



# Human Resources Factsheet

## Blackout Period

For staff, non-staff personnel, managers, HR, Travel and Payroll practitioners



This information is applicable to all staff members and non-staff personnel, regardless of level or appointment type, including managers in substantive offices, and HR, Travel and Payroll practitioners.



A 'blackout period' is a time when no systems are available to users to process standard transactions. Any urgent transactions that have to be processed before systems are live again must be prepared offline and entered into the system once it is available (see the 'Why' Section below for details).

Blackout periods are formally scheduled during a period known as "Cutover", which is when an entity deploying Umoja transitions from existing systems, such as IMIS (or Progen in field missions), to Umoja. A blackout period may also occur during upgrades of the Umoja system. Unscheduled blackout periods may occur due to unforeseen situations or other emergencies which may also cause the system to be unavailable.

As existing systems are unavailable during the blackout period, it will be necessary to take proactive action on certain activities before this is initiated. Certain activities will need to be temporarily suspended during this time such as the activities shown below:

### Umoja Foundation-related activities:

- Requisitions approaching cutover should be limited to immediate operational requirements as these have to be manually recreated in Umoja;
- All petty cash custodians should be fully replenished; and
- No pending sales orders.

### Umoja Extension 1 (UE1)-related activities:

#### Before the blackout period

- Contract renewal/extensions of staff members, as well as non-staff personnel whose appointment/contract expires during the blackout period must be completed;
- Changes in organizational and position management should be completed;
- Travel should be planned in advance and tickets issued as far in advance as possible.

#### During the blackout period

- No onboarding of new staff members and non-staff personnel;
- No temporary/permanent movements of staff members.

#### LINKS



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HR Handbook



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#### KEY REFERENCES

- TBD

Disclaimer: This factsheet is intended for informational purposes only. UN Staff Rules and Regulations & Administrative Instructions are the authoritative documents on this topic.



### Why

During blackout periods, business transactions cannot be processed in the existing systems which are unavailable at this time. Urgent transactions that cannot be delayed until systems are live again should be processed offline and entered into the system once it is available. Every transaction during the blackout period must be recorded on a "Blackout form", which captures the data necessary to be entered into Umoja for the particular transaction once the system is available (see the 'Where' Section below).



### When

For entities where Umoja (either Foundation or UE1), has not yet been deployed, the blackout period normally takes place immediately after the payroll cut-off in the month before deployment, up to when Umoja goes live.

For entities where Umoja Foundation has already been deployed, such as peacekeeping or special political missions, and where UE1 will be deployed, the blackout period will be immediately after the payroll cut-off in the month before the deployment up to when UE1 goes live. Note that the blackout period for Umoja Foundation will be shorter and will occur shortly before UE1 goes live.

### Where\*

\*as applicable



Offline



Other Systems

Blackout forms are available on iSeek.

**>Open blackout forms <http://iseek.un.org/m245.asp?dept=2182&iid=1920>**

The blackout forms for UE1 processes, which are currently available are as follows:

- Contract Renewal/Extension form (Managers);
- Application forms for Rental Subsidy, Education Grant – advance and/or claim, Maintain Family Status (Dependency Allowance), as well as personal information/ID forms (Staff Members);
- Onboarding for Staff Members, Onboarding for Non-Staff Members, Staff Movements (HR Practitioners). Travel forms will be made available in time for the deployment of Cluster 3.



### How

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), in cases where you cannot avoid undertaking transactions during the blackout period these must be recorded in Umoja within 20 working days after deployment. For retroactive payments, the amount due must be calculated in the legacy system and payment made through Umoja.

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