

United Nations Development Programme



**Atlas HCM
Absence Management**
International Professionals & New York based General Service Staff

HCM Track

**Business Process Requirements
Data Entry Guidelines**
Version 1.0
Last Updated: June 2010

BACKGROUND

Absence management for international professionals and general services staff (Permanent/Fixed Term Appointments) based in New York is currently entered and tracked in the Time & Attendance module in IMIS by leave monitors located in New York and in some cases is tracked manually.

Absence management for international professionals (Permanent/Fixed Term Appointments) based outside New York has been tracked manually by leave monitors located in UNDP country offices and other HQ locations away from New York.

As of June 2008, the HR and Payroll administration of the above combined population was implemented in Atlas HCM. The corresponding absence module for this population has only now been configured (in the last quarter of 2009) and will be made available to the absence monitors of this particular Wave 2 population in late January 2010.

In order for the required information to be correctly entered, all absence data that has been maintained in IMIS or manually in hard copy records, must be updated and ready for the first data entry process in Atlas HCM.

PURPOSE OF THIS DOCUMENT

This document has been prepared to provide guidance on what is now required for the absence management module to be used for the Wave 2 population as well as for the new contract type called “temporary appointments”.

For the first data entry process, users are required to pay particular attention to 3 areas, namely absence balances, absence entitlements and absence takes.

ACTIONS REQUIRED BY ABSENCE PROCESSORS IN ATLAS HCM

1. For the kick off of absence data entry in April 2010, users need to ensure that the absence balances that are listed below are correctly entered in Atlas. To do this, a manual audit of balances should be done outside the system. The navigation to enter the information in Atlas is as follows: Global Payroll & Absence Management > Payee Data > Adjust Balances > Accumulator - Enter EmplID and click on search button. Select the respective Absence Calendar (the latest one) e.g. IPUNDP2010M03A.

| ABSENCE TYPE | ABSENCE DESCRIPTION | UPDATE REQUIRED | UPDATE ACCUMULATOR |
|----------------|------------------------|--|--------------------|
| UNAE_IP_ANL | Annual Leave | Enter adjustment of March 31 balance less Atlas balance as of 31/03/2010. Max adjustment of 57.5 | UNAE_IP_ANL_BAL |
| UNAE_HOME_ET | Home Leave | Accumulated Points adjustment. Adjust Atlas balance to correct balance. | UNAE_HOME_ET_BAL |
| UNAE_USICKLV | Uncertified Sick Leave | No adjustment needed | UNAE_CSICKLV_BAL |
| UNAE_CSICKLF | Certified Sick Leave | No adjustment needed at this time | UNAE_CSICKLF_BAL |
| UNAE_PATERLV** | Paternity Leave | Balance as of 1 April 2010, if any | UNAE_PATERLV_BAL |

Please note that other absences can only be “taken” when requested and approved e.g. adoption leave and maternity leave, so no start up balances are required.

** This occurs when paternity leave is split and planned in multiple segments.

NOTE: In the event that the system displays data entered earlier than March 2010, it is important to note that the system has been configured to ignore previous data and concentrate only on the balances entered as of March 2010.

As a starting point, you should run the query below to see the current balances in Atlas.

Absence Query: UN_LEAVE_BALANCES_PER PAYGROUP
Navigation: Reporting Tools>Query>Query Viewer

UN_LEAVE_BALANCES_PER_PAYGROUP - UN_LEAVE_BALANCES_PER_PAYGROUP

Calendar Group:

Pay Group:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (59 kb)

[View All](#)

