



Human Resources Factsheet

UMOJA USERS

Overtime and compensatory time off

For Staff



Who

UN Secretariat staff members in the General Service, Security Service, Trades and Crafts and Field Services (up to FS-5) categories may be requested to work paid overtime or be given compensatory time off in lieu of an overtime payment.

Staff members in the Professional and above category may receive compensatory time off if requested to work substantial or recurrent periods of overtime.

>Open HR Portal FAQs on overtime and compensatory time off



What

Overtime (OT) is authorized time that a staff member is requested to work in excess of their scheduled workday or workweek. Time worked on official holidays is also considered overtime. Your manager has the authority to request and approve overtime or compensatory time off.

OT is either provided as an additional payment in addition to your regular salary or is covered as compensatory time off (CTO), which is authorized time off that does not impact your annual leave. It is this is only applicable to General Service, Security Service, Trades and Crafts and Field Services (up to FS-5) categories.). There is no overtime payment for Professional and above category.

Overtime rate is calculated as follows:

- Annual net base salary plus annual language allowance (if any) is divided by 12 months. The monthly amount is then divided by 21.75 (normal working days per month) and that daily amount is then divided by 8 to determine the hourly rate. The hourly rate is then paid at one and one half times the staff member's hourly rate. Overtime may also be paid at 2 times the staff member's hourly rate. CTO is normally at straight time.



Why

Additional work time beyond the scheduled workday or workweek may be required of staff members to facilitate urgent tasks and/or tasks with strict deadlines, especially during peak periods, or to ensure proper coverage for colleagues on leave to avoid any disruption in the workflow.

LINKS



FAQs



HR Handbook



Work Life Events



Help



Glossary

KEY REFERENCES

- **Staff Regulation 1.3 (b)**
- **Staff Rule 1.4 (a) – Hours of work and official holidays**
- **Staff Rule 3.11 and Appendix B– Overtime and compensatory time off**
- **ST/AI/2000/3 – Overtime compensation for staff members in the Field Service category at established Missions**
- **ST/AI/1999/13 – Recording of attendance and leave**

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When

Managers are responsible for identifying any overtime requirements and that sufficient funds are also available. Furthermore, they are expected to ensure that sufficient staff are available to support these requirements (for example, periods of sick leave or scheduled annual leave are taken into account) and that they clearly understand when and how much overtime will be required.

If sufficient funds are not available to support the overtime requirements, a manager may still request staff to support these requirements by offering compensatory time off in lieu of paid overtime.

Where*

*as applicable



Offline



Other Systems

Your manager will clearly explain any overtime requirements and how much time is authorized accordingly.

You will need to record the number of hours and type i.e. overtime or CTO you have worked in the Employee Self Service (ESS) portal in Umoja.

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 need to record your overtime and/or CTO hours in ESS as follows:

1. Log in to ESS
2. Select **Time Management**
3. Follow the onscreen steps to enter the number of hours worked to complete your record.
4. Your data will be routed to your manager for approval.

Approved overtime payments are disbursed for eligible staff with their regular monthly salary payments >**Open the Pay Day Schedule**

Approved CTO hours are updated in your Umoja time and attendance record and can be used by requesting your manager's approval.

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