



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulation 1.3 (b)
- Staff Rule 1.4 – Hours of work and official holidays
- Staff Rule 3.11 – 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

Overtime and compensatory time off

For Staff



Staff members in the General Service, Security Service, Trades and Crafts, and Field Service (up to FS-5) categories may be requested to work overtime and be given compensatory time off or additional payment.

Staff members in the Professional and higher categories are not eligible for overtime payment given that their salary is not proportionate to the workweek hours. They may receive occasional compensatory time off if required to work substantial or recurrent periods of overtime.



Overtime (OT) is authorized time that a staff member in the General Service, Security Service, Trades and Crafts, or Field Service category up to and including level FS-5, is requested to work in excess of his/her scheduled workday or workweek. Time worked on official holidays is also considered overtime.

Compensatory time off (CTO) is compensation in the form of authorized time off, in an equal amount of time worked in excess, that does not impact a staff member's annual leave.

Compensation for OT may be provided as a payment in addition to salary, and may be paid:

- at the straight time rate for each hour in excess of forty hours of CTO;
- at the rate of one and one half times the staff member's hourly rate; or
- at two times the staff member's hourly rate.



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.

Compensatory time-off is made available to ensure staff members have comparable working hours during a pay period or defined period of time.

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When

Managers are responsible for identifying, requesting and approving any overtime when required by exigencies of service. Managers must ensure that staff are granted compensatory time off and that sufficient funds are available for any projected overtime payments.

Staff members should avail of compensatory time off within the four months following the month in which the overtime takes place.

Where*

*as applicable



Offline



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 of compensation, 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) Under the Absence and Attendance Request section, click **Create Leave Request**
- 4) Follow the onscreen steps to enter the type of compensation and the number of hours worked to complete your record. (Special note: If your overtime is being paid by another department you should ensure you click the appropriate check box in your ESS request form.)
- 5) Select your time manager so they will receive a notification from the system to approve your request.

Approved overtime payments are disbursed for eligible staff with their regular monthly salary payments.

Approved CTO hours are updated in your Umoja time and attendance record and can be used by submitting a leave request to take the time. The request will be routed to your manager for approval.

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