



BE THE CHANGE. BE INFORMED

16 September 2016



NEWS & UPDATES

TRAVEL UPDATES

The next Travel WebEx session will be held on Wednesday, 21 September 2016, from 9:00 to 11:00 AM. The session will cover issues with tickets and processing expense reports, including expense reports from the previous budget period. Interested staff may access the WebEx session using this [link](#).

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

REMINDER ON TIME MASS APPROVAL

Approving multiple leave requests just got easier! Whether you have multiple requests from one colleague or a group of staff members, you can now select one, some or all requests and approve them with a single click. To ease the process even further, the Time Mass Approval function allows you to sort and filter the list of pending requests to make the steps of identification, review, selection and approval more efficient.

Please see the new [Tutorial](#) and [Quick Guide](#) in the [ESS/MSS](#) page.

RELEASE NOTES

Umoja Release Notes feature the latest enhancements to the Umoja solution. See the latest system changes in this week's [Umoja Release Notes](#).

UMOJA NEWS AND UPDATES AVAILABLE 24/7

Want your Umoja News easily accessible? No Problem. You can also view the newsletter online [here](#).

Best regards,
The Umoja Team

Email: umoja@un.org

<http://umoja.un.org>

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