				

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

umtija	Search:	٩.+	Umoja qa portal - Q3J	Log off
Hack Forward History Favorites Personalize View Help			Welcome: I	Frand RIEU
Home Employee Self-Service SM OM Administration				
Overview				
OM Administration > Overview			Full Screen	Options 🔻
Start Process				-
Select Object Select Process Fill Out Form Review and Send Confirmation				
Previous Next Save Draft				
Attachments				
Maintain Position Overview				
Position 31002945 D1 3674 HEAD OF OFFICE, HUMANITARIAN AFF			_	
Incumbent]	
Name: Contract End Date: Level D-1 Contract Type:				
Option to Maintain Position			3	
Position Title/Movement O Expire Freeze/Unfreeze				
O HR Vacancy O Chief of Org. Unit O Personnel Area/Subarea				

umuja			Search:		۹	Umoja qa portal - Q3J	Log off
♦ Back Forward ► History Favorites	Personalize View Help					Welcome: I	Erand RIEU
Home Employee Self-Service SM	OM Administration						
Overview							
OM Administration > Overview						Full Screen	Options 🔻
O HR Vacancy	Chief of Org. Unit Personnel Area/Subarea						-
Position Details							
		Personnel Area/Country:	SY00 Syria				
Effective Date: *	05.10.2015	Personnel Subarea/Duty Station:	SY03 Homs				
Position Title (Short Text):	HRA 3674	Employee Group:	1	International Staff			_
Position Title (Long Text):	D1 3674 HEAD OF OFFICE, HUMANITARIAN	Employee Sub-Group:	PR	Professional & Above			
Position Title (Over 40 Characters):	HEAD OF OFFICE, HUMANITARIAN AFFAIRS	Position Type:	24	VC Post			
Budget Title:	70003674 D1 3674 HEAD OF OFFICE, HUMANITARIAN AFF	Pay scale type:	P+	Professional & Above			
		Pay Scale Area:	WW	Worldwide			_
		Pay Scale Group:	D-1				
		Existing Organizational Unit:	20010254	OCHA SEC V			
		New Organizational Unit:	20010254	OCHA SEC V (Search			



ntija			Search:	Q +	Umoja qa portal - Q3J	Log off
ck Forward ► History Favor	ites Personalize View Help				Welcome: I	Erand RIEU
e Employee Self-Service S	M OM Administration					
view						
Administration > Overview					Full Screen	Options -
Funding				=	(
Fund: Cost Center: Internal Order: WBS:	32DDN TF OCHA and Disaster Relief Assistance 00001124 0571 - Syria OCHA in Lebanon	Grant: Budget Period: Fund Center:	M1-32DDN-000108 DMA-00613 M99 Multi-Year Budge	t Period	-	
Expire Position						
Current Expiration Date: Expire Date: *	31.12.9999					
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 <u>Expire selected</u> 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:

ntija			Search:	Q +	Umoja qa portal - Q3J	Logo
ck Forward ► History Favo	rites Personalize View Help				Welcome: I	Erand RI
e Employee Self-Service S	M OM Administration					
view						
Administration > Overview					Full Screen	Options
Funding				E	1	
Fund: Cost Center:	32DDN TF OCHA and Disaster Relief Assistance	Grant: Budget Period:	M1-32DDN-000108 DMA-00613 M99 Multi-Year Budget P	eriod		
WBS:	00001124 O571 - Syria OCHA in Lebanon	runa center.				
Expire Position				Ξ		
Current Expiration Date: Expire Date: *	31.12.9999 31.12.2015					
Reason for Expiration:	Expiring position based on approved cost reduction meansures.					1
Comments						
OM Administrator Comments:	MSS Erand Rieu				4	

24. Scroll back up and click on the "Next" button.



ck Forward > History Favori e Employee Self-Service SM view \dministration > Overview	tes Personalize View H	elp				Welcome: I	Frand RIFI
e Employee Self-Service SM view Idministration > Overview	OM Administration						erana nice
view Administration > Overview							
Administration > Overview							
						Full Screen	Options -
Start Process	3 ess Fill Out Form R	4 5 eview and Send Confirmation					
Attachments							
Maintain Position Over	rview						
Position 31002945	D1 3674 HEAD OF OFFICE	HUMANITARIAN AFF				_	
Incumbent					=		
Name: Level:	D-1]	Contract End Date: Contract Type:	· · · · · · · · · · · · · · · · · · ·			
Option to Maintain Position	n				Ξ	1	
O Position Title/Movement O HR Vacancy	 Expire Chief of Org. Unit 	 Freeze/Unfreeze 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:

muja	Search:	٩, -	Umoja qa portal - Q3J	Log off
Back Forward IV History Favorites Personalize View Help			Welcome: B	rand RIEU
ome Employee Self-Service SM OM Administration				
verview				
M Administration > Overview			Full Screen	Options 🔻
Data sent (process reference number: 000000003575) Display Message Log				
Select Object Select Process Fill Out Form Review and Send Confirmation				

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:

umuja	Search: Q 🗸	Umoja qa portal - Q3J	Log off
Gack Forward ▶ History Favorites Personalize View Help		Welcome: E	rand RIEU
Home Employee Self-Service SM OM Administration			
Overview			
OM Administration > Overview		Full Screen	Options 🔻
Start Process			^
Select Object Select Process Fill Out Form Review and Send 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			
Postion Title/Movement Expire Freeze/Unfreeze HR Vacancy Chief of Org. Unit Personnel Area/Subarea			

Maintain Position – Freeze/Unfreeze

umuja			Search:		Q -	Umoja qa portal - Q3J	Log off
Gack Forward History Favorites	Personalize View Help					Welcome: I	Erand RIEU
Home Employee Self-Service SM	OM Administration						
Overview							
OM Administration > Overview						Full Screen	Options 🔻
O HR Vacancy C	Chief of Org. Unit C Personnel Area/Subarea						*
Position Details							
Effective Date: *	05.10.2015	Personnel Area/Country: Personnel Subarea/Duty Station:	US00 United States of US00 New York	America			
Position Title (Short Text): Position Title (Long Text): Position Title (Over 40 Characters):	IST 4045 G6 4045 INFORMATION SYSTEMS ASSISTA []] Change Postion Title INFORMATION SYSTEMS ASSISTANT	Employee Group: Employee Sub-Group: Position Type:	2 GS 24	Local Staff General Service VC Post			
Budget Title:	70004045 G8 4045 INFORMATION SYSTEMS ASSISTANT	Pay scale type: Pay Scale Area: Pay Scale Group: Existing Organizational Unit:	GS 0 U1 0 G-6 20010473 0	General Service JSA - New York DCHA GTU DG ITS			
_		New Organizational Unit:	20010473	DCHA GTU DG ITS [🖁 Search]	_	



muja			Search:	٩	Umoja qa portal - Q3J	Log o
Back Forward > History Fav	vorites Personalize View Help				Welcome: E	Erand RIE
me Employee Self-Service	SM OM Administration					
erview						
Administration > Overview					Full Screen	Options
Funding						
Fund: Cost Center: Internal Order: WBS:	32DDN TF OCHA and Disaster Relef Assistance 0000011113 OCHA Inter-Agency Standing Committee 000000000	Grant: Budget Period: Fund Center:	GMNR NOT RELEVAN M99 Mull-Year Bud	GRANT jet Period		
Freeze/Unfreeze						
Current Start Date: Current End Date: Current Action: Start Date: * End Date: * Choice of Action: * Note: Please provide comment	I OM Administrator comments section					
Comments						

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 <u>Freeze/Unfreeze selected</u> 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:

ncija				Search:	Q 🗸	Umoja qa portal - Q3J	Log of
ck Forward History Fav	orites Personalize View Help					Welcome:	Erand RIE
e Employee Self-Service	SM OM Administration						
view							
Administration > Overview						Full Screen	Options
Funding					=	1	
Fund: Cost Center: Internal Order: WBS:	32DDN TF OCHA 0000011113 OCHA Inte 000000000	and Disaster Relief Assistance r-Agency Standing Committee	Grant: Budget Period: Fund Center:	GMNR NOT RELEVANT M99 Muti-Year Budg	GRANT et Period		
Freeze/Unfreeze					=		
Current Start Date: Current End Date: Current Action:							
Start Date: *	01.11.2015						
End Date: *	31.12.2015						
Choice of Action: *	Freeze						Γ
	in OM Administrator comments section					· · · · · · · · · · · · · · · · · · ·	
Note: Please provide comments							
Note: Please provide comments							

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



umtija		Search:	Q 👻 Umoja	qa portal - Q3J	Log off
Hack Forward ▶ History Favorites Personalize View Help				Welcome: E	rand RIEU
Home Employee Self-Service SM OM Administration					
Overview					
OM Administration > Overview				Full Screen	Options 🔻
Start Process	1				-
Select Object Select Process Fill Out Form Revie	Confirmation				
Attachments					
Maintain Position Overview					
Position 31003580 G6 4045 INFORMATION SYST	IS ASSISTANT				
Incumbent			=		
Name: G-6	Contract Er Contract Ty	nd Date:			
Option to Maintain Position					
Position Title/Movement Expire Known Chief of Org. Unit	Freeze/Unfreeze 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:

umnja	Search:	٩	Umoja qa portal - Q3J	Log off				
Back Forward + History Favorites Personalize View Help Welcome: Erand I								
Home Employee Self-Service SM OM Administration								
Overview								
OM Administration > Overview			Full Screen	Options 🔻				
Start Process Display Message Log								
1 2 3 4 5 Select Object Select Process Fill Out Form Review and Send Previous Next (k)								

