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Overview

This Job Aid covers the steps necessary to guide Users in the Organizational Management (OM) process of Maintaining a position.

Governing Policies

- I. There are two groups of Position Types as follows:
 1. **Positions created and controlled by OPPBA and OAHs** are established posts (fund 10UNA), temporary posts and GTA posts funded by the peacekeeping support account (fund 20QSA), GTA Finite Duration for Special Political Missions and GTA Finite PK for Peacekeeping Missions;
 2. **Positions created and maintained by Entities** are funded by Voluntary Contributions (VC) formerly known as extra-budgetary (XB), General Temporary Assistance (GTA) replacement and Temporary Assistance for Meetings (TAM), etc. Please refer to the complete list of position types in the OM Create Position with Funding Job Aid on page 2.

- II. Changes in Position type
 1. Positions funded by GTA funds are created as GTA replacement or GTA Finite Duration or GTA Finite PK.
 2. Positions funded by Voluntary Contributions (VC), formerly known as extra-budgetary (XB), are created as VC project positions or VC posts.

Please refer to the Policies on Position Maintenance for:

- (i) Positions controlled by OPPBA (Other than Field Missions); and

Position rules for positions controlled by OPPBA

Organization: Transfer across staffing table but within budget section (e.g. Dept) or Mission

	RB	QSA
Established posts	Loan**	N/A
Temporary posts	Loan	Loan
GTA finite duration and GTA PK	N/A	No

Organization: Transfer across budget Section (e.g. Dept) or Mission

ALL		
-----	--	--

Geography: Transfer across Personnel Area (country) change

	RB	QSA
Established posts	Apprv/Loan**	N/A
Temporary posts	Apprv/Loan	Apprv/Loan
GTA finite duration and GTA PK	N/A	No

Function: Change of Functional title

	RB	QSA
Established posts	Temporary**	N/A
Temporary posts	Temporary	Temporary
GTA finite duration and GTA PK	N/A	No

Level: Change of Budgeted Grade

	RB	QSA
Established posts		N/A
Temporary posts		
GTA finite duration and GTA PK	N/A	

Subject to special policies (e.g. prudent vacancy management) and additional requirements by OHRM

** "Loan" and "Temporary" implies that the system keeps a link to the original budgeted object or value.

Legend	
Green	Allowed without approval from OPPBA
Yellow	Allowed after approval from OPPBA
Red	Not allowed, OPPBA Controller may approve exceptions

(ii) Positions controlled by OPPBA (Field Missions).

Policies for Position Maintenance within Budget Period (Field Mission oriented)			
Organizational change		Regular Budget*	Peacekeeping Budget**
Posts	Move within budget approved org unit	Green	Green
	Move across budget approved org units	Red	Red
	Loan within MISSION	Temporary	Temporary
	Loan across MISSION	Temporary	Temporary
GTA positions	Move within approved org unit	Temporary	Temporary
	Move across approved org units	Red	Red
	Loan within MISSION	Temporary	Red
	Loan across MISSION	Temporary	Red
Geographical change		Regular Budget	Peacekeeping Budget
Posts	Within Country	Temporary	Temporary
	Across Country	Temporary	Temporary
GTA positions	Within Country	Temporary	Temporary
	Across Country	Temporary	Red
Functional change		Regular Budget	Peacekeeping Budget
Posts	Operational title, same Category and Grade***	Temporary	Temporary
	Operational title, different Category or Grade	Red	Red
	Budgeted title	Change with new budget	
GTA positions	Operational title, same Category and Grade***	Temporary	Red
	Operational title, different Category or Grade	Red	Red
	Budgeted title	Change with new budget	

Legend	
Green	Allowed without approval from OPPBA budget divisions
Orange	Requires approval from OPPBA budget divisions
Red	Not allowed. Controller may approve exceptions
Temporary	Until next budget period. Should be regularized or changed back to original.

* SPMs and Regular Budget funded PKMs e.g. UNTSO
** PKMs and PK Support Account
*** Same Grade refers to budgeted grade where the range FS1-FS6 (FSOL) are considered same grade. Similar for GS and LL. Changes to titles within these ranges, while approved by OPPBA may be subject to HR policies and classification

Job Aid Objectives

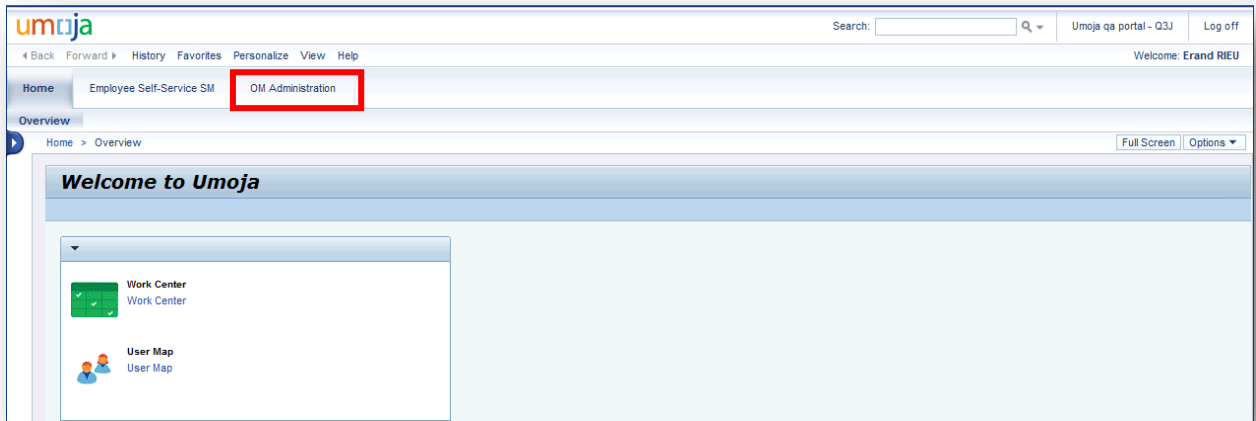
With this Job Aid, you have a step-by-step guide that enables you to:

- Know what positions your enterprise role can maintain;
- Maintain positions;
- Understand the significance of the required fields/infotypes in maintaining positions;
- Check that all infotypes entered in the Portal is reflected in ECC.

¹Infotype is an information unit used to maintain master data related to Umoja. An infotype has data entry fields that are classified as mandatory or optional. Some infotypes may be further categorized to different groups known as subtypes, which are based on themes.

Procedure

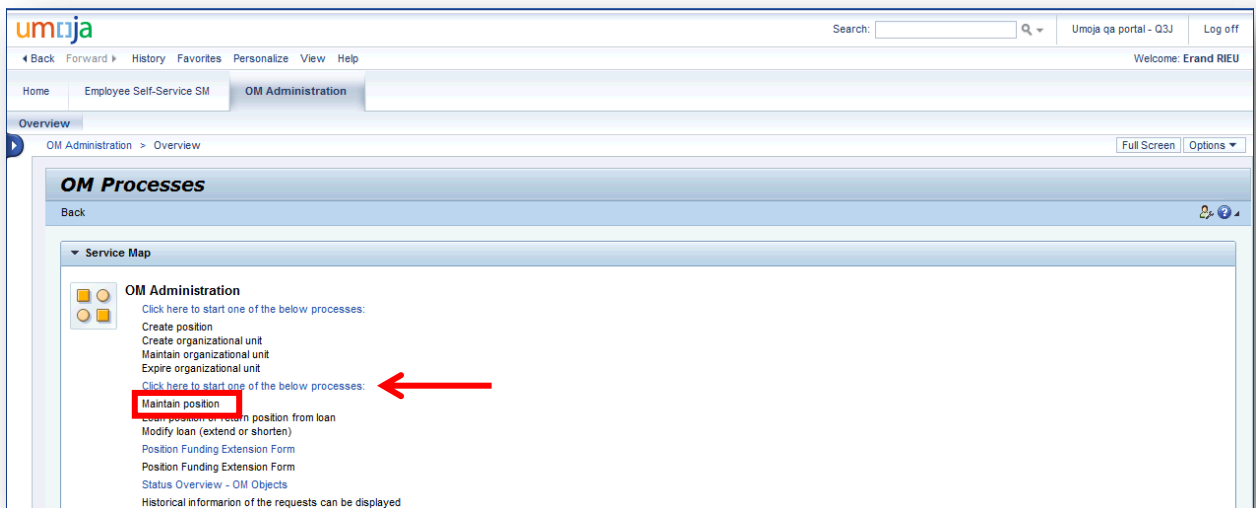
1. Log in the Portal with the enterprise role OM Administrator opens this screen:



2. In the screen above, click on OM Administration which opens this screen:



3. In the screen above, click on OM Processes which opens this screen.



- In the screen above, click on the blue line of text above “Maintain position” which opens this screen:

The screenshot displays the 'Start Process' interface for maintaining a position. The process flow is as follows:

- Select Object
- Select Process
- Fill Out Form
- Review and Send
- Confirmation

The 'Select Object' step is currently active. The interface includes a search bar at the top right, navigation tabs (Home, Employee Self-Service SM, OM Administration), and a breadcrumb trail (Overview > OM Administration > Overview). The 'Object type' is set to 'Position', and the 'Position Search' is set to 'Positions from Organizational Structure'. The 'Organizational Structure' tree view on the left shows a hierarchy starting with 'UNS' and including various units like 'HQ Deployment Group (Virtual)', 'IRM', 'Once in Umoja Org unit', 'EOSG', 'INTERORG CEB', 'DGACM', 'DPA', 'ODA', 'OMBUDSMAN', 'DPKO', 'FMADPKO', 'DFS', 'DESA', 'OSAA', 'DSS', 'OLA', 'UNCTAD', 'IC NY', 'UNEP', 'UNHABITAT', 'CCST', 'UNODC', 'ECA', 'ECE', and 'ECLAC'. A red arrow points to the 'Organizational Structure' tree view. The 'Available Objects' table on the right has columns for Position, Position ID, Organizational Unit, Cost Center, Position Holder, and Vacant From. A red arrow points to the 'Available Objects' table.

- In the screen above, scroll down to the Organizational Structure (Department or Office) where you need to maintain a position in an organizational unit (Example: OCHA). Click on the name of the Department or Office and on the name of the specific organizational unit (Example: OCHA CRD GDS AFRICA II) which opens this screen:

Start Process

1 Select Object | 2 Select Process | 3 Fill Out Form | 4 Review and Send | 5 Confirmation

Object type: Position
Position Search: Positions from Organizational Structure

Organizational Structure

- UNSC
- HQ Deployment Group (Virtual)
- IRM
- Once in Umoja Org unit
- EOSG
- INTERORG CEB
- DGACM
- DPA
- ODA
- OMBUDSMAN
- DPKO
- FMADPKO
- DFS
- DESA
- OSAA
- DSS
- OLA
- UNCTAD
- IC NY
- UNEP
- UNHABITAT
- CCST
- UNODC
- ECA
- ECE
- ECLAC

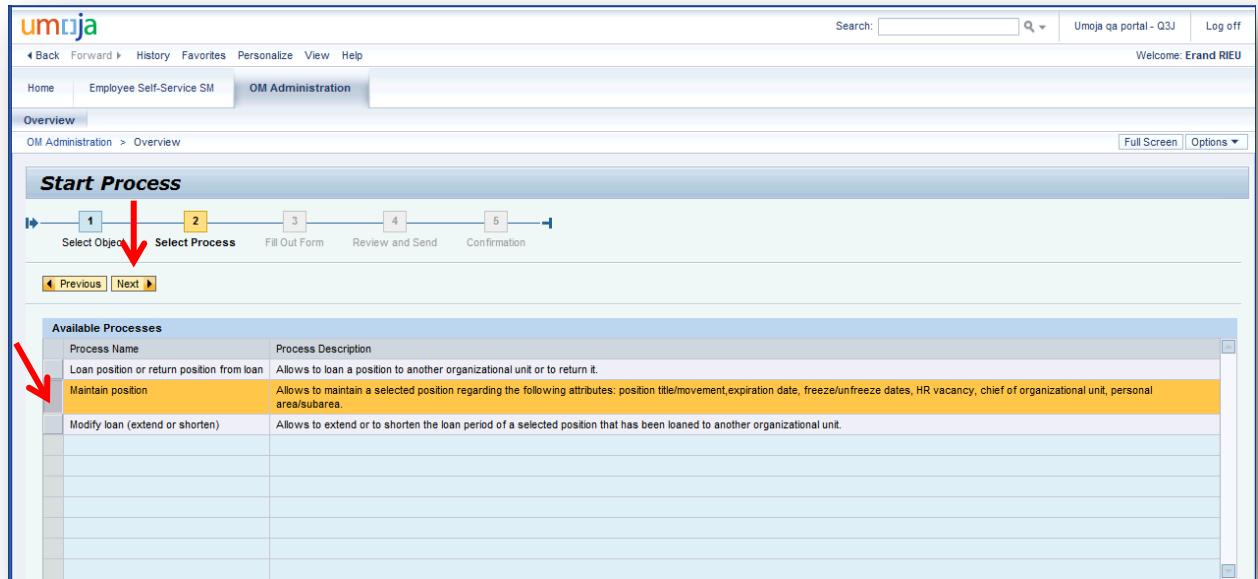
Available Objects

Position	Position ID	Organizational Unit	Cost Center	Position Holder	Vacant From
P3 3909 HUMANITARIAN AFFAIRS OFFICER	31003231	OCHA CRD GDS AFRICA II	HR OCHA No Post		
50013 CONSULTANT - HUMANITARIAN AFFAIRS	31003232	OCHA CRD GDS AFRICA II	HR OCHA No Post		

Data From: 02.10.2015 14:46:29 [Refresh](#)

Note that in the example above, OCHA is below ECLAC. The available objects in the Organizational Information displayed on the right belong to OCHA.