First [Last](#)

| | ID | Name | Calendar Group | Pay Group | Calc Value | Name | Descr |
|----|--------|------------------------|----------------|-----------|------------|------------------|------------------------|
| 1 | 113117 | Cecilia NYMANN | DKU2007M01 | DKU_PM | 31.500000 | UNAE_ANNL_LV_BAL | Annual Leave |
| 2 | 113117 | Cecilia NYMANN | DKU2007M01 | DKU_PM | 7.000000 | UNAE_USICKLV_BAL | Uncertified Sick Leave |
| 3 | 125372 | Mohamad DARAGHMA | DKU2007M01 | DKU_PM | 2.500000 | UNAE_ANNL_LV_BAL | Annual Leave |
| 4 | 125372 | Mohamad DARAGHMA | DKU2007M01 | DKU_PM | 65.000000 | UNAE_CSICKLF_BAL | Certified Sick Leave |
| 5 | 125372 | Mohamad DARAGHMA | DKU2007M01 | DKU_PM | 7.000000 | UNAE_USICKLV_BAL | Uncertified Sick Leave |
| 6 | 139317 | Graciela Iversen | DKU2007M01 | DKU_PM | 56.000000 | UNAE_ANNL_LV_BAL | Annual Leave |
| 7 | 139317 | Graciela Iversen | DKU2007M01 | DKU_PM | 65.000000 | UNAE_CSICKLF_BAL | Certified Sick Leave |
| 8 | 139317 | Graciela Iversen | DKU2007M01 | DKU_PM | 7.000000 | UNAE_USICKLV_BAL | Uncertified Sick Leave |
| 9 | 144470 | Maria Sanchez-Cabezudo | DKU2007M01 | DKU_PM | 39.000000 | UNAE_ANNL_LV_BAL | Annual Leave |
| 10 | 144470 | Maria Sanchez-Cabezudo | DKU2007M01 | DKU_PM | 65.000000 | UNAE_CSICKLF_BAL | Certified Sick Leave |
| 11 | 144470 | Maria Sanchez-Cabezudo | DKU2007M01 | DKU_PM | 6.000000 | UNAE_USICKLV_BAL | Uncertified Sick Leave |
| 12 | 144713 | Derek PRINCE | DKU2007M01 | DKU_PM | 4.500000 | UNAE_ANNL_LV_BAL | Annual Leave |
| 13 | 144713 | Derek PRINCE | DKU2007M01 | DKU_PM | 7.000000 | UNAE_USICKLV_BAL | Uncertified Sick Leave |
| 14 | 145988 | Anna Boedskov | DKU2007M01 | DKU_PM | 49.500000 | UNAE_ANNL_LV_BAL | Annual Leave |
| 15 | 145988 | Anna Boedskov | DKU2007M01 | DKU_PM | 7.000000 | UNAE_USICKLV_BAL | Uncertified Sick Leave |
| 16 | 154068 | OANA UNGUREANU | DKU2007M01 | DKU_PM | 22.500000 | UNAE_ANNL_LV_BAL | Annual Leave |
| 17 | 154068 | OANA UNGUREANU | DKU2007M01 | DKU_PM | 65.000000 | UNAE_CSICKLF_BAL | Certified Sick Leave |
| 18 | 154068 | OANA UNGUREANU | DKU2007M01 | DKU_PM | 6.000000 | UNAE_USICKLV_BAL | Uncertified Sick Leave |

- 1.
2. The Atlas Absence Management module has been configured to automatically calculate all the absence types that employees are eligible for according to HR policy (see Annex 1 below). There is no need for users to enter or update **absence entitlements** as a result of this e.g. if the annual leave balance entered in February for an employee is 26 days, the system will automatically add the 2.5 days entitled to that employee at the end of March 2010.
3. As of 1 April 2010, provided the absence balances referred to above have been correctly entered, absence processors will be required to enter data on **absence takes** in Atlas. An absence take is the use of a leave entitlement, e.g. the employee uses 7 days of annual leave balance in March. Using the above example, the employee started in March 2010 with an absence balance of 26 days, at the end of March 2010, the system automatically calculated the 2.5 days entitlement for the month of March, thereby increasing the total balance at the end of March 2010 to 28.5 days.

In April 2010, an annual leave “take” of 7 days entered into the system will automatically decrement the annual leave balance to 21.5. At the end of April 2010, another 2.5 days will be accumulated and automatically added to the annual leave balance, bringing the total at the end of April 2010 to 24 days.

If several months go by and the Absence Processor realizes that they omitted to enter an absence take, all they have to do is enter the take in the month it occurred (not earlier than April 2010) and the system will calculate the difference and bring it

forward when a recalculation is done or when the absence/payroll is opened the next month.

