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## Overview

This Job Aid covers the steps necessary to guide Users in the Organizational Management (OM) process of Position funding extension form.

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.

## Job Aid Objective

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

- Extend position funding;
- Understand the significance of the required fields/infotypes<sup>1</sup> in extending position funding;
- Check that all infotypes entered in the Portal are reflected in ECC.

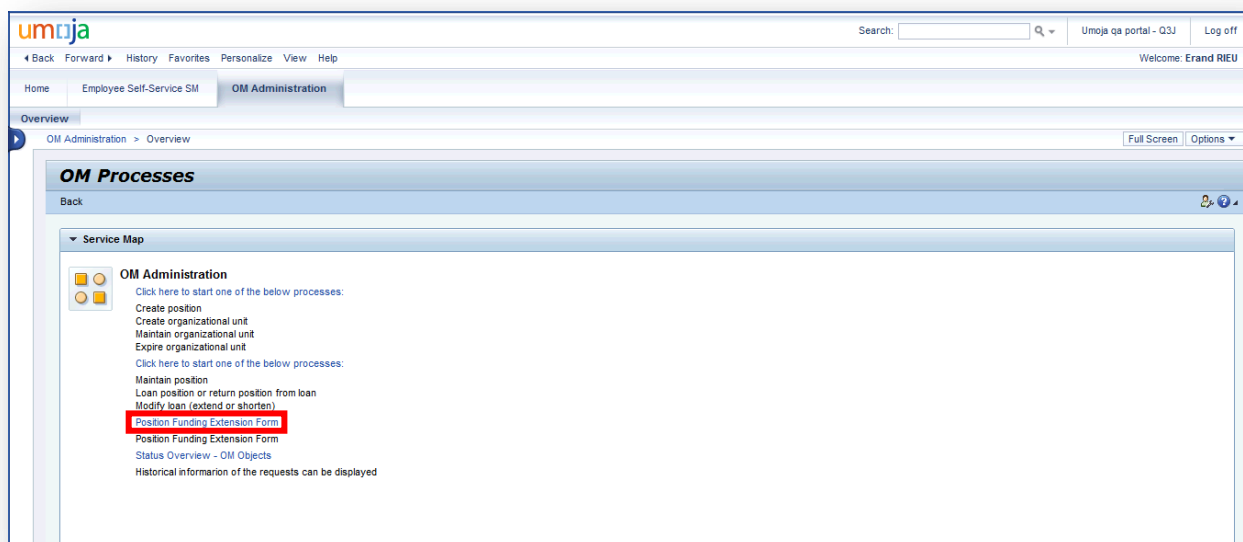
<sup>1</sup>Infotype is an information unit used to maintain master data related to Umoja. An infotype has data entry fields that are classified as mandatory or optional. Some infotypes may be further categorized to different groups known as subtypes, which are based on themes.

## Procedure

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



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



3. In the screen above, click on the blue Position Funding Extension Form which opens this screen:



**Position Funding Extension Form**

1 Fill Out Form | 2 Review | 3 Final Confirmation

Next

**Search For Position**

Effective Date: 08/10/2015  
 Position Number: 31003231 To:   
 Position Title:   
 Expiration Funding (range): To:   
 Current Incumbent:   
 Fund ID:   
 Org Unit of Position:   
 Personnel Area/Country:   
 Personnel Subarea/Duty Station:   
 Grade of Position:   
 Clear Search

Pos No	Pos Ty	Pos End Dt	Position Title	Fund St Dt	Fund End Dt	Incum No	Incum Name	Org Id	Org Name	Country	Duty Station	Grade
31003231	GTA Replacement	31.12.9999	P3 3909 HUMANITARIAN AFFAIRS OFFICER	01.09.2015	31.12.2015			20010277	OCHA CRD GDS AFRICA I	Kenya	Nairobi	P-3

New Fund Expiration Date: \*

**Note that the position “Fund End Dt” in the 6<sup>th</sup> column from the left shows “31.12.2015”.**

- In the screen above on the lower left corner, enter the New Fund Expiration Date, 31.12.2016, and scroll down to this screen:

Effective Date: 08/10/2015

Position Number: 31003231 To: [ ] [ ]

Position Title: [ ] [ ]

Expiration Funding (range): [ ] To: [ ]

Current Incumbent: [ ] [ ]

Fund ID: [ ] [ ]

Org Unit of Position: [ ] [ ]

Personnel Area/Country: [ ] [ ]

Personnel Subarea/Duty Station: [ ] [ ]

Grade of Position: [ ] [ ]

[ Clear ] [ Search ]

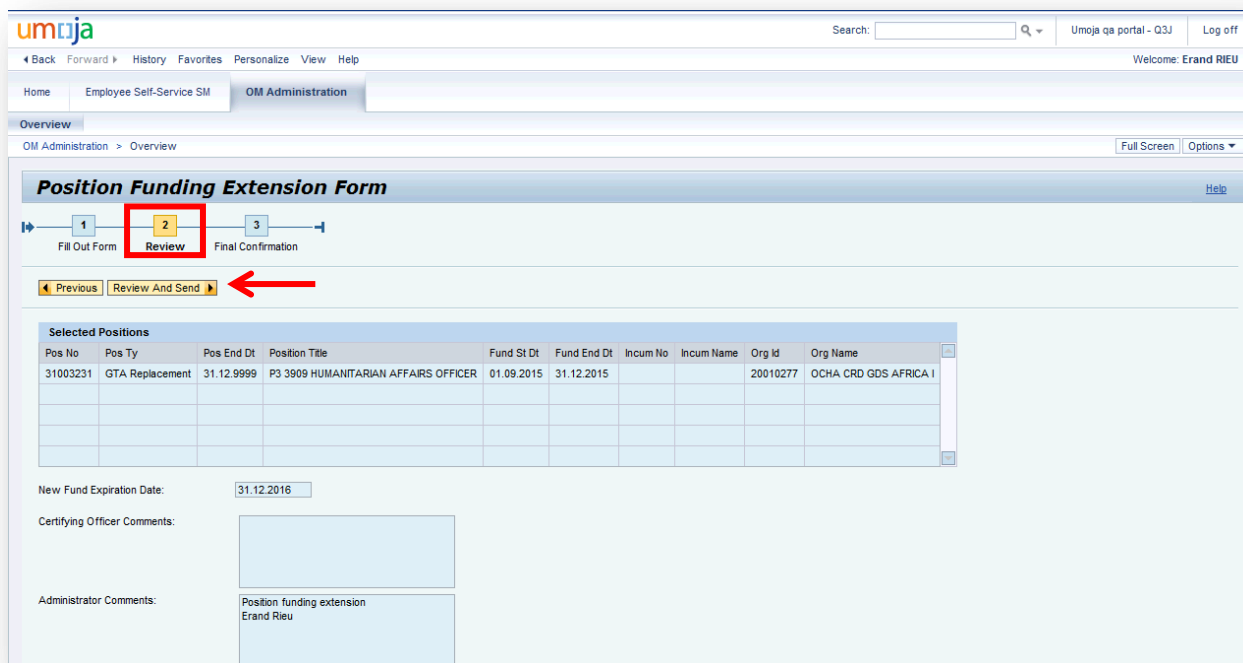
Pos No	Pos Ty	Pos End Dt	Position Title	Fund St Dt	Fund End Dt	Incum No	Incum Name	Org Id	Org Name	Country	Duty Station	Grade
31003231	GTA Replacement	31.12.9999	P3 3909 HUMANITARIAN AFFAIRS OFFICER	01.09.2015	31.12.2015			20010277	OCHA CRD GDS AFRICA I	Kenya	Nairobi	P-3

New Fund Expiration Date: 31.12.2016 [ ]

Certifying Officer Comments: [ ]

Administrator comments: [ ]

6. In the screen above, enter the OM Administrator’s comments as shown in the screen below, scroll back up and click **Next** which opens this screen:



