Purpose

This procedure is used by the ***Staff Member*** to submit requests for Rest and Recuperation (R&R) and the travel time for R&R. I

Reference

Factsheets contain additional information on the different eligibility and documentation requirements for this subject.

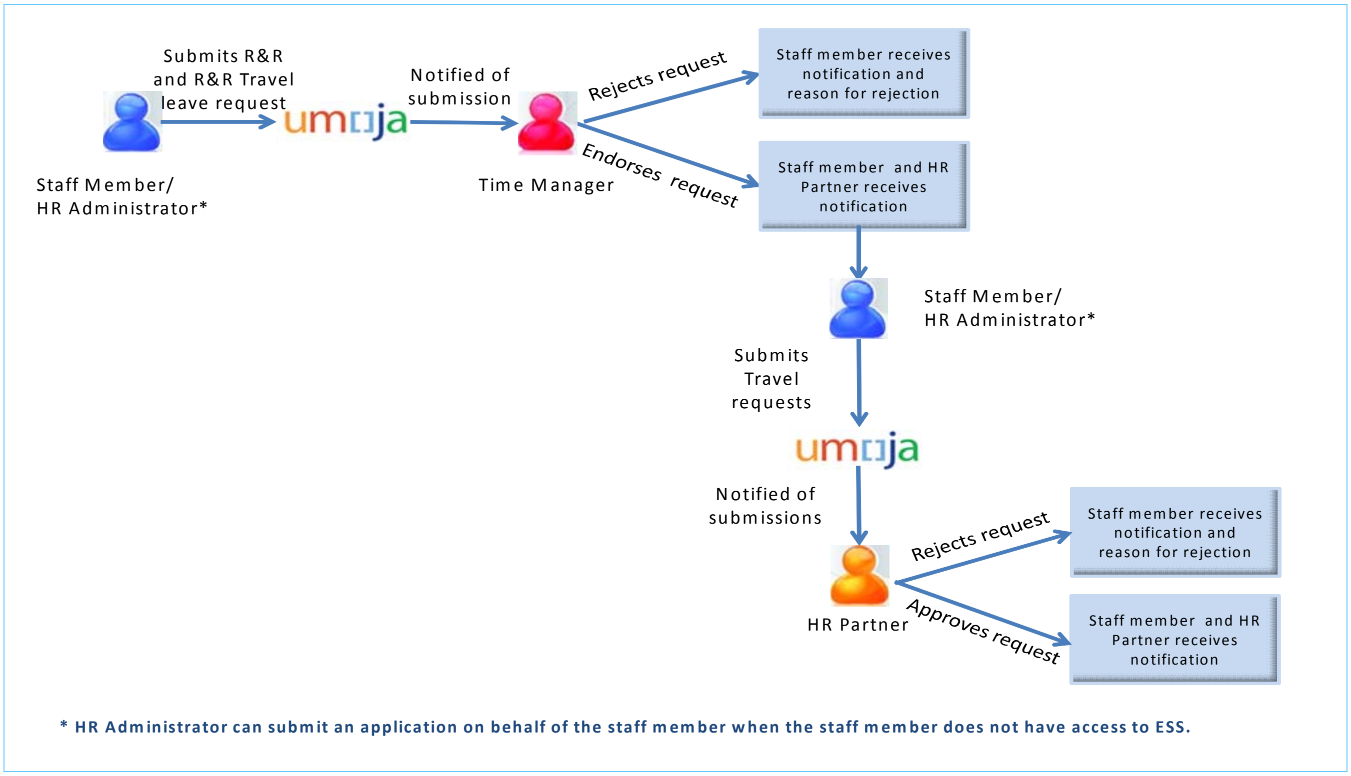
This quick guide, the simulation and the factsheets are provided for information and navigational purposes only. The United Nations Staff Rules and Regulations, and Administrative Instructions are the authoritative documents on this subject and staff members should refer to those documents for the complete eligibility and documentation requirements as it pertains to their situation

Intended Audience

- ***Staff Member***

Global Process

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



1. ***Staff Member*** submits a request for Rest and Recuperation and R&R Travel.
2. ***Time Manager*** verifies and reviews the request through the Umoja Approver Work Centre.
   a. If the ***Time Manager*** endorses the request, a notification is sent to the ***staff member and HR Partner.***
   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.
3. ***Staff Member*** submits a request for Travel. The travel request must be submitted regardless of the mode of travel (UN transportation, lump sum or paid ticket) at the same time as the leave request or when the time manager has endorsed the request.
4. ***HR Partner*** checks eligibility and reviews the request for R&R and R&R Travel through the Umoja Approver Work Centre.
   a. If the ***HR Partner*** approves the leave and travel request, the leave request is recorded in ECC and a notification is sent to the ***staff member.*** The travel request will then continue the travel approval workflow for approval by the certifying officer and travel officer.
   b. If the ***HR Partner*** rejects the request, the ***staff member*** and ***Time Manager*** is notified. The ***staff member*** will need to create and submit a new leave and travel request.

   Note: The HR partner will approve or reject both the travel and leave request at the same time. So it is only upon receipt of the approval by the HR partner that the staff member can consider that the eligibility to go on R&R has been met. The staff member is not authorised to go on R&R if only the manager has approved.

Pre-requisites

The travel request has to be submitted at the same time as the leave request or after the time manager has endorsed.

Objectives

As part of the demonstration, we will show you:

1. How to submit a request for Rest and Recuperation.
2. How to submit a request for Rest and Recuperation travel time.
3. How to check the status of your request.

Scenario

A ***staff member*** submits a request for Rest and Recuperation from 11 May 2015 to 15 May 2015. They will be traveling to the R&R destination on 10 May 2015 and returning to the duty station on 16 May 2015.

