

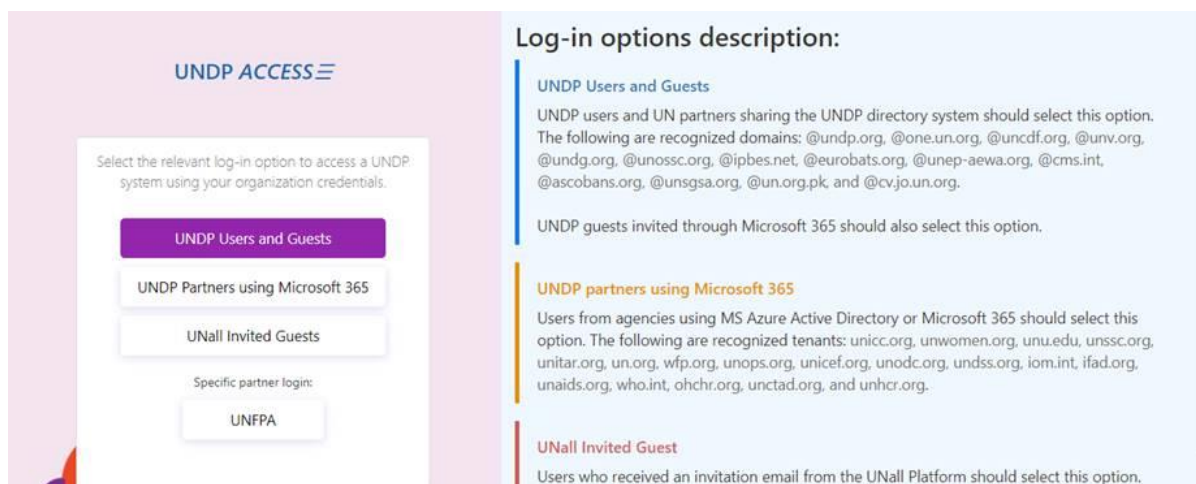
Guide to get started in UNall HR

1. Access to UNall portal

Access the portal via the link: <https://undp.service-now.com/unall>

Note: Browsers supported and recommended are Google Chrome & Firefox.

Click on the highlighted button 'UNDP Users and Guests' and use your UNDP Credentials (email) to log in following usual steps.



The image shows a screenshot of the UNDP ACCESS login interface. On the left, there is a panel titled "UNDP ACCESS" with a hamburger menu icon. Below the title, it says "Select the relevant log-in option to access a UNDP system using your organization credentials." There are four buttons: "UNDP Users and Guests" (highlighted in purple), "UNDP Partners using Microsoft 365", "UNall Invited Guests", and "Specific partner logins: UNFPA". To the right of this panel is a "Log-in options description:" sidebar. It contains three sections: "UNDP Users and Guests" (with a list of domains), "UNDP partners using Microsoft 365" (with a list of tenants), and "UNall Invited Guest".

Log-in options description:

UNDP Users and Guests
UNDP users and UN partners sharing the UNDP directory system should select this option. The following are recognized domains: @undp.org, @one.un.org, @uncdf.org, @unv.org, @undg.org, @unoss.org, @ipbes.net, @eurobats.org, @unep-aewa.org, @cms.int, @ascobans.org, @unsgsa.org, @un.org.pk, and @cvjo.un.org.

UNDP guests invited through Microsoft 365 should also select this option.