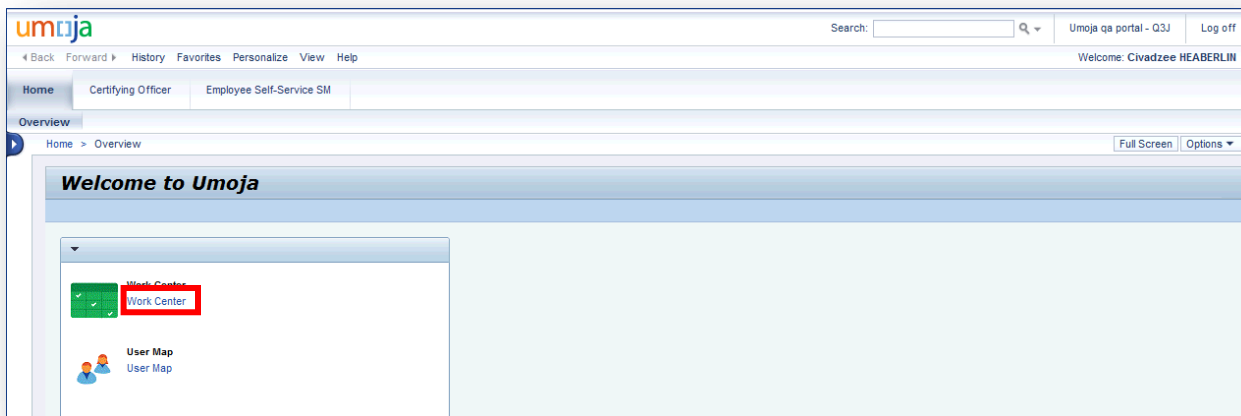
Note that the process progressed to “2 Review” and the “Review and Send” button appeared.

- Review the information in the screen above and click **Review And Send** which opens this screen:

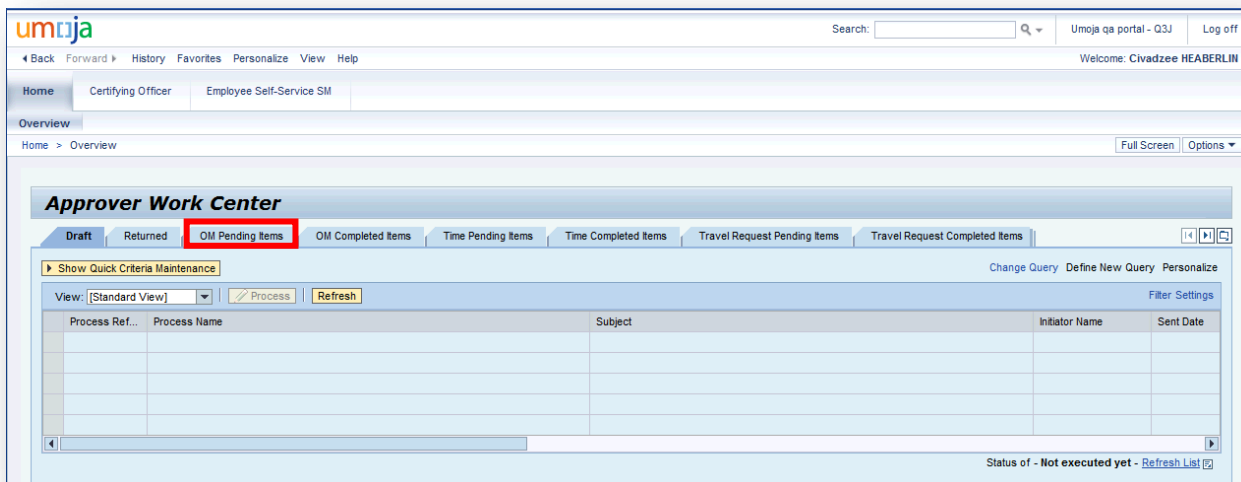


Note that the process progressed to “3 Final Confirmation” and the message “Your Request has been submitted” appeared.

- From the screen above, log off.
- Logging in the Portal with the enterprise role OM Certifying Officer opens this screen:

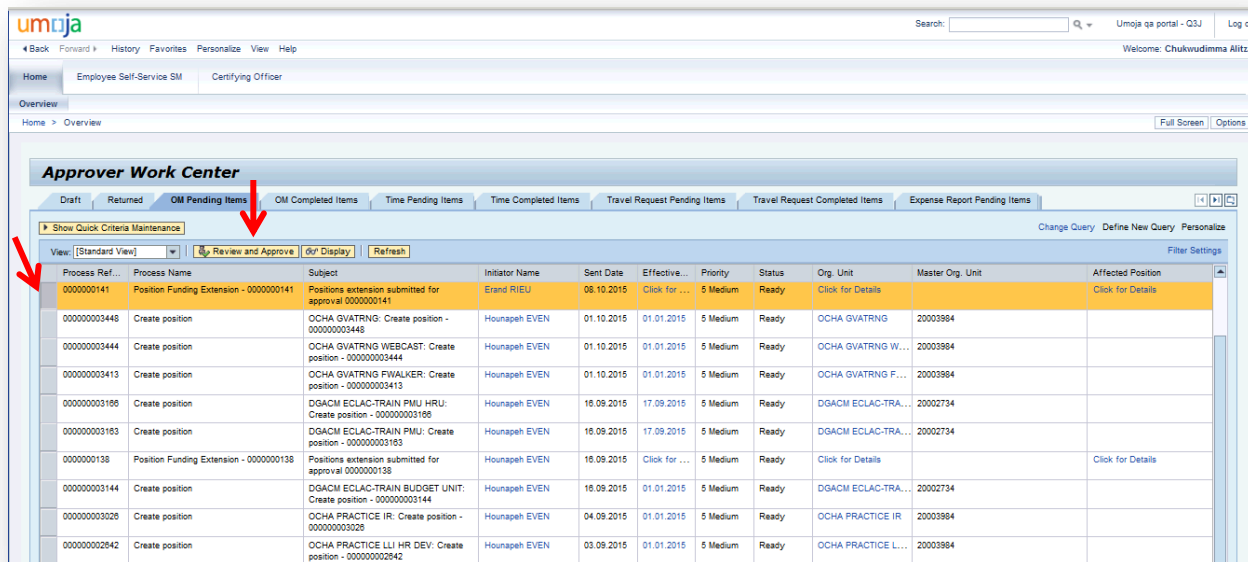


10. In the screen above, click on Work Center which opens this screen:

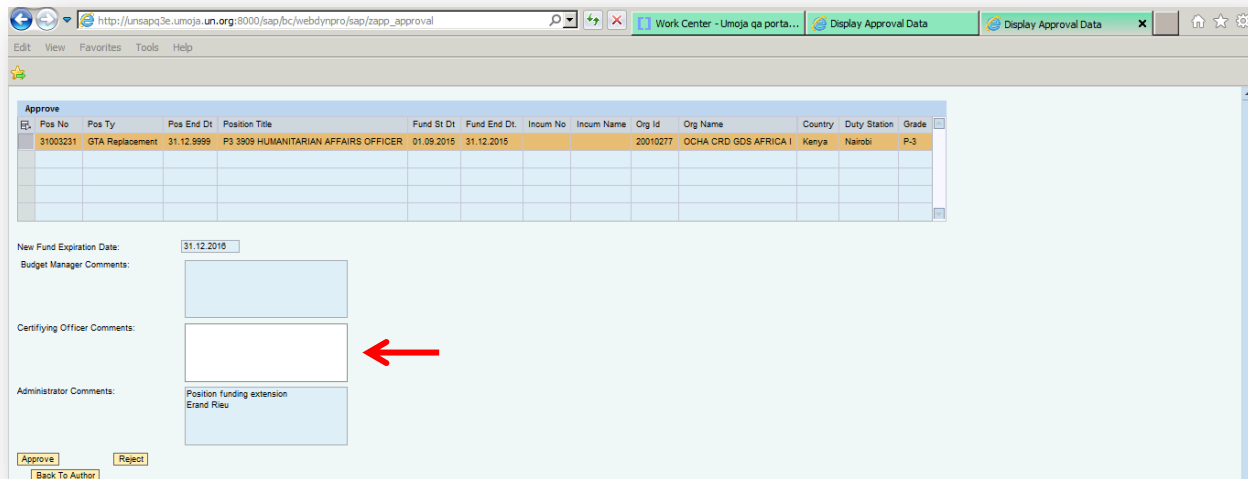


11. In the screen above, click on the tab, OM Pending Items which opens this screen:

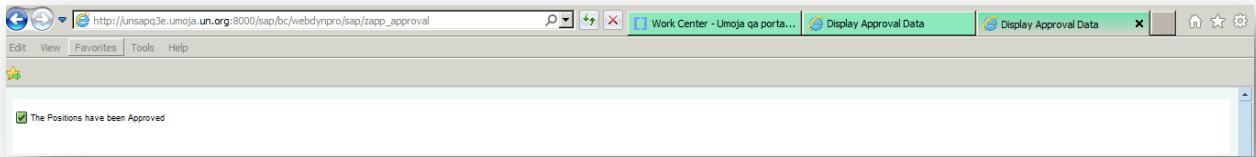




12. In the screen above, highlight the Position that the OM Administrator, Erand Rieu, submitted for approval and click on **Review and Approve** which opens this screen:

