Atlas HR eServices – My Leave

Version 14 September 2015

Check for newer versions on OHR/SAS website

This document covers My Leave, the leave module in Atlas HR eServices. HR eServices is accessible through Atlas HCM - the HR module in Atlas.

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1. My Leave

1.1. Overview

The Office of Human Resources (OHR) in collaboration with Office of Information Systems and Technology (OIST) of the Bureau of Management (BoM), have developed the HR eServices module in Atlas, which automates HR processes such as leave management, rental subsidy and education grant submissions.

In addition HR eServices module allows staff members to access their personal human resources information such as pension, payslips, bank and salary distribution information, insurance and dependency information, and the option to change address, contact information, functional title and emergency contact information as well as the Performance Management system.

1.2 Organizational benefits

Why HR eServices?

1. HR eServices provide a global and 24/7 solution to a centralized and auditable leave system. All leave records are managed in one central system including:
    - documentation of submission,
    - documentation of approvals, and
    - supporting documentation.
2. HR eServices provide a solution for business continuity in situations of disaster/force majeure. If local paper records are lost they will be available in the ERP system.
3. HR eServices offer added data quality;
   The system will check:
    - that leave periods are not exhausting the entitlement,
    - that there are no overlapping leave periods,
    - the accurate count of leave days,
    - the eligibility for leave through display of relevant data such as contract type, contract expiry date, leave balances, and

- proper date validation, including weekends and holidays.

4. HR eServices provide transparent information to the staff member on leave balances and leave records; increasing data accuracy and quality.
5. HR eServices provide real-time updates. This is important for IPSAS requirements ensuring continuous and real-time updates of leave accruals.
6. HR eServices supports the leave policies of the organisation, through design of data validation, built-in approval flows and the application form itself.

1.3 Objectives

The objective is to offer additional features in HR eServices.
There are some leave types that are not yet in eServices; e.g. R&R, Official Business, Jury Duty Leave, Adoption Leave, Compensatory Time Off/Day Off. The plan is to get these into eServices in 2015.
In addition there is a need to strengthen some of the existing leave modules, in particular the SLWOP module.
Service Contract holders now have access to eServices and the leave module. A regional implementation will gradually take place in 2015.

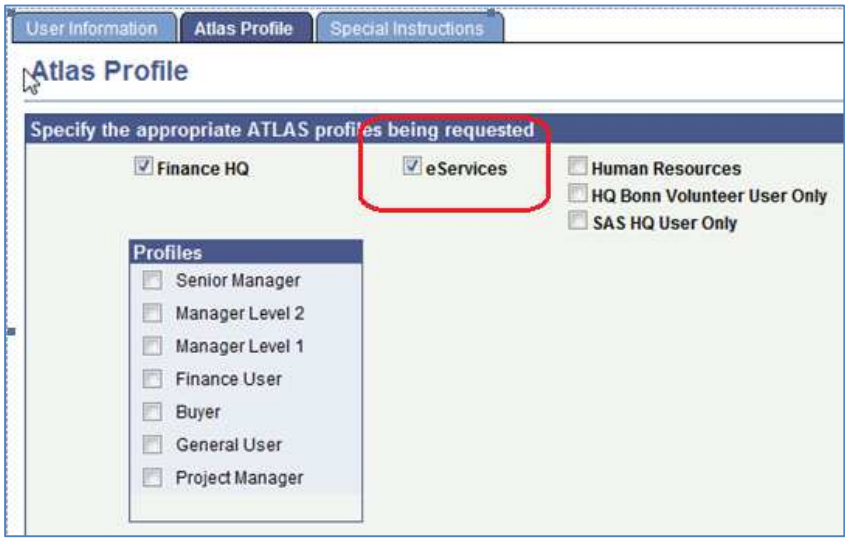
1.4 How to get access to eServices

The **HR eServices Leave Module** is located in Atlas HCM (https://hr.partneragencies.org).

You need an Atlas user name to access. You can always check if you have access by clicking 'Forgotten Password' (see below) and follow instructions. If you have a user name, then you will be emailed a password within a few seconds.

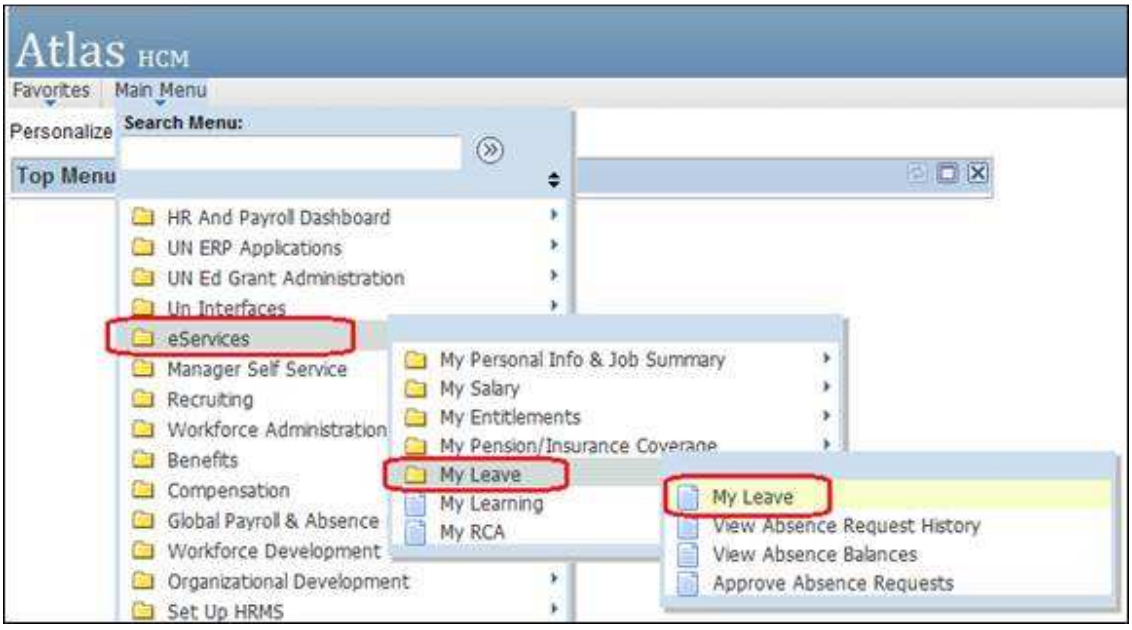
If you don't have an Atlas user name, then please contact your local Argus Focal Point. This is the person in your office who can create Atlas user names. If you don't know who is your Argus Focal Point then ask your HR, Operations or Finance office, they would know.

This is the Atlas profile you should have for accessing eServices – you may have additional profiles:



1.5 Set up My Leave for the first time

The **Leave application** is located in **eServices/My Leave/My Leave.**



Before you apply for leave you have to fill in the names of your HR Focal Point(s), Leave Monitor and Supervisor(s) – and click 'Save'.

You can enter as many as 2 HR Focal Points and 3 supervisors. They do not have to be your supervisors, but it could also be the person in the office approving your leave, if your supervisor is away from the office.

1.6 Who is the HR Focal Point?

If you are local staff your HR Focal Point will be someone from your local HR office.

If you are international staff your HR Focal Point is someone from OHR/SAS. International staff and staff located in New York can click the following link to locate the HR Focal Point.

Tip: For **international staff outside New York** it is a good idea to **add two HR Focal Point names**; one from the local HR Office and one from OHR/Benefits and Entitlements Services or JPO Service Centre. The reason for this is that when you apply for Home Leave, make sure your HR Focal Point is someone from your local HR office.

1.7 Who is the Leave Monitor?

The Leave Monitor will be someone located in your office, since monitoring of leave is decentralized to the individual units/offices. If in doubt please ask your supervisor or your local HR office.

Please note that the Leave Monitor in Atlas eServices should not be a Service Contract holder. Service Contract holders should not administrate/manage core functions.

2. Being a Leave Monitor

2.1 The role of the Leave Monitor

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 emergency 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 eServices (such as Compensatory Time Off, Jury Duty, R&R) in the Absence module and ensuring that staff members are signing off on leave balances at prescribed intervals;
- Executing the yearly absence Record Card; and
- Keep management informed on any issues pertaining to leave.

2.2 Which Atlas profile is required to be a Leave Monitor?

As a Leave Monitor your Argus focal Point should set you up with the 'Absence Processor' profile:

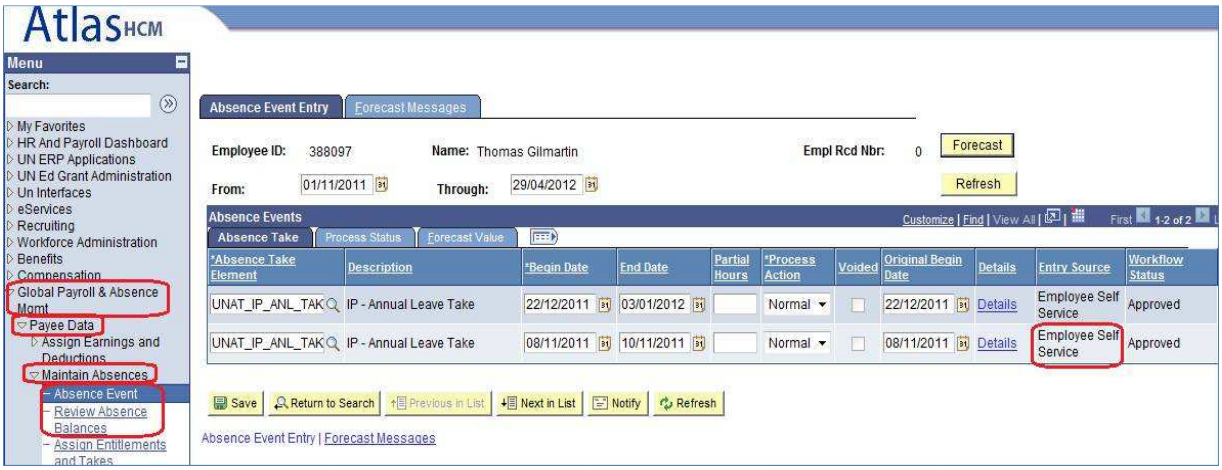
This will provide you access to the Absence Module.

2.3 The Absence Module

The eServices Leave module is linked to the Absence Module. Everything entered in eServices, will automatically be entered into the payroll module for absences.

The Absence module – or more correctly the Absence Event page - is located in Global Payroll & Absence Mgmt / Payee Data / Maintain Absences. In this site you can view all the leave for your staff members, check the status (approved, submitted, …) and whether the leave was entered through eServices (Entry Source will say 'Employee Self Service') or by the Leave Monitor (Entry Source will say 'Administrator').

In addition if you click the link 'Details' you can check if it has been processed by Payroll (the status will be Finalized).



Using the Absence Module to add, delete or edit a leave

In the Absence Module you can enter a new leave, delete a leave or edit a leave on behalf of staff. If there is a leave that is not yet in eServices; e.g. Adoption Leave, you can manually enter a new leave.

In addition, you can use the Absence Module as a 'back-door' entry to assist staff with leave entered through eServices. Normally, Leave Monitors should not use the Absence Module to adjust leave periods entered by a staff member, but sometimes it may be needed; e.g. if a staff member does not have access to Internet or computer and needs to amend a submitted or approved leave.

In the Absence Event page the Leave Monitor can:

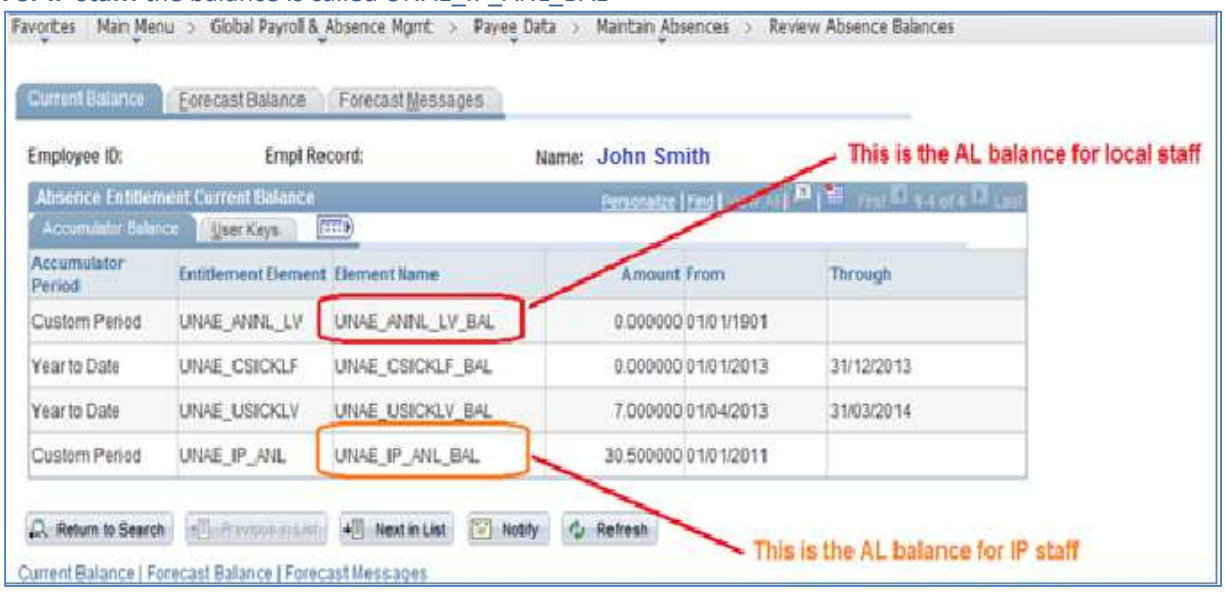
- change the dates of a leave period: note that 'Original Begin Date' should be the same as 'Begin Date', click 'Save'
- delete a leave: click the minus (-) sign next to the leave and click 'Save'. Any annual leave balance or home leave points balance already deducted, will automatically be granted back. But it is good practice to check that this happens when next payroll is processed.

- change the status of a leave to ‘Approved’: click the ‘Details’ link, tick ‘Manager Approved’, and click ‘OK and ‘Save’
- Add a leave period manually: click the plus (+) sign, select the leave type and enter the period, click ‘Details’, click ‘Manager Approved’, ‘OK’ and click ‘Save’.

2.4 Leave balances

There are two different Annual Leave balances

Please note that there are two different Annual Leave balances:
For local staff: the balance is called UNAE_ANNL_LV_BAL
For IP staff: the balance is called UNAE_IP_ANL_BAL



How to adjust a leave balance

Sometimes a Leave Monitor may need to manually **adjust a leave balance in Atlas**.
Normally leave balances – Annual Leave balance, Home Leave Points balance, and Uncertified Sick Leave balance – are automatically processed when entered and approved through eServices.

When you adjust a balance, then make the adjustment for the current month. Even if the leave period where the adjustment is required is for a previous month. E.g. if for some reason an Annual Leave did not take into account a Holiday in the leave period (this is normally done automatically), and actually deducted an AL day from the balance, then make the adjustment in the current month, not in the month of the actual leave period.

The below are adjustments to IP staff. If you want to adjust AL for a local staff member, then just use the local Pay Group and Calendar ID and use the element name ‘Annual Leave’ instead of ‘IP-Annual Leave’.

TIP: you can see the current balance in **Global Payroll & Absence Mgmt / Payee Data/ Maintain Absences / Review Absence Balances**. Note: the balance will not show the accumulated balance for the current month, unless Payroll has been finalized for the current month. Example: if you look at a balance the 10th of a month then the AL balance (the 2.5 days for FTA or 1.5 days for TAs) or HL Points balance is not yet updated. It is only updating at the end of the month – typically between the 20-25th of a month. This is important to know when you adjust balances, then you need to take this into account.

How to adjust a Home Leave Points balance

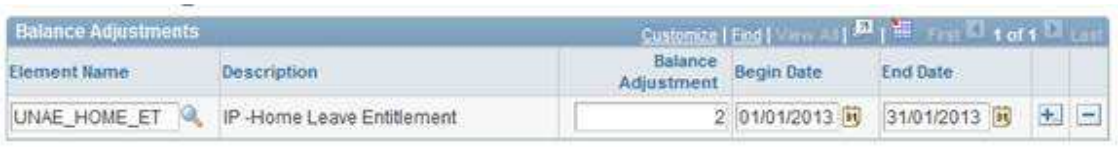
Go to **https://hr.partneragencies.org /Global Payroll & Absence Mgmt / Payee Data / Adjust Balances / Absences**
Enter index number.
In the Pay Group field; e.g. for UNDP IP staff enter IP_UNDP
In the Calendar ID field, enter IP_ (click on the magnifying glass and select the Calendar ID for the current month (example: select IP_UNDPA 2013M01 if the current month is January 2013 - always make the balance adjustment for current month – in this example January)
Click 'Search'.

In the next screen, enter the 'Element Name' as 'IP-Home Leave Entitlement'

In the 'Balance Adjustment' field, enter the balance adjustment (e.g. if you want to **deduct** 2 HL points write -2, if you want to **add** 2 HL points write 2).
The 'Begin Date' and 'End Date' will default to current month – keep these dates.

Click 'Save'

The updated HL points will show in Atlas after the finalization of payroll for IP staff – typically around the 20-25th of a month.



How to adjust an Annual Leave balance:

https://hr.partneragencies.org / Global Payroll & Absence Mgmt / Payee Data / Adjust Balances / Absences
Enter index number.
In the 'Pay Group' field, enter the pay group for the SM; e.g. if IP UNDP staff then enter IP_UNDP, if local staff enter the local pay group
In the 'Calendar ID' field, enter the calendar ID; e.g. for IP staff enter IP_ (click on the magnifying glass and select the Calendar ID for the current month (example: select IP_UNDPA 2013M01 if the current

month is January 2013 - always make the balance adjustment for current month – in this example January)

Click 'Search'.

In the next screen, enter the Element Name; e.g. for IP staff 'IP - Annual Leave' or local staff 'Annual Leave'.

In the balance adjustment field, enter the balance adjustment (e.g. if you want to **deduct** one day then write -1, if you want to **add** one day they type 1).
The 'Begin Date' and 'End Date' will default to current month – keep these dates.

Click 'Save'

The updated AL balance will show in Atlas after the finalization of payroll – typically around the 20-25th of a month.

How to 'zero' out a leave balance upon separation

Upon separation of a staff member, unused Annual Leave days are commuted to cash.

The unused Annual Leave days are entered as One Time (Positive Input) in Atlas.

In the below example **two days** (therefore 2 in the Unit field below) of unused Annual Leave is entered as One Time Positive Input – the COB is in December 2012 and therefore the Calendar ID is for December 2012. Note that two lines are entered; one line for **Staff Assessment** (Commutation ANL LV **SA**-Accrual) as a **Deduction** and one line for **Gross Salary** (Commutation ANV LV **GRS**-Accrual) as an **Earning** – entering it this way the staff member will receive the **Net Salary** amount for 2 Annual Leave days:

One Time (Positive Input)

Employee ID: 12345 Name: John Smith Empl Record: 1

Pay Group: IP_UNDP Description: International Prof.(UNDP) Pay Entity: USA_IP

Calendar ID: IP_UNDP 2012M12 Begin Date: 01/12/2012 End Date: 31/12/2012

This Calendar is finalized. Any changes will be considered during retro processing.

Earnings and Deductions

Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code
Deduction	UNDD_COM_LVA	Commutation ANL LV SA-Accrual	1	Override	2.000000			USD
Earnings	UNER_COM_LVA	Commutation ANV LV GRS-Accrual	1	Override	2.000000			USD

Using the above example, where the staff member was paid out the unused leave of two days, then the 2 days should be 'zeroed' out in the Absence Module so the balance ends in 0.

The COB for the staff member on the separation date is 29/12/2012

In order to offset the current balance of 2 days, the leave monitor has to enter a balance adjustment of -2.0 days using the COB month (Dec 2012) and also change the End Date to match the COB date which is 29/12/2012 – see below.

Adjust Absence Balances

Absences

Employee ID: 12345 Name: John Smith Empl Record: 1

Pay Group: IP_UNDP Description: International Prof.(UNDP) Pay Entity: USA_IP

Calendar ID: IP_UNDPA 2012M12 Begin Date: 01/12/2012 End Date: 31/12/2012

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments Personalize | Find | View All | First 1 of 1 Last

Element Name	Description	Balance Adjustment	Begin Date	End Date
UNAE_IP_ANL	IP - Annual Leave	-2.0	01/12/2012	29/12/2012

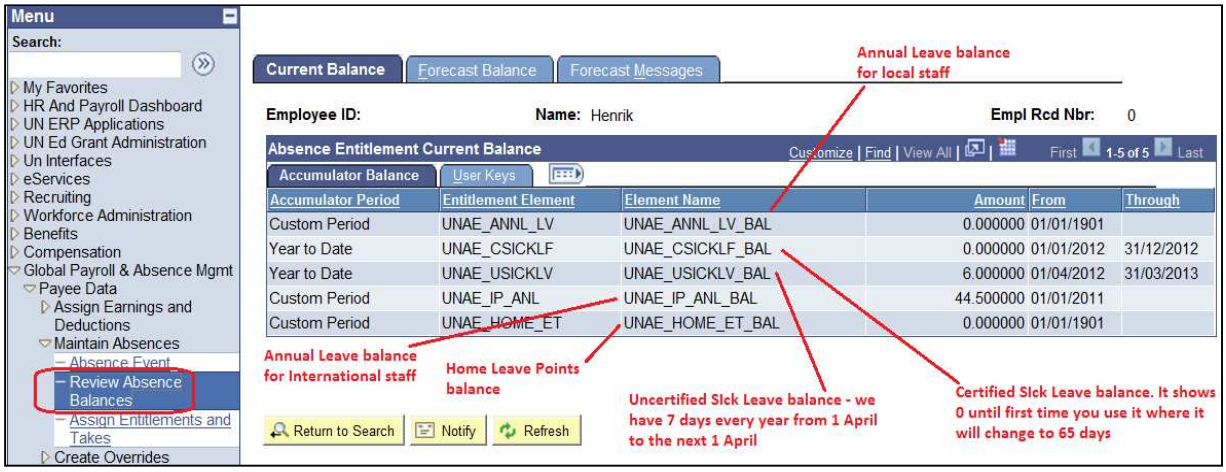
Leave balances for Service Contract holders or leave not yet in eServices

Leave balances, sick leave balances and home leave points balances will automatically update when staff enter leave through eServices.

If you administer leave for SC contracts, UN volunteers, or if you administer other agencies' leave it should not be necessary to manually adjust leave balances. As long as you enter the actual leave period in the Absence Event page, the leave balances will automatically be deducted in the month of the leave.