Menu Path

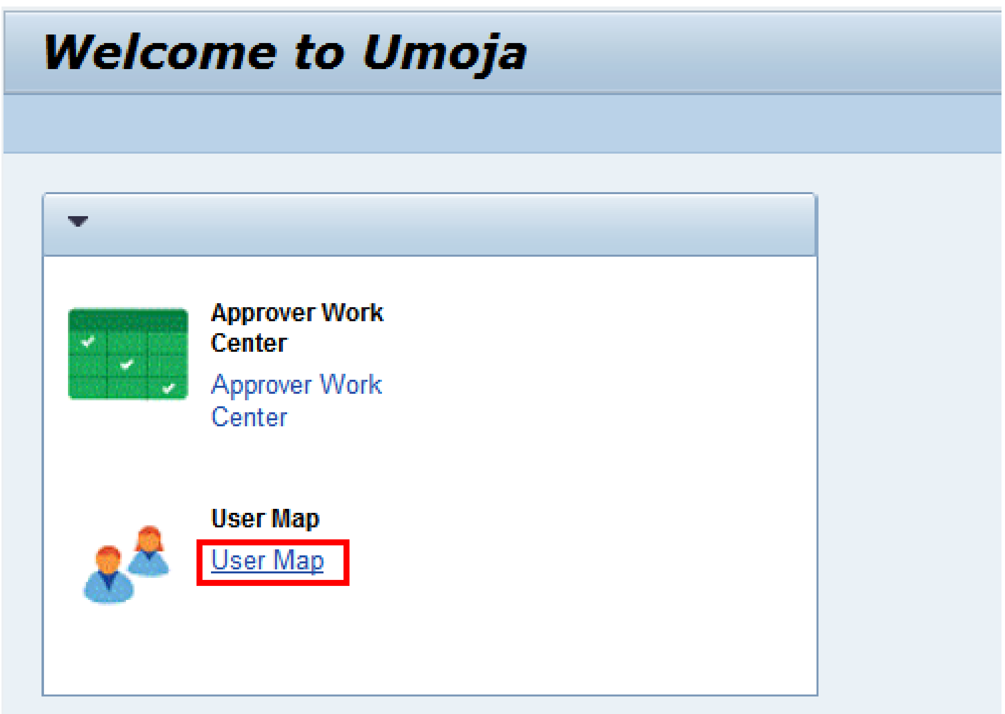
Use the following menu path(s) to begin this process:

Employee Self-Service SM > Overview > Time Management> Create Leave Request

Procedure

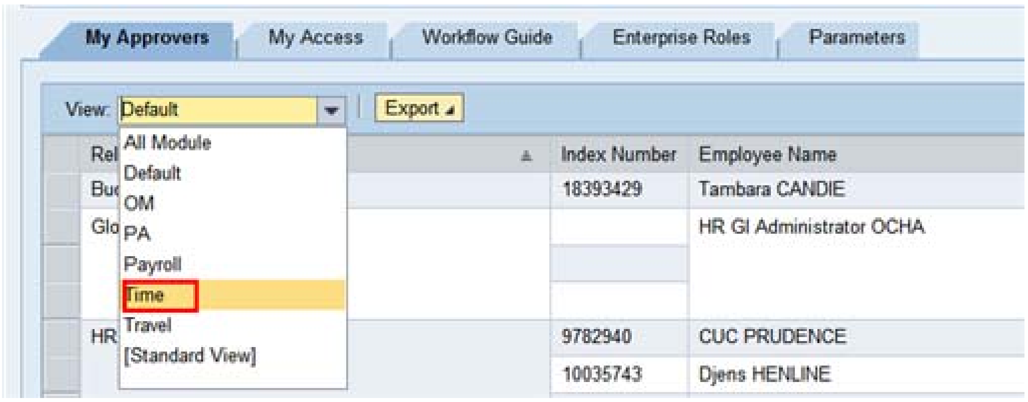
Before we submit a leave request, we will be showing you how to check the time managers and time administrators assigned to you. Every staff member is assigned a primary time manager who is responsible for approving your time related requests. Your primary time manager can delegate the role of time approver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

Welcome to Umoja



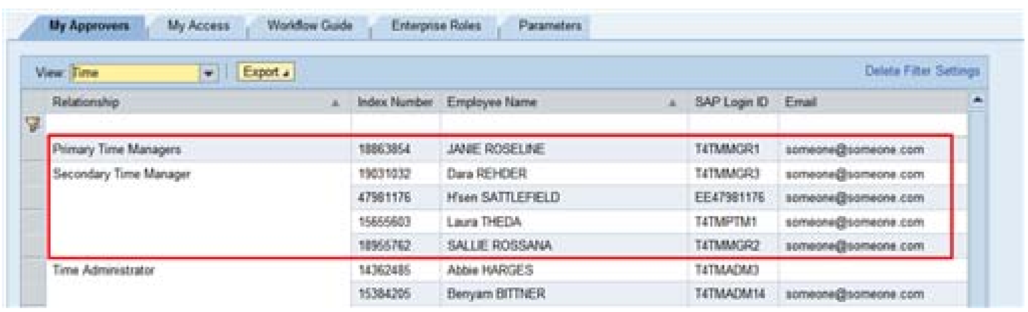
1. To find out who are your assigned Time Manager(s) and Time Administrator(s) click on the User Map link.

User or Employee Search



2. 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 and Employee Search

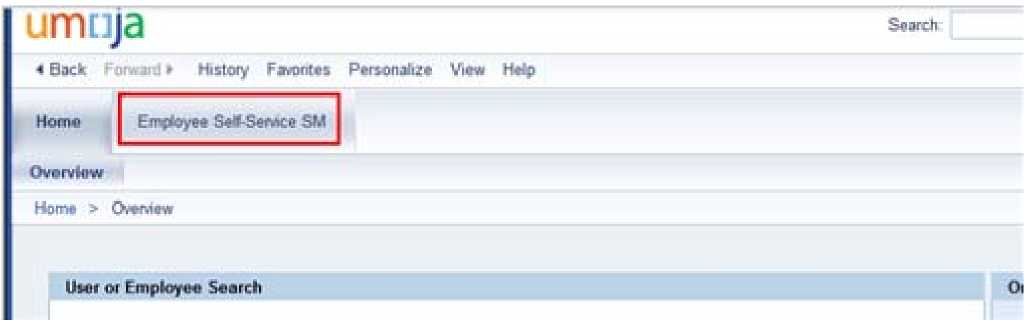


3. The Time Manager(s) and Administrators are listed. Your primary manager is JANE ROSELINE who has assigned four secondary time managers.

