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Overview

This Job Aid covers the steps necessary to guide Users in the Organizational Management (OM) process of Loaning position, Modifying (extend and shorten) a loan and Returning position from loan.

Please refer to the OM Create position Job Aid to understand a Position, what it represents, its relationships to data objects, learn about position types, the description and which office has authority to manage each.

Governing Policies

- I. There are two groups of Position Types as follows:
- 1. **Positions created and controlled by OPPBA and OAHs** are established posts, temporary posts and General Temporary Assistance (GTA) posts funded by the peacekeeping support account, fund QSA, GTA Finite Duration and GTA Finite PK;
- 2. **Positions created and maintained by Entities** are funded by Voluntary Contributions (VC, formerly known as extrabudgetary, XB), GTA replacement and Temporary Assistance for Meetings (TAM).
- 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 extrabudgetary, XB) are created as VC posts or VC project positions.



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

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	

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

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

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



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

Policies for Po	sition Maintenance within Budget Period (Field	Mission oriented	i)		
Organizational c	hange	Regular Budget*	Peacekeeping Budget**		
	Move within budget approved org unit				
	Move across budget approved org units				
Posts	Loan within MISSION	Temporary	Temporary		
	Loan across MISSION	Temporary	Temporary		
	Move within approved org unit	Temporary	Temporary		
	Move across approved org units				
GTA positions	Loan within MISSION	Temporary			
	Loan across MISSION	Temporary			
·					
Geographical ch	ange	Regular Budget	Peacekeeping Budget		
Posts	Within Country	Temporary	Temporary		
Posts	Across Country	Temporary	Temporary		
GTA positions	Within Country	Temporary	Temporary		
diapositions	Across Country	Temporary		Legend	
					Allowed without approval
Functional chang	ge	Regular	Peacekeeping	Green	from OPPBA budget divisions
	Operational title same Category and Grade***	Temporary	Temporary	Orange	Requires approval from
Posts	Operational title, different Category and Grade	remporery	(Chipperstry	Orange	OPPBA budget divisions
	Budgeted title	Change with n	ew budget	Red	Not allowed.
	Operational title, same Category and Grade***	Temporary			Controller may approve exceptions
GTA positions	Operational title, different Category or Grade			Temporary	Should be regularized or changed
	Budgeted title	Change with n	ew budget	,	back to original.
* SPMs and Regu	lar Budget funded PKMs e.g. UNTSO				
** PKMs and PK S	Support Account				
*** Same Grade r	efers to budgeted grade where the range FS1-FS6 (FSOL) a	re considered same	grade. Similar for	GS and LL.	
Changes to til	tles within these ranges, while approved by OPPBA may b	e subject to HR pol	icies and classifica	tion	1

Job Aid Objective

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

- Loan positions;
- Modify extend and shorten loaned positions;
- Return positions from loan;
- Understand the significance of the required fields/infotypes¹ in loaning positions and returning positions from loan;
- 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. Logging in the Portal with the enterprise role OM Administrator opens this screen:



muja		Search: Q 🗸 Umoja qa portal - Q3J Lo
Back Forward History Favorites	Personalize View Help	Welcome: Erand
me Employee Self-Service SM	OM Administration	
erview		
OM Administration > Overview		Full Screen Option
		<u>گ</u>
✓ Map Directory	ndex	
OM Processes		

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



Loan Position

3. In the screen above, click on the blue text above the Loan position or return position from loan which opens this screen:



muja		Search:	Q +	Umoja qa portal - Q3J	Log
Back Forward > History Favorites Personalize View Helj	lp			Welcome: E	Erand RI
ome Employee Self-Service SM OM Administration	n				
erview					
Administration > Overview				Full Screen	Option
Start Process					
1 2 3 Select Object Select Process Fill Out Form	Review and Send Confirmation			١	
Previous Next					7
Object type: Position Position Search: Positions from Organizational Structure					
Object type: Position Position Structure Organizational Structure	▼ Available Objects				
Deject type: Position v Position Search: Positions from Organizational Structure Organizational Structure	Available Objects Filter Settings				
Deject type: Position v Position Search: Positions from Organizational Structure Organizational Structure P1 v UNS + HD Deployment Group (Virtual)	Available Objects Filter Settings Provision Position ID Organizational Unit. Cost Center. Position Holder: Vacont From				
Object type: [Position v Position Search: [Positions from Organizational Structure Organizational Structure INN + HD Deployment Group (Virtual) > IRM	Available Objects Filter Settings Position ID Organizational Unit Cost Center Position Holder Vacant From [7] Setied as Object in Neurostice Area				
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Deject type (Position V existion Search: (Positions from Organizational Structure UNS + UNS + UAD Deployment Group (Virtual) + BRM + Gross in Umoja Org unit + BOSG + INTERORG CEB	Available Objects Filter Settings Position Position ID Organizational Unit Cost Center Position Holder Vacant From Select an Object in Navigation Area Data From: 00.00.0000 00.00.00 Reteach				
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Deject type: [Position v Organizational Structure UNS + HD Deployment Group (Virtual) > IRM - Once in Umoja Org unit > EOSG > UNTEPORG CEB > DGACM > DCA	Available Objects Filter Settings Position Position ID Organizational Unit Cost Center Position Holder Vacant From Select an Object in Navigation Area Object in Navigation Area Object Position Positi Position Position Position Position Positi Position Position Posi				
Deject type: [Position v catilon Search: Position from Organizational Structure Organizational Structure r UNS + HQ Deployment Group (Virtual) + IRM + Cose in Umoja Org unit + EOSG + INTERORG CEB + DPA + DOA + OMBUDSMAN	Available Objects Filter Settings Position Position ID Organizational Unit Cost Center Position Holder Vacant From [] Select an Object in Nevigation Area Data From: 00.00.0000 00.000 Reflecth				
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4. In the screen above, scroll down until you see OCHA which is beyond FMADPKO as shown in this screen:

umaja	Search: Q 👻 Umoja qa portal - Q3J Log off
Back Forward > History Favorites Personalize View Help	Welcome: Erand RIEU
Home Employee Self-Service SM OM Administration	
Dverview	
OM Administration > Overview	Full Screen Options 🔻
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OCHA GVA-EXAM	
OCHA GVATRNG	
> OCHA OUSG	
OCHA CPD	
UNISDR GENEVA	
) OCHA CRD	
• UNMEER	
> OCHA GVAO OD	
OCHA EP ADMIN	
) OCHA GTFCCC	
OCHA GTUE	
OCHA GARBAGE	
OCHA PRACTICE	
> OCHA 13	-

5. In the screen above, clicking on OCHA turned the **I** into a **and** opened the OCHA organizational structure. Click on OCHA CRD which opens the structure further down as shown in this screen:



noja	Search: Q 👻 Umoja qa portal - Q3J	
ack Forward History Favorites Personalize View Help	Welcome	Erar
me Employee Self-Service SM OM Administration		
erview		
I Administration > Overview	Full Screen	Ор
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OCHA SEC V		
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• OCHA AK		
▶ OCHA GVA-EXAM		
► OCHA GVATRNG		
▶ OCHA OUSG		
▶ OCHA CPD		
▶ UNISDR GENEVA		
✓ ocha crd		
• SEC I		
• SEC II		
• SEC III		
• SEC IV		
OCHA CRD AFRICA II		
▼ OCHA CRD GDS		
P OCHA CHD HO		
* OCHA ORD GDS AFRICA II		

6. In the screen above, keep scrolling down and select OCHA CRD GDS which opens the organizational structure further down that would eventually take you to the organizational unit where the position that has to be loaned is located. Select OCHA CRD GDS AFRICA II as shown in the screen below and scroll back up in order to see the positions in the org unit.