- In the screen above, click on the row that shows the details of the position in the table (Example highlighted: 31003231) and click Next which opens this screen:

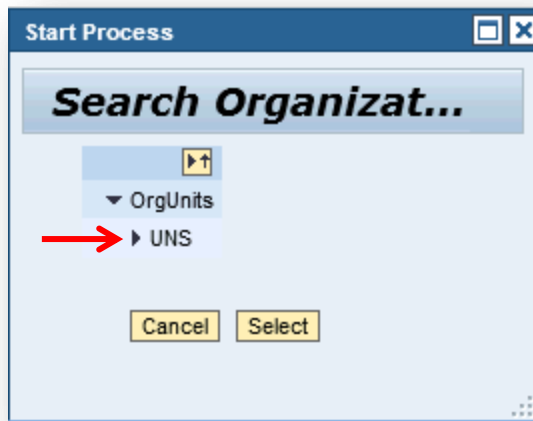



7. In the screen above, click on Maintain position and click Next which opens this screen:

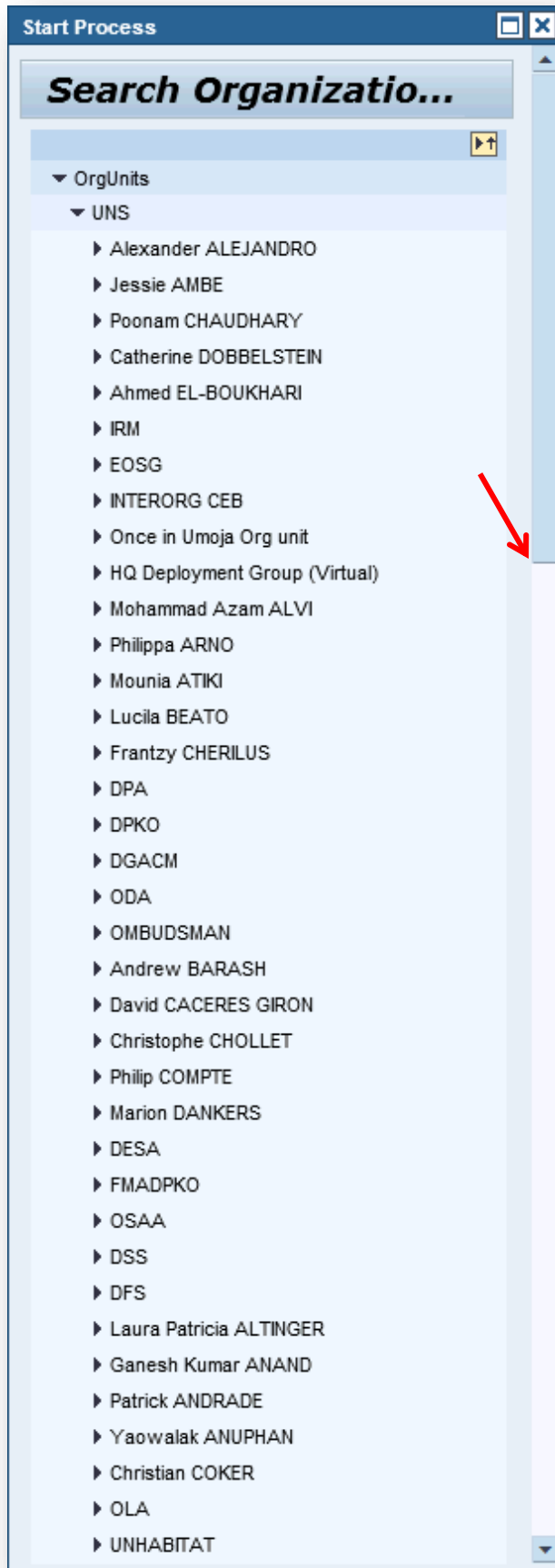
Maintain Position – Position Title/Movement

Please note that the two screens above are one. The entire screen cannot be captured in one shot.

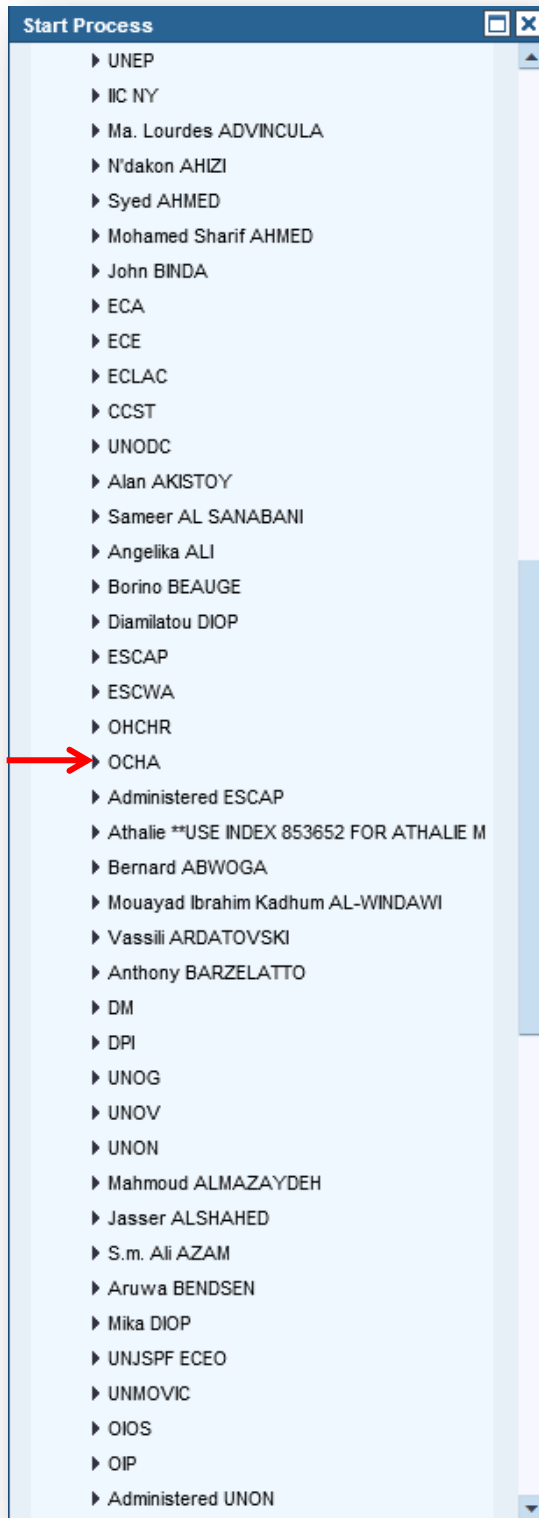
- In the screen above with the Position Title/Movement selected in the Option to Maintain Position, click on the Search button on the right of the “New Organizational Unit” field which opens this screen:




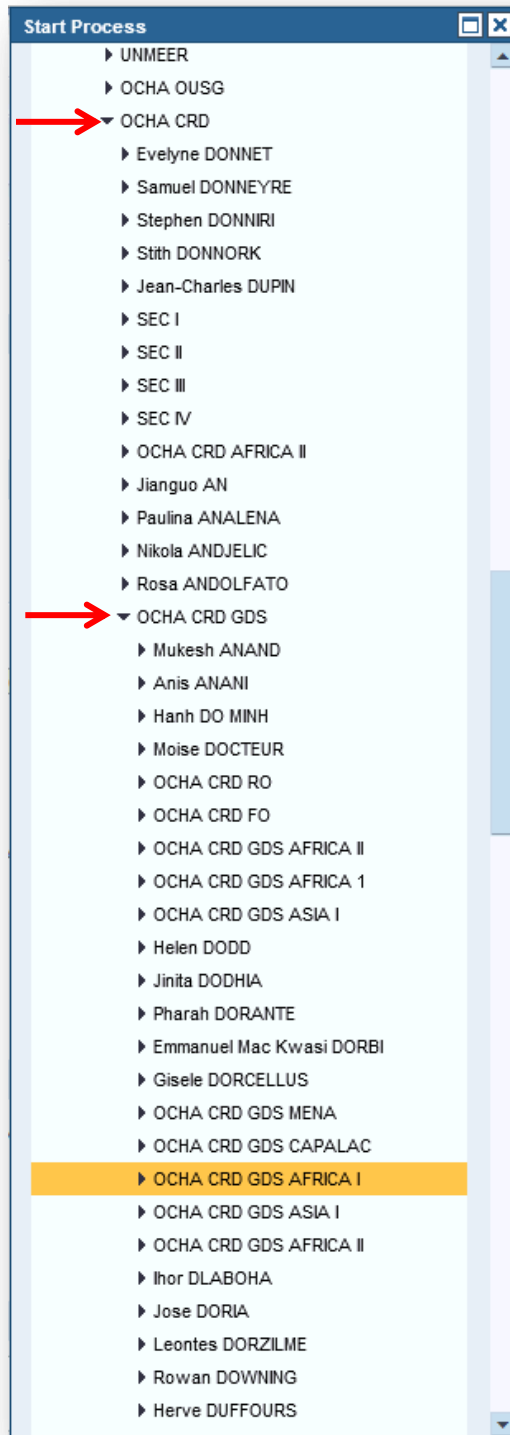
9. In the screen above, click on the  icon before "UNS" which brings the hour glass and eventually opens this screen:



10. In the screen above, scroll down to find OCHA as shown in this screen:



11. In the screen above, click on the  before OCHA to open its organizational structure and click on OCHA CRD then OCHA CRD GDS as shown in this screen:



12. From the populated OCHA organizational tree in the screen above, click on OCHA CRD GDS AFRICA I then scroll all the way down and click on the Select button (not shown in the screen) which brings this screen:

Important: OM Administrator may **move** a position **within** the same budget section, OCHA CRD GDS, and the same country, Kenya.

In the case of Established and Temporary positions, OM Administrators may **loan** a position **across** the level of budget control.

OPPBA decided that centrally managed org units are determined based on the level of a department's/office's organizational chart presented to member states in the budget fascicle. As an example, please refer to page 28 of GA document A/70/6 (Sect. 27) for OCHA's 2016-2017 org chart.

To illustrate further, please refer to this chart which also applies to Temporary peacekeeping support account positions:

Established Positions – Move or Loan

Established positions		
	Budget control is at Division level	Budget control is at <u>Section</u> level
Position Management <u>within</u> budget control	MOVE <u>within</u> the Division	<u>MOVE</u> <u>within</u> the Section
Position Management across level of budget control	LOAN across Divisions	LOAN across Sections

umojja Search: Umoja qa portal - Q3J Log off
Welcome: Erand RIEU

Home Employee Self-Service SM OM Administration

Overview
OM Administration > Overview Full Screen Options

Option to Maintain Position

Position Title/Movement Expire Freeze/Unfreeze
 HR Vacancy Chief of Org. Unit Personnel Area/Subarea

Position Details

Effective Date: * 02.10.2015
Personnel Area/Country: KE00 Kenya
Personnel Subarea/Duty Station: KE00 Nairobi

Position Title (Short Text): HRA 3909
Position Title (Long Text): P3 3909 HUMANITARIAN AFFAIRS OFFICER
Position Title (Over 40 Characters): HUMANITARIAN AFFAIRS OFFICER
Budget Title: 70003909 P3 3909 HUMANITARIAN AFFAIRS OFFICER

Employee Group: 1 International Staff
Employee Sub-Group: PR Professional & Above
Position Type: 21 GTA Replacement

Pay scale type: P+ Professional & Above
Pay Scale Area: WW Worldwide
Pay Scale Group: P-3

Existing Organizational Unit: 20010537 OCHA CRD GDS AFRICA II
New Organizational Unit: 20010277 OCHA CRD GDS AFRICA I

Funding

Fund: 32DDN TF OCHA and Disaster Relief Assistance
Grant: S1-32DDN-000051 KENYA - IK SERVICES
Cost Center:
Budget Period: M99 Multi-Year Budget Period
Internal Order:
Fund Center:
WBS: 00000718 O097 - OCHA - Nairobi

Comments
OM Administrator Comments:

Note that the position now belongs to the org unit 20010277 OCHA CRD GDS AFRICA I.