NOTE: It is important to note that any absence take entered earlier than March 2010 will not be taken into account by the system when it calculates absence balances. All absence takes should be entered in atlas starting 1 April 2010. You will be able to correct the absence balance as of 1 April as required above and the system will bring this forward and adjust balances for every month after that date. In other words, absence history will now begin as of 1 April 2010.

Below, you will find the Navigation and a screenshot to help you verify and adjust data as of April 2010.

Purpose: To Verify Balances for each Wave 2 Staff Member belonging to your duty station as of the last finalized calendar period.

Navigation: Global Payroll and Absence Management>Payee Data>Maintain Absences>Review Absence Balances

The screenshot shows the Atlas HCM interface. On the left is a navigation menu with 'Review Absence Balances' selected. The main content area shows the 'Absence Entitlement Current Balance' for Employee ID 581794, Name: Maxine ENGVALL, and Empl Rcd Nbr: 0. Below this is a table of entitlements:

| Accumulator Period | Entitlement Element | Element Name | Amount | From | Through |
|--------------------|---------------------|------------------|-----------|------------|------------|
| Custom Period | UNAE_ANNL_LV | UNAE_ANNL_LV_BAL | 28.500000 | 01/01/1901 | |
| Year to Date | UNAE_USICKLV | UNAE_USICKLV_BAL | 4.500000 | 01/04/2006 | 31/03/2007 |

To adjust the absence balances data is incorrect

Navigation:

Global Payroll and Absence Management>Payee Data>Adjust Balances>Absences

Menu

Search:

- ▷ My Favorites
- ▷ UN ERP Applications
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▷ Workforce Administration
- ▷ Benefits
- ▷ Compensation
- ▷ Global Payroll & Absence Mgmt
 - ▷ Payee Data
 - ▷ Assign Earnings and Deductions
 - ▷ Maintain Absences
 - ▷ Create Overrides
 - ▷ Net Pay / Recipient Elections
 - ▷ Adjust Balances
 - Absences
 - Accumulators

Adjust Absence Balances

Employee ID: 581794 Name: Maxine ENGVALL Empl Rcd Nbr: 0
 Pay Group: DKU_PM Description: Denmark UNDP Monthly Pay Entity: DKU_NAT
 Calendar ID: DKU_PMA 2007M02 Begin Date: 01/02/2007 End Date: 28/02/2007

| Balance Adjustments | | | | |
|---------------------|--------------|--------------------|------------|------------|
| Element Name | Description | Balance Adjustment | Begin Date | End Date |
| UNAE_ANNL_LV | Annual Leave | 5 | 01/02/2007 | 28/02/2007 |

Save Return to Search Notify

As seen from the above screenshot, the adjustment is done for the February calendar with a value of 5. So for example, if the annual leave balance was previously entered as 15, it will now be 20 by adding the 5 days. You will need to ask IPMU/PFU for a recalculation of the calendar in order for the system to pick up the new adjustment of the balance.