The different balances in the leave module

There are different balances in the leave module – see below:



Note on balances:

- The **Uncertified Sick Leave/Family Emergency Leave balance** of 7 days is re-set every year 1 April to 7 days. Staff will not carry over any un-used Uncertified Sick Leave days.
- The **Certified Sick Leave balance** is 65 days. If a staff member have not used it before it will show 0 days, until he/she is using it for the first time and it will show 65 days less the days he/she applied for.
- The **Home Leave Points balance** is cut off at 40 points. A staff member will only start accumulating again after he/she takes Home Leave and 24 HL points are deducted.
- **Annual Leave balances** are cut-off at 60 days every year in the month of April. But after that a staff member can still accumulate above 60 days, until next April where it is cut-off again.

Check if manual adjustments were made to a SM

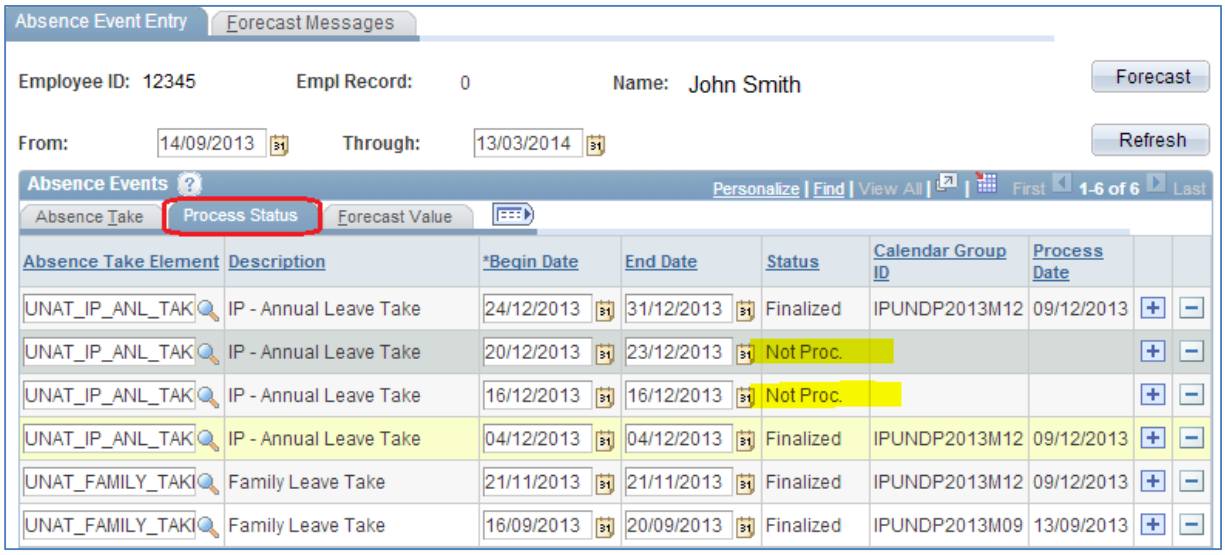
Sometimes you need to trouble shoot a leave balance. If you want to check is someone manually adjusted a leave balance, you can use the query **UN_ADJUST_ABSENCE_BAL_AUDIT** to check for balance adjustments. Enter the query in Atlas HCM/Reporting Tools/Query.

Check if an Annual Leave period was deducted the Annual Leave balance

The Annual Leave balance is deducted in the month you take the leave. And it is deducted when Payroll is finalized for that month – typically around the 20th of a month (+- a few days).

But you can always check in the Absence Event page *(Global Payroll & Absence Mgmt / Payee Data / Maintain Absences)* if a leave period was actually deducted – see below:

The status '**Finalized**' indicates that balances were updated, whereas '**Not Proc.**' Indicates it was not processed and balances were not updated.



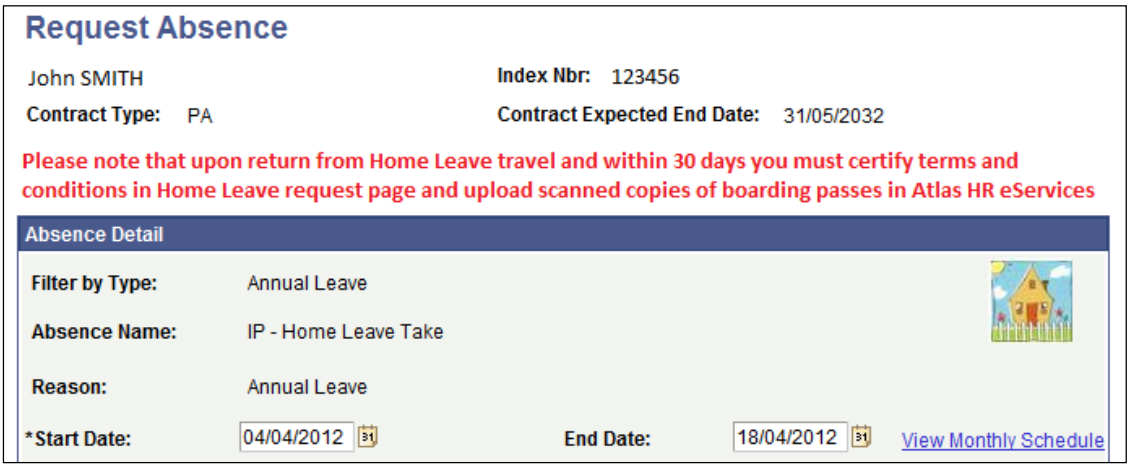
2.5 Home Leave

Home Leave is a complex leave type, since it is not only a leave period but also a travel entitlement.

Certification of Home Leave and upload of proof of travel

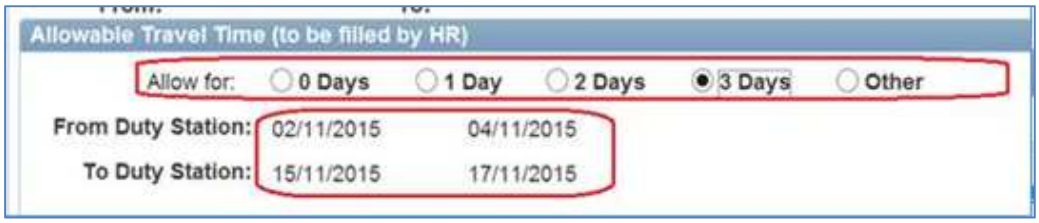
Staff applying for Home Leave will need to certify that home leave took place as authorized (see also FAQ on this). It is mandatory to certify the Home Leave, but it is **not** mandatory to upload proof of travel – only recommendable. Staff should keep the original proof of travel for two years or until the next Home Leave travel. It is the staff member's responsibility to certify a home leave.

Please note that when staff upload a file, then the file name should be less than **50 characters**, and it should not include any **'special' characters** such as õ, ú or é.



How to manually adjust Travel Time for Home Leave

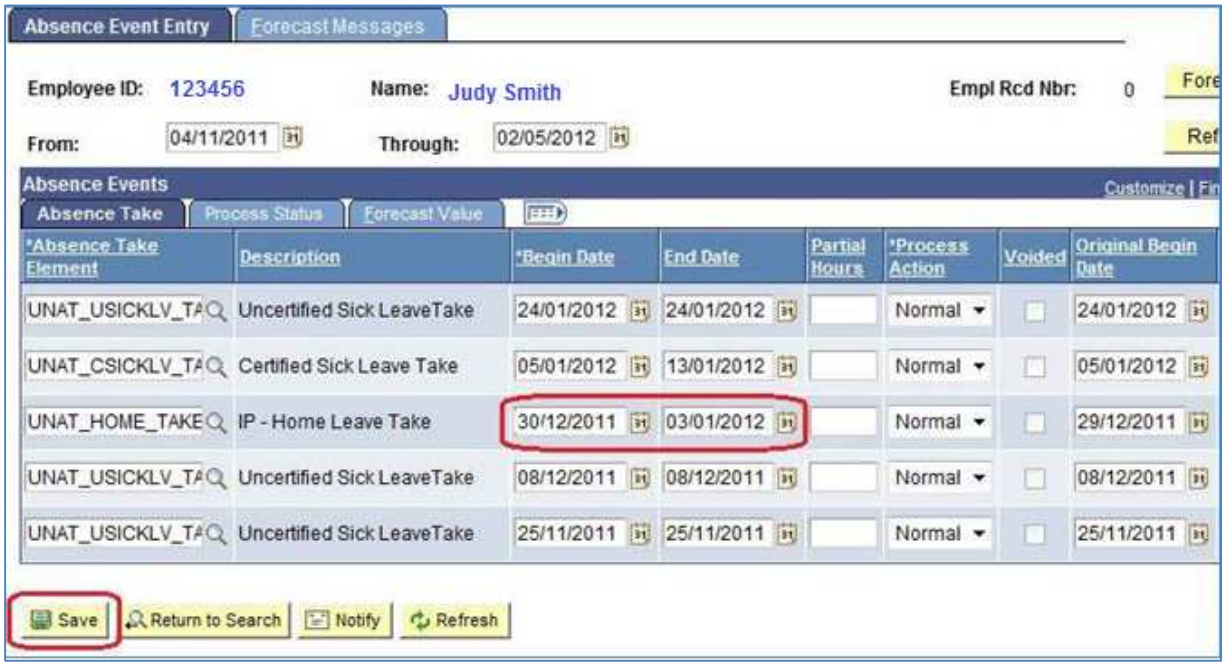
Normally it should not be needed to manually adjust Travel Time for Home Leave. When HR approves the Home Leave, there is the option to click how many days are granted as Travel Time. The periods will then calculate automatically.



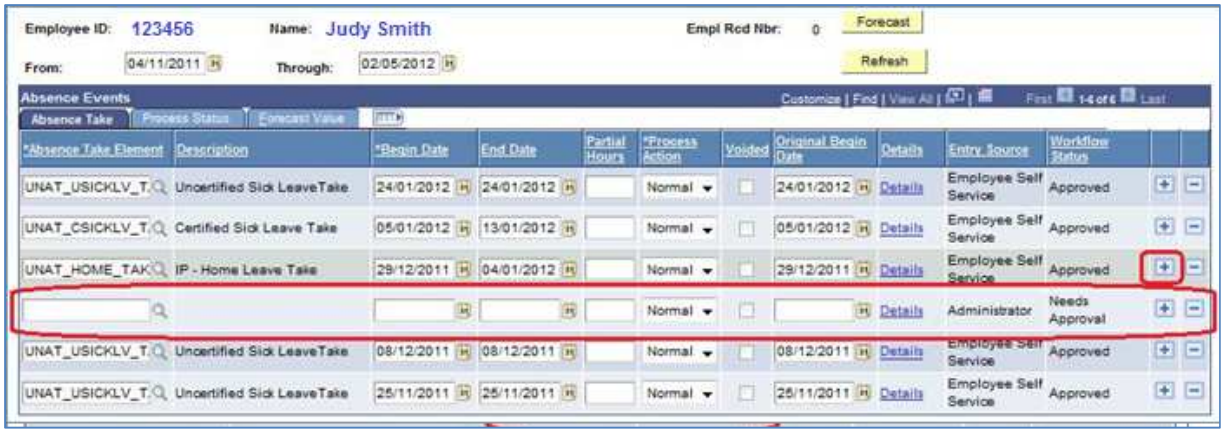
If for some reason the Travel Time has not been indicated, then the Leave Monitor can enter and adjust Travel time in the Home Leave application when a Home Leave is approved. Leave Monitor will need to enter two periods of travel time and/or adjust the actual leave period so the travel time and the leave period does not over-lap.

1. Adjust the Home Leave period.

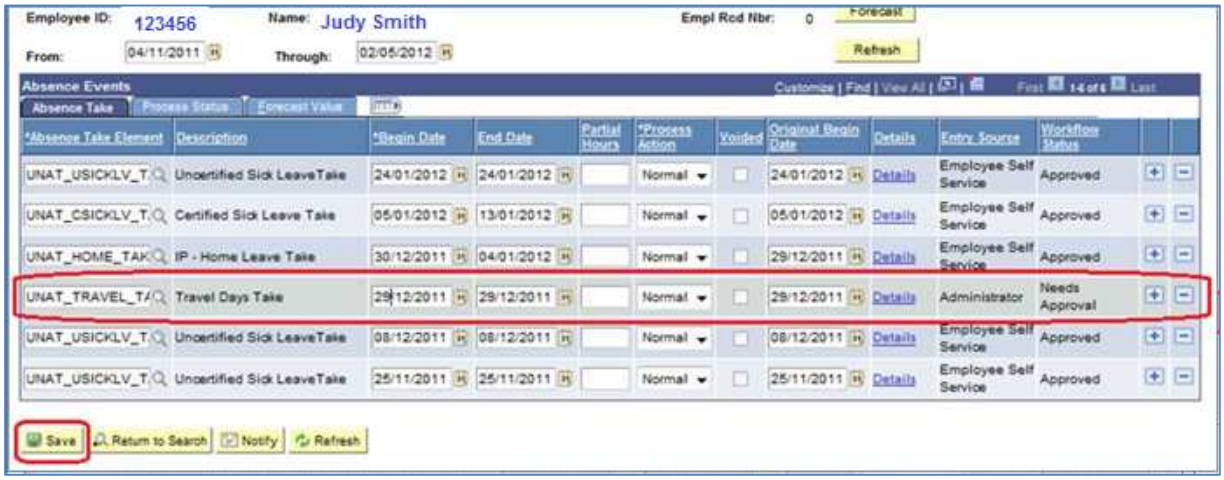
a. You may need to adjust the Home Leave period if the travel time is over-lapping.
b. You adjust the requested Home Leave period in ***Global Payroll & Absence Mgmt/Payee Data/Maintain Absences/Absence Event***
c. Change the ***Begin Date*** and ***End Date*** if needed (the Original Begin Date should be the same as Begin Date) and click 'Save'



2. **Enter the allowable Travel Time.**
   If you manually have to enter Travel Time, the HR Focal Point will inform of the actual travel time from the travel quote and the number of allowable travel days.
   a. You enter two lines of Travel Take – one line for travel to the home country and one line for travel back to the duty station. Click the + sign to insert a new row:



   b. Enter the Travel Take element (click the Magnifying Glass to locate the take) and fill in the dates for the **travel to the home country – click 'Save'**:

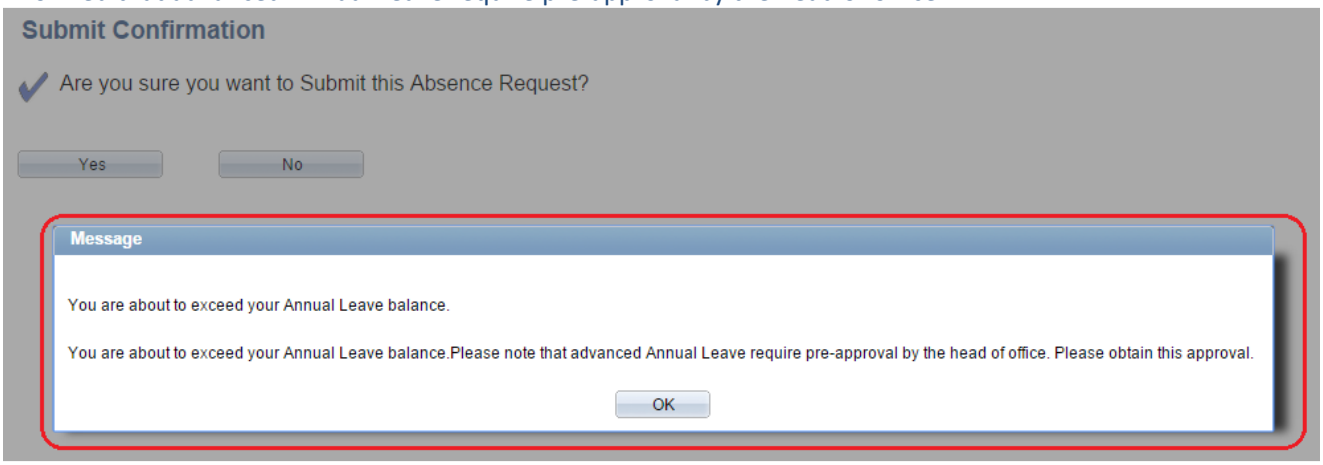


c. Make a new row and enter the Travel Take for the **travel to the Duty Station, enter dates and c**lick 'Save'

2.6 Advanced annual leave

Advance annual leave may in exceptional circumstances be approved by the head of office up to a maximum of 10 working days provided that his/her service is expected to continue for a sufficient period to accrue the leave.

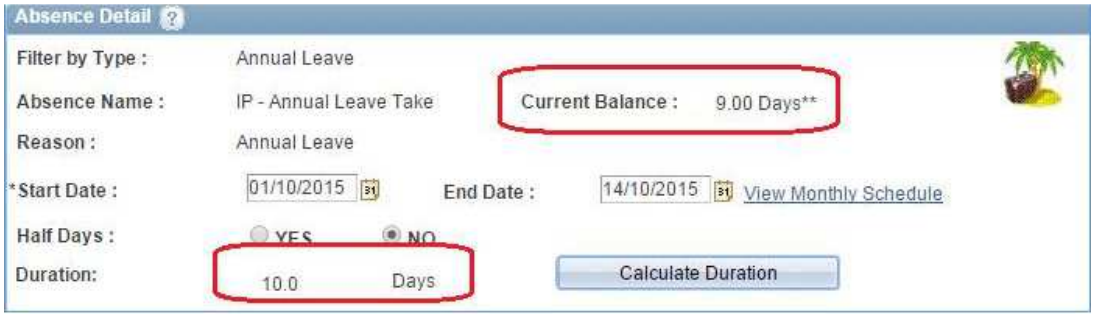
A warning message has been added if you apply for advanced annual leave. The staff member is informed that advanced Annual Leave require pre-approval by the head of office.



The warning message takes into account the leave entitlement staff accrue every month; e.g. for staff on FTA contracts 2.5 days every month.

Example: If a staff member has a balance of 9 days and apply for 10 days in the next month, it will not be considered advance Annual Leave and the staff member will not receive a warning. The leave period

is for 10 days, but in the month the staff takes the leave, the balance will be 9 days + 2.5 days = 11.5 days.



But if staff apply for 15 days next month and currently have a balance of 9 days, it will be considered advance Annual Leave, as the balance will go into minus in the month the leave is taken; e.g. 9 days + 2.5 days of entitlement – 15 days taken = - 3.5 days.

It is possible to click 'OK' to the warning. The warning will be repeated in the eServices leave window:

2.7 Compensatory Time Off / Compensatory Day Off

CTO and CDO are not yet in eServices and you would therefore need to process it manually.

A staff member would need to apply using a paper form.

Please note that CTO and CDO are slightly different.

CTO applies only for local staff whereas CDO applies to IP staff members when traveling on official business on non-working days and UN holidays. CTO is also used for over-time for local staff. The CDO/CTO should be exercised within 4 months of return of travel.

Please read the POPP on Route, Mode of Transportation, and Standard of Accommodation:

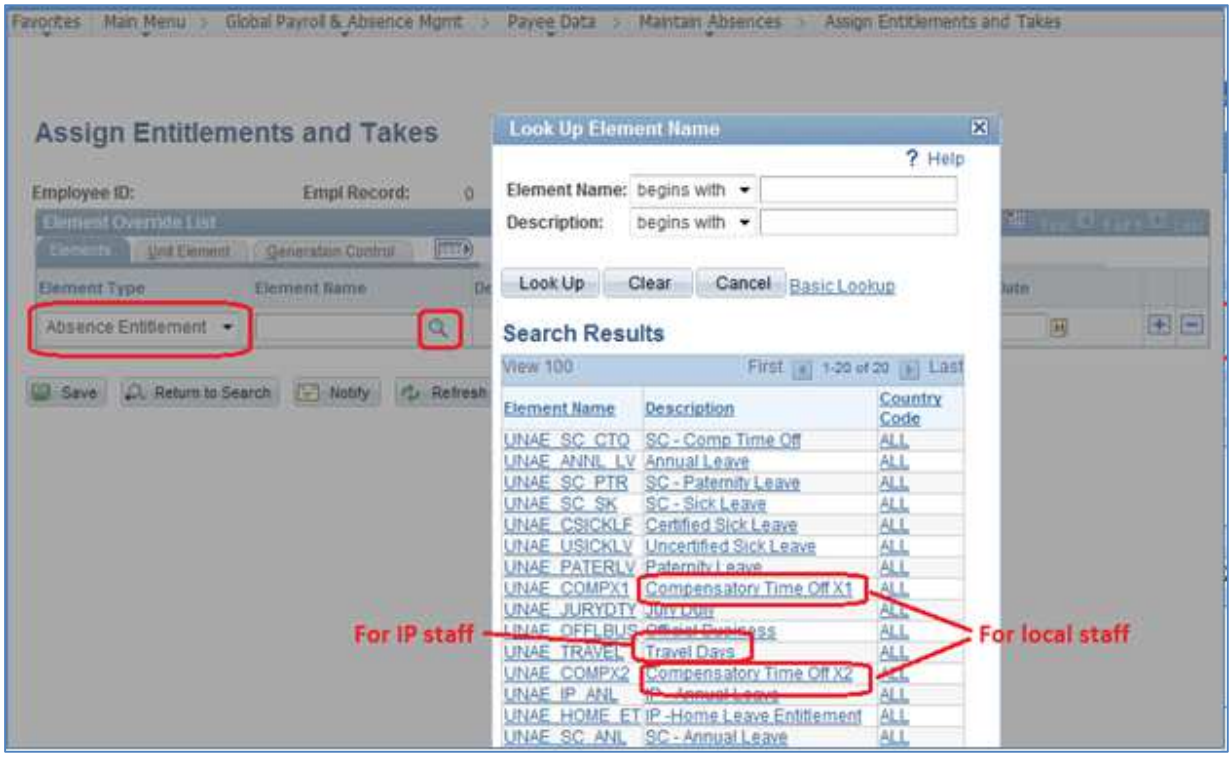
"Actual travel time spent by a staff member during a normal working day shall not be charged to annual leave.
A staff member shall be granted a compensatory day off if required to travel on a non-working day from the duty station to a place of mission. This compensatory day off may be exercised immediately after that non-working day or within four months of return to the duty station. For example, if a staff member is required to travel on Sunday to enable him/her to attend a meeting on Monday, one day of compensatory day off shall be given to the staff member. If it is necessary for the return travel to also

take place on a non-working day, the staff member shall be allowed another compensatory day off. If the compensatory day off on the outbound travel was not taken immediately after the non-working day, it can be taken separately or together with the compensatory day off for the return travel in which case the two compensatory days off can be taken on two consecutive days upon completion of the entire journey."

