

Umoja Enterprise Roles:

UN Staff Members with Duty Station New York

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Introduction and Scope

This jobaid covers the use of the Umoja Employee Self Service (ESS) for banking data maintenance. It provides guidance to staff members how to view, enter or update their banking information.

Please note that this functionality is currently limited to staff with duty station New York. Other duty stations will be covered in future rollouts.

The first section of the jobaid provides a general overview of the ESS functionality, the bank account types, system validations and the process for exception cases. The final section provides answers to frequently asked questions and help resources.

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Overview

ESS Functionality

In Umoja Employee Self Service (ESS) staff members can

- view their banking details,
- edit existing banking details and
- add new bank accounts

Types of Staff Member Bank Accounts

The types of bank accounts vary between international and local staff members.¹

Here is an overview:

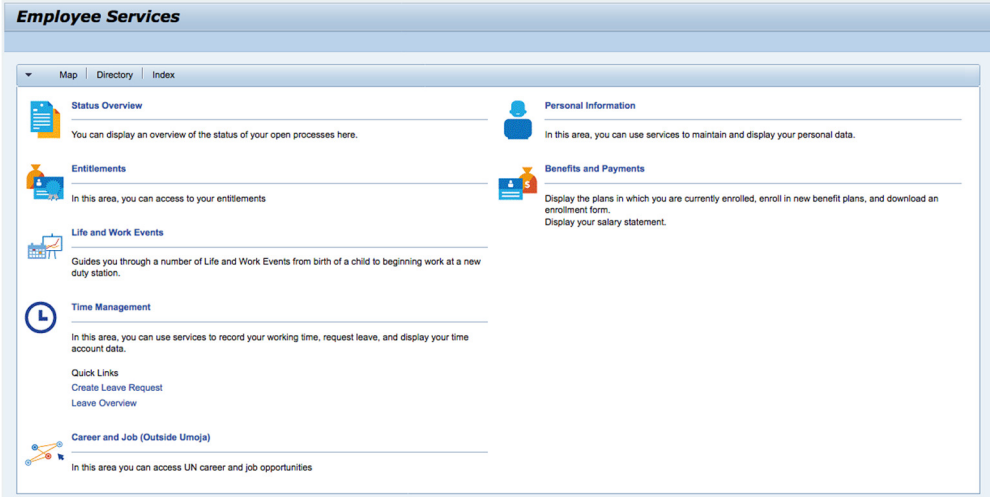
<u>Description</u>	<u>Usage and Restrictions</u>	<u>Purpose</u>
Main Payroll Bank (Main Bank)	Mandatory	The monthly salary as well as off-cycle payroll payments (like assignment grant or education grant) are paid to this bank unless otherwise specified.
Additional Payroll Bank (Other Bank)	Optional and restricted by category of staff and location	This option allows a user defined portion of the monthly salary and off-cycle-payments to be paid to this bank account with the remainder being paid to the main payroll bank.
Travel Expense Bank	Optional	If desired a travel expense bank can be defined for travel payments that can be selected instead of the main or additional payroll bank.
Ad Hoc Payment Bank	Optional	This bank account can be defined for specific purposes like assignment grant that will not be paid to main or additional payroll bank.
Education Grant Bank	Optional and restricted by category of staff and location	This bank account can be defined for the education grant that will not be paid to the main payroll bank.

¹ Please refer to ST/AI/2001/1 "Currency and modalities of payment of salaries and allowances".

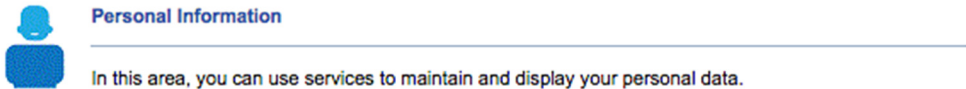
How to Display Banking Details in ESS

Step 1a: Open ESS and Select "Personal Information"

Enter the ESS application:

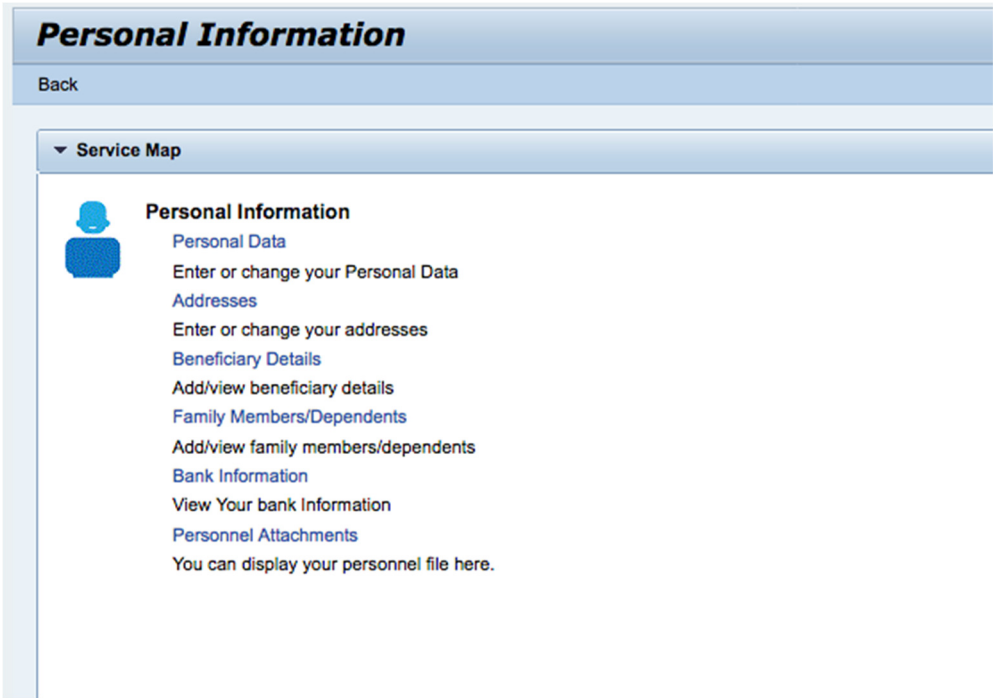


Select "Personal Information" on the top right-hand side of the screen:



Step 1b: Select "Bank Information" on the "Personal Information" Screen

The "Personal Information" screen is displayed:



Please select "Bank Information" towards the bottom of the screen:

[Bank Information](#)
View Your bank Information

Step 2a: Overview of Bank Information

Bank accounts available in the system are displayed grouped by type. Only bank accounts that are currently valid and bank accounts that will be valid in the future are displayed. The following shows an example of a bank account overview screen:

umoja

← Back Forward ▶ History Favorites Personalize View Help

Home Employee Self-Service SM User Map

Overview
Employee Self-Service SM > Overview

Fill Out Form Bank Details Update Form

1 2 3
Fill Out Form Review and Send Confirmation

Previous Next Save Draft

Attachments

As per the policy of ST/ AI/2001/1 on the currency of payment, international staff members can be paid in two currencies, one of their choice and the currency of the duty station, except New York and Geneva where staff members are paid in the local currency.

Bank Information

Education Grant Bank (Optional)

Main Payroll Bank

Payee: H. Test

Bank Name: JPMORGAN CHASE BANK, N.A.

Bank Key: 021000021

Bank Account: 123

Payment Method: P - Bnk transfer (ACH PPD)

Valid from: 15 / NOV / 2019

Valid to: 18 / NOV / 2019

Payee: H. Test

Bank Name: JPMORGAN CHASE BANK, N.A.

