



Staff Advances eServices Tool User Guide

2018

For any questions about the Staff Advances eServices Tool or this User Guide, please contact:

staff.advances@undp.org

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User Guide for Staff Advances eServices Tool

Introduction

Currently staff advances, except Education Grant advances, are processed manually using a standard paper form. The entire request and approval process is paper based which is both inefficient and limits the use of embedded checks and balances in Atlas e.g. ICF controls or compliance with Policy on advances as per [POPP](#). It also does not support efficient oversight and monitoring as valuable time is lost in requesting and handling paper. Processors have to run a series of reports/ queries to determine the status of existing advances.

The eServices solution offers a user-friendly Tool, which brings efficiencies & easiness to the process as a whole and eliminates the wasted time currently spent in handling paper-based requests.

Key Features:

- Allow staff members to initiate and submit an online request, based on the type of advance, type of contract, contract duration, etc.
- Include corporate policy-based checks on staff's eligibility and repayment period.
- Forward request to personnel involved in the process via a workflow mechanism for review and approval.
- Contain mechanism for tracking Advances made and the Repayment schedule.
- Auto-recovery set-up of the monthly advance recoveries.

Key Benefits:

- Enhance and simplify the staff advances process.
- Transparent, paperless request and approval process for staff advances.
- Better control over staff eligibility for an advance.
- Ensure a complete and accurate recovery schedule established at the time the advance is paid.
- Enhance the staff advances analysis/reconciliation process and the generation of aging reports.

Overall Process Flow:



User Guide for Staff Advances eServices Tool

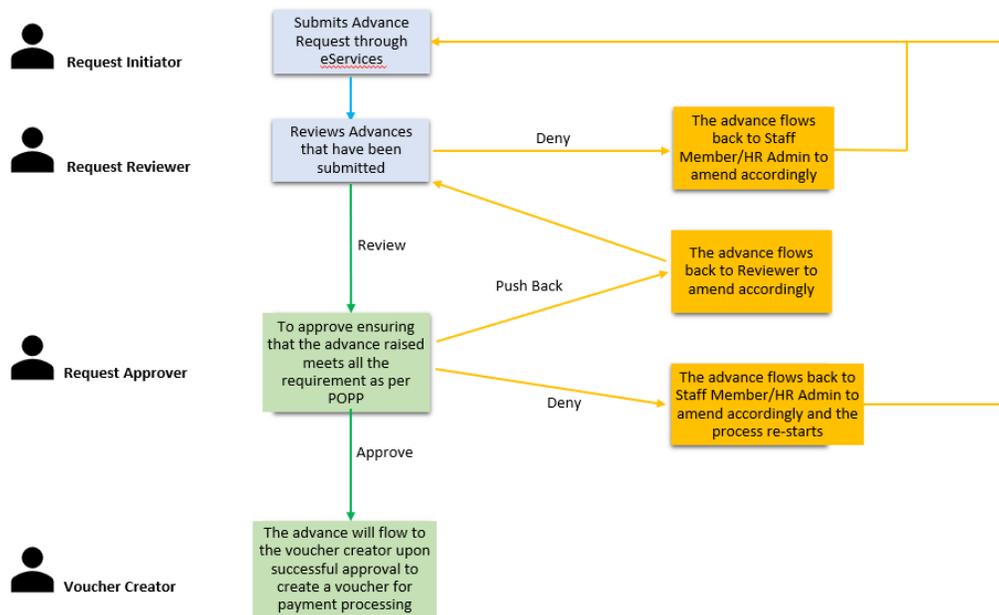
User Roles

1. Advance Request Initiator:

- **Staff Member as the Requester:** In most scenarios staff members initiate advance request, except situations where the HR personnel are required to perform this step on behalf of the staff member, as explained below.
- **HR Administrator as the Requester:** In situations where the staff member is unable to submit a request using the Tool, HR personnel have the option to submit the request on behalf of the staff member. This is mainly for initial appointments and emergency situations related to security.

The Tool allows an Office to have more than one user name for each of the roles below: Advance Reviewer, Advance Approver, and Voucher Creator.

2. **Advance Request Reviewer:** This role is carried out by the Human Resources focal point in the office (HRA) and is mainly to review the details of the advance request raised by the requestor. The review process also includes data validation and checks for reasonableness of the advance request.
3. **Advance Request Approver:** This role is carried out by the Head of Office (RR, Country Director, Director of Office for HQ locations or senior manager with delegated authority). The Approver will have the options to either "Approve" the request, "Push Back" for further explanation or "Deny" the request.
4. **Voucher Creator:** This role is carried out by Finance personnel and is part of the workflow to trigger the initiation of the voucher creation process. The notification received will contain the details of the advance that has been approved and the information needed to create the voucher for payment processing.