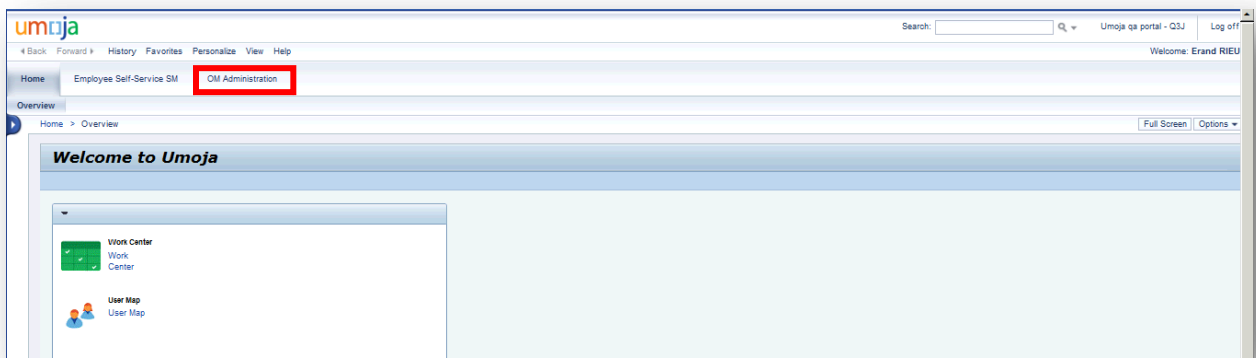


13. In the Certifying Officer Comments field above, type “Position funding extension reviewed and approved”, type your name then click on Approve which opens this screen:



Note the message “The Positions have been Approved”.

- To check the status of the Position funding extension initiated, log in the Portal as OM Administrator which opens this screen:



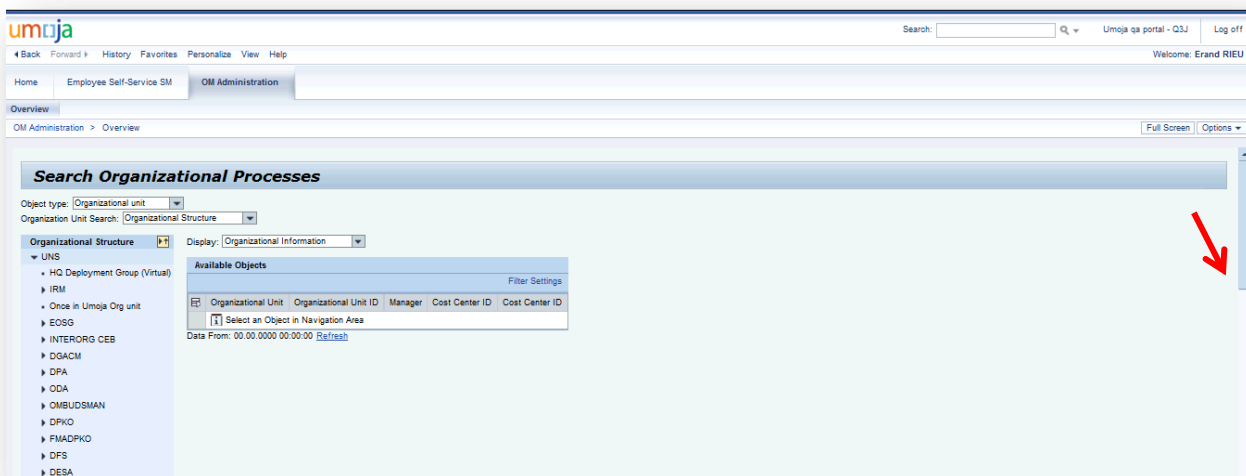
- In the screen above, click on OM Administration which opens this screen:



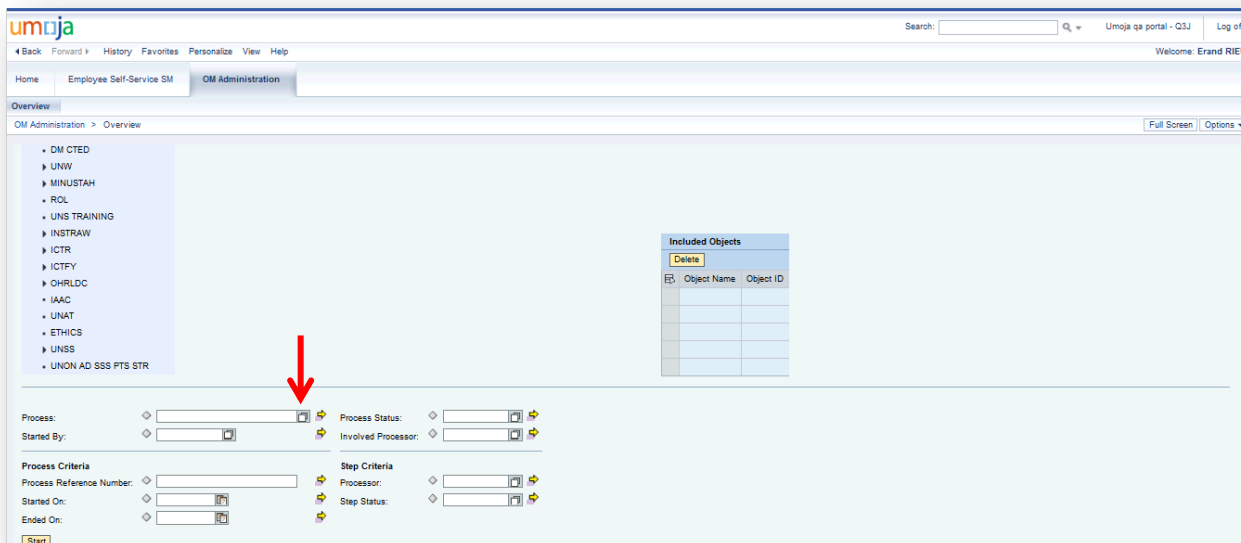
- In the screen above, click on OM Processes which opens this screen:



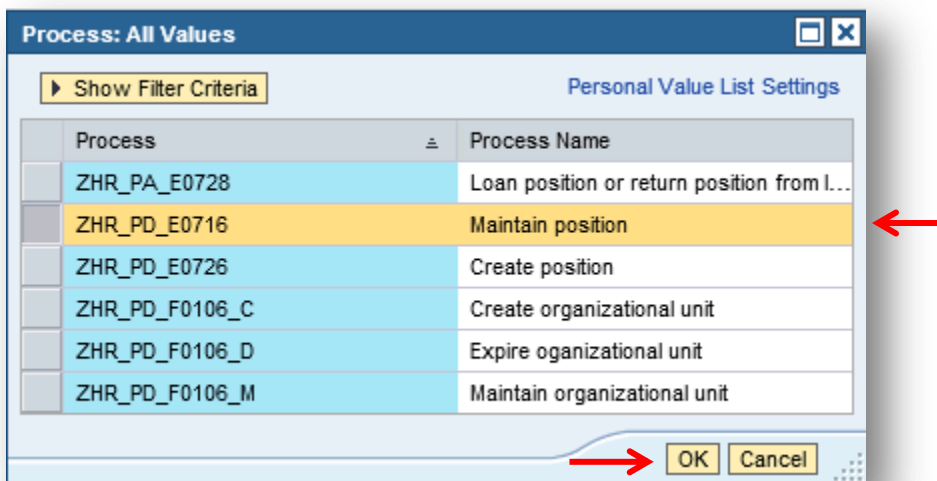
17. In the screen above, click on “Status Overview – OM Objects” which opens this screen:



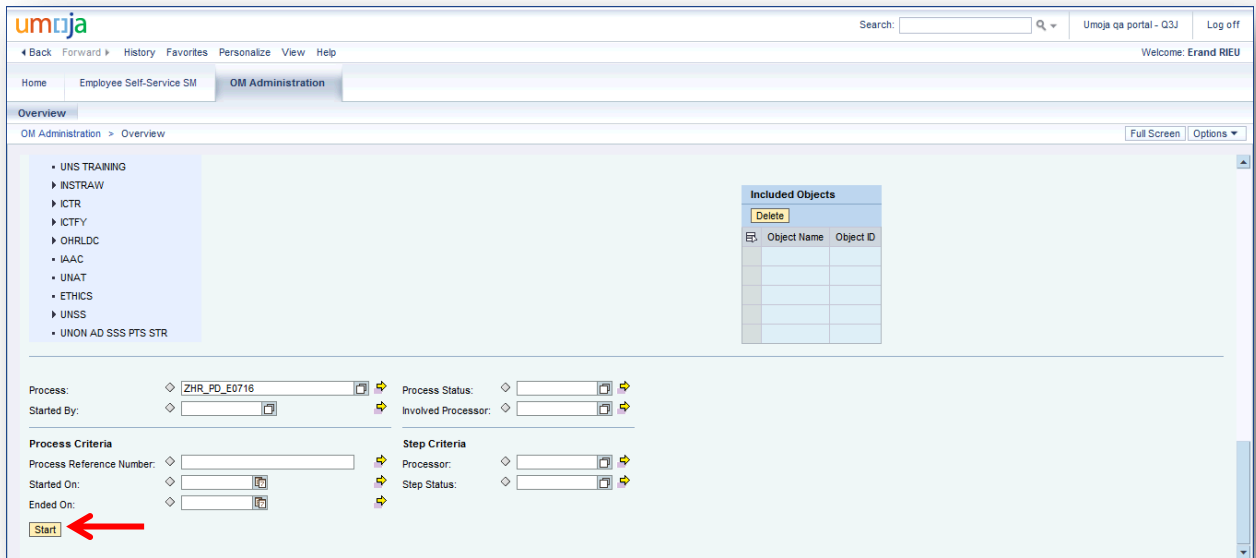
18. In the screen above, scroll all the way down in order to see this part of the screen:



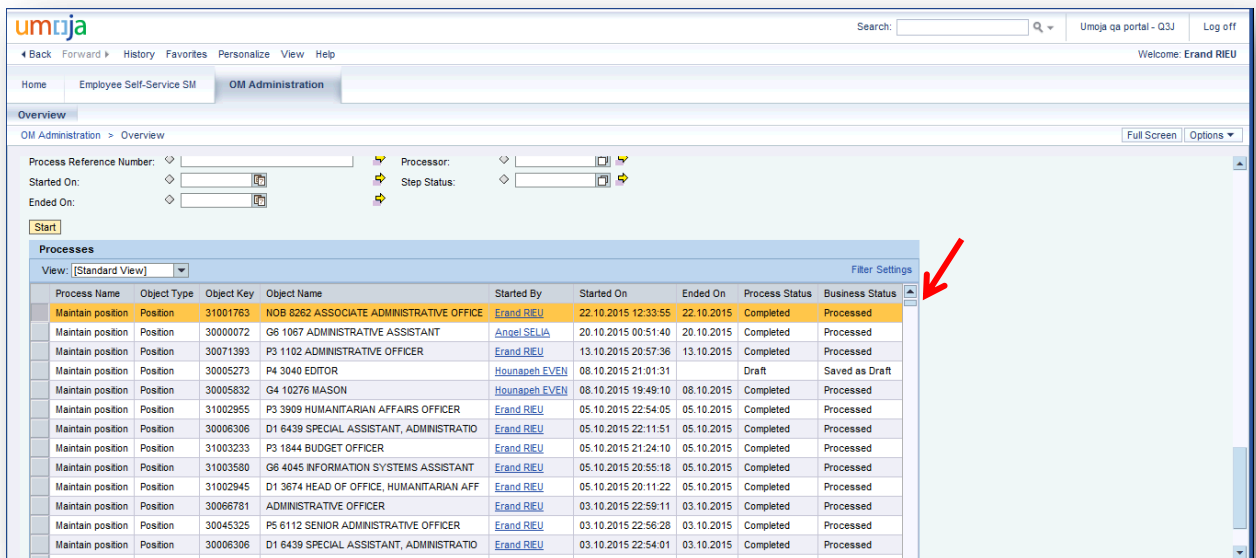
19. In the screen above, click on the overlapping paper icon in the Process field which opens this screen:



20. In the screen above, select Maintain position and click “OK” which places the Process Name in the Process field as shown in this screen:



21. In the screen above, click on **Start** which opens this screen:



**Note that the first Process is automatically highlighted.**

22. If the highlighted Process is not the position whose funding you extended, scroll down to find it. In Step 4 above, the position whose funding was being extended was 31003231. By scrolling down, you will reach this part of the screen:

Process Name	Object Type	Object Key	Object Name	Started By	Started On	Ended On	Process Status	Business Status
Maintain position	Position	30000072	G6 1067 ADMINISTRATIVE ASSISTANT	Angel SELIA	20.10.2015 00:51:40	20.10.2015	Completed	Processed
Maintain position	Position	30071393	P3 1102 ADMINISTRATIVE OFFICER	Erand RIEU	13.10.2015 20:57:36	13.10.2015	Completed	Processed
Maintain position	Position	30005273	P4 3040 EDITOR	Hounapeh EVEN	08.10.2015 21:01:31		Draft	Saved as Draft
Maintain position	Position	30005832	G4 10276 MASON	Hounapeh EVEN	08.10.2015 19:49:10	08.10.2015	Completed	Processed
Maintain position	Position	31002955	P3 3909 HUMANITARIAN AFFAIRS OFFICER	Erand RIEU	05.10.2015 22:54:05	05.10.2015	Completed	Processed
Maintain position	Position	30006306	D1 6439 SPECIAL ASSISTANT, ADMINISTRATIO	Erand RIEU	05.10.2015 22:11:51	05.10.2015	Completed	Processed
Maintain position	Position	31003233	P3 1844 BUDGET OFFICER	Erand RIEU	05.10.2015 21:24:10	05.10.2015	Completed	Processed
Maintain position	Position	31003580	G6 4045 INFORMATION SYSTEMS ASSISTANT	Erand RIEU	05.10.2015 20:55:18	05.10.2015	Completed	Processed
Maintain position	Position	31002945	D1 3674 HEAD OF OFFICE, HUMANITARIAN AFF	Erand RIEU	05.10.2015 20:11:22	05.10.2015	Completed	Processed
Maintain position	Position	30066781	ADMINISTRATIVE OFFICER	Erand RIEU	03.10.2015 22:59:11	03.10.2015	Completed	Processed
Maintain position	Position	30045325	P5 6112 SENIOR ADMINISTRATIVE OFFICER	Erand RIEU	03.10.2015 22:56:28	03.10.2015	Completed	Processed
Maintain position	Position	30006306	D1 6439 SPECIAL ASSISTANT, ADMINISTRATIO	Erand RIEU	03.10.2015 22:54:01	03.10.2015	Completed	Processed
Maintain position	Position	30066781	ADMINISTRATIVE OFFICER	Erand RIEU	03.10.2015 22:42:12	03.10.2015	Completed	Processed
Maintain position	Position	31002385	D1 2100 CHIEF OF SERVICE, HUMANITARIAN A	Erand RIEU	03.10.2015 22:34:39	03.10.2015	Completed	Processed
Maintain position	Position	31003231	P3 3909 HUMANITARIAN AFFAIRS OFFICER	Erand RIEU	02.10.2015 16:22:21	02.10.2015	Completed	Processed

