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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[1] in extending position funding;
*   Check that all infotypes entered in the Portal are reflected in ECC.

    [1]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:
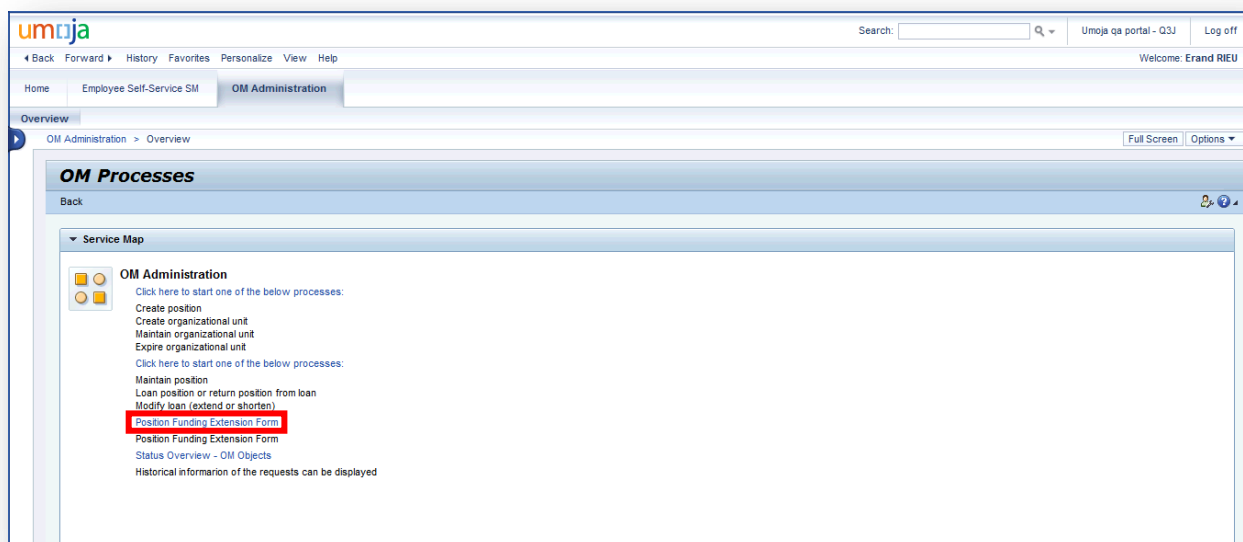
3. In the screen above, click on the blue Position Funding Extension Form which opens this screen:

Note that the effective date defaults to the date you initiate position funding extension. To illustrate further, 8/10/2015 is the date that this Job Aid is being prepared.

4. In the screen above, enter a position number, e.g., 31003231, and click [Search] which populates the table as shown in the screen below:

Note that the position "Fund End Dt" in the 6th column from the left shows "31.12.2015".

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

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:
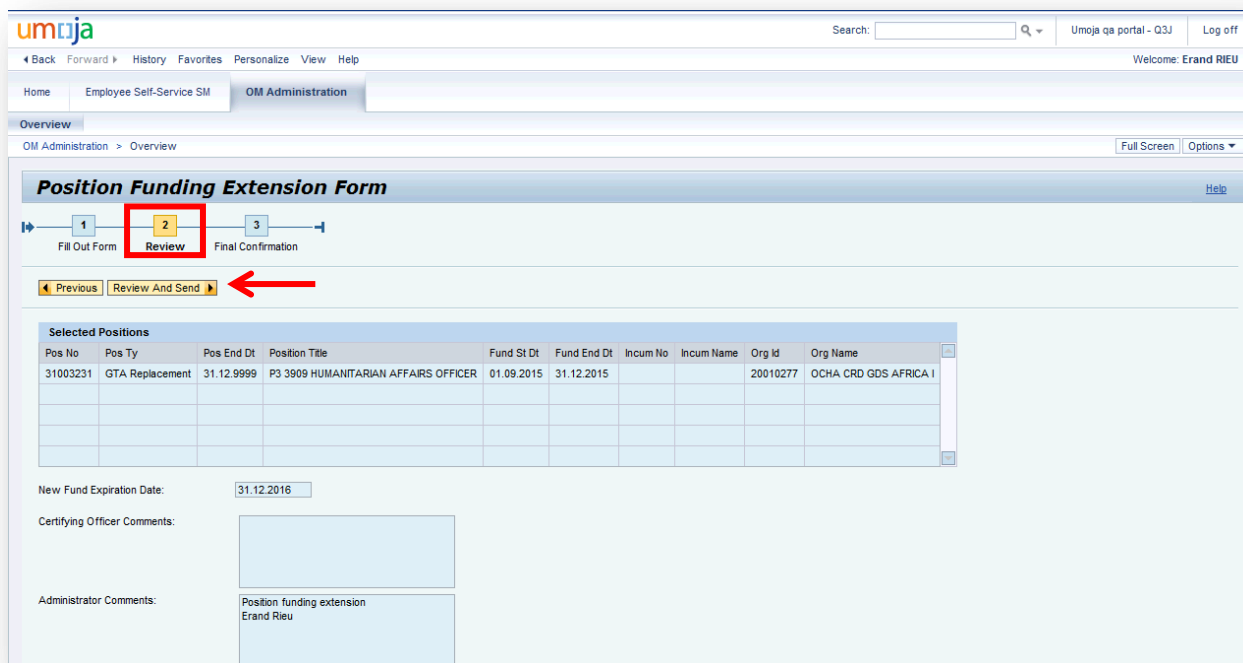
Note that the process progressed to "2 Review" and the "Review and Send" button appeared.

7. 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.