Bank Key: 021000021

Bank Account: 1234

Payment Method: P - Bnk transfer (ACH PPD)

Valid from: 19 / NOV / 2019

Valid to: 31 / DEC / 9999

Travel Expense Bank (Optional)

Payee: H. Test

Bank Name: The Bank of New York Mellon

Bank Key: 011001234


Bank Account: ****7789


Payment Method: P - Bnk transfer (ACH PPD)

Valid from: 05 / NOV / 2019

Valid to: 30 / NOV / 2019

Step 2b: View Bank Account Details

To view bank account details, please select the display icon () next to the banking details on the overview screen:

Payee: H. Test 
 Bank Name: JPMORGAN CHASE BANK, N.A.
 Bank Key: 021000021
 Payment Method: P - Bnk transfer (ACH PPD)
 Valid from: 19 / NOV / 2019
 Valid to: 31 / DEC / 9999

The bank details including the full account number are displayed in view mode. The following screen shows an example:

Fill Out Form Bank Details Update Form

1 Fill Out Form | 2 Review and Send | 3 Confirmation

Previous | **Next** | Save Draft

Attachments

Main Payroll Bank

Payee: H. Test
 Country: USA
 Bank Key: 021000021 JPMORGAN CHASE BANK, N.A. CHASUS33XXX
 Bank Control Key: 01
 Account Number: 1234
 Currency: USD United States Dollar
 Begin Date: 19.11.2019
 End Date: 31.12.9999

Please enter a valid 9-digit ABA routing number for ACH direct deposit into your account with your bank in the "Bank Key" field. Enter your account number, as shown in your check book and your bank statement, repeat entry for verification. Enter "01" in Bank Control Key if it is a checking account and "02" if it is a savings account. The validity date is automatically determined by the system, which will be 2 business days from data entry. (If you have any doubt about your banking details, please ask your bank for help.) If you have any issues, please refer to the broadcasted Job aids, you may contact Cashiers Office at unhq-cashier-office@un.org, at +1 212 963 2949 or visit the Cashier's Office between 9AM and 5PM at S-20. Once your request is completed, you will receive an email confirming your banking details update.

BACK


Please note that the "Next" button is currently not disabled in this view. It is not possible to amend banking data in display mode. Please refer to the sections below on updating banking information: "How to Modify an Existing Bank Record/Add a New Bank Account Type in ESS".


* * * * *

How to Modify an Existing Bank Record in ESS

Step 1: Locate the Existing Bank Account and Start Editing

Please follow steps 1a to 2a in the Section “How to Display Banking Details in ESS” to locate the account for modification.

To modify the bank account details, please select the edit icon () next to the banking details on the overview screen:

Payee: H. Test 
 Bank Name: JPMORGAN CHASE BANK, N.A.
 Bank Key: 021000021
 Bank Account: 1234
 Payment Method: P - Bnk transfer (ACH PPD)
 Valid from: 19 / NOV / 2019
 Valid to: 31 / DEC / 9999

The bank details are displayed in edit mode. The following screen shows an example:

Fill Out Form Bank Details Update Form

1
2
3

Fill Out Form
Review and Send
Confirmation

Previous
Next
Save Draft

Attachments

Main Payroll Bank

Payee:

Country:

Bank Key: JPMORGAN CHASE BANK, N.A. CHASUS33XXX

Bank Control Key:

Account Number:


Repeat Account Number:

Currency: United States Dollar

Begin Date:

End Date:

Validity

Valid From: 

[BACK](#)

Please enter a valid 9-digit ABA routing number for ACH direct deposit into your account with your bank in the "Bank Key" field. Enter your account number, as shown in your check book and your bank statement, repeat entry for verification. Enter "01" in Bank Control Key if it is a checking account and "02" if it is a savings account. The validity date is automatically determined by the system, which will be 2 business days from data entry. (If you have any doubt about your banking details, please ask your bank for help.) If you have any issues, please refer to the broadcasted Job aids, you may contact Cashier's Office at unhq-cashier-office@un.org, at +1 212 963 2949 or visit the Cashier's Office between 9AM and 5PM at S-20. Once your request is completed, you will receive an email confirming your banking details update.

Step 2a: Payee Name

The payee name must match the account title with the bank.

Payee:

Step 2b: Bank Country

Use the drop-down list to select the bank country. Please note that **currently ESS is only available for banking details within the USA.**

Payee:

Country:

Bank Key: JPMORGAN CHASE BANK, N.A. CHASUS33XXX

Bank Control Key:

Account Number:

Repeat Account Number:

Currency: United States Dollar

Begin Date:

End Date:

End Date:

Please note that there is a helptext displayed on the right-hand side of the screen, which is specific to the USA. The text provides relevant information on the banking details requirements and information on how to get help.