13. In the comments box above, type “Internal Reorganization”, “MSS Maintain Position” (This pertains to the manager for whom an OM Administrator maintains a position on behalf of.) and your name, e.g., “Erاند Rieu” as shown in this screen:

Option to Maintain Position

Position Title/Movement
 Expire
 Freeze/Unfreeze
 HR Vacancy
 Chief of Org. Unit
 Personnel Area/Subarea

Position Details

Effective Date: * 02.10.2015 [fc]
 Position Title (Short Text): HRA 3909
 Position Title (Long Text): P3 3909 HUMANITARIAN AFFAIRS OFFICER [fc] **Change Position Title**
 Position Title (Over 40 Characters): HUMANITARIAN AFFAIRS OFFICER
 Budget Title: 70003909 P3 3909 HUMANITARIAN AFFAIRS OFFICER

Personnel Area/Country: KE00 Kenya
 Personnel Subarea/Duty Station: KE00 Nairobi
 Employee Group: 1 International Staff
 Employee Sub-Group: PR Professional & Above
 Position Type: 21 GTA Replacement
 Pay scale type: P+ Professional & Above
 Pay Scale Area: WW Worldwide
 Pay Scale Group: P-3
 Existing Organizational Unit: 20010537 OCHA CRD GDS AFRICA II
 New Organizational Unit: 20010277 OCHA CRD GDS AFRICA I [fc] Search

Funding

Fund: 32DDN TF OCHA and Disaster Relief Assistance Grant: S1-32DDN-000051 KENYA - IK SERVICES
 Cost Center: Budget Period: M99 Multi-Year Budget Period
 Internal Order: Fund Center:

WBS: 00000718 O097 - OCHA - Nairobi

Comments

OM Administrator Comments: Internal Reorganization
MSS Maintain Position
Erand Rieu

14. If the position's **operational title** has to be changed also, click on the Change Position Title binocular in the screen above which opens this screen:

Start Process

Search Position Title

PositionText Search

Short Text: [input field]
 Name: [input field]
 Start Search Reset Cancel

15. In the screen above, type in the “Short Text” field, for example, ADM or HRA or LOG, etc. and in the “Name” field, type as an example P3*Admin* and click Start Search which opens this screen:

Start Process

Search Position Title

PositionText Search

Short Text:

Name:

ShortText	Long Text	Start Date	End Date
ADM 1102	P3 1102 ADMINISTRATIVE OFFICER	01.01.1900	31.12.9999
ADM 6448	P3 6448 SPECIAL ASSISTANT, ADMINISTRATIO	01.01.1900	31.12.9999

16. If necessary, scroll down until you find the needed position title, click on it and click the “Select” button which changes the position title as shown in this screen:

Option to Maintain Position

Position Title/Movement Expire Freeze/Unfreeze
 HR Vacancy Chief of Org. Unit Personnel Area/Subarea

Position Details

Effective Date: * 21.10.2015

Position Title (Short Text): ADM 1102

Position Title (Long Text): P3 1102 ADMINISTRATIVE OFFICER Change Position Title

Position Title (Over 40 Characters): ADMINISTRATIVE OFFICER

Budget Title: 70003909 P3 3909 HUMANITARIAN AFFAIRS OFFICER

Personnel Area/Country: KE00 Kenya
 Personnel Subarea/Duty Station: KE00 Nairobi

Employee Group: 1 International Staff
 Employee Sub-Group: PR Professional & Above
 Position Type: 21 GTA Replacement

Pay scale type: P+ Professional & Above
 Pay Scale Area: WW Worldwide
 Pay Scale Group: P-3

Existing Organizational Unit: 20010277 OCHA CRD GDS AFRICA I
 New Organizational Unit: 20010277 OCHA CRD GDS AFRICA I Search

17. In the screen above, Scroll back up and click the “Next” button as shown in this screen:

Start Process

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Next Save Draft

Attachments

Maintain Position Overview

Position 31003231 P3 3909 HUMANITARIAN AFFAIRS OFFICER

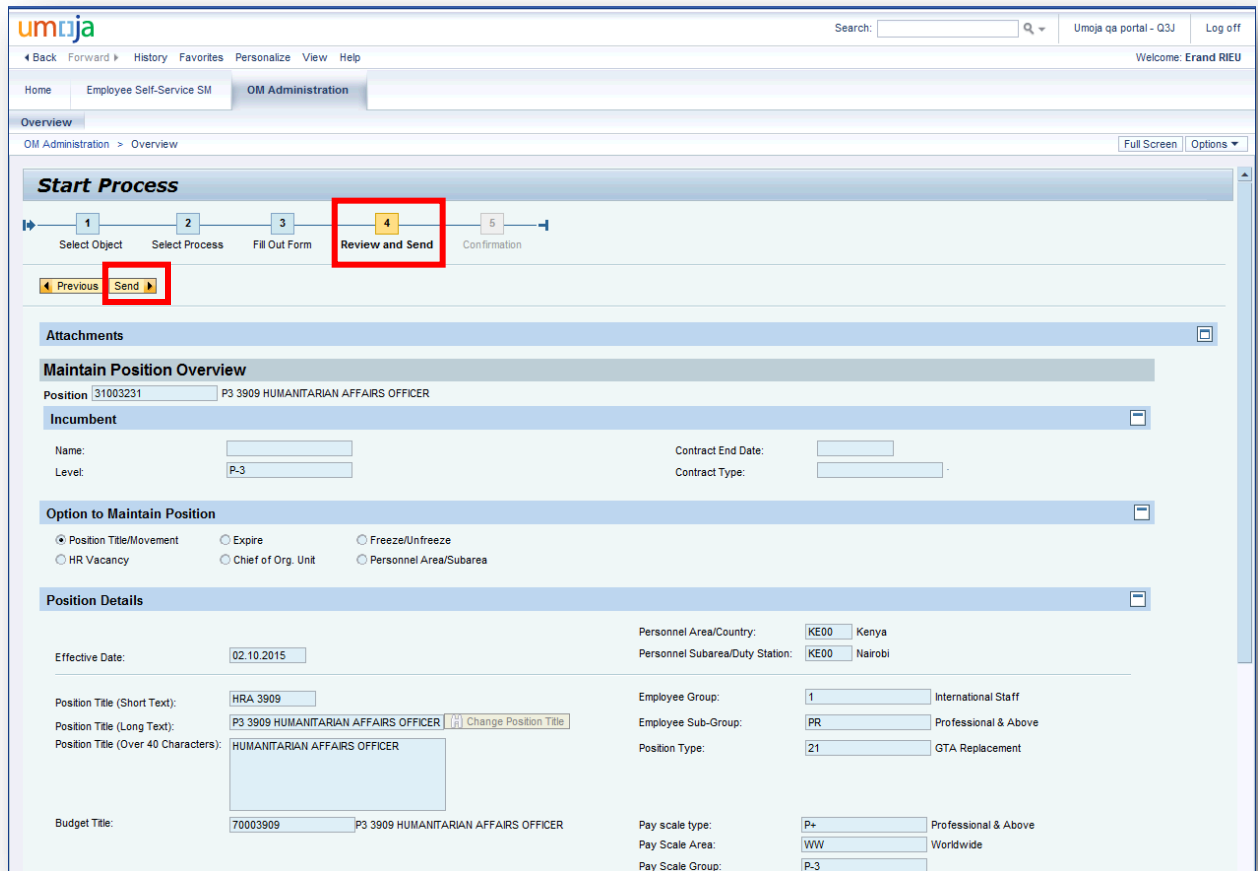
Incumbent

Name: _____ Contract End Date: _____
 Level: P-3 Contract Type: _____

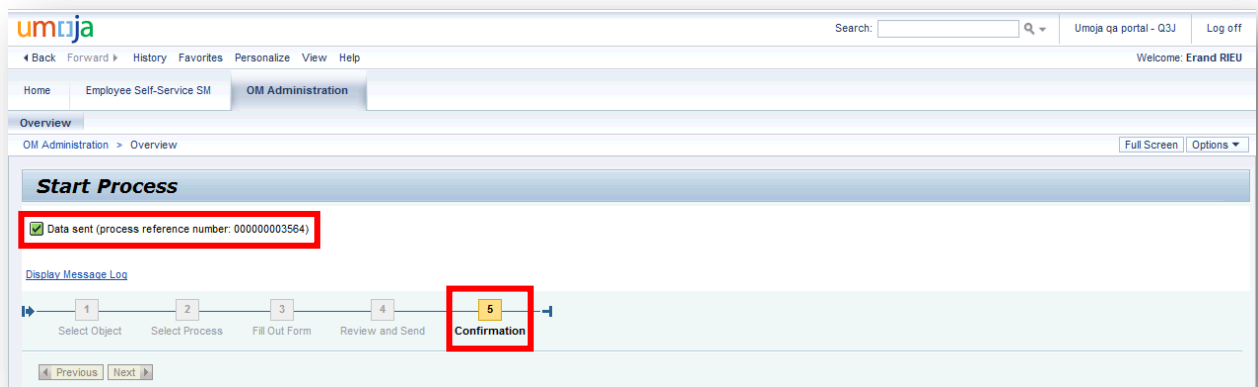
Option to Maintain Position

Position Title/Movement Expire Freeze/Unfreeze
 HR Vacancy Chief of Org. Unit Personnel Area/Subarea

18. After clicking on the Next button, note the process progressed to 4 Review and Send and the “Send” button appears in this screen:



19. Review the Maintain Position Overview and click the “Send” button which opens this screen:



Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed.

20. Repeat Steps 4-6 above to select a position then click Next which opens this screen:

Maintain Position - Expire

umojja

Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview

OM Administration > Overview Full Screen Options

Funding

Fund: 32DDN TF OCHA and Disaster Relief Assistance Grant: M1-32DDN-000108 DMA-00613
 Cost Center: Budget Period: M99 Multi-Year Budget Period
 Internal Order: Fund Center:
 WBS: 00001124 0571 - Syria OCHA in Lebanon

Expire Position

Current Expiration Date: 31.12.9999
 Expire Date: *
 Reason for Expiration:

Comments

OM Administrator Comments:

Please note that the three screens above are one. The entire screen cannot be captured in one shot.

21. In Part I of the screen above with the Expire selected in the Option to Maintain Position, note that in Part III of the screen, the Expire Position fields show. In the “Expire Date” field, enter the date.
22. In the “Reason for Expiration” field, enter the reason for the new Expire Date.
23. In the OM Administrator Comments box, enter “MSS Maintain Position” (This pertains to the manager fro whom an OM Administrator maintains a position on behalf of.) and your name. e.g., “Erand Rieu” as shown in this screen:

umojja

Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview

OM Administration > Overview Full Screen Options

Funding

Fund: 32DDN TF OCHA and Disaster Relief Assistance Grant: M1-32DDN-000108 DMA-00613
 Cost Center: Budget Period: M99 Multi-Year Budget Period
 Internal Order: Fund Center:
 WBS: 00001124 0571 - Syria OCHA in Lebanon

Expire Position

Current Expiration Date: 31.12.9999
 Expire Date: * 31.12.2015
 Reason for Expiration: Expiring position based on approved cost reduction measures.

Comments

OM Administrator Comments: MSS Erand Rieu

24. Scroll back up and click on the “Next” button.

umojja

Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview

OM Administration > Overview Full Screen Options

Start Process

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Send

Attachments

Maintain Position Overview

Position 31002945 D1 3674 HEAD OF OFFICE, HUMANITARIAN AFF

Incumbent

Name: [] Contract End Date: []

Level: D-1 Contract Type: []

Option to Maintain Position

Position Title/Movement Expire Freeze/Unfreeze

HR Vacancy Chief of Org. Unit Personnel Area/Subarea

After clicking on the Next button, note the process progressed to “4 Review and Send” and the “Send” button appears in the above screen.

25. Review the Maintain Position Overview and click on the “Send” button which opens this screen:

umojja

Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview

OM Administration > Overview Full Screen Options

Start Process

Data sent (process reference number: 000000003575)

Display Message Log

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Next

Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed.

26. Repeat Steps 4-6 above to select a position then click Next which opens this screen:

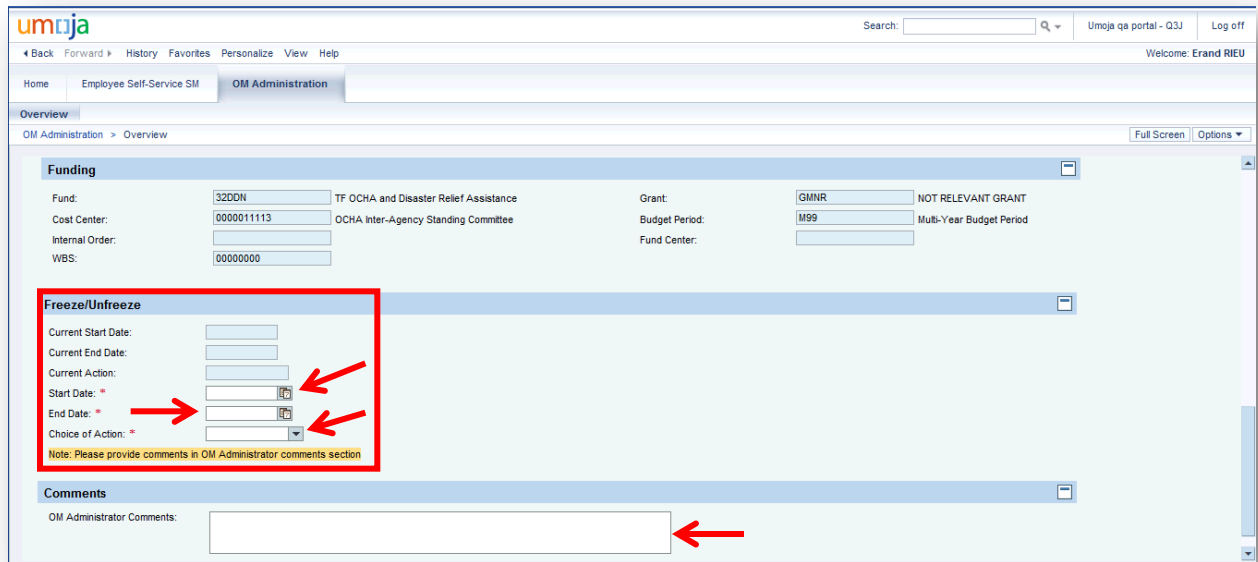
Maintain Position – Freeze/Unfreeze

The screenshot shows the 'Start Process' flow with five steps: 1. Select Object, 2. Select Process, 3. Fill Out Form, 4. Review and Send, and 5. Confirmation. Step 3 is currently active. Below the flow, there are 'Previous', 'Next', and 'Save Draft' buttons. The main content area is titled 'Maintain Position Overview' and shows the following details:

- Position: 31003580 G6 4045 INFORMATION SYSTEMS ASSISTANT
- Incumbent:
 - Name: [Text Field]
 - Level: G-6
 - Contract End Date: [Text Field]
 - Contract Type: [Text Field]
- Option to Maintain Position:
 - Position Title/Movement
 - Expire
 - Freeze/Unfreeze
 - HR Vacancy
 - Chief of Org. Unit
 - Personnel Area/Subarea

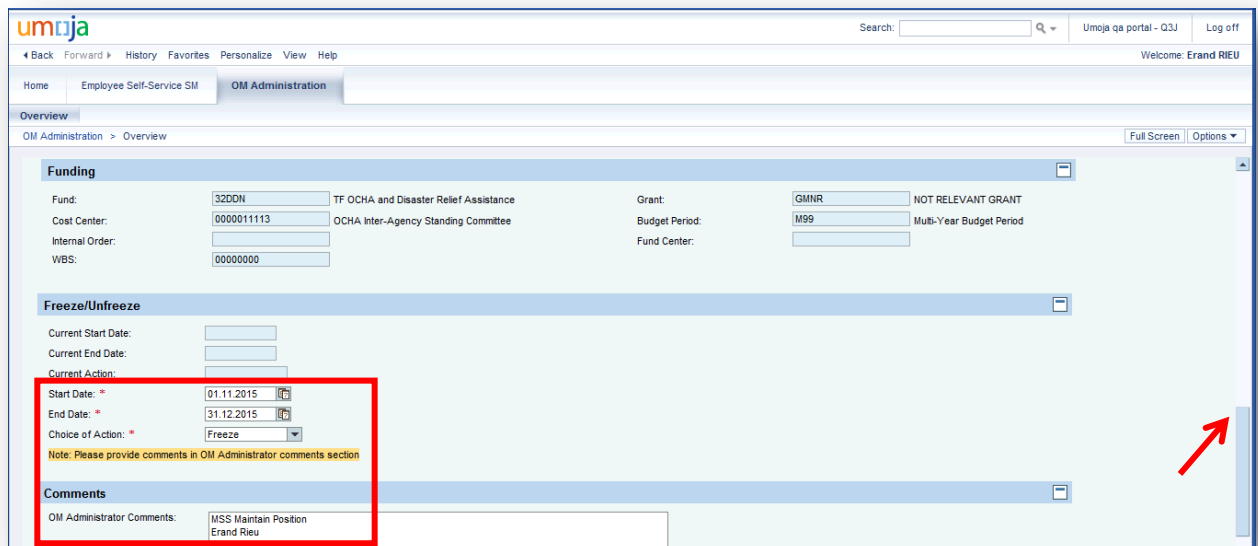
The screenshot shows the 'Position Details' screen with the following information:

- Effective Date: 05.10.2015
- Personnel Area/Country: US00 United States of America
- Personnel Subarea/Duty Station: US00 New York
- Position Title (Short Text): IST 4045
- Position Title (Long Text): G6 4045 INFORMATION SYSTEMS ASSISTANT
- Position Title (Over 40 Characters): INFORMATION SYSTEMS ASSISTANT
- Budget Title: 70004045 G6 4045 INFORMATION SYSTEMS ASSISTANT
- Employee Group: 2 Local Staff
- Employee Sub-Group: GS General Service
- Position Type: 24 VC Post
- Pay scale type: GS General Service
- Pay Scale Area: U1 USA - New York
- Pay Scale Group: G-6
- Existing Organizational Unit: 20010473 OCHA GTU DG ITS
- New Organizational Unit: 20010473 OCHA GTU DG ITS

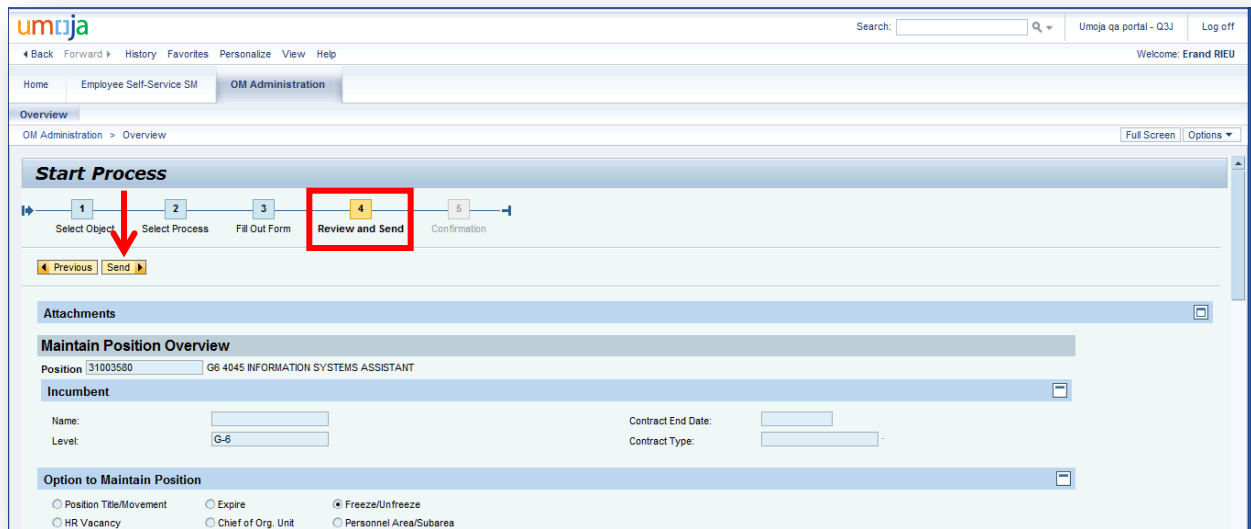


Please note that the three screens above are one. The entire screen cannot be captured in one shot.

27. In Part I of the screen above with the Freeze/Unfreeze selected in the Option to Maintain Position, note that in Part III of the screen above the Freeze/Unfreeze fields show. In the Start Date field, enter the date when the position is frozen.
28. In the End Date field, enter the date until when the position is frozen.
29. In the Choice of Action field, click on the down arrow and select “Freeze”.
30. In the OM Administrator Comments box, enter “MSS Maintain Position” and your name as shown in this screen:

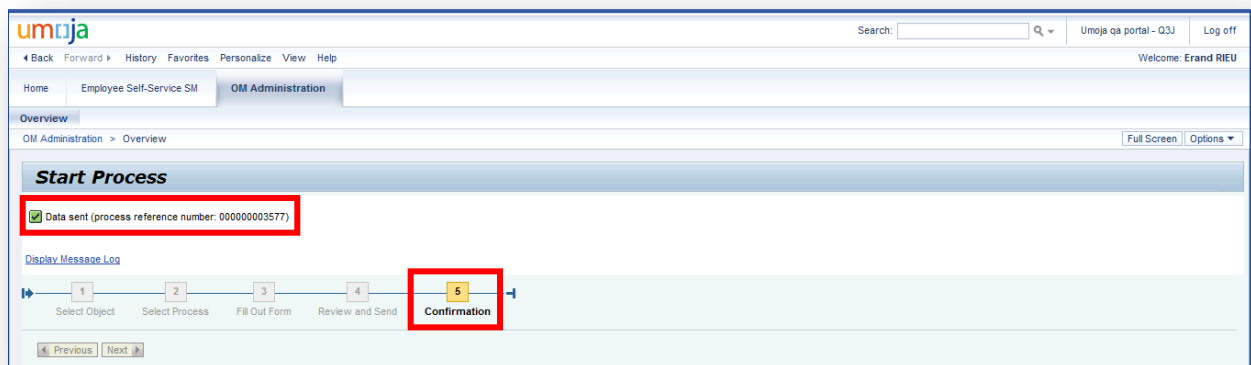


31. Scroll back up and click the “Next” button which opens this screen:



After clicking on the Next button, note the process progressed to “4 Review and Send” and the “Send” button appears.

32. Review the Maintain Position Overview and click the “Send” button which opens this screen:



Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed. Once the position is frozen, no staff member could be placed against that position for the period it is frozen.

33. Repeat Steps 4-6 above to select a position then click Next which opens this screen:

Maintain Position – HR Vacancy

umojja Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview OM Administration > Overview Full Screen Options

Start Process

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Next Save Draft

Attachments

Maintain Position Overview

Position 31003233 P3 1844 BUDGET OFFICER

Incumbent

Name: [] Contract End Date: []
 Level: P-3 Contract Type: []

Option to Maintain Position

Position Title/Movement Expire Freeze/Unfreeze
 HR Vacancy Chief of Org. Unit Personnel Area/Subarea

umojja Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview OM Administration > Overview Full Screen Options

HR Vacancy Chief of Org. Unit Personnel Area/Subarea

Position Details

Effective Date: 05.10.2015

Personnel Area/Country: CH00 Switzerland
 Personnel Subarea/Duty Station: CH00 Geneva

Position Title (Short Text): FN 1844
 Position Title (Long Text): P3 1844 BUDGET OFFICER [] Change Position Title
 Position Title (Over 40 Characters): BUDGET OFFICER

Budget Title: 70003338 P3 3338 FIELD SECURITY OFFICER

Employee Group: 1 International Staff
 Employee Sub-Group: PR Professional & Above
 Position Type: 24 VC Post

Pay scale type: P- Professional & Above
 Pay Scale Area: WW Worldwide
 Pay Scale Group: P-3

Existing Organizational Unit: 20010397 OCHA GTU DG
 New Organizational Unit: 20010397 OCHA GTU DG [] Search

umojaja

Search: [] Q v Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview

OM Administration > Overview Full Screen Options

Funding

Fund: 32DDN TF OCHA and Disaster Relief Assistance Grant: GMNR NOT RELEVANT GRANT
Cost Center: 0000011113 OCHA Inter-Agency Standing Committee Budget Period: M99 Multi-Year Budget Period
Internal Order: Fund Center:
WBS: 00000000

HR Vacancy

Current Effective Date: 01.01.2015
Current End Date: 31.12.9999
Current Status: Open
Effective Date: *
Vacancy Flag: Open Vacancy filled

Comments

OM Administrator Comments: []

Please note that the three screens above are one. The entire screen cannot be captured in one shot.

34. In the screen above with the HR Vacancy selected in the Option to Maintain Position, note that in Part III of the screen above the HR Vacancy fields show. In the Effective Date field, enter the date when the position becomes an HR Vacancy.
35. Note that the Vacancy Flag defaults to “Vacancy filled”. Click on open.

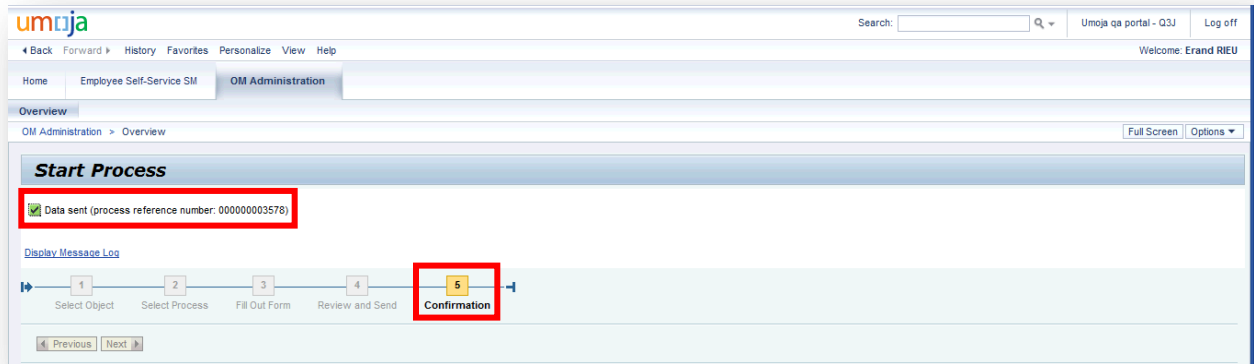
Important: If the position has an incumbent, Umoja would give an error message that position has an incumbent and cannot be vacant.