8. From the screen above, log off.

9. Logging in the Portal with the enterprise role OM Certifying Officer opens this screen:
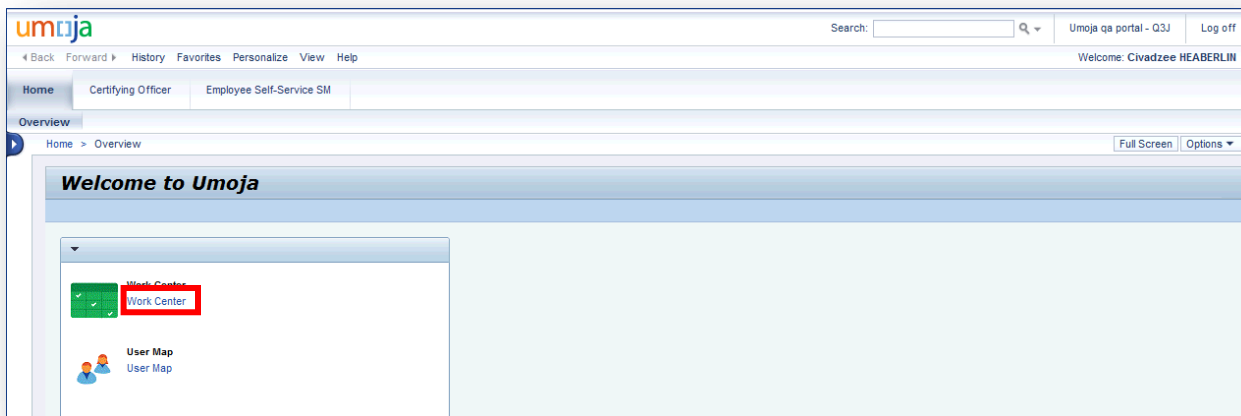
10. In the screen above, click on Work Center which opens this screen:
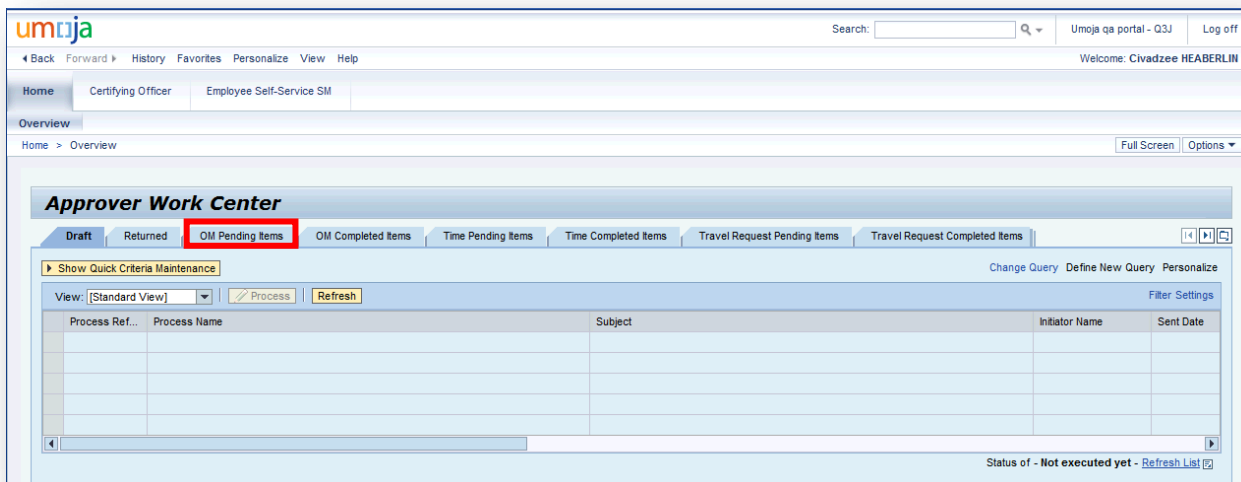
11. In the screen above, click on the tab, OM Pending Items which opens this screen:
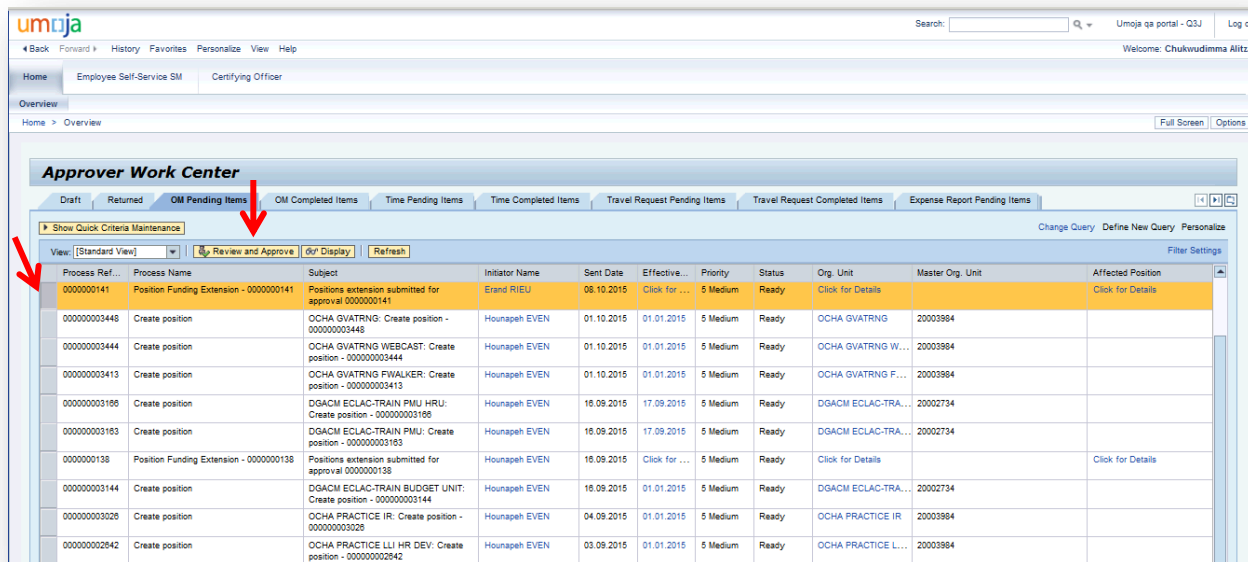
12. In the screen above, highlight the Position that the OM Administrator, Erand Rieu, submitted for approval and click on [Review and Approve] which opens this screen:
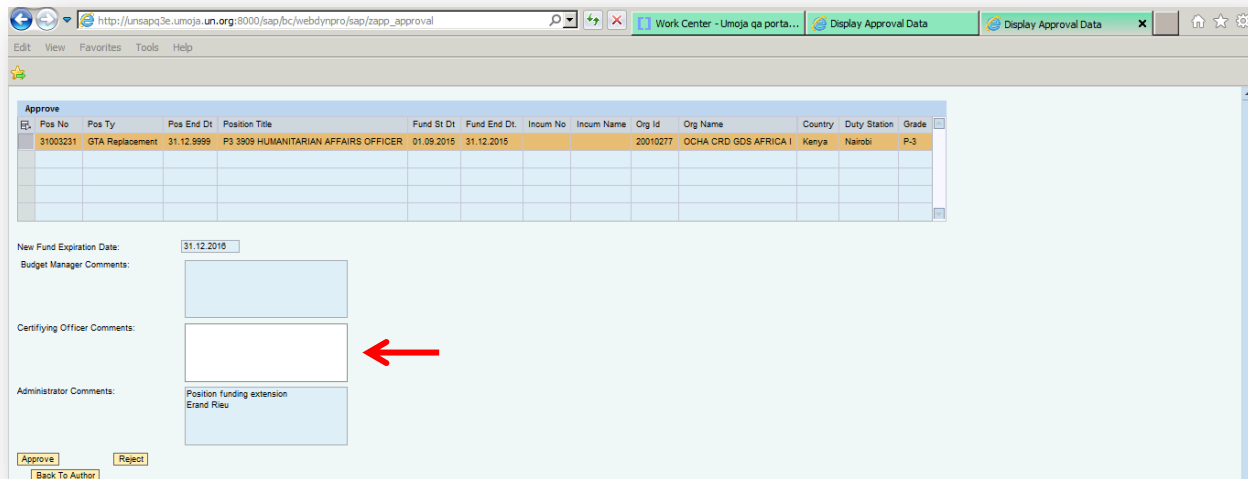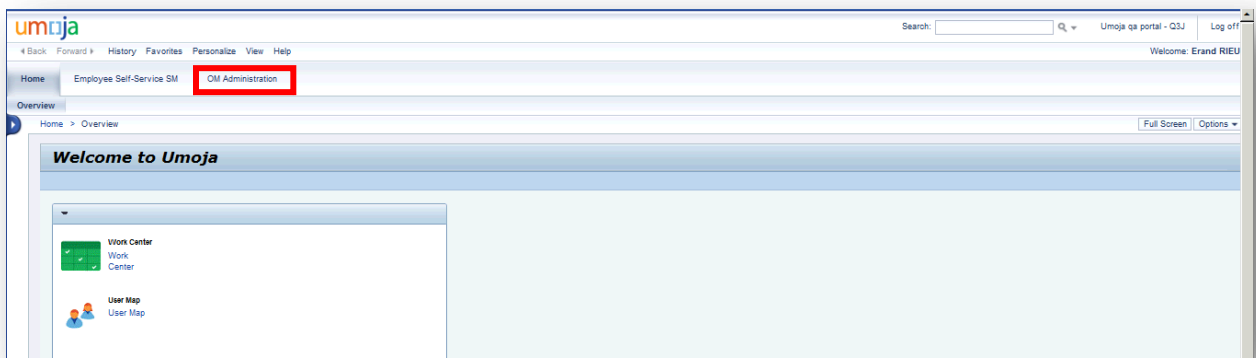

