

# **Umoja Annual Declaration for HR Partners**

1 — Last update: 12 January 2024

United Nations - DOS

# Table of Contents

- 1. About this Manual ..... 4**
- 2. Overview ..... 5**
- 3. Prerequisites ..... 6**
  - 3.1. HR Partner’s Responsibility During Eligibility Reviews..... 7
  - 3.2. Staff Member’s Responsibility During Eligibility Reviews ..... 8
  - 3.3. Required Official Documents ..... 9
- 4. Process ..... 12**
  - 4.1. Global Process..... 13
    - 4.1.1. Adding or Modifying Dependency/Household member requests for family members (ESS Workflow) ..... 14
    - 4.1.2. Special Dependency Requests ..... 15
  - 4.2. Exceptions to Global Process..... 17
    - 4.2.1. Procedures ..... 18
- 5. Annual Declaration ..... 19**
  - 5.1. Process Revisit ..... 20
  - 5.2. Prerequisites ..... 22
  - 5.3. Review and Approve an Annual Declaration ..... 24
  - 5.4. Monitoring the Annual Declaration Review Progress ..... 28
  - 5.5. Update Annual Declaration Statuses Manually ..... 31
- 6. Dependency Allowance Procedures ..... 34**
  - 6.1. General Procedures ..... 35
    - 6.1.1. Review Dependents History ..... 36
    - 6.1.2. Run HR Dependents Report ..... 39
    - 6.1.3. Add a Dependency Document ..... 48
  - 6.2. Adding New Dependents or Household Members (ESS Approval)..... 53
    - 6.2.1. Approve Change in Marital Status ..... 54
    - 6.2.2. Approve Addition of a Spouse ..... 58
    - 6.2.3. Approve the Addition of a Secondary Dependent ..... 64
    - 6.2.4. Approve the Addition of a Child ..... 66
  - 6.3. Adding Dependents or Household Members (ECC) ..... 75
    - 6.3.1. Add a Child ..... 76
    - 6.3.2. Change Marital Status and Add a Spouse ..... 86
    - 6.3.3. Add a Household Employee ..... 95
    - 6.3.4. Add a Secondary Dependent ..... 96
  - 6.4. Single Parent Allowance (ECC) ..... 98
    - 6.4.1. Grant Single Parent Allowance..... 99
    - 6.4.2. Grant Adjusted Single Parent Allowance ..... 103

6.4.3. Discontinue Single Parent Allowance .....	104
6.5. Modify or Discontinue Dependents (ESS Approval) .....	109
6.5.1. Approve Modification to or Discontinuance of a Dependent Child .....	110
6.5.2. Approve Modification or Discontinuance of a Dependent Spouse .....	113
6.5.3. Approve Modification to or Discontinuance of a Secondary Dependency Allowance .....	117
6.6. Modify or Discontinue Dependents (ECC) .....	120
6.6.1. Modify or Discontinue Dependent Spouse .....	121
6.6.2. Modify or Discontinue Secondary Dependency Allowance .....	123
6.6.3. Discontinue Household Employee .....	125
6.6.4. Override Transitional Allowance .....	127
6.6.5. Modify or Discontinue Dependent Child .....	128
<b>7. Resources .....</b>	<b>136</b>
7.1. Infotypes .....	137
7.1.1. IT0000 (Actions) .....	138
7.1.2. IT0002 (Personal Data) .....	140
7.1.3. IT0021 (Family Members/Dependents) .....	141
7.1.4. IT0703 (Documents on Dependent) .....	142
7.1.5. IT9003 (Entitlement Monitoring) .....	144

# 1. About this Manual

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**This is a living document. It reflects the required processes and recommends best practices to implement the current Annual Declaration for HR Partners using the tools available within the Secretariat. Its contents are subject to change, including in response to amendments to the Staff Regulations and Rules, revisions to the Annual Declaration for HR Partners, lessons learned from jurisprudence of the United Nations Dispute and Appeals Tribunals.**

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## 2. Overview

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All United Nations Secretariat staff members are required to keep information about their dependents and household members up to date. A recognition of a family member as a dependent may give rise to payment of dependency benefits provided the required conditions are met:

- **Household member** refers to UN recognized family members, i.e. spouse, child, legally adopted child, disabled child and secondary dependents (parent or sibling) of a staff member, who have not yet been recognized as dependents.
- **Dependent** refers to UN recognized family members as defined above for whom the staff member provides main and continuing support and who meet the criteria as per [staff rule 3.6](#) and [ST/AI/2018/6](#).
- **Dependency allowance** refers to the monetary entitlement a staff member can receive for their dependents.
- **For General Service (GS) and related categories:**  
Dependency benefits for staff members in these categories are provided in the form of a flat rate allowance in those duty stations where it is applicable, i.e. provided for in the relevant General Service and related salary scale.
- **For Professional and higher categories:**  
Dependency benefits for staff members in these categories are provided in the form of a flat rate allowance a staff member may be paid, they may receive a single parent allowance in lieu of a dependent child allowance per [ST/AI/2018/6](#).