REPORTS THAT THE USER CAN GENERATE FROM ATLAS

Reports Currently Available

Report Name: Leave Balance & Activity

Navigation: UN Reports>Global Payroll>Leave Balance & Activity

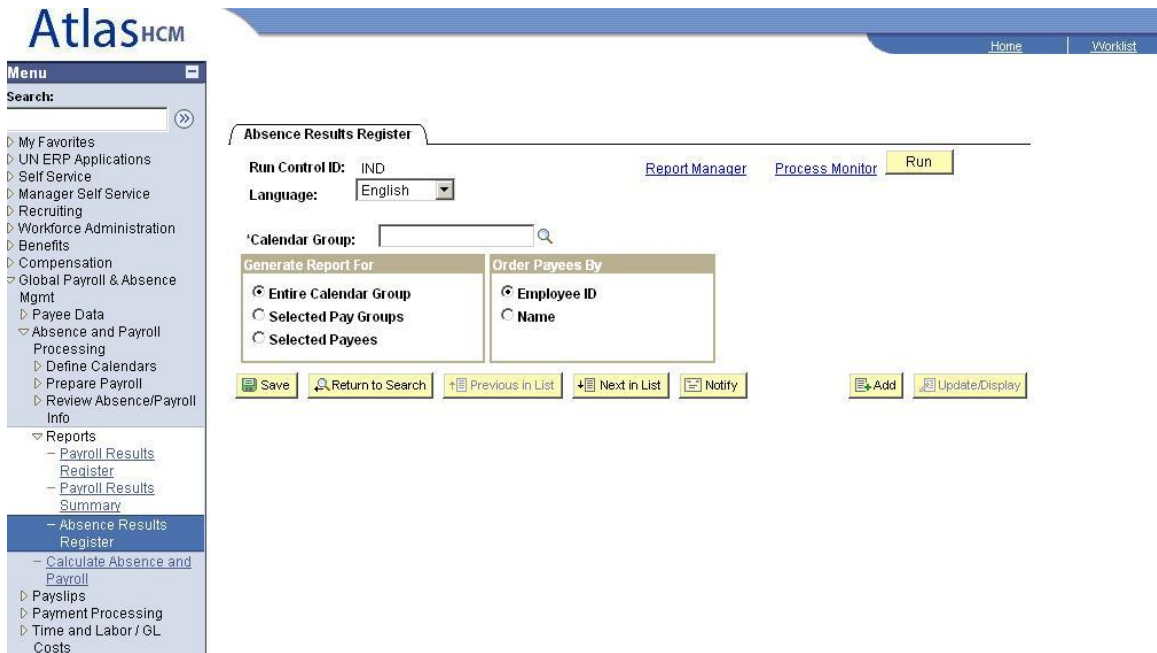
The screenshot shows the Atlas HCM interface for the 'Leave Balance & Activity' report. On the left is a navigation menu with categories like 'My Favorites', 'UN ERP Applications', 'Self Service', 'Manager Self Service', 'Recruiting', 'Workforce Administration', 'Benefits', 'Compensation', 'Global Payroll & Absence Mgmt', 'Workforce Development', 'Organizational Development', 'Set Up HRMS', 'UN Reports', and 'Global Payroll'. The 'Global Payroll' section is expanded, showing options like 'Payroll Validations', 'Payslip', 'Earning/Deduction Register', 'Deduction Register', 'Non Pensionable Supplement', 'Payroll GL Acct Detail', 'Project Staff Payroll Details', 'Payroll Outstanding Receivables', and 'Leave Balance and Activity'. The main content area has a title 'Leave Balance & Activity' and a 'Run Control ID' of 'IND'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is the 'Selection Criteria' section with radio buttons for 'All Employees' (selected) and 'By Employee ID'. It includes fields for 'From Date', 'To Date', and 'Pay Group'. The 'Select Employees' section has a search bar and a list of employees. At the bottom are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Description: Shows details of staff member leave balance and activity for the selected period.

Run Control Parameters: Choose to run by All Employees or By Employee ID. Enter From Date and To Date. Pay Group = When you select all Employees you must specify a pay group. Emplid = Enter Emplid/Person ID if By Employee ID option has been chosen.

Report Name: Absence Register

Navigation: Global Payroll & Absence Mgmt>Absence and Payroll Processing>Reports>Absence Results Register



Description: Similar to the Payroll Result Register, but shows the results of a calculated or finalized absence run.

Run Control Parameters: Once the Calendar Group has been entered, the report can be run for the entire calendar group, for selected Pay groups or for Selected Payees.

Reports Under Development by the Atlas Technical Team

1. A report per employee per year (incremented by new data each month) that mimics the UNDP Attendance Record Card which currently displays the entitlements (credits), takes and balances.
2. A management report per pay group that shows on a year to date basis, the same information.

