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## Purpose

In Umoja you will always be required to mark absence from the office through the Employee self service and you will not normally be required to mark your attendance. However when you work outside normal work hours, use flexible work arrangements or have a contract that only calls on your services certain days (such as a WAE contract) you will be required to submit your attendance in ESS.

As there will be no record that you worked those hours or days unless you enter the attendance information in the system, you are advised to be diligent about keeping an accurate attendance record as otherwise it may have an impact on our pay.

Use this procedure to submit requests to record the following attendance types:

- Telecommuting - use to record telecommuting hours/days.
- Overtime (1.5 and 2.0) - use to record overtime hours worked with a 1.5 or 2.0 payment factor, respectively.
- Standby/Oncall - use to record hours spent on Stanby or Oncall.
- CTO Accrual - use to create the CTO quota which can be used later by the CTO absence entry.
- Attendance (Compressed) - This is used to record the "extra" hours that the staff member works on a compressed work schedule. It generates a quota called compressed regular day off which can be used by entering absence type Compressed regular day off (on the 10th day of a 9 in 10 compressed work week). If the quota is not enough, meaning the staff member has not recorded enough "extra" hours for the 10th day, it will not allow the absence to be recorded.
- Attendance When Actually Employed (WAE) - This is used for WAE entries and has to be entered for every day that the WAE staff will be paid (you can use a date range for this entry). Note that the staff member needs to be in the 7DAYWAE work schedule in order for all entries to be paid regardless if it is a weekend.
- Daily Cnf Lng Addl Days (Daily Conference Language Additional Days) - This is for conference language staff (daily) that work during the weekends. Normally, the conference language staff is paid based on a 5 day/week schedule but if the staff works on the weekends, this entry needs to be made to allow additional payment.
- Official Business - use to record hours/days when the staff member is on official business.

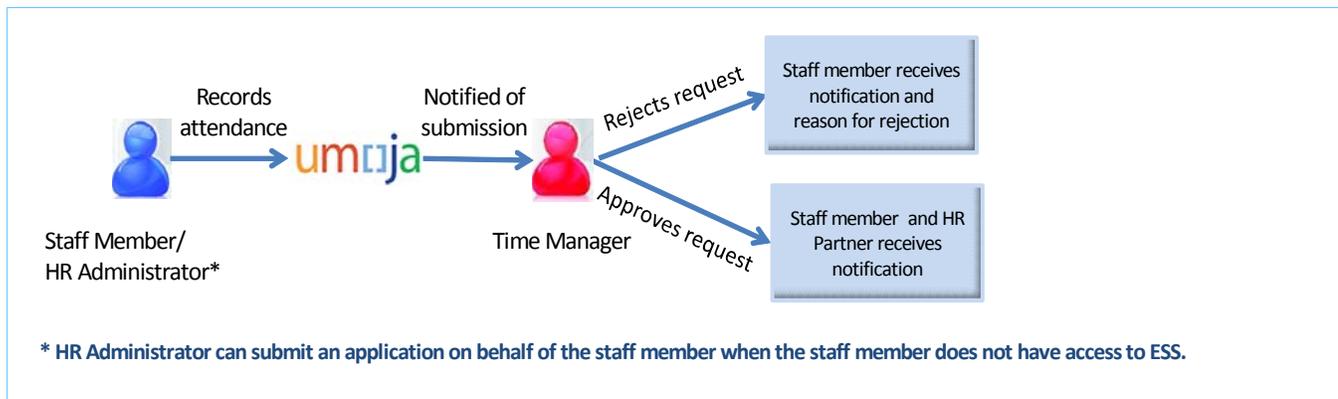
## Intended Audience

- *Staff Member*

## Global Process

This process begins after the *staff member* has logged into the **Umoja Employee Self-Service** application.

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1. *Staff Member* receives approval offline from the manager to work for certain days/hours.
2. *Staff Member* records hours worked leave through the Umoja Employee Self-Service portal.
3. *Time Manager* verifies and reviews the request through the Umoja Approver Work Centre.
  - a. If the *Time Manager* approves the request, the request is recorded in ECC and a notification is sent to the *staff member*.
  - b. If the *Time Manager* rejects the request, the *staff member* is notified. The *staff member* will need to create and submit a new request.

## Objectives

As part of the demonstration, we will show you:

1. How to record the days/hours you have worked.
2. How to ensure your secondary time manager(s) receive notification of your request.
3. How to check the status of your request.

## Scenario

A *staff member* worked 4 hours of CTO on 7 April 2015 and is recording the hours accrued.