The [Umoja Employee Self Service \(ESS\) Annual Declaration form](#) is used to review and monitor staff member dependency entitlements. This process replaces Inspira' s eP84 form and other local arrangements used in the past for this purpose.

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## 3. Prerequisites

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Establishing family members as household members and processing dependency benefits requires considerable advance preparation on the part of the HR Partner, and staff member.

- [HR Partner's Responsibility During Eligibility Reviews](#)
- [Staff Member's Responsibility During Eligibility Reviews](#)
- [Required Official Documents](#)

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## 3.1. HR Partner's Responsibility During Eligibility Reviews

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- Review the staff member's appointment status in Umoja (view contract data via PA20) to ensure eligibility for the dependency allowance.
- Review and use [policy and guidelines](#) to verify eligibility for household members to be UN recognized family members.
- Review staff member's current family member profile in Umoja (view family member/ dependants via PA20), noting the existing family members and checking for the following circumstances:
  - No duplicate requests, i.e. adding the same child twice or adding an additional recognized spouse;
  - Claim of **EITHER** a dependant spouse OR a secondary dependant (staff members cannot establish both as dependants). In cases of two staff married to each other, only the higher salaried staff member can claim dependency;
  - Staff members in General Services & related categories **do not exceed the maximum of 6 dependent children**, if applicable.
- Check if the staff member has claimed single parent status and if yes, if there is any financial support received on behalf of a dependant.
- Review staff member's official status file for [official documents](#) related to UN recognized family members. If the official documents are not on file, the staff member must be instructed by the HR partner to take action to submit them as per the [Required Official Documents](#). The HR partner will not approve any dependency requests without seeing and verifying original supporting documentation, even if a non-verified copy has been attached to the Employee Self-Service (ESS) application.

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## 3.2. Staff Member's Responsibility During Eligibility Reviews

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Staff members are required to provide [official documentation](#) that clearly shows the relationship between the staff and the family member and the dependency status for eligible family members. The staff member may submit documentation to create a household member and later on create a dependency request or both may be submitted at the same time. Dependency is established when it is determined that the family member is financially dependent on the staff member.

To claim dependency for these family members, the staff member must also provide some [additional documentation](#).

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### 3.3. Required Official Documents

Dependent Type	Documentation to prepare for Umoja upload
Spouse	<ul style="list-style-type: none"> <li>For a dependent spouse who is employed, an annual wage statement or tax return showing that earnings are below the earnings limit. All earnings received, including but not limited to pension income, such as retirement and disability benefits, and earnings resulting from investments, shall be taken into account when considering dependent’s computation of the annual gross earnings.</li> </ul> <div data-bbox="440 699 1547 1060" style="border: 1px solid #0070C0; border-radius: 10px; padding: 10px; margin: 10px 0;">  <p>US citizens or permanent resident holders in receipt of dependency allowance for a spouse, must file joint tax returns whether or not their spouse is employed, and all dependents must be claimed on their return.</p> </div> <ul style="list-style-type: none"> <li>For a new spouse or partner (whether dependent or not), marriage certificate, certificate of partnership and the birth certificate or passport of the spouse or partner.</li> <li>For a separation or divorce, the divorce decree or legal separation documents.</li> </ul>
Natural or legally adopted child, Stepchild	<ul style="list-style-type: none"> <li>For a new child, birth certificate and adoption decree, if applicable</li> </ul> <div data-bbox="440 1461 1547 1915" style="border: 1px solid #0070C0; border-radius: 10px; padding: 10px; margin: 10px 0;">  <p>Foster care and guardianship do not constitute legal adoption. For staff members who are not custodial parents, and do not have a court document specifying the amount of child support payments, a notarized affidavit from the custodial parent must be provided indicating the amount of support that the staff member provides for the</p> </div>

	<div style="border: 1px solid #0070C0; border-radius: 10px; padding: 10px; margin-bottom: 10px; background-color: #E6F2FF;"> <p style="text-align: center;">child. The staff member must also provide proof of payments in the form of cancelled cheques, wire or bank transfers.</p> </div> <ul style="list-style-type: none"> <li>For dependent children or stepchildren between the ages of 18 and 21, completed <a href="#">Certification of Attendance</a> form as proof of full-time school attendance</li> <li>For a stepchild of any age, proof of residence with the staff member, as well as custody agreement</li> <li>If the staff member is in receipt of any governmental assistance (i.e. government grant) in respect of any of his/her dependent children, he/ she must report the annual amount of the grant in the Employee Self-Service (ESS) application.</li> </ul>
<p>Disabled Child</p>	<p>The disability certification by UN Medical Services (<b>process done offline</b>).</p>
<p>Secondary dependent: Parent</p>	<p>Proof of financial support provided during the year, the amount of support must be at least twice the amount of the allowance. Alternatively, proof of residence if the secondary dependent lives with the staff member.</p>
<p>Secondary dependent: Sibling</p>	<ul style="list-style-type: none"> <li>Proof of financial support provided during the year; the amount of support must be at least twice the amount of the allowance.</li> <li>For a sibling between the ages of 18-21, proof of full-time school attendance</li> </ul>

Other children who fulfil the age, school attendance and support requirement may be recognised as dependent children.