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(Back Forward ⊨ History Favorites Personalize View Help	Welcome: Erand RIEU
Home Employee Self-Service SM OM Administration	
Dverview	
DM Administration > Overview	Full Screen Options 🔻
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OCHA PRACTICE	
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▶ OIP	
+ UNCC	



7. In scrolling back up, the screen below is what you will see. The name of the organizational unit in the "Available objects" box listing the position(s) confirms the organizational unit where the loan is from. The position ID, level and title allows identification of the post to be loaned.

muja				Search	1:	Q, Ŧ	Umoja qa portal - Q3J	Log o
Back Forward ▶ History Favorites Personalize View Help							Welcome: E	Erand RIE
ome Employee Self-Service SM OM Administration								
rerview								
Administration > Overview							Full Screen	Options
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Trevious INEXT P								
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Object type: Position v Position Search: Positions from Organizational Structure v Organizational Structure PT Available Objects								
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Object type: Position Objects Position Structure Organizational Structure VUNS + HQ Deployment Group (Virtual) Position Position Position	Position ID	Organizational Unit	Cost Center F	Position Holder	Filter Settings Vacant From			
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Object type: Position Position Search: [Positions from Organizational Structure VINS HQ Deployment Group (Virtual) IRM Once in Umoja Org unit EOSG INTERCRO CEB DGACM DDA ODA ODA ODA ODA ODA ODA ODA ODA ODA	Position ID OFFICER 31003231 XIAN AFFAIRS 31003232	Organizational Unit OCHA CRD GDS AFRICA II OCHA CRD GDS AFRICA II	Cost Center F HR OCHA No Post HR OCHA No Post	Position Holder	Filter Settings Vacant From			
Object type: Fostion Position Search: [Position from Organizational Structure UNS - HQ Deployment Group (Virtual) IRM - Once in Umoja Org unit EOSG INTERORO CEB DAGACM D DFA DOA DOA DOMBUDSMAN DEVC	Position ID OFFICER 31003231 IAN AFFAIRS 31003232	Organizational Unit OCHA CRD GDS AFRICA II OCHA CRD GDS AFRICA II	Cost Center / HR OCHA NO Post HR OCHA NO Post	Position Holder	Filter Settings Vacant From			

8. In the screen above, select position ID 31003231 and click which opens the next screen:

nuja		Search:	Q +	Umoja qa portal - Q3J	Log
ack Forward > History Favorites Personalize	· View Help			Welcome:	Erand R
me Employee Self-Service SM OM Ar	dministration				
erview					
Administration > Overview				Full Screen	Option
Start Process					
Previous Next I					
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Available Processes Process Name	Process Description				
Available Processes Process Name Loan position or return position from Ioan	Process Description Allows to loan a position to another organizational unit or to return it.				
Available Processes Process Name Loan position or return position from Ioan Maintain position	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes position title/movement.expiration date, freeze/unfreeze dates	s, HR vacancy, chief of org	ganizational unit, persona	l area/subarea.	
Available Processes Process Name Loan position or return position from Ioan Maintain position Modify Ioan (extend or shorten)	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes: position title/movement,expiration date, freeze/unfreeze date Allows to extend or to shorten the loan period of a selected position that has been loaned to another organizational unit.	s, HR vacancy, chief of org	ganizational unit, persona	l area/subarea.	
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Available Processes Process Name Loan position or return position from Ioan Maintain position Modify Ioan (extend or shorten)	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes position title/movement,expiration date, freeze/unfreeze dates Allows to extend or to shorten the loan period of a selected position that has been loaned to another organizational unit.	s, HR vacancy, chief of org	janizational unit, persona	l area/subarea.	
Available Processes Process Name Lean position or return position from Ioan Maintain position Modify Ioan (extend or shorten)	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes: position title/movement.expiration date, freeze/unfreeze date: Allows to extend or to shorten the loan period of a selected position that has been loaned to another organizational unit.	s, HR vacancy, chief of org	janizational unit, persona	l area/subarea.	
Available Processes Process Name Loen position or return position from Ioan Maintain position Modify Ioan (extend or shorten)	Process Description Allows to loan a position to another organizational unit or to return it. Allows to another organizational unit or to return it. Allows to extend or to shorten the loan period of a selected position that has been loaned to another organizational unit.	s, HR vacancy, chief of org	janizational unit, persona	l area/subarea.	
Available Processes Processes Process Name Loan position from loan Maintain position Modify loan (extend or shorten)	Process Description Allows to lean a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes: position title/movement.expiration date, freeze/unfreeze date: Allows to extend or to shorten the loan period of a selected position that has been loaned to another organizational unit.	s, HR vacancy, chief of org	ganizational unit, persona	l area/subarea.	
Available Processes Process Name Loan position for return position from Ioan Maintain position Modify Ioan (extend or shorten)	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes position title/movement, expiration date, freeze/unfreeze dates Allows to extend or to shorten the loan period of a selected position that has been loaned to another organizational unit.	s, HR vacancy, chief of org	janizational unit, persona	l area/subarea.	

Note that the position for loan has to be valid and funded throughout the duration of the loan and has to be a position that an OM Administrator has authority to loan (ref. Position rules in page 4) or is a VC post, which is not covered in the position rules in pages 3 and 4.