Main Payroll Bank

Payee:

Country:

Bank Key: JPMORGAN CHASE BANK, N.A. CHASUS33XXX

Bank Control Key:

Account Number:

Repeat Account Number:

Currency: United States Dollar

Begin Date:

End Date:

Validity

Valid From:

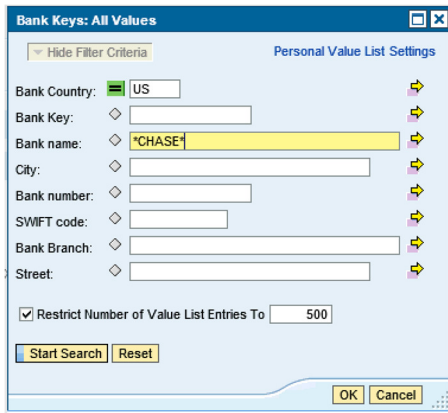
Please enter a valid 9-digit ABA routing number for ACH direct deposit into your account with your bank in the "Bank Key" field. Enter your account number, as shown in your check book and your bank statement, repeat entry for verification. Enter "01" in Bank Control Key if it is a checking account and "02" if it is a savings account. The validity date is automatically determined by the system, which will be 2 business days from data entry. (If you have any doubt about your banking details, please ask your bank for help.) If you have any issues, please refer to the broadcasted Job aids, you may contact Cashier's Office at unhq-cashier-office@un.org, at +1 212 963 2949 or visit the Cashier's Office between 9AM and 5PM at S-20. Once your request is completed, you will receive an email confirming your banking details update.


Step 2c: Select the Bank Key

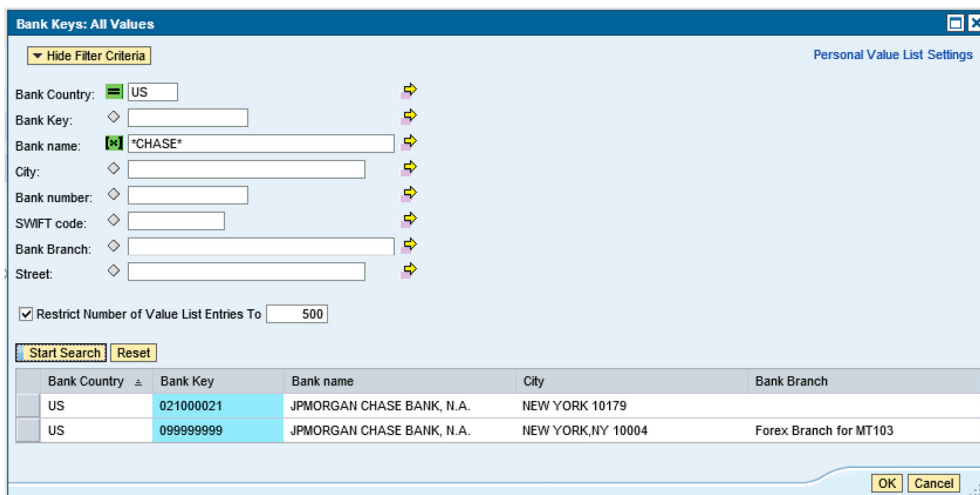
The bank key can either be typed directly or selected from a lookup screen by clicking the selection option :

Bank Key: JPMORGAN CHASE BANK, N.A. CHASUS33XXX

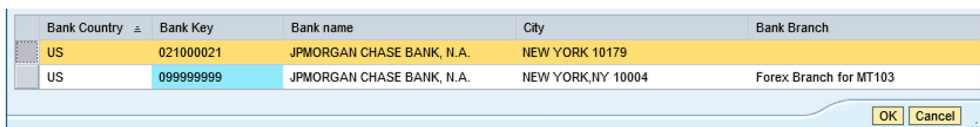
A search screen is displayed. It is possible to use "*" as a wildcard before and after the search term:



Use the “Start Search” icon () to start a search. The results are displayed as follows in the bottom section of the screen:



Once the correct bank key has been identified, please select the line and click on the “OK” button to accept the entry:



The bank key is populated, but the bank name is not yet refreshed. This applies also to manually entered keys:

Bank Key: CAIXA ECONOMICA MONTEPIO GERAL, CAIXA ECONOMICA BANCARIA, SA MPIOPTPLXXX

Click on the “return” key on your keyboard to refresh the name:

Bank Key: 021000021 JPMORGAN CHASE BANK, N.A. CHASUS33XXX

Step 2d: Enter the Bank Account Number

Enter the bank account number twice. Please note that it is not possible to see the entry at this point in time:

Account Number:
 Repeat Account Number:

Step 2e: Currency and Current Begin and End Date

The currency as well as current “begin date” and “end date” are displayed for information only:

Currency: USD United States Dollar
 Begin Date: 19.11.2019
 End Date: 31.12.9999

Step 2f: Valid from Date

Either accept the proposed date, which will be 2 business days from data entry, or select a new “valid from date” by clicking the selection options button ():

Valid From: 19.11.2019

Repeat Acco November 2019

	Mo	Tu	We	Th	Fr	Sa	Su
Currency:	44	28	29	30	31	1	2
	45	4	5	6	7	8	9
Begin Date:	46	11	12	13	14	15	16
	47	18	19	20	21	22	23
End Date:	48	25	26	27	28	29	30
Validity	49	2	3	4	5	6	7
Valid From:	19.11.2019						

BACK

20. Once your request is completed, you will receive an email confirming your banking details update.

Please note that only a date later than the date proposed can be selected. In case the “Additional Payroll Bank (Other Bank)” is modified or entered, the valid from date must be on the first day of a future month.

Step 3: Submit for Review

Click on the “Next” button () to submit the request for review:

Fill Out Form Bank Details Update Form

1 2 3
 Fill Out Form Review and Send Confirmation

Previous Next Save Draft

The following screen shows an example of a successfully validated request. Messages displayed with a yellow triangle (⚠️) are warning messages for information:

Review Form Bank Details Update Form

⚠️ This entry deletes a record

Display Message Log

1 2 3
Fill Out Form Review and Send Confirmation

Previous Send

Attachments

Main Payroll Bank

Payee: H Test
Country: USA
Bank Key: 021000021 JPMORGAN CHASE BANK, N.A. CHASUS33XXX
Bank Control Key: 01
Account Number: 12345678
Currency: USD United States Dollar
Begin Date: 19.11.2019
End Date: 31.12.9999
Validity
Valid From: 19.11.2019

Please enter a valid 9-digit ABA routing number for ACH direct deposit into your account with your bank in the "Bank Key" field. Enter your account number, as shown in your check book and your bank statement, repeat entry for verification. Enter "01" in Bank Control Key if it is a checking account and "02" if it is a savings account. The validity date is automatically determined by the system, which will be 2 business days from date entry. If you have any doubt about your banking details, please ask your bank for help. If you have any issues, please refer to the broadcasted Job ads, you may contact Cashier's Office at unlq-cashier-office@unlq.org, at +1 212 963 2049 or visit the Cashier's Office between 9AM and 5PM at 5:20. Once your request is completed, you will receive an email confirming your banking details update.

The following screen shows an example of an un-successfully validated request. Messages displayed with a red exclamation mark (❗) are error messages that need to be corrected:

Fill Out Form Bank Details Update Form

❗ Account Numbers must match in both fields. You have entered 12356789 and 12345678.