For deceased household members (regardless of their dependent status) staff members will need to submit their death certificate.

Cash payments and affidavits cannot be accepted as proof of financial support. Acceptable proof of support: cancelled cheque, money order receipts, copy of certified cheque or bank transactions.

For more information refer to [Review of staff claims for dependency benefits for 2020](#) (ST/

IC/2021/8).

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## 4. Process

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- [Global Process](#)
- [Exceptions to Global Process](#)

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## 4.1. Global Process

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- [Adding or Modifying Dependency/Household member requests for family members](#)
- [Special Dependency Requests](#)

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## 4.1.1. Adding or Modifying Dependency/ Household member requests for family members (ESS Workflow)

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1. The staff member submits the original documentation **offline** for verification by the HR Administrator, who stamps and dates a copy as seen and verified; and returns the originals to the staff member.
2. After checking the staff member's family profile and ensuring this is not a duplicate record, the staff member or in exceptional cases, the HR Administrator enters personal data related to dependency (marriage, newborn child, etc.) in the Employee Self-Service (ESS) and, if applicable, requests dependency benefits. If no dependency benefits are requested, the approval will be for a household member.
3. As part of the submission, the staff member or HR Administrator needs to upload the previously verified supporting documentation as an attachment.
4. The HR Partner reviews the information provided by the staff member in ESS against the verified documentation submitted as attachments and approves, if appropriate. The HR Partner will reject applications that are not complete (including missing or not verified documents) explaining the reason for the rejection and pointing out any missing documents, etc. If rejected, the staff member or the HR Administrator on behalf of the staff member must submit a new application as the system does not allow modification of the current application based on the feedback received at the time of rejection.
5. Once the approval is made in ESS, a Maintain Family status – Change family member PA is created automatically in Enterprise Central Component (ECC) and notification is sent to the staff member.

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## 4.1.2. Special Dependency Requests

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If the staff member's **child has a disability**, certification of the disability from relevant medical colleagues must be obtained prior to making the special dependency request. The staff member or HR Administrator on behalf of the staff member can submit the special dependency request in the Employee Self-Service (ESS).

1. The staff member submits a request for certification of special dependency to the relevant medical office along with the child's medical reports and school reports. The HR Partner receives a copy of the request only (but not the medical reports). (**process done offline**)
2. The relevant medical office determines the eligibility for Special Dependency and the next review dates. (**process done offline**)
3. The staff member and HR Partner receive feedback from the relevant medical office. (**process done offline**)
4. The staff member or HR Administrator on behalf of the staff member creates a request for special dependency and checks the disability indicator in ESS, making reference to the communication from the relevant medical office in the remarks and attaching the approval from this office to the ESS request.
5. Upon receipt of the request the HR Partner reviews, and then approves or rejects the request in ESS.
6. The system will send an automatic notification to the staff member regarding the approval/rejection of the special dependency and the next review date. if Approved, a Maintain Family status – Change Family Member/Dependent PA is created automatically in Enterprise Central Component (ECC) and notification is sent to the staff member.

In exceptional circumstance in which ESS is not accessible for either the staff member or the HR Administrator, the HR Partner may also receive all the original documentation in hard copies and process the approval of dependency in ECC using a PA40. Refer to [Modify or Discontinue Dependents – ESS Approval](#) and [Modify or Discontinue Dependents – ECC Approval](#).

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## 4.2. Exceptions to Global Process

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The following situations cannot be processed through Employee Self Service (ESS) but must be submitted **offline** to the HR Partner for processing in Enterprise Central Component (ECC).

1. **Changes to dependency status or the marital status of a staff member prior to 1 January 2017**

PAs that change the dependency status or the marital status of a staff member prior to 1 January 2017 can only be processed by the HR Partner directly in ECC, which causes the unified salary scale conversion program to run and update the record, if applicable. Any requests that are submitted by staff members in Employee Self-Service (ESS) retroactively should be rejected. At the time of rejection, the HR partner should indicate to the staff member in the remarks that action will be taken in ECC or the reason for the rejection, if not entitled. Refer to [Modify or Discontinue dependents – ECC](#) for additional instructions.

2. Request to discontinue household employees.
3. Modification of dependents for adjusted single parent allowance.

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## 4.2.1. Procedures

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The request for a new **Dependency Allowance** may be submitted in the Employee Self-Service (ESS) by the staff member, the HR Administrator or HR Partner on behalf of the staff member. After the request has been submitted, the HR Partner approves the request in ESS.

In exceptional circumstances the staff member may also submit originals to the HR Partner **offline** together with an **offline** form [P.85n](#) (**Request for Change in Dependency Status – effective on or after 1 January 2018**) and the HR Partner will make the dependency changes in Enterprise Central Component (ECC).

The following must be requested **offline** and completed by the HR Partner in ECC; modifications to:

- dependency status prior to 01.01.2017,
- existing household employees, or
- dependents for adjusted single parent allowance.