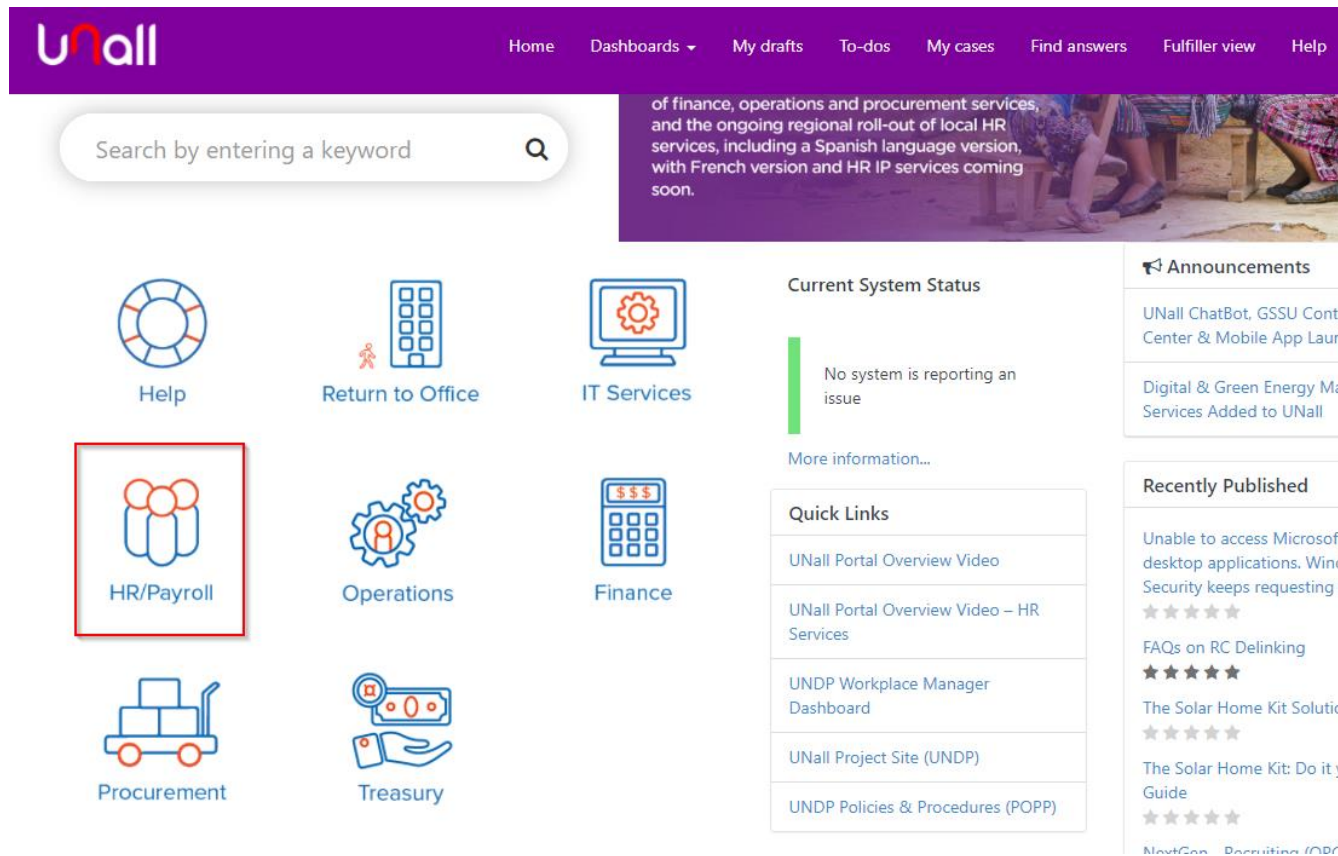
UNDP partners using Microsoft 365
Users from agencies using MS Azure Active Directory or Microsoft 365 should select this option. The following are recognized tenants: unicc.org, unwomen.org, unu.edu, unssc.org, unitar.org, un.org, wfp.org, unops.org, unicef.org, unodc.org, undss.org, iom.int, ifad.org, unaids.org, who.int, ohchr.org, unctad.org, and unhcr.org.

UNall Invited Guest
Users who received an invitation email from the UNall Platform should select this option.

If you are experiencing issues accessing the UNall platform, please report the incident through unall.it@undp.org