Next, we will be demonstrating how to create a a request for Rest and Recuperation.

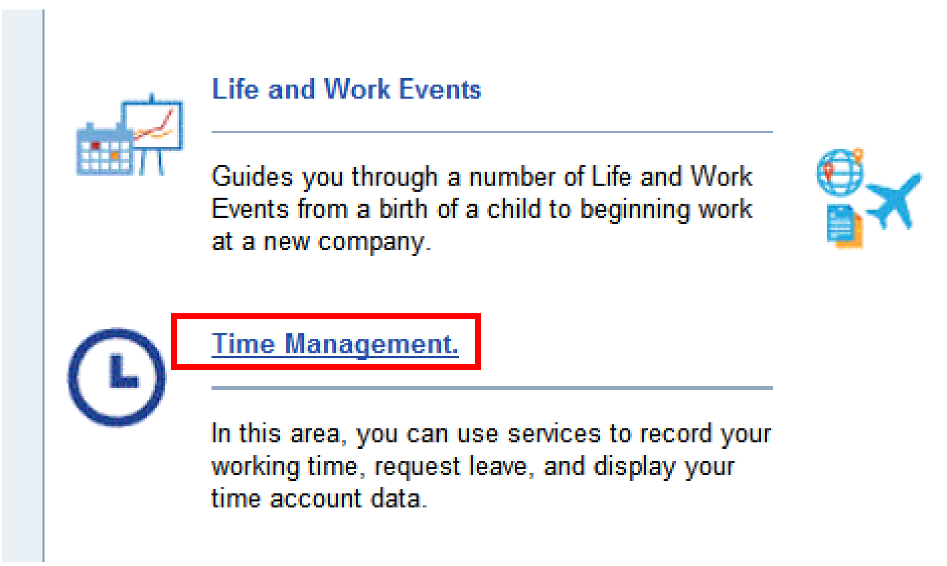
4. Start the transaction using the menu path:
Employee Self-Service SM>Time Management>Create Leave Request

User Map - Umoja training portal - T2J - Windows Internet Explorer



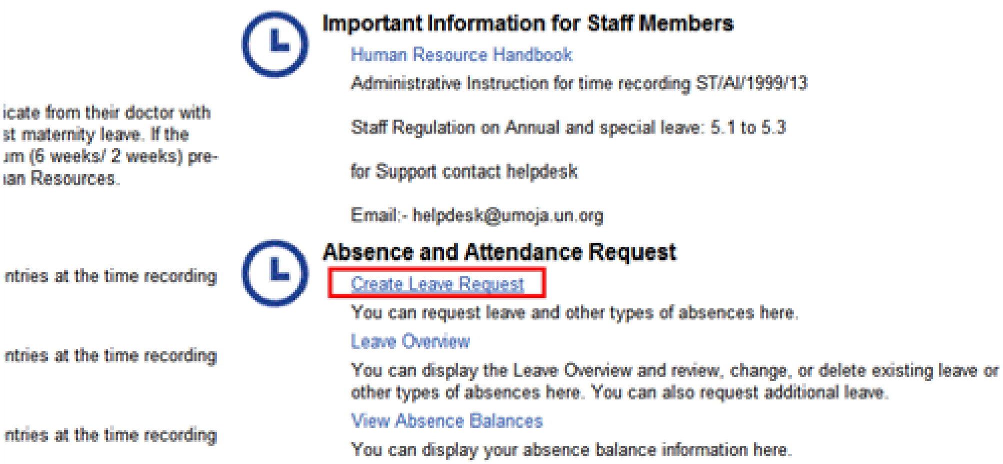
5. Click on the Employee Self-Service SM tab.

Employee Services



6. Click on the Time Management link.

Time Management.

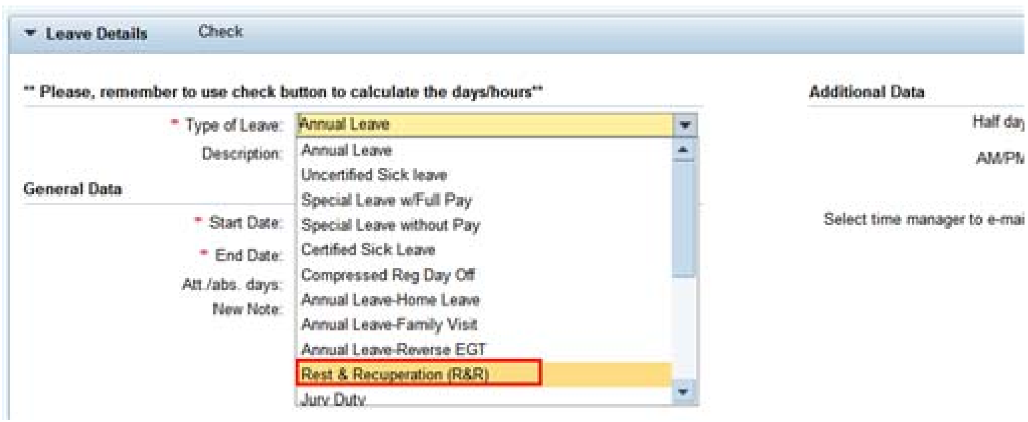


7. Click on the Create Leave Request link.

Mikhaila GISELLE - Leave Request: New

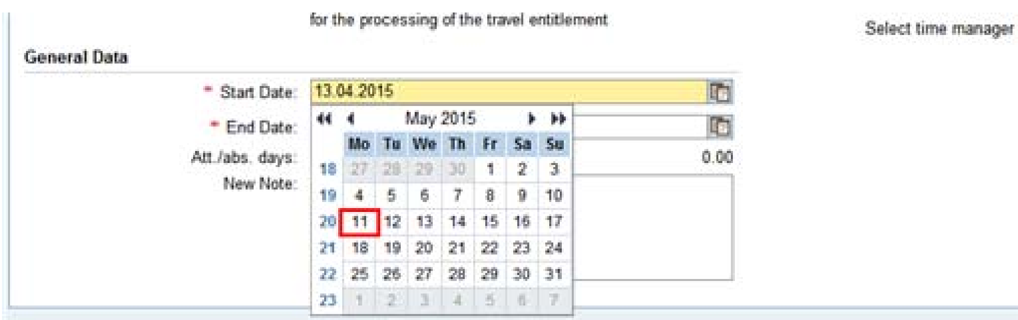
8. Click on the collapse icon to close the Absence Balance section.