9. In the screen above, select Loan position or return position from loan and click which opens this screen:

son a formard > History Favorites Personalites View Help Welcome: Er e Employee Self-Service SM OM Administration reader Formard > Overview Full Screen C Position Tomage Name: Case GRONSTAL Org Unit Tom: Case Case GRONSTAL Org Unit Tom: Case GRONSTAL Org Unit T	noja	s	earch: Q, 🗸	Umoja qa portal - Q3J
e Employee Self-Service SM OM Administration	ok Forward ▶ History Favorites Personalize View Help			Welcome: I
Ideministration > Overview Full Soreen Overview Ideministration > Overview Full Soreen Overview Position [3100221] Image: Disconse Dis	e Employee Self-Service SM OM Administration			
Administration > Overiew Full Streem Or Can Position 31003231 Image: Discont Streem Control Streem Contro Streem Control Streem Control Streem Contro S	nview			
Coan Position 31003231 Position Position Laval: P-3 Dudy Station Nairobi Manager Name: Chase GRONSTAL Og Unit ID: 20010537 Org Unit Text: O'CAA GRD GRO AFRICA II Position Type: VC Pest Funding Barbate: 01.92 2015 Funding States: 01.92 2015 Gre	Administration > Overview			Full Screen
Image:				
Position Lavel: P-3 DuS Station: Nairobit Manager Nome Salrobit Manager Name Chase GRONISTAL Org Unit TD: 20010337 Org Unit TD: 20010374 Org Unit TD: 20010374 Org Unit TD: 0010037 Org Unit TD: 0010037 Punding Salroba: 019.2015 Funding Salroba: 109.2015 Funding End Dae: 31.22016 Coat Center Vertice WBS Object \$B-000248 Grant: \$1.32DDN-000051	oan Position 31003231 📋			
Portion Lawei:P-3Duy's fataion:NainobiManager ID:2001743Manager Name:Chase GRONSTALOrg Unit Tb:20010937Org Unit Tb:00010937Partition Type:OVA PostPartition Type:024 Rott Coll SA FRICA IIPartition Type:122 016Cong Unit Tb:20115Funding Source:3200NFunding Batt Date:013 2015Funding Table:31.12 2016Coat Center:51.322014WBS Object:\$8-00244Grant:\$1.322014000001	Position			
	Position Laws: P-3 Duty Station: Naiosi Manager ID: 20013743 Manager ID: 20013743 Manager ID: 20013743 Manager ID: 20010374 Org Unit ID: 2001037 Position Type: VC Position Position Type: VC Position Funding Stouce: 3200M Funding State Id: 31.12.2016 Cost Center: WBS Object: S1-32DDN-600051 S1-32DDN-600051			
	Effective Date of Loan *			
Effective Date of Loan * End Date of Loan * End Date of Loan *	Destination Org Unit			

- 10. In the screen above, enter the effective date of the loan and the end date of the loan.
- 11. Click on the overlapping paper icon on the right of the Destination Org Unit field which opens this screen:

Start Process	
Search Organizat.	
▶ ↑	
✓ OrgUnits	
Cancel Select	

12. In the screen above, click on the 🕨 on the left of UNS which opens this screen:



\$	Start Process		×
	Search Organizatio		_
ľ	↑ ∢		
	✓ OrgUnits		
	▼ UNS		
	Alexander ALEJANDRO		
	Jessie AMBE		
	Poonam CHAUDHARY		
	Catherine DOBBELSTEIN		
	Ahmed EL-BOUKHARI		
	▶ IRM		
	▶ EOSG		
	► INTERORG CEB		
	Once in Umoja Org unit	V	
	HQ Deployment Group (Virtual)		
	Mohammad Azam ALVI		
	Philippa ARNO		
	Mounia ATIKI		
	Lucia 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		•



13. In the screen above, scroll down until you see OCHA. Click on the before it which opens its organizational structure as shown in this screen:



14. In the screen above, scroll down then keep clicking until you see OCHA CRD GDS AFRICA I. Click on it, scroll down and click Select which opens this screen:



ntija		Search:	Q, → Un
ack Forward > History Favorites Person	alize View Help		
ne Employee Self-Service SM	M Administration		
rview			
Administration > Overview			
Funding Start Date: 01.09.2015 Funding End Date: 31.12.2016 Cost Center: WBS Object: SB-000248 Grant: S1-32DDN-000051			
Select the Loan Type			
Create Loan			
Effective Date of Loan * 01.10.2015	End Date of Loan * 30.11.2015		
Destination Org Unit 20010289	Additional Search		
Destination Org Unit			
Org Unit Name: Org Unit Department: Duty Station: Country: Manager:	OCHA CRD GDS AFRICA I HR027/HR OCHA No Post New York United States of America Chese GRONSTAL		
Comments			

15. In the screen above, the Destination Org Unit number and its details along with the Comments box is shown. Enter the comments as shown in this screen:

ntija		Search: Q 👻 Umoja qa portal - Q3J
ack Forward > History Favorites Personal	ize View Help	Welcome: Er/
ne Employee Self-Service SM OM	Administration	
Administration > Overview		Full Screen C
Funding Start Date: 01.09.2015		
Funding End Date: 31.12.2016		
Cost Center:		
WBS Object: SB-000248		
Grant: \$1-32DDN-000051		
0-1		
Select the Loan Type		
le Create Loan		
Effective Date of Loan * 01.10.2015	End Date of Loan * 30.11.2015	
Destination Org Unit 20010289	Additional Search	
Destination Org Unit		
Org Unit Name:	OCHA CRD GDS AFRICA I	
Org Unit Department:	HR027/HR OCHA No Post	
Duty Station:	New York	
Country:	United States of America	
Manager:	Chase GRONSTAL	
Comments		
Loan position for two months. Erand Rieu		

16. In the screen above, scroll back up and click **we** which opens this screen:



ntija	Search:	Q +	Umoja qa portal - Q3J	Logo
ck Forward ▶ History Favorites Personalize View Help			Welcome: I	Erand RI
Employee Self-Service SM OM Administration				
view				
Administration > Overview			Full Screen	Options
Start Process				
1 2 3 4 6 Select Object Select Process Fill Out Form Review and Send Confirmation				
Previous Send)				
Attachments				
Loan Position				
oan Position 31003231				
Position				
Position Level: P-3 Duty Station: Nairobi Manager ID: 20013743 Manager Name: Chase GRONSTAL Org Junt ID: 20010537 Org Junt Zee 20010537				

Note that the process progressed to "4 Review and Send".

17. In the screen above, click on Send N which opens this screen:

-

ппаја						94 V	Umoja da portal - Q	
Back Forward ⊮ History Favorites	Personalize View Help						Welco	me: Erand RIEU
Iome Employee Self-Service SM	OM Administration							
verview								
M Administration > Overview							Full Core	
Start Process	00000003641)	-						en Options 👻
Start Process	00000003641)	-					100506	en Options •
Start Process	00000003641)	4 and Send Cont	5					en Options •

Note that the process progressed to "5 Confirmation". Jot down the process reference number, 3641.

18. Log off from Portal.

 \checkmark

19. Log in to ECC. In the screen below, enter the Transaction code PO13d in the box





which opens the next screen.