The specific procedures are outlined in [Dependency Allowance Procedures](#). These include:

- general procedures that are needed as prerequisites before or after a transaction to add or modify a dependency record is executed (such as review of dependency history, running dependency reports or adding documents);
- approval of a dependent spouse, child or secondary dependent (ESS Workflow).
- change of marital status, addition of a spouse, child, secondary dependent or household employee in ECC (exceptional method).
- granting and discontinuing single parent allowance.
- approval of modifications or discontinuation of a dependent (ESS Workflow)
- modification or discontinuation of a dependent (ECC Workflow).

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## 5. Annual Declaration

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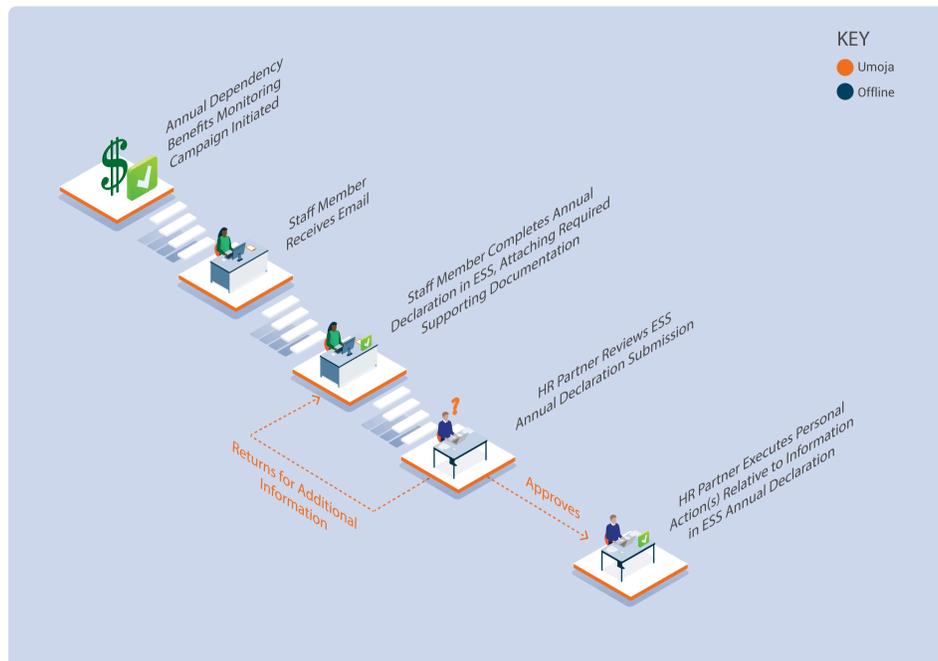
The Umoja Employee Self-Service (ESS) Annual Declaration form is used to review and monitor staff members dependency entitlements. This process **replaces** Inspira's [P.84 \(Questionnaire on dependency benefits\)](#) form and other local arrangements used in the past for this purpose. When initiated, the form will be available for all staff in receipt of dependency benefits for the year under review.

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## 5.1. Process Revisit

This process begins with the initiation of the **Dependency Benefits Monitoring Campaign**, and when the staff member receives an email notification to complete the **Annual Declaration**.



1. Department of Operational Support (DOS) initiates the Annual dependency benefits monitoring campaign by triggering an automated email notification.
2. Staff members in receipt of dependency benefits in the year under review will receive an email notification with instructions on how to access the **Annual Declaration Form**. via ESS,
3. The staff member reviews information presented on the form and either acknowledges the information is correct as presented or provides a change by indicating new values against the information presented on the form.
4. The staff member attaches required supporting documentation and submits the form.
5. The HR Partner reviews and approves or may return the form to the staff member for additional information.
  - a. if approved, the HR Partner executes the necessary personnel actions to adjust, discontinue, or start dependency benefits. The staff member will be notified when the review and subsequent personnel actions are successfully completed.
  - b. If returned for additional information, The staff member receives an email notification with instructions on additional actions or supporting documentation

required to complete the review.

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## 5.2. Prerequisites

For each type of information updated in the Annual Declaration form, specific supporting documentation is required. Below is a list of supporting documentation required for each type of requested information update.

Information updated during the Annual Declaration	Supporting Documentation Required	Comments
Marital Status	Divorce Decree/ Court Order	If the staff member updates their Marital Status and selects “Divorced/Separated” on the annual declaration review form.
Marital Status	Marriage Certificate	If the staff member updates their Marital Status to “Married & Related” or changes the Marital Status date on the annual declaration review form.
Spouse	Proof of gross occupational earnings	If the staff member indicates that spouse is working and is financially dependent on the annual declaration review form.
Dependent Child(ren)	Certificate of School Attendance	If the staff member indicates that a dependent child (between the ages of 18-21) is in Full Time Education Attendance on the annual declaration review form.
Dependent Child(ren)	Certificate of a Disability	If for a dependent child, the staff member indicates “Yes” in the field “Disabled” or updates the “Certificate of Disability Review Date” on the annual declaration review form.
Dependent Child(ren)	Proof of Support if Non-Custodial parent	If for a dependent child, the staff member indicates “No” in the field “Living with staff member” on the annual declaration review form.
Dependent Child(ren)	Amount of Government Assistance	If for a dependent child, the staff member indicates “Yes” in the field “In receipt of government assistance” on the annual declaration review form.
Secondary Dependent	Proof of residence	If for a secondary dependent, the staff member indicates “Yes” on “living with staff member” on the <b>Annual</b>