36. In the OM Administrator Comments box, enter “MSS Maintain Position” (This pertains to the manager for whom an OM Administrator maintains a position on behalf of.) and your name, e.g., Erand Rieu, as shown in this screen:

37. Scroll back up and click the “Next” button which opens this screen:

After clicking on the Next button, note that the process progressed to 4 Review and Send and the “Send” button appears in this screen:

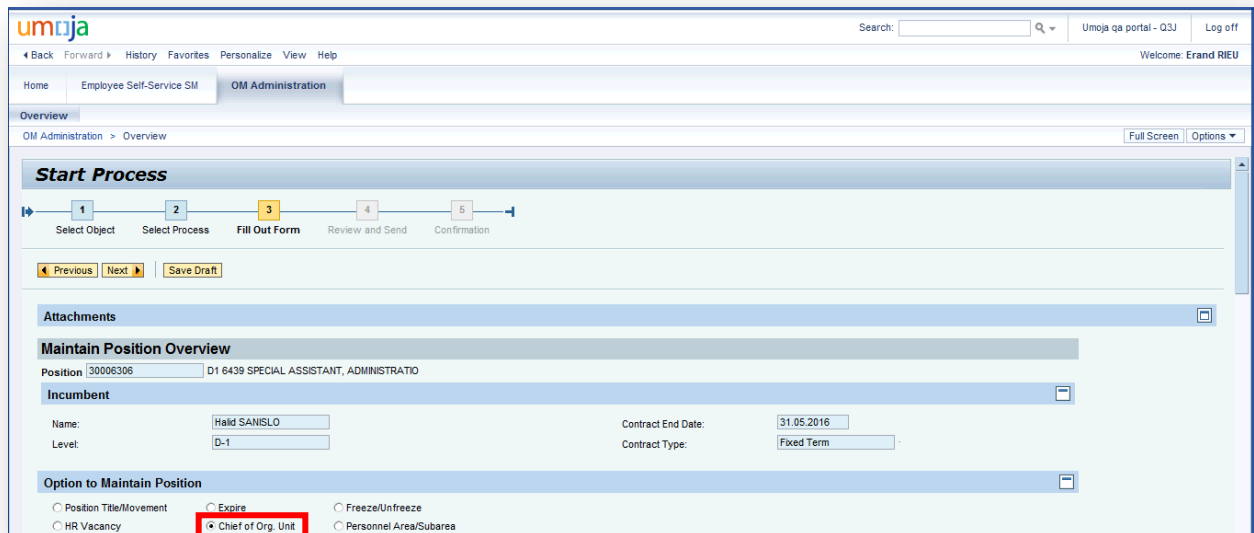
38. Review the Maintain Position Overview and click the “Send” button which opens this screen:



Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed.

39. Repeat Steps 4-6 above to select a position then click Next which opens this screen:

Maintain Position – Chief of Org Unit



Please note that the three screens above are one. The entire screen cannot be captured in one shot.

40. In the screen above with the Chief of Org Unit selected in the Option to Maintain Position, note that in Part III of the screen above the Chief Relationship Creation fields appear and the Action defaults to “Create”. In the Effective Date field, enter the date when the position becomes the Chief of Org Unit and the end date.

Furthermore, change the default org unit to the org unit where the position belongs. Otherwise, the Chief of Org Unit is automatically assigned to the higher org unit.

41. In the OM Administrator Comments box, enter MSS Maintain Position (This pertains to the manager for whom an OM Administrator maintains a position on behalf of.) and your name,

e.g., “Erand Rieu” as shown in this screen. Scroll back up and click the “Next” button which opens this screen that shows the completed Chief Relationship Creation fields and comments:

Internal Order: Fund Center:
WBS:

Chief Relationship Creation

Select Action: Create Update Delete

Existing Chief Org. Units

Chief Org. Unit	Chief Org. Unit Text	Start date	End Date

Chief Position to Org. Unit: * DFS

Effective Date: *

End Date: *

Note: Can perform one action(Create/Update/Delete) for one record at a time.

Comments

OM Administrator Comments:

42. Review the information entered. In part I of the screen above, click on the button “Send” which opens this screen:

Start Process

Data sent (process reference number: 00000003579)

[Display Message Log](#)

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed.

43. Repeat Steps 4-6 above to select a position then click Next which opens this screen:

Maintain Position – Personnel Area/Subarea

umojja Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview OM Administration > Overview Full Screen Options

Start Process

1 Select Object 2 Select Process 3 Fill Out Form 4 Review and Send 5 Confirmation

Previous Next Save Draft

Attachments

Maintain Position Overview

Position 31002955 P3 3909 HUMANITARIAN AFFAIRS OFFICER

Incumbent

Name: [] Contract End Date: []
 Level: P-3 Contract Type: []

Option to Maintain Position

Position Title/Movement Expire Freeze/Unfreeze
 HR Vacancy Chief of Org. Unit Personnel Area/Subarea

umojja Search: [] Q Umoja qa portal - Q3J Log off

Home Employee Self-Service SM OM Administration

Overview OM Administration > Overview Full Screen Options

HR Vacancy Chief of Org. Unit Personnel Area/Subarea

Position Details

Effective Date: 05.10.2015

Personnel Area/Country: KE00 Kenya
 Personnel Subarea/Duty Station: KE00 Nairobi

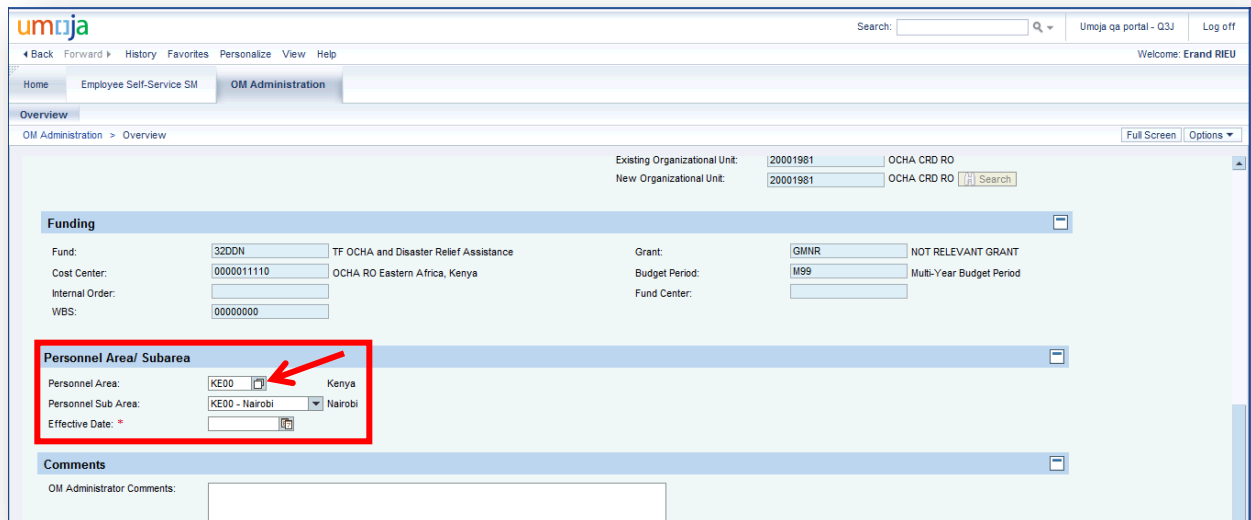
Position Title (Short Text): HRA 3909
 Position Title (Long Text): P3 3909 HUMANITARIAN AFFAIRS OFFICER [i] Change Position Title
 Position Title (Over 40 Characters): HUMANITARIAN AFFAIRS OFFICER

Budget Title: 70003909 P3 3909 HUMANITARIAN AFFAIRS OFFICER

Employee Group: 1 International Staff
 Employee Sub-Group: PR Professional & Above
 Position Type: 21 GTA Replacement

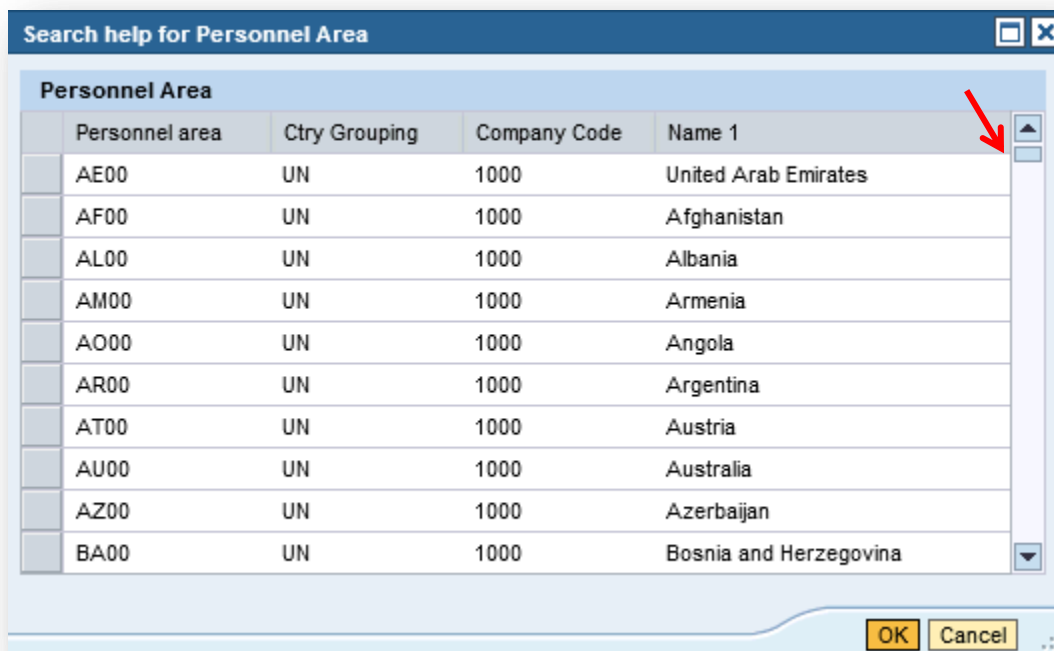
Pay scale type: P+ Professional & Above
 Pay Scale Area: WW Worldwide
 Pay Scale Group: P-3

Existing Organizational Unit: 20001981 OCHA CRD RO
 New Organizational Unit: 20001981 OCHA CRD RO [i] Search



Please note that the three screens above are one. The entire screen cannot be captured in one shot.

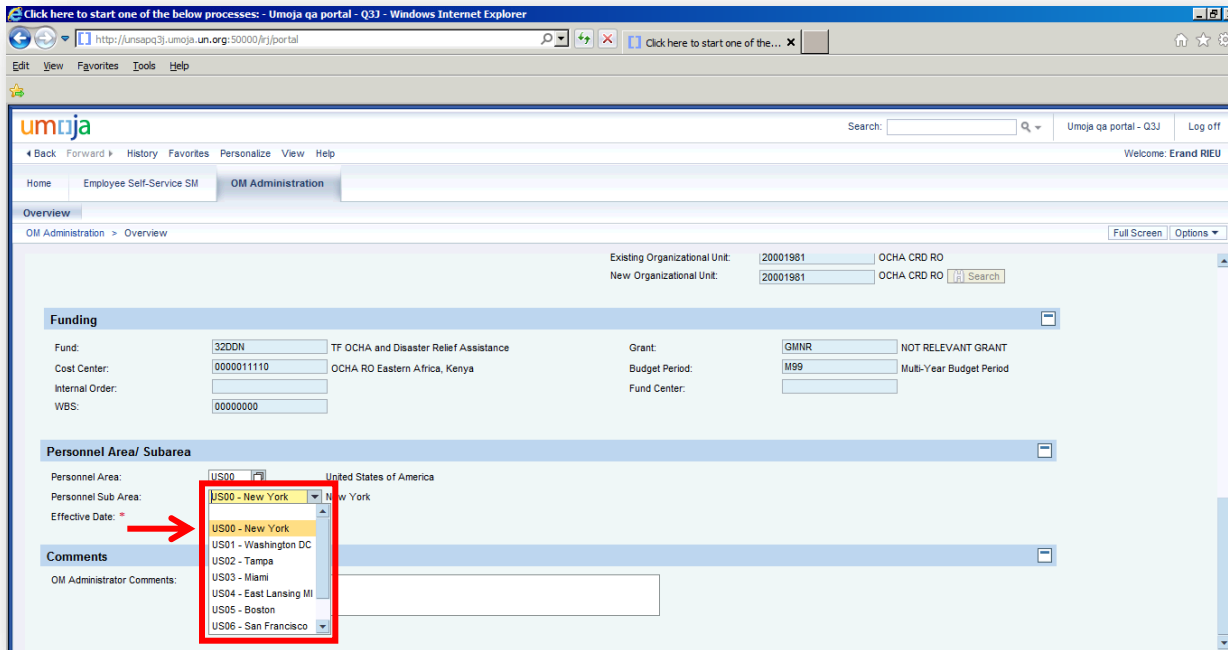
44. In Part I of the screen above with the Personnel Area/Subarea selected in the Option to Maintain Position, note that in Part III of the screen above the Personnel Area/Subarea fields appear. In the Personnel Area field, click the Search Help icon on the right of “KE00” which opens this screen:



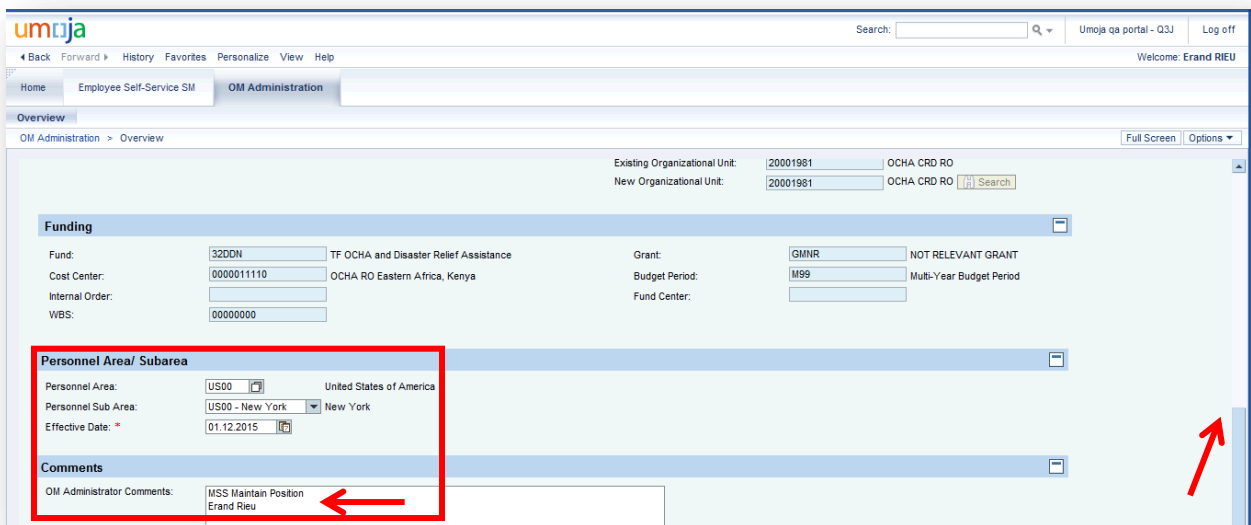
45. In the screen above, scroll down and select the new Personnel Area, e.g., USA.