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## Menu Path

Use the following menu path(s) to begin this process:

[Employee Self-Service SM](#) > [Overview](#) > [Time Management](#)> [Create Leave Request](#)

## Procedure

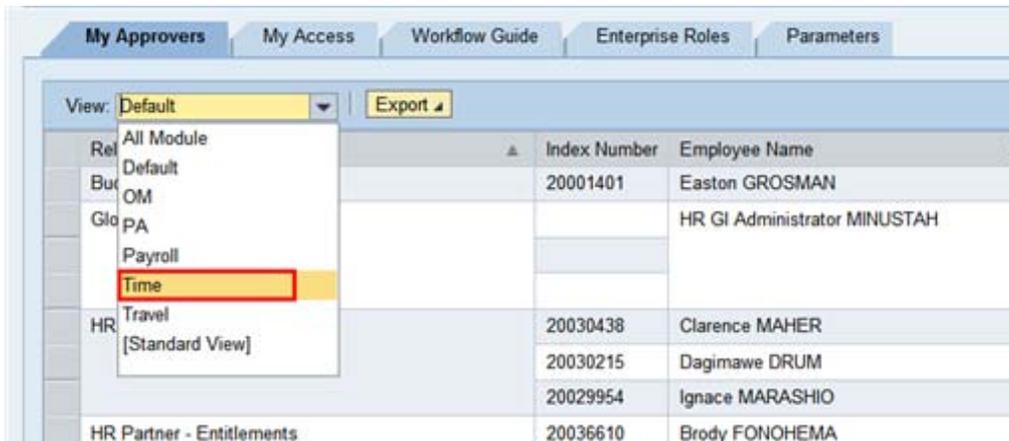
Before we submit a leave request, we will be showing you how to check the time managers and time administrators assigned to you. Every staff member is assigned a primary time manager who is responsible for approving your time related requests. Your primary time manager can delegate the role of time approver to one or more secondary time managers.

Welcome to Umoja



1. Click on the [User Map](#) link.

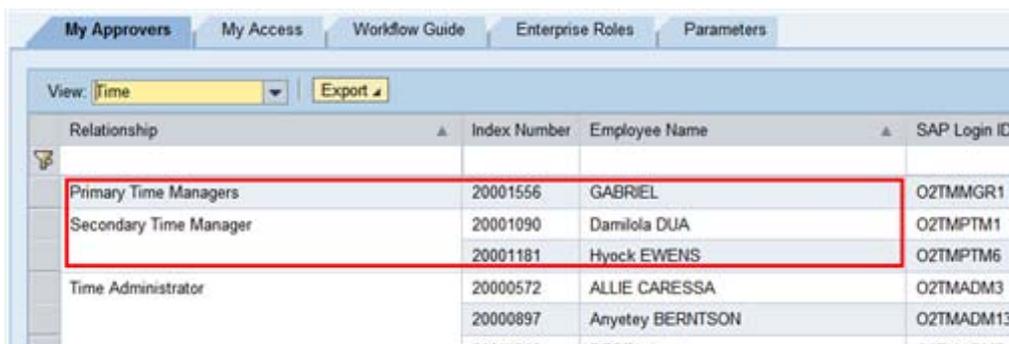
## User or Employee Search



Relationship	Index Number	Employee Name	SAP Login ID
Default	20001401	Easton GROSMAN	
HR GI Administrator		MINUSTAH	
Travel	20030438	Clarence MAHER	
	20030215	Dagimawe DRUM	
	20029954	Ignace MARASHIO	
HR Partner - Entitlements	20036610	Brody FONOHAMA	

- All managers and administrators assigned to you are listed in the My Approvers table, to view the managers and administrators associated with time, select Time from the View drop-down menu.

## User or Employee Search



Relationship	Index Number	Employee Name	SAP Login ID
Primary Time Managers	20001556	GABRIEL	O2TMMGR1
Secondary Time Manager	20001090	Damilola DUA	O2TMPTM1
Secondary Time Manager	20001181	Hyock EWENS	O2TMPTM6
Time Administrator	20000572	ALLIE CARESSA	O2TMADM3
	20000897	Anyetey BERNTSON	O2TMADM13

- The Time Manager(s) and Administrators are listed. Your primary manager is GABRIEL who has assigned two secondary time managers.



Next, we will be demonstrating how to record CTO Accrual.