Mikhaila GISELLE - Leave Request: New



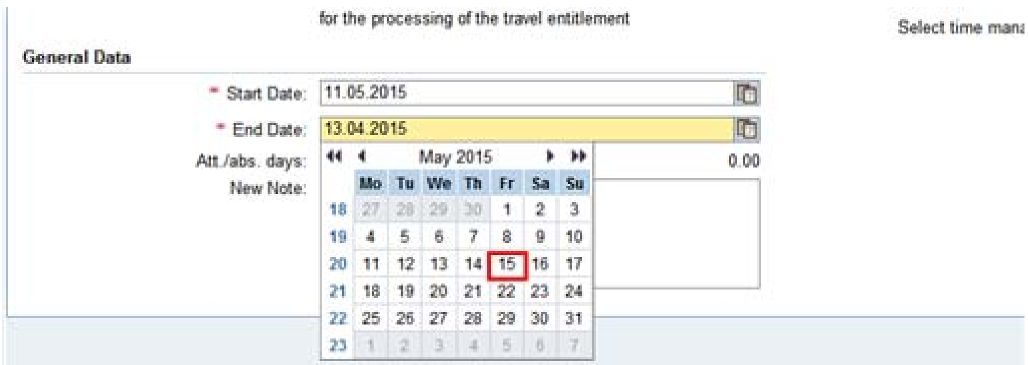
9. Select Rest & Recuperation (R&R) from the list of leave types.

Mikhaila GISELLE - Leave Request: Rest & Recuperation (R&R), 13.04.2015



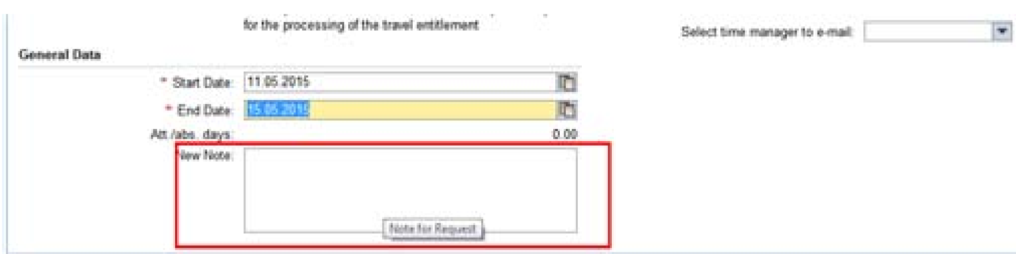
10. Select the date the leave is to start. Dates can be selected from the calendar by clicking on the Calendar icon or entered directly into the field using the DD.MM.YYYY format. In this demonstration, select 11 May from the calendar.

Mikhaila GISELLE - Leave Request: Rest & Recuperation (R&R), 13.04.2015



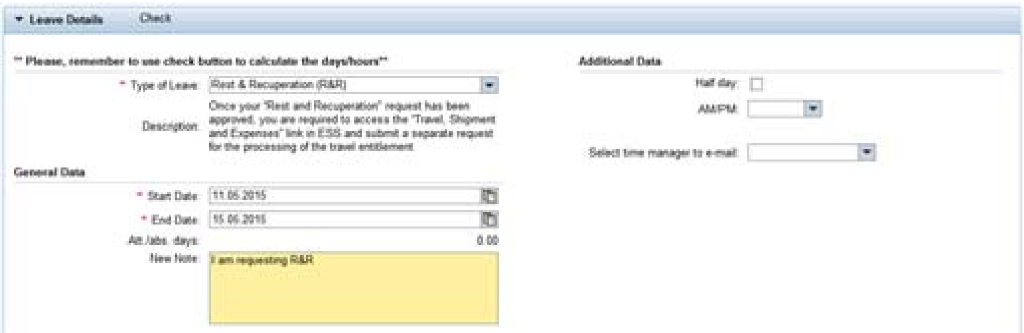
11. Select or enter the date the leave is to end. Dates can be selected from the calendar by clicking on the Calendar icon or entered directly into the field using the DD.MM.YYYY format. In this demonstration, select 15 May 2015.

Mikhaila GISELLE - Leave Request: Rest & Recuperation (R&R), 13.04.2015



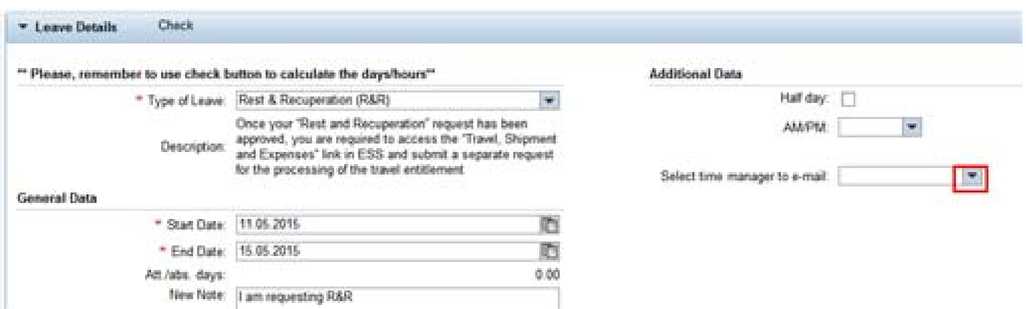
12. You may add remarks or comments in the New Note box, for example we added "I am requesting R&R".