Display Position	
🔮 💽 🗸 « 🔒	
Display Position	
🦻 & <u>k</u>	
Find by ▼ ▲ Postion * ∰ Search Term * ∰ Structure Search	Plan version Current plan Position Abbr. Abbr. Infotype Name Infotype Name Submitted Approved Rejected Planed Submitted Approved Rejected From 27.10.2015 Description Today Ourrent week Al All Current month Prom curr.date Last week To current date Last month Cost Distribution Select.
	SAP

20. In the screen above, enter in the Position field the position number 31003231 that was loaned which opens this screen:



로 Position <u>E</u> dit <u>G</u> oto Utilities(<u>M</u>) <u>S</u> ettings S <u>y</u> stem <u>H</u> elp	
🔮 🔄 💌 😴 🕄 🗮 🚱 😒 😓 🖞 🖄 🕄 💭 💭 😓 🐨 🔛	
 ⑦ Jisplay Position ※ ☆ ◎ ☆ (売) (●)	
Find by Pan version Current plan Postion 31003231 P3 3909 HUMA Abbr. HRA 3909 Active Planned Submitted Annroyed Refi	IITARIAN AFFAIRS OFFICER
Infotype Name Object Relationships Perio Perio Perio Parned Compensation Vacancy Acct. Assignment Features Employee Group/Subgroup Obsolete Cost Distribution Address	bd 27.10.2015 to 31.12.9999 Current week Current month Last week Last week Current Year Select.

21. In the screen above, click on "All" in the Time period, select the Infotype Name, Relationships,

and click on the icon which opens this screen:

List Display Relationship	ips	Lax
•	② ② 1 二 前 於 ② 1 二 1 二 二 二 2 1 2 1 2 1 2 1 2 1 2 1 2 1	
List Display Relation	onships	
	Position HRA 3909 P3 3909 HUMANITARIAN AFFAIRS OFFICER	
ind by	Planing Status Active	
Search Term	Relationships 015 310032311	
 M Structure Search 	Churt End P Ral Path taut P Ralf abia Abbr P Path	
	01.09.2015 30.09.2015 A 003 Belongs to 0 20010537 AFRICA II 0.00	
•	01.10.2015 30.11.2015 A 993 Is NR Loan 0 20010537 AFRICA II 0.00	
	01.09.2015 31.12.9999 B 007 Is describ C 70003909 HRA 3909 0.00	
	Entry 1 of 4	



22. This is how the *List Display Relationships* above should be read:

In the 5th column from the left and the 3rd row from the top, "Is NR Loan" confirms the Loan Position from 01.10.2015 to 30.11.2015 that was effected in the Portal; In the 2nd row from the top, "Belongs to" in the 5th column shows the revised start and end date of 01.09.2015 to 30.09.2015 when the position belongs to org unit 20010537 AFRICA II; In the 1st row, "Belongs to" in the 5th column shows that from 01.10.2015, the position belongs to org unit 20010289 AFRICA I.

Note that:

The Start and End dates for each row/history of the position. Duration do not overlap and the end date and start date clearly describes how and where the position was utilized and currently used.

The end date of the 1st row is 31.12.9999. In subsequent actions like Return from loan, the end date of the "Belongs to" the org unit 20010289 AFRICA I will change to 30.11.2015.

Modify loan position - Extend

23. Repeat Steps 1 to 5. Step 5 opens to this screen:

Q 👻 Umoja qa portal - Q3J Log	Search:		ja	um
Welcome: Erand RI		rsonalize View Help	orward ⊧ History Favorites Pe	4 Back
		OM Administration	Employee Self-Service SM	Home
				Overview
Full Screen Options			stration > Overview	OM Admir
			OCHA CRD GDS AFRICA 1	
			OCHA CRD GDS AFRICA II	
			OCHA CRD GDS AFRICA 1	
			 OCHA CRD GDS ASIA I 	
			OCHA CRD GDS ASIA II	
			 OCHA CRD GDS MENA 	
			 OCHA CRD GDS CAPALAC 	
			OCHA CRD GDS AFRICA I	
			 OCHA CRD GDS ASIA I 	
			 OCHA CRD GDS AFRICA II 	
			OCHA CRD GDS AFRICA I	
			 OCHA CRD GDS AFRICA I 	
			 OCHA CRD GDS AFRICA II 	
			 OCHA CRD GDS AFRICA II 	
			 OCHA CRD GDS AFRICA I 	
•			 OCHA CRD GDS AFRICA II 	
			 OCHA CRD HCSS 	
			 OCHA CRD TTA 	
			OCHA CRD HLSS	
			UNMEER	
			OCHA GVAO OD	
			OCHA EP ADMIN	

24. In the screen above, scroll all the way up to see this screen:



nja					Search		۹	Umoja qa portal - Q3J	
Forward > History Favorites Personaliz	ze View Help							Welcome:	Eran
Employee Self-Service SM OM Ad	ministration								
ew									
ministration > Overview								Full Screen	Opt
art Process	3 4 5 4								
Select Object Process Third	attorni Review and Send Comminiation								
Previous Next >	cture 💌								
Previous Next) ect type: [Position v tion Search: [Positions from Organizational Stru rganizational Structure)	cture 💌 Available Objects								
Previous Next > Sections rom Organizational Stru- rganizational Structure >> UNS	rcture 💌 Available Objects					Filter Settings			
Previous Next > Stype: Position ▼ Store Structure > UNS + HO Deployment Group (Virtual)	Available Objects	Position ID	Organizational Unit	Cost Center	Position Holder	Filter Settings Vacant From			
Previous Next	Available Objects Position Position Position Position	Position ID ± 31003231	Organizational Unit OCHA CRO GDS AFRICA I	Cost Center HR OCHA No Post	Position Holder	Filter Settings Vacant From			
Previous Next > ect type: Position Position from Organizational Structure UNS HD Deployment Group (Virtual) HD Public Coup (Virtual) RM Once in Umoja Org unt EOSG HTERORG CEB	Available Objects Position Po 3909 HUMANITARIAN AFFARS OFFCER Data From: 27.10.2015 20.21.46 Befresh	Position ID 31003231	Organizational Unit OCHA CRD GDS AFRICA I	Cost Center HR OCHA No Post	Position Holder	Filter Settings Vacant From			
Previous Next	Available Objects Postion Postion Postion P3 3909 HUMANITARIAN AFFARS OFFICER Oatis From: 27 10 2015 20:21:46 Befresh	Position ID 31003231	Organizational Unit OCHA CRD GDS AFRICA I	Cost Center HR OCHA No Post	Position Holder	Fiter Settings Vacant From			
Previous Next ect type: Position rot Search: Positions from Organizational Structure rot UNS · HO Deployment Group (Virtual) · RM · Once in Umoja Org unt › EOSG › NTERORG CEB › DGACM › DPA	Available Objects Available Objects Position Position P3 3909 HUKANITARIAN AFFARS OFFICER Data From: 27.10.2015 20.21.46 Befresh	Position ID 31003231	Organizational Unit	Cost Center HR OCHA No Post	Position Holder	Filter Settings Vacant From			
Previous Next Previous Next Previous Previo	Available Objects Available Objects Position Position P3 3509 HUMANITARIAN AFFARS OFFCER Data From: 27.10 2015 20:21:46 Befreah	Postion D 31003231	Organizational Unit OCHA CRD GDS AFRICA I	Cost Center HR OCHA No Post	Position Holder	Filter Settings Vacant From			

25. In the screen above, select position ID 31003231 and click which opens this screen:

um	nja			Search:	٩.+	Umoja qa portal - Q3J	Log off
Back	Forward History Favorites Personal	alize View Help				Welcome: E	Erand RIEU
Home	Employee Self-Service SM OM Ad	Administration					
Overvie	w						
OM Ad	ninistration > Overview					Full Screen	Options 💌
St	art Process						
+	1 2 Select Object Select Process Fill	3 4 5	-1				_
	Process Name	Process Description					
Ν.	Loan position or return position from loan	Allows to loan a position to another organizational	unit or to return it.				
V	Maintain position	Allows to maintain a selected position regarding th	e following attributes: position title/movement,expiration date	, freeze/unfreeze dates, HR vacancy, chief of or	ganizational unit, per	sonal area/subarea.	
	Modify loan (extend or shorten)	Allows to extend or to shorten the loan period of a	selected position that has been loaned to another organizat	tional unit.			