When you register the CDO or CTO **entitlement** in the Absence Module you should use:

- **Compensatory Time Off X1** or **-X2** for local staff
- **Travel Days** for IP staff – IP staff cannot use CTO and since there is no CDO entitlement in Atlas you would need to register it as Travel Days.

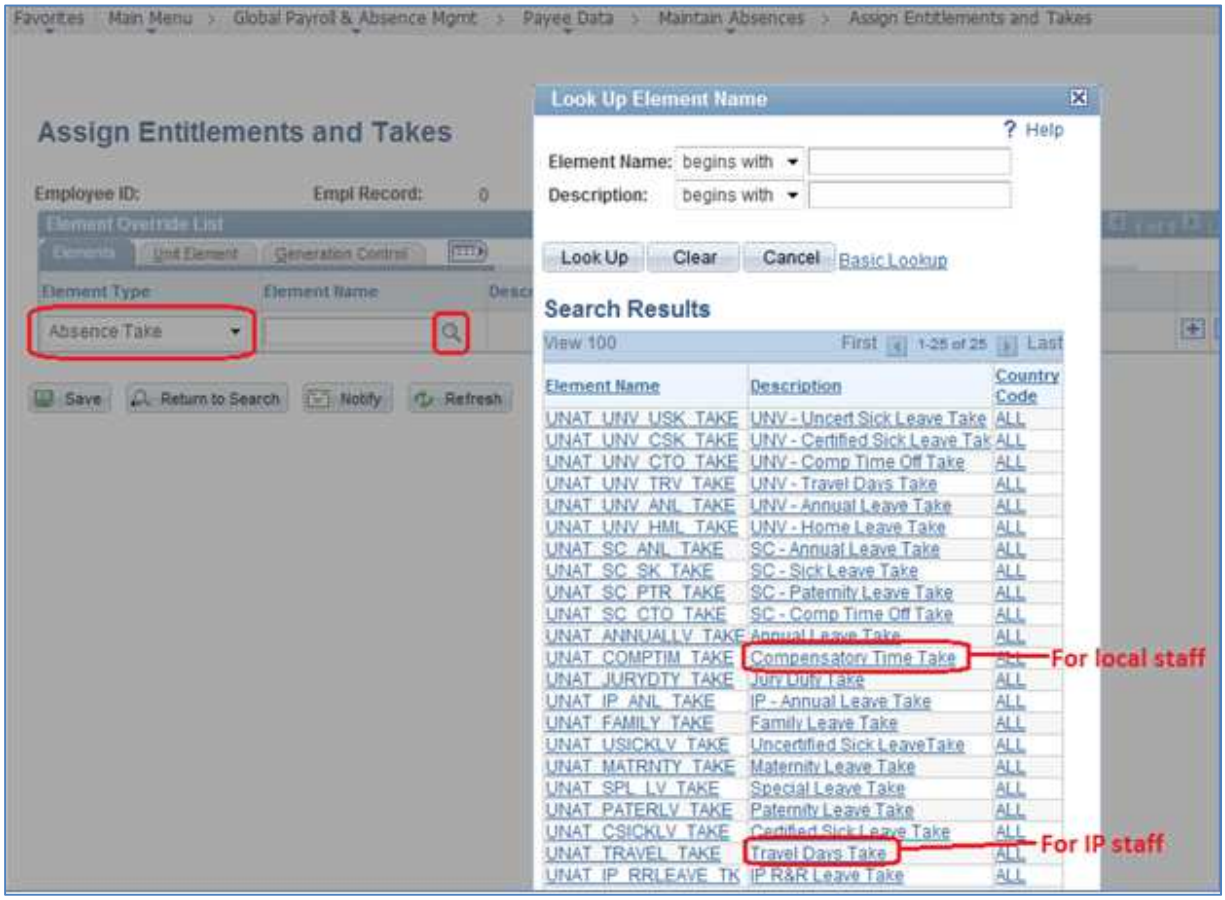
See below:



When staff wants to take the days earned (their entitlement) you should register the CDO or CTO **take** in the Absence Module as:

- **Compensatory Time Take** for local staff
- **Travel Days Take** for IP staff

See below:



2.8 The Attendance Record Card

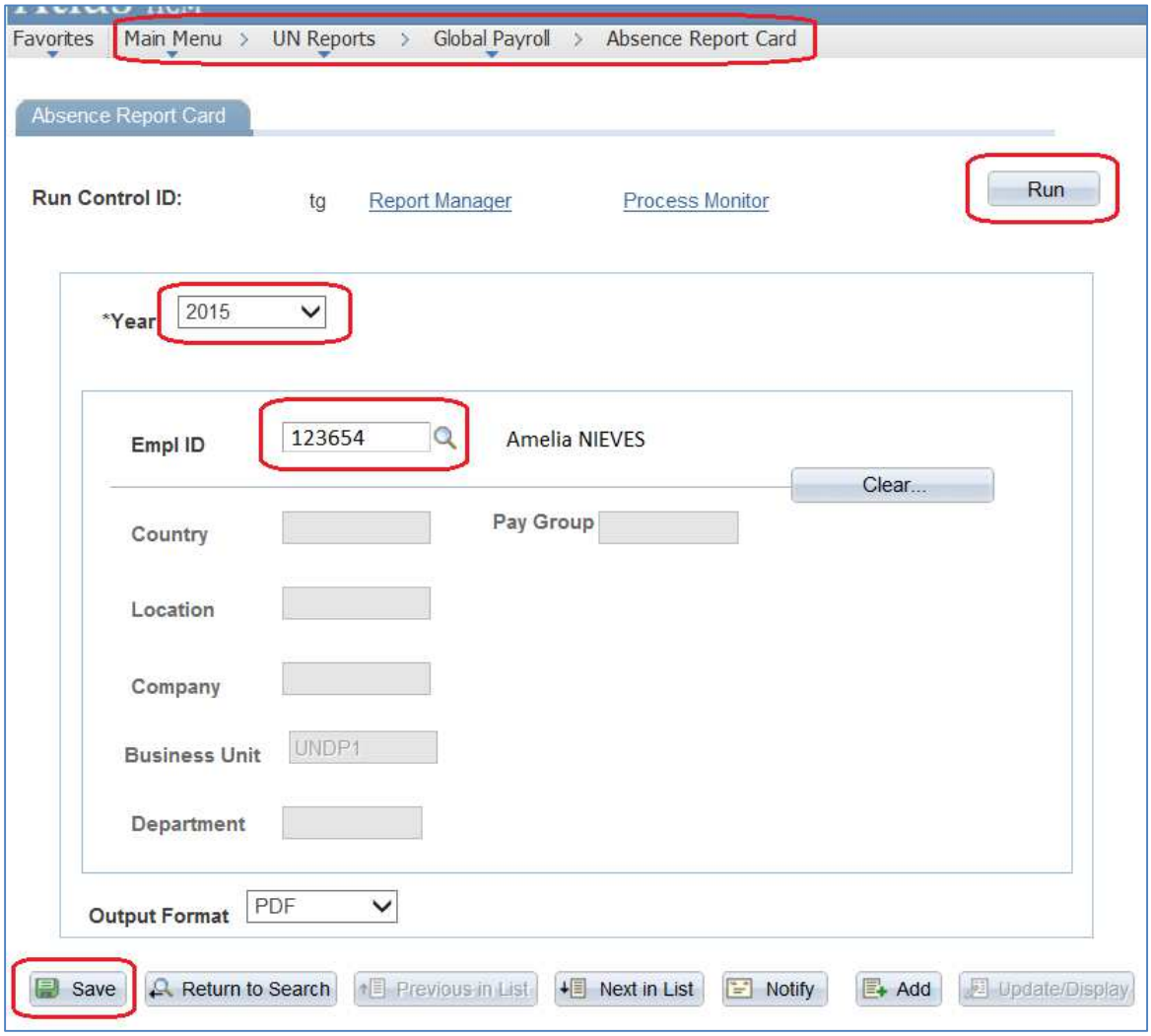
Staff sign-off on the Attendance Record Card

When a Leave Monitor is copied on an approved leave, then enter the leave in the excel version of the Attendance Record Card. It is the plan to discontinue this practice of 'double book-keeping', but please continue to do so until further notice. The excel version of the Attendance Record Card is used for monthly sign-off by staff. Typically the sign-off is done on a quarterly basis. In addition to moving away from the 'double book-keeping' it is the plan to move to a yearly sign-off.

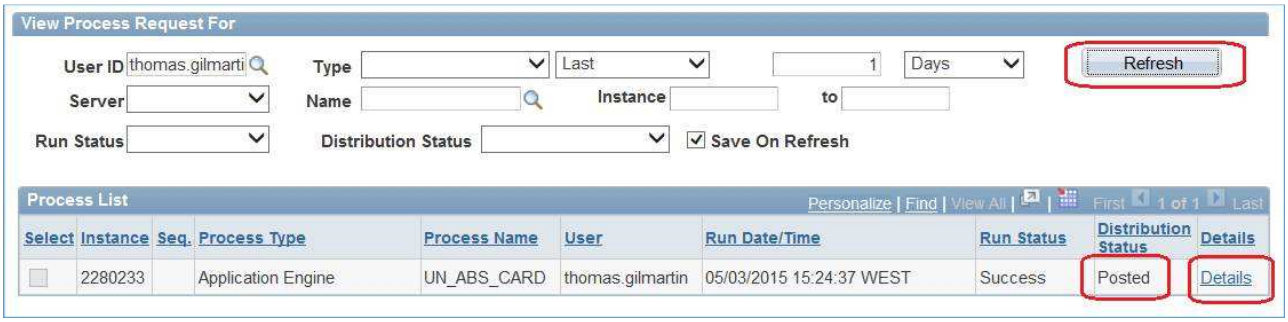
The Absence Record Card in Atlas

There is a new feature in Atlas where you can pull an Absence Report Card for a single staff member or for all staff in a particular country, pay-group or location (city).

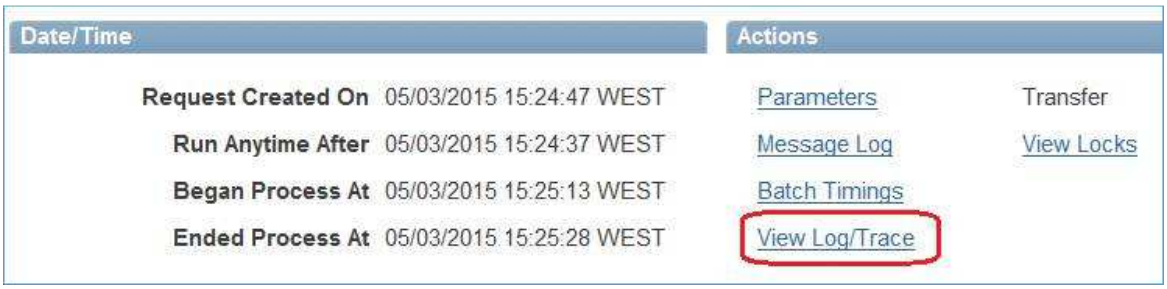
Go Main Menu/UN Reports/Global Payroll/Absence Report Card (see below). Enter the relevant parameters as needed (either for a single staff member or for all staff in the office) – click 'Save' and 'Run':



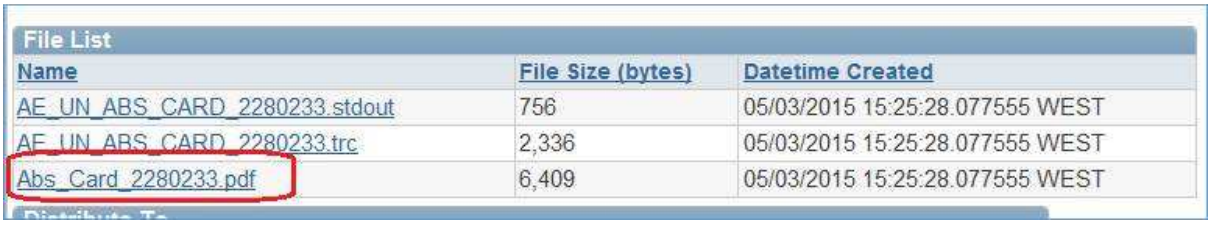
Then click 'OK' and the top link click **'Process Monitor'** – click 'Refresh' until the 'Distribution Status' says 'Posted' – then click 'Details':



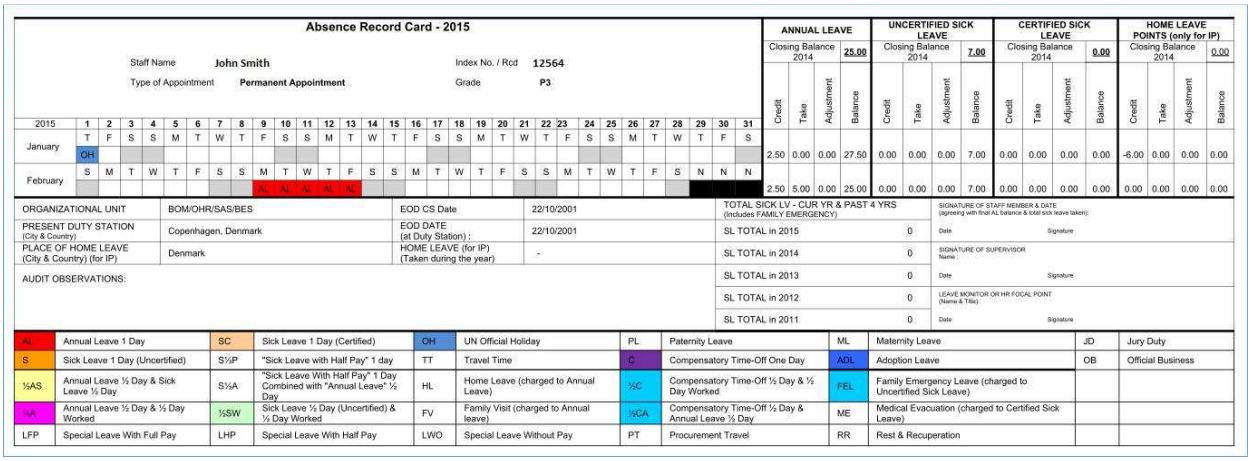
Then click ‘View Log/Trace:



Then click the PDF file, which should contain Absence Report Cards for the staff that you requested:



Example (this example is only showing the first two months, as it was generated in February):



Absence Record Card - 2015

Staff Name: John Smith — Index No. / Rcd: 12564
Type of Appointment: Permanent Appointment — Grade: P3

2015	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	OH																														
February	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	N	N	N
									AL	AL	AL	AL	AL																		

	ANNUAL LEAVE				UNCERTIFIED SICK LEAVE				CERTIFIED SICK LEAVE				HOME LEAVE POINTS (only for IP)			
Closing Balance 2014	25.00				7.00				0.00				0.00			
	Credit	Take	Adjustment	Balance	Credit	Take	Adjustment	Balance	Credit	Take	Adjustment	Balance	Credit	Take	Adjustment	Balance
January	2.50	0.00	0.00	27.50	0.00	0.00	0.00	7.00	0.00	0.00	0.00	0.00	-6.00	0.00	0.00	0.00
February	2.50	5.00	0.00	25.00	0.00	0.00	0.00	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

ORGANIZATIONAL UNIT	BOM/OHR/SAS/BES	EOD CS Date	22/10/2001
PRESENT DUTY STATION (City & Country)	Copenhagen, Denmark	EOD DATE (at Duty Station) :	22/10/2001
PLACE OF HOME LEAVE (City & Country) (for IP)	Denmark	HOME LEAVE (for IP) (Taken during the year)	-
AUDIT OBSERVATIONS:			

TOTAL SICK LV - CUR YR & PAST 4 YRS (Includes FAMILY EMERGENCY)	
SL TOTAL in 2015	0
SL TOTAL in 2014	0
SL TOTAL in 2013	0
SL TOTAL in 2012	0
SL TOTAL in 2011	0

SIGNATURE OF STAFF MEMBER & DATE (agreeing with final AL balance & total sick leave taken):
Date Signature
SIGNATURE OF SUPERVISOR Name :
Date Signature
LEAVE MONITOR OR HR FOCAL POINT (Name & Title)
Date Signature

AL	Annual Leave 1 Day	SC	Sick Leave 1 Day (Certified)	OH	UN Official Holiday	PL	Paternity Leave	ML	Maternity Leave	JD	Jury Duty
S	Sick Leave 1 Day (Uncertified)	S½P	"Sick Leave with Half Pay" 1 day	TT	Travel Time	C	Compensatory Time-Off One Day	ADL	Adoption Leave	OB	Official Business
½AS	Annual Leave ½ Day & Sick Leave ½ Day	S½A	"Sick Leave With Half Pay" 1 Day Combined with "Annual Leave" ½ Day	HL	Home Leave (charged to Annual Leave)	½C	Compensatory Time-Off ½ Day & ½ Day Worked	FEL	Family Emergency Leave (charged to Uncertified Sick Leave)		
½A	Annual Leave ½ Day & ½ Day Worked	½SW	Sick Leave ½ Day (Uncertified) & ½ Day Worked	FV	Family Visit (charged to Annual leave)	½CA	Compensatory Time-Off ½ Day & Annual Leave ½ Day	ME	Medical Evacuation (charged to Certified Sick Leave)		
LFP	Special Leave With Full Pay	LHP	Special Leave With Half Pay	LWO	Special Leave Without Pay	PT	Procurement Travel	RR	Rest & Recuperation		

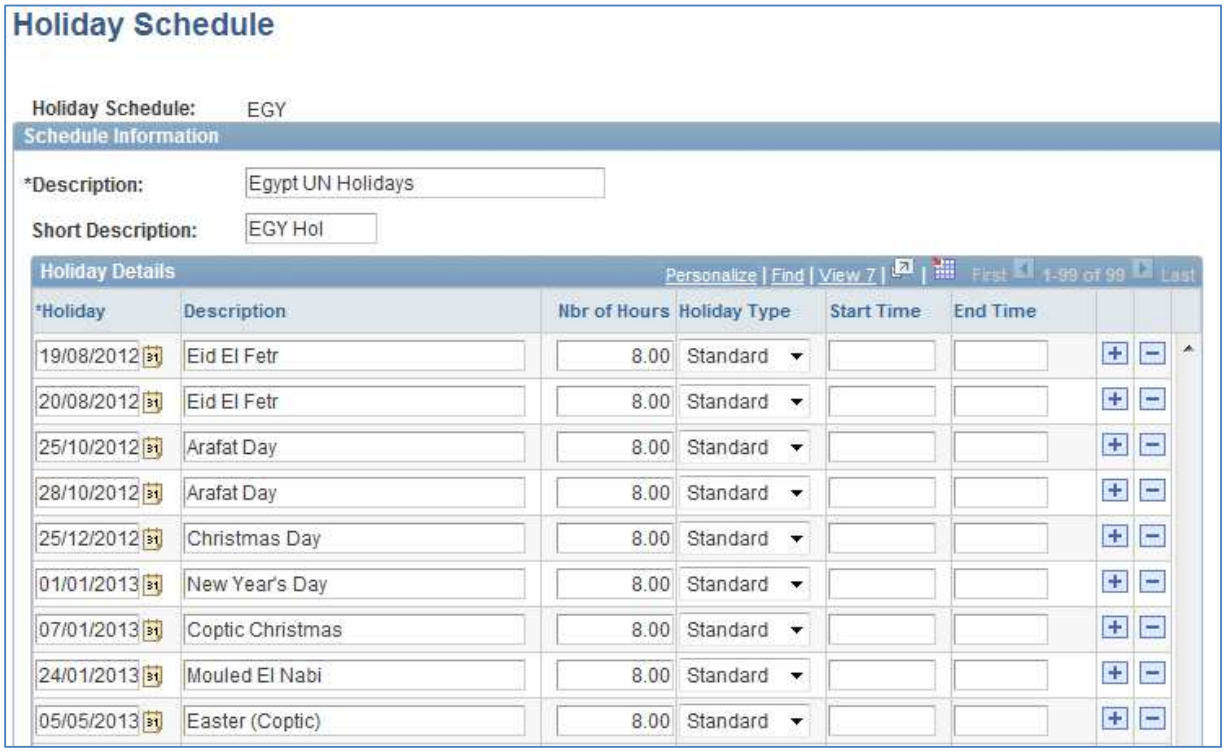
The report will show the running leave balances every month, the leave taken, any manual adjustments made to the leave record. The report can be used for monthly or yearly sign-offs.

Current leave recording procedures will be amended to require that Attendance Cards be signed off yearly, by 15 February. Leave Monitors will still manually enter all the pending leave requests and amend leave balances to reflect any adjustments entered in the Absence Module. The Absence Record Card will be signed by 1) the staff member; 2) the direct supervisor; and 3) the leave monitor. Absence Report Cards will be filed by the leave monitor for audit purposes.

2.9 The Holiday & Work Week Schedules

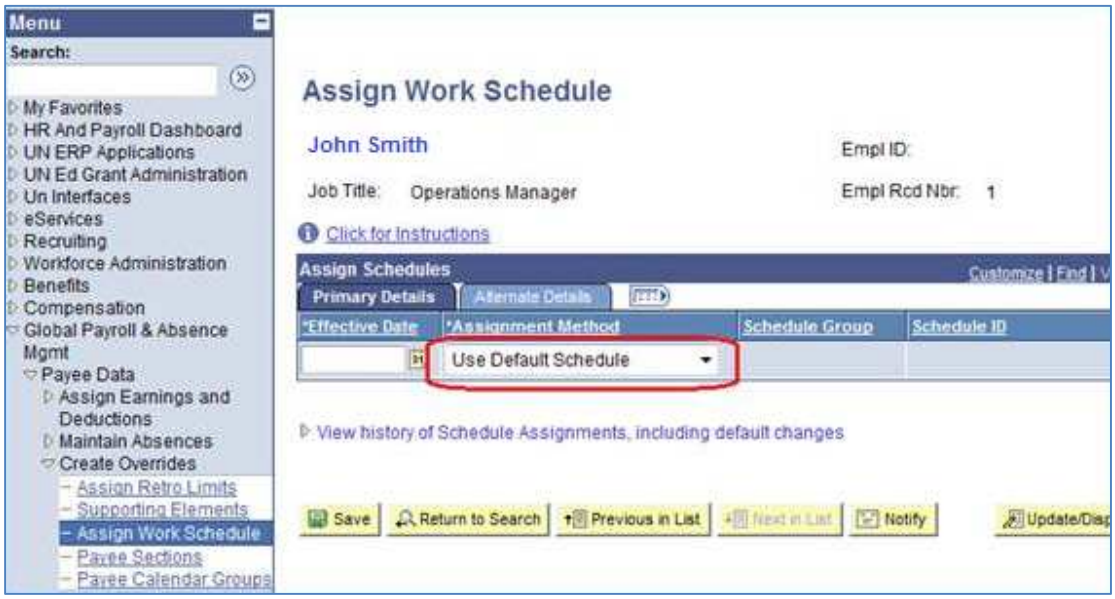
All staff have a holiday schedule based on the duty station. The holiday schedule is located in Atlas HCM/Workforce Administration/Job Information/Job data (see below). If you have an HR profile, you will be able to view and edit this.