Mikhaila GISELLE - Leave Request: Rest & Recuperation (R&R), 13.04.2015



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

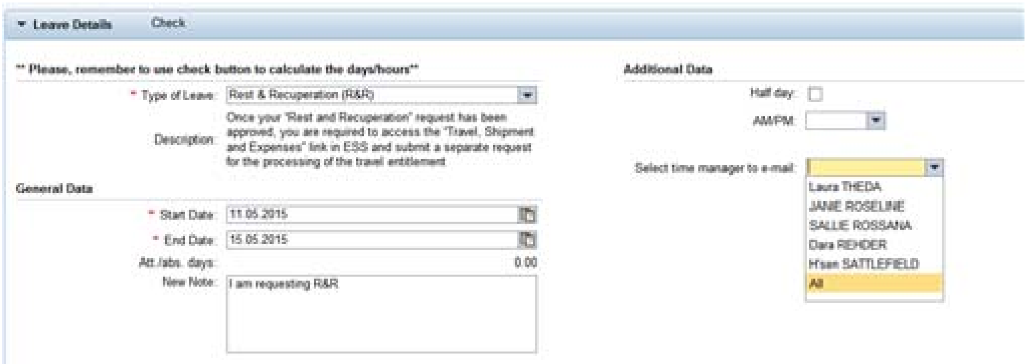
Mikhaila GISELLE - Leave Request: Rest & Recuperation (R&R), 13.04.2015



13. 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.

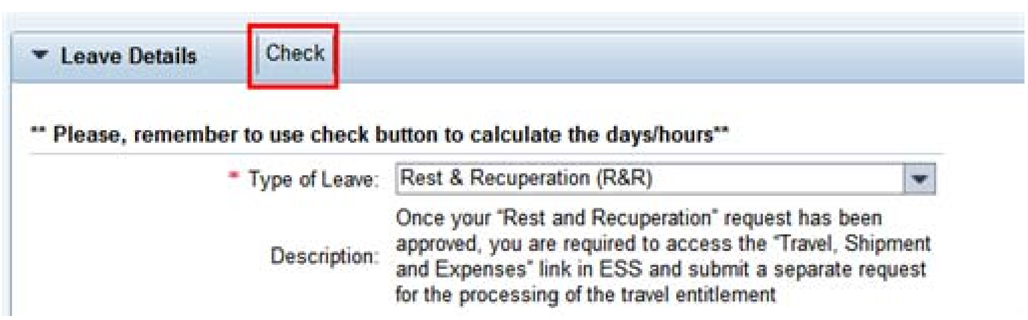
Mikhaila GISELLE - Leave Request: Rest & Recuperation (R&R), 13.04.2015



14. 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.

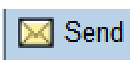
Next, we are going to have the system check your request against your leave balances.

Mikhaila GISELLE - Leave Request: Rest & Recuperation (R&R), 13.04.2015



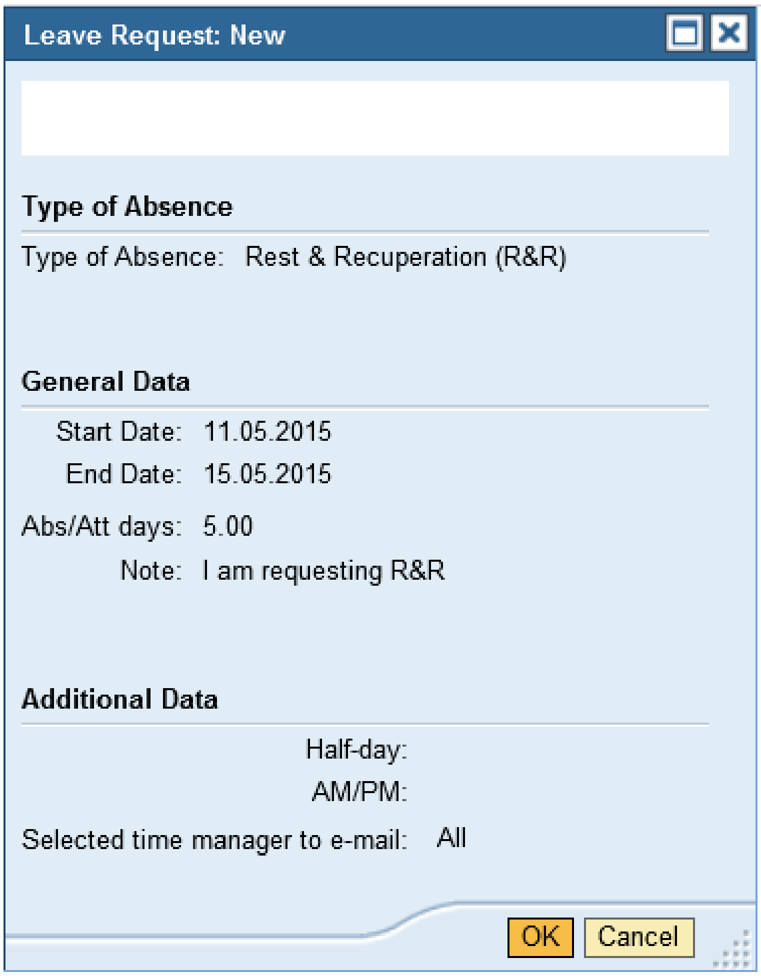
15. Click on the Check button. This will check your request against any other requests you have submitted to ensure there are no conflicts.