26. In the screen above, select "Modify loan (extend or shorten) and click which opens this screen:



าเมือ	Search:	Q -	Umoja qa portal - Q3J	Log
ck Forward ▶ History Favorites Personalize View Help			Welcome: I	Erand R
e Employee Self-Service SM OM Administration				
view				
Administration > Overview			Full Screen	Options
Start Process				
Select Process Fill Out Form Review and Send Confirmation				
Previous Next Save Draft				•
Attachments				C
Loan Position				
oan Position 31003231				
Position				
Position Level: P-3 Duty Station: Narobi Manager D: 20013743 Manager Name: Chase GROINSTAL Org Unit D: 20010289 Org Unit D: 20010289 Org Unit Text: OCHA CRD GIS AFRICA I Pendino Type: VC Post Funding Source: 3200 N				

27. In the screen above, scroll down to see this part of the screen:

umuia		Search:	٩, -	Umoja qa portal - Q3J	Log off
I Back Forward ▶ History Favorites Personalize View	Help			Welcome: E	rand RIEU
Home Employee Self-Service SM OM Administrat	on				
Overview					
OM Administration > Overview				Full Screen	Options 🔻
Manager ID. ZVV 13/4-3 Manager Name: Chase GR0IstTAL Org Unit Text: OCHA CR0 GDS AFRICA I Position Type: VC Postor Funding Start Date: 01.09.2015 Funding Ind Date: 11.2.2016 Cost Center: WBS Object: Sti-32DDN-000051 S1-32DDN-000051					•
Select the Loan Type @ Modify Loan Parent Org Unit ID 20010537 Effective Date of Loan *	End Date of Loan * 30.11.2015 🕥 🧲				
Comments					

28. In the screen above, enter the end date of the extension of loan then enter the comments as shown in this screen:



ntija		Search:	Q +	Umoja qa portal - Q3J	L
ck Forward ► History Favorites Personalize View	Help			Welcome: B	Erand
Employee Self-Service SM OM Administration	n				
rview					
Administration > Overview				Full Screen	Optio
Postion Type: VC Post Funding Source: 32DDN Funding Start Date: 01.09.2015 Funding End Date: 31.12.2016 Cost Center: WBS Object: SB-000248 Grant: S1-32DDN-000051					
Select the Loan Type					
Modify Loan Parent Org Unit ID 20010537 Effective Date of Loan 101.10.2015	End Date of Loan * 31.12.2015				
Comments					
Extend the loan for one month from 1 to 31 December 2015. Erand Rieu					

Important: Do not change the effective date of the loan as that date remains the same.

29. In the screen above, scroll up and click on which opens this screen:

าเมือ		Search:	Q - Umoja qa portal - Q3J Log of
k Forward ► History Favorites Personalize View Help			Welcome: Erand RIE
Employee Self-Service SM OM Administration			
riew			
dministration > Overview			Full Screen Options
tart Process	4 6 4 Confirmation		
Previous Send			
Loan Position			
Dan Position 31003231			
Position			
Position Level: P-3 Duty Station: Narobi Manager D: 20013743 Manager Name: Chase GRONSTAL Org Unit D: 20010289 Org Unit D: 20010289			

30. Review the end date of the position loan extension and click Send N which opens this screen:



muja						Search:	٩ -	Umoja qa portal - Q3.	Log off
Back Forward History Favorites	Personalize View	Help						Welcome: R	Erand RIEU
Employee Self-Service SM	OM Administrat	ion							
erview									
Administration > Overview								Full Screen	Options 🔻
splay Message Log	1.00000003043)								
Select Object Select Process	Fill Out Form	4 Review and Send	5 Confirmation	-					

Note the process reference number 3643. Note further that the process progressed to "5 Confirmation".

- 31. Log off from the Portal.
- 32. Repeat Steps 19 to 21 which opens this screen:

🖻 List Display Relationships							
🔮 🗌 🚽 💌 🚽	🗟 😪 I 🖨 🕅 🖄 I 🏝 🕯	1221	Ø 🖷				
Eist Display Relationsh	hips						
9 1							
	Position	HRA 3909 P	3 3909 HUMANIT	ARIAN AFFAIRS	OFFICER		
Find by	Planning Status	Active					
Bosition Bearch Term Structure Search	Relationships 01 S 3	1003231 1					
	Start End	R Rel Relat.text	R Rel'd obje	Abbr.	% Rate	•••	
	01.10.2015 31.12.9999	A 003 Belongs to	0 20010289	AFRICA I	0.00	A	
	- 01.10.2015 31.12.2015	A 993 IS NK Loan	C 70002000	AFRICA II	0.00		
				Entry	1 of 3		
				SAP			🕨 Q3E (1) 210 🔻 unsapq3e INS 🖾 🔄 🔒

Note that:

The End date of the "Is NR Loan" row shows 31.12.2015, the date to which the loan was extended in the Portal.



Modify loan position – Shorten

33. Repeat Steps 1 to 5. Step 5 opens to this screen:



34. In the screen above, select OCHA CRD GDS AFRICA I where the position is loaned and scroll back up to see this screen:

umcija				Se	arch:	Q +	Umoja qa portal - Q3J	Log of
Back Forward History Favorites Personalize View	Help						Welcome: E	rand RIE
Home Employee Self-Service SM OM Administra	tion							
verview								
/M Administration > Overview							Full Screen	Options +
Start Process								
Select Object Select Process Fill Out Form	4 5							
Previous Next								
Object type: Position								
Object type: Position V Position Search: Positions from Organizational Structure Organizational Structure V V UNS	• Available Objects			Filter Settings				
Object type: Position V Position Search: Position from Organizational Structure Organizational Structure V UNS + HQ Deployment Group (Virtual)	Available Objects Position Pos	ition ID Organizational Unit	Cost Center Posit	Filter Settings ion Holder Vacant From				
Object type: Fosition	Available Objacts Position Poo P 3 3050 HUMANITARIAN AFFAIRS OFFICER 315	ition ID Organizational Unit 32231 OCHA CRD GDS AFRICA I	Cost Center Posit	Filter Settings ion Holder Vacant From				
Object type: [Position] Position Search: [Positions from Organizational Structure Organizational Structure] UNS - HCQ Deployment Group (virtual) - JRM - Once in Umoja Org unit	Available Objects Postion P3 309 HUMANITARIAN AFFAIRS OFFICER 310 Data From: 23 10.2015 1431.30 <u>Refresh</u>	ition ID Organizational Unit OCHA CRD GDS AFRICA I	Cost Center Posit I HR OCHA No Post	Filter Settings son Holder Vacant From				
Object type: Position V Position Search: Positions from Organizational Structure Organizational Structure PT VINS + HQ Deployment Group (Virtual) > IRM - Once in Umoja Org unit > DOSS - Umop DPG ccp	Available Objects Position Pos Position Pos Position Pos Position Pos Position Position Position Position Position Position Position Position Position Position	ition ID Organizational Unit 22231 OCHA CRD GDS AFRICA I	Cost Center Positi HR OCHA No Post	Filter Settings ion Holder Vacant From				
Object type: Position	Available Objacts Position Pos Position Position Pos Position Po	iton ID Organizational Unit OCHA CRD GDS AFRICA I	Cost Center Posit	Filter Settings ion Holder Vacant From				
Object type: Fostion V Position Search: Fostions from Organizational Structure Organizational Structure PT V UNS HQ Deployment Group (Virtual) HM Once in Umoja Org unit Conce in Umoja Org unit	Available Objects Position Position P3 3009 HUMANITARIAN AFFAIRS OFFICER 310 Data From: 28.10 2015 14.31.30 Eleftrabl	ition ID Organizational Unit OCHA CRD GDS AFRICA I	Cost Center Positi I HR OCHA No Post	Filter Settings ion Holder Vacant From				
Object type: Position Object type: Position Organizational Structure	Available Objects Position Pos	ition ID Organizational Unit 20231 OCHA CRD GDS AFRICA I	Cost Center Position HR OCHA No Post	Filter Settings ion Holder Vacant From				
Object type: Position Chipect type: Position Position Search: Positions from Organizational Structure Organizational Structure + HQ Depolyment Group (Virual) + HQ Depolyment Group (Virual) + IRM - Once in Umoja Org unit + ECSG + INTERORO CEB + DGACM - DCA + DCA + COA + CO	Available Objacts Position Pos Position Pos Position Position Pos Position Po	ition ID Organizational Unit OCHA CRD GDS AFRICA I	Cost Center Post	Filter Settings ion Holder Vacant From				
Object type: Fostion V Cotion Search: Fostions from Organizational Structure Organizational Structure V VUNS + HQ Deployment Group (virtual) + IRM • Once in Umojo Org unit > EOSG I INTERORG CEB > DGACM > DFA > ODA • OMBUDSMAN > DFKO	Available Objacts Position Position P3 3305 HUMANTARIAN AFFAIRS OFFICER 310 Data From: 28.10.2015 14.31:30 Refresh	ition ID Organizational Unit 0CHA CRD GDS AFRICA I	Cost Center Positi HR OCHA No Post	Filter Settings ion Holder Vacant From				
Object type: Position Comparizational Structure Corganizational Structure Uns HIQ Deployment Group (Virtual) HIR Once in Unoja Org unit EOSG NINTERCRO CEB DGACN DFA DGA DGA DFA DFA DFA DFA DFA DFA DFA DFA FINAPPRO	Available Objects Position Pos	ition ID Organizational Unit OCHA CRD GDS AFRICA I	Cost Center Positi	Filter Settings ion Holder Vacant From				
Clopert type: Pesition Pesition Starton: Pesition Structure Organizational Structure UIS HCD Deckyment Group (Virtual) IRM Orose in Umoja Org unit ECGG NITERORG CEB OGACM DPA OCA OCA DPA OCA OCA DPA OCA DPA OCA DPA	Available Objacts Position Pos Position Pos Position Position Pos Data From: 28.10.2015 14.3130 Befreah	ition ID Organizational Unit OCHA CRD GDS AFRICA I	Cost Center Post	Filter Settings ion Holder Vacant From				

35. In the screen above, select the loaned position 31003231 and click which opens this screen:



JM	noja			Search:	Q +	Umoja qa portal - Q3J	Log o
4 Bac	k Forward History Favorites Personalize	w Help				Welcome:	Erand RIE
Home	Employee Self-Service SM OM Admin	ration					
wervi	iew						
M A	dministration > Overview					Full Screen	Options
s	tart Process						
•	1 2 3 Select Object Process Fill Out f	n Review and Send Confirmation					
•	Previous Next						
	Vailable Processes						
•	Previous Next kvailable Processes Process Name	Process Description					
	Previous Next	Process Description Allows to loan a position to another organizational unit or to return it.					
	Previous Next Available Processes Process Name Loan position or return position from loan Maintaia position	Process Description Allows to kan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes: posi-	n titeimovement.expiration date, freeze/unfreeze dates, HR vacancy.	chief of organizational unit, personal area/s	ubarea.		
	Previous Next a svallable Processes Processes Lean position or return position from loan Maintain position Modify loan (extend or shorten)	Process Description Alows to lean a position to another organizational unit or to return it. Alows to maintain a selected position regarding the following attributes: posi- Alows to extend or to shorten the loan period of a selected position that has	n titlermovement,expiration date, freeze/unfreeze dates, HR vacancy. eeh loaned to another organizational unit.	chief of organizational unit, personal area/s	ubarea.		
	Previous Next Available Processes Process Name Loan position or return position from Ioan Maintain position Modify Ioan (extend or shorten)	Process Description Allows to bio an a position to another organizational unit or to return it. Allows to maintain associated position regarding the following attributes: posi- Allows to extend or to shorten the loan period of a selected position that has	n titlemovement.expiration date, freeza/unfreeze dates, HR vacancy. een loaned to another organizational unit.	chief of organizational unit, personal area/s	ubarea.		
	Previous Next	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes: posi- Allows to extend or to ahorten the loan period of a selected position that has	n titlemovement expiration date, freeze/unfreeze dates, HR vacancy, een loaned to another organizational unit.	chief of organizational unit, personal area/s	ubarea.		
	Previous Next	Process Description Allows to loan a position to another organizational unit or to return a. Allows to maintain a selected position regarding the following attributes: posi Allows to extend or to shorten the loan period of a selected position that has	n titlemovement, expiration date, freeze/unfreeze dates, HR vacancy, een loaned to another organizational unit.	chief of organizational unit, personal area/s	ubarea.		
	Previous Next	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes: posi- Allows to extend or to shorten the loan period of a selected position that has	n title/movement.expiration date, freeze/unifreeze dates, HR vacancy. een loaned to another organizational unit.	ohef of organizational unit, personal area/s	ubarea.		
	Previous Next	Process Description Affors to to an opsition to another organizational unit or to return it. Affors to maintain associed position regarding the following attributes: positi Allows to extend or to shorten the loan period of a selected position that has	n titleimovement.expiration date, freeza/unfreeze dates, HR vacancy. een loaned to another organizational unit.	chief of organizational unit, personal area/s	ubarea.		