ANNEX 1

Authorized Absence Types for -:

1. Permanent/Fixed-Term and Temporary Appointment staff
2. 300 series support service and professional staff (A1-A5)
3. Volunteers of UNV
4. Service Contract Holders

| Absence Type | Eligibility | Element Name | Tracking Action |
|---|-------------------------|---|---|
| Annual Leave | Staff, volunteers & SC | Annual Leave - UNAE_ANNL_LV (for staff) IP - Annual Leave - UNAE_IP_ANL (for international PA/FTA/TA) Annual Leave - UNAE_UNV_ANL (for UNV) SC - Annual Leave - UNAE_SC_ANL (for SC) | Tracked in the Absence Module. |
| Sick Leave Family Leave Medical Evacuation | Staff, volunteers & SC | Certified Sick Leave - UNAE_CSICKLF (for staff) Uncertified Sick Leave - UNAE_USICKLV (for staff) Certified Sick Leave - UNAE_UNV_CSK (for UNV) Uncertified Sick Leave - UNAE_UNV_USK (for UNV) SC - Sick Leave - UNAE_SC_SK (for SC) | Tracked in the Absence Module. Tracking available for both certified and uncertified sick leave For Volunteers, Medical Evacuation is tracked in Job Data as an action/reason - Paid Leave of Absence/Medical Evacuation - in addition to the sick leave. |
| Maternity Leave | Both staff & volunteers | | Tracked in Job Data as an action/reason - Paid Leave of Absence/Maternity Leave. Not in the Absence Module |
| Paternity Leave | Staff & SC | Paternity Leave - UNAE_PATERLV SC- Paternity Leave - UNAE_SC_PTR | Tracked in the Absence Module. Not applicable to volunteers |
| Adoption Leave | Both staff & volunteers | | Tracked in Job Data as an |

| | | | |
|--|--|---|---|
| | | | action/reason - Paid Leave of Absence/Adoption. Not in the Absence Module |
| Home Leave Travel | Volunteers only | UNV - Travel Days - UNAE_UNV_TRV (for UNV only) | Tracked in the Absence Module |
| Home Leave | IP Staff & international volunteers only | IP - Home Leave Entitlement - UNAE_HOME_ET (for international PA/FTA only) UNV Travel Days - UNAT_UNV_HML_TAKE (for UNV only) | Tracked in the Absence Module. Home leave days are tracked against the Annual Leave Balance |
| Rest & Recuperation | IP Staff only | IP R&R Entitlement - UNAE_RR_ENT | |
| Procurement Travel | IP Staff only | IP - PRL Entitlement - UNAE_PRL_ENT | |
| Special Leave Without Pay (SLWOP) Special Leave With Partial/Half Pay (SLWPP) Special Leave With Full Pay (SLWFP) | Both staff & volunteers | | Tracked in Job Data as an action/reason - Leave of Absence/....select reason Paid Leave of Absence/...select reason |
| Official Jury Duty | Staff only | Jury Duty - UNAE_JURYDTY | Tracked in the Absence Module |
| Compensatory Time Off | Staff, UNV & SC | Comp Time Off X1 - UNAE_COMPX1 (for staff) Comp Time Off X1.5 - UNAE_COMPX15 (for staff) Comp Time Off X2 - UNAE_COMPX2 (for staff) Total Comp Time Off - UNAE_COMPT1 (for staff) Comp Time Off - UNAE_UNV_CTO (for UNV) SC Comp Time Off - UNAE_SC_CTO (for SC) | Tracked in the Absence Module |
| Overtime | Both staff & volunteers | | Overtime is paid through global payroll |
| Official Business Travel | Staff only | Official Business - UNAE_OFFLBUS Travel Days - UNAE_TRAVEL (for staff) Travel Days - UNAE_UNV_TRA (for UNV) | Tracked in the Absence Module |
| Detail Assignment | Staff only | | Tracked in Job Data as an action/reason -Paid Leave of |

| | | | |
|----------------------------|-------------------------|--|---|
| | | | Absence/Detail To (if payroll continues on primary job) |
| Security Evacuation | Both staff & volunteers | | Not tracked anywhere as yet for staff. For Volunteers, Security Evacuation is tracked in Job Data as an action/reason - Paid Leave of Absence/Security Evacuation. Not tracked in the Absence Module. |
| Night Differential | Staff only | | Not tracked in the Absence Module |