**De:**
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**Para:**
**Asunto:** Revised leave management procedures, functions and roles of Leave Monitors

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| cid:image006.png@01CF5732.EC9039D0**Revised leave management procedures, functions and roles of Leave Monitors**In order to further benefit from the improvements in HR processes brought by eServices, I am pleased to share with you the updated procedures and guidelines on the functions and roles of Leave Monitors. These come into immediate effect, with POPP having been updated to reflect the changes. Annual leave records are now exclusively maintained in Atlas and there is no requirement for the monthly hardcopy certification. However, certain authorized absences have not yet been converted into eServices (such as Compensatory Time Off and Jury Duty) and these will need to be entered by leave monitors in the Atlas Absence module.In January 2016, OHR will update you regarding the annual sign off of leave balance cards.I am also pleased to inform you of enhancements that have been made to the [My Leave module](https://info.undp.org/sas/Pages/LEAVE-My-Leave.aspx) in eServices which include the following:* an automated Absence Record Card
* automatic notification in case of Advanced Annual Leave
* automatic notification in case of Sick Leave exceeding 20 days in a 12 month period
* automation of Travel Days for Home Leave
* automatic calculation of Paternity Leave in non-family duty stations

The changes described above will reduce the time spent on managing leave and increasing efficiencies. The new reporting tools will also allow offices to manage and have a better overview of their staff members’ leave situation. Leave management and record accuracy is the responsibility of the staff member and their supervisor.OHR will organize three Webinars for leave monitors to introduce the new leave recording functionalities in eServices and to answer questions. The Webinars will take place on **Monday 5th October** and **Tuesday 6th October 2015**. To attend the Webinars you can register directly on the SAS website [**https://info.undp.org/sas/Pages/LEAVE-My-Leave.aspx**](https://info.undp.org/sas/Pages/LEAVE-My-Leave.aspx)**.**  I request that you please make sure that your Leave Monitors attend one of the Webinars.Please see below for the updated guidelines for Leave Monitors:

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| **Revised Functions and Roles of Leave Monitors**With the introduction of eServices, the role and functions of leave monitors have changed.  eServices has reduced the need for leave monitors to record and administer leave in the Atlas Absence module.  At present, annual leave, home leave, uncertified sick leave, certified sick leave, family leave, maternity leave, paternity leave and SLWOP are now requested, recorded and approved directly in eServices, between the staff member and their supervisor. As such, the leave monitor’s functions have shifted away from monitoring towards advising functions on questions of leave. More specifically:* Informing and training  new staff members on how to use My Leave in eServices;
* Assisting staff members who have questions on leave;
* Assisting staff members or HR  if there is a one-time need for adjusting a leave balance, including for staff being seconded or transferred to UNDP;
* Entering leave types not yet included in e-Services (such as Compensatory Time Off, Jury Duty, R&R) in the Absence module and ensuring requested documentation to be kept on file for audit purposes;
* Executing the yearly absence Record Card; and
* Keeping management informed on any issues pertaining to leave

There is an updated version of the [**Guide for Leave Monitors**](http://sas.undp.org/Documents/Guide%26FAQ_eServices_Leave.pdf) on the eServices Leave module, as well as an [**FAQ for staff**](https://info.undp.org/sas/Pages/FAQs-for-Staff.aspx)and[**FAQ for Leave Monitors**](https://info.undp.org/sas/Pages/LEAVE-LM-FAQs-for-Leave-Monitors.aspx) on the eServices Leave module for staff members. As a Leave Monitor your Atlas Argus focal Point should set you up with the **‘Absence Processor’** profile as the eServices Leave module is linked to the Absence Module. Everything entered in eServices will automatically be entered into the payroll module for absences. Please familiarize yourself with the data entry procedure in the absence module (section 2.3 of the Guide for Leave Monitors).Current leave recording procedures will be amended to require that Attendance Cards be signed off yearly, by 15 February. The Attendance Card will be signed by 1) the staff member; 2) the direct supervisor; and 3) the leave monitor.  Attendance Cards will be filed by the leave monitor for audit purposes.You may find further information on the SharePoint site on the SAS website [**https://info.undp.org/sas/Pages/LEAVE-My-Leave.aspx**](https://info.undp.org/sas/Pages/LEAVE-My-Leave.aspx) |

Warm regards,Martha Helena

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