



BE THE CHANGE. BE INFORMED

23 November 2016



ALERTS

UPGRADE AND MAINTENANCE NOTIFICATIONS

Unite Identity Upgrade

As announced by the Unite Service Desk, **Unite Identity will be upgraded on Sunday, 27 November 2016 from 2:00 am CET (Saturday, 26 November at 8:00 pm NYT) to 10:00 am CET (4:00 am NYT)**. All systems utilizing Unite Identity, including Umoja, will be unavailable for login during that period.

Maintenance of non-production HANA/BI Systems

Umoja will undergo essential data maintenance to various Non-Production HANA and BI systems **from Thursday 24 November 2016 at 11:00 pm CET (5:00 pm NYT), until Monday 28 November 2016 at 8:00 am CET (2:00 am NYT)**. Only staff members who work in these systems will be impacted.

Please refer to the [Umoja System Status](#) page to view the maintenance plan and alerts.



NEWS & UPDATES

NEW BI REPORT: FUNDS MANAGEMENT AND TRAVEL INTEGRATION

A new Funds Management and Travel Integration report is available for travel budget monitoring. The report shows allotment, budget consumption, available budget and the potential effect of incoming travel requests on the available budget. Drilldown to trip information for a specific coding block is also available.

The FM-Travel Integration Report is comprised of two linked Webi reports: (1) the Summary Report and the (2) Posting Details. The summary contains budget-related information and overall trip amounts, while the posting details show itemized trip data.

The report is available in the Umoja BI Portal: Umoja BI/Finance/Funds Management/Travel/FM and Travel Integration Report. An overview of the report, including its main purpose, enterprise roles and relevant screen shots can be found in the Umoja Reporting Page, under [Funds Management and Travel Integration Report](#)

MONTHLY AND ANNUAL TIME STATEMENT

Staff are kindly reminded that the **Monthly Time Statements** are now issued automatically by Umoja on the 25th of every month, for review and certification by the staff member. For more instructions on Monthly and Annual Time statements, please click [here](#).

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

The latest Release Notes feature enhancements to the Umoja solution, including new calculations for Education grant proration. Find out more in [this week's Release Notes](#).



FROM PROGEN TO UMOJA - KEY PAYSLLIP CHANGES

From 1 November 2016, Umoja replaced ProGen for payroll, resulting in a common payslip throughout the Secretariat. The key differences between the ProGen and Umoja payslips are explained in [this](#) detailed table on the [Field Support](#) page.

TRAVEL UPDATES FOR CLUSTER 5

Please note that DFS supported missions must process all travel for internationally recruited staff using the Umoja Travel Management solution, while travel for other personnel may be processed using the FSS - Umoja Foundation solution.

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

Best regards,
The Umoja Team

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