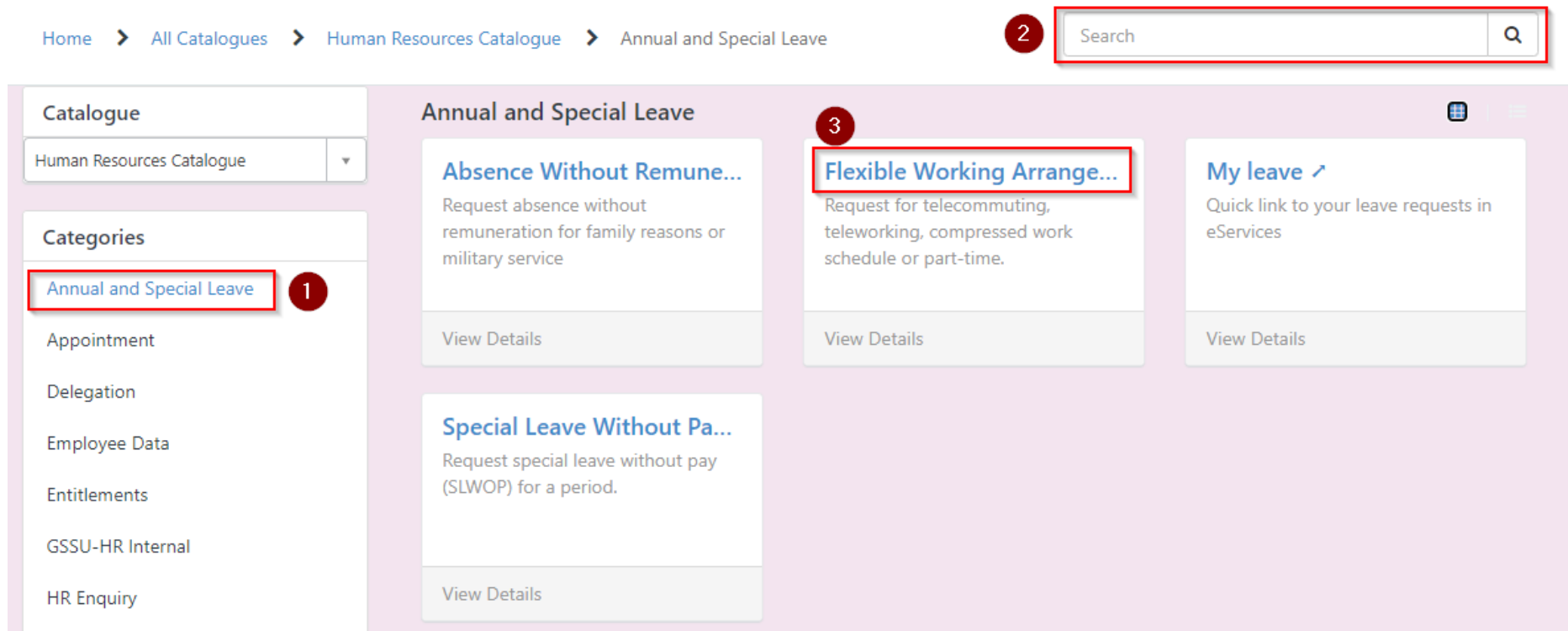
2. Find the relevant request form

Click the HR/Payroll icon which will take you to the catalogue of HR/Payroll requests.



The screenshot shows the UNall portal dashboard. At the top, there is a purple navigation bar with the UNall logo and a menu with items: Home, Dashboards, My drafts, To-dos, My cases, Find answers, Fulfiller view, and Help. Below the navigation bar is a search bar with the placeholder text "Search by entering a keyword" and a magnifying glass icon. To the right of the search bar is a purple banner with white text: "of finance, operations and procurement services, and the ongoing regional roll-out of local HR services, including a Spanish language version, with French version and HR IP services coming soon." Below the search bar and banner is a grid of service icons: Help, Return to Office, IT Services, HR/Payroll (highlighted with a red border), Operations, Finance, Procurement, and Treasury. To the right of the grid is a "Current System Status" section with a green bar and the text "No system is reporting an issue" and a link "More information...". Below that is a "Quick Links" section with a list of links: "UNall Portal Overview Video", "UNall Portal Overview Video – HR Services", "UNDP Workplace Manager Dashboard", "UNall Project Site (UNDP)", and "UNDP Policies & Procedures (POPP)". To the right of the Quick Links section is an "Announcements" section with two items: "UNall ChatBot, GSSU Contact Center & Mobile App Launch" and "Digital & Green Energy Management Services Added to UNall". Below the Announcements section is a "Recently Published" section with three items: "Unable to access Microsoft desktop applications. Windows Security keeps requesting permissions" (5 stars), "FAQs on RC Delinking" (5 stars), and "The Solar Home Kit Solution" (5 stars). Below the Recently Published section is a "NextGen Recruiting (GRC)" link.

Click on the menu items to see what requests are available, e.g. Annual and Special Leave (1):



The screenshot displays the UNDP HR Catalogue interface. At the top, a breadcrumb trail reads: Home > All Catalogues > Human Resources Catalogue > Annual and Special Leave. A search bar is located in the top right corner, labeled with a red circle '2'. On the left side, a 'Categories' menu is shown, with 'Annual and Special Leave' highlighted by a red box and a red circle '1'. The main content area is titled 'Annual and Special Leave' and contains three request cards. The first card is 'Absence Without Remuneration', the second is 'Flexible Working Arrangements' (highlighted with a red box and a red circle '3'), and the third is 'My leave'. Each card includes a brief description and a 'View Details' button.

You can also search via the search field for the topic you are looking for (2).

Click on the title of the request form to open it (3).

3. Submit a request form

When you have clicked on a request form, it opens for you to fill out.

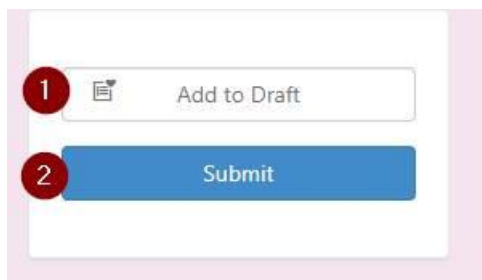
Some fields will already have information auto-populated such as your name, index number and organisation.

Please fill out the remaining fields. Either by using drop down menus when available or by entering information in the open (white) fields.

All fields with a red asterisk are mandatory.

Attachments can be uploaded at the bottom of the form.

1. You can save a draft of your request by clicking 'Add to Draft'. All information will be saved but not submitted to us. When you are ready to submit your request, you can return to your draft, complete it, and submit the request to us.
2. Submit the request to us by clicking 'Submit'.



4. Find your drafts and requests submitted

At the top of the page, you will find the navigation bar:



Click 'My drafts' for a list of drafts you have saved but not yet submitted.

Click 'My cases' for a list of your requests already submitted.