⚠️ This entry deletes a record

Display Message Log

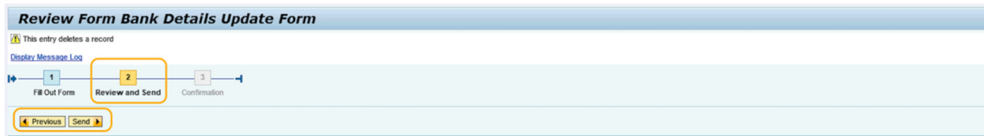
1 2 3
Fill Out Form Review and Send Confirmation

Previous Next Save Draft

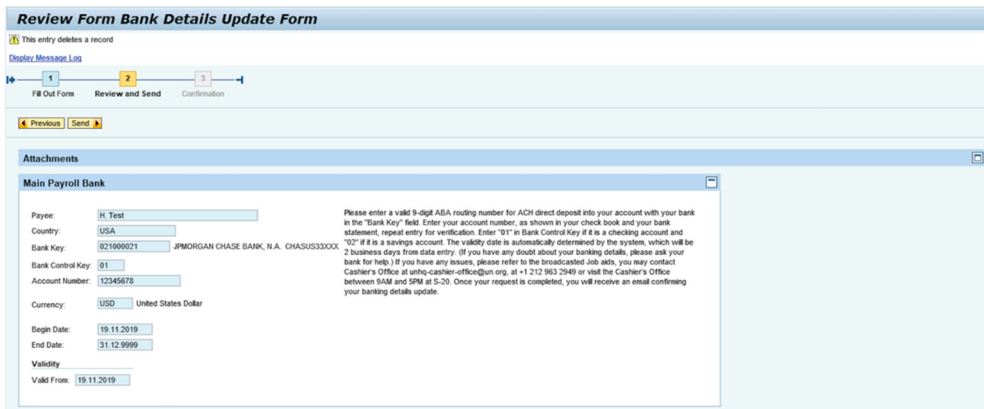
The relevant entry steps need to be repeated and the request can subsequently be re-submitted as described above. In this example the account number needs to be re-entered as per Step 2d above.

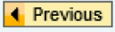

Step 4: Review and Send

In the event that the request has been successfully validated the form progresses to step 2 “Review and Send”:



All relevant fields are displayed for review:



Depending, whether the review is successful, click on “Previous” () to make corrections or “Send” () to submit the form.

Step 5: Confirmation and Email

After completing step 2, the form moves to step 3 “Confirmation”:



Please take note of the process reference number, in this example:

Data sent (process reference number: 000000328465)

In the event of a system issue this number will be helpful for the support team.

Upon completion of the request an email will be sent to the email address given for communications:

☆ Workflow System

Bank details update request approved
To: H. Test

Dear Staff Member,

This is to inform you that your request to update the following Bank details is approved:

Payee : H. Test
Bank Country : US
Bank Key : 021000021
Bank Control Key : 01
Bank Name : JPMORGAN CHASE BANK, N.A.
SWIFT Code : CHASUS33XXX
Account Number : ****5678
IBAN :
Currency : USD
Valid From : 19.11.2019

If the request to add or update your banking details was made by you, then no further action is required. Your banking details have been added or updated.

However, if you did not make the request, please help us protect your banking details from potential fraudulent usage by contacting us immediately at unhq-cashier-office@un.org

Sincerely,

Treasury Cashier team.

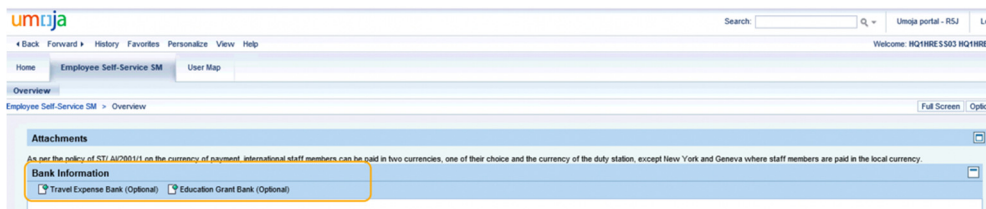
If at this point in time any issue is noticed, please contact the email given or refer to the “How to Get Help” section below.

Please note that the banking details are automatically approved, but UNHQ Treasury reserves the right to reject the request in case of incorrectly entered bank details.