13. In the Certifying Officer Comments field above, type "Position funding extension reviewed and approved", type your name then click on Approve which opens this screen:
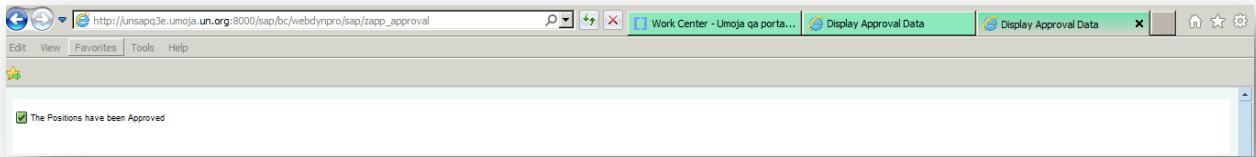
Note the message "The Positions have been Approved".

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

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

16. 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:
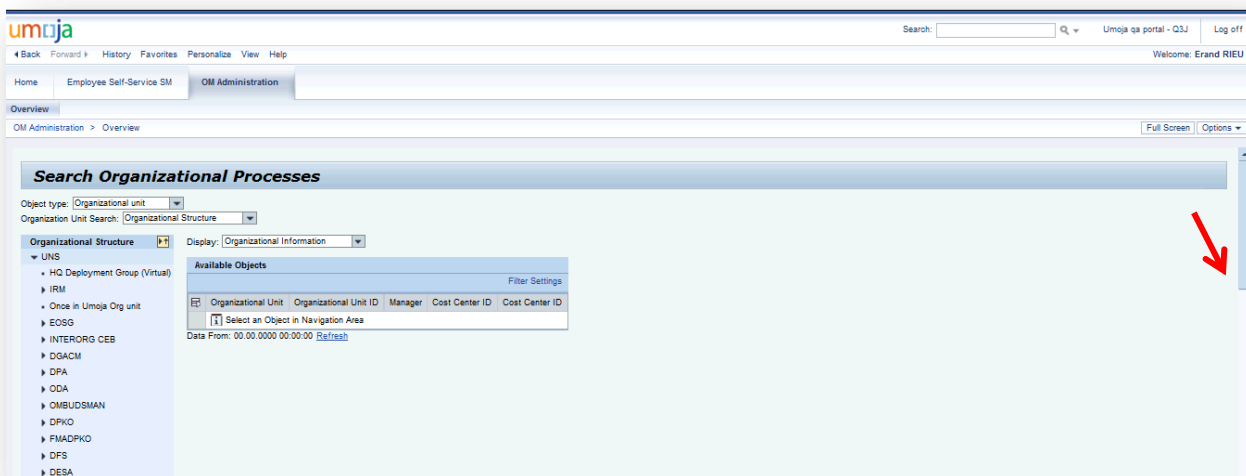
18. In the screen above, scroll all the way down in order to see this part of the screen:
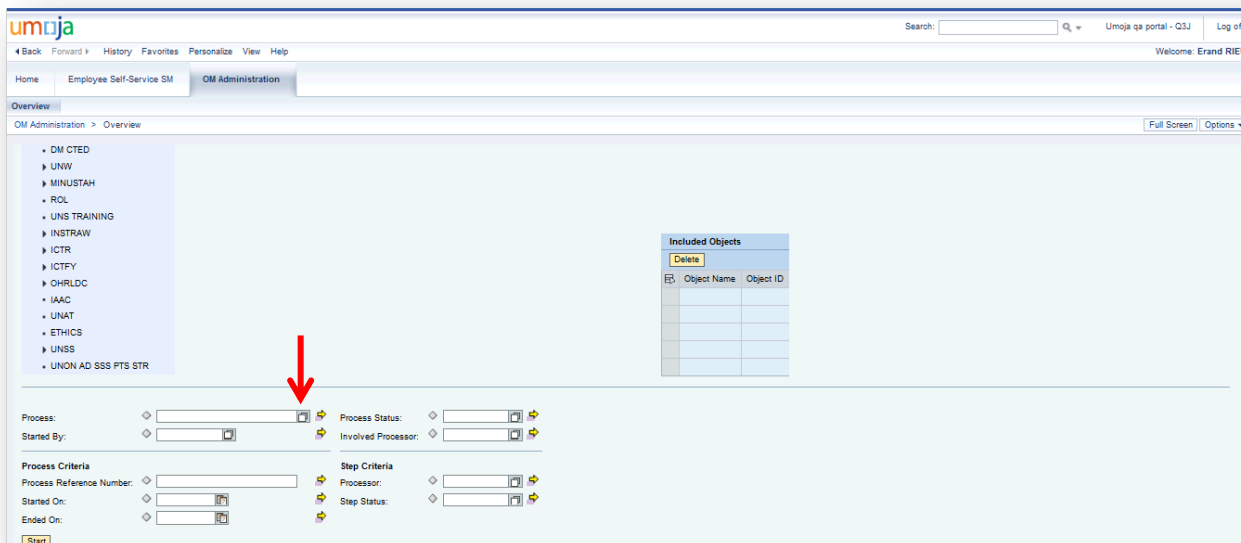
19. In the screen above, click on the overlapping paper icon in the Process field which opens this screen:
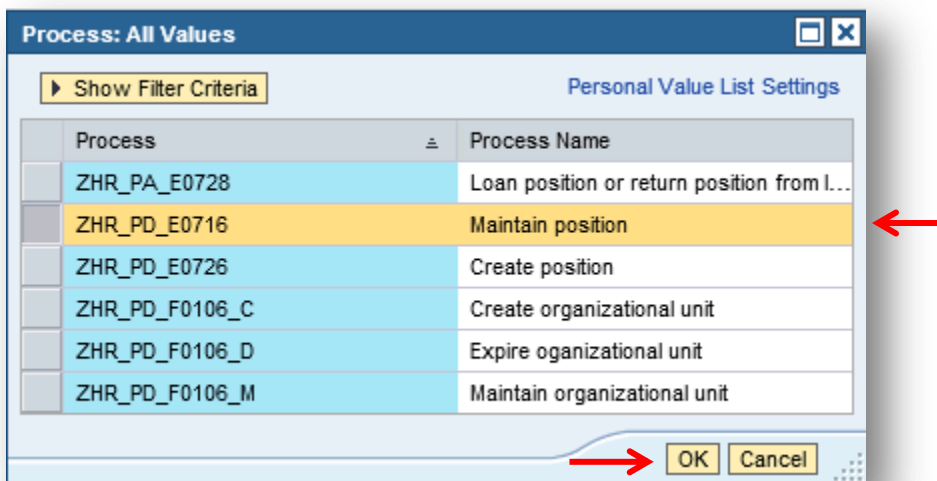
20. In the screen above, select Maintain position and click "OK" which places the Process Name in the Process field as shown in this screen:
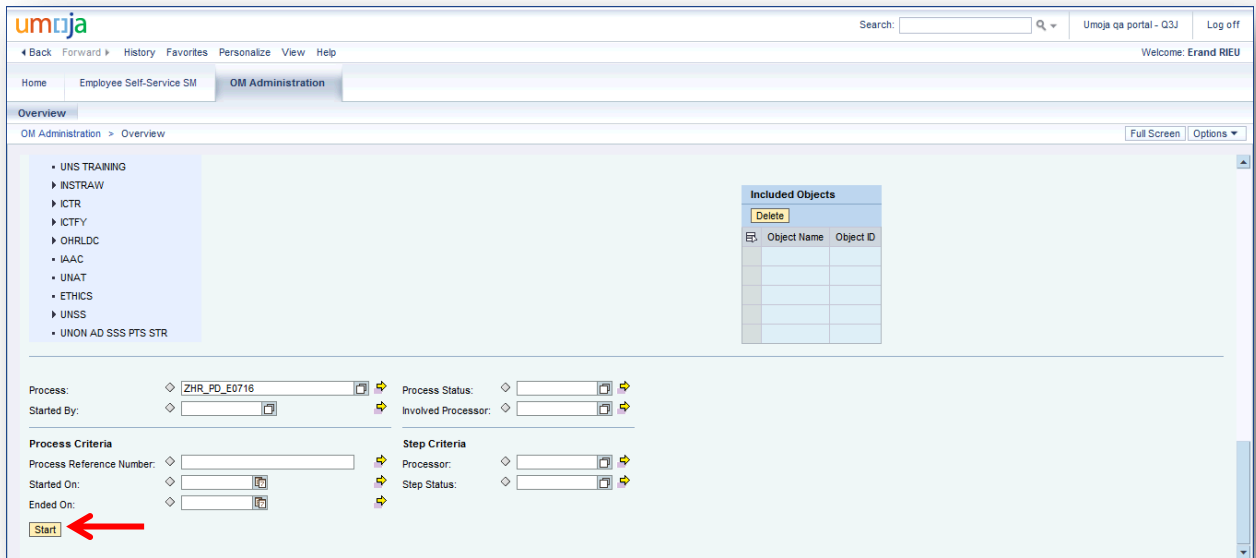
21. In the screen above, click on ⬚Start⬚ which opens this screen:
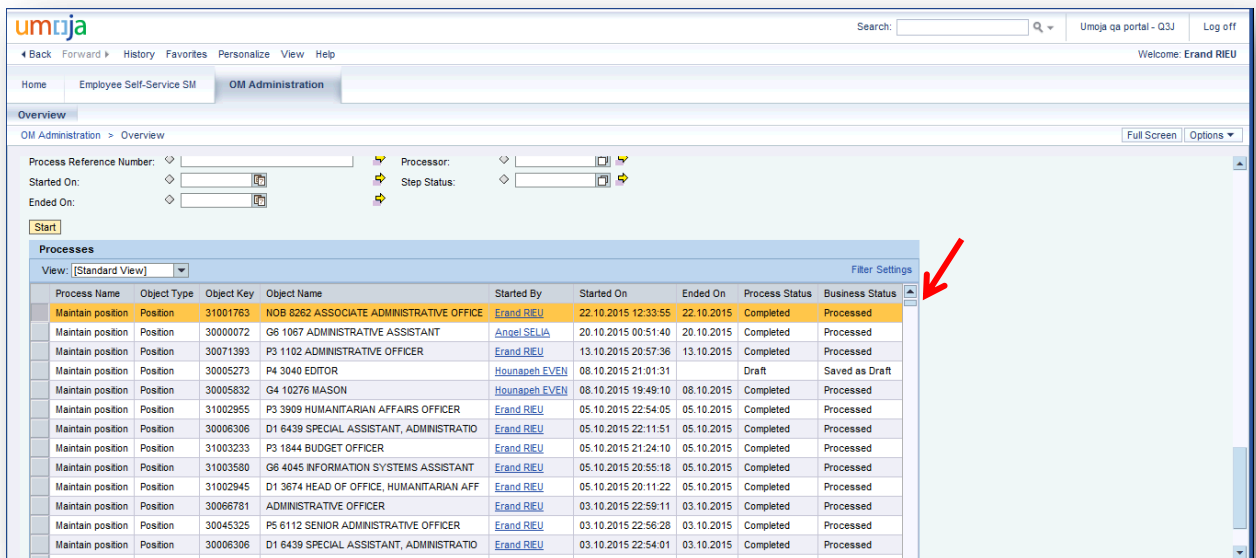
Note that the first Process is automatically highlighted.

