**Activity Guide 3- FRO Approval or FRO Pushback**

# As FRO

|  |  |  |
| --- | --- | --- |
| **Step** | **Step Description** |  |
|  | When the Applicant submits the Application to FRO, FRO will receive an email. |  |
|  | Login to Inspira with Username and Password | https://hcmunattrn.opc.oracleoutsourcing.com/psp/UNATHTRN/?cmd=login&languageCd=ENG& |
|  | Go to Main menu >> Recruit and Manage staff >> Manage My Staff >> Sabbatical leave programme >> Review Applications |  |
|  | 1. Select the required application from the list.
 |  |
|  | 1. FRO can review all details of application, namely:
	1. Personal information
	2. Background
	3. Proposal
	4. Attachment Review & Submit

Review the Application and navigate to First Reporting Officer section |  |
| 6 | **Staff Member Details section,**Following fields of *Staff Member Details* are editable by FRO for both (external and internal applicant) by clicking “Edit Personal Data” link* 1. Telephone
	2. Date of entry on duty (Secretariat
	3. Date of entry on duty (present duty station)
	4. Functional title
	5. Category / level
	6. Type of appointment
	7. Contract expiration
	8. Department / office
 |  |
| 7 | **Attachments:** Make Attachments, if required.1. FRO is allowed to attach new files as well.

However, FRO will not be able to delete any existing files uploaded by other users. |  |
| 8 | 1. FRO information will not be editable
2. If required, SRO & HR Partner can be changed here.
 |  |
| 9 | **To Submit to SRO,**1. Select the Action as “Submitted to SRO” and If required, add comment (non-mandatory)
2. Click save
3. Click Submit.
 |  |
| 10 | IF the SRO or HR is changed by the FRO then while submitting an alert will be shownClick “Yes” to proceed with submission. |  |
| 11 | An email will be triggered to SRO on FRO’s submission.Now, the Application status will be changed to “Submitted to SRO”. |  |

# FRO Pushback

|  |  |  |
| --- | --- | --- |
| **Step** | **Step Description** |  |
| 1. 1
 | Login to Inspira with Username and Password | https://hcmunattrn.opc.oracleoutsourcing.com/psp/UNATHTRN/?cmd=login&languageCd=ENG& |
| 1. 2
 | Go to Main menu >> Recruit and Manage staff >> Manage My Staff >> Sabbatical leave programme >> Review Applications | Graphical user interface, application  Description automatically generated |
|  | Select the required application from the list**.** | Graphical user interface, application  Description automatically generated |
|  | Review the Application and navigate to First Reporting Officer section |  |
|  | **To Pushback:**1. Action must be selected from the dropdown as “Pushback to Applicant”
2. Comments are mandatory.
3. Click Submit.

Confirmation message will appear. Click “Yes”An email will be triggered to the Staff regarding the pushback |  |