Mikhaila GISELLE - Leave Request: Rest & Recuperation (R&R), 11.05.2015-15.05.2015

16. Click on the 

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

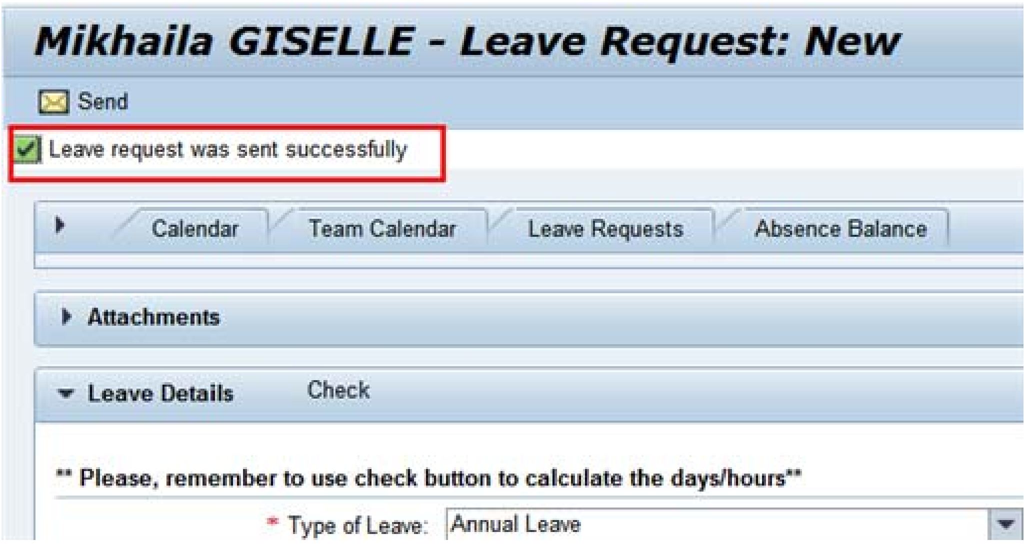
Leave Request: New



17. Verify the information (dates, note, calculation of used dates and managers who will be notified) and click on the OK button.

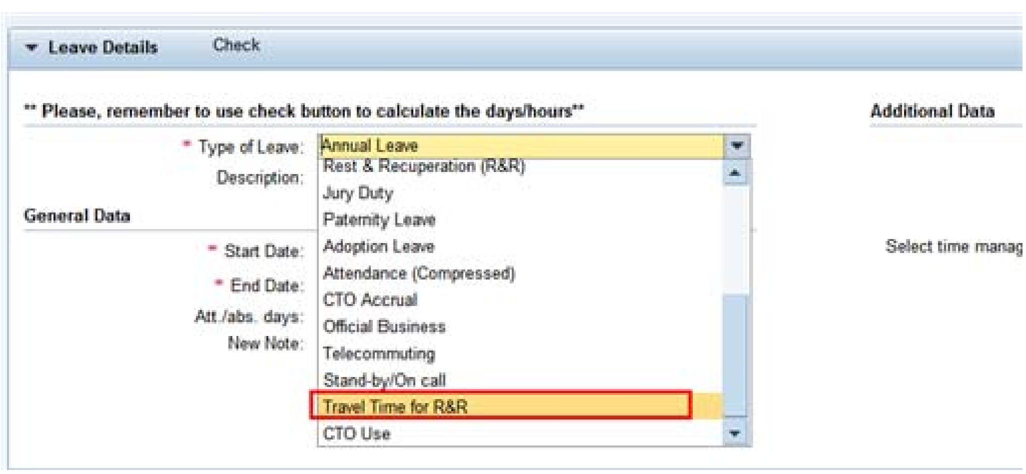
Next, you will need to enter the days you will be traveling for R&R. You will have to enter the time when you will leave and return as two separate requests. First, we will enter the date you will be leaving for R&R.

Mikhaila GISELLE - Leave Request: New



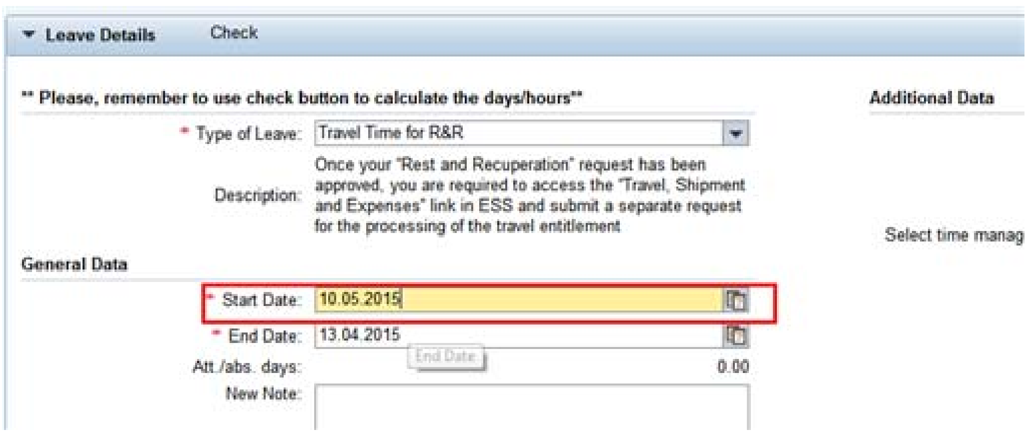
18. Your request will be sent to your primary time manager and any secondary time manager you selected earlier.

Mikhaila GISELLE - Leave Request: New



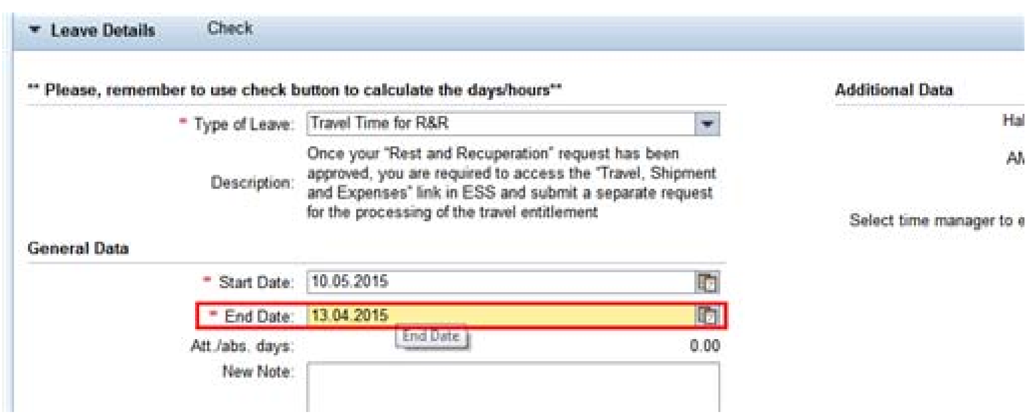
19. Select Travel Time for R&R from the list of leave types.