36. In the screen above, select Modify loan (extend or **shorten**) and click which opens this screen:

าเมื่อ	Search:	Q -	Umoja qa portal - Q3J	Log o
ck Forward > History Favorites Personalize View Help			Welcome: I	Erand RIE
e Employee Self-Service SM OM Administration				
view				
Administration > Overview			Full Screen	Options
Start Process				
1 2 3 4 5 Select Object Select Process Fill Out Form Review and Send Confirmation				
Previous Next Save Draft				
Attachments				
Loan Position				
pan Position 31003231				
Position				
Position Level: P-3 Duty Station: Nairobi Manager ID: 20013743 Manager IMme: Chase GRONSTAL Org Unit ID: 20010289 Org Unit Rc: 0CHA CRD GDS AFRICA I Position Type: VC Posit Funding Source: 32DDN				

37. In the screen above, scroll down to this part of the screen:



nuja			Search:	Q +	Umoja qa portal - Q3J	Log o
k Forward ⊧ History	Favorites Personalize View	Help			Welcome:	Erand RI
Employee Self-Ser	vice SM OM Administra	tion				
iou						
dministration > Overview	v				Full Screen	Options
-						
Manager Name: Cl	hase GRONSTAL					
Org Unit ID: 20	0010289					
Org Unit Text: 0	CHA CRD GDS AFRICA I					
Position Type: V	'C Post					
Funding Source: 32	2DDN					
Funding Start Date: 01	1.09.2015					
Funding End Date: 31	1.12.2016					
Cost Center:	D 000010					
WBS Object: Si	B-000248					
Select the Loan Type	e					
Modify Loan						
Parent Org Unit ID	20010537					
	01 10 2015	21 42 2045				
Effective Date of Loan *	• 01.10.2015 Hz	End Date of Loan * 31.12.2015 B2				
omments						

38. In the screen above, change the End Date from 31.12.2015 to 15.12.2015 and enter the Comments as shown in this screen:

Welcome: I	Options
[Full Screen]	Options
Full Screen	Options
Full Screen	Options
	1

39. In the screen above, scroll back up and click **week** which opens this screen:



-	Search: Q - Umoja qa portal - Q3J	Log
Forward > History Favorites Personalize View	v Help Welcom	e: Erand R
Employee Self-Service SM OM Administre	ation	
ew		
ministration > Overview	Full Screen	Options
art Process		
1 2 3 Select Object Select Process Fill Out Form	Review and Send Confirmation	
Previous Send		
ttachments		
Loan Position		
In Position 31003231		
n Position 31003231		

Note that the process progressed to "4 Review and Send".

40. In the screen above, Review the information changed and click Send N which opens this screen:

umuja	Search:	Q - Un	noja qa portal - Qal Log o
Hack Forward ► History Favorites Personalize View Help			Welcome: Erand RIE
Home Employee Self-Service SM OM Administration			
Overview			
OM Administration > Overview			Full Screen Options
Data sent (process reference number: 00000003644)			
1 2 3 4 5 Select Object Select Process Fill Out Form Review and Send Confirmation			

Note the process reference number 3644. Note further that the process progressed to "5 Confirmation".

- 41. Log off from the Portal.
- 42. Repeat Steps 19 to 21 which opens this screen:



t Display Relationships Postion HRA 3909 P3 3909 HUMANITARIAN AFFAIRS OFFICER Planning Status Active Relationships 01 S 31003231 1 Statt End R. Rel., Relat.text R., Reld Obje Abbr. % Rate 01.10.2015 31.12.9999 A 003 Belongs to 0 20010537 AFRICA II 0.00 01.00.2015 30.09.2015 A 003 Belongs to 0 20010537 AFRICA II 0.00 01.00.2015 51.12.2015 A 093 Bin Luan > 20010537 AFRICA II 0.00 01.00.2015 51.12.2015 A 093 Bin Luan > 20010537 AFRICA II 0.00 01.00.2015 51.12.2015 A 093 Bin Luan > 20010537 AFRICA II 0.00 01.00.2015 51.12.2015 A 093 Bin Luan > 20010537 AFRICA II 0.00 01.00.2015 51.12.2015 A 093 Bin Luan > 20010537 AFRICA II 0.00 01.00.2015 51.20215 A 093 Bin Luan > 20010537 AFRICA II 0.00 01.00.2015 S1.12.9999 B B 071 Is describ C 70003909 RA 3909 0.00	• 🗑 1			J∉J¥.		J	-				
Sature Postion HRA 3909 P3 3909 HUMANITARIAN AFFAIRS OFFICER Planning Status Active Relationships 01 S 31003231 1 Start End R. Rel Relat.text N Reld obje Abbr. % Rate 01.10.2015 31.12.9999 A 003 Belongs to 0 20010537 AFRICA II 0.00 01.00.2015 51.12.2015 A 003 Belongs to 0 20010337 AFRICA II 0.00 01.00.2015 51.12.2015 A 003 Belongs to 0 20010337 AFRICA II 0.00 01.00.2015 51.12.2015 A 003 Belongs to 0 20010337 AFRICA II 0.00 01.00.2015 51.12.2015 A 007 Is describ C 70003909 RA 3909 0.00 01.00.2015 51.12.015 A 007 Is describ C 70003909 RA 3909 0.00 01.00.2015 51.12.015 A 007 Is describ C 70003909 RA 3909 0.00 01.00.2015 A 007 Is describ A 000 Is describ A 000 Is describ I Is describ I Is describ	List Display Relation	ships									
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		_									
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Fatry h of 4		4)								< >	
								Entry	1 of 4		

Note that:

The End date of the "Is NR Loan" row shows 15.12.2015, the date to which the loan was <u>shortened</u> in the Portal.

43. Log off from ECC.

Return position from loan

44. Repeat Steps 1 to 5. Step 5 opens to this screen:



imuja		imtija				Search: Umoja qa portal - Q3J				
Back Forward History Favorites	Personalize View Help				Welcome: E	rand RI				
Home Employee Self-Service SM	OM Administration									
verview										
DM Administration > Overview						Full Screen	Options			
N OCHA CRD										
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▼ OCHA CRD										
• SEC I										
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 SEC IV 										
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 OCHA CRD GDS ASIA I 										
 OCHA CRD GDS ASIA II 										
 OCHA CRD GDS MENA 										
 OCHA CRD GDS CAPALAC 										
 OCHA CRD GDS AFRICA I 										
OCHA CRD GDS ASIA I										
OCHA CRD GDS AFRICA II										
OCHA CRD GDS AFRICA										

