**Activity Guide 4- SRO Approval and Pushback**

# As SRO

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| **Step** | **Step Description** |  |
|  | When the FRO submits the Application to SRO, SRO 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. |  |
|  | Select the required application from the list. |  |
|  | SRO can review all details of application, namely:   * 1. Personal information   2. Background   3. Proposal   4. Attachment Review & Submit   Review the Application and navigate to Second Reporting Officer section |  |
|  | **Staff Member Details section,**  Following fields of *Staff Member Details* are editable by SRO 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 |  |
|  | **Attachments:**  Make Attachments, if required.   1. SRO is allowed to attach new files as well.   However, SRO will not be able to delete any existing files uploaded by other users. |  |
|  | 1. FRO and SRO information will not be editable 2. If required, HR Partner can be changed here. |  |
|  | **SRO to Submit to HR**   1. Select Action as “Submitted to HR partner” 2. Click Submit. |  |
|  | IF the SRO or HR is changed by the SRO then while submitting an alert will be shown  Click “Yes” to proceed with submission. |  |
|  | An email will be triggered to HR Partner on SRO’s submission.  Now, the Application status will be changed to “Submitted to HR Partner”. |  |

# SRO Pushback

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| **Step** | **Step Description** |  |
|  | 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. | 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 Second Reporting Officer section |  |
|  | **SRO Pushback to Applicant**   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”  Email notification will be triggered to “Applicant” |  |
|  | **SRO Pushback to FRO**   1. Select Action as “Pushback to FRO” from the dropdown 2. Enter the Comments 3. Click Submit. 4. Confirmation message appear, click “Yes”   Email notification will be triggered to “FRO” |  |