If you have an HR profile you can view each duty station's holiday schedule in Atlas HCM/Set Up HRMS/Common Definitions/Payroll/Holiday schedule:



If you don't have an HR profile there is a 'public' query where you can view the holiday schedule using the query UN_HOLIDAY_SCHED_DETAILS. Enter "%" for all countries or click the prompt button to select a country and enter From and To date.

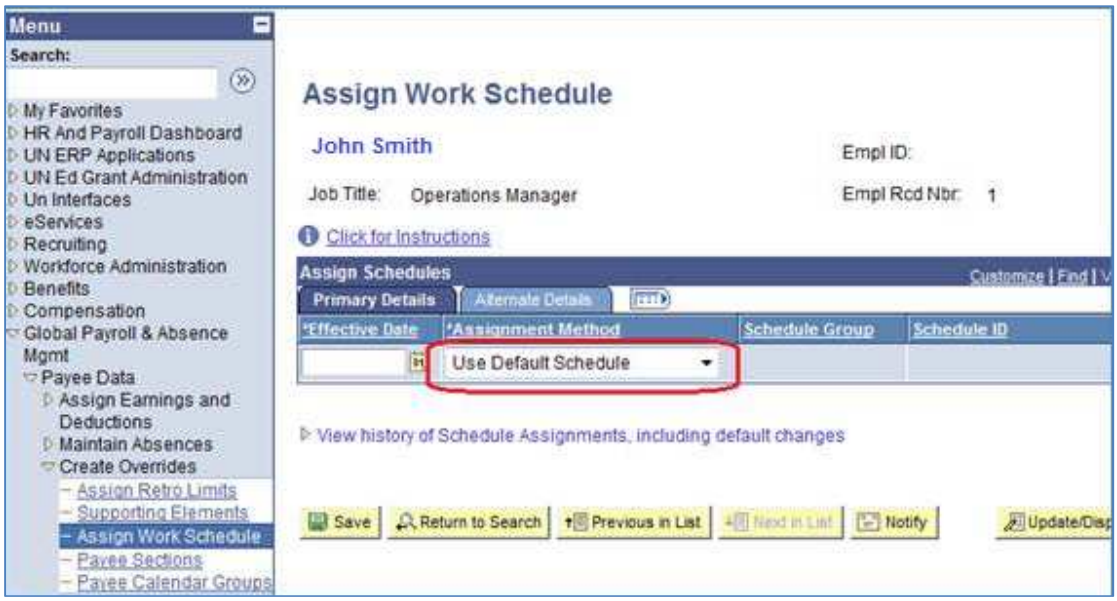
All staff is assigned a **work-week schedule** which defines the period of the work-week and the weekend. In UN we have different weekends; e.g. Thursday/Friday, Friday/Saturday and Saturday/Sunday.



For local staff the work-week is always tied to the Payroll Group. Which means that all local staff in e.g. Egypt will always have the same weekend.

However, for IP staff the work-week is tied to the individual person. You may therefore receive questions from your IP staff, typically someone who recently reassigned from e.g. Saudi Arabia to New York, and they inform you that they cannot start or end their leave on a Friday – they get an error message. This means they are on the wrong work-week schedule and still have a Friday/Saturday weekend. And you cannot start or end a leave on a weekend.

The work-week is easy to change, but it is only HR who can change this in Global Payroll & Absence Mgmt/Payee Data/Create Overrides/Assign Work Schedule. If you need to know who is the HR Focal Point in OHR/Staff Administrative Services for an IP staff in your office you can use the following link http://sas.undp.org/focalpoint.



The 'Default Schedule' means that you have a work-week from Monday to Friday and a weekend on Saturday/Sunday. It would be the same as using the work week schedule **WRKSCHMON** (indicating the work-week starts on a Monday).

If you have a work-week **WRKSCHSUN** it means your work week is from Sunday through Thursday and the weekend is Friday/Saturday.

2.10 Reports

With eServices additional reports are available.

Report: Monthly Absence Report by department or country

There is a monthly report made in Atlas HCM/UN Reports/Global Payroll/Absence Reports. It will default to the agency, duty station and department (Org Unit) you are in.

Tick OFF 'Where I am the Supervisor' and tick OFF 'Where I am the Leave Monitor' then you get all leaves for your department.

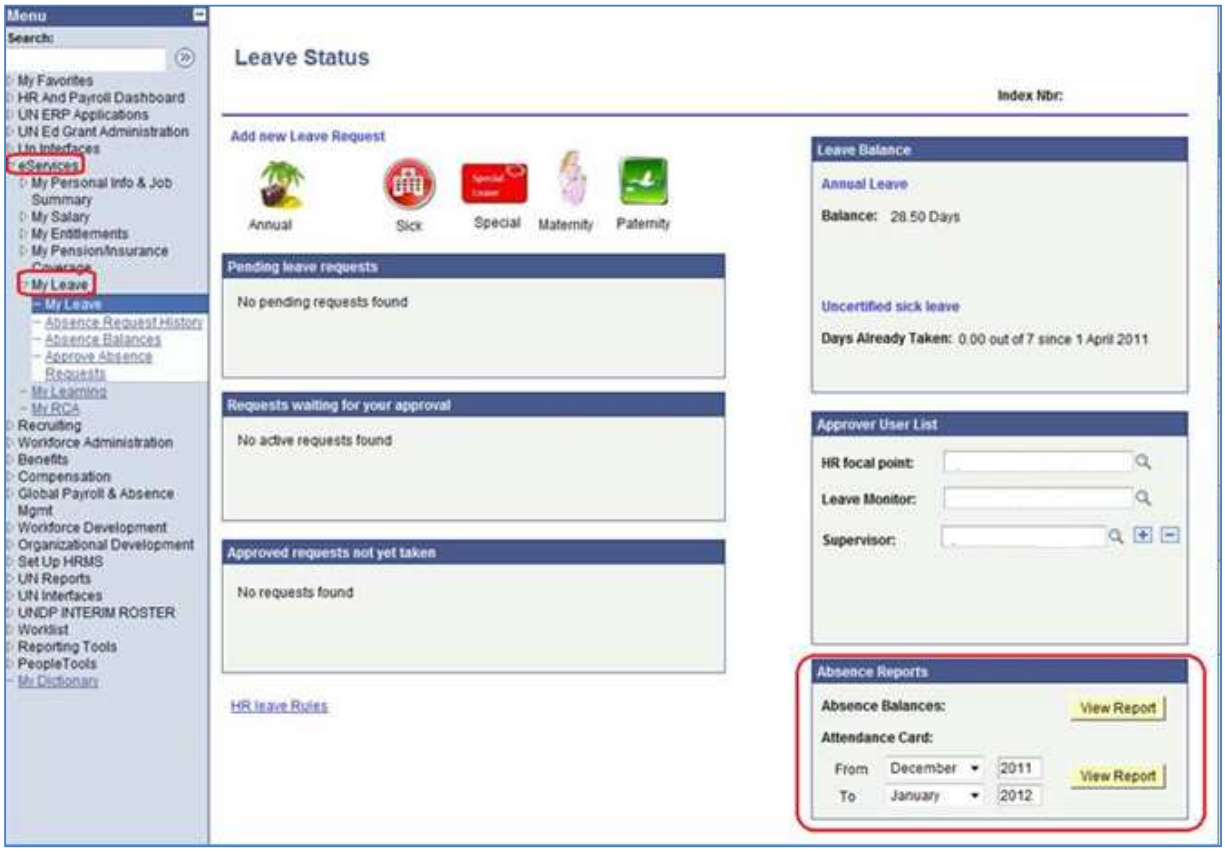
In you **leave the Org Unit blank** – you can view a report for the whole duty station – but please note that for large duty stations such as US the file is too large and will time-out. Otherwise go by Org Unit.

The report will only show for those staff members who have a leave in the month you select. If a staff member does not have a leave period in that month, the staff member will not appear in the list.

You can also select a monthly report just for one staff member in the Absence Take Report by entering the Index No (see above). The report will only show for one month for one staff.

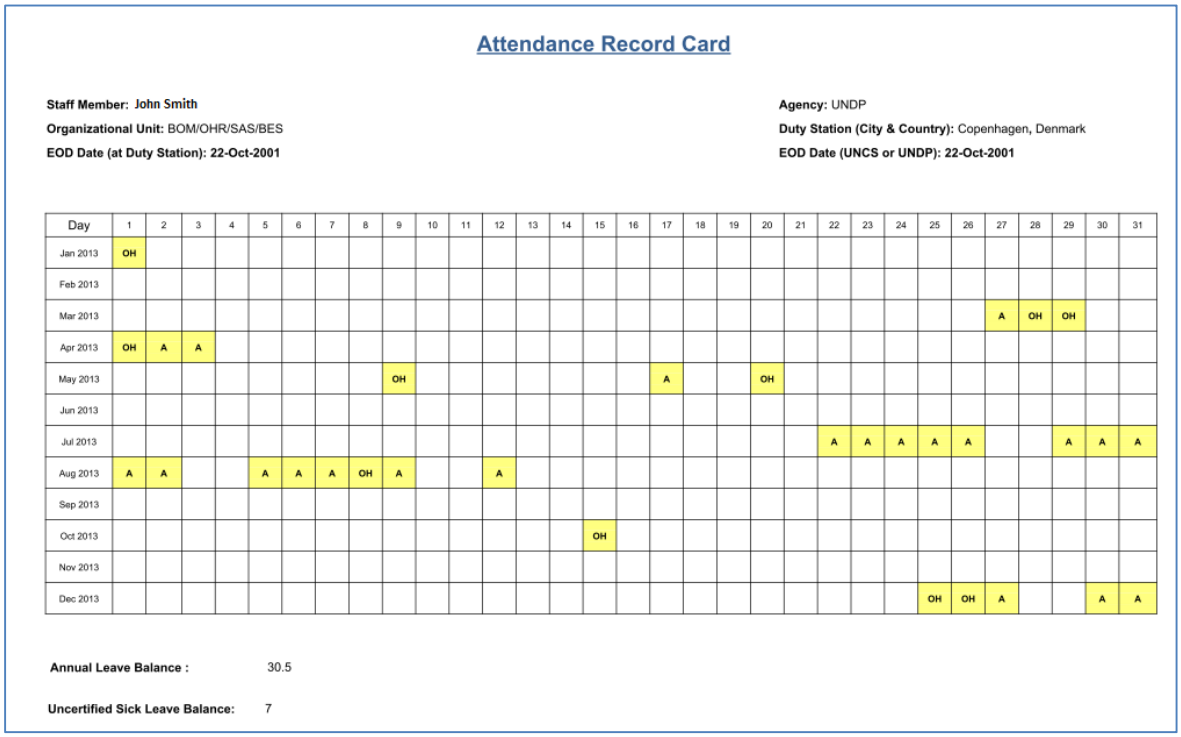
Report: Attendance Record Card

Staff have access to their own Attendance Record Card in Atlas HCM/eServices/My Leave. Staff can view a full report **beyond** one month (see below).



Attendance Record Card available to staff:

It will include Holidays specific to the staff member, and all leave periods entered by the staff member through eServices or also leave entered by a Leave Monitor for leave not yet in eServices; e.g. R&R. It will display the AL and USL balances for the time you create the Attendance Record Card.



Attendance Record Card

Staff Member: John Smith
Organizational Unit: BOM/OHR/SAS/BES
EOD Date (at Duty Station): 22-Oct-2001

Agency: UNDP
Duty Station (City & Country): Copenhagen, Denmark
EOD Date (UNCS or UNDP): 22-Oct-2001

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan 2013	OH																														
Feb 2013																															
Mar 2013																											A	OH	OH		
Apr 2013	OH	A	A																												
May 2013									OH								A			OH											
Jun 2013																															
Jul 2013																						A	A	A	A	A			A	A	A
Aug 2013	A	A			A	A	A	OH	A			A																			
Sep 2013																															
Oct 2013															OH																
Nov 2013																															
Dec 2013																									OH	OH	A			A	A

Annual Leave Balance : 30.5

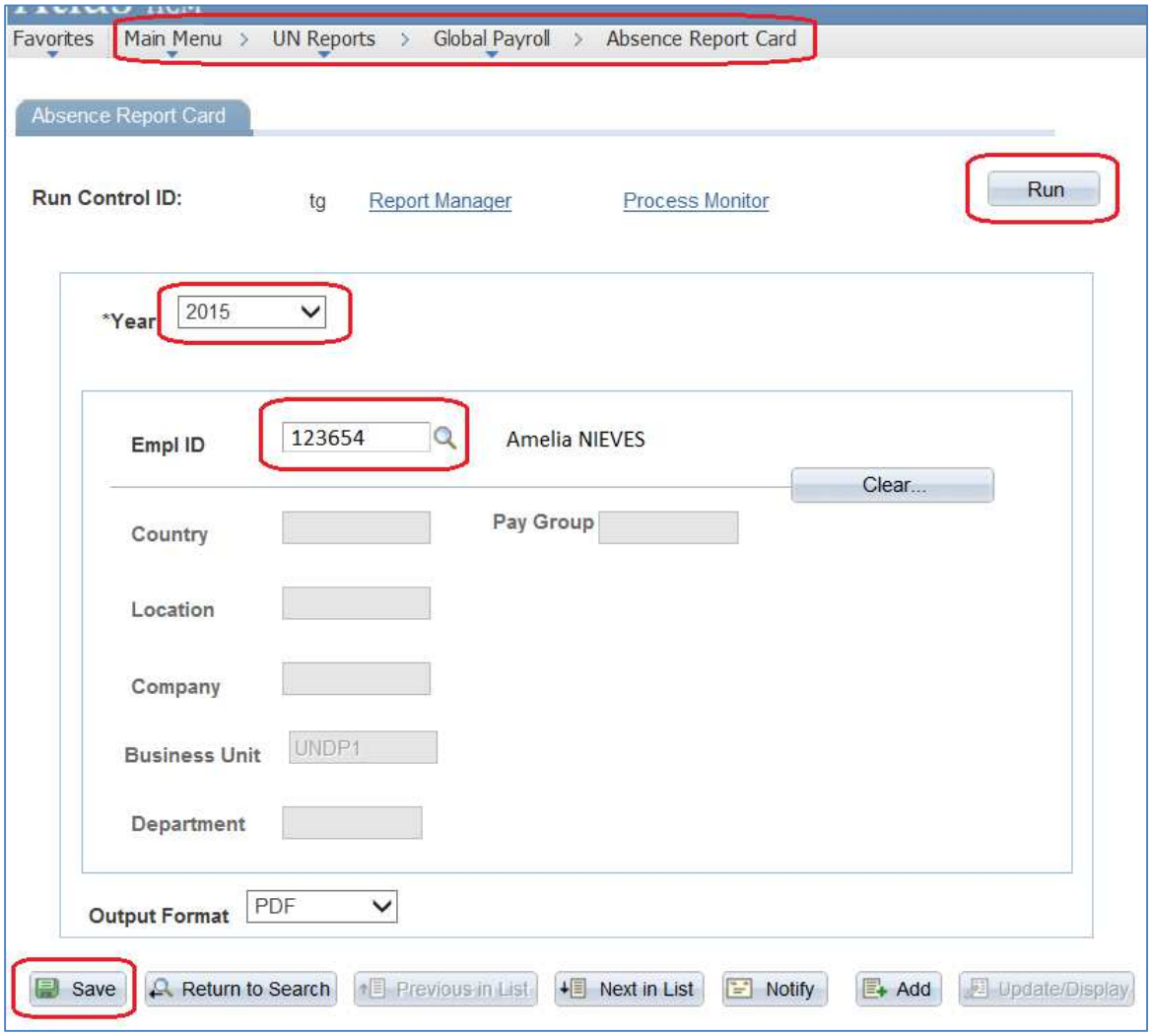
Uncertified Sick Leave Balance: 7

Report: Absence Repord Card

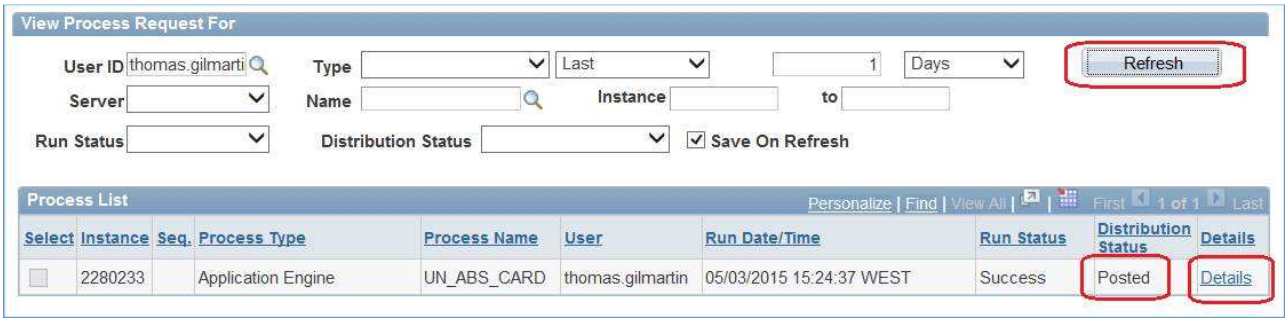
A Leave Monitor or HR can create an Absence Report Card for either a) a single staff member, b) for all staff in a particular location or c) for all where you are the Leave Monitor.

Go to Main Menu/UN Reports/Global Payroll/Absence Report Card (see below). Enter the relevant parameters as needed – click ‘Save’ and ‘Run’.

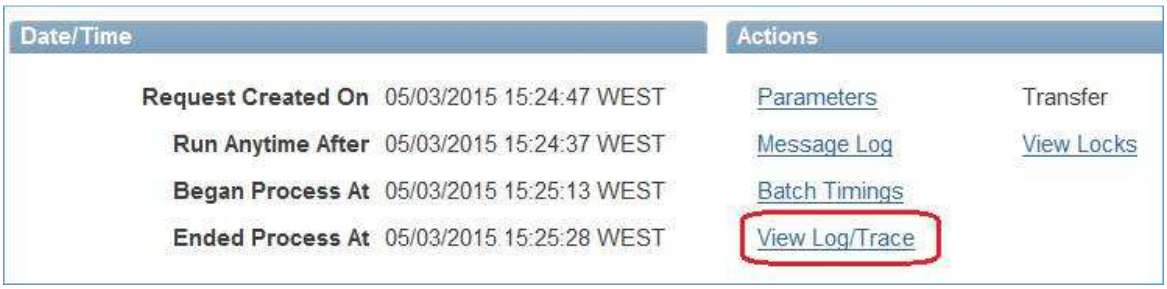
Tip: if you are a Leave Monitor, then you can only print out for all staff where you are the Leave Monitor due to security. If your office would like to have all Absence Report Cards printed for all staff in the office then enter country and location (city).