4. Start the transaction using the menu path:

[Employee Self-Service SM](#)>[Time Management](#)>[Create Leave Request](#)

User Map - Umoja qa portal - Q3J - Windows Internet Explorer



5. Click on the [Employee Self-Service SM](#) tab.

Employee Services



6. Click on the [Time Management](#) link.

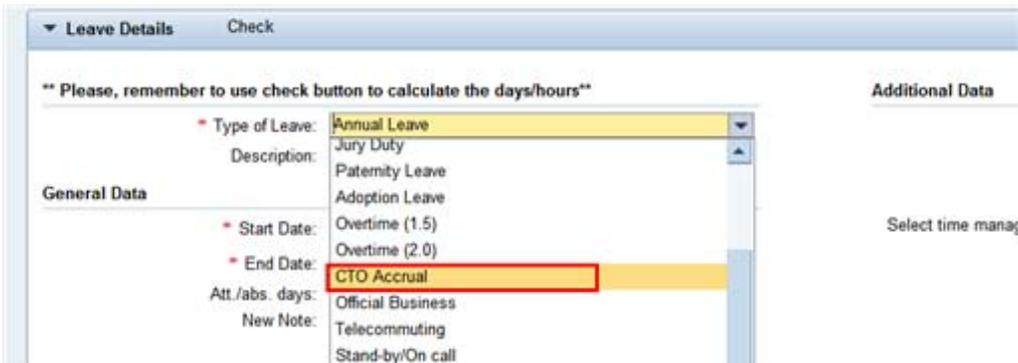
### Time Management



The screenshot shows a web interface with two main sections. On the left, under a 'Timesheet' heading, there are links for 'Certify Monthly Time Summary', 'Certify Annual Time Summary', and 'Annual Time Statement for Previous Years'. On the right, under 'Absence and Attendance Request', there is a link for 'Create Leave Request' which is highlighted with a red box. Other links include 'Leave Overview' and 'View Absence Balances'. At the top right, there is contact information for the helpdesk.

7. Click on the [Create Leave Request](#) link.

### Human EVERY - Leave Request: New



The screenshot shows a form titled 'Leave Details' with a 'Check' button. A message reads: '\*\* Please, remember to use check button to calculate the days/hours\*\*'. Under 'General Data', there is a dropdown menu for 'Type of Leave' with 'Annual Leave' selected. Below it, a list of options is shown, with 'CTO Accrual' highlighted in red. Other options include 'Jury Duty', 'Paternity Leave', 'Adoption Leave', 'Overtime (1.5)', 'Overtime (2.0)', 'Official Business', 'Telecommuting', and 'Stand-by/On call'. To the right, there is an 'Additional Data' section with a 'Select time manag' option.

8. Select CTO Accrual from the list of leave types.

Humam EVERY - Leave Request: CTO Accrual, 13.04.2015

**General Data**

\* Start Date: 13.04.2015

\* End Date: April 2015

Begin Time: 14 30 31 1 2 3 4 5

End Time: 15 6 7 8 9 10 11 12

Absence hours: 16 13 14 15 16 17 18 19 8.00

New Note: 17 20 21 22 23 24 25 26  
18 27 28 29 30 1 2 3  
19 4 5 6 7 8 9 10

- Select the date you worked CTO. Dates can be selected from the calendar by clicking on the Calendar icon or entered directly into the field using the DD.MM.YYYY format. In this case, select 7 April from the calendar.



Remember, you can only record days/hours that you have already worked and have been approved by your manager offline, you can not record future hours yet to be completed.

Also, each day of CTO completed must be entered separately, for example if you accrued 4 hrs of CTO on 7 April and 4 hrs on 8 April, these must be recorded separately.

Humam EVERY - Leave Request: CTO Accrual, 13.04.2015

**General Data**

\* Start Date: 07.04.2015

\* End Date: 13.04.2015

Begin Time: April 2015

End Time: 14 30 31 1 2 3 4 5

Absence hours: 15 6 7 8 9 10 11 12 8.00

New Note: 16 13 14 15 16 17 18 19  
17 20 21 22 23 24 25 26  
18 27 28 29 30 1 2 3  
19 4 5 6 7 8 9 10

- Select or enter the date you completed CTO. In this demonstration we entered the end date of 7 April.

**Humam EVERY - Leave Request: CTO Accrual, 13.04.2015**

**General Data**

Start Date: 07.04.2015

End Date: 07.04.2015

Begin Time: 17:00

End Time: 00:00:00

Absence hours: 8.00

New Note:

- Enter the time you started working the CTO hours using the HH:MM:SS format in military (24hr clock) time. In this demonstration, 17:00 (5 PM) was entered.