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



umtija	Search:	🔍 👻 Umoja qa portal - Q3J	Log off
(Back Forward) History Favorites Personalize View Help		Welcome: B	Erand RIEU
Home Employee Self-Service SM OM Administration			
Overview			
OM Administration > Overview		Full Screen	Options 🔻
Start Process			-
Image: Select Object Select Frocess Fill Out Form Review and Send Confirmation			
Revious 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			
C Position Ttile/Movement C Expire C Precze/Unfrecze C HR Vacancy C Chief of Org. Unit C Personnel Area/Subarea			

um	ntija			Search:	٩	Umoja qa portal - Q3J	Log off
4 Bac	k Forward ⊧ History Favorites	Personalize View Help				Welcome:	Erand RIEU
Home	Employee Self-Service SM	OM Administration					
Overv	iew						
OM A	dministration > Overview					Full Screen	Options -
	HR Vacancy	Chief of Org. Unit O Personnel Area/Subarea					-
F	Position Details						
	Effective Date: *	05.10.2015	Personnel Area/Country: Personnel Subarea/Duty Station:	CH00 Switzerland CH00 Geneva			
	Position Title (Short Text): Position Title (Long Text): Position Title (Over 40 Characters):	FN 1844 P3 1844 BUDGET OFFICER UDGET OFFICER BUDGET OFFICER	Employee Group: Employee Sub-Group: Position Type:	1 International Staff PR Professional & Above 24 VC Post			
	Budget Title:	70003338 P3 3338 FELD SECURITY OFFICER	Pay scale type: Pay Scale Area: Pay Scale Group: Existing Organizational Unit: New Organizational Unit:	P+ Professional & Above WW Worldwide P-3 20010397 20010397 OCHA GTU DG 20010397 OCHA GTU DG			



imuja			Search:	Q, → Um	oja qa portal - Q3J Log off
Back Forward History Fa	vorites Personalize View Help				Welcome: Erand RIEU
Iome Employee Self-Service	e SM OM Administration				
verview					
M Administration > Overview					Full Screen Options -
Funding					
Fund:	32DDN TF OCHA and Disaster Relief Assistance	Grant:	GMNR NOT RELEVANT G	RANT	
Cost Center:	0000011113 OCHA Inter-Agency Standing Committee	Budget Period:	M99 Multi-Year Budget F	Period	
Internal Order:		Fund Center:			
WBS:	0000000				
HR Vacancy					
Current Effective Date:	01.01.2015				
Current End Date:	31.12.9999				
Current Status:	Open				
Effective Date: *					
Vacancy Flag:	Open Vacancy filed				
Comments					
OM Administrator Comments:					

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 <u>HR Vacancy selected</u> 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:



muja			Search:	٩	Umoja qa portal - Q3J	Log off
Back Forward History Favor	ites Personalize View Help				Welcome:	Erand RIEU
me Employee Self-Service SI	M OM Administration					
erview						
Administration > Overview					Full Screen	Options -
Funding				=]	
Fund:	32DDN TF OCHA and Disaster Relief Assistance	Grant	GMNR NOT RELEVANT GE	ANT		
Cost Center:	0000011113 OCHA Inter-Agency Standing Committee	Budget Period:	M99 Multi-Year Budget F	eriod		
Internal Order:		Fund Center:				
WBS:	0000000					
HR Vacancy				-		
Current Effective Date:	01.01.2015					
Current End Date:	31.12.9999					
Current Status:	Open					
Effective Date: *	01.01.2016					
Vacancy Flag:	● Open O Vacancy filled					
						7
Comments				-		
OM Administrator Comments:	MSS Maintain Position					
	I crano Rieu					

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

muja			Search:	Q +	Umoja qa portal - Q3J	Log of
Back Forward > History Favorites Personalize View He	lp				Welcome: E	Erand RIE
Employee Self-Service SM OM Administration						
erview						
Administration > Overview					Full Screen	Options •
Start Process						
1 2 3 Select Object Process Fill Out Form Re	4 5					
Previous Send						
Attachments						
Maintain Position Overview						
Position 31003233 P3 1844 BUDGET OFFICER						
Incumbent				=]	
Name: P-3		Contract End Date: Contract Type:				
Option to Maintain Position					3	
Position Title/Movement Device (Open High Strengthered)	Freeze/Unfreeze Personnel Area/Subaras					

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:



umoja	Search: Q 👻 Umoja qa portal - Q3J Log off								
Back Forward + History Favorites Personalize View Help Wekome:									
Home Employee Self-Service SM OM Administration									
Dverview									
OM Administration > Overview	Full Screen Options 🔻								
Start Process									
🔀 Data sent (process reference number: 00000003578)									
Display Message Log									
Image: Select Object Select Process Fill Out Form Review and Send 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:

umuja Q 👻 Umoja qa portal - Q3J 🛛 Log off Search: I Back Forward ► History Favorites Personalize View Help Welcome: Erand RIEU Home Employee Self-Service SM OM Administration Overview OM Administration > Overview Full Screen Options -Start Process li 2 3 4 5 Select Object Select Process Fill Out Form Review and Send Confirmation Previous Next
 Save Draft Attachments Maintain Position Overview D1 6439 SPECIAL ASSISTANT, ADMINISTRATIO Position 30006306 Incumbent Name: Halid SANISLO Contract End Date: 31.05.2016 Level: D-1 Contract Type: Fixed Term Option to Maintain Position O Position Title/Movement C Expire ○ Freeze/Unfreeze Chief of Org. Unit O HR Vacancy O Personnel Area/Subarea

Maintain Position – Chief of Org Unit



umuja			Search:		Q -	Umoja qa portal - Q3J	Log off
I Back Forward ► History Favorites	s Personalize View Help					Welcome: B	rand RIEU
Home Employee Self-Service SM	OM Administration						
Overview							
OM Administration > Overview						Full Screen	Options 🔻
O HR Vacancy	Chief of Org, Unit C Personnel Area/Subarea						
Position Details							
Effective Date: *	05.10.2015	Personnel Area/Country: Personnel Subarea/Duty Station:	US00 United States o US00 New York	f America			
Position Title (Short Text): Position Title (Long Text): Position Title (Over 40 Characters):	ADM 6439 DI 6439 SPECIAL ASSISTANT, ADMINISTRA (1) Change Position Title DI 6439 SPECIAL ASSISTANT, ADMINISTRATIOPRINCIPAL OFFICERDI 6439 SPECIAL ASSISTANT, ADMINISTRATIO	Employee Group: Employee Sub-Group: Position Type:	1 PR 11	International Staff Professional & Above Established Post			
Budget Title:	70006439 D1 6439 SPECIAL ASSISTANT, ADMINISTRATIO	Pay scale type: Pay Scale Area: Pay Scale Group: Existing Organizational Unit: New Organizational Unit:	P+ WW D-1 20008746 20008746	Professional & Above Worldwide DFS OUSG DFS OUSG (1) Search			

umuja	Search:	Q, +	Umoja qa portal - Q3J	Log off		
∢Back Forward > History Favorites Personalize View Help						
Home Employee Self-Service SM OM Administration						
Dverview						
OM Administration > Overview			Full Screen	Options 🔻		
Internal Order: Fund Center: Fund Center: 00000000				4		
Chief Relationship Creation						
Select Action: © Create Update Delete Existing Chief Org. Unit: Chief Org. Unit Text Start date End Date Chief Possion to Org. Unit.* 20008724 DFS (#) Search						
Effective Date: * The second s						
OM Administrator Comments:						

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 <u>Chief of Org Unit selected</u> 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.

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

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:

าเมื่อ		Search:	Q - Um	10ja qa portal - Q3J	Log o
ck Forward ▶ History Favorites Personalize View Help				Welcome: F	Erand RI
e Employee Self-Service SM OM Administration					
view					
Administration > Overview				Full Screen	Options
Internal Order: 00000000 WBS: 00000000	Fund Center.				
Chief Relationship Creation					
Select Action: O Create Update Delete					
Existing Chief Org. Unit S Chief Org. Unit Chief Org. Unit Text Start date End Date					
Chief Position to Org. Unit: * 20008724 DFS [Bearch					
Effective Date: * 01.11.2015 0					
End Date: * 31.10.2016					
Note: Can perform one action(Create/Update/Delete) for one record at a time.					1
Comments					/

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

um	ija							Search:	Q .	- Umoja qa portal - Q3	J Log off
	4Back Forward → History Favorites Personalize View Help Welcome: Erand RIEU										
Home	Employee Self-Service SM	OM Administration									
Overview	r										
OM Admini	istration > Overview									Full Scree	n Options 🕶
Sta	rt Process										
🖌 Data	sent (process reference number	00000003579)									
Display M	lessage Log										
I ♦ Sel	1 2 elect Object Select Process	3 Fill Out Form Rev	4 iew and Send	5 – – Confirmation							
4 Pre	evious Next										

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



umtija	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			-
Image: Select Object Select Process Fill Out Form Review and Send Confirmation			
Previous Next Save Draft			
Attachments			
Maintain Position Overview			
Position 31002955 P3 3909 HUMANITARIAN AFFAIRS OFFICER			
Incumbent		-	
Name: Contract End Date: Levet: P-3 Contract Type:	 		
Option to Maintain Position	[-	
Position Title/Movement Czyire Chief of Org. Unit PerscalUnfreeze Chief of Org. Unit Personnel Area/Subarea			

umtija			Search:	٩	Umoja qa portal - Q3J	Log off
Hack Forward ► History Favorite	s Personalize View Help				Welcome:	Erand RIEU
Home Employee Self-Service SM	OM Administration					
Overview						
OM Administration > Overview					Full Screen	Options 🔻
O HR Vacancy	C Chief of Org. Unit Personnel Area/Subarea					
Position Details				E]	
Effective Date: *	05.10.2015	Personnel Area/Country: Personnel Subarea/Duty Station:	KE00 Kenya KE00 Nairobi			
Position Title (Short Text): Position Title (Long Text): Position Title (Over 40 Characters)	HRA 3909 P3 3909 HUMANTARIAN AFFARS OFFICER [;] Change Position Title HUMANITARIAN AFFARS OFFICER	Employee Group: Employee Sub-Group: Position Type:	1 International Staff PR Professional & Above 21 GTA Replacement			
Budget Title:	70003909 P3 3909 HUMANITARIAN AFFAIRS OFFICER	Pay scale type: Pay Scale Area: Pay Scale Group: Existing Organizational Unit: New Organizational Unit:	P+ Professional & Above WW Worldwide P-3 OCHA CRD RO 20001981 OCHA CRD RO Doctac CRD RO Common Sector	٦		



muja			Search:	٩	Umoja qa portal - Q3J Log of
Back Forward ► History Favorites	Personalize View Help				Welcome: Erand RIE
ome Employee Self-Service SM	OM Administration				
verview					
M Administration > Overview					Full Screen Options -
		Existing Organizational Unit: New Organizational Unit:	20001981 OCHA CRD RO 20001981 OCHA CRD RO		
Funding				-	
Fund: Cost Center: Internal Order: WBS:	3200N TF OCHA and Disaster Relief Ass 0000011110 OCHA RO Eastern Africa, Kenya 00000000	nce Grant: Budget Period: Fund Center:	GMNR NOT RELEVANT GRANT M99 Mulii-Year Budget Period		
Personnel Area/ Subarea	K				
Personnel Area: Personnel Sub Area: Effective Date: *	KEDO DI Kenya KEDO - Nairobi				
Comments					
OM Administrator Comments:					