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:

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


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.
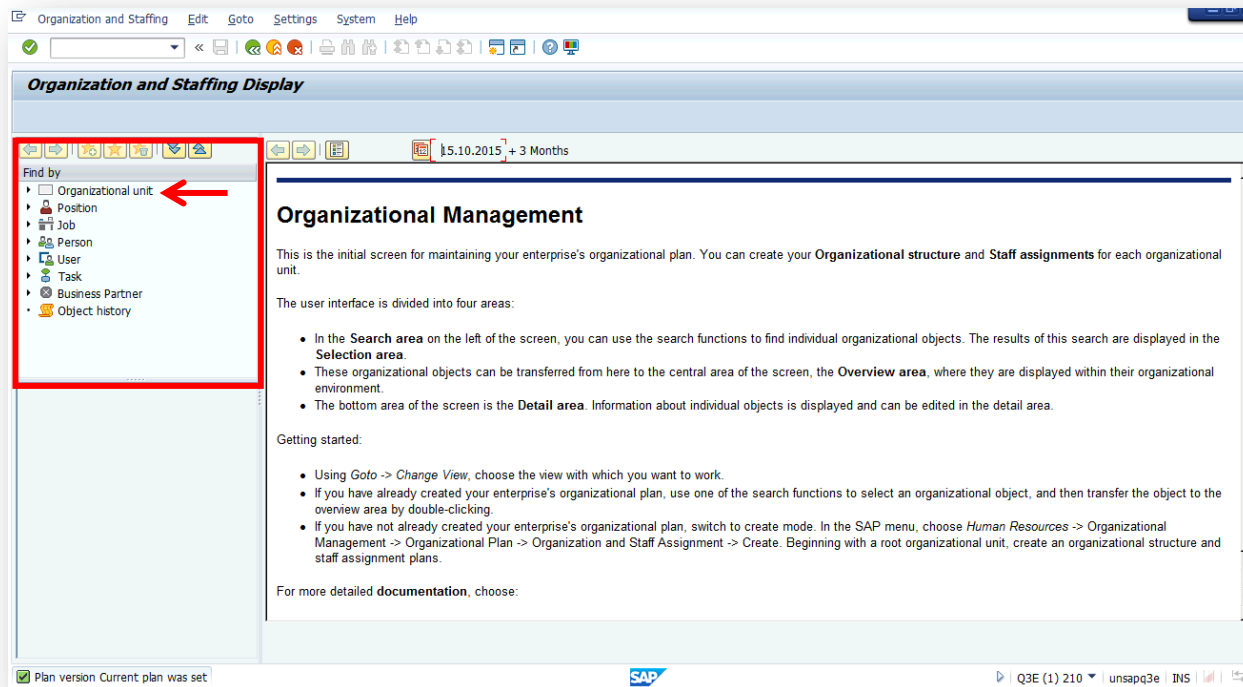
25. Log in as OM Administrator to "1 Umoja ECC System" Umoja Gateway which opens this screen:
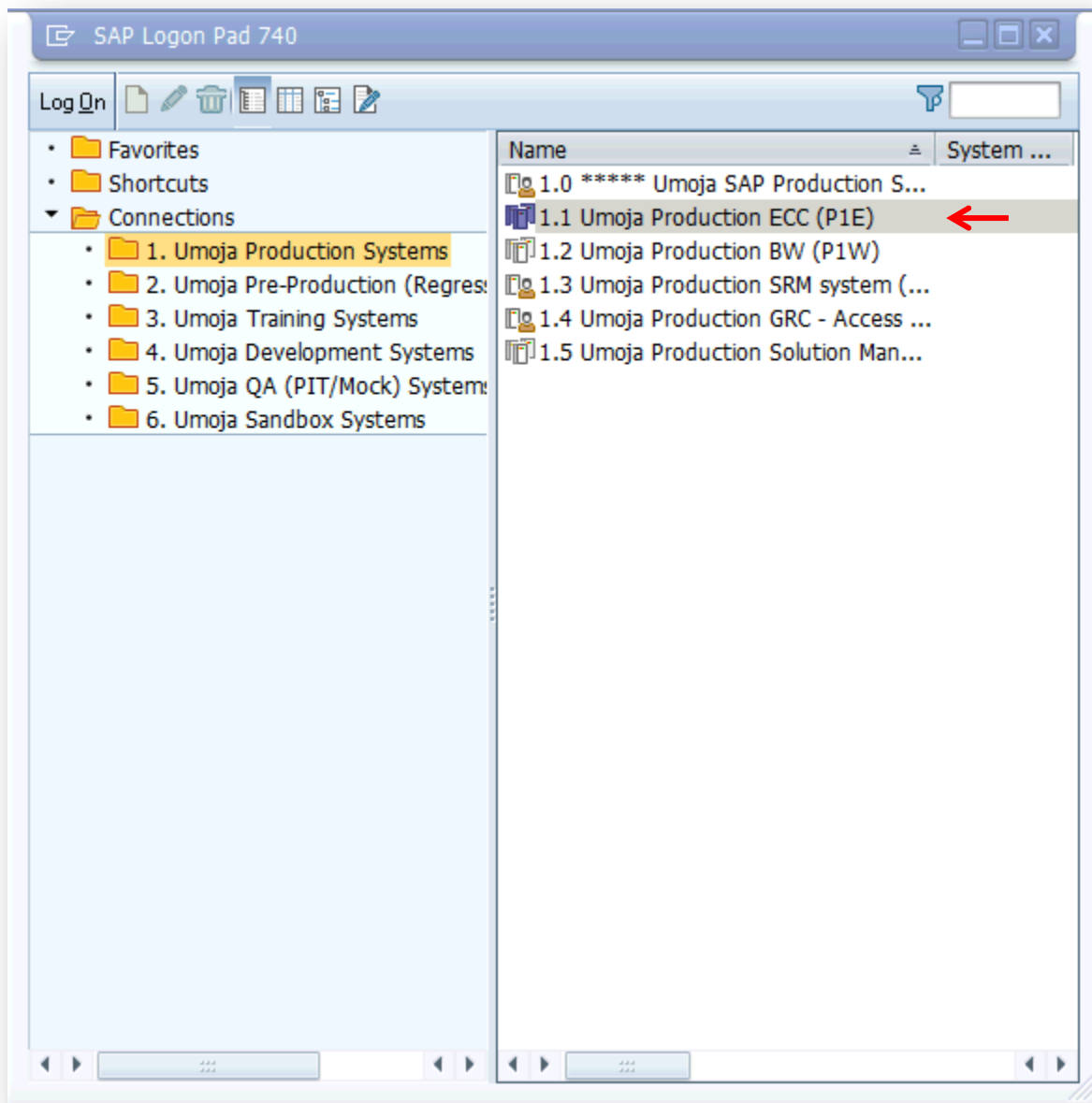