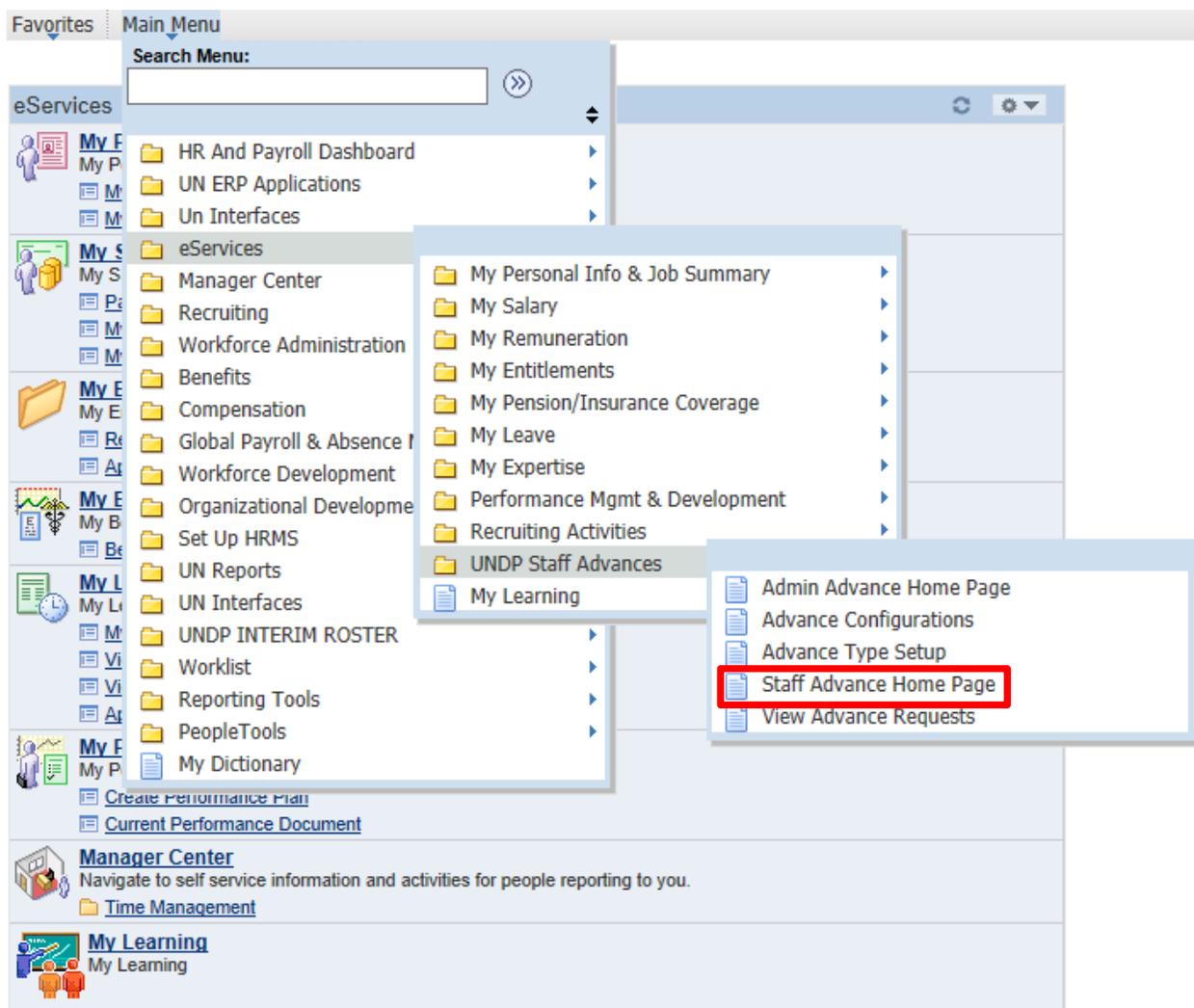
User Guide for Staff Advances eServices Tool

Step by Step Guide

1. Request an Advance:

- Staff member as the Requester:

Navigation: Main Menu > eServices > UNDP Staff Advances > Staff Advance Home Page



User Guide for Staff Advances eServices Tool

The "Staff Advance Home Page" allows the Staff Member to create and submit an advance request:

Staff Advances

Staff Member **SM Name** Index Number **11111**

Personal Information

Contract Type: Fixed Term Appointment
Contract Category: G7
Contract Expiration Date: 30/06/2019
Monthly Net Salary: 9,264.83 MYR
Duty Station : Kuala Lumpur

New Advance Request

Advance Type:
Absence from Duty Station
Emergency
Medical Expenses
Special Condition

Approver User List

*Reviewer (HR Focal point): MYS
*Approver (Operations Manager/Head of Office): MYS
*Voucher Creator: GSSC-KL

Advance Request History

Advance ID	Advance Type	Amount	Currency	Approval Status	Submitted Date Time	Details
1 SA18000008	Emergency	5,000.00	MYR	Approved	18/07/18 5:58AM	Details

Pending Requests for Approval

Advance ID	Advance Type	Submitted by	Submitted Date Time	Amount	Currency	Details
1						Details

Save Notify Add Update/Display

Select on the drop-down box to display the available type of advances

The information in this section is pre-defined based on staff category, location and department

User Guide for Staff Advances eServices Tool

Staff Advances

Staff Member SM Name

Index Number 11111

Personal Information

Contract Type: Fixed Term Appointment
Contract Category: G7
Contract Expiration Date: 30/06/2019
Monthly Net Salary: 9,264.83 MYR
Duty Station : Kuala Lumpur

Click on "Create New Request" after selecting the "Advance Type"

New Advance Request

Advance Type: Emergency

Create New Request

Approver User List

*Reviewer (HR Focal point): MYS

*Approver (Operations Manager/Head of Office): MYS

*Voucher Creator: GSSC-KL

Advance Request History

Advance ID	Advance Type	Amount	Currency	Approval Status	Submitted Date Time	Details
1 SA18000008	Emergency	5,000.00	MYR	Approved	18/07/18 5:58AM	Details

Pending Requests for Approval

Advance ID	Advance Type	Submitted by	Submitted Date Time	Amount	Currency	Details
1						Details

Save Notify

Add Update/Display

This section shows the past advances submitted and processed.

This section shows the past advances submitted and are pending approval

User Guide for Staff Advances eServices Tool

Create Advance Request

Staff Member SM Name Index Number 11111 Advance ID NEXT Approval Status Not Submitted

Personal Information

Contract Type: Fixed Term Appointment
 Employee Class: G7
 Contract Expiration Date: 30/06/2019
 Monthly Net Salary: 9,264.83 MYR
 Duty Station : Kuala Lumpur

This section is completed by the Reviewer upon submission of the request by the Staff Member

Request Details

Created Datetime: 18/07/18 8:05AM Submitted Datetime:

Salary Advance Type: Emergency

*Requested Amount: *Currency:

*Repayment Duration: Month(s) Urgently Needed:

Preferred Bank Name for Advance Payment :

Justification for advance and/or special instructions :

Approved Advance Details

*Approved Amount: *Currency:

*Payment Method:

*Approved Recovery Duration:

Approver User List

*Reviewer (HR Focal point):

*Approver (Operations Manager/Head of Office):

*Voucher Creator :

Attachments

	Add Attachment	Description	Attached File
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment Details

Payment details will get auto-populated once the voucher is created, approved and paid

Business Unit: Voucher ID:

Voucher Amt: Dollar Equiv:

Payment Id: Pymt Method: Paid:

Payment Date

Voucher Approver:

Voucher Creator:

Advance Policy:

- The advance amount shouldn't exceed 2 month net pay.
- The advance should be recovered within 12 months not exceeding the Contract end date.

This section is auto populated by the system when the advance voucher is paid

Fill information highlighted in Green boxes:

- Requested amount
- Repayment Duration
- Currency (For local staff, the currency should be the one of local payroll)
- Preferred Bank Name
- Justification for advance

Upload support documents as necessary

Select from all 3 drop-down lists

User Guide for Staff Advances eServices Tool

Once the request is submitted, a unique Advance ID is generated by the system and the request status changes to "Approval in Process".