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

44. In Part I of the screen above with the <u>Personnel Area/Subarea selected</u> 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 "KEOO" which opens this screen:

earch help for Pers	sonnel Area			
Personnel Area				1
Personnel area	Ctry Grouping	Company Code	Name 1	🔪 🖻
AE00	UN	1000	United Arab Emirates	
AF00	UN	1000	Afghanistan	
AL00	UN	1000	Albania	
AM00	UN	1000	Armenia	
A000	UN	1000	Angola	
AR00	UN	1000	Argentina	
AT00	UN	1000	Austria	
AU00	UN	1000	Australia	
AZ00	UN	1000	Azerbaijan	
BA00	UN	1000	Bosnia and Herzegovina	-
			ОКС	ancel

45. 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:

シ 🔻 🚺 http://unsapq3j.umoj	a. un.org :50000/irj/portal		P 🛨 👉 🗙 🚺 Click here to start one of	of the ×				@ ☆
<u>View Favorites Tools Help</u>								
muja				S	earch:	Q -	Umoja qa portal - Q3J	Logio
Back Forward ► History Favo	rites Personalize View H	elp					Welcome: I	Erand RI
me Employee Self-Service S	OM Administration							
erview								
Administration > Overview							Full Screen	Options
			Existing Organizational Unit: New Organizational Unit:	20001981 20001981	OCHA CRD RO			
Funding							l i i i i i i i i i i i i i i i i i i i	
Fund:	32DDN	TF OCHA and Disaster Relief Assistance	Grant:	GMNR	NOT RELEVANT GRANT			
Cost Center:	0000011110	OCHA RO Eastern Africa, Kenya	Budget Period:	M99	Multi-Year Budget Period			
Internal Order: WBS:	0000000]	Fund Center:					
Personnel Area/ Subarea	I							
Personnel Area:	US00 🗂	United States of America						
Personnel Sub Area:	US00 - New York 💌	N w York						
Effective Date: *	US00 - New York							
Comments	US01 - Washington DC							
OM Administrator Comments:	US03 - Miami US04 - East Lansing MI							
	US06 - San Francisco	•						

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

ntija				Search:	Q 👻 Umoja qa po	ortal - Q3J Log o
ack Forward ⊧ History Favor	ites Personalize View Help					Welcome: Erand RI
me Employee Self-Service SI	OM Administration					
rview						
Administration > Overview					F	ull Screen Options
			Existing Organizational Unit: New Organizational Unit:	20001981 OCHA CRD RO 20001981 OCHA CRD RO (//) Search		
Funding						
Fund: Cost Center: Internal Order: WBS:	32DDN TF OCHA and Dis 0000011110 OCHA RO Easter 00000000	aster Relief Assistance n Africa, Kenya	Grant: Budget Period: Fund Center:	GMNR NOT RELEVANT GRANT M99 Multi-Year Budget Period		
Personnel Area/ Subarea					-	
Personnel Area: Personnel Sub Area: Effective Date: *	US00 United States of A US00 - New York New York 01.12.2015	nerica				1
Comments						
OM Administrator Comments:	MSS Maintain Position					

48. Scroll back up and click on Next.



ntija				Search:	٩	Umoja qa portal - Q3J	Log o
ack Forward ⊧ History Fav	orites Personalize View	Help				Welcome: I	Erand RIE
ne Employee Self-Service	SM OM Administratio	on					
rview							
Administration > Overview						Full Screen	Options
Start Process							
Select Object Select Pro	ocess Fill Out Form	4 5					
							_
Attachments							
Maintain Position Ov	erview						
Position 31002955	P3 3909 HUMANITARIAN	AFFAIRS OFFICER					
Incumbent					=	1	
Name:			Contract End Date:				
Level:	P-3		Contract Type:	· · ·			
Option to Maintain Posit	ion				[1	
O Position Title/Movement	C Expire	○ Freeze/Unfreeze					
	Object and Over 11-2	Demonstel Area/Subarea					

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

umuja	Search:	Q - Umoja qa portal - Q31 Log
		reicome: Erand R
Home Employee Self-Service SM OM Administration		
Overview		
OM Administration > Overview		Full Screen Options
Start Hotess		
Data sent (process reference number: 00000003580) Display Message Log		

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/Al/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 <u>rotational</u> <u>positions</u> 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.

