



FEBRUARY 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.

Take a look in iSeek at the [February 'freeze' schedule](#) for each payroll area and the functionality available during the freeze period.

PREVENTIVE MAINTENANCE CHANGE IMPACT DOCUMENT (CID)

Change Impact Documents compare tasks and processes before and after Umoja. A list of over 100 CIDs is available in [iSeek](#).

Preventive Maintenance released the [most recent CID](#), detailing the new processes in the Preventive Maintenance module, which enables the UN to comprehensively track maintenance activities for any UN equipment or property, requiring regular maintenance scheduling. The Change Impact Document also details various impacts of the new process that range from work volumes to policies.

According to Mr. Cutts, ASG/OCSS, *“Umoja allows us to manage UN property more effectively. Not only do we have visibility over a global equipment portfolio of more than 150,000 items, but we can also administer preventive maintenance through automated tools.”*

To learn more, please refer to our previously posted [Preventive Maintenance blog](#).

ECA REAL ESTATE WORKSHOP

The Office of Central Support Services (OCSS) recently held its first Umoja Real Estate Capacity Building Workshop at the Economic Commission of Africa (ECA). The workshop consisted of Umoja End User Training and Local Process Expert (LPE) certification sessions. OCSS has planned related activities during 2017 in an effort to further enhance capacity building initiatives and strengthen policy and management guidance of the UN global real estate portfolio. For more details, read the full blog [here](#).



RELEASE NOTES

Detailed description and guidance on the latest enhancements to the Umoja solution are available in the [Release Notes webpage](#).

Over 25 new system changes were made in Umoja, including a new travel validation at the time when travel requests or expense reports are created. In HR, it is no longer mandatory to assign positions to consultants and maintain consultants in staffing table. This change in process will expedite the hiring of consultants and reduce the effort in maintenance of master records. Under Accounts Payable, a defect was identified which allowed the Data Entry Agent (TEA) to create and post a PO Invoice (MIR7) when the invoice was rejected in workflow by the DA1 or DB1. The post button has been hidden and consequently the TEA will no longer be able to post invoices that have been rejected. For General Ledger, the “reference key header 2” field has been added to the reports FAGLL03 & ZFAGLL03 so the event ID can be seen as required. Take a look at these and other changes in the [latest Release Notes](#).



JOB AIDS

Fixed Assets Management

Updated [3.2 Assets under Construction- Review & Monthly Settlement-\(WBSE/IO\)](#)

Services Delivery

Updated [Equipment Mass Change Data Template E0929](#)

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

The Umoja Team

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