The screenshot displays the 'Create Advance Request' page. At the top, the navigation bar shows 'Favorites | Main Menu > eServices > UNDP Staff Advances > Staff Advance Home Page'. The main content area is titled 'Create Advance Request' and contains the following sections:

- Staff Member:** SM Name, Index Number 11111, Advance ID SA1800009, Approval Status Approval in Process.
- Personal Information:** Contract Type: Fixed Term Appointment; Employee Class: G7; Contract Expiration Date: 30/06/2019; Monthly Net Salary: 9,264.83 MYR; Duty Station: Kuala Lumpur.
- Request Details:** Created Datetime: 18/07/18 5:54AM, Submitted Datetime: 18/07/18 5:58AM; Salary Advance Type: Emergency; *Requested Amount: 5,000.00, *Currency: MYR; *Repayment Duration: 8 Month(s), Urgently Needed: ; Preferred Bank Name for Advance Payment: Maybank; Justification for advance and/or special instructions: Repair private residence damaged by flood.
- Approved Advance Details:** *Approved Amount: [input], *Currency: [input]; *Payment Method: Voucher; *Approved Recovery Duration: [input].
- Approver User List:** *Reviewer (HR Focal point): MYS; *Approver (Operations Manager/Head of Office): MYS; *Voucher Creator: GSSC-KL.
- Payment Details:** Payment details will get auto-populated once the voucher is created, approved and paid. Business Unit: [input], Voucher ID: [input]; Voucher Amt: [input], Dollar Equiv: [input]; Payment Id: [input], Pymt Method: [input], Paid: ; Payment Date: [input]; Voucher Approver: [input]; Voucher Creator: [input].
- Attachments:** A table with columns 'Add Attachment', 'Description', and 'Attached File'. One row is visible with 'Add Attachment' and a plus icon.
- Advance Policy:** 1. The advance amount shouldn't exceed 2 month net pay. 2. The advance should be recovered within 12 months not exceeding the Contract end date.
- Approval Workflow:** A diagram showing 'Pending' (Multiple Approvers TEST) leading to 'Not Routed' (Multiple Approvers Test1). A 'Withdraw' button is highlighted with a red box and an arrow points to a text box.
- Notify:** A button with a bell icon.

The requestor has the option to withdraw the advance upon submission by clicking on the button above only if it is at the review stage and not after the advance is approved.

User Guide for Staff Advances eServices Tool

Upon successful submission of the advance, the Staff Member and the Reviewers will receive a notification through an email:

The following Advance Request has been Submitted for your Review

Employee: 11111 SM Name
Department: 83106
Type of Advance: Emergency
Recovery Duration (Months): 8
Advance ID : SA18000009
Requested Amount :5000
Requested Currency :MYR

Requestor Comments: Repair private residence damaged by flood

Please use the following link to view the transaction:

https://hr-test.partneragencies.org/psp/UNDPHRS1_1/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UN_SAL_ADV.GBL?Page=UN_SAL_ADV&Action=U&EMPLIDPage=UN_SAL_ADV_TYPE=EMR&UN_SAL_ADV=SA18000009

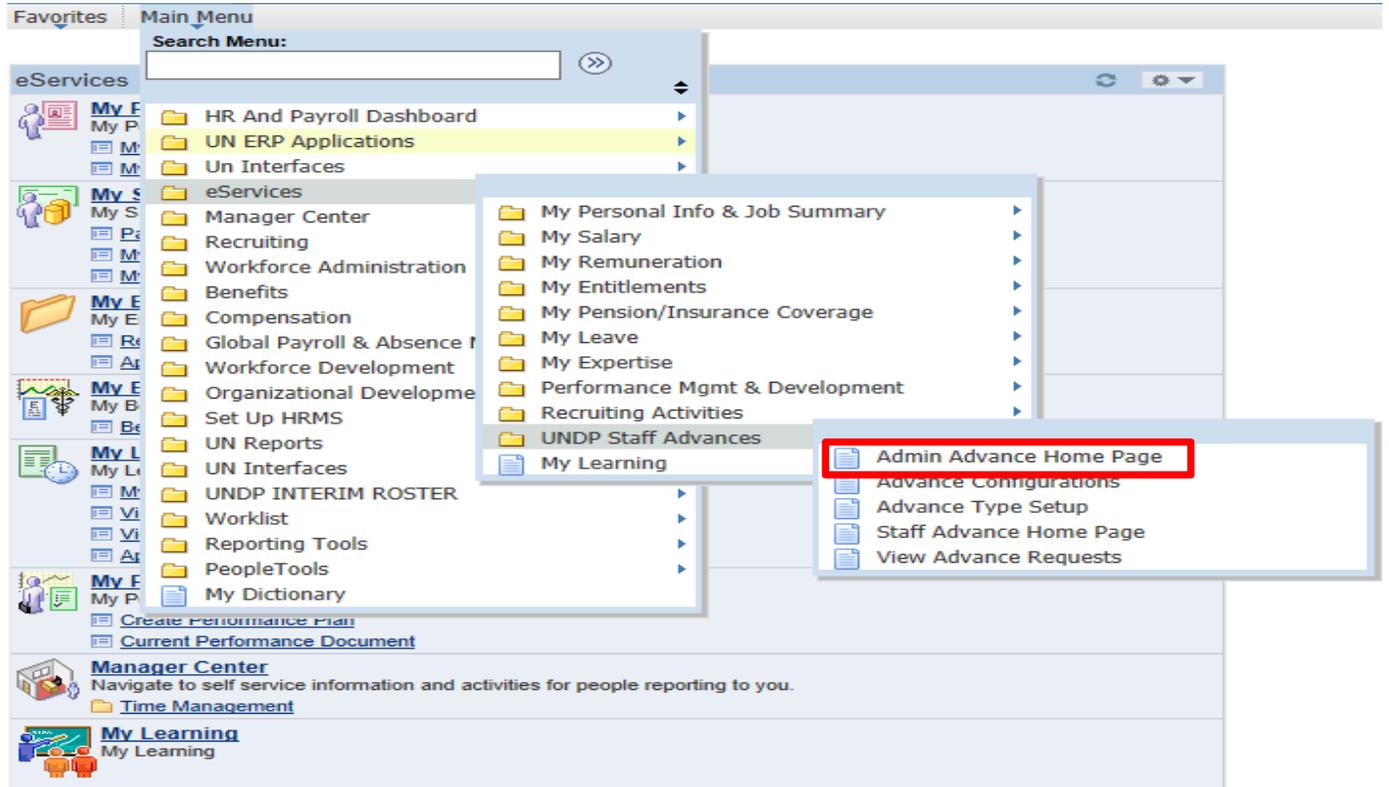


The Advance Reviewer would need to click on the link highlighted to access the specific advance page and proceed with the review process (See Page 14 to Page 16)