Mikhaila GISELLE - Leave Request: Travel Time for R&R, 13.04.2015



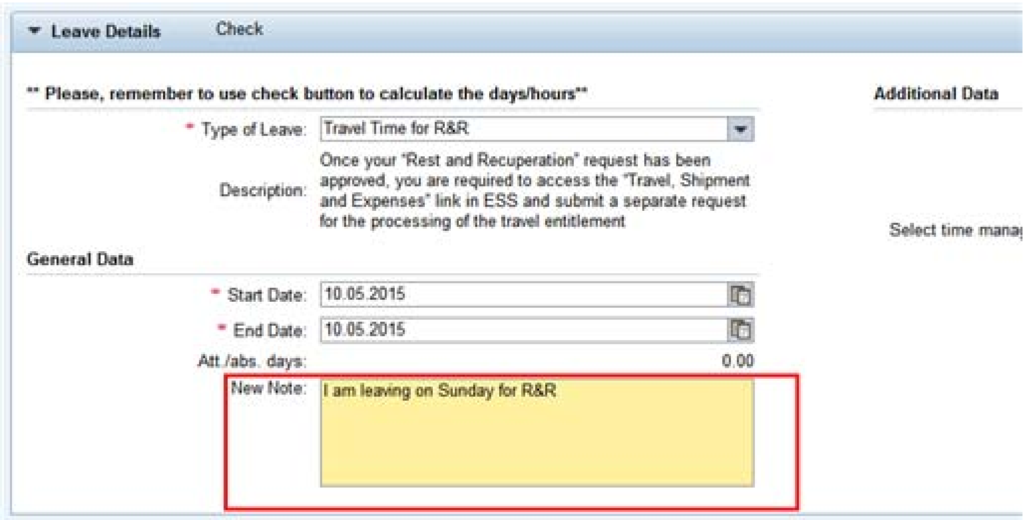
20. Select or enter the start date you will be leaving the duty station for R&R, this is the day before the first day of R&R. In this demonstration we entered the start date of 10 May 2015.

Mikhaila GISELLE - Leave Request: Travel Time for R&R, 13.04.2015



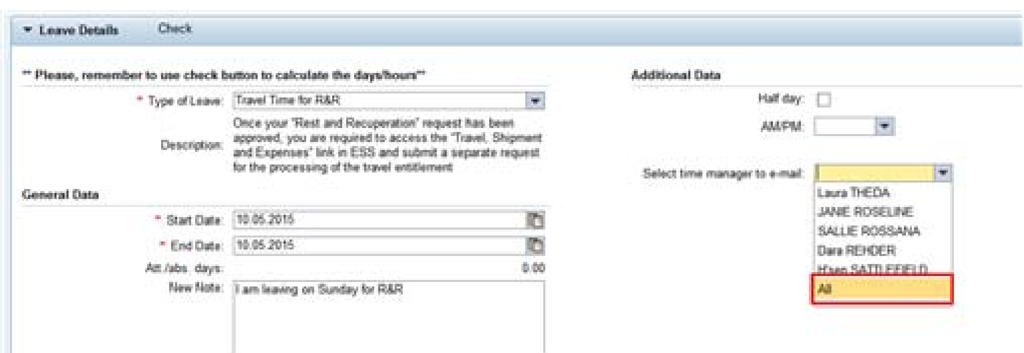
21. Select or enter the end date of your travel from the duty station for R&R, this is the same as the start date. In this demonstration we entered the end date of 10 May 2015.

Mikhaila GISELLE - Leave Request: Travel Time for R&R, 13.04.2015



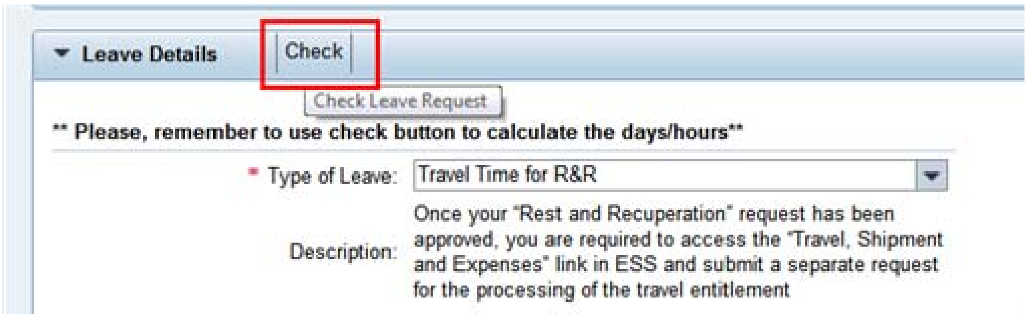
22. You may add remarks or comments in the New Note box, for example we added "I am leaving on Sunday for R&R".

Mikhaila GISELLE - Leave Request: Travel Time for R&R, 13.04.2015



23. 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.