**Humam EVERY - Leave Request: CTO Accrual, 13:04.2015**

**General Data**

Start Date: 07.04.2015

End Date: 07.04.2015

Begin Time: 17:00

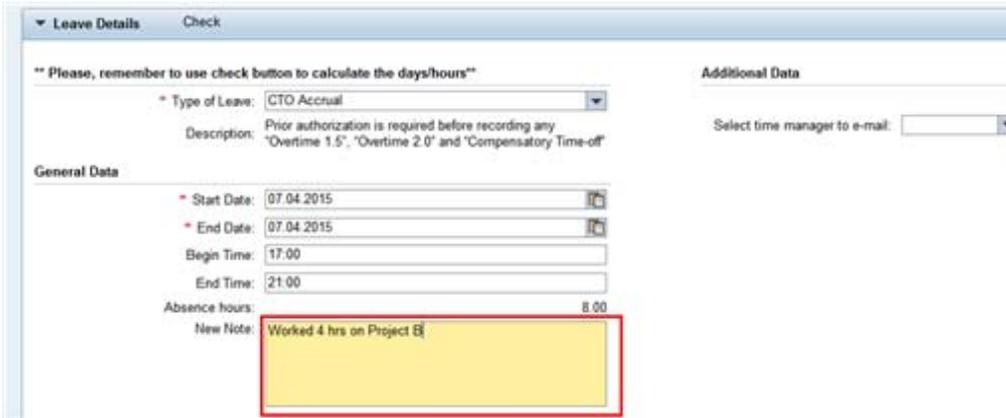
End Time: 21:00

Absence hours: 8.00

New Note:

- Enter the time you ended working the CTO hours using the HH:MM:SS format in military (24hr clock) time. In this demonstration, 21:00 (9 PM) was entered.

Humam EVERY - Leave Request: CTO Accrual, 13.04.2015

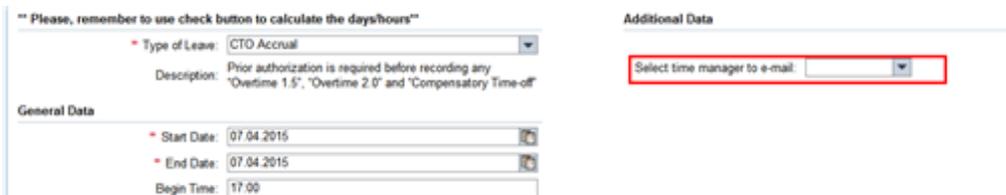


13. You may add remarks or comments in the New Note box, for example we added "Worked 4 hrs on Project B".



Next, we will select the time manager(s) who should receive your request.

Humam EVERY - Leave Request: CTO Accrual, 13.04.2015

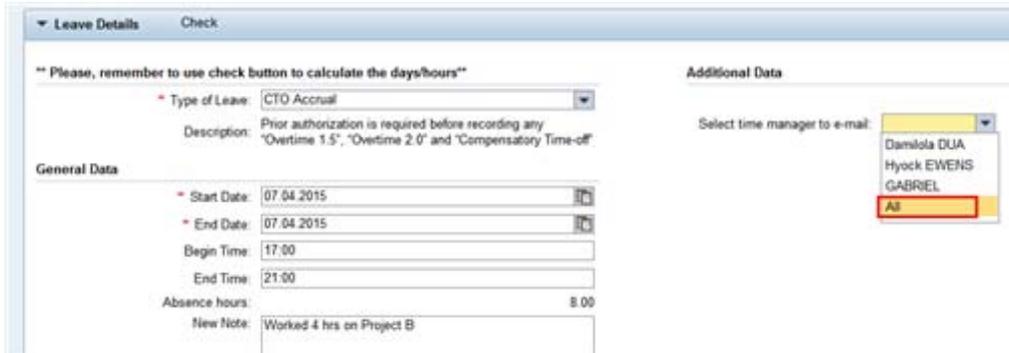


14. Click on the drop-down arrow to view a list of your primary and secondary time managers. The list may be blank if your primary manager has not delegated this responsibility.

Your primary time manager will automatically receive notification of your leave request even if s/ he has delegated the time approval function to a secondary manager.

If they have delegated the time responsibility to a secondary time manager, your secondary manager will not be notified of the request unless they are selected from the list of time managers.