moja						Search		Q - Umoja tr	sining portal - T2J Log off
Back forward + Mistory Favorite	a Personalize View Help								Welcome Otto Gregory
Charles Index Administration	Travel / Stringers / Chains Officer Technology an Administrator	Old Advantation Tree Advantation	ator lines that Eastman Solt Service Still	Rudow Linearistan	Travel & desirable	int A monotoxics	Other Index Descentes	and Destroy	
			in the set of the set	and the second second	THE PLANE AND	100 000 000	Contra mana mananana -	The Participant	
verview Wy Worldst									1000
Weddinanaboo + Overvew									Full Screen Options •
Start Process									
1 2	3 1 1								
Select Object Select Process	s Fill Out Form Review and Send Continuition								
Previous Next Save Dr									
Attachments									6
Maintain Position Overv	lew								
Position 30032799	P4 5121 FOLTICAL AFFARS OFFICER			1000					
Incumbent									
Name	Charles Wilson	Contract End Date	15.09.2020						
Level	P.4.	Contract Type	Fixed Term						
Outlan to Balatala Davidan									
Option to Maintain Position	China Characteria Anna An	10 I							
C HR Vacatov	Colore Creation of Area/Subarea								
						Search.		Q = Unoja tra	ining portal - T2J Log off
moja									
moja Real forward + Index Facebook	a Personalize View Help								Welcome: Offic Gregory
moja Back forwart + matory favorian	a Personalize View Help				20000000000	1000000000			Welcome: Offic Gregory
milja Back forwert + Matory Feveriter one Global Index Adminiatrator	a Personalize View Holp Travel / Shament / Clama Officer Exception Log Administrator	DM Administration The Administration	tor User Wap Employee Self-Service SM	Budget Administrator	Travel Administrator	HR Administrator	Global Index Requestor	HR Partner	Welcome. Otto Gregory
Back Forward + Matory Favoriter Iome Global Index Administrator verview By Worldet	Personalize View Help Travel / Shpment / Dama Officer Exception Log Administrator	OM Administration The Administration	ter User Map Employee Self-Service SM	Budget Administrator	Travel Administrator	HI Advanatrator	Gebel Index Requestor	ell Partner	Welcome. Offic Gregory
Back forwert + Instory Feveriter one Global Index Administrator renview By Worklat III Administration > Overview	Personalize View Inep Travell / Shametl / Claima Officer Exception Log Administrator	051 Administration The Administration	tor Uner Map Employee Self-Service SM	Budget Administrator	Travel Administrator	HR Adverserative	Global Index Requestor	RR Partner	FullScreen Options *
Back Farward + Matory Farinfilm Deck Farward + Matory Farinfilm Deck Farman - Matory Farinfilm Biological - Matory Farinfilm () HR Vacancy	s Personalise Verw Integ Travell Stammer/ Cama Officer Exception Log Administrator	OM Administration The Admonth	tor User Map Employee Self-Service SM	Budget Administrator	Travel Administrator	HR Administrator	Gebal Index Requestor	AR Patner	Full Screen Options *
Book Forward + Heldory Ferseler Book Forward + Heldory Ferseler Clobal Index Administrator enview Int Vecancy Posibilion Details	Nenzolatize View Net Travel / Stammer / Damis Officer Exception Log Administrator	OM Administration Time Administration	tter User Nag Engligee Self-Service Sel	Dudget Administrator	Travel Administrator	HR Administrator	Gebal Index Requestor	sil Partner	Full Screen Dptons *
Convert + Matory Fersitian Convert + Matory Fersitian Convertient + Matory Fersitian Convertient Convertient Modernamication + Diverview	s Personaliza Vene Reg Travel Digment / Cares Officer Exception Log Administrator Charf of Org. Unit () Personal Area Subares	DM Administration. The Administration	ter Uner Majo Employee Self Service Sel	Budget Administrator	Travel Administrator	HR Administrator	Gobe Index Requestor	#R Pather	Pul Screen Options *
Convert + Matory Ferritor Convert + Matory Ferritor Otobal Index Administrator Otobal Index Administrator My Vocade My Vocade Position Details Effective Dec. *		DB Administration The Administration	er User Mar Enphyse Sel-Service Sit	Budget Administrator	Travel Administrator	HR Administrator	Celler Index Requestor	#2 Pather	Visitories: Otto Gregory
box Farwert Hindory Farantian Docal Index Administration entered By Translat Administration & Denrinov (*) HK Visconop Position Details Effective Date: *		OB Administration The Administration Personal AnaCountry Personal ScienceCuty States	er User Vez Enekyes Set-Service Set	Budget Administrator	Travel Administrator	HI Administrativ	Geller Index Requestor	KR Partner	Vectore: Otto Gregory
bas forward history Feerfall bas forward history feerfall bas forward history feerfall contained to so forward ordeneed to yound ordeneed to yound ordeneed feether base.* Posteon Tee (Short Teet)	Personalis Vew Indo Travel Disperser / Cares Officer Exception Log Admeniateder Core of Org. Dol: (Personal Advantuaged (E12) (E12) (E12	OB Administration The Administration Personnel AreaCountry Personnel SubarraCountry Personnel SubarraCountry Statem	ter User Vite Engloyee Salt-Service Sel 1955 United Tanes of America 1955 Terr Vite 1 Interview Self	Dudget Admensionator	Travel Administrator	HR Administrator	Gober Index Requestor	All Partner	Visitionen Otto Gregory
Box Forward Mattery Foundation Box Forward Mattery Foundation Proceedings Pro		Old Administration The Administration Personal AnaCountry Personal ScienceScipt Station Employee Science	ter User Max Enployee Self-Service Self USEO_Unded States of America USEO_There You 1 International Staff PR Potesanal & Above	Budget Administrator	Travel Administrator	ini Administrator	Global Index Requestor	ntt Partner	Visitiones: Otho Gregory
Click and the set of the set	Personalize View help Towell Stagment / Dama Officer Exception Log Administrator Cost of Org. Unit Response Areadisablese Res 1921 Patrices R	Oth Administration Personel AnaCounty Personel AnaCounty Personel ScienceScience Employee Science Peaks Personel ScienceScience Peaks Personel ScienceScience Peaks Personel	nr User Vice Engloyee Salt-Service Salt USES Under States of America USES New York 1 Montabland States 11 Exablished Paid	Budget Admenistrativ	Travel Administrator	till Adversation	Gebal Index Resuredor	nit Partner	Pul Sones Dytons -
Box Farmer's Mattery Farentian Box Farmer's Mattery Farentian Mathematication + Onercoleux () HR Velandor Position Details Effective Date: * Position Tate (Song Tate)		Old Administration The Administration The Administration Personnel Area Country Personnel Subarra/Cury Statem Employee Sub-Once Peaken Type Peaken Typ	ter User Mar Engloyee Self-Service Self SSSC United States of America USSC Trans Vers 1 Professional Staff Professional & Above (1 Established Poel	Budget Administrator	Travel Administrator	tell Adversatistor	Cetal Index Reportor	HE Partner	Full Somen Coptions -
Constant and the second and the		OB Administration The Administration Personel Analization Personel Analization Personel Solution Employee Solution Employee Solution Peakon Type Peakon Type	In User Visa Employee Salt-Service Salt User Visa 1 Menadatase of America USED New York 1 Menadatasi Salt 1 Menadatasi Salt 1 Establishee Pool	Budget Admeniator	Travel Administrator	IN Adversion	Gebel Index Reported	MR Retrief	Pad Soven. Options -
Control Contr		OB Administration Personel AreaCounty Personel AreaCounty Personel ScienceCounty Employee Orbid Employee Orbid Employee Orbid Personel Science Personel Science Personel Science Personel Science Personel Science Personel Perso	ter User Vite Engloyee Solt-Service Sol	Budget Admentitutor	Travel Administrator	M Adventrator	Olekal Index Represtor	HIL Partner	Put Soven Options *
County loss A marky / Feerlaw County loss A Amazyan Volatil loss A Amazyan Volatil loss A Amazyan Volatil loss A Amazyan Volatil loss Amazyan Volatil loss Amazyan Volatil loss Volatiloss Volatil loss Volatil loss Volatil loss Volatil		Ott Administration Personal Ana-Courtry Personal Ana-Courtry Personal Science-Court Personal Science-Court Persona	ter User Has Employee Self-Service Self GSSC Under Stame of America USSC There York 1 Phonesboal Staff Phonesboal & Above 1 Enablemed Public	Budget Admeniator	Travel Administrator	Adversional	Oktor Index Requestor	HIL Partner	Put Sorem Options =
Box Farwell's Matty Fareful Box Farwell's Matty Fareful South Mark Alexandrouw Worked Advectors Advecto		DB Administration Persone AnaCourty Persone AnaCourty Persone SearedCury States Employee Grad Employee Grad Employee Grad Persone Science Persone Science Persone Grad Persone	In User Vice Employee Self-Service Self User Vice Elsaves of America USES New York Warrandone Sauff Phil Professional & Adore New York Phil Professional & Adore New York	Budget Administrator	Travel Administrator	Mi Adventrator	Oktori Index Requestor	Al Partner	Put Soren Options -
Constraints (Constraints) Constraints (Constraints) Constraints (Constraints) Constraints	Personalize Verw Intel Tor-wir (Signment / Camina Officer Exception Log Administration Order of Org. Unit Conf of Org. Unit Exception Log Administration Exception Log Administry Exception Log Administration Exception Log Administratio	Oth Administration The Administration Personel Area Courty Personel ScienceCourty Personel ScienceCourty Personel Science Personel Science Personel Science Personel Science Personel Science Personel Area Personel Area P	Inr User Hits: Employee Self-Service Self Sector Self-Service Self Sector Self-Service Self Sector Service 1 Professional Self Professional & Adore 1 Established Post Pro MW Worksride Pro MW Self-Service Self Sector Sector Self Sector Sector Sector Self Sector Sector	Budget Admentitutor	Travel Administrator	Mi Administrativ	Oktal Index Requestor	Al Types	Fut Sorem Coptions -
Book Farmer & Marky Fareful Book Farmer & Marky Fareful Power & Marky Fareful Power Power Power Power Power Power Power Powe		DBA Administrations Personnel AnakCountry Personnel AnakCountry Personnel ScienzelCuty States Englisyee Sub-Giros Personnel ScienzelCuty Personnel ScienzelCuty Personnel AnakCountry Personnel AnakCo	nr User King Engloyee Solt-Service Solt		Travel Administrator		Oktor Index Requestor	st fyrior	Pat Somen Options -
Control of the c		Oth Administration Personet AnaCountry Personet AnaCountry Personet ScienceCountry Replayee Orbit Employee Orbit Employee Orbit Replayee Orbit Person	nr User Vinz Employee Solt-Service SV	Europe A diversity of a	Tavé Administra	RADINATION -	Ode house from the	st Partor	Full Somen Options -
Constraints and a second seco		Oth Administration Personel Area Cavity Personel ScienceCavity Personel ScienceCavity Personel ScienceCavity Retry ScienceCavity Peter Science Peter Science	nr User Hos Employee Salt-Service Salt SSSC Values of America USSC There You Minimum Salt America Minimum Salt America Minimum Salt America Professional & America Prof		Tavi Admanger		Stee inde Resetter	st Pyster	Put Sorem Options =
Box Forward & Nativy Foreface Box Forward & Nativy Foreface Second Accession of Constant and Con		Oth Administrations Personnel Anta-Cauthy Personnel ScientedCuty States Englisyte Group Englisyte Group Englisyte Group Reation States Pay Scient Arte Pay Scient Arte Pay Scient Arte	Ar User King Employee Salt-Service Ski User King Character USES New York Monadowal Salt Professional & Adore The Employment & Adore Professional & Adore New York Monadowal Salt Professional & Adore Monadowal Monadowal Salt Professional & Adore Monadowal Monadowal Salt Professional & Adore Monadowal		Tavé Aserange		Ode Indo Roundy	(R) Sector	Pat Somen Options -
Control of the second of		Oth Administration Personel Ana-Caulty Personel ScienceCaulty Personel ScienceCaulty Personel Science Employee Sci-Science Personel Science Personel	nr User Hits Engloyee Self-Service Self User Hits Engloyee Self-Service Self USES Worker States of America USES Inter York 1 International Self I Recharational Self Recharational S	Budget Admentation	Taxi Admanger		Cite index Reporter	40.7am	Put Sorem Options -
Book Forward In Markov Foundation Development Provided Markov Foundation Advances Provided Pr		DBA Administrations Personnel AnakCountry Personnel AnakCountry Personnel ScienzesCourt Employee Group Employee Group Parties States Pay Scient Anak Pay Scient Anak Pay Scient Anak Pay Scient Anak Pay Scient Anak Pay Scient Councy Employee Councy Employee Employee Councy Employee Employe	Arr User King Employee Self-Service Self USES Under States of America USES New York 1 Microbiola States 11 Ecololized & Palers 11 Ecololized & Palers 11 Ecololized & Palers 11 Ecololized & Palers 11 Ecololized & Palers 12 Ecololized & Palers 13 Ecololized & Palers 14 Ecololized & Palers 15 Ecololized & Palers 16 Ecololized & Palers 17 Ecololized & Palers 18 Ecololized & Palers 19 Ecololized & Palers 19 Ecololized & Palers 10 Ecololized & Pa	Sudget A-Smeathaire	The deserver				Put Soven Options -
Box Farwert Matty Farefall Box Farwert Matty Farefall Box Farwert Matty Farefall South Addresses Controls Controls Controls Controls Controls Controls Controls Funding Fund Cont conter Box Service South Addresses Controls		Oth Administration The Administration Personel AnaCountry Personel AnaCountry Personel AnaCountry Personel Soleradout Employee Sole Employee Sole Personel AnaCountry Personel Soleradout Personel AnaCountry Personel AnaCountry Dealey Sole Personel AnaCountry Personel	Ar User Kinz Employee Solt-Service Solt	Budget Admentation	Tavé Asenanger	III Approximation	Ode hole house	(R) Sector	Pad Somen Options -
Control Markey Feerface Section Markey Feerface Section Markey Feerface Markey Markey Mar		OR Administration Personel AvadCauffy Personel Science/Cauffy Personel Science/Cauffy Person	Ar User Hitz Engloyee Solt-Service Sti	Budget Admentation				40,78400	Put Sorem Coptions -
Click Control & Marky / Kentler State Forential & Marky / Kentler Control Market & Development () 199 Vanded Control Market & Development () 199 Vanded Control Market & Development Position Details Encode Date: * Position Tre: Position Tre: Position Tre: Position Tre: Position Tre: Position Control Position Tre: Position Control Posit		Oth Administration The Administration Pressored AdvaCountry Presso	Ar User King Employee Self-Service Self USES Under States of America USES New York 1 Microbiola States 11 Ecological Solver 11 Ecological Solver 11 Ecological Solver 11 Primasonal & Adver 11 Ecological Solver 11 Ecological Solver 12 Ecological Solver 13 Ecological Solver 14 Ecological Solver 15 Ecological Solver 16 Ecological Solver 17 Ecological Solver 18 Ecological Solver 19 Ecological Solver 19 Ecological Solver 10 Ecological Solver 10 Ecological Solver 10 Ecological Solver 10 Ecological Solver 11 Ecological Solver 12 Ecological Solver 13 Ecological Solver 14 Ecological Solver 15 Ecological Solver 16 Ecological Solver 17 Ecological Solver 18 Ecological Solver 19 Ecological Solver 10	Budget Admentation	The deserver			(R) Second	Put Soven Options -
Control Markov Feerface Series Facebook Series Markov Feerface Series Markov Feerface Series Ser		OR Administration Persone AnaCounty Persone AnaCounty Persone ScienceScy Science Employee Science Payload Ponde Payload Ponde Payload Ponde Dealers County Payload Ponde Dealers Dealers County Dealers Dealer	nr User Hitz Employee Self-Service SP User Hitz Employee Self-Service SP USES Users of America USES Inter Vink I Interviewe Park I Employee Self-Service SP I Interviewe Park I Employee Self-Service SP I Employee Service Service SP I Employee Self-Service SP I Employee Service SP I Employee Service SP I Employee Service Service SP I Employee SP I Employee Service SP I Employee SP	Budget Admentation	Tavé Asenanee			(R) Sector	Full Sorem Copiers -
Box Freedom National American Section 2012 (1994) Section 2014		Dis Administrations Personnel AnacCountry Personnel AnacCountry Personnel ScientesCourt Sciente Exployee Origie Castorie ScientesCourt Sciente Personnel ScientesCourt Personnel AnacCountry Personnel	nr User King Engloyee Salt-Service Salt User King Salters of America USED New York 1 Minimum Salter 1 Minimum Salter 1 Minimum Salter 1 Minimum Salter 1 Established Pool 1 Established Pool 1 Established Pool 2000001/2 ODA ONI Salter 2000001/2 ODA ONI Salter 20000001/2 ODA ONI Salter 2000001/2 ODA ONI Salter 2000000000000000000000000000000000000		The i Assesses				Ted Sorem Options -
Book Forward & Nativy Foreface Book Forward & Nativy Foreface Postal Index Advancements Postal Index Advancements Postalon Details Effective Date * Postalon Details Effective Date * Postalon Tate (Done Tate) Postalon Tate (Done Tate) Postalon Tate Pos		Oth Administrations Personnel Anta-Cauthy Personnel Subarrad'Sury States Englisyne Sinde Datas Sinde Personnel Subarrad'Sury States Personnel Subarrad'Sury Person States Person States	Ar User King Employee Self-Service Self USES Usedes States of America USES New York Monadout Staff Professional & Adore 11 Destablinged Park Professional & Adore 11 Establinged Park Professional & Adore 11 Establinged Park Professional & Adore 11 Destablinged Park Professional & Adore 11 Destablinged Park Professional & Adore 11 Destablinged Park Professional & Adore 12 Destablinged Park 13 Destablinged Park 14 Destablinged Park 15 Destab	Budget Admentation	The diseases				Pad Somen Obs Gregory
Control of the second sec		Oth Administration The Administration Personel AvadCauffy Personel ScienceScience Exployee Divid Exployee	Ar User Kin Employee Saft-Service Saft SSSC Variety States of America SSSC New York Menabolies Saft Professional & Adore Northerap Professional & Adore Northerap Profesional & Adore Northerap Professional & Adore N	Sudget Adventuation					Text Sorem Options -