Mikhaila GISELLE - Leave Request: Travel Time for R&R, 13.04.2015

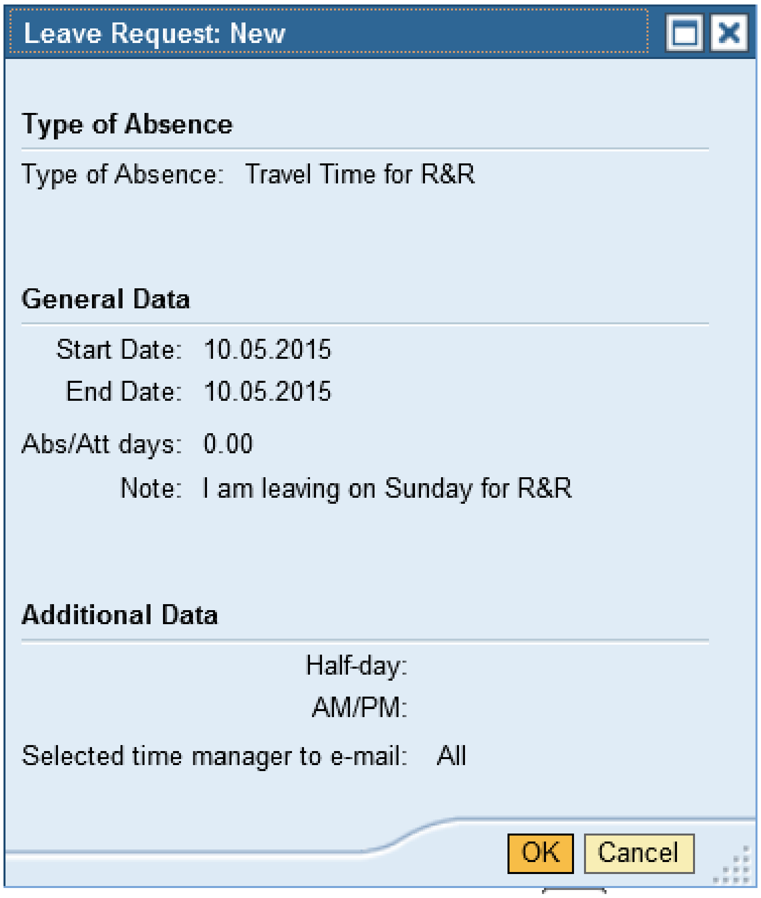


24. Click on the Check button. This will check your request against any other requests you have submitted to ensure there are no conflicts.

Mikhaila GISELLE - Leave Request: Travel Time for R&R, 10.05.2015

25. Click Send button Send.

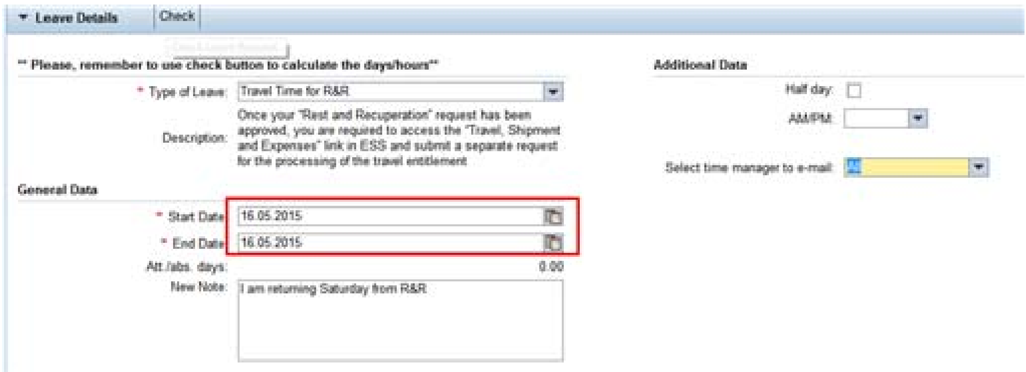
Leave Request: New



26. Verify the information (dates, note, calculation of used dated 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.

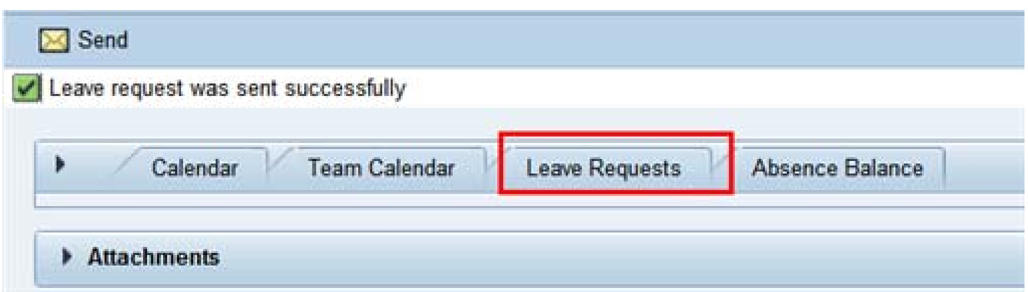
Next, we will enter the Travel time for R&R for the return trip.

Mikhaila GISELLE - Leave Request: Travel Time for R&R, 13.04.2015



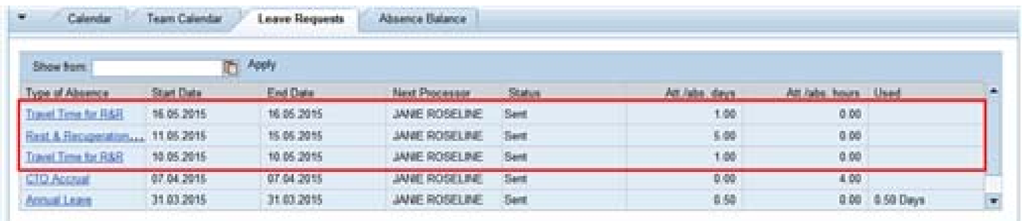
27. Next, record your return to the duty station from R&R travel time. This will be the day after the last day of R&R and the steps are the same as those you just performed for the travel time from the duty station (steps 19 to 25). In this demonstration we will be entering our return date as 16 May 2015.

Mikhaila GISELLE - Leave Request: New



28. Once you have entered and sent your R&R request and From/To R&R Travel requests to your time manager, click on the Leave Requests tab.

Mikhaila GISELLE - Leave Request: New



Calendar | Team Calendar | Leave Requests | Absence Balance

Show from: Apply

Type of Absence	Start Date	End Date	Next Processor	Status	Att./abs. days	Att./abs. hours	Used
Travel Time for R&R	16.05.2015	16.05.2015	JANIE ROSELINE	Sent	1.00	0.00	
Rest & Recuperation...	11.05.2015	15.05.2015	JANIE ROSELINE	Sent	5.00	0.00	
Travel Time for R&R	10.05.2015	10.05.2015	JANIE ROSELINE	Sent	1.00	0.00	
CTO Accrual	07.04.2015	07.04.2015	JANIE ROSELINE	Sent	0.00	4.00	
Annual Leave	31.03.2015	31.03.2015	JANIE ROSELINE	Sent	0.50	0.00	0.50 Days

29. Your requests have been sent to your time manager and are 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.

Next, you must submit a request for travel before your request can be approved by the HR Partner, refer to the documentation on Travel for more information.