



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Rule 4.12 – Temporary appointment
- ST/SGB/283 – Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions
- ST/AI/2010/4/Rev.1 – Administration of temporary appointments

Attendance recording

For 'When actually employed' staff



Staff members who hold a "When Actually Employed" (WAE) temporary appointment are responsible for recording their attendance in order to be paid for the hours or days their services are rendered.



What

Attendance recording is the mechanism through which the organization links time management to payroll.

Staff members with "When Actually Employed" (WAE) temporary appointments are retained by the Organization for work of an intermittent or discontinuous nature, or for assignments of uncertain duration which may not be identifiable in advance and often to ensure the availability of staff with special skills at short notice. These staff members are not part of the regular payroll and instead must record their attendance in order to be paid for the hours or days their services are provided.



Why

Attendance recording is used to ensure accurate recording of actual hours or days worked.



When

Staff members are required to record in Umoja the time that they have worked for the Organization on a monthly basis and before the payroll cut-off date.

Where*

*as applicable



Offline



You are required to enter your attendance dates of work in the Employee Self-Service (ESS) portal in Umoja.

Your manager will review and confirm your attendance in Umoja, and a confirmation will be sent to the HR Partner (Personnel Office / HR Officer) for approval of the WAE days/hours. Once this has been approved, your payment will be processed.

LINKS & SUPPORT



HR Handbook



Online Support



Contact your HR Partner

Disclaimer: This presentation (or document) is intended for informational purposes only. The UN Staff Rules and Regulations and Administrative issuances are the authoritative documents on this topic.

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1.
2.
3.

How*

*To be confirmed against the deployment of Umoja

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), you will be required to enter the information stated in 'Where' ESS:

- 1) Log in to ESS
- 2) Select **Time Management**
- 3) Select **Type of Attendance** and then select **Attendance (WAE)**
- 4) Input the start and end dates of attendance, complete the onscreen steps and submit your information as required. If the attendance is not for a date range, you will have to make individual entries for the days worked.
- 5) You will receive an email notification once the data has been approved.
- 6) Your payment will be processed as part of the standard monthly salary payment schedule.

LINKS & SUPPORT



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