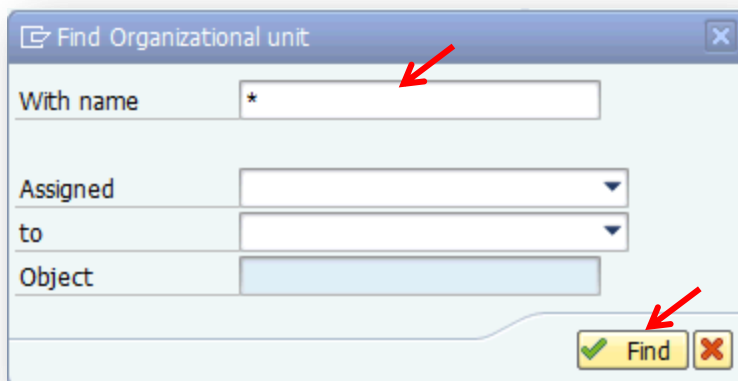26. In the screen above, click on "1.1 Umoja Production ECC (P1E)" which opens this screen:
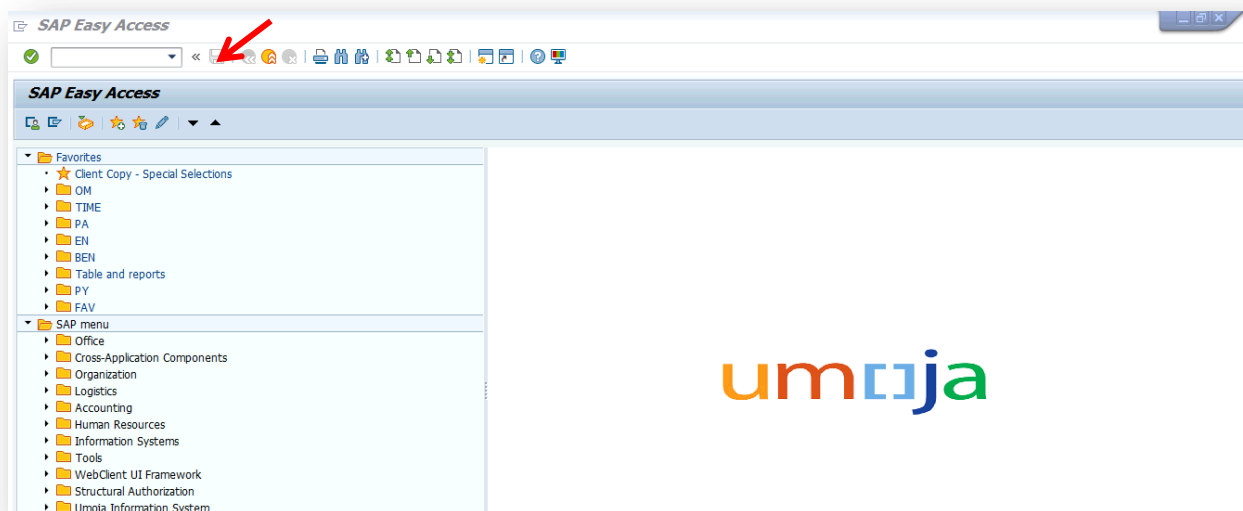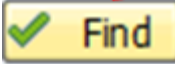
27. In the screen above, enter the T-code (Transaction code) "PPOSE" *(Organization and Staffing Display)* in [icon] and press enter which opens this screen:
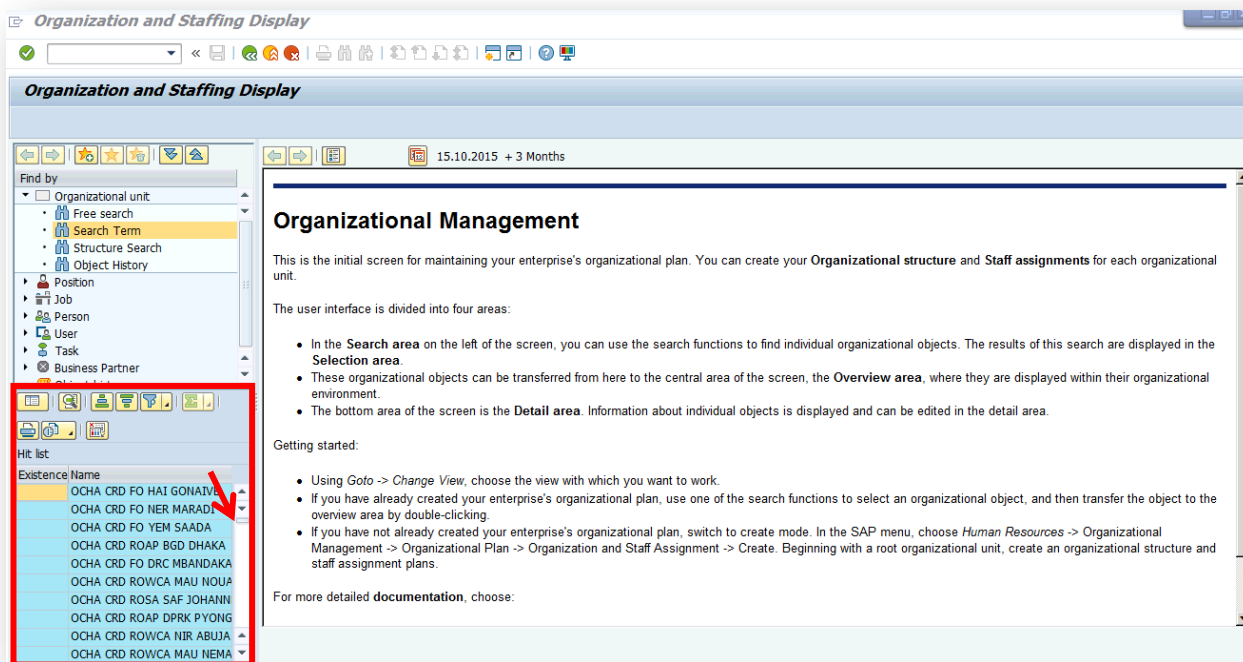