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- HR Admin as the Requester:

Navigation: Main Menu > eServices > UNDP Staff Advances > Admin Advance Home Page



Favorites Main Menu > eServices > UNDP Staff Advances > Admin Advance Home Page

Staff Advances (Admin)

New Salary Advance Request

Employee Id :

Advance Type :

Advance Reviewer

Reviewer (HR Focal point): MYS

Approver (Operations Manager/Head of Office): MYS

Voucher Creator: GSSC-KL

Pending Requests for Approval

Advance ID	Advance Type	Submitted By	Submitted Date Time	Amount	Currency	Details
1						Details

Save Notify Add Update/Display

Fill in the Employee ID and select the Advance Type before clicking on "Create New Request"

The information in this section is pre-defined based on staff category, location and department

User Guide for Staff Advances eServices Tool

Create Advance Request

Staff Member SM Name Index Number 11111 Advance ID NEXT Approval Status Not Submitted

Personal Information

Contract Type: Fixed Term Appointment
 Employee Class: G7
 Contract Expiration Date: 30/06/2019
 Monthly Net Salary: 9,264.83 MYR
 Duty Station : Kuala Lumpur

This section is completed by the Reviewer upon submission of the request by the Staff Member

Request Details

Created Datetime: 18/07/18 8:05AM Submitted Datetime:

Salary Advance Type: Emergency

*Requested Amount: 5,000.00 *Currency: MYR

*Repayment Duration: 8 Month(s) Urgently Needed:

Preferred Bank Name for Advance Payment : Maybank

Justification for advance and/or special instructions : Repair private residence damaged by flood

Approved Advance Details

*Approved Amount: *Currency:

*Payment Method: Voucher

*Approved Recovery Duration:

Approver User List

*Reviewer (HR Focal point): MYS

*Approver (Operations Manager/Head of Office): MYS

*Voucher Creator : GSSC-KL

Attachments

Add Attachment	Description	Attached File
1		

Payment Details

Payment details will get auto-populated once the voucher is created, approved and paid

Business Unit: Voucher ID:

Voucher Amt: Dollar Equiv:

Payment Id: Pymt Method: Paid:

Payment Date

Voucher Approver:

Voucher Creator:

Advance Policy:

1. The advance amount shouldn't exceed 2 month net pay.
 2. The advance should be recovered within 12 months not exceeding the Contract end date.

Save for Later Submit Request

Notify

Fill information highlighted in Green boxes:

1. Requested amount
2. Repayment Duration
3. Currency (For local staff, the currency should be the one of local payroll)
4. Preferred Bank Name
5. Justification for advance

This section is auto populated by the system when the advance voucher is paid

Upload support documents as necessary

Select from all 3 drop-down lists

User Guide for Staff Advances eServices Tool

Once the request is submitted, a unique advance ID will be generated and the request status will change to "Approval in Process".

Favorites Main Menu > eServices > UNDP Staff Advances > Staff Advance Home Page

Create Advance Request

Staff Member SM Name Index Number 11111 **Advance ID SA1800009 Approval Status Approval in Process**

Personal Information
Contract Type: Fixed Term Appointment
Employee Class: G7
Contract Expiration Date: 30/06/2019
Monthly Net Salary: 9,264.83 MYR
Duty Station: Kuala Lumpur

Request Details
Created Datetime: 18/07/18 5:54AM Submitted Datetime: 18/07/18 5:58AM
Salary Advance Type: Emergency
*Requested Amount: 5,000.00 *Currency: MYR
*Repayment Duration: 8 Month(s) Urgently Needed:
Preferred Bank Name for Advance Payment: Maybank
Justification for advance and/or special instructions: Repair private residence damaged by flood

Approved Advance Details
*Approved Amount: *Currency:
*Payment Method: Voucher
*Approved Recovery Duration:

Approver User List
*Reviewer (HR Focal point): MYS
*Approver (Operations Manager/Head of Office): MYS
*Voucher Creator: GSSC-KL

Attachments

	Add Attachment	Description	Attached File
1	Add Attachment		

Payment Details
Payment details will get auto-populated once the voucher is created, approved and paid
Business Unit: Voucher ID:
Voucher Amt: Dollar Equiv:
Payment Id: Pymt Method: Paid:
Payment Date:
Voucher Approver:
Voucher Creator:

Advance Policy:
1. The advance amount shouldn't exceed 2 month net pay.
2. The advance should be recovered within 12 months not exceeding the Contract end date.

Salary Advance: Pending
Approval Workflow
Pending Multiple Approvers TEST → Not Routed Multiple Approvers Test1

Withdraw

Notify

The requestor has the option to withdraw the advance upon submission by clicking on the button above only if it is at the review stage and not after the advance is approved.

User Guide for Staff Advances eServices Tool

Upon successful submission of the advance, the Staff Member and the Reviewers will receive a notification through an email:

The following Advance Request has been Submitted for your Review

Employee: 11111 SM Name
Department: 83106
Type of Advance: Emergency
Recovery Duration (Months): 8
Advance ID : SA18000009
Requested Amount :5000
Requested Currency :MYR

Requestor Comments: Repair private residence damaged by flood

Please use the following link to view the transaction:

https://hr-test.partneragencies.org/psp/UNDPHRS1_1/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UN_SAL_ADV.GBL?Page=UN_SAL_ADV&Action=Page=UN_SAL_ADV&ActionUN_ADV_TYPE=EMR&UN_SAL_ADV=SA18000009



The Advance Reviewer would need to click on the link highlighted to access the specific advance page and proceed with the review process (See Page 14-Page 16)

User Guide for Staff Advances eServices Tool

2. Review an Advance:

Once Reviewer receives the email notification on the advance that has been submitted, the link in which the Reviewer clicks on will direct them to the page below:

Staff Member SM Name **Index Number 11111** **Advance ID SA1800009** **Approval Status Approval in Process**

Personal Information

Contract Type: Fixed Term Appointment
 Employee Class: G7
 Contract Expiration Date: 30/06/2019
 Monthly Net Salary: 9,264.83 MYR
 Duty Station : Kuala Lumpur

Request Details

Created Datetime: 18/07/18 8:05AM Submitted Datetime: 18/07/18 8:07AM

Salary Advance Type: Emergency

*Requested Amount: 5,000.00 *Currency: MYR

*Repayment Duration: 8 Month(s) Urgently Needed:

Preferred Bank Name for Advance Payment : Maybank

Justification for advance and/or special instructions : Repair private residence damaged by flood

Attachments

	Add Attachment	Description	Attached File
1	Add Attachment		

Advance Policy:

- The advance amount shouldn't exceed 2 month net pay.
- The advance should be recovered within 12 months not exceeding the Contract end date.