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"

muja								Sear	ch:	Q - Ung	ija training portal - 722 Log
lack Forward + Hatory Favoriter	s Personalize View Help										Welcome: Otto Grege
me Global Index Administrator	Travel / Shipment / Claims Officer	Exception Log Administrator	OM Administration Time Ad	ranastrator Uper Ma	D Employee Self-Service SM	Budget Administrator	Travel Administrator	HR Administrator	Glibal Index Requestor	HR Partner	
erview Bly WorkSet											
Administration > Overview											Full Screen Option
C HR Vacency	Chief of Org. Unit C Personnel	Area/Subarea									
Position Details											
			Personnel Area/Country	US00 United	States of America						
Effective Data: *	01.01.2017		Personnel Subarea/Duty S	tation US00 New	ron						
Position Title (Short Text)	POL 5121		Employee Group:	1	International Staff						
Position Title (Long Text):	PH 5121 POLITICAL AFFAIRS OFFICER	Change Poston Tite	Employee Sub-Group:	PR	Professional & Above						
Posten Title (Over 40 Characters)	POLITICAL AFFARIS OFFICER		Poston Type	31	Established Post						
			Position Status								
Budget Title	70005121 P4 5121 P0LT	ICAL AFFAIRS OFFICER	Pay scale type:	P+	Professional & Above						
			Pay Scale Area	ww.	Workbwide						
			Fay scale or yay.		601 Oct 100						
			New Organizational Unit	20003974	ODA OHR						
Funding											
Fund	10UNA Unded Nations	General Fund	Grant	OMNR	NOT RELEVANT GRAN	r.					
Cost Center	0000012402 0DA Executiv	e Direction and Management	Budget Period	017	Biennal Budget Period	916-2017					
Internal Order:			Fund Center:								
WBS:	00000000										
Position Status						=					
Effective Date: *	01.01.2017	11/20									
Position Status	11 - Non-Rotational	elional									1
Comments						-					
Old Administrator Comments	Approval dated xx xx 201X that this post Maintain Postion	ion is non-rotational									

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

umoja									Sear	ngh:	Q.+	Unuje training portal - T22	Logatt
+ Back Farwant + History Fav	ortes Personalize View Help											Wetcome Of	to Gregory
Home Obbal Index Administra	tor Travel / Shipment / Claims Officer	Exception Log Administrator	OM Administration	Time Administrator	User Map	Employee Self-Service SM	Budget Administrator	Traval Administrator	HR Administrator	Global Index Requestor	HR Parto	er	
Overview My Worklet													
Oll Administration > Oververw												Full Screen	Options *
Start Process													^
10 1 2 Select Object / Select Pr	cess Fill Out Form Review and Se	end Cardination											
4 Previous Send 3													
Attachments													
Maintain Position Ov	erview												
Position 30032799	14 5121 POLITICAL AFFARS OFFICER												
Incumbent													
Name	Charles Wilson		Contract E	nd Dala 15.05	2020 Term								

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



umoja	Search	Q. + Unoja training portal-T2J Log off
+Back Fourier's Halory Fauntia Periodate View Hap		Welcome Otto Gregory
Home Global Index Administrator Travel / Shipment / Camin Officer Esception Log Administrator OM Administration Time Administrator User Majo Employee Sel-Service Sel Budget Administrator Travel Administrator -	HR Administrator Citobel Index Requestor	HR Partner
Overview by workst		
Oli Adventution + Overveev		Full Screen Options +
Start Process		1
Chala sent (process reference hunder: 00000001134)		
Ondex Measaclus		
10 (1) (2) (3) (4) (5) (4) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5		
R Preum (And A)		

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:



E SAP			
🖉 💽 👻 🔛	R 🚱 🖻 🗄 👘 🔹 🎝 🖓 🖬 🖓 👘 🤤 🖓 R		
SAP			
New password			
Client 210	Information		
User C Password C Language	Welcome to UMOJA SAP ECC Quality (Cluster-3) System Version : ECC 6.0 EHPS SPS 10 Location : United Nations Enterprise Data Center 200:Ouality (Cluster-3) Clent 210: PTT clent for Cluster 3 - Connected to Q3J 215: Mock Clent for Cluster 3 225: Mock Clent for Cluster 4		
		SAP /	👂 🛛 Q3E 1) 000 🔻 unsapq3e INS 🖉 ≒ 🔒

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:



E SAP Easy Access	
🖉 💽 🗾 🗸 😓 🖬 👘 I	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
SAP Easy Access	
🖸 🕼 🏷 🧚 🌶 🔻 🔺	
Pravortes Check Copy - Special Selections OM TME PA BEN BEN BEN Table and reports PY FAV SAP menu Office Cross-Application Components Organization Logistics Accounting Human Resources Information Systems Tools Structural Authorization Umgla Information System	umcija
0. In the screen above, type (Display Position) and click o	in vite transaction code "PO13D" on the vite vite vite vite vite vite vite vit
🖉 P013D 👻 « 🖯 🗟 🔇 💽 🖨 🛗 👘	2 û j. Ş 🗖 🖉 🧶
SAP Easy Access	
🔁 🖙 🏷 🍾 🏂 🥒 🔻 🔺	
	umcija
	SAD 🕅 Q3E (1) 210 🔻 unsapq3e INS 🖉 🔄



which opens this screen:

Display Position			
🖉 💽 🗸 🖓	🗟 😪 🗁 iii ii: 🕯 🎝 🗘 💭 🗮 🗖	0 🖳	
Display Position Image: Second Sec	Plan version Position Abbr. Active Planned Submitted Appro	ved Rejected	
	Object A Relationships C Description Description Planned Compensation C Vacancy A Acct. Assignment Features Employee Group/Subgroup Obsolete Cost Distribution Address	●Period From 02.10.2015 to 31.12.9999 Today Current week All Current month From curr.date Last week To current date Last month Current Year Select.	
		SAP	👂 Q3E (1) 210 🔻 unsapq3e INS 🌌 🚔 💼

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 ⁶/₆ icon which opens this screen:



Display Position			
• « (L 💫 E 🕲 🖷	
Display Position			
Sec. 2			
••			
🔿 🏂 🌟 🏂 😼 🕿			
d by			
🔓 Position	Plan version Cur	ent plan 🔻	
 M Search Term 	Position 310	3231 P3 3909 HUMANITARIAN AFFAIRS OFFICER	
 Structure Search 	Abbr. HRA	3909	
	Active Planned Submi	ted Approved Rejected	
	Ficare Fiamor Babin		
	Infotype Name	S. Time period	
	Object	Period	
	Relationships	From 02.10.2015 to 31.	.12.9999
	Description	✓ O Today O Current w	week
	Planned Compensation	 All Ocurrent m 	month
	Vacancy	OFrom curr date	sk
	Acct. Assignment Features	To current data	the second se
	Employee Group/Subgroup	Oro current date Ourrent V	Vear
	Obsolete		
	Cost Distribution	Salact	
	Address	▼ Select.	

