Steps to recording compressed week

1. Log on to Umoja Self Service and click on “Employee Self-Service SM”

![Image of Umoja Self Service interface]

2. Click on “Time Management”

![Image of Time Management page]

3. Choose “Create Leave Request”

![Image of Important Information and Absence and Attendance Request]
4- In the type of leave, select “Attendance(Compressed)

5- Enter the start date and the End Date (date of the day your are working the extra hours), then enter the “extra” hours you work that day

6- Repeat steps 4 and 5 for nine consecutive days

Please note:

Attendance (Compressed) - This is used to record the “extra” hours that the staff member works on a compressed work schedule. It generates a quota called compressed regular day off which can be used by entering absence type Compressed regular day off (on the 10th day of a 9 in 10 compressed work week). If the quota is not enough, meaning the staff member has not recorded enough “extra” hours for the 10th day, it will not allow the absence to be recorded.

7- The 10th day, you can enter a request for “Compressed Reg Day Off”