Outstanding GL Account Balances

No outstanding balance

Approved Advance Details

*Approved Amount: 5,000.00 *Currency: MYR

*Payment Method: Voucher

*Approved Recovery Duration: 8 Month(s)

Approver User List

*Reviewer (HR Focal point): MYS
 *Approver (Operations Manager/Head of Office): MYS
 *Voucher Creator : GSSC-KL

Payment Details

Payment details will get auto-populated once the voucher is created, approved and paid.

Business Unit: Voucher ID: Voucher Amt: Dollar Equiv: Payment Id: Pymt Method: Paid:

Payment Date: Voucher Approver: Voucher Creator:

Salary Advance: Pending

Approval Workflow

```

    graph LR
      Pending[Pending Multiple Approvers TEST] --> NotRouted[Not Routed Multiple Approvers Test1]
    
```

*Comments: Reviewed.

Review **Deny**

Push the "Review" button above if the advance meets requirements and is ready for approval

Push the "Deny" button if additional clarification/justification is needed from the Requestor. The Requestor can then resubmit again.

The Reviewer inputs the approved advance details and should ensure that the required fields are entered accurately as per POPP

User Guide for Staff Advances eServices Tool

Once the review has been done, an email notification is sent to the Approver:

The following Advance Request has been Reviewed and is waiting for your approval:

Employee: 11111 SM Name

Department: 83106

Type of Advance: Emergency

Advance ID: SA18000009

Recovery Duration (Months): 8

Approved Amount: 5000

Approved Currency: MYR

Requestor Comments: Repair private residence damaged by flood

Please use the following link to view the transaction:

https://hr-test.partneragencies.org/psp/UNDPHRS1_1/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UN_SAL_ADV.GBL?Page=UN_SAL_ADV&Action=ADV_TYPE=EMR&UN_SAL_ADV_TYPE=EMR&UN_SAL_ADV=SA18000009



The Approver would need to click on the link highlighted to access the specific advance page and proceed with the approval process (See Page 17 to Page 18)

User Guide for Staff Advances eServices Tool

3. Approve an Advance

Staff Member SM Name Index Number 11111 Advance ID SA18000009 Approval Status Approval in Process

Personal Information
Contract Type: Fixed Term Appointment
Employee Class: G7
Contract Expiration Date: 30/06/2019
Monthly Net Salary: 9,264.83 MYR
Duty Station: Kuala Lumpur

Outstanding GL Account Balances
No outstanding balance

Request Details
Created Datetime: 18/07/18 8:05AM Submitted Datetime: 18/07/18 8:07AM
Salary Advance Type: Emergency
*Requested Amount: 5,000.00 *Currency: MYR
*Repayment Duration: 8 Month(s) Urgently Needed:
Preferred Bank Name for Advance Payment: Maybank
Justification for advance and/or special instructions: Repair private residence damaged by flood

Approved Advance Details
*Approved Amount: 5,000.00 *Currency: MYR
*Payment Method: Voucher
*Approved Recovery Duration: 8 Month(s)

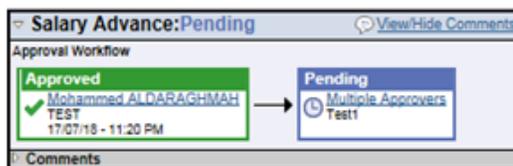
Approver User List
*Reviewer (HR Focal point): MYS
*Approver (Operations Manager/Head of Office): MYS
*Voucher Creator: GSSC-KL

Payment Details
Payment details will get auto-populated once the voucher is created, approved and paid
Business Unit: Voucher ID:
Voucher Amt: Dollar Equiv:
Payment Id: Pymt Method: Paid:
Payment Date:
Voucher Approver:
Voucher Creator:

Attachments

	Add Attachment	Description	Attached File
1	Add Attachment		

Advance Policy:
1. The advance amount shouldn't exceed 2 month net pay.
2. The advance should be recovered within 12 months not exceeding the Contract end date.



*Comments:

The Approver has the ability to amend the advance details to ensure that the required fields are in compliance with POPP

The Approver should click on the "Approve" button above if the advance request meets all the criteria

The "Deny" button gives Approver the option to ask the Requestor to re input their justifications or amend the advance to ensure compliance with POPP the Requester can re-submit again

The "Push Back" button gives Approver the option ask the Reviewer to proceed with another round of review or to provide additional justification.

User Guide for Staff Advances eServices Tool

[Favorites](#) | [Main Menu](#)

[Create Advance Request](#)

Staff Member SM Name **Index Number** 11111 **Advance ID** SA1800009 **Approval Status** Approved