Parent		<b>Declaration Review form.</b>
Secondary Dependent	Proof of financial support	If for a secondary dependent, the staff member indicates “No” on “living with staff member” and indicates “Yes” in the field “Do you provide half or more financial support” on the annual declaration review form.
Secondary Dependent	Certificate of School Attendance	If for a secondary dependent, the staff member indicates “Yes” on “Financially dependent” and indicates “Yes” in the field “Full time attendance” on the annual declaration review form.

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## 5.3. Review and Approve an Annual Declaration

Follow the steps below to review and approve or reject an annual declaration submitted by a staff member.

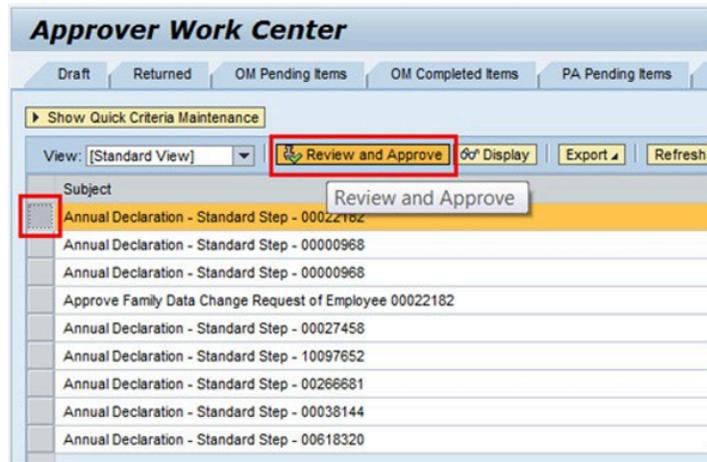
1. Log in to the Umoja Employee Self-Service (ESS) using your account credentials.



2. On the **Home** screen, click on the **Work Center** link.



3. On the **Approver Work Center** screen, click on the **Entitlement Pending Items** link.



4. Select the Annual Declaration for the staff member you want to review and click on the **Review and Approve** button to open the form.

**Recognized Spouse/ Partner Data as on 31st December of Review Year**

First & Last Name: Scott UVT\_ANNUALDEC  
 Date of Birth: 02.09.1966  
 Ref. Personnel Number:  
 Nationality: of the United States of America  
 Gender: Male

		DATA IS CORRECT	CHANGE REQUIRED
Living with Staff Member:	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Financially Dependent:	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Type:	Other Employer (outside UN)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UN Organization:	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Name:	Sr Kensington & Sons	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Location of Spouse Duty Station:	New York	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spouse Annual Earnings:	125000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Currency:	USD		

**Child Information: 1**

First & Last Name: Child 2 UVT\_ANNUALDEC  
 Date of Birth: 15.05.2015  
 Nationality: of the USA  
 Gender: Female

		DATA IS CORRECT
Marital Status:	Single	<input checked="" type="checkbox"/>
Living With Staff Member:	Yes	<input checked="" type="checkbox"/>
Financially Dependent:	Yes	<input checked="" type="checkbox"/>
Full Time Education Attendance (Only applicable to child 18-21 yrs):	No	<input checked="" type="checkbox"/>
In Receipt of Education Grant:	No	<input checked="" type="checkbox"/>
Disabled:	No	<input checked="" type="checkbox"/>
Disability Review Validity Date:	None	<input checked="" type="checkbox"/>
In Receipt of Government Assistance:	No	<input checked="" type="checkbox"/>
Type of Assistance:		
Allowance Amount ( 0.00 in case of Austrian Government Grant ):	0.00	<input checked="" type="checkbox"/>
Currency:	USD	

5. If the names of dependents appearing are incorrect, please get in touch with your staff member directly as the current review is also intended for staff to have their dependency

records reflected accurately. Any misspellings or inaccurate dates should be corrected.

By clicking on this box, I certify that I am aware of expected supporting documents

By checking this box, I certify that the statements made by me in response to the certification of information contained in the Annual Declaration Form or misrepresentation of information are true and correct.

Staff are reminded of the requirement to keep supporting documentation in support of their declaration (OIOS) for monitoring and audit, within 30 calendar days of the initial request. Failure to do so may result in the termination of dependency benefits and/or administrative and/or disciplinary measures.

\*If the names of dependents appearing are incorrect or not updated, please get in touch with HR as necessary\*

Staff Member Comments:  
Please see attached proof of support as required.

HR Comments:  
Documents verified and meet requirements.