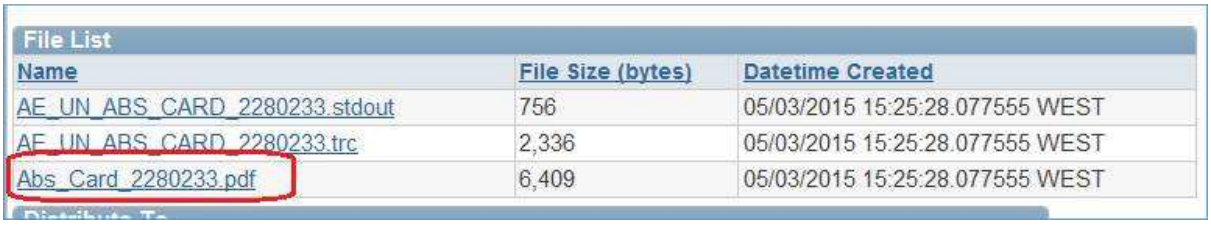
Click 'OK' and click the top link 'Process Monitor' – click 'Refresh' until the 'Distribution Status' says 'Posted' (may take 30 seconds) – then click 'Details':



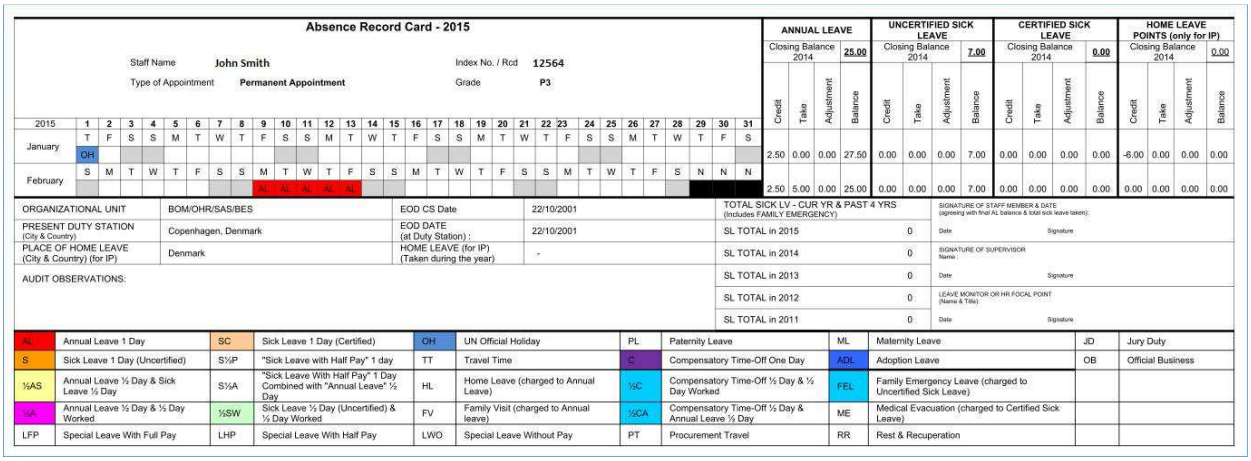
Click ‘View Log/Trace:



Click the PDF file, which should contain Absence Report Cards for the staff that you requested:



Example (this example is only showing the first two months, as it was generated in February):



Absence Record Card - 2015

Staff Name: John Smith — Index No. / Rcd: 12564
Type of Appointment: Permanent Appointment — Grade: P3

2015	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	OH																														
February	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	N	N	N
									AL	AL	AL	AL	AL																		

	ANNUAL LEAVE				UNCERTIFIED SICK LEAVE				CERTIFIED SICK LEAVE				HOME LEAVE POINTS (only for IP)			
	Closing Balance 2014			25.00	Closing Balance 2014			7.00	Closing Balance 2014			0.00	Closing Balance 2014			0.00
	Credit	Take	Adjustment	Balance	Credit	Take	Adjustment	Balance	Credit	Take	Adjustment	Balance	Credit	Take	Adjustment	Balance
January	2.50	0.00	0.00	27.50	0.00	0.00	0.00	7.00	0.00	0.00	0.00	0.00	-6.00	0.00	0.00	0.00
February	2.50	5.00	0.00	25.00	0.00	0.00	0.00	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

ORGANIZATIONAL UNIT	BOM/OHR/SAS/BES	EOD CS Date	22/10/2001
PRESENT DUTY STATION (City & Country)	Copenhagen, Denmark	EOD DATE (at Duty Station) :	22/10/2001
PLACE OF HOME LEAVE (City & Country) (for IP)	Denmark	HOME LEAVE (for IP) (Taken during the year)	-
AUDIT OBSERVATIONS:			

TOTAL SICK LV - CUR YR & PAST 4 YRS (Includes FAMILY EMERGENCY)	
SL TOTAL in 2015	0
SL TOTAL in 2014	0
SL TOTAL in 2013	0
SL TOTAL in 2012	0
SL TOTAL in 2011	0

SIGNATURE OF STAFF MEMBER & DATE (agreeing with final AL balance & total sick leave taken):
Date Signature
SIGNATURE OF SUPERVISOR Name :
Date Signature
LEAVE MONITOR OR HR FOCAL POINT (Name & Title)
Date Signature

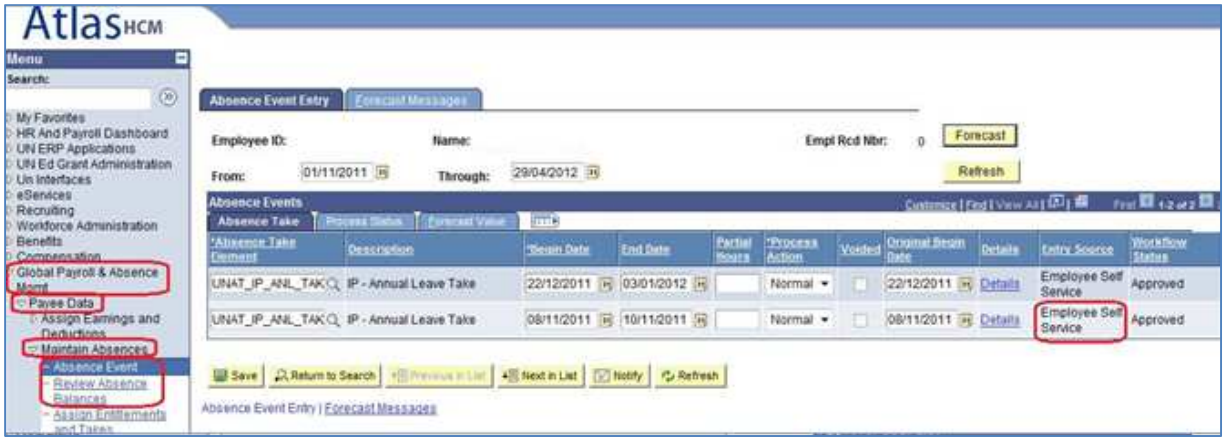
AL	Annual Leave 1 Day	SC	Sick Leave 1 Day (Certified)	OH	UN Official Holiday	PL	Paternity Leave	ML	Maternity Leave	JD	Jury Duty
S	Sick Leave 1 Day (Uncertified)	S½P	"Sick Leave with Half Pay" 1 day	TT	Travel Time	C	Compensatory Time-Off One Day	ADL	Adoption Leave	OB	Official Business
½AS	Annual Leave ½ Day & Sick Leave ½ Day	S½A	"Sick Leave With Half Pay" 1 Day Combined with "Annual Leave" ½ Day	HL	Home Leave (charged to Annual Leave)	½C	Compensatory Time-Off ½ Day & ½ Day Worked	FEL	Family Emergency Leave (charged to Uncertified Sick Leave)		
½A	Annual Leave ½ Day & ½ Day Worked	½SW	Sick Leave ½ Day (Uncertified) & ½ Day Worked	FV	Family Visit (charged to Annual leave)	½CA	Compensatory Time-Off ½ Day & Annual Leave ½ Day	ME	Medical Evacuation (charged to Certified Sick Leave)		
LFP	Special Leave With Full Pay	LHP	Special Leave With Half Pay	LWO	Special Leave Without Pay	PT	Procurement Travel	RR	Rest & Recuperation		

The report will show the running leave balances every month for Annual Leave, Uncertified Sick Leave, Certified Sick Leave and Home Leave points. It will display the leave taken, and any manual adjustments made to the leave record. The report can be used for monthly or yearly sign-offs.

In addition it will contain the last 4 year’s sick leave count.

Leave overview: Absence & Balance overview for a SM

This is not a report, but you can get a good leave overview in Atlas HCM/Global Payroll & Absence Management/Payee Data/Maintain Absences/Absence Event. Furthermore the **Review Absence Balances** is helpful when you want to review a balance for a staff member.



Query: Overview of Leave Balances

The query UN_CUR_LEAVE_BAL_DEPT_LOC can be used if you want to check leave balances in Atlas for a staff member at any given time, using HCM/Reporting Tools/Query/Query Viewer. See example below.

Dept_Location	240								
ID	Empl Record	Name	Calendar Group	Pay Group	Calc Value	Name	Descr	Dept ID	Location
060022	0	Smith, John	DNK2012M11	DNK_PM	5.000000	UNAE_USICKLV_BAL	Uncertified Sick Leave	04901	1200
060022	0	Smith, John	DNK2012M11	DNK_PM	65.000000	UNAE_CSICKLF_BAL	Certified Sick Leave	04901	1200
060022	0	Smith, John	DNK2012M11	DNK_PM	1.500000	UNAE_ANNL_LV_BAL	Annual Leave	04901	1200
104297	0	Olsson, Mary	DNK2012M11	DNK_PM	0.000000	UNAE_IP_ANL_BAL	IP - Annual Leave	21070	1200
104297	0	Olsson, Mary	DNK2012M11	DNK_PM	7.000000	UNAE_USICKLV_BAL	Uncertified Sick Leave	21070	1200
104297	0	Olsson, Mary	DNK2012M11	DNK_PM	0.000000	UNAE_CSICKLF_BAL	Certified Sick Leave	21070	1200

Query: Overview of actual leave

The query UN_Absence_Event_DTL can be used to get an overview of the actual leave for staff in a duty station – or more correctly for a Pay Group. See example below.

UN_ABSENCE_EVENT_DTL - UN_ABSENCE_EVENT_DTL

Location (% for all): %

Pay Group: DKU_PM

Absence Begin After Dt: 31/12/2012

View Results

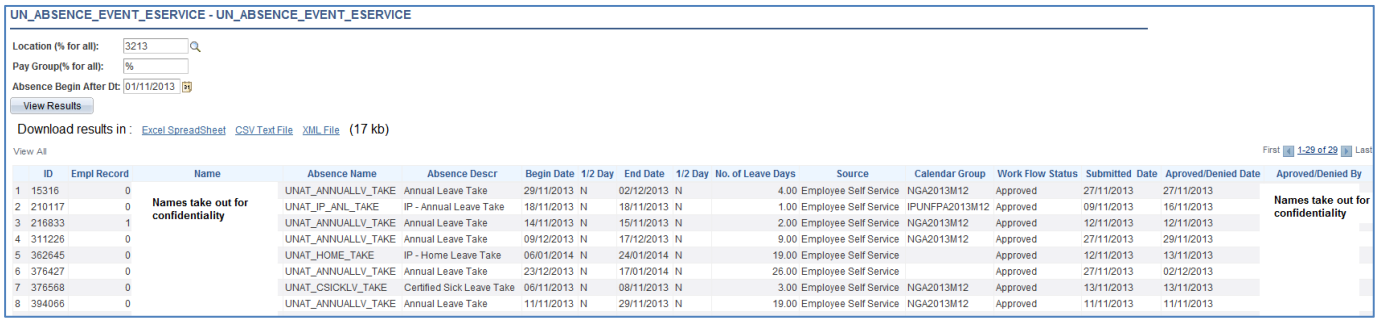
Download results in : Excel SpreadSheet CSV Text File XML File (21 kb)

View All First 1-42 of 42 Last

	ID	Empl Record	Name	Absence Name	Absence Descr	Begin Date	End Date	Source	Calendar Group	Work Flow Status	Pay Group	Company
1	104610	0	OLSSON, Mary	UNAT_ANNUALLV_TAKE	Annual Leave Take	02/01/2013	02/01/2013	Employee Self Service	DKU2013M01	Approved	DKU_PM	DP
2	109852	0	JARVIS, Tom	UNAT_ANNUALLV_TAKE	Annual Leave Take	02/01/2013	11/01/2013	Administrator	DKU2013M01		DKU_PM	OPS

Query: when a Leave was Submitted and when it was Approved or Denied

The query **UN_ABSENCE_EVENT_ESERVICE** will show when leave was submitted, when it was approved or denied and who approved/denied it.



UN_ABSENCE_EVENT_ESERVICE - UN_ABSENCE_EVENT_ESERVICE

Location (% for all): 3213

Pay Group(% for all): %

Absence Begin After Dt: 01/11/2013

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (17 kb)

View All First 1-29 of 29 Last

	ID	Empl Record	Name	Absence Name	Absence Descr	Begin Date	1/2 Day	End Date	1/2 Day	No. of Leave Days	Source	Calendar Group	Work Flow Status	Submitted Date	Aproved/Denied Date	Aproved/Denied By
1	15316	0	Names take out for confidentiality	UNAT_ANNUALLV_TAKE	Annual Leave Take	29/11/2013	N	02/12/2013	N	4.00	Employee Self Service	NGA2013M12	Approved	27/11/2013	27/11/2013	Names take out for confidentiality
2	210117	0		UNAT_IP_ANL_TAKE	IP - Annual Leave Take	18/11/2013	N	18/11/2013	N	1.00	Employee Self Service	IPUNFPA2013M12	Approved	09/11/2013	16/11/2013	
3	216833	1		UNAT_ANNUALLV_TAKE	Annual Leave Take	14/11/2013	N	15/11/2013	N	2.00	Employee Self Service	NGA2013M12	Approved	12/11/2013	12/11/2013	
4	311226	0		UNAT_ANNUALLV_TAKE	Annual Leave Take	09/12/2013	N	17/12/2013	N	9.00	Employee Self Service	NGA2013M12	Approved	27/11/2013	29/11/2013	
5	362645	0		UNAT_HOME_TAKE	IP - Home Leave Take	06/01/2014	N	24/01/2014	N	19.00	Employee Self Service		Approved	12/11/2013	13/11/2013	
6	376427	0		UNAT_ANNUALLV_TAKE	Annual Leave Take	23/12/2013	N	17/01/2014	N	26.00	Employee Self Service		Approved	27/11/2013	02/12/2013	
7	376568	0		UNAT_CSICKLV_TAKE	Certified Sick Leave Take	06/11/2013	N	08/11/2013	N	3.00	Employee Self Service	NGA2013M12	Approved	13/11/2013	13/11/2013	
8	394066	0		UNAT_ANNUALLV_TAKE	Annual Leave Take	11/11/2013	N	29/11/2013	N	19.00	Employee Self Service	NGA2013M12	Approved	11/11/2013	11/11/2013	

2.11 Standard email templates for questions from staff

Below HR and Leave Monitors can find a variety of email templates that can be used when you have leave questions from staff. In addition there is an email you can use for new staff explaining how to use and set-up the leave module for the first time.

Standard email: How to apply for Leave in HR eServices

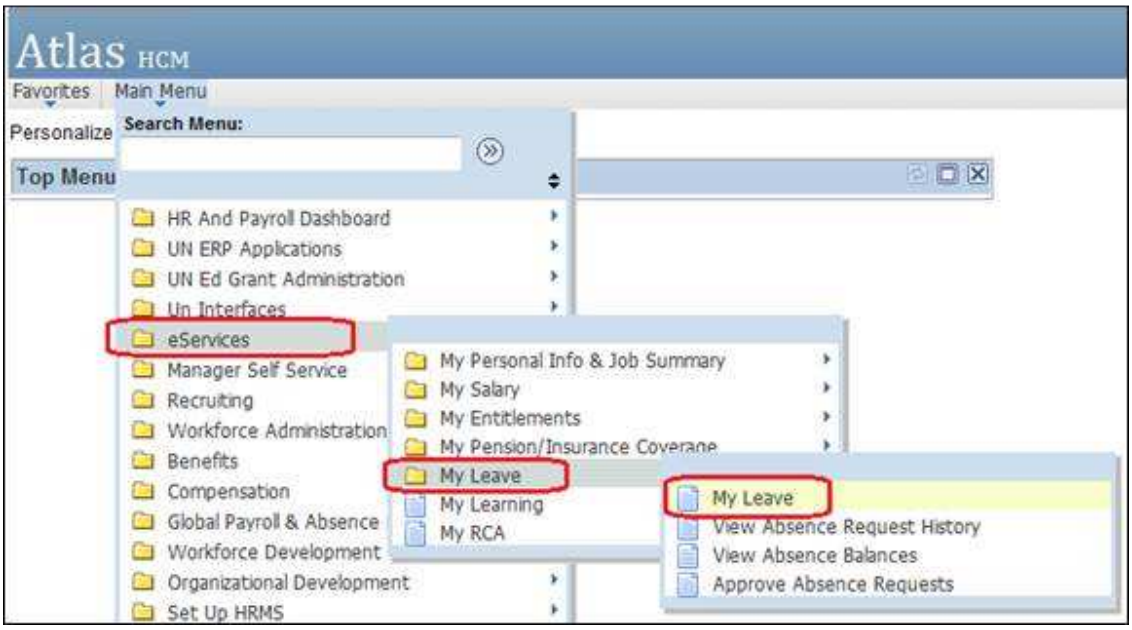
Dear colleague,

The **HR eServices Leave Module** is located in Atlas HCM (https://hr.partneragencies.org).

You need an Atlas user name to access. You can check if you have access by clicking 'Forgotten Password' (see below) and follow instructions. If you have a user name, then you will be emailed a new password within a few seconds.

If you don't have an Atlas user name, then please contact your local Argus Focal Point. This is the person in your office who can create Atlas user names. If you don't know who is your Argus Focal Point then ask your HR, Operations or Finance office.

The **Leave application** is located in **eServices/My Leave/My Leave.**



Click on the applicable leave icon. Make sure your **Pop-Up Blocker** is OFF; otherwise the window will not open up. Remember that before you apply for leave you have to fill in the names of your HR Focal Point(s), Leave Monitor and Supervisor(s) – and click 'Save'.

You may enter as many as 3 supervisors. They do not have to be your supervisors, but it could be the person in the office approving your leave if your supervisor is away from the office.

Tip: It is a good idea to add two HR Focal Point names, then you can just switch between these two HR Focal Points when applying for leave. For **international staff outside New York**, it is a good idea to have one HR Focal Point from OHR/Benefits & Entitlement Services and one from the local HR office (local HR should be used for Home Leave).

If you are local staff your HR Focal Point will be someone from your local HR office.

If you are international staff or local staff in New York your HR Focal Point is someone from OHR/SAS. International staff and local staff in New York can click the following link http://sas.undp.org/focalpoint to find out who is the HR Focal Point.

Please note on the different leave types:

Annual Leave: It is a good best practice to enter information on any back-stopping arrangement in the comment field.

Certified Sick Leave: It is good best practice to enter the sick leave immediately upon return to the office. For Certified Sick Leave, remember to attach a doctor's certificate. Certified Sick Leave is approved by the supervisor.

Uncertified Sick Leave: All staff have 7 days of Uncertified Sick Leave every year from 1 April to the next 1 April. You can use these 7 days for either regular Uncertified Sick Leave or Family Emergency Leave. As good best practice remember to enter the sick leave immediately when you are back in the office. Uncertified Sick Leave is automatically approved and your Supervisor and Leave Monitor is copied. You cannot take more than 3 days in a row for Uncertified Sick Leave.

Family Emergency Leave: Click the Sick Leave icon and select Uncertified Sick Leave/Family Emergency Leave to apply for Family Emergency Leave. Your Family Emergency Leave balance is the same as your Uncertified Sick Leave balance. You have 7 days per year and 1 April every year the balance is re-set to 7 days. Unlike Uncertified Sick Leave – where you can only take 3 days in a row – then you can take all 7 days in a row for Family Emergency Leave. Family Emergency Leave is approved by Supervisor. The reason for this is that Family Emergency Leave should be applied for in advance – if possible. Sometimes it is not possible; e.g. child's sick day.

Home Leave: If your location is outside New York, then remember to change the HR Focal Point name to someone in the local HR office – and click Save – before you apply. Or just add the local HR Focal Point name in the second name field – and click 'Save':

Then when you apply for Home Leave you can just select the local HR Focal Point:

Remember to keep your ticket stubs. Upon return from Home Leave you need to **certify your Home Leave** and have the option of uploading proof of travel. Please see instruction on this.

Maternity Leave: Always remember to attach doctor's or midwife's certificate of expected date of birth. The form will automatically calculate the 16 weeks. The 16 weeks are calendar days and not work days.

Paternity Leave: If you want to apply in advance please attach doctor's or midwife's certificate of expected date of birth. Note that you cannot take Paternity Leave before the child is born. So if you apply in advance you may have to adjust the start date when the child is born. But at any time can you adjust a leave period; a) go to my Leave/View Absence Request History, b) click the 'Edit' button for the Paternity Leave and click 'Cancel' and close the window, c) go to my Leave/View Absence Request History, b) click the 'Edit' button for the Cancelled Paternity Leave – adjust the dates - and click 'Submit' to re-submit it with the correct dates. The form will automatically calculate 28 days or 56 days in a non-family duty station. The PL can be taken in different periods, as long as it is within the first year from the date of birth of the child. Most offices have a best practice of allowing two periods of Paternity Leave. The 28 days are calendar days and not work days.

Cancelling or Changing a Leave: Sometimes you have to cancel or change a leave. At any time can you change a leave, even if it has been approved and taken. If you want to completely **cancel a leave**; then

a) go to My Leave/View Absence Request History, b) click 'Edit' for the leave you want to cancel, c) click 'Cancel'. The leave is now cancelled and your Supervisor and Leave Monitor will receive automatic confirmation of the cancellation. If you want to **change a leave**; e.g. you want to change the dates, then you should **cancel the leave and re-submit the cancelled leave** again; a) go to My Leave/View Absence Request History, b) click 'Edit' for the leave you want to change/cancel, c) click 'Cancel' and close the window, d) go to My Leave/View Absence Request History and click 'Edit' for the Cancelled leave, e) change whatever you need to change and then click 'Submit' to re-submit it.

What is important to note is that **you should re-use cancelled leave** – and not make a new leave – if the new leave is in the same period as the cancelled leave.

Changing a Supervisor, Leave Monitor or HR Focal Point name: At any time can you change a name. Just remember to click 'Save' if you change a name. Note that you cannot change a name if you have any 'pending' leave that does not have the status either 'Approved' or 'cancelled'. In that case you would need to have it either approved first, or you can cancel the outstanding leave and then change the name;
a) go to My Leave/View Absence Request History/click 'Edit' for the outstanding leave/click 'Cancel' and close this window,
b) go to My Leave/My Leave - change the name and click 'Save',
c) re-use the cancelled leave by going to My Leave/View Absence Request History/click 'Edit' for the cancelled leave – change what you need to change if needed - click 'Submit' to re-submit it – now it will go to the correct names.

Your leave balances: Your leave balance is updated in the month you take the leave. It is updated when Payroll is being finalized, which is typically around the 20th of a month. This is also the time where your balance is increased with your monthly leave accruals; e.g. 2.5 days for FTA and 1.5 days for TA contracts.

Attendance Record Cards: You can print your own Attendance Record Card under My Leave. It will show all leave in the period you select, not only what you entered yourself in eServices, but also leave that was entered by your Leave Monitor on your behalf. If you are a supervisor or HR or Leave Monitor, there is also a monthly 'Unit' Attendance Record Card available under UN Reports/Global Payroll/Absence Reports.

Best regards,

Standard Email: How to apply for Paternity Leave in HR eServices

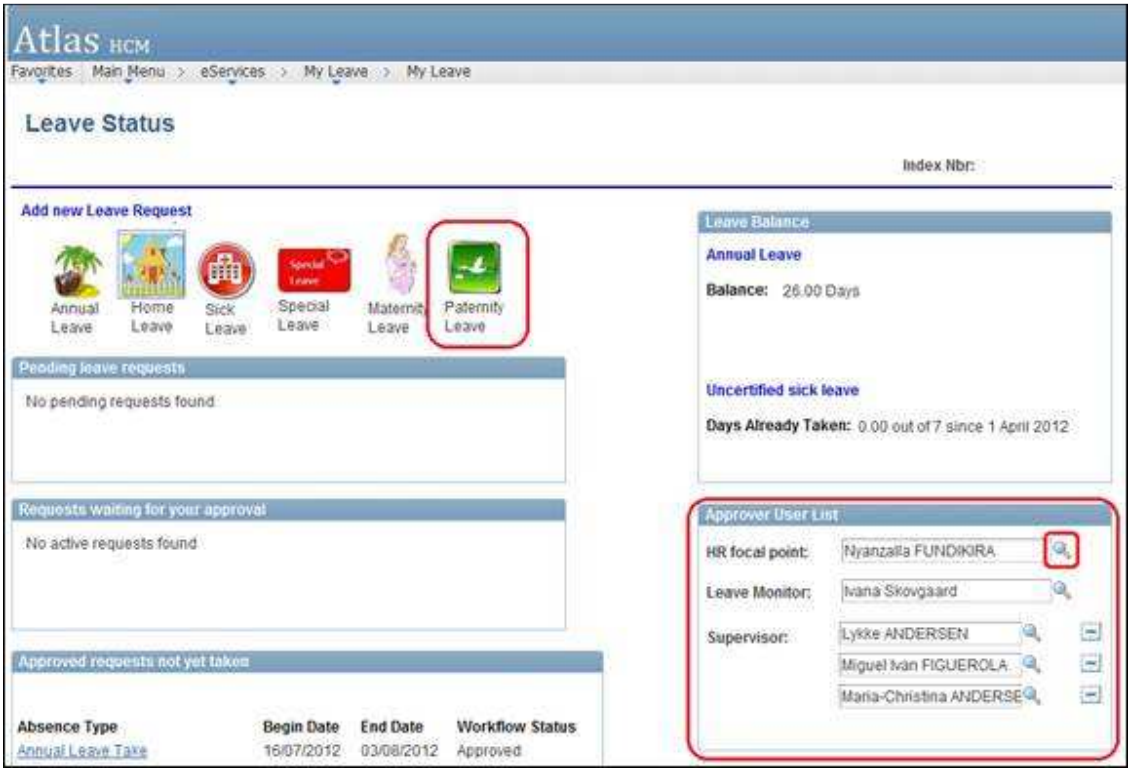
Dear colleague,

The **HR eServices Leave Module** is located in Atlas HCM (https://hr.partneragencies.org).