Personal Information Contract Type: Fixed Term Appointment Employee Class: G7 Contract Expiration Date: 30/08/2019 Monthly Net Salary: 9,264.83 MYR Duty Station : Kuala Lumpur	Outstanding GL Account Balances No outstanding balance								
Request Details Created Datetime: 18/07/18 8:05AM Submitted Datetime: 18/07/18 8:07AM Salary Advance Type: Emergency *Requested Amount: 5,000.00 *Currency: MYR *Repayment Duration: 8 Month(s) Urgently Needed: <input type="checkbox"/> Preferred Bank Name for Advance Payment : Maybank Justification for advance and/or special instructions : Repair private residence damaged by flood	Approved Advance Details *Approved Amount: 5,000.00 *Currency: MYR *Payment Method: Voucher *Approved Recovery Duration: 8 Month(s)								
Attachments <table border="1"> <thead> <tr> <th></th> <th>Add Attachment</th> <th>Description</th> <th>Attached File</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Add Attachment...</td> <td></td> <td></td> </tr> </tbody> </table>		Add Attachment	Description	Attached File	1	Add Attachment...			Approver User List *Reviewer (HR Focal point): MYS *Approver (Operations Manager/Head of Office): MYS *Voucher Creator : GSSC-KL
	Add Attachment	Description	Attached File						
1	Add Attachment...								
Advance Policy: 1. The advance amount shouldn't exceed 2 month net pay. 2. The advance should be recovered within 12 months not exceeding the Contract end date.	Payment Details Payment details will get auto-populated once the voucher is created, approved and paid Business Unit: Voucher ID: Voucher Amt: Dollar Equiv: Payment Id: Pymt Method: Paid: <input type="checkbox"/> Payment Date Voucher Approver: Voucher Creator:								

Salary Advance: Approved [View/Hide Comments](#)

Approval Workflow

Approved
 Mohammed ALDARAGHIMAH
 TEST
 17/07/18 - 11:20 PM

 →

Approved
 Vivek Mathur
 Test1
 17/07/18 - 11:48 PM

Comments

Once the advance has been approved, the status will change to "Approved"

Both boxes in green indicate that the request has been reviewed & approved

User Guide for Staff Advances eServices Tool

4. Notification to Voucher Creators

Once the advance has been reviewed and approved, the voucher creators will receive a notification below to create the voucher and pay the staff member:

The following Advance Request has been Approved for Voucher Creation:

Employee: 11111 SM Name
Department: 83106
Type of Advance: Emergency
Advance ID: SA18000009
Approved Recovery Duration(Months): 8
Approved Amount: 5000
Approved Currency: MYR

Voucher Details:

Invoice ID: SA18000009
OpenItem: 11111
Account: 14021
Fund Code: 00001
Operating Unit: SM'S OU
Department Id: SM'S DEPT
Approver's Comments: Approved
Please use the following link to view the transaction:
https://hr-test.partneragencies.org/psp/UNDPHRS1_1/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UN_SAL_ADV.GBL?Page=UN_SAL_ADV&Action=U&EI_1/EMPLOYEE/HRMS/c/ROLE_EMER&UN_SAL_ADV=SA18000009

Important Note:

Voucher Creation

Business Unit:	MYS10
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	
Vendor ID:	00000 11111
Vendor Location:	MYR
Address Sequence Number:	1
Invoice Number:	SA18000009
Invoice Date:	18/07/2018
Gross Invoice Amount:	5000
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Fill in all the relevant information.

Important: The invoice number must be an exact match of the Advance ID

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Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: MYS10 Invoice Number: SA18000009
 Voucher ID: NEXT Invoice Date: 18/07/2018
 Voucher Style: Regular Action:

Copy from a Source Document
 PO Unit: Purchase Order: Worksheet Copy Option:

Vendor: 11111 *Pay Terms: 00 Immediate Basis Dt type Inv Date
 Name: Control Group: [Comments\(0\)](#)
 Location: MYR Accounting Date: 18/07/2018
 *Address: [Advanced Vendor Search](#) *Currency: MYR [Non Merchandise Summary](#)
 Fazilah Binti Suglaman Total: 5,000.00 [Session Defaults](#)
 49, Jalan Suassana 3/1, [Bank Default](#)
 Bandar Tun Hussein Onn, [Bank Default](#)
 Cheras,
 Selangor Darul Ehsan 43200
 MYS Packing Slip:

Invoice Lines Find | View All | First 1 of 1 | Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						5,000.00

Ship To: SpeedChart:
 MYS10

Use One Asset ID

Distribution Lines Personalize | Find | View All | First 1 of 1 | Last

Copy Down	Amount	Quantity	*GL Unit	Account	Oper Unit	Fund	DeptID	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Impl Agent	Donor	BU Affiliate	Oper Unit Affil	Fund Affil	OpenItem	Budget Date
<input type="checkbox"/>	5,000.00		UNDP1	14021	mys	00001	83106												11111	18/07/2018

Business: MYS10 Unit: Unit
 Voucher ID: NEXT

Balancing
 Invoice Lines: 0.000
 Misc Charge Amount:
 Freight Amount:
 (minus) Total: 5,000.00
 (equals)
[Non Merchandise Summary](#)

Insert the COA as per the email notification

Voucher Details:
 Invoice ID: SA18000009
 Openitem: 11111
 Account: 14021
 Fund Code: 00001
 Operating Unit: SM'S OU
 Department id: SM'S DEPT

User Guide for Staff Advances eServices Tool

5. Auto-Recovery Set-up:

Once the voucher is approved, budget checked, and payment made, the advance page is updated automatically (through a daily batch process) with the voucher details. This triggers the calculation of the advance recovery start and end dates, monthly recovery amount, and the recovery setup in the "Elements Assignment by Payee" page.

[Favorites](#) | [Main Menu](#) > [eServices](#) > [UNDP Staff Advances](#) > [View Advance Requests](#)

[Create Advance Request](#)

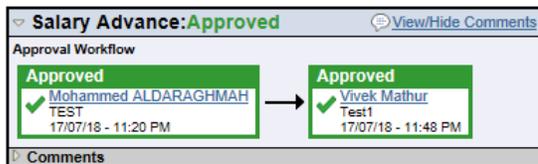
Staff Member SM Name **Index Number** 11111 **Advance ID** SA1800009 **Approval Status** Approved

Personal Information		Outstanding GL Account Balances	
Contract Type:	Fixed Term Appointment	Description	Base Amount (USD)
Employee Class:	G7	Staff Receivable - Salary Adv(14020)	1,229.50
Contract Expiration Date:	30/06/2019		
Monthly Net Salary:	9,264.83 MYR		
Duty Station :	Kuala Lumpur		

Request Details		Approved Advance Details	
Created Datetime:	18/07/18 8:05AM	*Approved Amount:	5,000.00 *Currency: MYR
Submitted Datetime:	18/07/18 8:07AM	*Payment Method:	Voucher
Salary Advance Type:	Emergency	*Approved Recovery Duration:	8 Month(s)
*Requested Amount:	5,000.00 *Currency: MYR	*Recovery Start Dt:	01/08/2018 Recovery End Dt: 31/03/2019
*Repayment Duration:	8 Month(s) Urgently Needed: <input type="checkbox"/>		
Preferred Bank Name for Advance Payment : Maybank		Approver User List	
Justification for advance and/or special instructions : Repair private residence damaged by flood		*Reviewer (HR Focal point): MYS	
		*Approver (Operations Manager/Head of Office): MYS	
		*Voucher Creator : GSSC-KL	