62. In the screen above, click on the "Infotype Name" Relationships and click on the ⁶/₆ icon which opens this screen:

Display Relationships	_				
🖉 🖃 🔹 🧟		1 🕄 🗖 🔁 I 🕜 🖳			
Display Relationships					
🔉 🔓 💷 🕴 Additional data					
Image: Second Seco	Postion H Planning Status A Valid from 0 Relationships 01 S 31000 Relationship type/relationship Relationship Related Object Type of related object D of related object Abbreviation Name Priority	RA 3909 P3 3909 HUMANITARI ctive 2.10.2015 to 31.12.9999 3231 1 A 003 Belongs to Organizational unit 20010277 AFRICA I OCHA CRD GDS AFRICA I	AN AFFAIRS OFFICER	~	
1			P		🕨 Q3E (1) 210 💌 unsapq3e INS 🌽 🚔 🔒

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 \bigcirc which reopens this screen:

Display Position				
▼ « 듺 I	@ 😢 😨 🗁 /// /// 🕄 1 ☎ ☎ ♫ ☎		© 💻	
Display Position Image: Constraint of the second	Plan Version Current Postion 310323	plan 31 P3	▼ 3909 HUMANITARIAN AFFAIRS OFFICER	
	Active Planned Submitted	Appro	ved Rejected	
	Infotype Name Object Relationships Description Planned Compensation Vacancy Acct. Assignment Features Employee Group/Subgroup Obsolete Cost Distribution Address		Time period • Period From 02.10.2015 to \$1.12.9999 Odday Current week All Current month From curr.date Last week To current date Last month Current Year Select.	
			SAF	▷ Q3E (1) 210 ▼ unsapq3e INS 🕼 🚈

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



Display Description		
📀 🛛 🚽 🔍 🔍	😪 👷 🗁 🖞 🕼 🏝 🕄 💭 🎝 🧮 🔚 🎯 💻	
Display Description		
🔉 🕞 💶 🛛 🖄		
	Position HRA 3909 P3 3909 HUMANITARIAN AFFAIRS OFFICER	
Find by	Planning Status Active	
Bearch Term M Structure Search	Valuity DEFICIENCIA (U DEFIE:5555 No. Change promatori	
	Description 01 5 31003231 1	
	Subtype Full Name 💌	
	Language English 👻	
	Description	
	AURABILARIAN AFFAINS UFFICER	
	Li 1, Co 1 Ln 1 - Ln 1 of 1 lines	
	Percet D of 1	
	Record 1 01 2	
	SAF /	👂 Q3E (1) 210 🔻 unsapq3e INS 🕼 📩 🔐

Note that the correct title of the position is shown.

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

Display Description				
🔮 🔄 🔹 🗧 🛛	🙆 😧 I 🖨 🕅 🖄 I 🎝 🖸	🔉 🎝 🧮 🗖 🕜 🖳		
Display Description				
🔉 🕼 i 🖬 i 🔰				
	Position	HRA 3909 P3 3909 HUMANITARL	AN AFFAIRS OFFICER	
Find by	Planning Status	Active		
Position M Search Term M Structure Search	Validity	02.10.2015 to 31.12.9999	& Change Information	
	Description 01 S 31	003231 1		
	Subtype Notes	•		
	Language English	~		
	Description			
	Internal Reorganizati	on		
	MSS Maintain Position Erand Rieu			
	Li 1,	Co 1 Ln 1 - Ln	3 of 3 lines	
			Record 2 of 2	
		54	2	D Q3E (1) 210 ▼ unsapq3e INS 🕼 ≒





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

66. In the screen above, click on the \bigotimes icon <u>twice</u> 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.

umria Search:	Q +	Umoja training portal -	T3J Log off	i 🙇 🧪		
Back Forward & History Favoritae Dareonalize View Help		Welcome: He	ema KAMIMIIPA			
OM Administration > Overview		Close Full Sci	reen Ontions T			
				Plan version Cu	irrent plan	•
Start Process			^	Position 31	017306 D1	10089 PRINCIPAL CORRECTION
				Abbr. RC	DL 10089	
Select Object Select Process Fill Out Form Review and Send Confirmation						
Previous Next Save Draft				Active Planned Y Subr	nitted (Approv	ed Y Rejected
Trevious Next P Save Drait				Infotrine Name	c 🕅	Time period
A Hardwards				Object	v ≜	OPeriod
Attachments				Relationships	🖌 👻	From 01.01.1800 to
Maintain Position Overview				Description	 Image: A state of the state of	OToday
Position 31017306 D1 10089 PRINCIPAL CORRECTIONS OFFICER				Planned Compensation	~	 All
Incumbent				Vacancy	 Image: A start of the start of	From curr.date
Nama	Contract End Dat			Acct. Assignment Features	× .	 To current date
level: D-1	Contract Type:			Employee Group/Subgroup	~	
				Cost Distribution		
Option to Maintain Position				Address	· · ·	Select.
Position Title/Movement CExpire Freeze/Unfreeze						· · · · · · · · · · · · · · · · · · ·
O HR Vacancy O Chief of Org. Unit O Personnel Area/Subarea						
Position Dataile			_			
r usiduli Detalis						
	Personnel Area/Country:	KH00 Cambodia				
Effective Date: 19.10.2015	Personnel Subarea/Duty Station:	KH00 Phnom-Penh				
Rosilion Title (Short Text): ROL 10089	Employee Group:	1	International St			
Position Title (I ong Text): D1 10089 PRINCIPAL CORRECTIONS OFFICE (A) Change Position Title	Employee Sub-Group:	PR	Professional &			
Position Title (Over 40 Characters): PRINCIPAL CORRECTIONS OFFICER	Position Type:	21	GTA Replacem			
Budget Title: 70007700 D1 7700 CUES OF ADMINISTRATION	Pay scale type:	D.	Professional 8			
DT //36 CHEF OF ADMINISTRATION	Pay Scale type. Pay Scale Area:	WW	Worldwide			
	Pay Scale Group:	D-1				
	Existing Organizational Unit:	20010285	UNHQ TRAIN EC			
	New Organizational Unit:	20010285	UNHQ TRAIN EC			

			<u>}</u>		SAP	T1E (1) 520 🔻 unsapt1ea
	1W V	,				



Position expiration

umria Search:	9.*	Umoja training portal - T3J	Log off	F 🕿 🧪	
A Rock Forward & History Founding Demonstra View, Hole		Welcome: Home			
Old Administration > Overview		Close Full Screen			
		close i di ocicen	Optiona -	Plan version Current plan	~
Start Process			*	Position 31017306	D1 10089 PRINCIPAL CORRECTION
				Abbr. ROL 10089	
1 2 3 4 5					
Select Object Select Process Fill Out Form Review and Send Confirmation					
				Active Planned Submitted	Approved Rejected
Previous Next Save Draft					
				Infotype Name	S Time period
Attachments				Object	Period
Maintain Daailiinn Ooraadaan				Relationships	From 01.01.1800 to
Maintain Position Overview				Description	O Today
Position 31017306 D1 10089 PRINCIPAL CORRECTIONS OFFICER				Planned Compensation	
Incumbent				Acct Assignment Features	From curr.date
Name:	Contract End Dat	te:		Employee Group/Subgroup	To current date
Level: D-1	Contract Type:			Obsolete	·
				Cost Distribution	
Option to Maintain Position				Address	THE Select.
Position Title/Movement C Expire Freeze/Unfreeze					
O HR Vacancy O Chief of Org. Unit O Personnel Area/Subarea					
Position Details					
	Personnel Area/Country:	KH00 Cambodia			
Effective Date: 19.10.2015	Personnel Subarea/Duty Station:	KH00 Phnom-Penh			
Position Title (Short Text): ROL 10089	Employee Group:	1 Inte	rnational St		
Position Title (Long Text): D1 10089 PRINCIPAL CORRECTIONS OFFICE (A) Change Position Title	Employee Sub-Group:	PR Pro	fessional &		
Position Title (Over 40 Characters): PRINCIPAL CORRECTIONS OFFICER	Position Type:	21 GT.	A Replacem		
Dudo statio					
DU0get Title: D1 7796 CHIEF OF ADMINISTRATION	Pay scale type:	P+ Prot	essional & /		
	Pay Scale Area:	Wor	uwide		
	ray coale Group.				
	Existing Organizational Unit:	20010285 UNH	Q TRAIN EC		
	New organizational Unit:	20010285 UNH	G TROAIN EC		
•			•		TIE (1) E20 V
	W. W.			507	✓ IIE (I) 520 ▼ unsaptlea



