**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 shownClick “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” |  |