23. The highlighted row in the screen above is 31003231. Click on **Details** which opens this screen:

**Details**

Process Name: Maintain position  
 Process Status: Completed  
 Object Type: Position  
 Curr. Processor:  
 Started On: 02.10.2015 16:22:21  
 Business Status: Processed

Started By: Erand RIEU  
 Reference Number: 000000003564  
 Object Key: 31003231  
 Object Name: P3 3909 HUMANITARIAN AFFAIRS OFFICER  
 Ended On: 02.10.2015

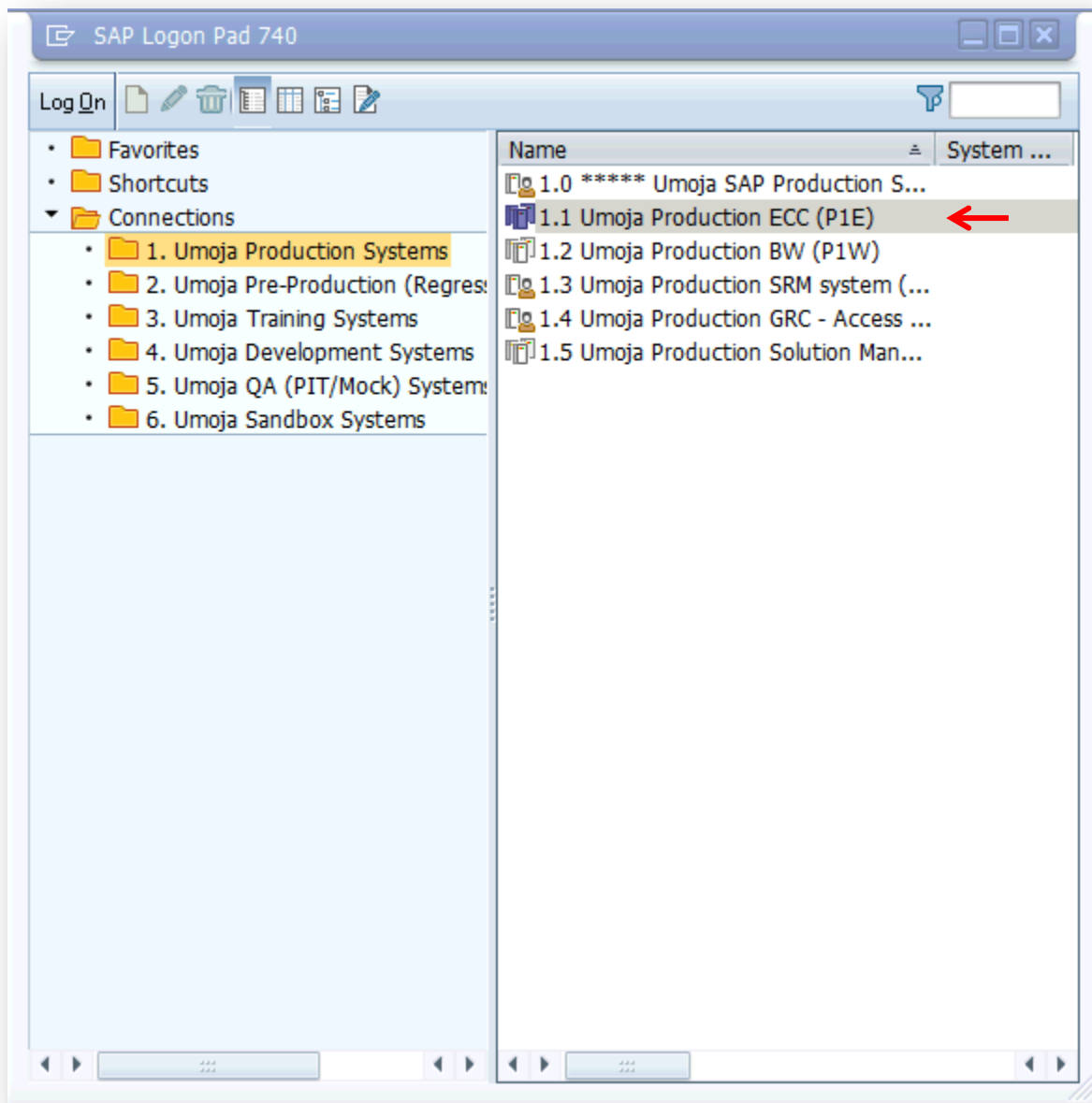
Step Name	Processor	Started On	End Date
P3 3909 HUMANITARIAN AFFAIRS OFFICER: Maintain position - Change Request	Erand RIEU	02.10.2015 16:22:21	02.10.2015

Close

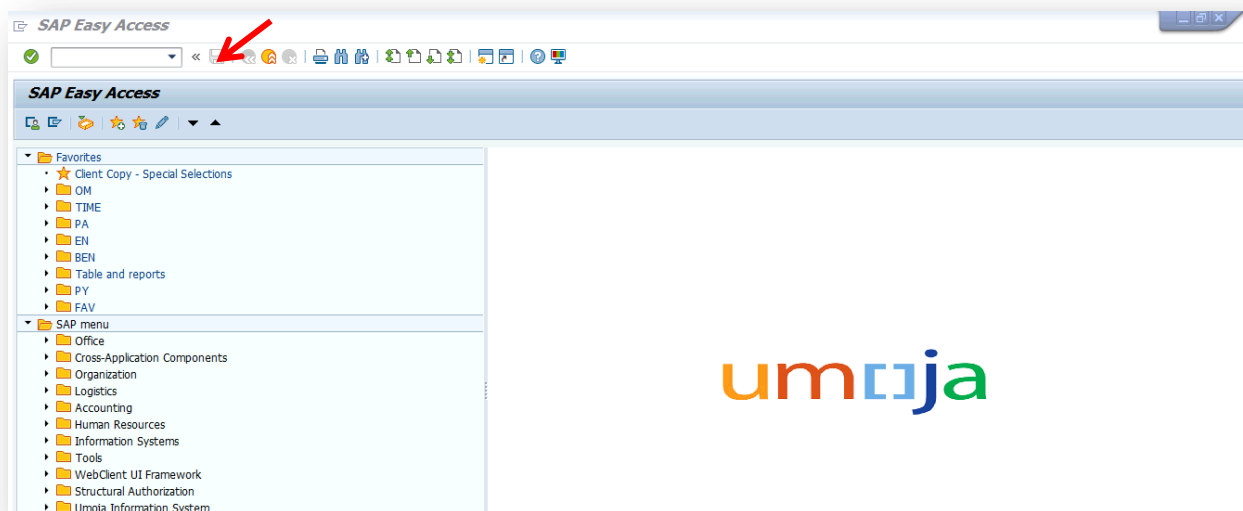
**Note that the Process Status is Completed and the Business Status is Processed which are both shown in the two right most columns in the screen in Step 22.**

24. In the screen above, click on **Close** that brings you back to the screen in Step 22. Scroll all the way up and log off.