Note that this position is funded by a Trust Fund (OCHA and Disaster Relief Assistance). Therefore, the position is a voluntary contributions (VC) position. In this case, an OM Administrator may make a geographical change of position.

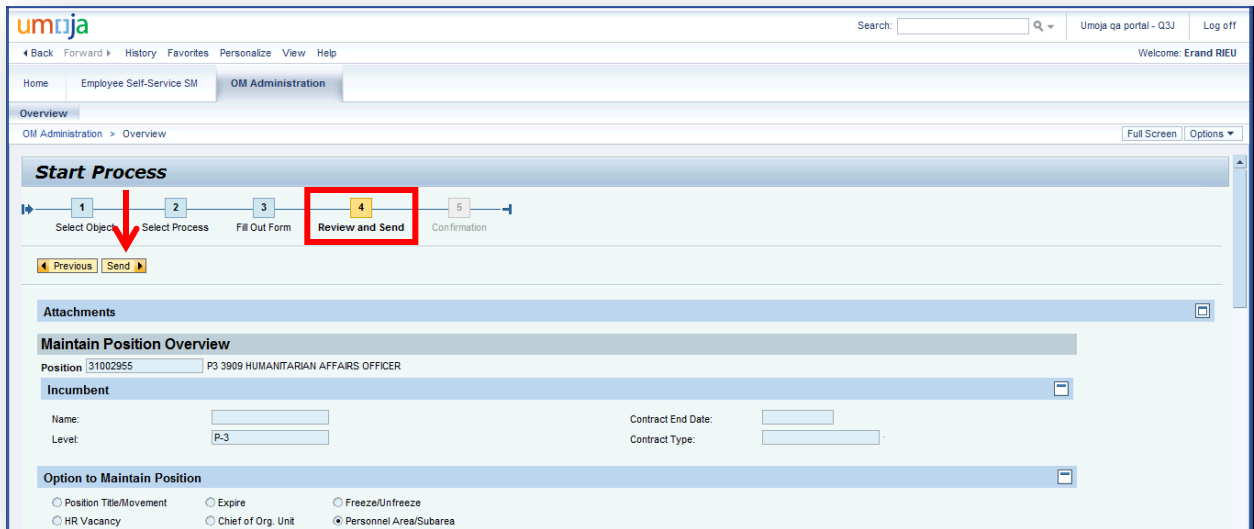
46. In the Personnel Sub Area, click on the down arrow which opens this screen:



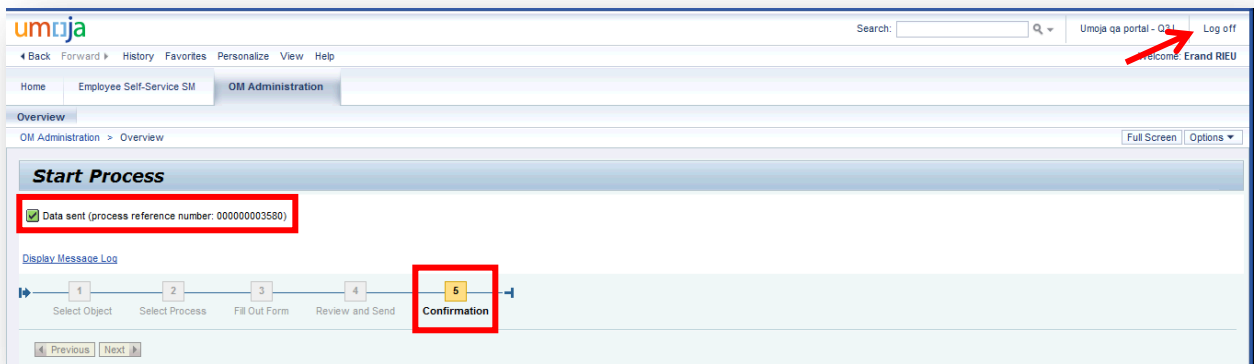
47. Click on US00 – New York, enter the effective date and the OM Administrator Comments as displayed in this screen:



48. Scroll back up and click on Next.



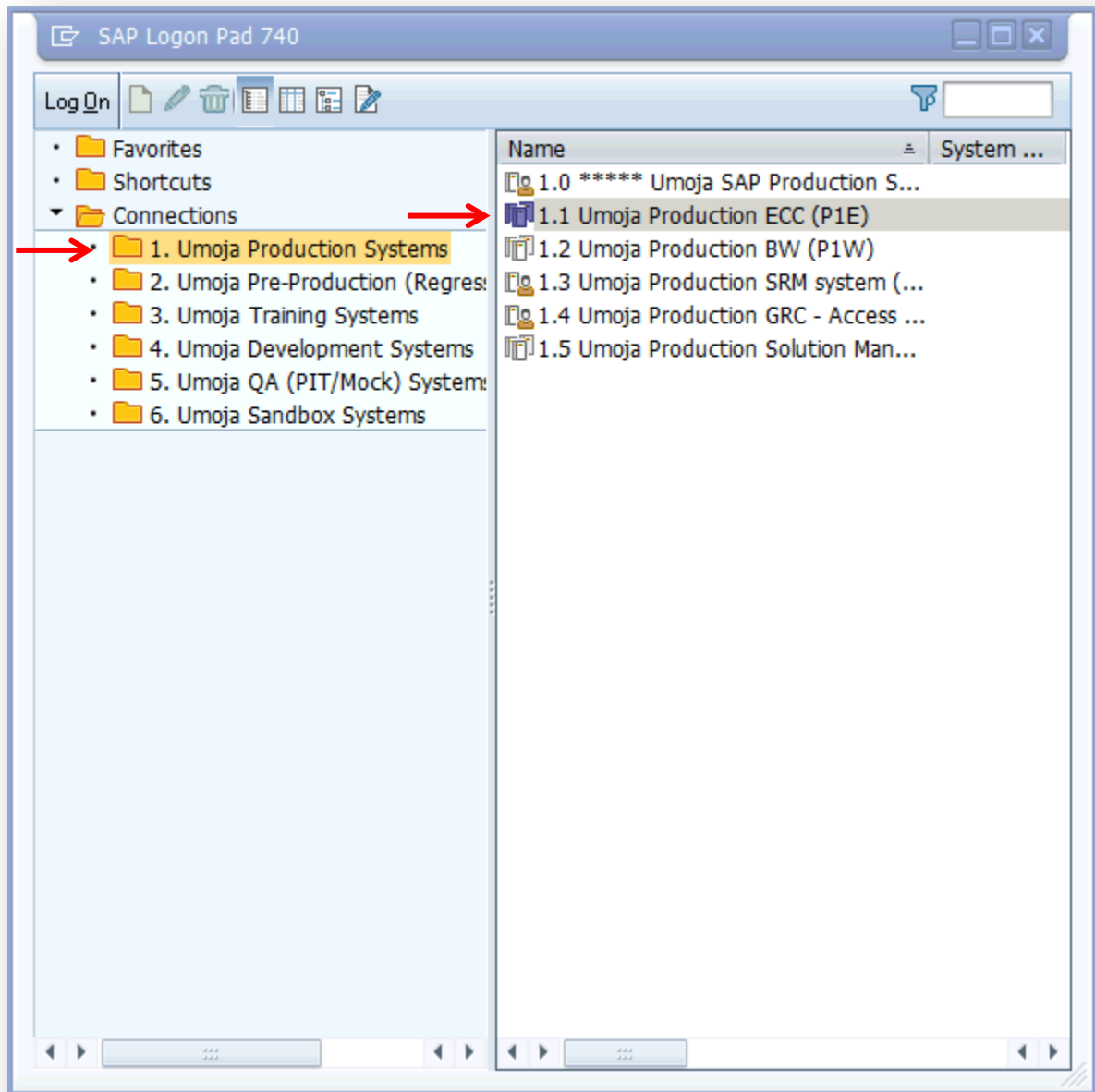
49. Review the information entered. In part I of the screen above, click on the button “Send” which opens this screen:



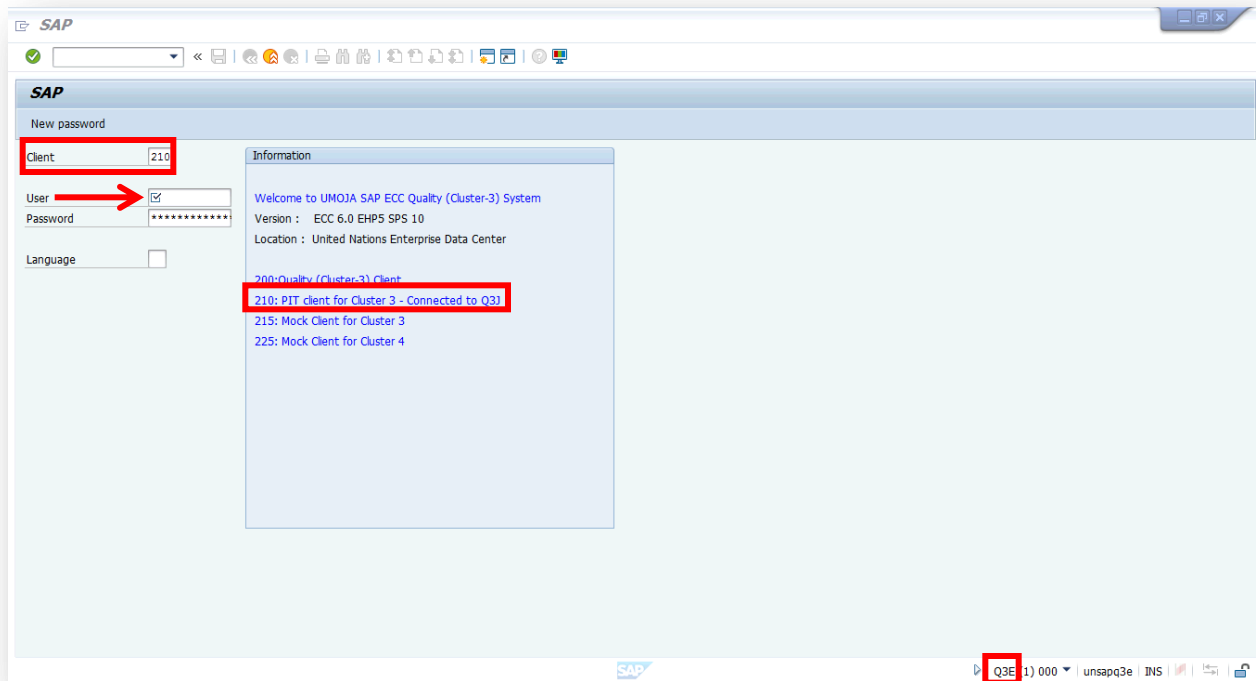
Note that the process progressed to “5 Confirmation” and the process reference number has been created and displayed.

50. In the screen above, log off.

51. Log in ECC as OM Administrator which opens this screen:



52. In the screen above, click on "1.1 Umoja Production ECC (P1E)" which brings this screen:



Note that for purposes of preparing this Job Aid, we used the testing environment, Q3E (bottom right of the screen), Client 210: PIT . . . Connected to Q3J, the Portal (top left of the screen and in the "Information" box in the center).