Back to Author

Approve

6. Staff member’s Dependency Benefits details are displayed.

As required, review the changes submitted by the staff member in the following sections:

- Personal Information Data
- Recognized Spouse/Partner Data
- Child Information section
- Secondary Dependent/Household Members Info section

Ensure that the staff member has attached the required supporting documentation. In the attachments section, review each supporting document provided by the staff member.

Review the comments provided by the staff member, if any, displayed on the staff member’s Comments box.

If the staff member is required to revise their submission or provide additional supporting documentation, add the required comments in the HR Comments box and click on the **Back to Author** button, which will return the **Annual Declaration Form** to the staff member for completion.

If the Annual Declaration is completed accurately, click on the **Approve** button.

Annual Declaration - Standard Step

Request approved

- Click on the X button on the top right of the screen to close the review tab and return to the **Work Center**

**Approver Work Center**

Draft | Returned | **Oil Pending Items** | Oil Completed Items | PA Pending Items | PA Completed Items | Time Pending Items | Time Mass Approval | Entitlements Pending Items

Show Quick Criteria Maintenance

View: [Standard View] | Review and Approve | of Display | Export | **Refresh**

Subject	Initiator Name	Sent Date	Effective ...	Priority	Status	Affected Employee ...
Annual Declaration - Standard Step - 00022182	Jane DOE	07.12.2017	07.12.2017	5 Medium	Ready	OCHA CPO EB
Annual Declaration - Standard Step - 00000965	Shreya ANNUALDEC	18.10.2017	18.10.2017	5 Medium	Ready	ECLAC NRD NREU
Annual Declaration - Standard Step - 00000965	Shreya ANNUALDEC	08.11.2017	08.11.2017	5 Medium	Ready	ECLAC NRD NREU
Approve Family Data Change Request of Employee 00022182		31.10.2017	31.10.2017	5 Medium	Ready	OCHA CPO EB
Annual Declaration - Standard Step - 00027458	Meron ANNUALDEC	23.10.2017	23.10.2017	5 Medium	Ready	OCHA CPO PCS
Annual Declaration - Standard Step - 10097852	Geraldine GRANGER	11.10.2017	11.10.2017	5 Medium	Ready	UNOV DM
Annual Declaration - Standard Step - 00266681	Meron ANNUALDEC	10.10.2017	10.10.2017	5 Medium	Ready	ODMS FBS BU
Annual Declaration - Standard Step - 00038144	Savica STOJKOVSKA	09.10.2017	09.10.2017	5 Medium	Ready	DMS LSD ENG EM
Annual Declaration - Standard Step - 00618320	Brian MAU	28.09.2017	28.09.2017	5 Medium	Ready	DII CHRM LQSO

- The Annual Declaration you just worked on will still show in the list. Click on the **Refresh** button and the completed **Annual Declaration** will be removed.

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## 5.4. Monitoring the Annual Declaration Review Progress

As you approve or return staff member's Annual Declaration submission, you can review the monitoring status of each review action using the procedure below.

- To monitor the status of a staff member's annual review, use PA20

The screenshot shows the 'Display HR Master Data' application. The 'Personnel No.' field is highlighted with a red box and contains the value '30508'. The 'Period' section is expanded, and the 'All' radio button is selected. The 'Direct selection' section shows 'Infotype' as '9003' and 'Sty' as 'ADEC'.

- Enter the staff member's personnel number and validate.
  - Select All for the Period.
  - Enter [IT9003](#) in the Infotype text box, and ADEC in the Sty (subtype) text box.
  - Click on the **display record**  button to show all existing records.
- Select the record for the Review year you are monitoring.  
The infotype start and end date correspond to the review year. Ensure you select the correct review year.

Personnel No.	30508	Pers.Assgn	30005082 00030508
Name	Ting UWT_ANNUALDEC	EOD UN	14.04.2010
EE Group	1 International Staff	NAT	Chinese
EE Subgrp	PR Professional & Above	US00	New York
Start	01.01.2016	To	31.12.2016
Chngd	09.01.2018	Emp. Stat	Active
Entitlement			
Entitlement	ADEC		
Entitlement Monitoring Dates			
Monitoring Initiated	22.11.2017	Monitoring Start	
Document Submitted	02.01.2018	All documents submitted	
Monitoring Complete			
Monitoring Follow up			

#### 4. Verify the review year.

The Monitoring Dates section is updated as each step is completed as follows:

- **Monitoring Initiated:** Updated with status **Monitoring Started** on the date when T-Code ZPAANNUALDEC is executed by the HR Partner Support team and email notification is received by staff member.
- **Document submitted:** Updated with status **All Documents Submitted** when the annual declaration form is submitted by a staff member or by HR Administrator on behalf of staff member.
- **Monitoring completed:** Updated with status **Auto Approved** when staff member's annual declaration form is auto approved,
  - Approved by HR Partner: when HR Partner completes reviewing staff members form and approves.
  - Non-compliance/incomplete documentation: when HR Partner request staff member for additional documentation and the staff member does not resubmit their annual declaration form with additional documentation requested.
  - Non-compliance/fail to submit: when staff member fails to submit their annual review. This status is updated automatically when the annual review season is closed.
  - Completed on separation: when staff member separates during a review season the HR Partner will update this status as part of the separation checklist
  - Completed on secondment: when staff member proceeds on outgoing secondment during a review season the HR Partner will update this status.
  - Completed after deadline: when staff member submits their annual review manually after a review season has been closed, the HR Partner will update this status
- **Monitoring follow-up:** Updated with status **Follow up Initiated** when monitoring follow up is initiated for a staff member who is yet to submit their annual review. The follow up is

initiated by the HR Partner Support team.