Position freeze/unfreeze and HR vacancy

imcija		Search:	Q -	Umoja training portal - T3J	Log off			
Back Forward ⊨ History Fa	avorites Personalize View Help			Welcome: Herna	KAMIMURA			
OM Administration > Overview				Close Full Screen	Options -	Dise version	Current php	
						Plan version	31017306 D	10089 PRINCIPAL CORRECTION
Start Process						Abbr.	ROL 10089	
1 2 Select Object Select Proce	3 4 ess Fill Out Form Review and Send C	5 Confirmation				A structure of the second of the		and Detected
Previous Next > Save I	Draft					Active Planned y S	ubmitted (Appro	oved [Rejected
						Infotype Name	S	Time period
Attachments						Object	× -	OPeriod
						Relationships		From 01.01.1800 to
Maintain Position Over	rview					Description		OToday
Position 31017306	D1 10089 PRINCIPAL CORRECTIONS OFFICER				_	Vacancy		• All
Incumbent						Acct. Assignment Features	; 🗸	O From curr.date
Name:			Contract End Date			Employee Group/Subgroup	> 🗸	O to current date
	D-1		Contract Type:			Obsolete		
Level:								
Leve:						Cost Distribution	× -	Select.
Option to Maintain Position	n					Cost Distribution Address		Select.
Option to Maintain Position	n O Freezeronfreeze					Cost Distribution Address	,	Select.
Option to Maintain Position Position Title/Movement HR Vacency	n OExpire C Freezerummreeze C Chief of Org. Unit C Personnel Area/Suba	area				Address		Select.
Option to Maintain Position Position Title/Movement HR Vacemey Position Details	n C Expre C Freezerommesze C Chief of Org. Unit Personnel Area/Suba	area				Cost Distribution Address	Ť	E Select.
Option to Maintain Position © Position TitleMovement ○ HR Vacency Position Details	n Coxpre Freezerommeeze Chief of Org. Unit Personnel Area/Suba	aréa	Personnel Area/Country:	KH00 Cambodia		Cost Distribution Address	• • • • •	Select.
Cever: Option to Maintain Position © Position Ttle/Movement O HR Vacency Position Details Effective Date: •	n Cooper Freezeronnel Area/Suba Chief of Org. Unit Personnel Area/Suba 19.10.2015 C	area	Personnel Area/Country: Personnel Subarea/Duty Station:	KH00 Cambodia KH00 Phnom-Penh		Cost Distribution Address		E Select.
Leve: Option to Maintain Positior © Position Ttle/Movement O HR Vacency Position Details Effective Date: * Position Ttle (Short Text):	n Cooper Freezeronnel Area/Suba Chief of Org. Unit Personnel Area/Suba 19.10.2015 C	area	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group:	KH00 Cambodia KH00 Phnom-Penh	rnational St	Cost Distribution Address		Select.
Leve: Option to Maintain Positior Position Title/Movement O HR Vacency Position Details Effective Date: * Position Title (Short Text): Position Title (Cons Text):	n Freezeronifeeze Chef of Org. Unt Personal Area/Suba 19.10.2015 C ROL 10089 DI 10089 FRACEAL CORRECTIONS OFFICE (2)	area Change Position Title	Personnel Area/Country: Personnel Subarea/Outy Station: Employee Group: Employee Sub-Group:	KH00 Cambodia KH00 Phnom-Penh 1 Inte PR Pro	rnational St fessional &	Cost Distribution Address		Select.
Leve: Option to Maintain Position © Restion TitleMovement ○ HR Vacency Position Details Effective Date: * Position Title (Short Text): Position Title	Chef of Org. Unt Presention Areal/Suba (19.10.2015 RoL.10089 D1 10089 PRICIPAL CORRECTIONS OFFICE Fill GRUCHAL CORRECTIONS OFFICE Fill GRUCHAL CORRECTIONS OFFICE Fill Find Chat. CORRECTIONS OFFICE Fill Find Chat. CORRECTIONS OFFICE	area Change Position Title	Personnel Area/Country: Personnel Subarea/Outy Station: Employee Group: Employee Sub-Group: Postion Type :	KH00 Cambodia KH00 Phnom-Penh 1 Intel PR Pro 21 OT	rnational St fessional & A Replacem	Cost Distribution Address		Select.
Leve: Option to Maintain Position © Position TitleMovement ○ HR Vacency Position Details Effective Date: * Position Title (Short Text): Position Title (Charactern Position Title (Over 40 Charactern	Chef of Org. Unt Chef of Org. Unt Freezeronnel Area/Suba T9.10.2015 T0 ROL 10089 D1 10089 PRNCPAL CORRECTIONS OFFICE S): FRNCPAL CORRECTIONS OFFICE	area	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group: Employee Sub-Group: Postion Type:	KH00 Cambodia KH00 Phnom-Penh 1 hht PR Pro 21 OT	rnational St fessional & A Replacem	Cost Distribution Address		Select.
Leve: Option to Maintain Position © Position TtieMdovement O HR Vacency Position Details Effective Date: Position Title (Short Text): Position Title (Short Text): Position Title (Over 40 Characteri	Chef of Org. Unt Personal Area/Suba (19.10.2015 ROL 10089 D1 10089 PRINCPAL CORRECTIONS OFFICE) PRINCPAL CORRECTIONS OFFICER	area	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group: Employee Sub-Group: Postion Type:	KH00 Cambodia KH00 Phnom-Penh 1 International Phnom-Penh 1 PR PR Pro 21 OT	rnational St fessional & A Replacem	Cost Distribution Address		Select.
Leve: Option to Maintain Position © Position TtBeMovement ○ HR Vacency Position Details Effective Date: * Position Ttle (Short Text): Position Ttle (Long Text): Position Ttle (Long Text): Position Ttle (Over 40 Character) Budget Ttle:		area Change Position Title NISTRATION	Personnel Area/Country: Personnel Subarea/Outy Station: Employee Group: Employee Sub-Group: Postion Type: Pay scale type:	KH00 Cambodia KH00 Phnom-Penh 1 Inte PR Pro 21 GT P+ Pro	rnational St fessional & A Replacem	Cost Distribution Address		Select.
Leve: Option to Maintain Position © Position TtleMovement ○ HR Vacency Position Details Effective Date: • Position Ttlls (Short Text): Position Ttlls (Short Text): Position Ttlls (Chorg Text): Position Ttlls (Over 40 Character) Budget Ttlle:	CCOPF Freezeronificeze Coner of Org. Unit Personnel Area/Suba 19.10.2015 RDL 10089 D1 10089 PRINCPAL CORRECTIONS OFFICE PRINCPAL CORRECTIONS OFFICE T0007796 D1 1798 CHEF OF ADM	Area Change Position Title NISTRATION	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group: Employee Sub-Group: Postion Type: Pay scale type: Pay Scale Area:	KH00 Cambodia KH00 Phnom-Penh 1 Inite PR Pro 21 GT Pr Pro WW Work	rnational St fessional & A Replacem essional & / idwide	Cost Distribution Address		Select.
Leve: Option to Maintain Position © Position TitleMovement ○ HR Vacency Position Details Effective Date: * Position Title (Short Text): Position Title (Cong Text): Position Title (Cong Text): Position Title (Over 40 Character) Budget Title:	Coppe Coppe Chef of Org. Unt Personnel Area/Suba 19.10.2015 C RoL 10089 D1 10089 PRNCPAL CORRECTIONS OFFICE D1 10089 PRNCPAL CORRECTIONS OFFICE D1 70007796 D1 7796 CHEF OF ADM	Change Position Title	Personnel Area/Country: Personnel Subarea/Outy Station: Employee Group: Employee Sub-Group: Position Type: Pay scale type: Pay scale type: Pay Scale Area: Pay Scale Group:	KH00 Cambodia KH00 Phnom-Penh 1 Inte PR Pro 21 GT Pu Prot WW Wor D-1 Mark	rnational St fessional & A Replacem lessional & / idwide	Cost Distribution Address		Select.
Lever: Option to Maintain Position © Position TtileMovement O HR Vacency Position Details Effective Date: Position Title (Short Text): Position Title (Short Text): Position Title (Cong Text): Position Title (Over 40 Charactern Budget Title:	Chef of Org. Unt Personnel Area/Suba T9.10.2015 ROL 10089 D1 10089 PRINCPAL CORRECTIONS OFFICE D1 10089 PRINCPAL CORRECTIONS OFFICE T0007796 D1 7796 CHEF OF ADM	Change Position Title	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group: Employee Group: Postion Type: Pay scale type: Pay Scale Area: Pay Scale Group: Existing Organizational Unit:	KH00 Cambodia KH00 Phnom-Penh 1 Inte PR Prof 21 OT P+ Prof WW Wor D-1 2010225	rnational St fessional & A Replacem essional & / idwide IQ TRAIN EC	Cost Distribution Address		E Select.
Leve: Option to Maintain Position © Position Title/Movement ○ HR Vacency Position Details Effective Date: * Position Title (Short Text): Position Title (Short Text): Position Title (Over 40 Character: Budget Title:	n Chef of Org. Unit Personnel Area/Suba 19.10.2015 ROL 10089 D1.10089 PRIVEPAL CORRECTIONS OFFICE ROL TO0097796 D1.7796 CHEF OF ADM	Change Position Title	Personnel Area/Country: Personnel Subarea/Outy Station: Employee Group: Employee Sub-Group: Postion Type: Pay scale type: Pay scale Group: Existing Organizational Unit: New Organizational Unit:	KH00 Cambodia KH00 Phnom-Penh 1 Inte PR Pro 21 GT VWW Wor D-1 20010285 UNH	rnational St fessional & A Replacem Issional & / Islwide	Cost Distribution Address		E Select.
Leve: Option to Maintain Position © Position Title/Movement ○ HR Vacency Position Details Effective Date: Position Title (Short Text): Position Title (Short Text): Position Title (Over 40 Character) Budget Title:	C Copre C Copre C Chef of Org. Unit Personnel Area/Suba T9.10.2015 C ROL 10089 D1 10089 PRINCPAL CORRECTIONS OFFICE PRINCPAL CORRECTIONS OFFICE T0007796 D1 17796 CHEF OF ADM	Change Position Title	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group: Position Type: Position Type: Pay scale type: Pay Scale Area: Pay Scale Area: Pay Scale Group: Existing Organizational Unit: New Organizational Unit:	KH00 Cambodia KH00 Phnom-Penh 1 Inite PR Pro 21 GT VWW Wer D-1 VWP 20010285 UNH	rnational St fessional & A. Replacem Idwide IQ TRAIN EC IQ TRAIN EC	Cost Distribution Address		☐ Select.