45. In the screen above, select OCHA CRD GDS AFRICA I and scroll all the way up which shows this screen:

itija				Search:		Q -	Umoja qa portal - Q3J	Log o
k Forward ► History Favorites Personalize V	/iew Help						Welcome:	Erand RIE
Employee Self-Service SM OM Adminis	stration							
iew								
dministration > Overview							Full Screen	Options
tart Process								
Previous Next	· · ·							
Previous Next > yect type: Position y ston Search: Positions from Organizational Structure organizational Structure y UNS	· · · · Available Objects				Filter Settings			
Previous Next > iject type: Position istion Search: [Position from Organizational Structure Organizational Structure VINS • NO Deployment Group (Virtual) > and	Available Objects	Poston D Organizational Unit	Cost Center	Position Holder	Filter Settings Vacant From			

46. In the screen above, select position 31003231 and click which opens this screen:



um	пја	2	Search:	Q -	Umoja qa portal - Q3J	Log of
< Back	Forward History Favorites Personal	ize View Help			Welcome: E	Erand RIE
Home	Employee Self-Service SM OM A	dministration				
Overvi	ew					
OM Ad	ministration > Overview				Full Screen	Options *
S	art Process					
	2	3 4 5				
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	• • • • • • • • • • • • • • • • • • •					
	Desulation March h					
	Previous Next					
A	vailable Processes					
Â	vailable Processes Process Name	Process Description				
	valiable Processes Process Name Loan position or return position from loan	Process Description Allows to loan a position to another organizational unit or to return it.				
A	valiable Processes Process Name Loan position or return position from loan Maintain position	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes: position title/movement.expiration date, freeze/unfreeze dates	s, HR vacancy, chief of organizationa	al unit, perso	onal area/subarea.	
A	valiable Processes Process Name Loan position or return position from Ioan Maintain position Modify Ioan (extend or shorten)	Process Description Allows to loan a position to another organizational unit or to return a. Allows to maintain a selected position regarding the following attributes: position title/movement.expiration date, freeze/unfreeze dates Allows to extend or to shorten the loan period of a selected position that has been loaned to another organizational unit.	s, HR vacancy, chief of organizationa	al unit, perso	onal area/subarea.	
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	Valiable Processes Processes Loan position or return position from Ioan Manitan position Modify Ioan (extend or shorten)	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes: position title/movement.expiration date, freezel/unfreeze dates Allows to extend or to shorten the loan period of a selected position that has been loaned to another organizational unit.	s, HR vacancy, chief of organizationa	al unit, perso	onal area/subarea.	
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	Valiable Processes Process Name Loan position or refurn position from Ioan Manitain position Modify Ioan (extend or shorten)	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes: position title/movement,expiration date, freezelunfreeze dates Allows to extend or to shorten the loan period of a selected position that has been loaned to another organizational unit.	s, HR vacancy, chief of organizationa	al unit, perso	onal area/subarea.	
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	valiable Processes Process Name Loan position or return position from Ioan Mantian position Modify Ioan (extend or shorten)	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maintain a selected position regarding the following attributes: position title/movement.expiration date, freeze/unfreeze dates Allows to extend or to shorten the loan period of a selected position that has been loaned to another organizational unit.	s, HR vacency, chief of organizations	al unit, perso	onal area/subarea.	
	Vallable Processes Processes Loan position from Ioan Maintan position Modify Ioan (extend or shorten)	Process Description Allows to loan a position to another organizational unit or to return it. Allows to maint a selected position regarding the following attributes: position title/movement.expiration date, freeze/unfreeze dates Allows to extend or to shorten the loan period of a selected position that has been loaned to another organizational unit.	s, HR vacancy, chief of organizationa	al unit, perso	onal area/subarea.	

47. In the screen above, select Return position from loan and click which opens this screen:

muja	Search:	Q +	Umoja qa portal - Q3J	Log off
Back Forward ► History Favorites Personalize View Help			Welcome: B	Erand RIEU
me Employee Self-Service SM OM Administration				
erview				
I Administration > Overview			Full Screen	Options •
Start Process				
1 2 3 4 5 Select Object Select Process Fill Out Form Review and Send Confirmation				
Revious Next Save Draft				
Attachments				
Loan Position				
Loan Position 31003231				
Position				
Position Level: P-3 Duty Station: Narobi Manager ID: 2001743 Manager Name: Chase GRONSTAL Org Unit D: 20010289 Org Unit Text: OCHA CRD GDG AFRICA I Position Type: VC Post Fundmon Source: 3201N				

48. In the screen above, scroll down to see this part of the screen:



nuja	Search: Q 👻 Umoja qa portal - Q	J Log o
ck Forward ► History Favorites Personalize View Help	Welco	ne: Erand RIE
e Employee Self-Service SM OM Administration		
view		
Administration > Overview	Full Scree	n Options
Position Type: VC Post Funding Source: 32DDN Funding Start Date: 01.09.2015 Funding End Date: 31.12.2016 Cost Center: WBS Object: SB-00248 Grant: S1-32D0H-000051 Select the Loan Type SE		
O Return Loan @ Return Loan Parent Org Unit ID Z0010537 End Date of Loan * 15/12/2015		
omments		

Note that the "Return Loan" is the default action.

49. In the screen above, enter Comments as shown on this screen:

Erand RIEU
Options *
1

50. In the screen above, scroll back up and click **week** which opens this screen:



ntija	Search: Q - Umoja qa portal - Q3J Lo
ck Forward History Favorites Personalize View Help	Welcome: Erand
Employee Self-Service SM OM Administration	
view	
Administration > Overview	Full Screen Option
itart Process	
1 2 3 4 5	
Previous]Send	
Attachments	
Loan Position	
oan Position 31003231	
Position	
Position Level: P-3 Duty Station: Narobi Manager ID: 20013743 Manager Name: Chase GRONSTAL Org Unit ID: 20010289 Org Unit Text: OCHA CRD GDS AFRICA I Position Type: VC Post	

Note that the process progressed to "4 Review and Send".

51. In the screen above, Review the information entered and click sended which opens this screen:

			Search:	Q 🗸 Umoja qa portal - Q3J Log off
Personalize View Help				Welcome: Erand RIEU
OM Administration				
				Full Screen Options -
00000003645)				
3 4	Confirmation			
	Personalize View Help OM Administration	Personalize View Help OM Administration	Personalize View Help OM Administration 00000003845) 3 4 5 4	Search:

Note the process reference number, 3645. Note further that the process progressed to "5 Confirmation".

- 52. Log off from the Portal.
- 53. Repeat Steps 19 to 21 which opens this screen:





Note that:

In row 1, position 31003231 has been returned to org unit 20010537 OCHA CRD GDS AFRICA II. Note that as described in the italized note in Step 22, each action in between the 5th and 1st rows have end dates that correspond to OM actions taken. Only the most recent action in the 1st row has the End date 31.12.9999.

Row 2 shows that the position was on loan to org unit 20010289 OCHA CRD GDS AFRICA I from 01.10.2015 to 15.12.2015.

Row 4 shows that the position was on loan from org unit 20010537 OCHA CRD GDS AFRICA II for the same duration as shown in Row 2.

This is an example of how OM Administrators should interpret the history of positions which is reflected in ECC.

54. Log off from ECC.