Click on the Paternity Leave icon. Remember that before you apply for leave you have to fill in the names of your HR Focal Point, Leave Monitor and Supervisor(s).

If you are local staff your HR Focal Point will be someone from your local HR office.

If you are international staff your HR Focal Point is someone from OHR/SAS in Copenhagen. International staff and staff in New York can click the following link http://sas.undp.org/focalpoint to find out who is the HR Focal Point.



You are entitled to 4 weeks of Paternity Leave with full pay and if you are in a Non-Family duty station 8 weeks of Paternity Leave as per Paternity Leave POPP.

If you want to apply in advance please attach doctor's or midwife's certificate of **expected** date of birth. Note that you cannot take Paternity Leave before the child is born. So if you apply in advance you may have to adjust the start date when the child is born and you actually take the leave. At any time can you adjust a leave period:

1. go to Atlas HCM/eServices/My Leave/Absence Request History - click 'Edit' for the approved Paternity Leave and click 'Cancel'
2. go to Atlas HCM/eServices/My Leave/Absence Request History - click 'Edit' for the cancelled leave - change the dates, upload document (birth certificate) and click Submit to re-submit it.

If you apply for Paternity Leave then the form will automatically calculate 28 days from the start date or 56 days if you are in a non-family location. The Paternity Leave can be split into more than one period

following the practice of the duty station, as long as it is within the first year from the date of birth of the child. The 28 days are calendar days and not work days.

Best regards,

Standard Email: How to apply for Maternity Leave in HR eServices.

Dear colleague,

The **HR eServices Leave Module** is located in Atlas HCM (https://hr.partneragencies.org).

The **Leave application** is located in **eServices/My Leave/My Leave.**

Click on the Maternity Leave icon. Remember that before you apply for leave you have to fill in the names of your HR Focal Point(s), Leave Monitor and Supervisor(s).

If you are local staff your HR Focal Point will be someone from your local HR office.

If you are international staff and local staff in New York your HR Focal Point is someone from OHR/SAS in Copenhagen. International staff and staff in New York can click the following link http://sas.undp.org/focalpoint to find out who is the HR Focal Point.

You are entitled to 16 weeks of leave with full pay which normally commences six weeks prior to the anticipated date of birth. The form will automatically calculate the 16 weeks (112 days) from the start date. Note that these are calendar days, not work days. Remember to **attach doctor's or midwife's certificate** of expected date of birth.

Other options, like Halftime work/Halftime Maternity Leave is possible, as mentioned in the Maternity Leave circular.

It is possible to **work half days / half days Maternity Leave** up to 4 weeks of the end of the 16 weeks ML period. In that case you would need to create **two separate Maternity Leave requests** in eServices/My Leave.

You would need to:

a) Apply for the first ML period for e.g. 12 weeks or more (the system will default to 16 weeks, but the End Date can be overwritten) and submit it.
b) Apply for the second ML period for e.g 4 weeks or less (the system will default to 16 weeks, but the end date can be overwritten) and then use the Half Day option **'All leave days half days'** (see below). It is important that the **total of the two ML periods is 112 days**. Please note the

112 days include weekends and holidays. Example: if you want to use the last week of the 16 weeks as a Half Day option, the period you apply for is double up, in this case two weeks.

Best regards,

Standard email: How to cancel or change a leave in HR eServices

Dear colleague,

If you want to cancel or change a submitted or approved leave in HR eServices, then select the applicable solution below:

Cancel a Leave

Sometimes you have to cancel a leave because you did not take it:

a. Go to eServices/My Leave/**View Absence Request History** - click 'Edit' for the leave you want to cancel and click 'Cancel' – now it is cancelled and your Supervisor and Leave Monitor will be automatically informed. If your leave balance was already credited, it will be debited again.

Cancel a leave because you want to amend the leave

Sometimes you need to cancel a leave, because you want to amend an already submitted or approved leave:

a. Go to eServices/My Leave/**View Absence Request History** - click 'Edit' for the leave you want to cancel and click 'Cancel'
b. Go to eServices/My Leave/**View Absence Request History** - click 'Edit' for the Cancelled leave – change whatever you need to change – click 'Submit' to re-submit the leave

Cancel a leave because you want to change HR Focal Point or Supervisor name:

It may be necessary to cancel a leave if you want to change a Supervisor, HR Focal Point or Leave Monitor name. You cannot change a name if you have any 'pending' leaves – meaning all leaves that does not have the status 'Approved' or 'Cancelled':

a. Go to eServices/My Leave/**View Absence Request History** - click 'Edit' for the leave you want to cancel and click 'Cancel'

b. Go to eServices/My Leave/**My Leave** – change the name in the Approver User List – **remember to click 'Save'** when you have entered the new name
c. Go to eServices/My Leave/**View Absence Request History** - click 'Edit' for the Cancelled leave – change whatever you need to change – click 'Submit' to re-submit the leave – now it will go to the right approvers.

Best regards,

Standard email: How to apply for Home Leave in HR eServices

Dear colleague,

The **HR eServices Leave Module** is located in Atlas HCM (https://hr.partneragencies.org).

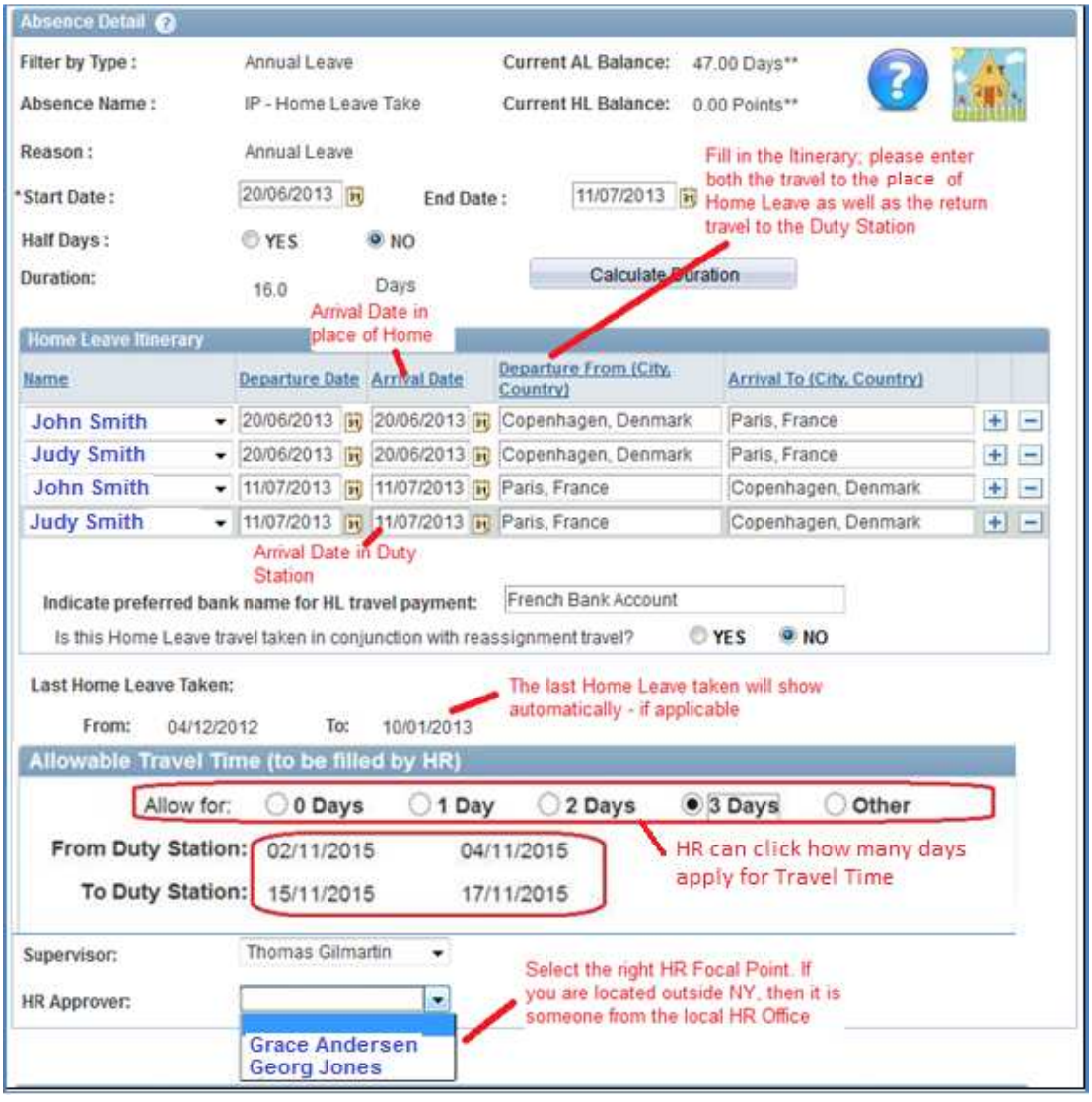
The **Home Leave application** is located in **eServices/My Leave/My Leave:**

If you are located in New York then your HR Focal Point will be someone from OHR/SAS. If you are in doubt who that is then click the following link.

If you are located outside New York, then your HR Focal Point would be someone from the local HR Office. Ask your local HR Office who that would be.

Tip: For IP staff located outside New York It is a good idea to add two HR Focal Point names, one from Copenhagen/Benefits & Entitlement Services or JPO Service Centre, and one from the local HR office. Then you can just switch between these two HR Focal Points when applying for leave.

Fill in the form as applicable.



There is no need to attach any documents. Click 'Submit' once you filled in the form.

Please note that upon return from Home Leave you need to **certify your Home Leave** and have the option of uploading proof of travel. Please see instruction on this. You should keep the original proof of travel for two years or until your next Home Leave travel.

Best regards,

Standard email: How to apply for Education Grant Travel if it is not in HR eServices

Dear colleague,

EG Travel administration is delegated to the country offices just like Home Leave for staff outside New York.

Please note it is not possible to apply directly for Education Grant **travel** in HR eServices (staff can apply for **Education Grant** in eServices but not **Education Grant travel**, yet).

However, **if the SM is travelling** by him/herself, then the SM can:

a) fill in the Education Grant Travel form to get the clearance and to make sure the payment is done (for staff outside NY it should be approved by Head of Office). The payment is processed by the local HR/Finance office.

b) once authorized, then fill in an **Annual Leave** request in My Leave in eServices (Education Grant travel is charged to the Annual Leave balance **including** the travel days and must be approved by the Supervisor) – and then attach the signed EG Travel Form so Supervisor can see it has been authorized by Head of Office.

If the spouse or son/daughter is travelling – and not the staff member – the staff member should just fill in the Education Grant Travel form for processing of the payment (no need to submit Annual Leave request in this case).

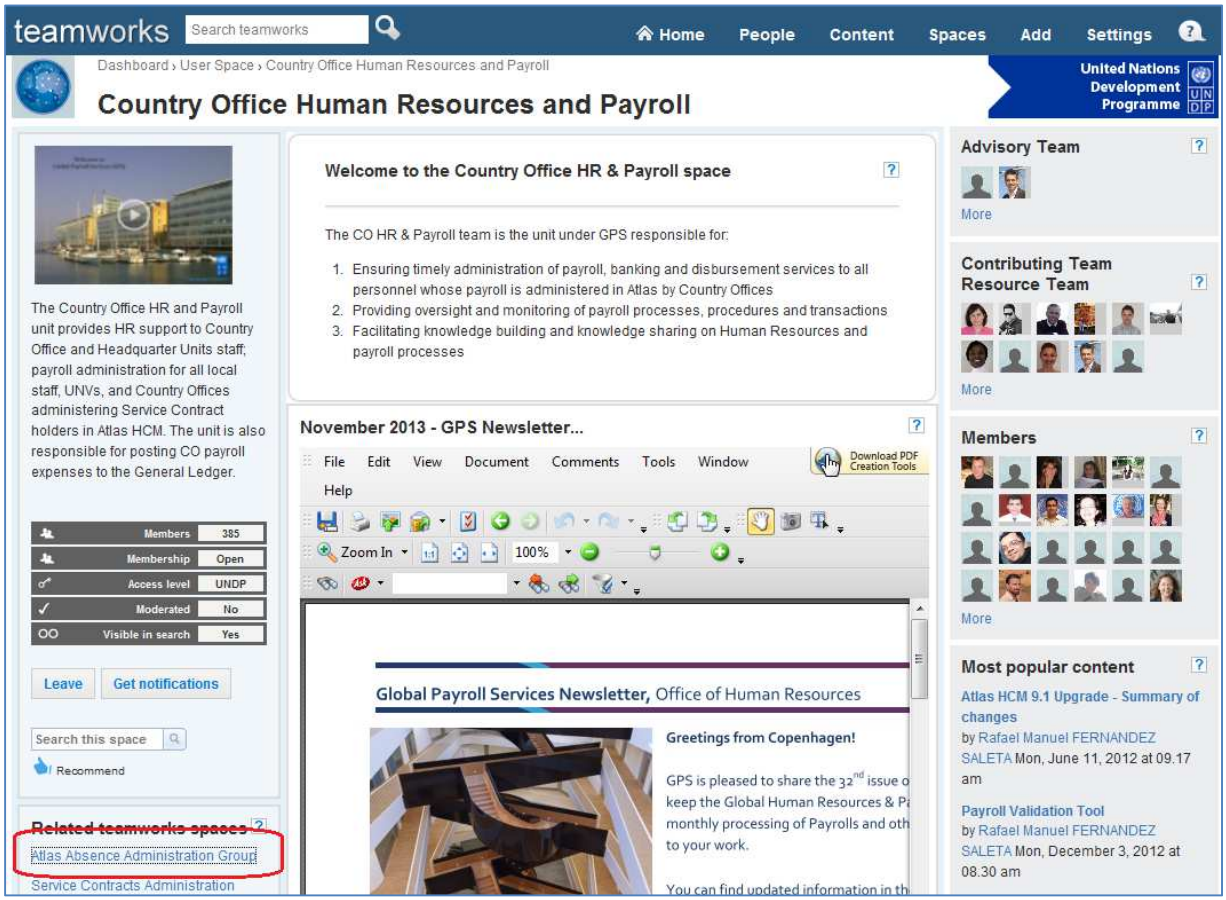
Please find the link to the EG Travel guidelines.

Kind regards,

2.12 Training resources for Leave Monitors

Global Payroll Services Teamworks:

OHR/Global Payroll Services have a Teamworks space where you can find very useful information on the Absence Module. Click the link 'Atlas Absence Administration Group' – see below:



Training Brochure for Leave Monitors on Absence Management.

POPP on Absence Management:

For leave policies click link to view the **POPP on Absence Management**.

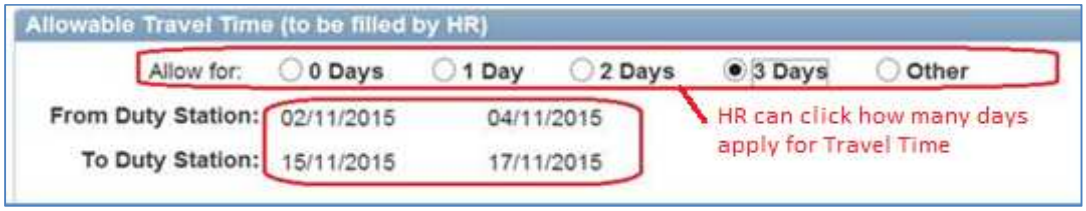
3. Being an HR Focal Point

3.1 Home Leave

Home Leave Travel Time

The granting of travel time is now an integrated part of the HR Approval. HR will use the radio-buttons to determine the Travel Time. eServices will then automatically a) enter two periods of travel time, and b) adjust the HL period so it does not overlap with the travel time:

1. Use the radio buttons to determine the Travel Time. HR will know the actual travel time from the travel quote. If the travel time is below 10 hrs then you grant one day (work day) of Travel Time in each end of the Home Leave period by selecting the 1 day option.
2. The system will automatically adjust the home leave period as well as enter two periods of Travel Time. It will take into account any weekends and holidays.



How can I check if a SM certified a Home Leave

If you were the HR Focal Point or Supervisor approving a home leave, you can go to 'Approve Absence Request', change the 'Pending' dropdown to 'Approved', and click 'Refresh.

You should be able to see the Status 'Approved & Certified' if the home leave was certified – see below example:

The Leave Monitor can also click the link in the email received when the home leave was approved. For the SM the status will also say 'Approved & Certified'.

4. FAQ for the Leave Module

4.1 How do I apply for …?:

Q. How do I apply for Paternity Leave?

A. Click the icon ‘Paternity Leave’.

You are entitled to 4 weeks of leave with full pay and if you are in a Non-Family duty station 8 weeks of Paternity Leave as per Paternity Leave circular.

If you want to apply in advance please attach doctor’s or midwife’s certificate of expected date of birth. Note that you cannot take Paternity Leave before the child is born. Therefore, if you apply in advance you may have to adjust the start date when the child is born. At any time can you adjust a leave period:

a. Log into Atlas HCM /eServices/My Leave/Absence Request History / Click ‘Edit’ for the approved Paternity Leave and click ‘Cancel’.
b. Go to eServices/My Leave/Absence Request History / Click ‘Edit’ for the cancelled Paternity Leave - change dates, upload document (birth certificate) and click ‘Submit’ to re-submit it again. It is a good idea to add in the comment field ‘Re-submitting due to change in expected date of birth’ so your supervisor knows you are re-submitting an already approved leave.

If you apply for Paternity Leave then the form will automatically calculate 28 days or 56 days if you are in a non-family duty station. The PL can be taken in different periods, as long as it is within the first year from the date of birth of the child. The 28 days are calendar days and not work days.

Q. How do I apply for Maternity Leave?

A. Click the icon ‘Maternity Leave’.

You are entitled to 16 weeks of leave with full pay which normally commences six weeks prior to the anticipated date of birth. The form will automatically calculate the 16 weeks (112 days) from the start date. Note that these are calendar days, not work days. Remember to **attach doctor's or midwife's certificate** of expected date of birth.

Half-time work/Half-time Maternity Leave is possible, as mentioned in the Maternity Leave circular.

If you apply for **SLWOP in continuation of your Maternity Leave**, please first have a discussion on this with your HR Business Partner (if IP staff) or your HR/Operations Manager (if local staff). The final approval for SLWOP is done by Head of Office (for local staff) or HR Director (for IP staff). Please obtain these approvals, before entering the SLWOP application in eServices, and then attach the approval in eServices.

Q. How do I apply for Maternity Leave half days & half days work?

A. It is possible to **work half days / half days Maternity Leave** up to 4 weeks of the end of the 16 weeks ML period. In that case you would need to create two separate Maternity Leave requests in eServices/My Leave.

You would need to:

a) Apply for the first ML period for 12 weeks – or more (the system will default to 16 weeks, but the End Date can be overwritten) and submit it.
b) Apply for the second ML period for 4 weeks – or less (the system will default to 16 weeks, but the end date can be overwritten) and then use the Half Day option **'All leave days half days'** (see below). It is important that the **total of the two ML periods is 112 days**. Please note the 112 days include weekends and holidays.

Q. How do I apply for Annual Leave?

A. Click the Annual Leave icon in eServices.

Enter the Start and End Dates. Enter any half day option if applicable. Click 'Calculate Duration'.

Best practice: It is a good best practice to enter information on any back-stopping arrangement in the comment field.

Your Annual Leave balance will be updated in the month you take the leave.

See the POPP on Annual Leave.

Q. Can I apply for advanced Annual Leave?

A. It is possible to apply for Advanced Annual Leave. FTA and PA contract holders may apply exceptionally for advanced leave up to 10 working days. TA contract holders may apply for advanced leave up to 5 working days.

You should approach your Supervisor/Unit Manager before entering a request for advanced Annual Leave in order to request the **pre-approval by Resident Representative / Head of Office**. This pre-approval should be attached to the leave request in eServices.

Please note that even if you only have 1 day of Annual Leave when you apply for leave, but you are applying 3 months in advance for 5 days of leave, you will have sufficient leave days for the time you **take** the leave (if you have an FTA contract and accumulate 2.5 days per month, at the time you take the leave you will have 3 X 2.5 days = 7.5 days + 1 day = 8.5 days; which will be sufficient for 5 days of leave. In this situation you will not need to apply for advanced annual leave).

Read more on the POPP for Annual Leave.

Q. Can I still apply for leave beyond my 'Contract Expected End Date'?

A. Yes, leave can be applied for beyond the 'contract expected end date'.

In addition, it can be confusing that even if your contract has been extended, it still shows your last 'contract expected end date'. The reason for this is that everything in Atlas is effective dated and always shows the **current** contract. So if your contract has been extended effective next month, it will still show the 'old' date – which is actually the 'current' date, until you reach next month where the new extension (contract) will then be the 'current' contract and the new 'contract expected end date' will automatically show.

Q. Will I keep accumulating Annual Leave days if I don't take any leave?

A. No, in the month of April every year Payroll will cut-off all annual leave balances above 60 days. But it is only done once a year. So in June you could have a maximum of 65 annual days if you did not take any leave and your entitlement is 2.5 days per month.