Humam EVERY - Leave Request: CTO Accrual, 13.04.2015

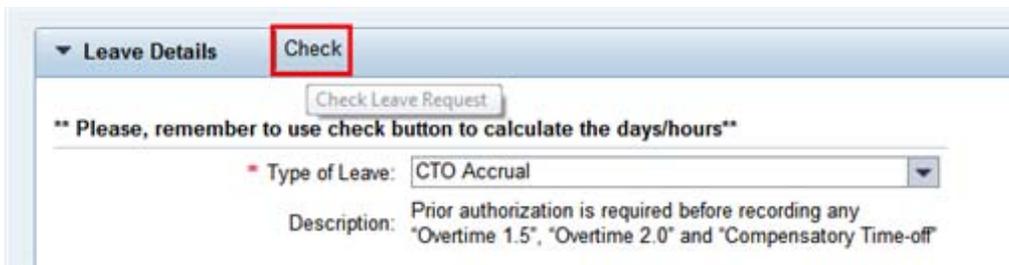


15. Select your secondary time manager from the list of managers who should receive notification of your request or select ALL and all the secondary time managers will receive a notification.



Next, we are going to have the system check your request against any other requests you have submitted.

Humam EVERY - Leave Request: CTO Accrual, 13.04.2015

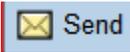


16. Click on the **Check** button. This will check your request against any other requests you have submitted to ensure there are no conflicts.

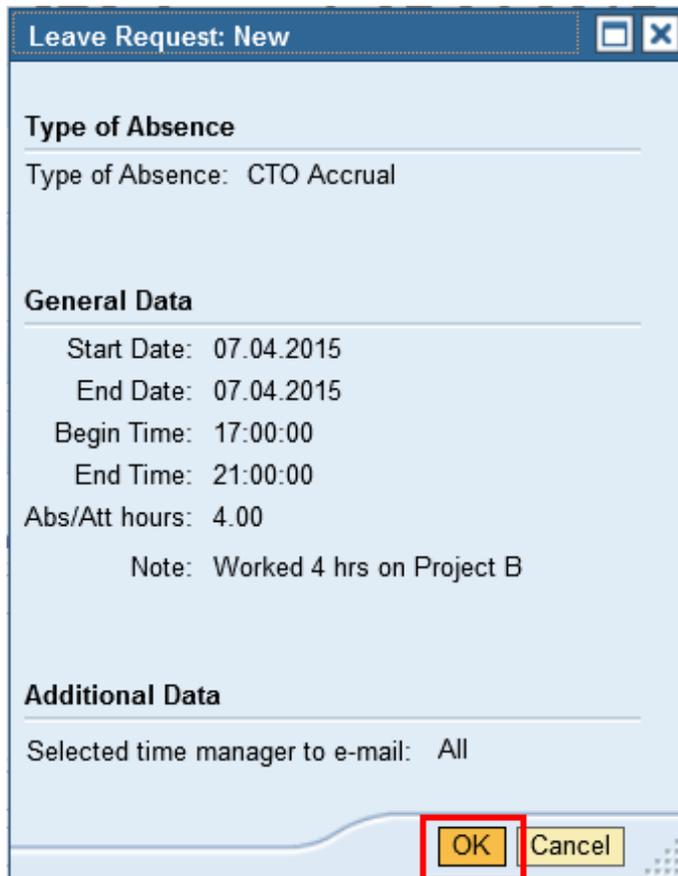
Humam EVERY - Leave Request: CTO Accrual, 07.04.2015



17.

Click on the  button. You will be asked to verify the information you entered for the request.

Leave Request: New



18. Verify the information (dates, note, calculation of used dates and managers who will be notified) and click on the **OK** button. Your request will be sent to your primary time manager and any secondary time manager you selected earlier.

Humam EVERY - Leave Request: New



19. Your request will be sent to your primary time manager and any secondary time manager you selected earlier. Next, click on the **Leave Requests** tab.

Humam EVERY - Leave Request: New



Type of Absence	Start Date	End Date	Next Processor	Status	Att./abs. days	Att./abs. hours	Used
Paternity Leave	20 04 2015	11 05 2015	GABRIEL	Sent	16 00	0 00	16 Days
Annual Leave	15 04 2015	17 04 2015	GABRIEL	Rejected	3 00	0 00	
CDD Accrued	07 04 2015	07 04 2015	GABRIEL	Sent	0 00	4 00	
Annual Leave	24 03 2015	24 03 2015		Approved	6 50	0 00	6 50 Days
Annual Leave	20 03 2015	23 03 2015		Approved	2 00	0 00	2 Days

20. Your request has been sent to your time manager and is shown in the Leave Requests as sent. The status will change when approved. Your Primary time manager will appear in the table but the request will also be sent to any secondary manager you selected in the steps above.