How to Add a New Bank Account Type in ESS

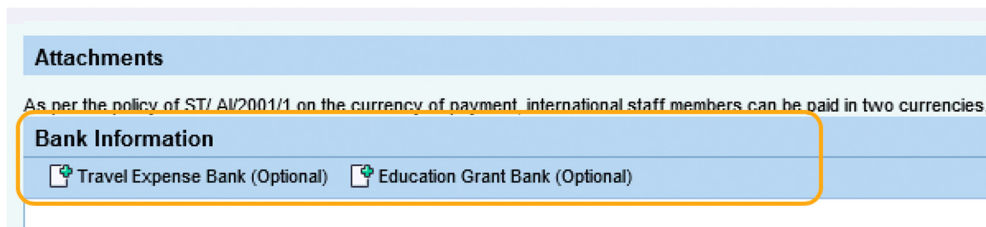
Step 1: Navigate to the Overview of the Bank Accounts Screen

Please follow steps 1a to 2a in the Section “How to Display Banking Details in ESS” to access the overview of bank accounts screen:



Step 2: Add a New Account Type

Click on the relevant button to add the desired account type. In the following example bank accounts of type “Travel Expense Bank” and “Education Grant Bank” have not been created yet:




Then follow steps 2 to 5 in the Section “How to Modify an Existing Bank Record in ESS”.

How to Expire a Bank Account in ESS

Please note that this option is not available on the “Main Bank”, as this account type is mandatory and can only be edited (see the bank account types in the Overview section).

Step 1: Locate the Existing Bank Account and Start Expiring the Account

Please follow steps 1a to 2a in the Section “How to Display Banking Details in ESS” to locate the account for expiration.

To expire the bank account details, please select the expire icon () next to the banking details on the overview screen:

Education Grant Bank (Optional)

Payee: A.Test  

Bank Name: JPMORGAN CHASE BANK, N.A.

Bank Key: 021000021

Bank Account: *****173

Payment Method: P - Brk transfer (ACH PPD)

Valid from: 01 / NOV / 2019

Valid to: 31 / DEC / 9999

The bank details are displayed with only the expiry date in edit mode. The following screen shows an example:

Travel Expense Bank (Optional)

Payee: A.Test

Country: USA

Bank Key: 021000021 JPMORGAN CHASE BANK, N.A. CHASUS33

Bank Control Key: 01

Account Number: 123


Currency: USD United States Dollar

Begin Date: 17.10.2019

End Date: 31.12.9999

Validity

Expire as of COB:




Please enter a valid 9-digit ABA routing number for ACH direct deposit into your account with your bank in the "Bank Key" field. Enter your account number, as shown in your check book and your bank statement, repeat entry for verification. Enter "01" in Bank Control Key if it is a checking account and "02" if it is a savings account. The validity date is automatically determined by the system, which will be 2 business days from data entry. (If you have any doubt about your banking details, please ask your bank for help.) If you have any issues, please refer to the broadcasted Job aids, you may contact Cashier's Office at unhq-cashier-office@un.org, at +1 212 963 2949 or visit the Cashier's Office between 9AM and 5PM at S-20. Once your request is completed, you will receive an email confirming your banking details update.

Step 2: Enter Expiry Date

Please select the expiry date

Validity

Expire as of COB:



November 2019						
Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	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	1
2	3	4	5	6	7	8

Then follow steps 3 to 5 in the section “How to Modify an Existing Bank Record in ESS”.

How to Get Help

Step 1: Frequently Asked Questions

Please review the following frequently asked questions before contacting the support.

1. What is my ABA Routing Number (US Bank Accounts only)?

The ABA routing number is used to identify your bank in the United States. Please contact your bank, if you are in doubt. The ABA number can be different for electronic payments and for cheque payments. Please specifically ask your bank for the ABA number for ACH payments.

Commonly used ABA numbers include:

UNFCU:	226078609
CHASE:	021000021

2. Can I enter banking data during the payroll lock?

In Umoja it is not possible to modify banking data during the payroll lock. Please refer to the Broadcast email announcing the payroll lock schedule for your relevant payroll area.

Step 2: Get Help

If you have any issues you may contact Cashier's Office at unhq-cashier-office@un.org, at +1 212 963 2949 or visit the Cashier's Office between 9AM and 5PM at S-20.

You may also raise an iNeed ticket via Unite self-service.