28. In the screen above, click on Organizational unit in the Search area which opens this screen:
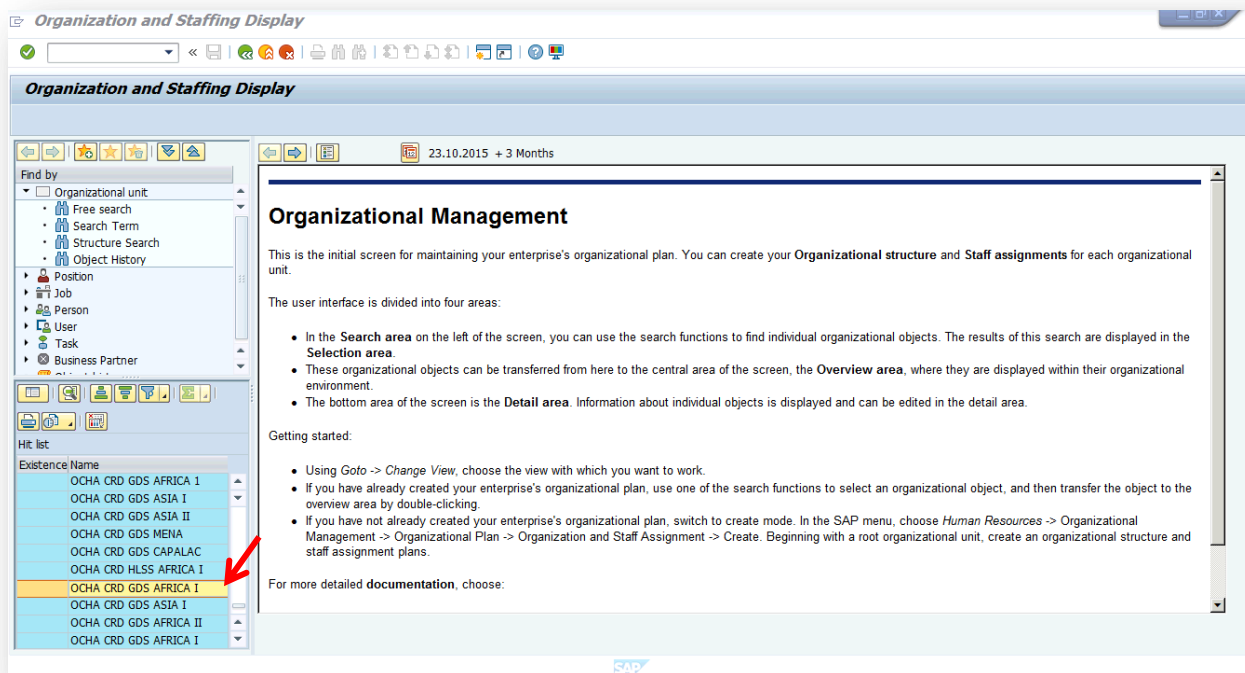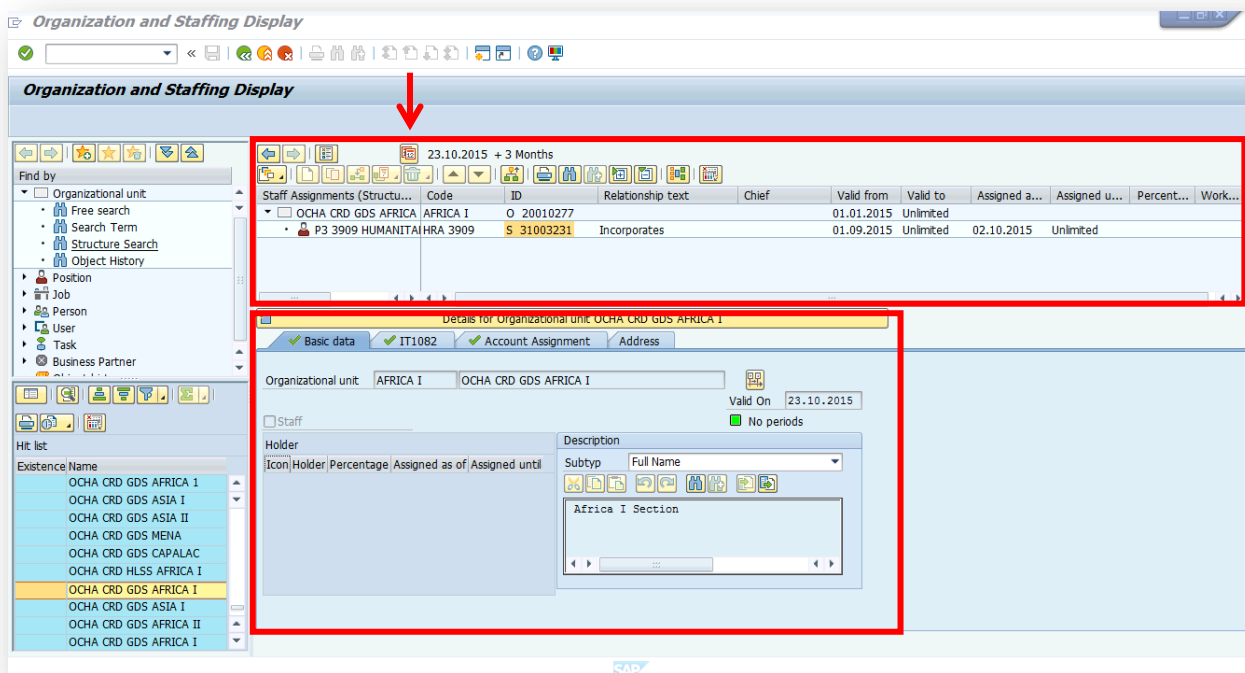
29. In the screen above, type OCHA CRD after the asterisk and click which opens the Selection area below the Search area:
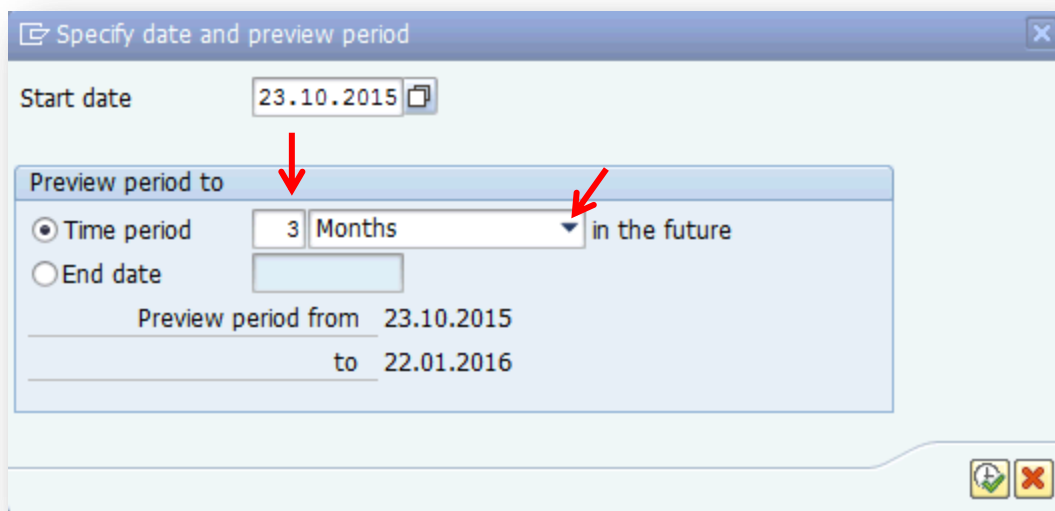