Message from OHR Director regarding this policy: *'What you may not be aware of, however, is the reason behind this particular policy. The source is actually the UN Medical Services, who wanted to avoid situations of over-work and burn-out (a lose-lose proposition for both the individual and the organization). While it may seem as if the leave deadline is a "stick" that punishes those with a large balance of unused leave, it might better be viewed as a "carrot", an incentive to take our leave in a timely fashion to support both our personal well being and our effectiveness in the office.'*

Q. How do I apply for Certified Sick Leave?

A. Click the Sick Leave icon in eServices.

Select 'Certified Sick Leave' in the dropdown. Enter the dates and any half day option if applicable and click 'Calculate Duration'.

Upload a doctor's certificate.

Even if Certified Sick Leave is typically entered retroactively, it is still approved by the Supervisor.

Best Practice: As good best practice remember to enter the sick leave immediately when you are back in the office.

Q. How do I apply for Uncertified Sick Leave?

A. Click the Sick Leave icon in eServices.

Select 'Uncertified Sick Leave' in the dropdown, and then 'Uncertified Sick Leave'. Enter dates and any half day option if applicable. Click 'Calculate Duration'.

There is no need to upload any documentation.

Best practice: As good best practice remember to enter the sick leave immediately when you are back in the office.

Note: All staff have 7 days of Uncertified Sick Leave every year from 1 April to the next 1 April. You can use these 7 days for either regular Uncertified Sick Leave or Family Emergency Leave. Note that USL is automatically approved and your Supervisor and Leave Monitor is copied automatically. You cannot take more than 3 work days in a row for USL.

Q. How do I apply for Family Emergency Leave?

A. Click the Sick Leave icon in eServices.

Select 'Uncertified Sick Leave' in the dropdown, and then 'Family Emergency Leave'. Enter dates and any half day option if applicable. Click 'Calculate Duration'.

Best practice: Normally you have to apply for Family Emergency Leave in advance. When this is not possible, then as good best practice remember to enter the Family Emergency Leave immediately when you are back in the office.

Family Emergency Leave: The Family Emergency Leave balance is the same as your Uncertified Sick Leave balance. You have 7 days per year and 1 April every year the balance is re-set to 7 days. Unlike Uncertified Sick Leave – where you can only take 3 days in a row – then you can take all 7 days in a row for Family Emergency Leave. Family Emergency Leave is approved by Supervisor. The reason for this is that Family Emergency Leave should be applied for in advance – when possible. Sometimes this is not possible; e.g. child's sick day.

See the POPP on Family Emergency Leave.

Q. How do I apply for Home Leave?

A. Click the Home Leave icon in eServices.

Before your apply it is very important that you selected the right HR Focal Point. If your duty station is New York, then enter your HR Focal Point from OHR/Staff Administrative Services.

If your duty station is located **outside** New York, then enter the HR Focal Point from the local HR office.

Enter the dates, click 'Calculate Duration'. Enter your travel itinerary for you and your family if applicable. Remember to enter both the itinerary to the place of home leave and also the return travel to the duty station.

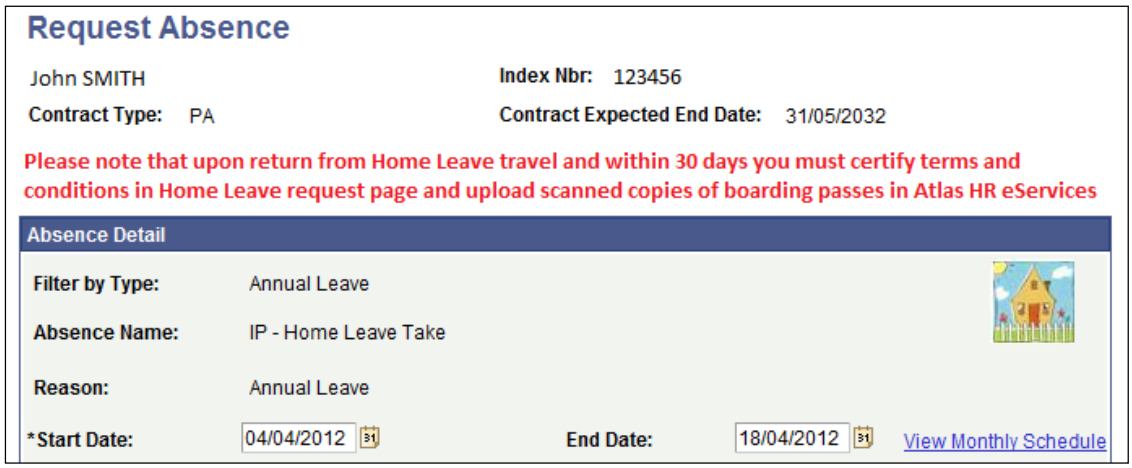
There is no need to attach documentation.

When you submit your Home Leave it is first approved by your supervisor. When the supervisor approves, an automatic email request is forwarded to your HR Focal Point for final approval. Once your HR Focal Point approves you will automatically receive an email that it has been approved.

Note: Remember to keep your ticket stubs. Upon return from Home Leave you need to **certify your Home Leave** and upload proof of travel. Please see instruction on this. Please note it is not mandatory to upload proof of travel – but it is mandatory to a) certify that Home Leave took place as requested and b) to keep originals of the proof of travel for a period of two years or until the next Home Leave travel.

Q. How do I certify a Home Leave?

A. When you submit a Home Leave, you will notice that the following information will appear in the top; that ***"upon return from Home Leave travel and within 30 days you must certify terms and conditions in Home Leave request page and upload scanned copies of boarding passes in Atlas HR eServices"***

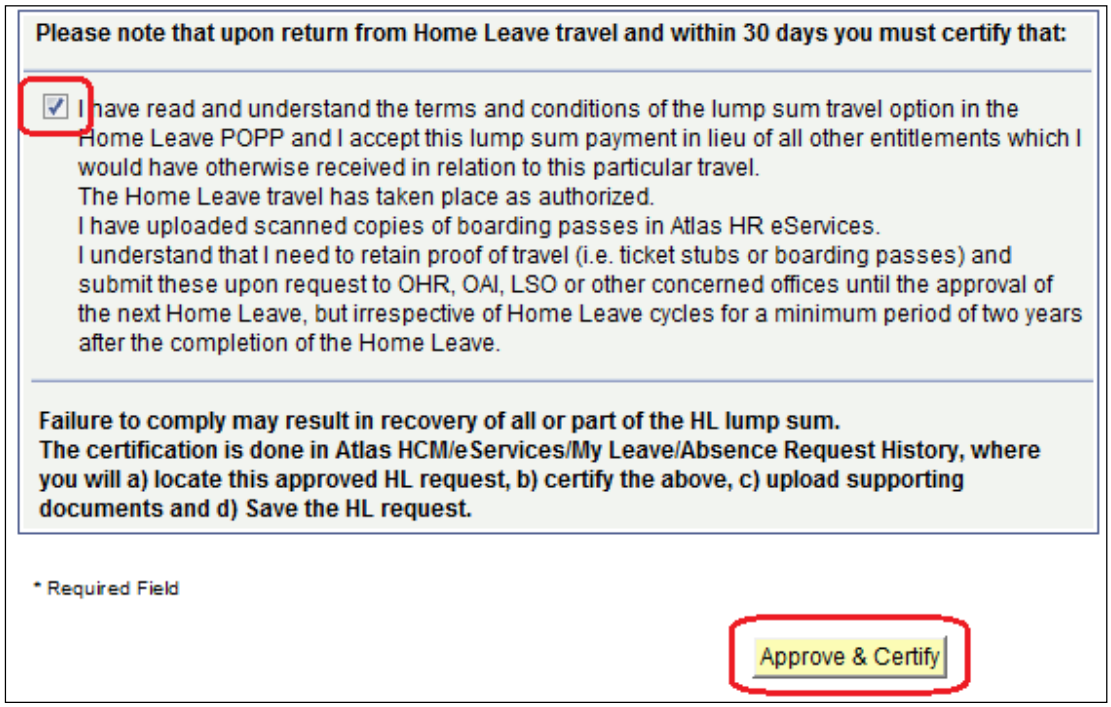


You certify your Home Leave and you can upload scanned copies of boarding passes in *Atlas HCM /eServices/My Leave/**View Absence Request History***. In here you can locate your approved Home Leave. Click the **Edit** button – see example below.

When you click **Edit** you will notice that your approved Home Leave contains a section for certifying the Home Leave.

Upload scanned copies of your boarding passes – click a) **Add Attachment b)** Click **Browse** to locate the boarding passes and c) click **Upload.** Please note that the file name should be **less than 50 characters**, and it should **not include any 'special' characters** such as õ, ú or é.

Click the checkbox to certify that you have read and understood the terms and conditions and click **Approve & Certify**.



You have now certified your Home Leave. Close the window.

IMPORTANT: Close the window, do not click Submit or Save. There is no need to submit it again.

Note: As per POPP it is mandatory to certify your travel, but it is not mandatory to upload proof of travel, but it is recommendable. In either case you should keep the original proof of travel for two years or until the next Home Leave travel.

Q. How do I apply for Home Leave if my family is travelling alone?

A. At this point the Leave Module in HR eServices cannot automatically manage **if your family travels on Home Leave** in advance and separately from yourself. The reason being is that 24 HL points need to be deducted with the first travel.

If your family travels alone:

You would need to:

1) Fill in the Home Leave application in eServices for the **family travel**. Enter in the comments field that it is for family only. Fill in the itinerary for your family, but no travel time needs to be entered by HR and Leave Monitor will need to **ensure the Annual Leave balance is not charged**, by adding the number of leave days to the AL balance. 24 Home Leave points are automatically deducted.

2) Fill in the Home Leave application in eServices for **your travel** if applicable. The Annual Leave balance is automatically deducted, but the Leave Monitor needs to ensure that **24 Home Leave Points are added to the HL Points balance**, so the Home Leave is not deducted twice.
3) Certify the Home Leave travel(s):
    a. Upon return of your own travel and the family travel you must certify in eServices that travel took place as requested and upload boarding pass or other proof of travel.

Q. How do I apply for Special Leave Without Pay?

A. Click the Special Leave icon in eServices.

If you apply for **SLWOP**, please first have a discussion on this with your HR BAS Business Partner (if IP staff) or your HR/Operations Manager (if local staff). The final approval for SLWOP is done by Head of Office (for local staff) or HR Director (for IP staff). Please obtain these approvals, before entering the SLWOP application in eServices, and then attach the approval in eServices.

Read the POPP on SLWOP.

4.2 Cancelling or changing a leave

Q. How do I cancel a leave in eServices?

A. There are different reasons for cancelling a leave:

- **Cancel a leave because you did not take it:**
    - Go to eServices/My Leave/**View Absence Request History** - click 'Edit' for the leave you want to cancel and click 'Cancel' – now it is cancelled and your Supervisor and Leave Monitor will be automatically informed.

- **Cancel a leave because you want to amend the leave:**

  Sometimes you need to cancel a leave, because you want to amend an already submitted or approved leave:
    - Go to eServices/My Leave/**View Absence Request History** - click 'Edit' for the leave you want to cancel and click 'Cancel'
    - Go to eServices/My Leave/**View Absence Request History** - click 'Edit' for the Cancelled leave – change whatever you need to change – click 'Submit' to re-submit the leave

- **Cancel a leave because you want to change HR Focal Point or Supervisor name:**

It can be necessary to cancel a leave if you want to change a Supervisor, HR Focal Point or Leave Monitor name. You cannot change a name if you have any 'pending' leaves – meaning leaves that are not approved. In that case you need to cancel all leaves that do not have the status 'Approved' to 'Cancelled':

- Go to eServices/My Leave/**View Absence Request History** - click 'Edit' for the leave you want to cancel and click 'Cancel'
- Go to eServices/My Leave/**My Leave** – change the name in the Approver User List – **remember to click 'Save'** when you entered the new name.
- Go to eServices/My Leave/**View Absence Request History** - click 'Edit' for the Cancelled leave – change whatever you need to change – click 'Submit' to re-submit the leave – now it will go to the right people.

Q. I got sick during my annual leave. Can I adjust my leave?

A. At any time can you edit an approved leave.

If you get sick during your annual leave period, and it is a period of **more than 5 certified sick days**, you can adjust your already approved annual leave by:

a) cancelling the annual leave (go to My Leave/View Absence Request History – click 'Edit' for the approved leave – click 'Cancel'),
b) changing the dates (go to My Leave/View Absence Request History – click 'Edit' for the cancelled leave – change the dates as applicable – click 'Submit' to re-submit it)
c) Enter a new certified sick leave request for the period you were sick.

If the period is 5 sick days or less, you cannot convert the period of annual leave.

4.3 How do I apply for leave types not yet in eServices

Q. Do we still need to user the paper form sometimes?

A. Yes, for some leave types you would still need to use the paper form. These are the leave types not yet in eServices. Below you can get an overview of the leave types in eServices and the leave types not yet in eServices:

Phase I (these leave types can all be applied for in HR eServices):

- Annual Leave, Sick Leave – Certified and Uncertified, Family Emergency Leave, Home Leave, Special Leave Without Pay, Maternity leave and Paternity leave.

Phase II (these leave types are still not in HR eServices):

- Compensatory Time-off/Day-off, Jury Duty, Official Business, Rest & Recuperation, Procurement Travel & Adoption Leave

Q. How do I apply for Adoption Leave if it is not in eServices?

A. Adoption Leave is not yet in eServices. You should just apply using the regular paper form - the Leave Request Form.

Workflow:

1. Please fill in the Leave Request Form (indicate Adoption Leave)
    a. Please fill it in, sign it and have supervisor sign it and send the form for approval to:
        i. **If in New York**: your OHR Business Partner,
        ii. **If outside New York**: your local HR office/Operations Manager.
    b. Please attach supporting documentation (see below)
2. Your local HR office/Operations Manager or BAS Business Partner will forward the approved request to:
    a. **OHR/Benefits & Entitlement Services** for entering a Personal Action (special leave with full pay for adoption leave purposes), and
    b. **b)** your local **leave monitor** for recording the leave in Atlas Absence module as "Special leave with full pay - Adoption Leave".

In the following link you can read the POPP on Adoption Leave for more information. Please take special notice on the required documentation that should follow the Adoption Leave request.

Q. How do I apply for Education Grant Travel if it is not in eServices?

A. Please note it is not possible to apply directly for Education Grant **travel** in HR eServices (staff can apply for Education Grant in eServices but not Education Grant **travel**, yet).

EG Travel administration is delegated to the country offices just like Home Leave for staff outside New York.

However, **if the SM is travelling** by him/herself, then the SM can:

a) fill in the Education Grant Travel form to get the clearance and to make sure the payment is done (for staff outside NY it should be approved by Head of Office). The payment is processed by the local HR/Finance office.

b) once authorized, then fill in an Annual Leave request in My Leave in eServices (Education Grant travel is charged to the Annual Leave balance including the travel days and must be approved by the Supervisor) – and then attach the signed EG Travel Form so Supervisor can see it has been authorized by Head of Office.

If the spouse or son/daughter is travelling – and not the SM – the SM should just fill in the Education Grant Travel form for processing of the payment (no need to submit Annual Leave request in this case).

Please find the link to the EG Travel guidelines.

Q. How do I apply for Compensatory Time Off / Compensatory Day Off if it is not in eServices?

A. CTO and CDO are not yet in eServices and you would therefore need to apply using a paper form. If the request is for CTO and for over-time you should attach the request for over-time.

Please note that CTO and CDO are slightly different.

CTO applies only for local staff whereas CDO applies to IP staff members when traveling on official business on non-working days and UN holidays. CTO is also used for over-time for local staff. The CDO/CTO should be exercised within 4 months of return of travel.

Please read the POPP on Route, Mode of Transportation, and Standard of Accommodation:

"Actual travel time spent by a staff member during a normal working day shall not be charged to annual leave.
A staff member shall be granted a compensatory day off if required to travel on a non-working day from the duty station to a place of mission. This compensatory day off may be exercised immediately after that non-working day or within four months of return to the duty station. For example, if a staff member is required to travel on Sunday to enable him/her to attend a meeting on Monday, one day of compensatory day off shall be given to the staff member. If it is necessary for the return travel to also take place on a non-working day, the staff member shall be allowed another compensatory day off. If the compensatory day off on the outbound travel was not taken immediately after the non-working day, it can be taken separately or together with the compensatory day off for the return travel in which case the two compensatory days off can be taken on two consecutive days upon completion of the entire journey."

Q. How do I apply for Family Visit if it is not in eServices?

A. Family Visit is not yet in eServices.

Family Visit is charged to Annual Leave (excluding travel time as per POPP on Family Visit). It is therefore possible to apply for Annual Leave in eServices and then exclude the allowable travel time.

Please note on the **approval flow** for Family Visit. For staff outside NY it is approved by the Head of Office and for staff in NY it is approved by the HR Business Partner.

What you can do is to:

1. Fill in the **Request for Leave** form, have the Supervisor sign it, have your local HR office sign it (for eligibility verification), have the Head of Office (for staff outside NY) or HR Business Partner (for staff in NY) sign it.
2. Once signed, you can enter a period of Annual Leave in eServices uploading the signed leave form and add in the comment field 'This leave is for Family Visit'.

Note: You can also have the Leave Monitor enter the leave manually, but we don't have a 'Family Visit' take, so the Leave Monitor would also have to register it as 'Annual Leave' take.

In addition you will need to inform your HR office (just as for Home Leave, then if you are in a country office it is your local HR office and if you are in New York it is OHR/BES in Copenhagen) for processing of the travel payment.

Please note some important aspects of Family Visit:

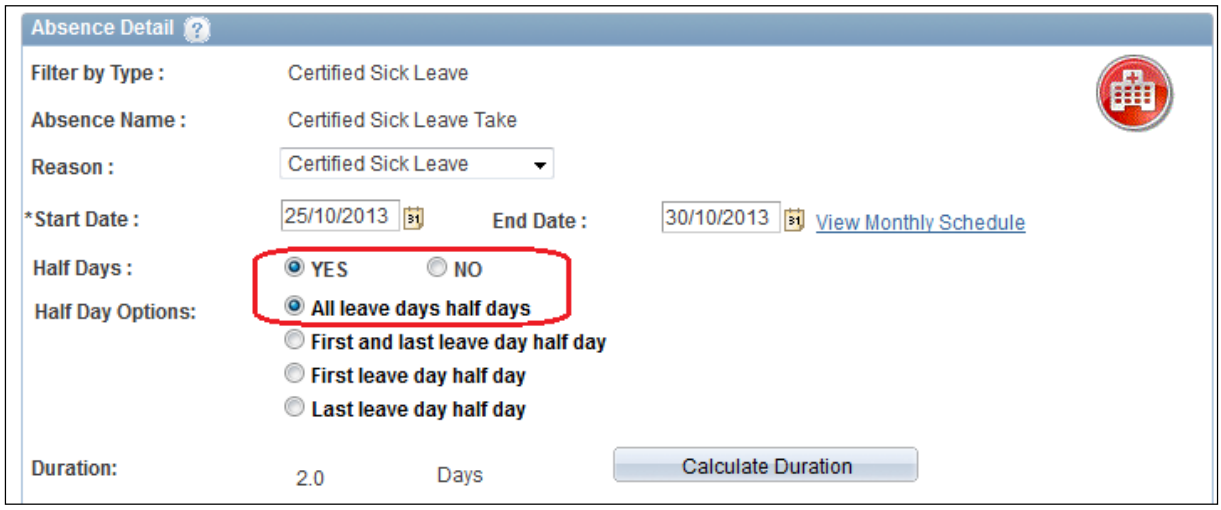
- Family visit travel provides eligible staff **residing alone** at their duty station periodic family visits.
- A staff member may request the travel of his/her **spouse** to visit him/her at the duty station in lieu of he/she exercising the entitlement. This may be authorized provided that the duty station where the staff member is stationed has not been designated as non-family.
- **Under no circumstances may children travel** as part of a family visit travel entitlement
- For travel on an outward and return journey on family visit travel, staff members shall be granted a fixed amount of **travel time** not chargeable to their annual leave balance, determined on the basis of the most direct flight available as follows:
  * One day for each journey of less than 10 hours;
  * Two days for each journey of 10 hours or longer but less than 16 hours; *and*
  * Three days for each journey of 16 hours or more.
- Except for allowable travel time, the number of days spent on family visit is **charged to the staff member's annual leave balance**.
- When **lump sum option** is requested staff member receives 75 per cent of the full fare economy class air ticket from the duty station to the staff member's recognized place of home leave or place of staff member's choice, whichever is less.

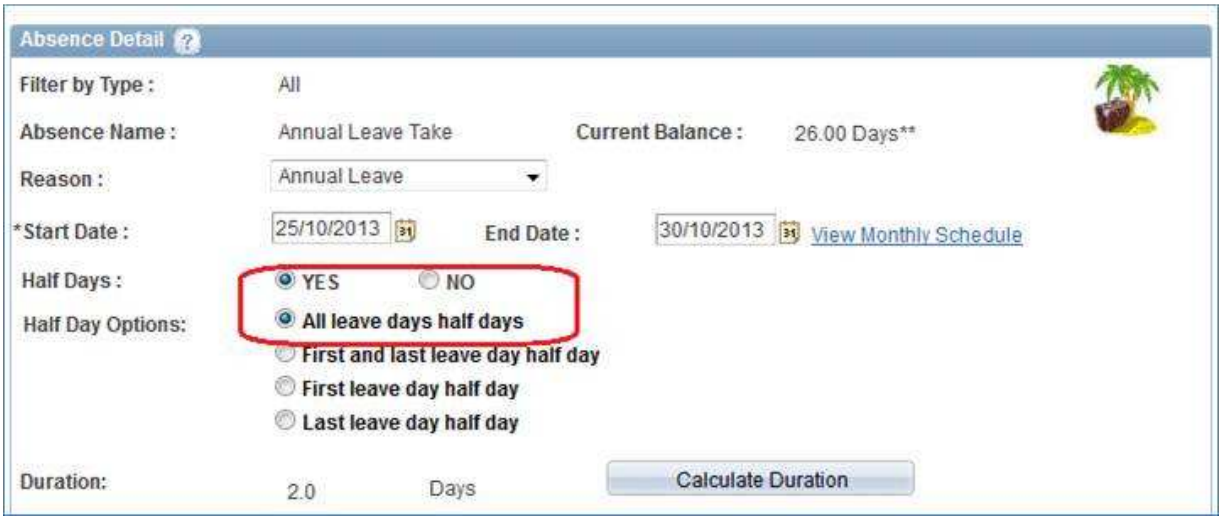
4.4 Sick Leave

Q. Can I enter a period of half sick leave / half annual leave?

A. Yes, it is possible to combine half sick leave / half annual leave.

You have to apply two times; first for one leave and then for the other – and then use 'All Leave Days Half Days'. The system will allow that – see example below:





Q. I have more than 20 work days of certified sick leave, do I need to do anything?

A. Please note that if you have more than a total of 20 working days taken cumulatively or consecutively during a twelve-month period or calendar year it will need to be **certified by the Medical Services Division** as per ST/AI/2005/3 Amendment 1.