Position Chief of Org and modify personnel sub/area

лпца		Search:	Umoja training portal - T3J	Log off		
Back Forward History Favori	tes Personalize View Help		Welcome: Hema	KAMIMURA		
DM Administration > Overview			Close Full Screen	Options 🔻	Rho version	an 🔹
test Desses					Position 31017306	D1 10089 PRINCIPAL CORRECTIO
tart Process					Abbr. ROL 1008	9
1 2	3 4 5					
Select Object Select Process	Fill Out Form Review and Send Confirmation	n				
					Active Planned Submitted	Approved Rejected
Previous Next Next Save Draf	t					
					Infotype Name	S Time period
Attachments					Object	Period
Jaintain Position Overvie	ew.				Description	
osition 31017306 D	1 10089 PRINCIPAL CORRECTIONS OFFICER				Planned Compensation	
Incumbent					Vacancy	OFrom curr.date
moundoin					Acct. Assignment Features	 To current date
Name:	D.4	Contract End Da	e:		Employee Group/Subgroup	✓
		Contract Type:			Obsolete	
Level:	0-1					
Level:				_	Cost Distribution	Select.
Level: Option to Maintain Position					Cost Distribution Address	Select.
Option to Maintain Position Option Title/Movement OHR Vacancy	Expire C Freeze/Unfreeze				Cost Distribution Address	Select.
Level: Option to Maintain Position © Position Title/Movement C HR Vacancy C	Expire C Freeze/Unfreeze Chief oP Org. Unit C Personnel Area/Sobarea				Cost Distribution Address	Select.
Level: Option to Maintain Position @ Position Ttile/Movement C HR Vacancy Position Details	Expire O Freeze/Unfreeze Chief oPOrg. Unit O Personnel Area/Sobarea				Cost Distribution Address	Select.
Level: Option to Maintain Position Position Title/Movement C HR Vacancy Position Details	Expire C Freeze/Unfreeze Chief or Org. Unit C Personnel Area/306area	Personnel Area/Country:	KH00 Cambodia		Cost Distribution Address	Select.
Level: Constraint Position Position Tit/Novement Position Tit/Novement Constraints Effective Date	Expire Freeze/Unfreeze Chief oPOTg. Unit Personnel Area/3005area	Personnel Area/Country: Personnel Subarea/Duty Station:	KH00 Cambodia KH00 Phnom-Penh		Cost Distribution Address	Select.
Leve: Deption to Maintain Position Position Title/Movement C HR Vacancy Position Details Effective Date *	Expre C Freeze/Unfreeze Chief o POrg. Unit C Personnel Area/300barea	Personnel Area/Country: Personnel Subarea/Duty Station:	KH00 Cambodia KH00 Phnom-Penh		Cost Distribution Address	Select.
Levei: Content of Maintain Position	Expire C Freeze/Unfreeze Chief oPOrg. Unit C Personnel Area/30barea	Personnel Area/Country: Personnel Subarea/Outy Station: Employee Group:	KH00 Camboda KH00 Phnom-Penh 1 Mil	ernational St	Cost Distribution Address	Select.
Levei:	Expire C Freeze/Unfreeze Chief oPOfg. Unit C Personnel Area/300area 19.10.2015 [2] ROL 10089 DI 10089 PRINCPAL CORRECTIONS OFFICE [2] Change Por	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group: Employee Sub-Group:	KH00 Cambodia KH00 Phnom-Penh 1 Mil PR Pn	ernational St ofessional &	Cost Distribution Address	Select.
Levei:	Expire C Freeze/Unfreeze Chief or Org. Unit Personnel Area/300area 19.10.2015 [0] ROL 10889 DI 10889 PRINCIPAL CORRECTIONS OFFICE [A] Change Pos PRINCIPAL CORRECTIONS OFFICE	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group: Employee Sub-Group: Position Type:	KH00 Camboda KH00 Phnom-Penh 1 Int PR Pr 21 G1	ernational St ofessional & "A Replacem	Cost Distribution	Select.
Levei:	Expire Freeze/Unfreeze Chief oPOP9_Unt Personnel Area/SotBarea 19.10.2015 [2] ROL 10699 DI 10699 PRINCPAL CORRECTIONS OFFICE [1] Change Pos PRINCPAL CORRECTIONS OFFICER	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group: Employee Sub-Group: Position Type:	KH00 Cambodia KH00 Phnom-Penh 1 ml PR Pn 21 01	ernational St ofessional & "A Replacem	Cost Distribution Address	Select.
Leve: Option to Maintain Position Position Title/Novement C HR Vacancy O Position Details Effective Date; * Position Title (Short Text): Position Title (Long Text): Position Title (Over 40 Characters):	Expire C Freeze/Unfreeze Chief oPD/g Unit C Personnel Area/30Barea 19.10.2015 E ROL 10069 D1 10069 PRINCPAL CORRECTIONS OFFICE A Change Pos PRINCPAL CORRECTIONS OFFICE	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group: Employee Sub-Group: Position Type:	KH00 Cambodia KH00 Phnom-Penh 1 Int PR Pn 21 01	ernational St ofessional & "A Replacem	Cost Distribution Address	Select.
Levei:	Expire C Freeze/Unfreeze Chief oPOFg. Unit Personnel Area/30Darea 19.10.2015 ROL 10089 DI 10089 PRINCPAL CORRECTIONS OFFICE PRINCPAL CORRECTIONS OFFICE 70007796 DI 7796 CHEF OF ADMINISTRATIO	Personnel Area/Country: Personnel Subarea/Outy Station: Employee Group: Stion Tite Bailon Type: NN Pay scale type:	KH00 Cambodia KH00 Phnom-Penh 1 Int PR Pn 21 01 P+ Pro	ernational St ofessional & A Replacem	Cost Distribution Address	Select.
Levet	Expire C. Freeze/Unfreeze Chief oPOTg. Unit Personnel Area/30barea 19.10.2015 [0] ROL 10089 D1 10089 PRINCPAL CORRECTIONS OFFICER PRINCPAL CORRECTIONS OFFICER [1] 70007796 D1 1796 CHIEF OF ADMINISTRATIO	Personnel Area/Country: Personnel Subarea/Outy Station: Employee Group: Employee Group: Position Type: NN Pay scale type: Pay Scale Area:	KH00 Cambodia KH00 Phnom-Penh 1 Inti PR Pn 21 01 P+ Pro WW Wo	ernational St ofessional & TA Replacem fessional & / ridwide	Cost Distribution Address	Select.
Levet Option to Maintain Position Position Title/Movement C HR Vacancy Position Details Effective Date: Position Title (Short Text): Position Title (Cong Text): Position Title (Over 40 Characters): Budget Title:	Expire C. Freeze/Unfreeze Chief oPOrg. Unit C. Personnel Area/300area 19.10.2015 C ROL 10089 D1 10689 PRINCPAL CORRECTIONS OFFICE D1 10689 PRINCPAL CORRECTIONS OFFICE C PRINCPAL CORRECTIONS OFFICE C 70007796 D1 7796 CHEF OF ADMINISTRATIO	Personnel Area/Country: Personnel Subarea/Duty Staton: Employee Group: Employee Sub-Group: Position Type: NN Pay scale type: Pay Scale Area: Pay Scale Group:	KH00 Cambodia KH00 Phnom-Penh 1 Intl PR Pro 21 G1 WW Wo D-1 VIII	ernetional St pfessional & fa Replacem fessional & / rfdwide	Cost Distribution Address	Select.
Leve:	Expire C Freeze/Unfreeze Chief oPDrg. Unit C Personnel Area/30Barea 19.10.2015 C ROL 10089 DI 10089 PRINCPAL CORRECTIONS OFFICE A Change Pos PRINCPAL CORRECTIONS OFFICE 70007796 D1 7796 CHIEF OF ADMINISTRATIO	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group: Employee Sub-Group: Poation Type: NN Pay scale type: Pay Scale Area: Pay Scale Group: Existing Organizational Unit:	KH00 Cambodia KH00 Phnom-Penh 1 Inl PR Pn 21 G1 VWW D0 D-1 U 20010285 UNI	ernational St ofessional & fessional & / rfdwide HG TRAIN EC	Cost Distribution Address	Select.
Levei:	Expire C Freeze/Unfreeze Chief oPOrg. Unit Personnel Area/30Darea 19.10.2015 ROL 10089 D1 10089 PRINCPAL CORRECTIONS OFFICE 70007796 D1 7796 CHIEF OF ADMINISTRATIO	Personnel Area/Country: Personnel Subarea/Duty Station: Employee Group: Employee Sub-Group: Position Type: N Pay scale type: Pay Scale Area: Pay Scale Area: Pay Scale Group: Existing Organizational Unt: New Organizational Unt:	KH00 Cambodia KH00 Phnom-Penh 1 Inti PR Pn 21 OT P* Pro VW VV D-1 20010285 UNN VN	ernational St ofessional & / fassional & / rdwide 40 TRAN EC 40 TRAN EC	Cost Distribution Address	Select.
Levet Option to Maintain Position Option Täke/Aovement Option Täke/Aovement Position Details Effective Date: * Position Title (Short Text): Position Title (Over 40 Characters): Budget Title:	Expire C. Freeze/Unfreeze Chief oPOTg. Unit Personnel Area/30barea 19.10.2015 ROL 10089 D1 10089 PRINCPAL CORRECTIONS OFFICE 70007756 D1 7796 CHIEF OF ADMINISTRATIO	Personnel Area/Country: Personnel Subarea/Outy Station: Employee Group: Employee Sub-Group: Position Type: NN Pay scale type: Pay Scale Area: Pay Scale Area: Pay Scale Area: Pay Scale Group: Existing Organizational Unit: New Organizational Unit:	KH00 Camboda KH00 Phnom-Penh 1 Init PR Pro 21 GT VW Vo D-1 VW 20010285 UNI	errational St ofessional & 'A Replacem rdwide HQ TRAIN EC HQ TRAIN EC HQ TRAIN EC	Cost Distribution Address	Select.



Position status

Thajd	Descending View Velo			-			
ok Forward F History Favorites	Personalize View Help						
e Global Index Adminis trator	Travel / Shipment / Claims Officer Exception Log Administrator OM /	Administration Time Administra	ator Usier Map Employee	e Self-Se	an version	Current plan	•
view MyWork list				Po	sition	30077658 P4	5121 POLITICAL AFFAIRS
dministration > Overview				Ab	br.	POL 5121	
start Process							
	-						
1 2	3 4 5 4				Active Planned S	Submitted Appro	oved Rejected
Select Object Select Process	Fill Out Form Review and Send Confirmation						
Previous Next Save Dra	ft.				Infotype Name	S., 🚺	Time period
Internet in the second s					Description	4 -	Period
Attachments					Planned Compensation	 * 	From 26.01.2017
ritin on the fire					Vacancy	×	OToday
Maintain Position Overvi	ew				Acct. Assignment Feature	s 🔤	OAI
Position 30077658	P45121 POLITICAL AFFAIRS OFFICER				Employee Group/Subgroup	p 🖌	OFrom curr.date
Incumbent					Obsolete		O To current date
Name:	SamJones	Contract End Date:	19.07.2017		Cost Distribution	1	
Level	P.4	Contract Type:	Fixed Term		Address		
				\rightarrow	UN Position Attributes	× .	🔁 Select.
Option to Maintain Position					Pay Scale Valuation	-	
C Position Title/Movement	Expire C Freeze/Unfreeze Position Status						
C HR Vacancy	Chief of Org. Unit C Personnel Area/Subarea						
Position Details							
		Ressonnel Area/Country:	US00 United States of Americ				
Effective Date: *	26.01.2017	Rers onnel Subarea/Duty Station:	US00 New York				
Position Title (Short Text):	POL 5121	Employee Group:	1 Internat	tional St.			
Position Title (Long Text):	P4 5121 POLITICAL AFFAIRS OFFICER	Employee Sub-Group:	PR Profess	s ional &			
Position Title (Over 40 Characters):	POLITICAL AFFAIRS OFFICER	Position Type:	11 B table	s hed Pos			
		Position Status:					
Rudent Tits		2					
ouger me	PHOTOT PULITOAL APPARS OFFICER	Pay scale type: Pay Scale Area:	WW Worldw	ide			
		Pay Scale Group:	P-4				
		Existing Organizational Unit	20004009 DPA OU	SGCTT	•		
					CODY N	TIE (1) FIG	and a second second second