30. In the Selection Area above, scroll down to find OCHA CRD GDS Africa I. Click on it as shown in this screen:
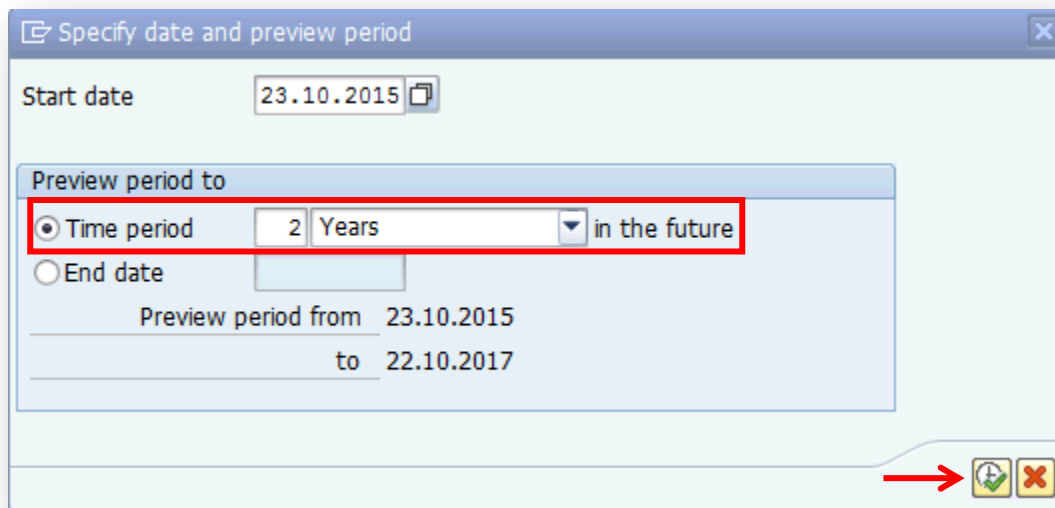
31. Once you click on OCHA CRD GDS AFRICA I, the Overview Area and Detail Area opens as shown in this screen:

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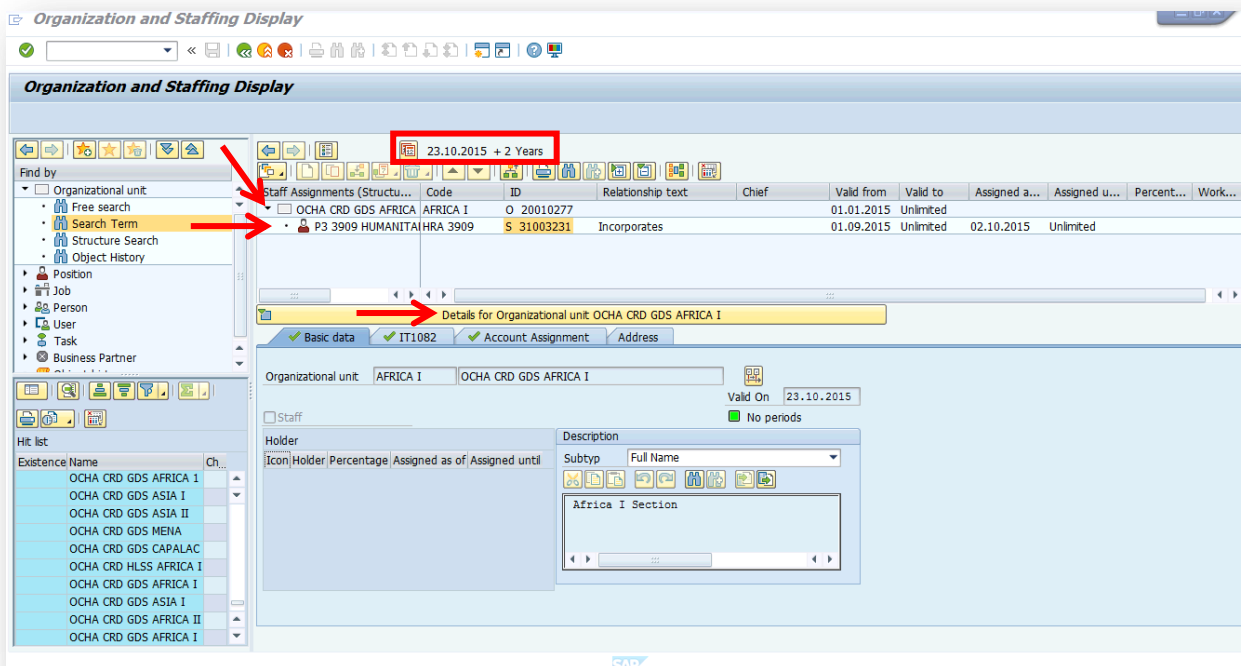
Note that the Date and Preview Period now shows 23.10.2015 + 2 years.
Note further that the Details Area defaults to the Organizational unit OCHA CRD GDS AFRICA I.

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:
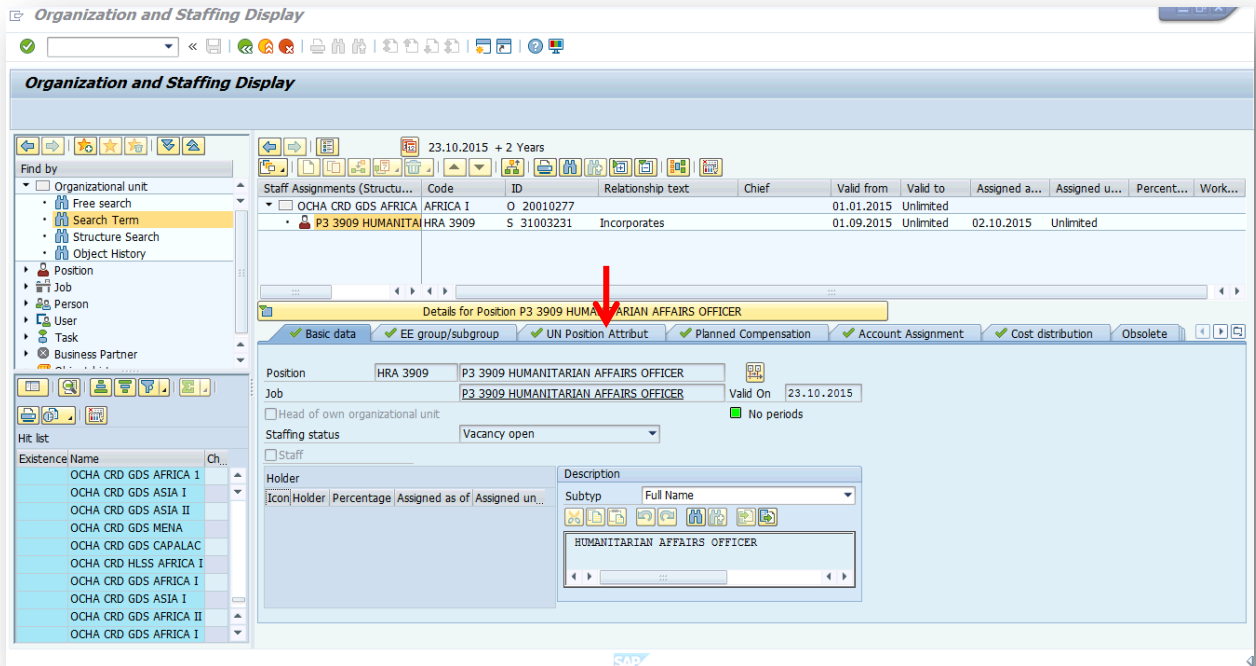
36. In the screen above, click on the tab "UN Position Attribut" which changes the Details Area to this screen:
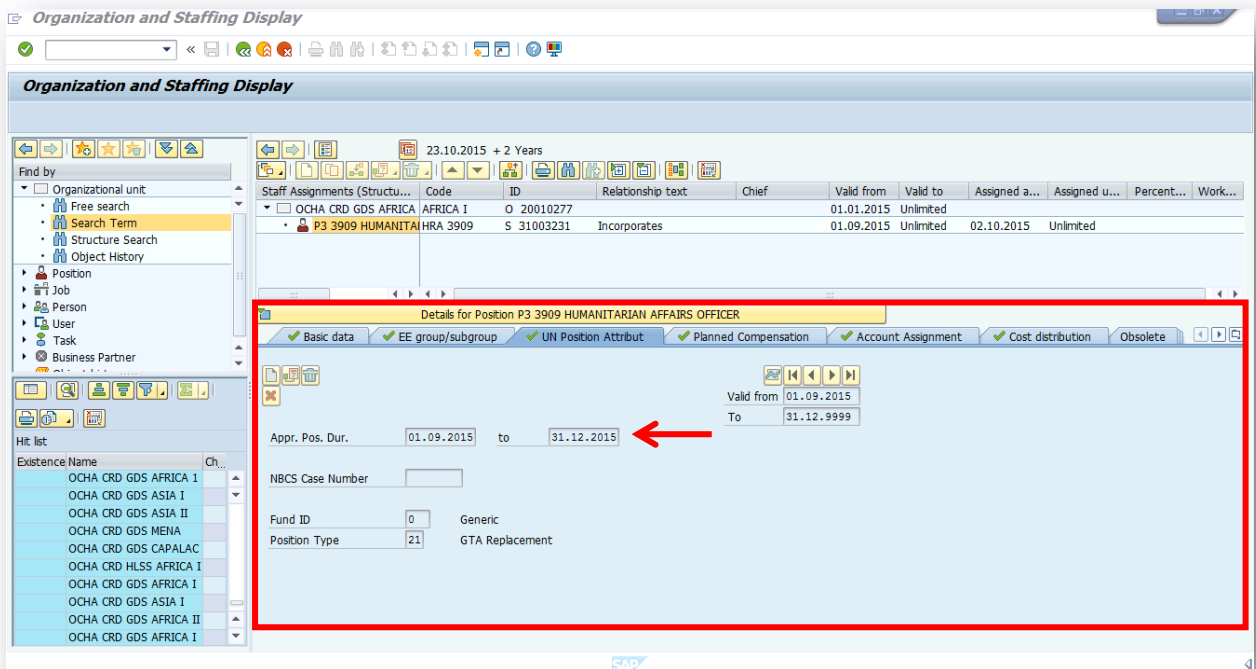
Note that in the screen above, funding of the position is until 31.12.2016.

37. Log off form ECC.