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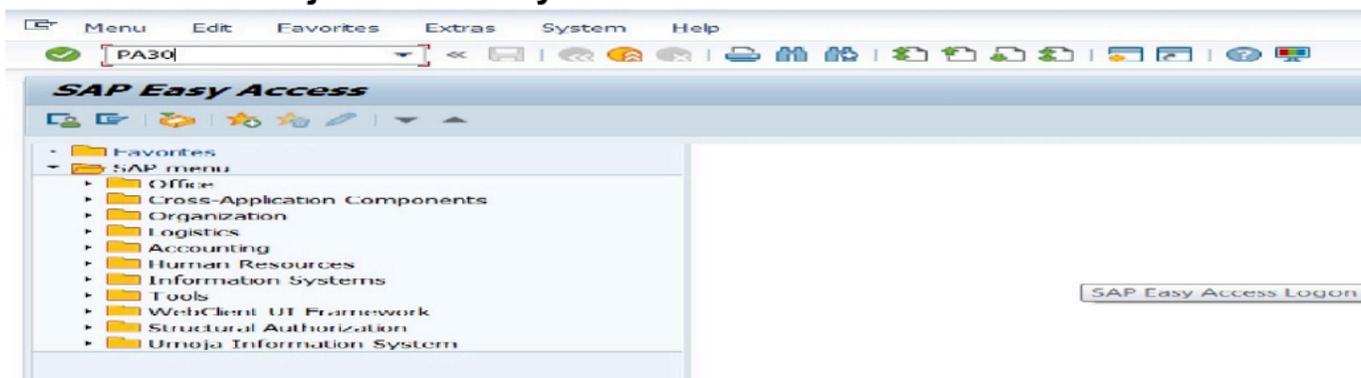
## 5.5. Update Annual Declaration Statuses Manually

---

In exceptional circumstances HR Partner may require to update a staff member's Annual Declaration monitoring status manually. This procedure is applicable under the following circumstances;

- a staff member is Separating during a review season
- a staff member is proceeding on outgoing secondment during a review season
- a HR Partner returns the annual declaration form to staff member requesting for additional information but the staff member fails to resubmit the form within provided time lines
- a staff member fails to submit their annual declaration form within the provided timelines
- a staff member submits their annual review after closure of the annual review season.

1. Log in to Umoja Enterprise Central Component (ECC) using your Unite ID account credentials.



2. Click  after typing PA30 in the command text box.

Personnel No. 00000 Pers.Assgn 30058523 00037760  
 Name Nicole ADEC UVT2 EOD UN 20.08.2008 NAT Lebanese Emp. Stat  
 EE Group 1 International Staff US00 New York Org CTED ATAO CL-E  
 EE Subgrp PR Professional & Above P-4 05 Appt Fixed Term Exp 3

Basic Data Contract Data Payroll Data Time Data Benefits Data Salary and Entitlements Data

Infotype text S..  
 Actions ✓  
 Organizational Assignment ✓  
 Personal Data ✓  
 Family Member/Dependents ✓  
 Documents on Dependents ✓  
 Addresses ✓  
 Bank Details ✓  
 Contract Elements ✓  
 Monitoring of Tasks ✓

Period  
 From 01.01.1800 To 31.12.9  
 Today  
 All  
 From curr.date  
 To Current Date  
 Current Period  
 Curr.week  
 Current month  
 Last week  
 Last month  
 Current Year  
 Choose

Direct selection  
 Infotype Entitlement Monitoring Infotype STy ADEC Annual declaration

3. On the Maintain HR Master Data, select a Personnel Number and click **edit**  button .

Entitlement  
 Entitlement ADEC

Entitlement Monitoring Dates  
 Monitoring Initiated 17.09.2018 Monitoring Start  
 Document Submitted 03.10.2018 All documents submitted  
 Monitoring Complete 12.10.2018  
 Monitoring Follow up

Remarks

Completed Successfully  
 Completed pending follow up  
 Auto-approved  
 Approved by HR Partner  
**Non-compliance/incomplete documentation**  
 Non-compliance/fail to submit  
 Completed on Separation  
 Completed on Secondment  
 Completed after deadline



If a **Monitoring follow up date** already exist in the record, ensure to update to **Follow up completed status** and the date to be on par with the date of **Monitoring Complete** failure to do this may lead to a date conflict error.

Ensure to select **ALL** in the \_ period selection option\_ to view existing records

4. Select and update the Monitoring Completed Status with one of the statuses available in the dropdown as needed. Add remarks and save the record.