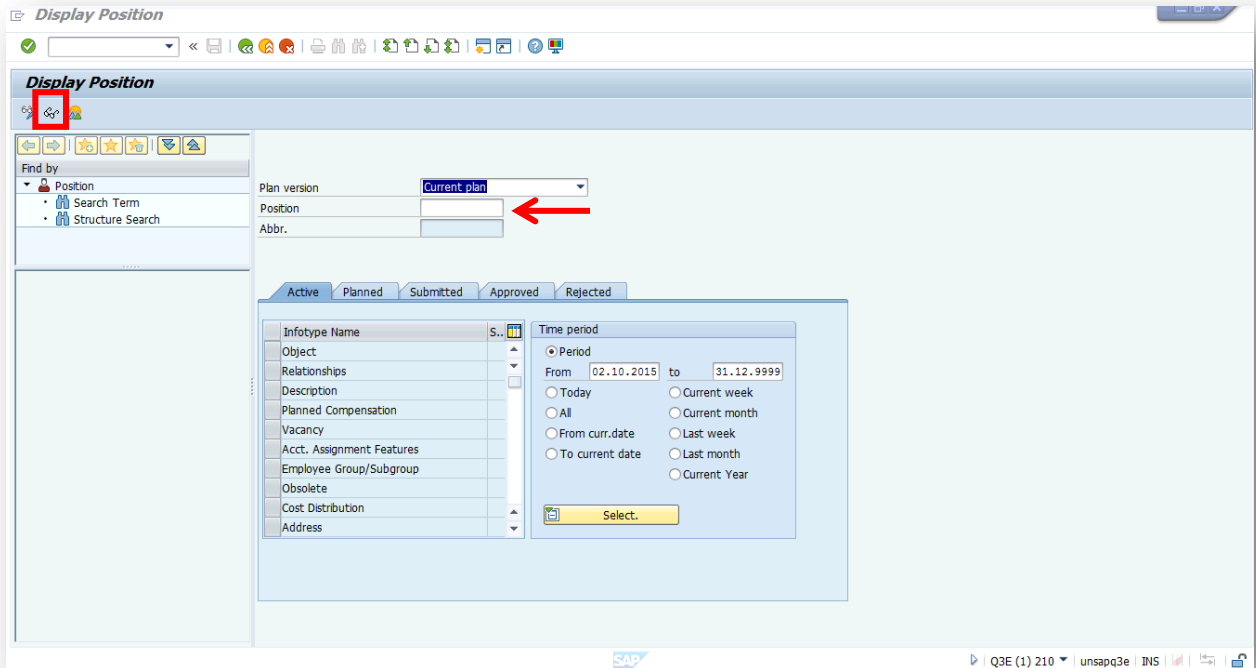
53. In the screen above, enter your User ID and password which opens this screen:




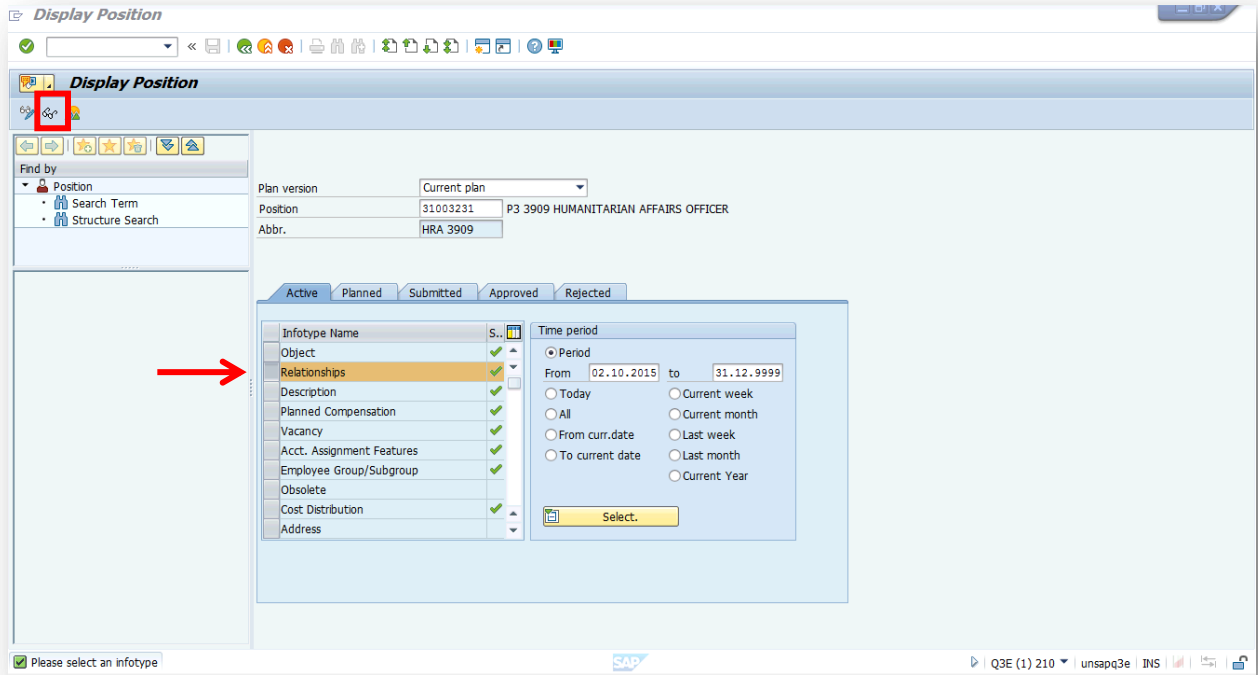
54. In the screen above, type in   the transaction code “PO13D” (Display Position) and click on the .




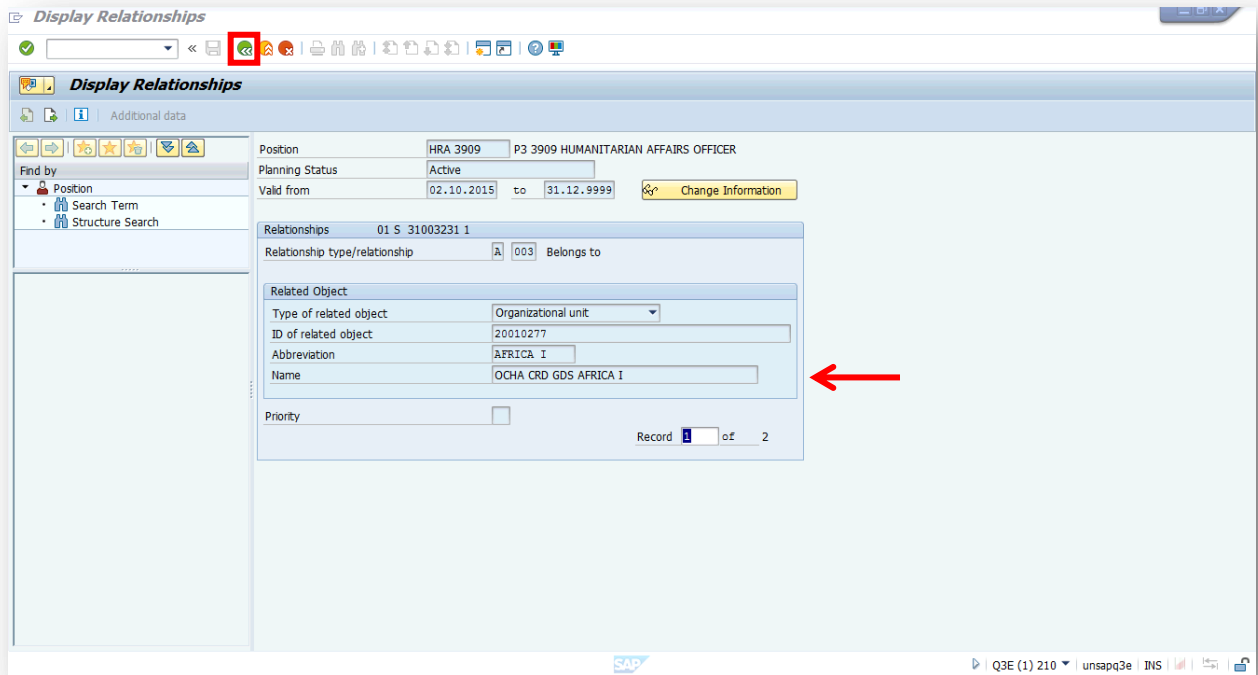
which opens this screen:



55. In the “Position” field in the screen above, type the position number (31003231) that was moved to a new organizational unit in the Portal and click on  icon which opens this screen:



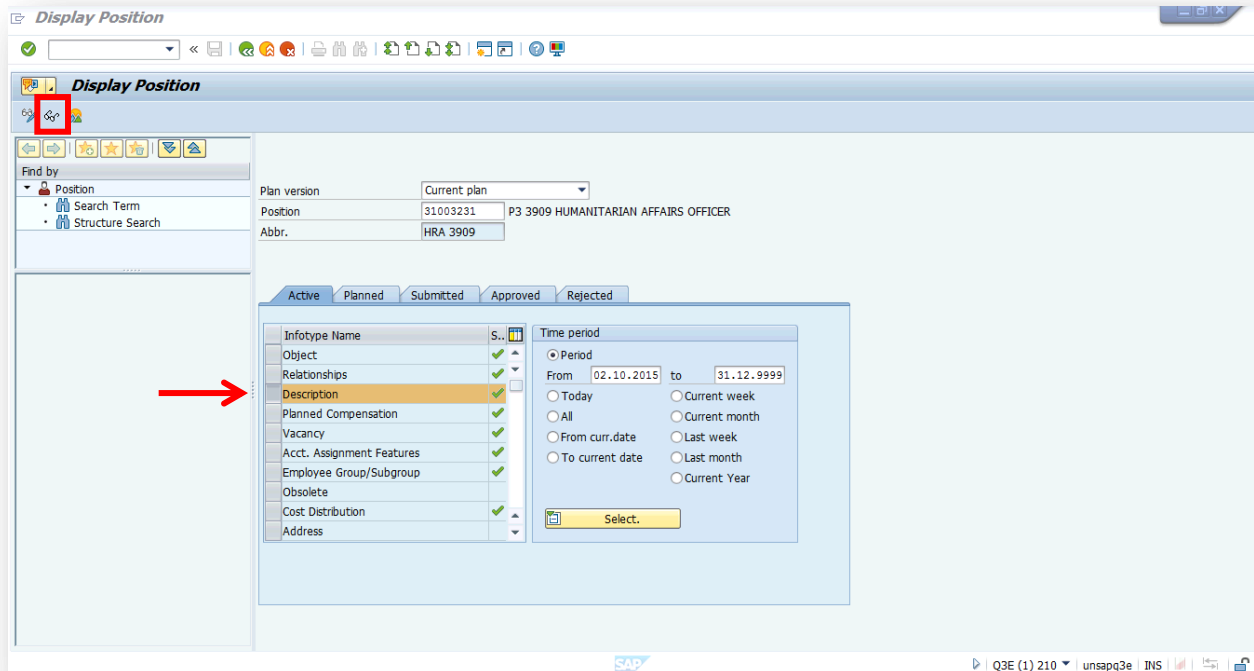
56. In the screen above, click on the “Infotype Name” Relationships and click on the  icon which opens this screen:




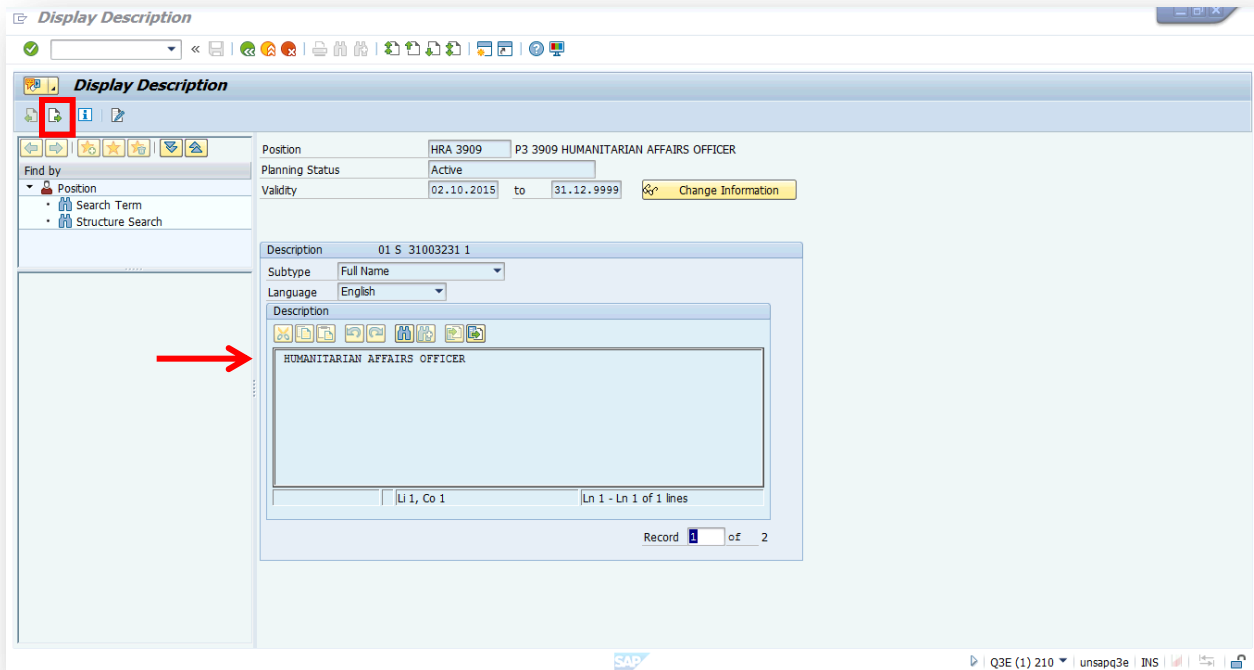
Note that the position is in the organizational unit OCHA CRD GDS AFRICA I as executed in the Portal.

Important: The example here pertains to the Maintain Position – Position Movement only. Checking the other Maintain Position options (ref. Steps 19 to 49) to ensure that information entered in the Portal are reflected in ECC require the selection of the appropriate Infotype Name. For example, Vacancy for the HR Vacancy option. Please refer to the Guide on pages 42-45 for the rest of the Maintain Position options.


