



NEWS & UPDATES

INEED AVAILABLE OUTSIDE THE UN NETWORK

iNeed/ Unite Self Service is now available on the internet, from outside the UN network. Connection to the LAN or access via Citrix are no longer necessary.

Access iNeed using any of the approved browsers: Internet Explorer 11, Firefox and Chrome (browsers like Opera, Safari are not supported). Operating systems such as Windows 7/10 and Mac OS X 10.7 or higher can be used.

For more information, please visit [Unite Self Service](#).

CHANGES TO THE ICSC COMPENSATION PACKAGE

Did you know that on 1 January 2017, the new common system compensation package, as approved by the GA, will go into effect? At that time, organizations of the UN common system (including the UN Secretariat) will implement changes affecting staff in the Professional category and above, and in the Field Service and related categories.

The changes will be reflected in the 2017 January payroll statement, which will include:

- New unified salary scales in lieu of the existing dual scales
- New periodicity for some step increments
- New dependency allowances including a new dependent spouse allowance and a new single parent allowance
- Accelerated step increments will be discontinued from 1 January 2017 onward

UN staff members are encouraged to tap into available resources, including detailed descriptions of the changes, the salary calculator and more are available at:

- <https://iseek.un.org/ICSC>
- <https://iseek.un.org/content/salaries-and-benefits-what-different-1-january-2017>
- <https://iseek.un.org/article/change-mandatory-age-separation-update>

TRAVEL WEBEX UPDATES

The next Travel WebEx session will be held on Wednesday, 21 December 2016. During this session, there will be an iNeed demonstration to help users become better acquainted with raising tickets and tracking them. Travel experts will also discuss the process for cancellations of travel requests in Umoja, as well as take questions on issues with travel processing. Interested staff may access the WebEx session using this [link](#).

REMINDER UMOJA ESS/MSS SURVEY

The Office of Human Resources Management needs your feedback! Do you find that you are unsure of how to complete certain tasks in Umoja Self-Service? Are you receiving the right type of support when you need it? The OHRM survey provides you with the opportunity to offer feedback for improvements to Umoja information, support and resources. Take the brief survey [here](#).

RELEASE NOTES

This week's [Release Note](#) features enhancements to the Umoja solution, including consolidation of the partner function on the Equipment Master Record as well as modifications to the list of Equipment records.

TRAINING UPDATES

Take a look at the newly updated **ESS Beneficiaries Form**, reflecting improvements to data validation requirements, the ability to record share percentages with decimals and improved error messaging. The updated Beneficiaries Simulation and Quick Reference Guide are available on the [ESS/MSS Training page](#) under personal Information.

JOB AIDS

Fixed Assets Management

Updated [1 Fixed Assets ECC Reports](#)

Updated [2.1 Manual Acquisition of Fixed Assets \(Current Year\)](#)

Updated [2.2 Asset Creation Related to Prior Years](#)

Updated [3.1 Assets under Construction -Set up of the Cost Collector- \(WBSE/IO\)](#)

Grants and Project Management

New [Indirect Support Costs \(IDC\) process](#)

Facilities Management

New [Creation of Functional Locations](#)

New [Enrichment of Functional Locations](#)

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

Best regards,
The Umoja Team

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Umoja: Be the Change

