



BE THE CHANGE. BE INFORMED

10 November 2016



NEWS & UPDATES

NEW COMMITMENTS AND PRE-COMMITMENTS BI REPORT

OPPBA and the Umoja BI team have developed a new Commitments and Pre-Commitments report. The report allows entities to monitor pre-commitments and commitments at year-end and budget period closing in order to ensure committed funds are used within the relevant period.

More detailed information about the report including its main purpose, enterprise roles and relevant screen shots can be found in the Umoja Reporting page, under [Commitments and Pre-Commitments report](#). The report itself can be accessed in the BI Public folder/Funds Management/FM Dashboard/Commitments and Pre-Commitments Report.

NOVEMBER UNHQ PAYROLL LOCK

As part of the monthly payroll processing, specific Employee Self-Service functionality is unavailable for a short period of time. The ESS freeze applies to the following staff: NY based General Service staff, International staff of peacekeeping operations and special political missions on UNHQ payroll; and NY based professional, higher category and other pay areas.

The November 'freeze' schedule for each of the above groups and the functionality available during each period is accessible in the Umoja UNHQ support page in [iSeek](#).

UNHQ: GOODS RECEIPT PROCESSING

Following the previous announcement on the electronic processing of office supplies invoicing with Office Depot, the Office of Central Support Services would like to alert all New York staff members with Virtual Direct Receiving User roles (RD.08) of new guidelines related to the new process. Please read the full notification in [iSeek](#).

JOB AID UPDATES

Funds and Cost Management: [Review and Execute Allocation Cycle](#)

If you have any questions about using certain Umoja functionality, please review the list of [Job Aids](#) available on the Umoja website.

RELEASE NOTES

The latest Release Notes feature enhancements to the Umoja solution, including an HR fix which allows BP synchronization by creating a default mailing address in transactions where the mailing address is temporarily missing from HR master records. Take a look at [this week's Release Notes](#) for more updates.



FIELD IN FOCUS

UMOJA EXPANDS TO NATIONAL STAFF AND INDIVIDUAL UNIFORMED PERSONNEL

On 1 November 2016, the Umoja human resources and payroll functionality became available for over 11,600 national staff and 6,800 uniformed personnel from peacekeeping operations and special political missions. The deployment was marked with a Go-live event, held simultaneously in the field and at UNHQ. During the event, Mr. Khare recognized the field missions as "pioneers in the implementation of Umoja" and asserted that "all the changes Umoja brings to the UN are intended to better support critical operations in the areas of the world which benefit from the UN's presence the most." Over 600 DFS/DPKO personnel were

mobilised in the missions and the support centres in preparation for deployment. Read more about the event [here](#).

WELCOME TO UMOJA

Whether staff are familiar with Umoja or it is their first experience interacting with the system, key information and resources are available to support Umoja users. Click [here](#) to learn more.

TRAVEL UPDATES FOR CLUSTER 5

Cluster 5 delivered Umoja Extension 1 functionality to national staff and uniformed personnel. However, the travel functionality to Cluster 5 entities will become available in 2017. In the interim, all DFS travel requests should be processed through the existing travel request and expense claim process via the Field Support System (FSS).

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

Best regards,
The Umoja Team

Email: umoja@un.org
<http://umoja.un.org>
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