Attachments		Payment Details							
<table border="1"> <thead> <tr> <th>Add Attachment</th> <th>Description</th> <th>Attached File</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table>		Add Attachment	Description	Attached File	1			Payment details will get auto-populated once the voucher is created, approved and paid Business Unit: MYS10 Voucher ID: 00057591 Voucher Amt: 5,000.000 MYR Dollar Equiv: 1,229.500 Payment Id: 49763 Pymt Method: EFT Paid: <input checked="" type="checkbox"/> Payment Date 19/07/2018 Voucher Approver: mohammed.aldaraghmah Voucher Creator: noramiza.sabri	
Add Attachment	Description	Attached File							
1									

Advance Policy:
 1. The advance amount shouldn't exceed 2 month net pay.
 2. The advance should be recovered within 12 months not exceeding the Contract end date.



Notify

The voucher details will be populated as shown once the payment is made and the batch process runs successfully

The recovery is created automatically once the payment is processed

Note: The recovery will start on the 1st day of the month following the payment date

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Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee

Element Assignment By Payee

SM Name ID: 11111 Empl Record: 0

Selection Criteria

Category:
Entry Type: Element Name:
As of Date: Select with Matching Criteria
Clear

Assignments Personalize | Find | First 1 of 1 Last

Element Name	Description	Process Order	Begin Date	End Date	Active	Instance
UNDD_ADV_EMG	Emergency Advance Recovery	999	01/08/2018	31/03/2019	<input checked="" type="checkbox"/>	

Add New Assignment Deduction Recipients

Save Return to Search Notify Refresh

Recovery via Payroll is automatically set up in Atlas. No manual entry is needed.

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee

Element Assignment By Payee

Element Detail

Employee ID: 11111 Empl Record: 0 Name: SM Name
Element Name: UNDD_ADV_EMG Emergency Advance Recovery Instance: 1

Assignment Process Detail

Assignment Is Active Currency Code: MYR Malaysian Ringgit
Process Order: 999
Begin Date: 01/08/2018 End Date: 31/03/2019 Previous End Date:
 Allow Batch Update of End Date Updated in Payroll Run

Calculation Information

Calculation Rule: Amount
Amount Type: Numeric
Amount Element:
Amount Value: 625.00

Supporting & Element Overrides Personalize | Find | View All | First 1 of 1 Last

Variable Name	Description	Character Value	Numeric Value	Date Value

Additional Overrides

Frequency Option: Use Element Frequency
Frequency:
Generation Option: Use Element Generation Control
Generation Control:

OK Cancel Refresh

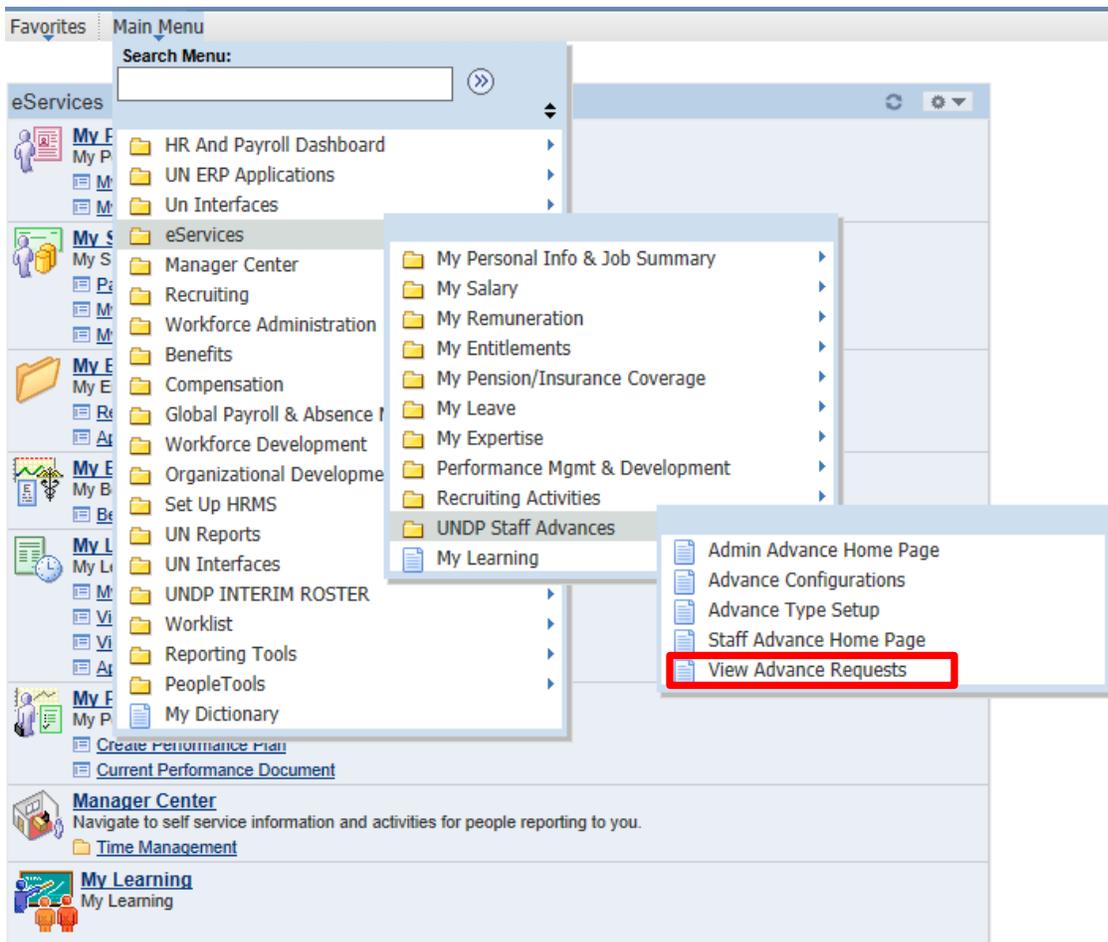
This amount is automatically calculated and indicates the monthly payroll deduction to recover the RM 5,000 advance over a period of 8 months.

