



Human Resources Factsheet

UMOJA USERS

Positive time recording

For 'When actually employed' staff



Who

This process applies to UN Secretariat staff and consultants who hold a "when actually employed" (WAE) contract where the Organization retains their services for work of an intermittent or discontinuous nature; or for assignments of uncertain duration which may not be identifiable in advance; or to ensure the availability at short notice staff with special skills required by the Organization.



What

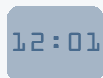
WAE contracts are normally issued for a period of six months at a time depending on the Organization's requirements.

Those with WAE contracts are notified in writing of the days their services will be required, which should also be accepted in writing. However where the services of WAE contract holders may be urgently needed, it is also possible to support such requirements on a post facto basis. For example, if there is an urgent meeting of the Security Council, a Team Lead may contact language staff who are hold a WAE contract to serve the UN for the period required, and the written notification can be processed afterwards.



Why

Positive time recording is used by staff on WAE contracts to ensure accurate recording of actual days worked.



When

You are required to record the time that you have worked for the Organization monthly in Umoja before the payroll cut-off date.

Where*

*as applicable



Offline



Other Systems

You can view the monthly payroll cut-off date in Umoja to ensure you make your entry before the deadline.

You are required to enter your attendance, dates of work and hours 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



FAQs



HR Handbook



Work Life Events



Help



Glossary

KEY REFERENCES

- ST/SGB/283 – When actually employed
- ST/AI/2010/4/Rev.1, Section 12 – Administration of temporary appointments

Disclaimer: This factsheet is intended for informational purposes only. The UN Staff Rules and Regulations Administrative Instructions are the authoritative documents on this topic. Please note that this is an advance copy and all links and references listed are not yet available.

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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.
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



FAQs



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Handbook



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