Therefore, please submit a Sick Leave Certification Request (MS24) completed and signed by the attending physician to Medical Services Division **no later than the 20th working day** following the first day of your absence. The form can be emailed to sickleave@un.org. Please copy your supervisor and Leave Monitor.

When the certification is received from Medical Services Division please **forward the certification to your Supervisor and Leave Monitor**.

4.5 Leave balances

Q. My leave was approved, but my leave balance has not been updated?

A. Your leave balance will be updated in the month you **take** the leave; e.g. if you submit a leave in October for a leave period in December, then the balance will update in December, provided the leave is approved.

Please note that the leave balances are updated when the Payroll Process is run end of month. So even if you have an approved absence in the system, it will only be reflected in the balances when the Payroll Process is run end of month. The Payroll Process is typically run from the 15th-18th of a month.

If you apply for leave in the current month and you apply – and it is approved - before mid month on the 15th, then the balance will be reflected this month. Otherwise, it will be reflected the following month.

Q. When is my balance updated with my monthly accumulated leave days?

Staff on FTA or PA contracts will receive 2.5 annual leave days per month and staff on TA contracts will receive 1.5 days every month.

These days are not reflected in the beginning of a month, but will be reflected in your AL balance at the end of the month, when Payroll is processed for a given month.

Q. How many days do I have for Uncertified Sick Leave?

A. All staff have 7 days of Uncertified Sick Leave (USL) every year from 1 April to the next 1 April. Every year on 1 April all USL balances are re-set to 7 days. You can use these 7 days for either regular Uncertified Sick Leave or Family Emergency Leave.

Q. Why did I only get 1 day of Annual Leave when I started my FTA contract?

A. You probably started after the 16th of the **first month of your appointment**.

For an FTA contract you get the following Annual Leave days depending on your start date:

- If you start on the first working day of the month you get 2.5 days
- If you start after the first working day but on or before the 16th day of the month you get 2 days
- If you start on the 17th day of the month or later you get 1 day

For the last month of your appointment when you **separate from service**, it is then reverse:

- If you end on the last day of the month you get 2.5 days
- If you end from the 17th to the next to the last day of the month you get 2 days
- If you end on or before the 16th day of the month you get 1 day

Q. I don't have sufficient Home Leave points to go on Home Leave, can I still go?

A. Yes, if some conditions are met you can go on **Advanced Home Leave**. Normally you would require 24 Home Leave points to be eligible for Home Leave.

Advance HL may be approved by the HR Administrator in the county office or SAS/BES when at least 12 points have been accrued. A negative point balance shall be recorded in such case, up to a maximum of minus 12 points. The balance cannot exceed minus 12 points. **To become eligible for the next HL, the staff member must overcome the negative point balance and then reach an accrual of 24 points**, as the granting of advance HL does not advance the date of entitlement to subsequent HL's.

Advanced HL shall be approved subject to all the conditions for the entitlement subsequently being met, or the staff member will be required to reimburse the costs of the HL entitlement.

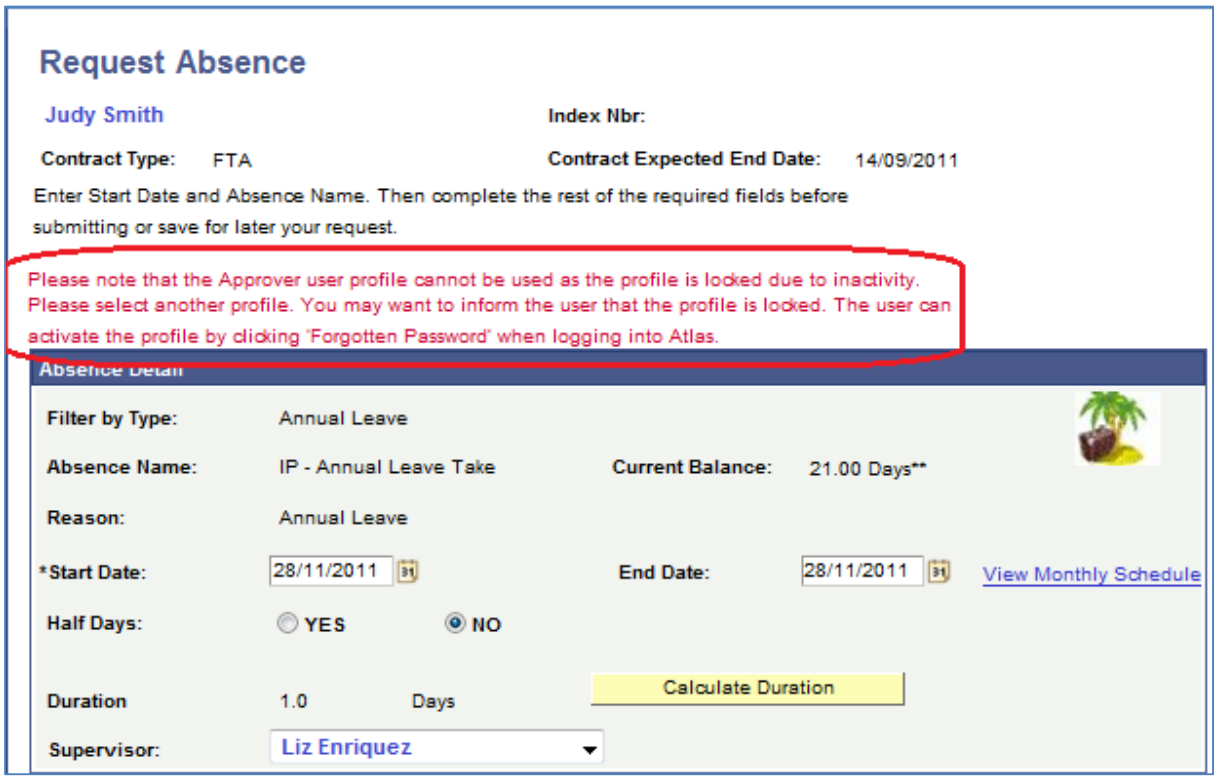
For additional information please read the POPP on Home Leave

4.6 Security and eServices

Q. Can I ask my assistant to approve leave on my behalf?

A. No, this would be in violation of ICT policy. The Atlas user name is personal and should not be given to other staff members. You may delegate the authority to approve leave in which case the staff members you supervise should use that name in the supervisor field in the 'Approver User List'.

Q. What does it mean when I get an error message that the “profile is locked due to inactivity”?



A. As part of a security procedure then a staff member’s Atlas user profile is locked if there has been no activity for 4 months. This means that you cannot proceed with your leave request if your supervisor has been ‘locked’.

You have two choices:

1. You can ask the ‘locked’ user to activate his/her profile before you apply again. The ‘locked’ user can activate the Atlas account by logging into Atlas – or if the user forgot the user name by clicking ‘Forgot Password’ when logging in. The ‘locked’ user will then get a temporary password that the user can log in with. Once logged in, the account will activate again and you can submit your leave application.
2. Alternatively and if applicable you can change the name of the Supervisor.

4.7 Approval of leaves

Q. Will the supervisor approve all leave requests?

A. No, for regular Uncertified Sick Leave the supervisor will not approve. It is approved automatically. However, the Supervisor and Leave Monitor are automatically copied when a staff member enters an Uncertified Sick Leave. The supervisor will be the approver for all other leave types.

Below you can see who approves the different leave types. For the leave types that require a two-step approval, then the supervisor approves the **absence** and the HR Focal Point approves the **eligibility**:

Leave type	Type of approval	Approval flow description	Who is HR Focal Point?
Uncertified Sick Leave	Automatic Approval	Approved automatically and Supervisor and Leave Monitor are copied.	NA
Certified Sick Leave	**One step** approval: 1. Supervisor	Supervisor approves – Leave Monitor and Staff Member are copied upon approval	NA
Family (emergency) Leave	**One step** approval: 1. Supervisor	Supervisor approves – Leave Monitor and Staff Member are copied upon approval	NA
Annual Leave	**One step** approval: 1. Supervisor	Supervisor approves – Leave Monitor and Staff Member are copied upon approval	NA
Home Leave	**Two step** approval: 1. Supervisor 2. HR Focal Point	Supervisor approves – when Supervisor has approved, it is forwarded automatically to HR Focal Point for approval – Leave Monitor and Staff Member are copied upon HR approval	IP staff in NY: BES IP staff outside NY: Local HR
Maternity Leave	**Two step** approval: 1. Supervisor 2. HR Focal Point	Supervisor approves – when Supervisor has approved, it is forwarded automatically to HR Focal Point for approval – Leave Monitor and Staff Member are copied upon HR approval	IP staff: BES Local staff: Local HR
Paternity leave	**Two step** approval: 1. Supervisor 2. HR Focal Point	Supervisor approves – when Supervisor has approved, it is forwarded automatically to HR Focal Point for approval – Leave Monitor and Staff Member are copied upon HR approval	IP staff: BES Local staff: Local HR

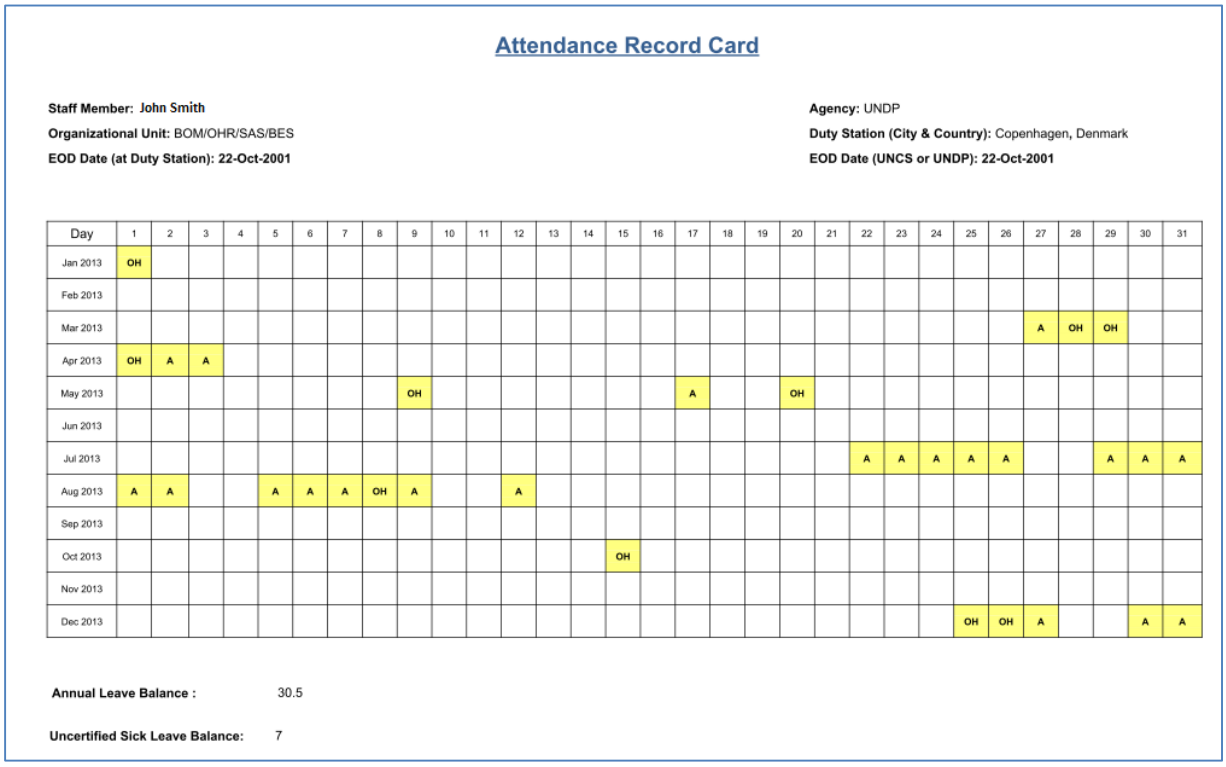
4.8 Attendance Record Card

Q. Can I print my own Attendance Record Card?

A. You can print your own Attendance Record Card under My Leave.

It will show all leave in the period you select, not only what you entered yourself in eServices, but also leave that was entered by your Leave Monitor on your behalf.

The Attendance Record Card in eServices:



Attendance Record Card

Staff Member: John Smith
Organizational Unit: BOM/OHR/SAS/BES
EOD Date (at Duty Station): 22-Oct-2001

Agency: UNDP
Duty Station (City & Country): Copenhagen, Denmark
EOD Date (UNCS or UNDP): 22-Oct-2001

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan 2013	OH																														
Feb 2013																															
Mar 2013																											A	OH	OH		
Apr 2013	OH	A	A																												
May 2013									OH								A			OH											
Jun 2013																															
Jul 2013																						A	A	A	A	A			A	A	A
Aug 2013	A	A			A	A	A	OH	A			A																			
Sep 2013																															
Oct 2013															OH																
Nov 2013																															
Dec 2013																									OH	OH	A			A	A

Annual Leave Balance : 30.5

Uncertified Sick Leave Balance: 7

If you are a supervisor or HR or Leave Monitor, there is also a 'Unit' Attendance Record Card available under UN Reports/Global Payroll/Absence Reports. This is only available as a monthly report.

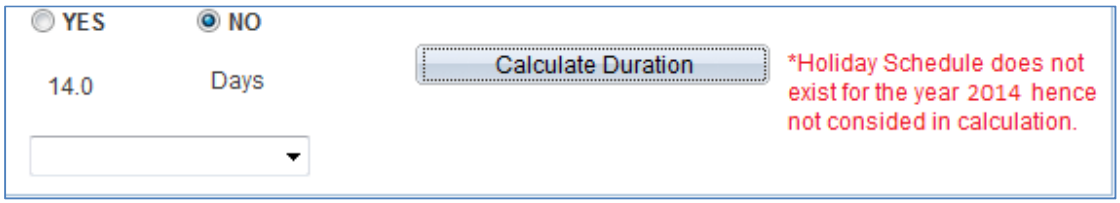
4.9 Holiday Schedules and work-weeks

Q. Why is it not possible for me to apply for leave on a Friday?

A. It is very likely that you are on the wrong work-week or weekend schedule. In UN we have different weekends; e.g. Thursday/Friday, Friday/Saturday and Saturday/Sunday.

You may recently have reassigned from e.g. Saudi Arabia to New York and your official weekend may not have been changed. When you then try to start or end a leave on a Friday, you get an error, because you cannot start or end a leave on a weekend. Please contact your HR Focal Point to change your work-week / weekend schedule.

Q. When I apply for advanced leave into the next year, I get a warning that 'Holiday Schedule does not exist'. Can I still apply and will it calculate correctly?



A. Yes, you can still apply and it will calculate correctly.

All staff have a holiday schedule depending on their duty station. Every year the different duty stations upload the new upcoming holiday schedule at the end of the year. It is sometimes not uploaded before December. Sometimes you cannot do it in advance, since the holiday schedule is agreed to/negotiated with all the UN organisations in a given duty station.

Which means that if you apply for leave in the upcoming year **and** the holiday schedule is not uploaded, then when you click 'Calculate Duration' – the count of AL days will include any holiday in the leave period. E.g. if you apply for leave 20 Dec to 10 Jan, the system will include the count for 1 Jan which is typically a holiday. But please note that leave is only processed in the month you take the leave, so for the leave in Jan, the leave is calculated end of Jan when payroll is processed. At that time the holiday schedule is always uploaded, and the 1 Jan will **not** be deducted your Annual Leave balance.

4.10 When separating

Q. Can I keep my eServices profile after separating?

A. Normally access to Atlas is automatically discontinued after separation. However, it is allowed to have eService only access after the separation for three months. This is typically granted to allow staff to claim for their Education Grant.

You would need to ask your Supervisor to kindly ask your Argus focal point to delete your current Atlas user profile and then ask ps.support@undp.org for 3 months access to eServices.

Please note that UNFPA does not allow for eServices access after separation date.

4.11 Uploading Documents into eServices

Q. Why can't I upload a document?

A. At any time should you be able to upload a document and for certain leave types it is mandatory to upload documents; e.g. for Certified Sick Leave, Paternity & Maternity Leave.

If it is not possible to upload a document, it could be because of two issues:

1) The file name cannot be more than 50 characters. Reduce the length of the file name, and then try again, OR
2) The file name cannot contain 'special' or 'illegal' characters like French accents (such as é) or Spanish tilde (~). Change the file name, and then try again.

4.12 Leave and Contract Expected End Date?

Q. Can I still apply for leave beyond the Contract Expected End Date?

A. Yes, the system will allow you to apply for leave beyond the contract expected end date. However, approval of Home Leave and payment of Home Leave travel beyond the Contract Expected End Date may be subject to extension of contract or information on intention to extend.

Q. Why is eServices still showing my 'old' Contract Expected End date, when my contract has just been extended?

A. Please note that eServices always displays the **current** contract, even if a future dated contract (and extension) has been created.

Then when you log into eServices on the start date for the new contract (extension), then the Contract Expected End date will change automatically to the end date for the new contract, because at that time this will be the **current** contract.

5. Training Material & other resources

5.1 HR policies on the different leave types

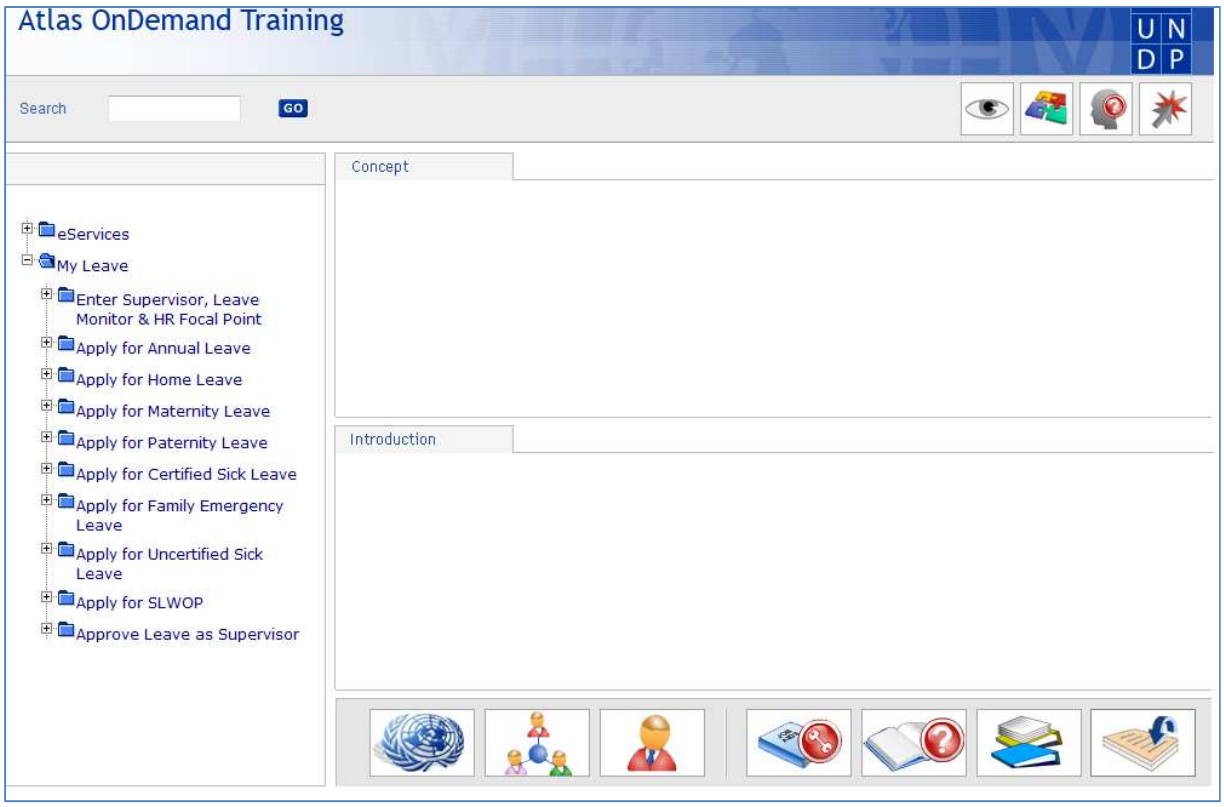
You can locate the leave policies in the POPP for leave

5.2 Training resources

Q. Where can I find training material on the leave system?

A. There are different training materials available:

- You can listen to a recorded webinar for all staff and supervisors.
- There is a detailed User Guide and PowerPoint presentation
- In addition you can view a 9 min video on how to apply for Home Leave
- There are 10 OnDemand courses on How to Apply for & Approve Leave:



5.3 Who can I ask if I have questions on leave

It is a good idea to start with asking your Leave Monitor or HR office.

In more complex cases you may want to ask your eServices Focal Point in your office:

- **UNDSS:** Mr. Andrei Voicu (andrei.voicu@undp.org), UNDP Security Office
- **UN Women**: Ms. Rania Bolotok (rania.bolotok@unwomen.org)
- **UNFPA:** Mr. Dhruba Khanal (khanal@unfpa.org)

- **UNDP:** Mohamed Thaufik Abdul-Khalid (thaufik.abdul-khalid@undp.org and copy pfu.enquiry@undp.org) or for **local staff** OHR/Global Payroll Services team (gpsatlashrandpayroll@undp.org)

If the issue is technical, you may want to contact:

- **UNDP:** ps.support@undp.org
- **UNFPA:** https://sso.myunfpa.org
- **UNOPS:** atlas.helpdesk@unops.org
- **UNU:** https://intranet.unu.edu/atlas
- **UN Women:** https://intra.unwomen.org/management/Pages/Atlas-Support.aspx

6. Who is using HR eServices?

All partner-agencies are using HR eServices; UNDP, UNFPA, UN Women, UNOPS, UNV, UNCDF, UNU, UNDSS staff members – both international and local - on all contract types (FTA, TA, CA and PA) have access to HR eServices.

Note that UNOPS and UNU are not using the leave module. They have their own leave system. Both agencies are using the other HR modules in eServices; e.g. viewing payslips, insurance and pension information, changing Emergency Contact, viewing dependency information, applying for Rental Subsidy and Education Grant, etc.

Service Contracts have access to HR eServices. There is an on-going project to gradually have all Service Contracts using eServices in 2015.

7. Upcoming developments in My Leave

- Re-do the SLWOP module. The approval work-flow is not in line with POPP
- Include leave types that are not yet in eServices