57. In the screen above, click on  which reopens this screen:

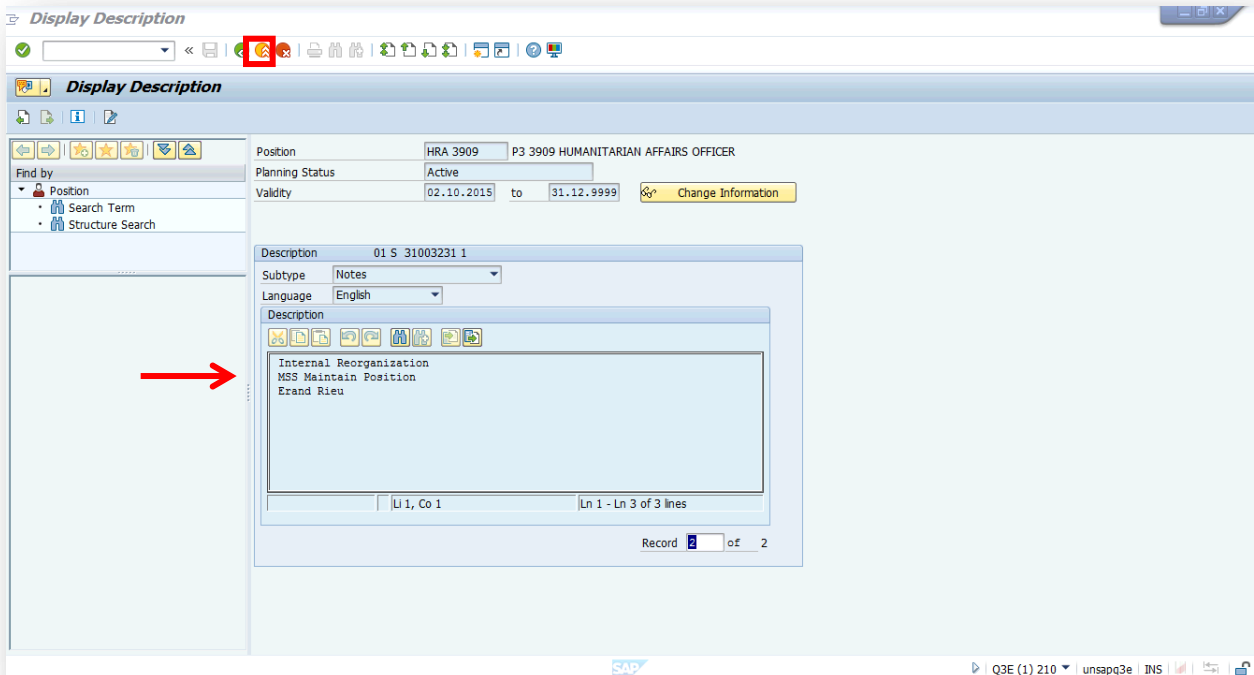


58. In the screen above, click on the “Infotype Name” Description and click on the  icon which opens this screen:



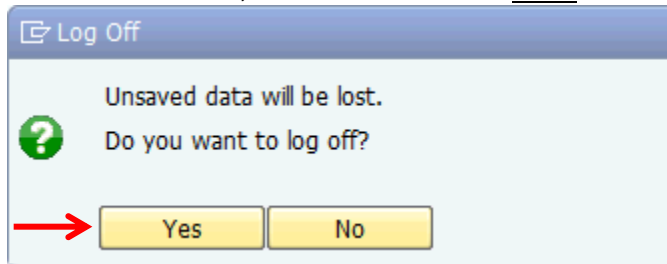
Note that the correct title of the position is shown.

59. In the screen above, click on the  icon underneath the *Display Description* that opens this screen:



Note that the Comments entered in the Portal is shown in ECC.

60. In the screen above, click on the  icon twice which opens this screen:

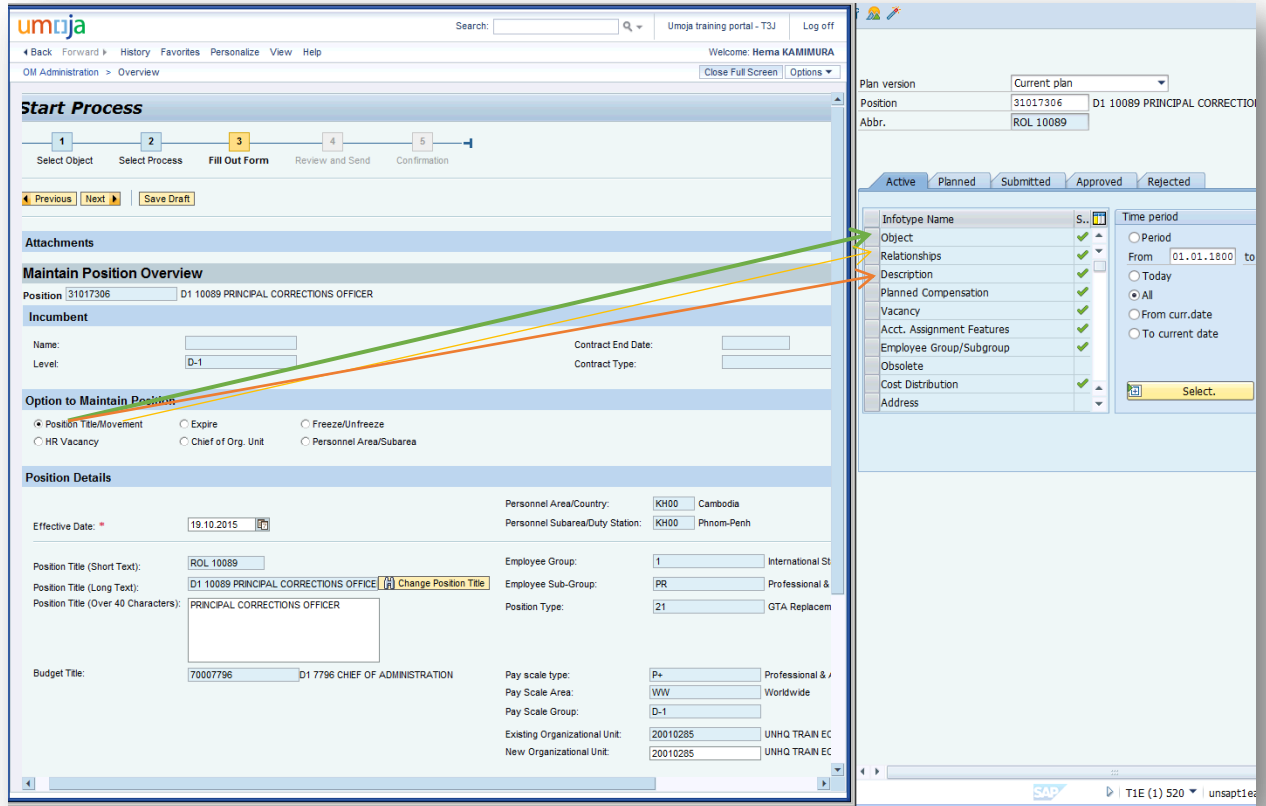


61. Click on “Yes” to log off from ECC.

Guide on which Infotype in ECC to check for:

Position operational title and org unit (simple move)

Note: The Portal screen is on the left, and the ECC screen is on the right.



Position expiration

The screenshot displays the Umoja system interface for maintaining a position. The main window is titled 'Start Process' and shows a progress bar with five steps: 1. Select Object, 2. Select Process, 3. Fill Out Form (highlighted), 4. Review and Send, and 5. Confirmation. Below the progress bar are buttons for 'Previous', 'Next', and 'Save Draft'.

The 'Attachments' section is empty. The 'Maintain Position Overview' section shows the position ID '31017306' and the title 'D1 10089 PRINCIPAL CORRECTIONS OFFICER'. The 'Incumbent' section includes fields for Name, Level (D-1), Contract End Date, and Contract Type.

The 'Option to Maintain Position' section has radio buttons for: Position Title/Movement, Expire, Freeze/Unfreeze, HR Vacancy, Chief of Org. Unit, and Personnel Area/Subarea. The 'Position Details' section includes fields for Effective Date (19.10.2015), Personnel Area/Country (KH00 Cambodia), Personnel Subarea/Duty Station (KH00 Phnom-Penh), Position Title (Short Text: ROL 10089, Long Text: D1 10089 PRINCIPAL CORRECTIONS OFFICER, Over 40 Characters: PRINCIPAL CORRECTIONS OFFICER), Budget Title (70007796 D1 7796 CHIEF OF ADMINISTRATION), Employee Group (1 International St), Employee Sub-Group (PR Professional &), Position Type (21 GTA Replacem), Pay scale type (P+ Professional &), Pay Scale Area (WW Worldwide), Pay Scale Group (D-1), Existing Organizational Unit (20010285 UNHQ TRAN EC), and New Organizational Unit (20010285 UNHQ TRAN EC).

The right-hand pane shows a list of 'Infotype Name' with a 'Select' button. A green arrow points from the 'Option to Maintain Position' section to this list. The list includes: Object, Relationships, Description, Planned Compensation, Vacancy, Acct. Assignment Features, Employee Group/Subgroup, Obsolete, Cost Distribution, and Address. The 'Time period' section shows 'From 01.01.1800 to' and radio buttons for 'Today', 'From curr.date', and 'To current date'.

Position freeze/unfreeze and HR vacancy

Start Process

1 Select Object | 2 Select Process | 3 **Fill Out Form** | 4 Review and Send | 5 Confirmation

Attachments

Maintain Position Overview

Position: 31017306 | D1 10089 PRINCIPAL CORRECTIONS OFFICER

Incumbent

Name: [] | Contract End Date: []
 Level: D-1 | Contract Type: []

Option to Maintain Position

Position Title/Movement | Expire | Freeze/Unfreeze
 HR Vacancy | Chief of Org. Unit | Personnel Area/Subarea

Position Details

Effective Date: 19.10.2015 | Personnel Area/Country: KH00 Cambodia
 Personnel Subarea/Duty Station: KH00 Phnom-Penh

Position Title (Short Text): ROL 10089 | Employee Group: 1 International St
 Position Title (Long Text): D1 10089 PRINCIPAL CORRECTIONS OFFICER | Employee Sub-Group: PR Professional &
 Position Title (Over 40 Characters): PRINCIPAL CORRECTIONS OFFICER | Position Type: 21 GTA Replacem

Budget Title: 70007796 | D1 7796 CHIEF OF ADMINISTRATION | Pay scale type: P+ Professional &
 Pay Scale Area: WW Worldwide
 Pay Scale Group: D-1
 Existing Organizational Unit: 20010285 UNHQ TRAN EC
 New Organizational Unit: 20010285 UNHQ TRAN EC

Infotype Selection Pane

Plan version: Current plan
 Position: 31017306 | D1 10089 PRINCIPAL CORRECTIONS OFFICER
 Abbr.: ROL 10089

Active | Planned | Submitted | **Approved** | Rejected

Infotype Name	Selected	Time period
Object	<input checked="" type="checkbox"/>	<input type="radio"/> Period
Relationships	<input checked="" type="checkbox"/>	<input type="radio"/> From 01.01.1800 to
Description	<input checked="" type="checkbox"/>	<input type="radio"/> Today
Planned Compensation	<input checked="" type="checkbox"/>	<input type="radio"/> All
Vacancy	<input checked="" type="checkbox"/>	<input type="radio"/> From curr.date
Acct. Assignment Features	<input checked="" type="checkbox"/>	<input type="radio"/> To current date
Employee Group/Subgroup	<input checked="" type="checkbox"/>	
Obsolete	<input checked="" type="checkbox"/>	
Cost Distribution	<input checked="" type="checkbox"/>	
Address	<input checked="" type="checkbox"/>	

Select.

Position Chief of Org and modify personnel sub/area

The screenshot displays the 'umojja' system interface for maintaining a position. The main window is titled 'Start Process' and shows a progress bar with five steps: 1. Select Object, 2. Select Process, 3. Fill Out Form (current step), 4. Review and Send, and 5. Confirmation. Below the progress bar are buttons for 'Previous', 'Next', and 'Save Draft'.

The 'Attachments' section is empty. The 'Maintain Position Overview' section shows the position ID '31017306' and title 'D1 10089 PRINCIPAL CORRECTIONS OFFICER'. The 'Incumbent' section has fields for Name, Level (D-1), Contract End Date, and Contract Type.

The 'Option to Maintain Position' section includes radio buttons for: Position Title/Movement, HR Vacancy, Expire, Chief of Org. Unit, Freeze/Unfreeze, and Personnel Area/Subarea.

The 'Position Details' section contains various fields:

- Effective Date: 19.10.2015
- Personnel Area/Country: KH00 Cambodia
- Personnel Subarea/Duty Station: KH00 Phnom-Penh
- Position Title (Short Text): ROL 10089
- Position Title (Long Text): D1 10089 PRINCIPAL CORRECTIONS OFFICER
- Position Title (Over 40 Characters): PRINCIPAL CORRECTIONS OFFICER
- Budget Title: 70007796 D1 7796 CHIEF OF ADMINISTRATION
- Employee Group: 1 International St
- Employee Sub-Group: PR Professional &
- Position Type: 21 GTA Replacem
- Pay scale type: P+ Professional &
- Pay Scale Area: WW Worldwide
- Pay Scale Group: D-1
- Existing Organizational Unit: 20010285 UNHQ TRAN EC
- New Organizational Unit: 20010285 UNHQ TRAN EC

On the right side, there is a panel with a 'Plan version' dropdown set to 'Current plan'. Below it are fields for 'Position' (31017306) and 'Abbr.' (ROL 10089). A tabbed interface shows 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A table lists various filters with checkboxes: Object, Relationships, Description, Planned Compensation, Vacancy, Acct. Assignment Features, Employee Group/Subgroup, Obsolete, Cost Distribution, and Address. A 'Time period' section includes 'From' (01.01.1800) and radio buttons for 'Today', 'From curr.date', and 'To current date'. A 'Select.' button is at the bottom of the panel.