**Activity Guide 5- HR Partner Approval and Pushback**

# AS HR Partner

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| **Step** | **Step Description** |  |
|  | When the SRO submits the Application to HR Partner, HR Partner 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. 4. | Select the required document from the list. |  |
|  | HR Partner will be able to review all details of application, namely:   * 1. Personal information   2. Background   3. Proposal   4. Attachment Review & Submit |  |
|  | **Go to HR Partner Section,**  Following fields of *Staff Member Details* are editable by HR 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 date   8. Department / office |  |
|  | Confirmation needed for the following and it need to be YES to proceed to next step:   * 1. Are staff member details, correct?   2. Is FRO selected?   3. Is SRO selected?   4. Confirmation received from HoE? Provide the attachment\*   5. Years of service criteria satisfied as per ST/AI/2015/5?   6. Staff member currently holds a fixed term, continuing or permanent appointment with the secretariat?   7. “Has staff participated in Sabbatical less than 5 years ago? It needs to be NO to proceed to next step.  1. Selection Action as “Submitted to PM” from the dropdown 2. Click submit.   An email will be triggered to Program Manager (PM) |  |

# HR Partner 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 |  |
|  | Review all the Application details and navigate to HR Partner section |  |
|  | **HR pushback to SRO**   1. Select Action as “Pushback to SRO” 2. Enter the comments 3. Click Submit   An email will be triggered to SRO. |  |
|  | **HR pushback to FRO**   1. Select Action as “Pushback to FRO” 2. Enter the comments 3. Click Submit   An email will be triggered to FRO |  |
|  | **HR pushback to Applicant**   1. Select Action as “Pushback to Applicant” 2. Enter the comments 3. Click Submit   An email will be triggered to Applicant |  |