TO: All Chiefs of Administration   DATE: 7 December 2007
A: All Executive Officers
(as per attached list)

REFERENCE:

THROUGH:
S/C DE:

FROM: Sandra Haji-Ahmed, Director
DE: Operational Services Division, OHRM/DM

CC:

SUBJECT: **Recording of HR Movements in IMIS**
OBJET:

1.   The demand for accurate and timely statistical data on the human resources of the Organization continues to increase. Statistical reports are prepared based mainly on data recorded in IMIS, which is the central official repository of such data in the UN. However, the quality of data currently in IMIS, especially in terms of uniformity, completeness, accuracy, adequacy and timeliness of Personnel Actions (PA), leaves much to be desired and needs improvement. This is also important for an effective management of human resources and for preparation for the eventual migration from IMIS to ERP.

2.   As you know, IMIS data are a result of recording actions by various IMIS users, including in departments and offices. Accordingly, quality control over IMIS recording is an essential responsibility of each IMIS user processing human resources (HR) actions in the system.

3.   The Planning, Monitoring and Reporting Section of OHRM through its on-going data monitoring has identified a considerable number of recording actions in IMIS (PAs) that do not properly reflect the data related to the actual type of their intended HR actions. This leads to significant reporting problems and may have administrative implications. Our analysis shows that incorrect recording of HR data is caused, to a large degree, by inconsistent ways many IMIS users process and record the movements of staff. In order to facilitate improvement of IMIS records, we would like to share with you the following clarifications, which we recommend to disseminate for the attention of your IMIS users.

4.   While IMIS logic requires recording of correct types of PAs in a certain sequence, the recording of staff movement in IMIS is not always recorded in a uniform manner and has the following typical shortcomings:

(a)   Incorrect selection of staff movement **PA type**.

There are six types of movement of staff within the UN Secretariat: Secondment, Detail, Assignment, Special Leave without Pay, Loan and External Loan (Special Leave with Full Pay is not considered a movement). Accordingly, different types of PA processing actions are available in IMIS to properly record each corresponding movement. In IMIS, three different administrative situations can occur for each one of these six types of staff movements, which trigger a PA

action: initially, the first recording of the staff movement; secondly, when there is a modification of the movement period; and, finally, when the staff member is returned to the original post. Therefore, a total of 18 actions can be recorded in IMIS which allows for correct reflection of each situation of staff movement. Each of these types of PA has a specific transaction ID code in IMIS, allowing capturing of the exact nature of movements of staff as detailed in <u>Annex 1</u> to this memorandum.

(b)   Incorrect recording of **completion of movement period**.

A staff member going through a movement needs to be returned in IMIS: a 'Return from...' PA should be processed for each of the six types of movement upon the staff member's return. In such situations it is wrong to use a 'Modify Post Incumbency' PA, as it ultimately results in incorrect, incomplete or misleading data in IMIS. The correct procedure is to first raise a 'Return from ...' PA for each of the six types of staff movement.

(c)   Incorrect recording of **change of movement period**.

When it is necessary to extend or reduce the period of staff movement, the correct processing action in IMIS is to raise a 'Modify Period' PA which will retain the original date of the initial 'Record' PA, while modifying its period. In some instances, the sequence for extending a staff movement needs to start with extending the staff member's appointment followed by the issuance of a "Modify Period" PA, again for each of the six types of staff moves. 'Modify Period' PA can be used only within the current contractual period; the extension of the movement which falls after the expiration of the current contract should be done through first raising 'Extend Appointment' PA and then processing a new 'Record Movement' PA.

(d)   Incorrect processing of **return PAs**.

A 'Return' from...' PA always must be raised by the releasing department/office before any other PA can be initiated. By the aggregating nature of the IMIS processing flow, doing otherwise misrecords actual staff movements, and creates numerous data consolidation and reconciliation problems.

5.   Further details and clarifications on the related policies and processes can be found in the applicable guidelines in the Human Resources Handbook (Task Tools) and IMIS Desk Procedures, both available on iSeek respectively at http://secap472.un.org/hr_handbook/ and http://imis/deskproc/ respectively. OHRM is ready to provide additional explanations through the HR Systems Help Desk (phone: 212-963-8119, email: hrsupport@un.org).

cc: Chiefs of Sections OSD/OHRM/DM

<u>**Annex 1**</u>

IMIS list of Personnel Notifications (PA) to be used or combined for the proper recording of the six types of staff movement and their correct sequence

SECONDMENT (outside of the Secretariat and of IMIS)	1. Record Secondment 2. Modify Secondment period [when applicable] 3. Return from Secondment
ASSIGNMENT (within the Secretariat and in IMIS)	1. Record Assignment 2. Modify Assignment Period [when applicable] 3. Return from Assignment
DETAIL (between established offices and special missions)	1. Record Detail Assignment 2. Modify Detail Period [when applicable] 3. Return from Detail
SPECIAL LEAVE WITHOUT PAY	1. Grant Special Leave w/pay 2. Modify Special Leave without Pay Period [when applicable] 3. Return from Special Leave w/out Pay
EXTERNAL LOAN (outside UN system)	1. Record External Loan 2. Modify External Loan Period [when applicable] 3. Return from External Loan
LOAN (within UN system)	1. Record Loan 2. Modify Loan Period [when applicable] 3. Return from Loan

EXCEPTION:

When a **staff member on secondment separates** without returning to the parent organization or duty station and transfers to another organization of the UN common system, the appropriate PA to be used is the '<u>Separation and Transfer to another organization</u>' which correctly captures and records separation of seconded staff member to another organization, keeping the UN system data available for future reference.

In cases when a staff member separates while on secondment to another organization, the processing of a 'Separation' PA without a transfer action generates data inconsistency and administrative problems. Therefore, 'Separation and Transfer to another organization' is warranted with a comment in the Remarks field of this PA "For IMIS purposes only'.

When a staff member separates from the organization while **on special leave without pay**, recording of a return is taken care through the 'Separation' PA. **Do not** generate a 'Return from ...' PA, because this would lead to inaccurate reflection of information.

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