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14 October 2016



ALERTS

BI SYSTEM UNAVAILABLE SATURDAY 15 OCTOBER

On Saturday, 15 October 2016, the Umoja Business Intelligence system will be unavailable from 08:00 am to 10:00 am CET (2:00 am to 4:00 am NY time) to facilitate essential maintenance.

All ECC/Portal/SRM systems will operate as normal during this time. Please refer to the [Umoja System Status page](#) to view the maintenance plan and alerts.



NEWS & UPDATES

CLUSTER 5 DEPLOYMENT

On 1 November 2016, Umoja will reach another milestone with the deployment of Self-Service functionality to Cluster 5, comprised of National Staff and Individual Uniformed Personnel in DFS supported missions.

Within the next couple of weeks, colleagues from Field Missions, DFS, DM-ORHM, DM-OPPBA and the Umoja Team will be actively engaged in preparatory activities for go-live, including "cut-over", which is the period of transition from existing systems to Umoja. During this period, all Umoja systems will be operating as usual and no system interruptions are expected. The only exception applies to the synchronization of the Human Resource master and mini master new and updated records to the Business Partner (BP) records. This synchronization will be **unavailable from Monday 24 October at 06:00 am CET (12:00 am EST) to Wednesday 26 October at 5:59 am CET (Tuesday 25 October at 11:59 pm EST)**. For further information on the BP Sync and Ramp-down efforts, see the announcement in the [Umoja website](#) and [iSeek](#).

TRAVEL UPDATES

Travel WebEx Sessions

The next Travel WebEx session will be held next Wednesday, 19 October 2016, from 9:30 to 11:00 AM. The session, which will be broadcast from Glen Cove, NY where the Travel team will be attending the Global Travel Symposium, will address technical issues and travel workarounds. Interested staff may access the WebEx session using this [link](#).

Travel Outreach sessions at UNHQ

The weekly UNHQ Travel Outreach sessions held on the 15th floor of the Secretariat will now be conducted on a monthly basis. Beginning October 2016, the sessions will take place every first Tuesday of the month at the same location (S-1519).

Find information on the most recent improvements to the Travel functionality in the Travel Tips & Workarounds page [here](#).

OCTOBER UNHQ PAYROLL LOCK

As part of the monthly payroll processing, some Employee Self-Service functionality may be unavailable for a short period of time. The ESS freeze applies to the following staff: NY based general service staff; international staff of Peacekeeping Missions and Special Political Missions

on UNHQ payroll; and NY based professional staff.

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

UPDATED JOB AIDS

Funds and Cost Management: [Upload Statistical Key Figures for Cost Allocation](#)

Travel: [Create Expense Report \(Expired Funds\)](#)

Facilities Management: [View Functional Locations and Building Components](#)



FIELD IN FOCUS

UNIFIL HOLDS UMOJA OPEN DAY

UNIFIL held an Umoja Open Day on 30 September 2016 at the Mission's headquarters in Naqoura. The Open Day helped increase awareness among national staff members about Umoja Cluster 5 in general, as well as further introduce them to the 55 ESS/MSS focal points in the mission. Click [here](#) to read more.

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

Best regards,
The Umoja Team

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Umoja: Be the Change

