Training Requirements by User Type

Cluster 4 - 1 November 2015

V.2 24 August 2015

Please see next page for an important note about "Mandatory Training"!

Transactional Users (ECC, SRM, BI) – "Heavy Users" of Umoja for work

- Certification is **required** for all Transactional Users on http://inspira.un.org
- Training plan and schedule is managed by the Training Coordinator at each Entity
- All Umoja Transactional training materials are available for review on Umoja website (does not provide certification)

Manager Self-Service Users (MSS) – All Staff who supervise others

- MSS tutorials and simulations are available at http://umoja.un.org (no certification)
- Training plan and schedule is managed by Focal Points at each Entity
- Mandatory certification in MSS courses is at the discretion of the deploying entity

Manager Self-Service Courses available on http://inspira.un.org

Inspira Course #	Course Type	Subject/Title
LMS-2003-1	Tutorial (simulation/work instruction)	Approving leave request
LMS-2004-1	Tutorial (simulation/work instruction)	Assigning a secondary time manager

Employee Self-Service Users (ESS) – All UN Staff Members

- NV211 is not considered a mandatory course for all ESS and MSS users
- Mandatory certification in ESS courses is at the discretion of the deploying entity
- ESS tutorials and simulations are available at http://umoja.un.org (no certification)
- Training plan and schedule is managed by Focal Points at each Entity

Umoja Employee Self-Service courses available on http://inspira.un.org

Inspira Course #	Course Type	Subject/Title
LMS-2000-1	Tutorial (simulation/work instruction)	Submitting annual leave and similar leave*
LMS-2001-1	Tutorial (simulation/work instruction)	Certifying monthly attendance and absence
LMS-2002-1	Tutorial (simulation/work instruction)	Adding a dependent (child)
LMS-1714-2	Umoja Course NV211	Employee Self Service (ESS) Basic Navigation
LMS-1888-5	Umoja Course BN3125	Benefits Employee Self Service (ESS) Overview

* Reverse Education Grant, Travel, Home Leave, Family Visit, CTO Use, Compressed Regular Day Off

For more details on Umoja training and help and support visit http://umoja.un.org

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Caution! A note about "Mandatory Training" for Umoja Users

We have seen a few emails disseminated to some departments which include a section on "mandatory training" for all staff members.

We would like to caution against sending a confusing message to the staff-at-large about Umoja training requirements.

At the moment, **there is no mandatory training for non-transactional users of Umoja** (staff members not mapped to an enterprise role).

Most staff will only be using Employee Self-Service and Manager Self-Service (ESS/MSS).

They do not need to learn about master data, the coding block, or the ECC environment. More than that, they may be confused and intimidated by the amount of information available in the Computer-Based Trainings on inspira.

ESS/MSS simulations on the Umoja website

Rather than asking them to complete CBTs on inspira, we recommend that you encourage your staff to take the ESS/MSS simulations on the Umoja website.

These simulations are much more user-friendly and they will be more effective in getting your staff ready for 1 November.

Please also encourage your staff to take part in the ESS/MSS Kiosk Demonstrations, where they can ask their own questions.

ESS / MSS Tutorials also available on inspira

We understand that some of you may prefer to be able to track completion from your staff, which can be done with inspira CBT courses but not with the simulations. In that case, though we do not recommend making these mandatory, please note that the two inspira CBT courses relevant to staff at large (ESS/MSS users) as indicated on the Umoja website Training page are: Umoja Benefits ESS Overview (LMS-1888) and Umoja ESS Basic Navigation (LMS-1714).