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6. View Advance Requests

Authorized users can view the list of advances that have been raised with their respective status following the navigation below:

Navigation: Main Menu > eServices > UNDP Staff Advances > View Advance Requests



User Guide for Staff Advances eServices Tool

View Salary Advance Requests

Search Salary Advance Request

Advance ID: Advance Type:

Employee ID: AP Business Unit:

From Date: To Date:

Approval Status: Request Type:

Salary Advance Search Results

Employee	Advance ID	Advance Type	Approval Status	Submitted Date Time	AP Business Unit	Voucher ID	Recovery Start Date	Recovery End Date	Approved Amount	Currency Code	Details
1			Not Submitted								Details

Insert the relevant search criteria based on the advance that was raised

View Salary Advance Requests

Search Salary Advance Request

Advance ID: Advance Type:

Employee ID: AP Business Unit:

From Date: To Date:

Approval Status: Request Type:

Salary Advance Search Results

Employee	Advance ID	Advance Type	Approval Status	Submitted Date Time	AP Business Unit	Voucher ID	Recovery Start Date	Recovery End Date	Approved Amount	Currency Code	Details
1			Not Submitted								Details

Click on the Search button once the criteria are defined

View Salary Advance Requests

Search Salary Advance Request

Advance ID: Advance Type:

Employee ID: AP Business Unit:

From Date: To Date:

Approval Status: Request Type:

Salary Advance Search Results

Employee	Advance ID	Advance Type	Approval Status	Submitted Date Time	AP Business Unit	Voucher ID	Recovery Start Date	Recovery End Date	Approved Amount	Currency Code	Details	
1	11111	SA18000009	Emergency	Approved	18/07/18 8:07AM	MYS10	00057591	01/08/2018	31/03/2019	5,000.000	MYR	Details

The advance history will appear upon pushing on the 'Search' button

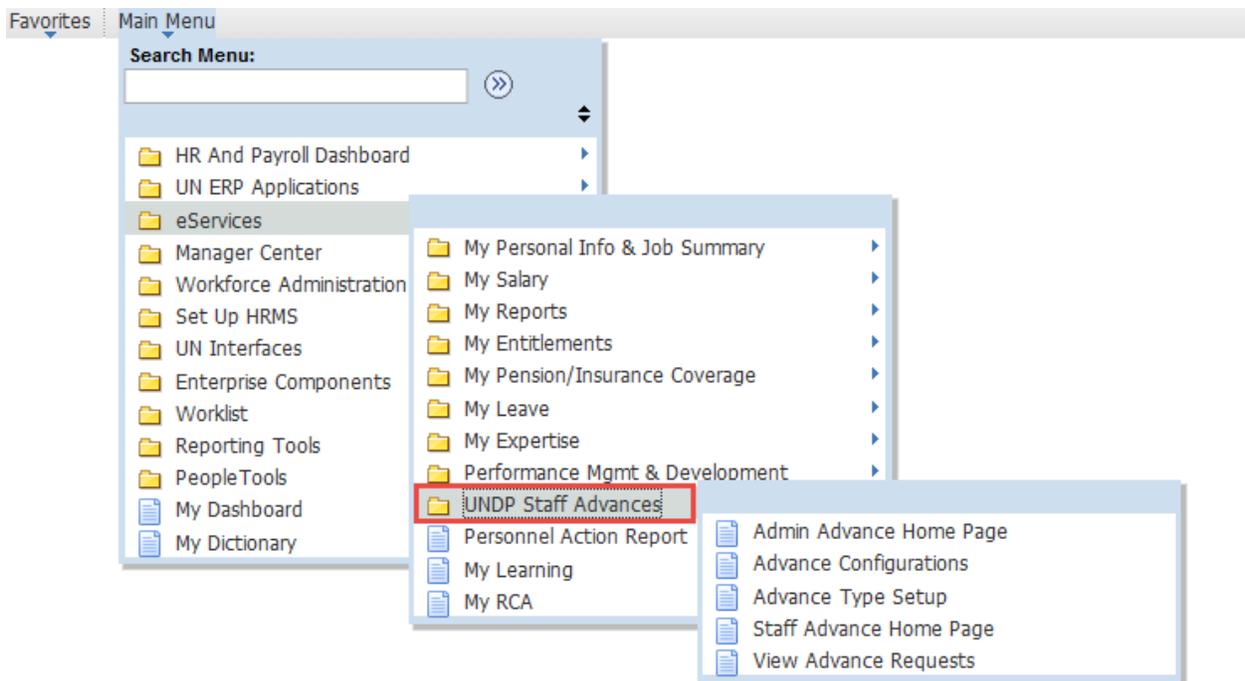
Click on "Details" to open the advance and to view the advance status and details

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Access Rights

The Tool is comprised of five pages and following is a brief description of each page and ARGUS users' profiles that are granted with the access rights to these pages.

Navigation: Main Menu > eServices > UNDP Staff Advances



1. Admin Advance Home Page:

This page is designed to allow HR Admin personnel to create staff advance requests on behalf of employees that are not able to create an advance (for example cases of Initial Appointments, Emergency Security situations, etc.). In addition, the page allows the HR Admin personnel to review requests in queue pending review and clearance.

ARGUS profile: UN_HR Administrator

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2. Advance Configurations:

This page is accessible only by technical team personnel, and is designed to set up the groups and users' names for the different roles involved in the review and approval process. The configuration is based on the following:

- Employee Class (Local vs International).
- Duty Station Location.
- Department.

Any changes in the names of Reviewers or Approvers should be communicated to: staff.advances@undp.org

ARGUS profile: HR_BB_Config_Manager

3. Advance Type Setup:

This page is accessible only by technical team personnel and is designed to set up the different eligibility rules based on staff categories and types of advance. It is also used to map the deduction elements in Atlas payroll module for each type of advance.

ARGUS profile: HR_BB_Config_Manager

4. Staff Advance Home Page:

This page is available to all staff and allows them to:

- Initiate a new advance request based on advance types staff is eligible for
- Review request history
- Review pending requests

ARGUS profile: All Staff Access

5. View Advance Requests:

This page allows HR & Finance personnel to review all advances submitted/processed. It provides an oversight on the advances issued, their status and a high-level summary.

ARGUS profile: UN_HR Administrator, UN_HR Manager, UN_Global Payroll Admin, and UN_Global Payroll Manager