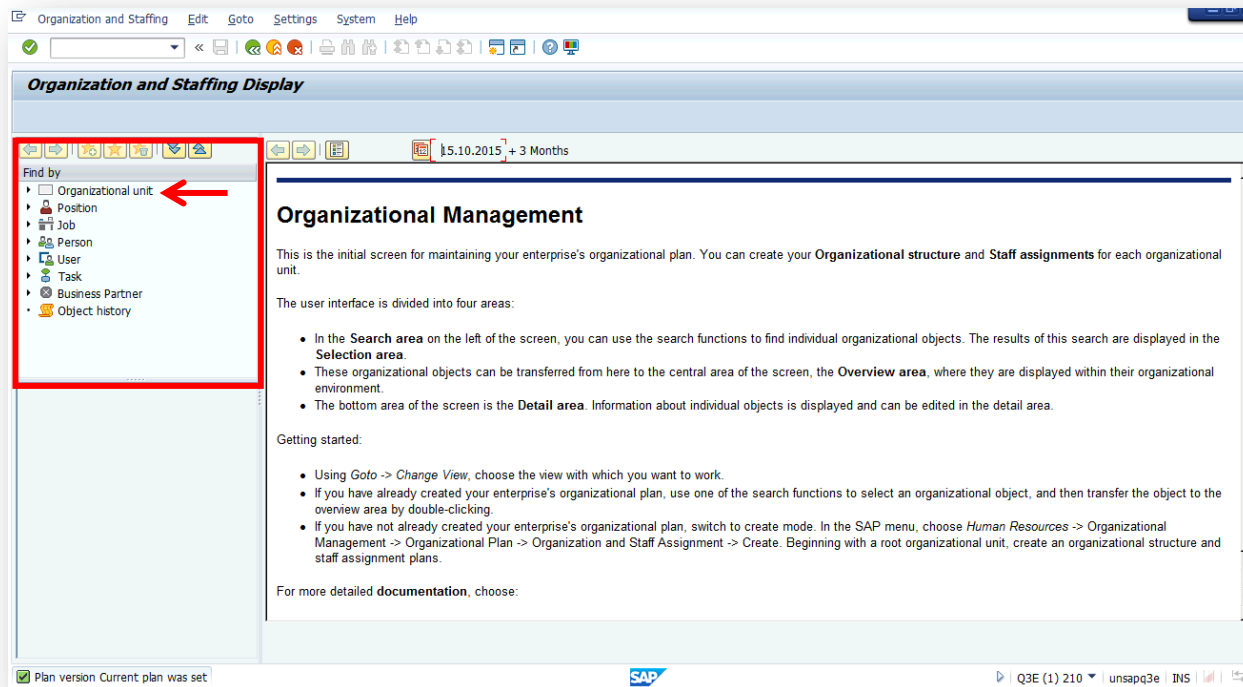
25. Log in as OM Administrator to “1 Umoja ECC System” Umoja Gateway which opens this screen:



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

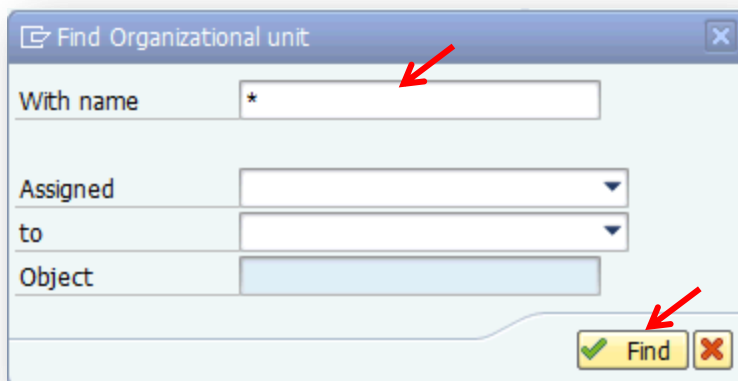


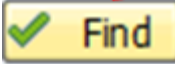
27. In the screen above, enter the T-code (Transaction code) “PPOSE” (*Organization and Staffing Display*) in  and press enter which opens this screen:

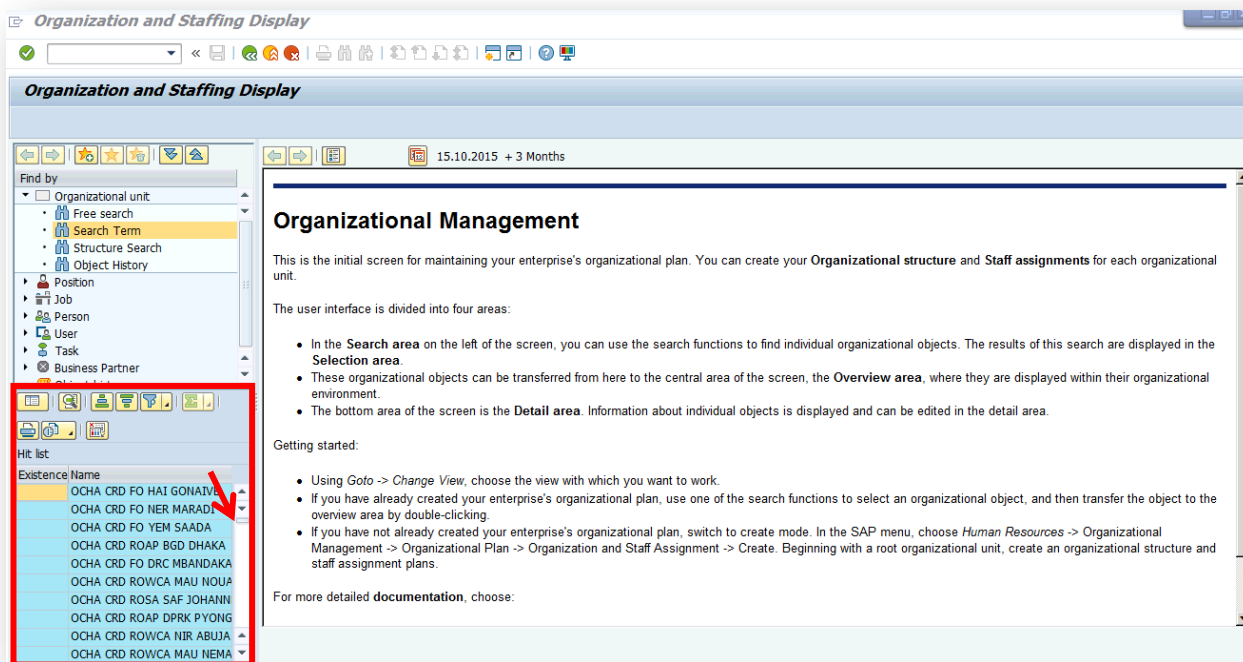


28. In the screen above, click on Organizational unit in the Search area which opens this screen:

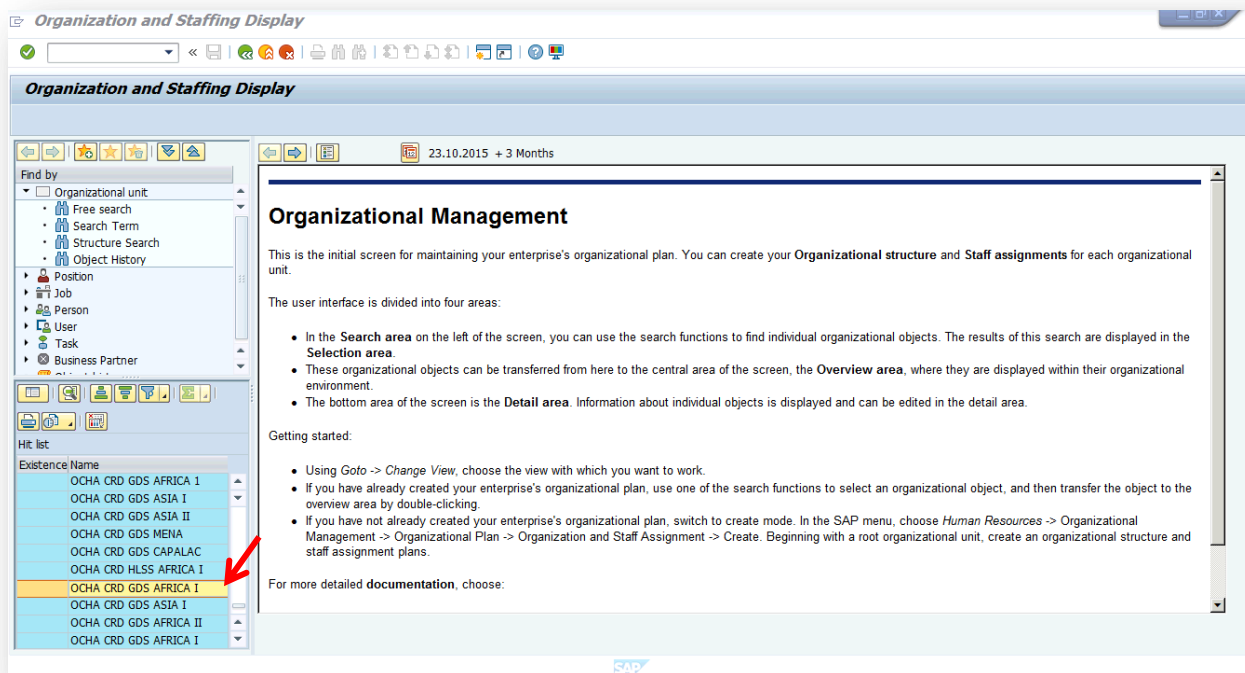




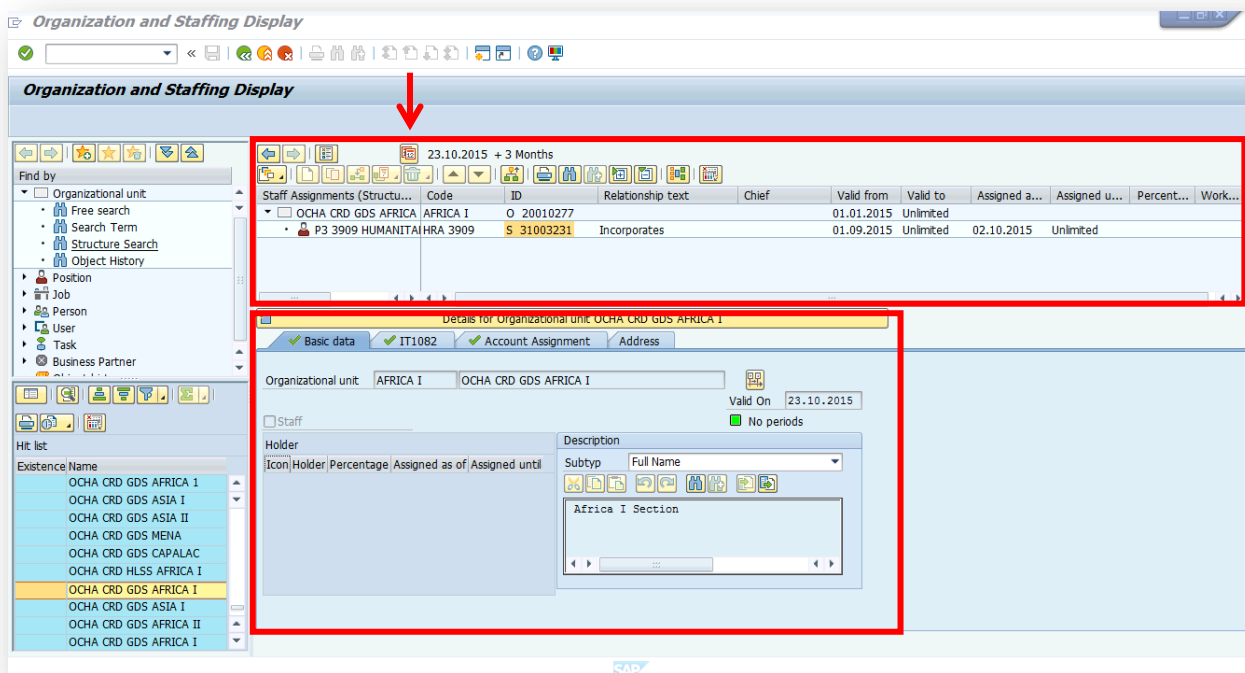
29. In the screen above, type OCHA CRD after the asterisk and click  which opens the Selection area below the Search area:



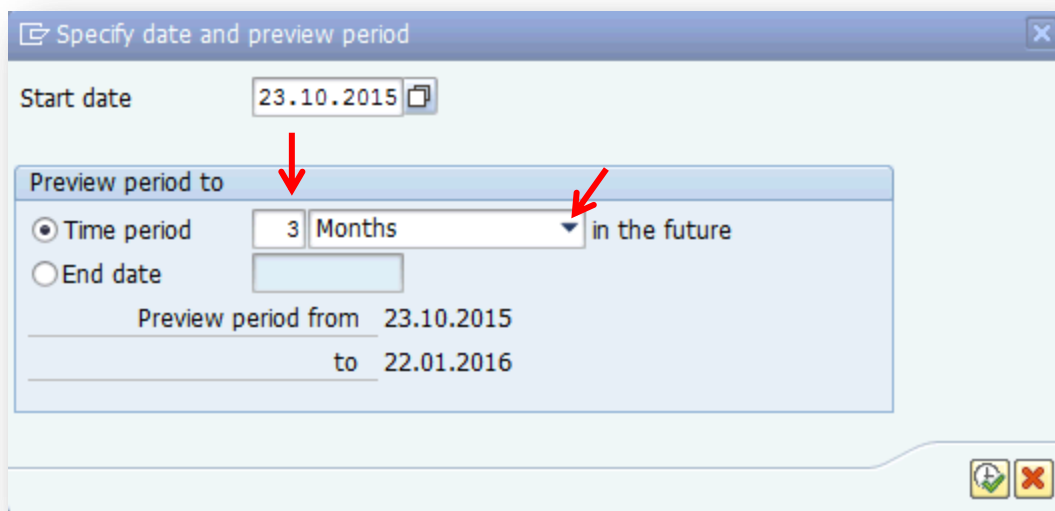
30. In the Selection Area above, scroll down to find OCHA CRD GDS Africa I. Click on it as shown in this screen:



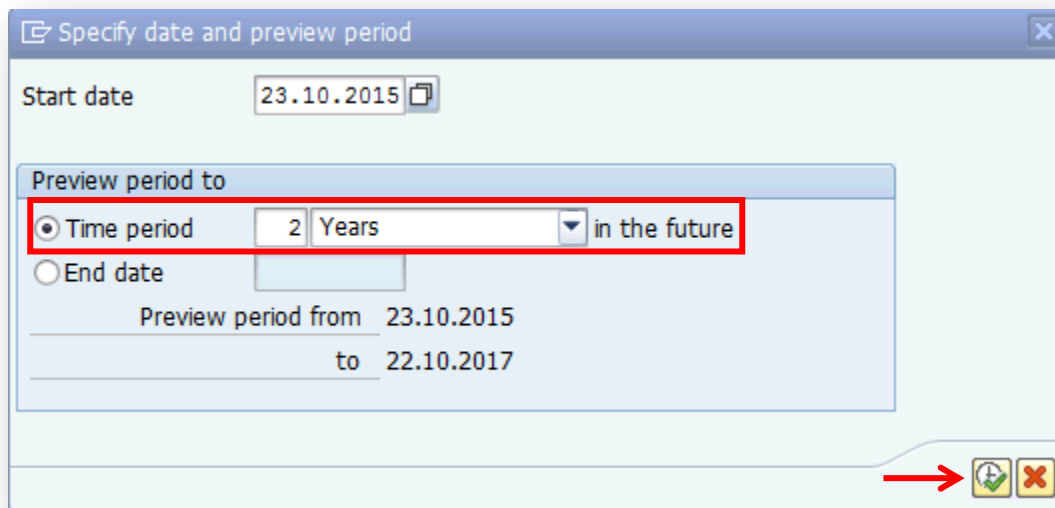
31. Once you click on OCHA CRD GDS AFRICA I, the Overview Area and Detail Area opens as shown in this screen:



32. In the screen above, click on the Date and Preview Period icon which opens this screen:

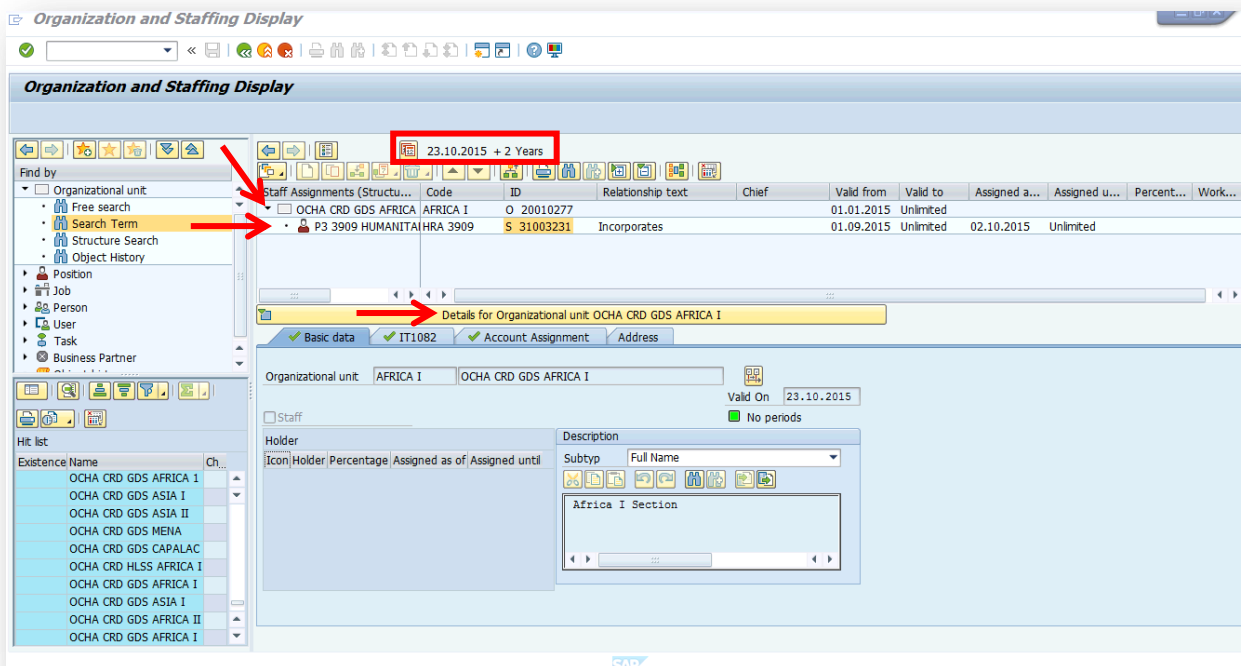


33. In the screen above, change the time period from “3” to 2, click the down arrow and change the “Months” to Years as shown this screen:



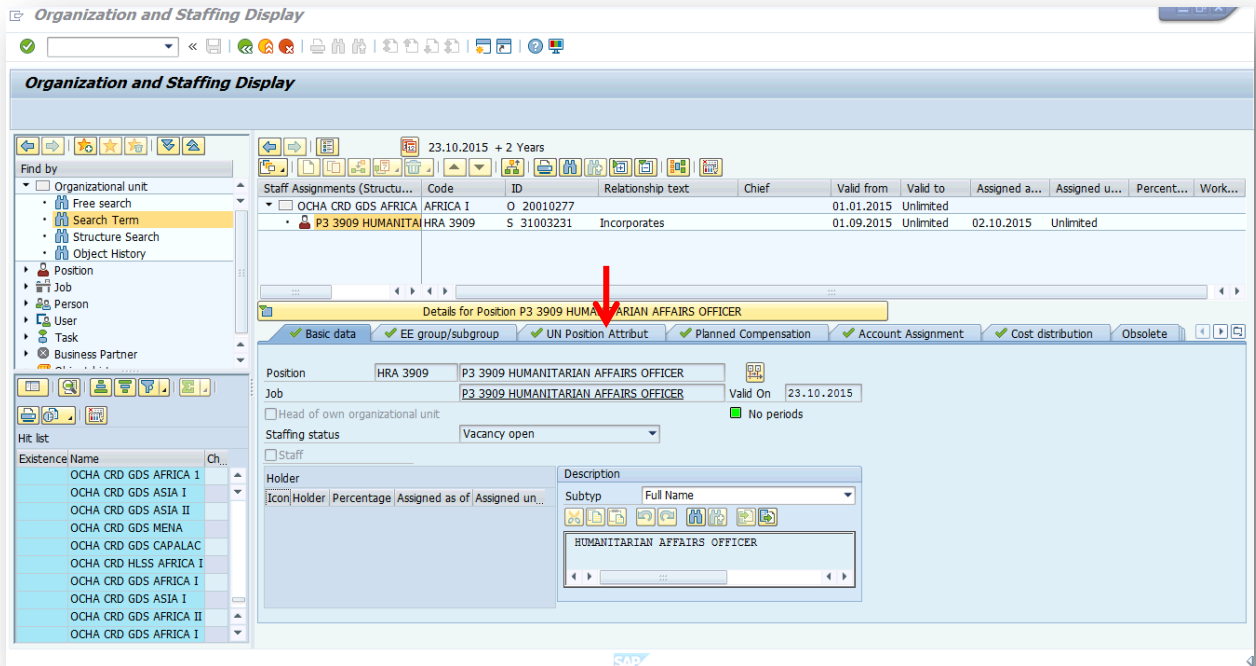
**Note that earlier the OM Administrator initiated a Position Funding Extension until 31.12.2016. Since the preview period starts on 23.10.2015, a period over two years has to be viewed.**

34. In the screen above, click on  Execute icon which opens this screen:

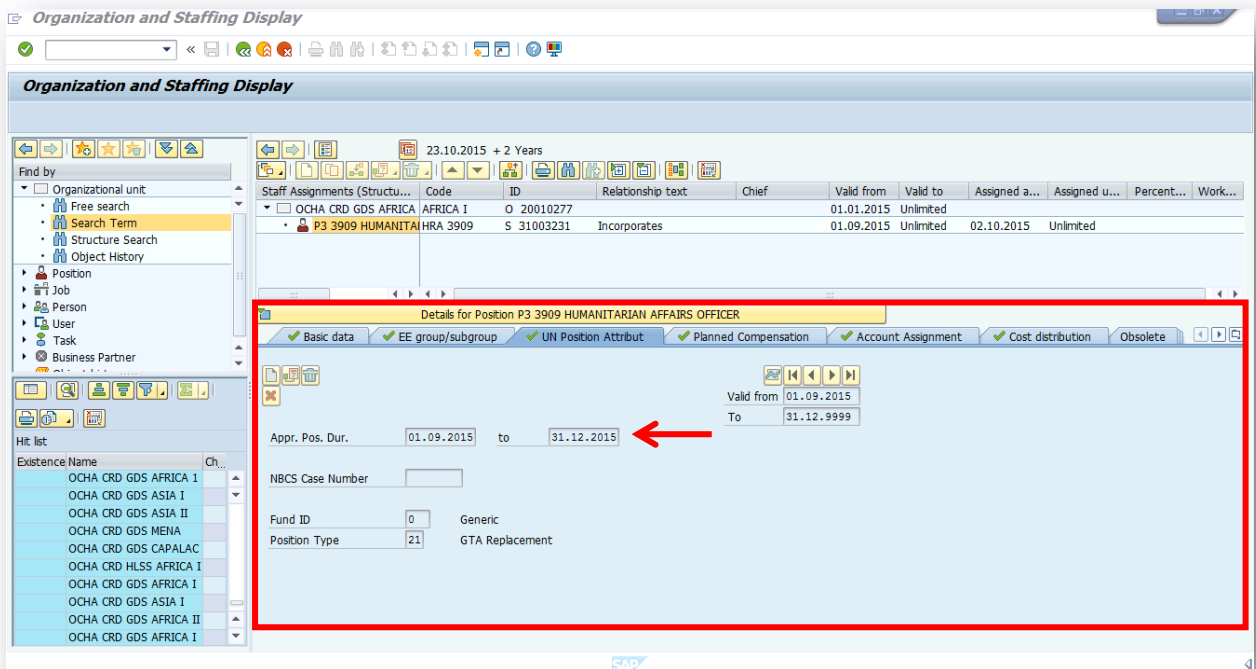


**Note that the Date and Preview Period now shows 23.10.2015 + 2 years.  
 Note further that the Details Area defaults to the Organizational unit OCHA CRD GDS AFRICA I.**

35. In the screen above, click on the position row 31003231 which changes the Details Area to that of the position as shown in this screen:



36. In the screen above, click on the tab “UN Position Attribute” which changes the Details Area to this screen:



**Note that in the screen above, funding of the position is until 31.12.2016.**

Display Cost Distribution

Position: HRA 3909 P3 3909 HUMANITARIAN AFFAIRS OFFICER  
Planning Status: Active  
Start date: 01.09.2015 to 31.12.2015 [Change Information](#)

Cost Distribution 01 S 31003231 1  
Master cost center: HR027 HR OCHA No Post

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of
1000			SB-000248	O097 - OCHA - Nairobi	100.00	

Entry 1 of 1  
Record 1 of 1

37. Log off form ECC.