



**NEWS ALERTS!**

In an effort to optimize performance and facilitate necessary system updates, Umoja requires occasional maintenance updates. Please read on for the latest Umoja system announcements.

#### **PLANNED ANNUAL UMOJA DISASTER RECOVERY TEST IN MAY**

Please note that in order to comply with required annual testing of the Umoja Disaster Recovery System, **all Umoja Production Systems (ECC, SRM/Portal, Employee and Manager Self-Service) will be unavailable during the following dates:**

- **Saturday, 6 May 2017 for approximately 8 hours starting at 3:00 pm CET (9:00 am NY time)**
- **Saturday, 13 May 2017 for approximately 8 hours starting at 3:00 pm CET (9:00 am NY time)**

The Umoja Disaster Recovery System is tested on an annual basis, to ensure that in the case of a true emergency, the United Nations can continue to operate and use Umoja Production Systems as needed.

As always, the Umoja team is making every effort to minimize the amount of system downtime and appreciates your patience.

Please refer to the [Umoja System Status page](#) for updated information regarding Umoja systems availability. We will continue to update you on any other system availability announcements. Stay tuned to our website <http://umoja.un.org> for the latest Umoja information.

#### **TRAINING ENVIRONMENT DOWNTIME IN MAY**

**The Umoja training environment will be temporarily unavailable from Monday, 1 May to Sunday, 7 May 2017.** During this time, training environments will be unavailable. The downtime is required to prepare for the next round of Umoja Extension 2 functionality, particularly the Galileo Decommissioning Project (GDP) and the next phase of the ICSC Compensation Package. The Training Environment needs to be updated to connect with the environments where the new functionality is being built and tested.

Please confirm your training schedule with your local training coordinator and stay tuned for updates in the upcoming Umoja newsletters.

#### **TEMPORARY BUSINESS INTELLIGENCE OUTAGE**

As announced by the Unite Service Desk on Monday, 10 April, technical problems with BI services required a full restart of the Production BI system. One of the two servers used to support BI was experiencing problems, affecting services such as ad hoc reporting. In order to address the issue, a re-start of the affected server was necessary, which may have caused a brief service interruption of Webi and/or formatted reports.

We apologize for this inconvenience as we make every effort to minimize interruptions that will affect Umoja users. Thank you for your understanding and cooperation.



### **APRIL PAYROLL LOCK**

As part of the monthly payroll processing, specific Employee Self-Service functionality is temporarily unavailable. The ESS freeze applies to the following staff: NY based General Service staff, Peacekeeping Operations and Special Political Missions international staff on UNHQ payroll, and NY based professional, higher category and other pay areas.

Take a look at the [April 'freeze' schedule](#) for each payroll area and which ESS functionality will be available during the freeze.



Umoja Job Aids offer the most up-to-date guidance to successfully run transactions using Umoja. Please visit the [Job Aids page](#) often to ensure you are using the most recent version of any needed document.

### **Service Delivery**

*Updated* [Equipment Write-Off, Impairment and Disposal](#)

### **Fixed Assets Management**

*Updated* [4.2 Retirement of Incorrectly Capitalized Asset](#)



Are you interested in the latest enhancements to the Umoja solution? Visit the Umoja website for the most recent [Release Notes](#), featuring over 20 improvements since late March. Some of the enhancements include updates to the Real Estate Invoice layout; the new "Fund" criteria while using transaction codes such as F-28 to process incoming payments, and the new customized reports to assist HR and Payroll users proactively detect master data issues of active staff members.

The Umoja News and Updates are also available 24/7 [online](#).

**The Umoja Team**

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