Select status:

- Completed on Separation – when a staff member is Separating during a review season
- Completed on Secondment – when a staff member is proceeding on outgoing secondment during a review season
- Non-compliant/incomplete documentation – when a HR Partner returns the annual declaration form to staff member requesting for additional information but the staff member fails to resubmit the form within provided time lines
- Non-compliant/Fail to submit –when a staff member fails to submit their annual declaration form within the provided timelines
- Completed after deadline – when a staff member submits their annual review after closure of the annual review season.



Once the Monitoring Completed status is updated with a date, this automatically disables the Employee Self-Service (ESS) link available to staff member to access the annual declaration form.

<b>Entitlement</b>		
Entitlement	ADEC	
<b>Entitlement Monitoring Dates</b>		
Monitoring Initiated	17.09.2018	Monitoring Start
Document Submitted	03.10.2018	All documents submitted
Monitoring Complete	12.10.2018	Non-compliance/incomplete docu...
Monitoring Follow up		
<b>Remarks</b>		
Several reminders sent to staff to submit additional documentation		

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## 6. Dependency Allowance Procedures

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The procedures in the six sections below document:

1. General procedures that are needed as prerequisites before or after a transaction to add or modify a dependency record is executed (such as review of dependency history, running dependency reports or adding documents);
2. Approval of a dependent spouse, child or secondary dependent (Employee Self-Service (ESS) Workflow).
3. Change of marital status, addition of a spouse, child, secondary dependent or household employee in ECC (exceptional method).
4. Granting and discontinuing single parent allowance.
5. Approval of modifications or discontinuation of a dependent (ESS Workflow)
6. Modification or discontinuation of a dependent (ECC Workflow).

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*Last modified: 20 January 2022*

## 6.1. General Procedures

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This section contains general procedures that are part of the prerequisite checks before you execute a dependency transaction (add or modify a record of a household member or dependent).

Use these procedures to:

- [Review Dependents History](#)
- [Run HR Dependents Report](#)
- [Add a Dependency Document](#)

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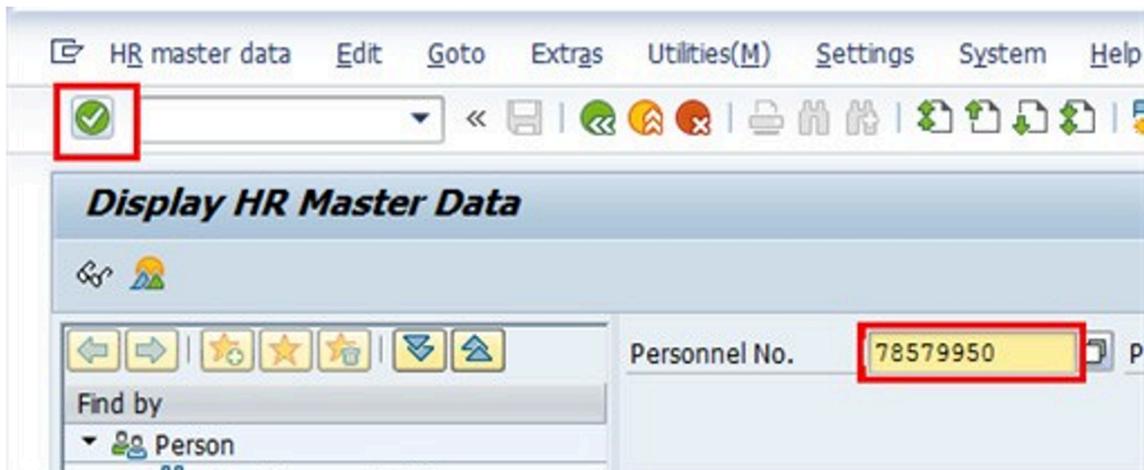
## 6.1.1. Review Dependents History

All transactions must begin with a review of the staff member's current dependency status.

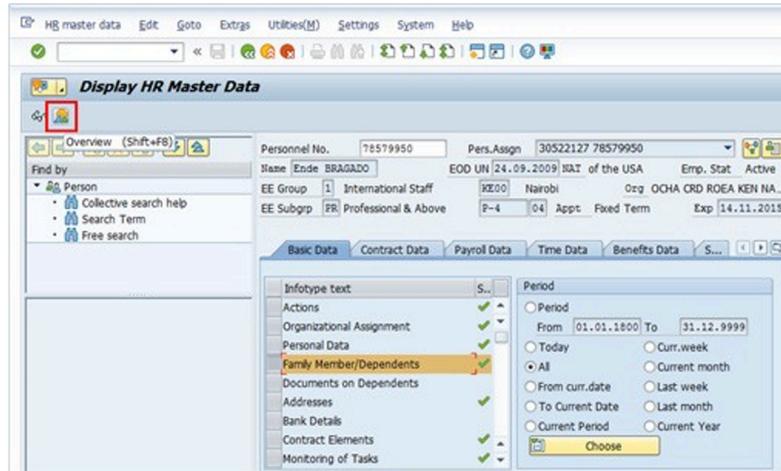
1. Start the transaction using the menu path or transaction code.



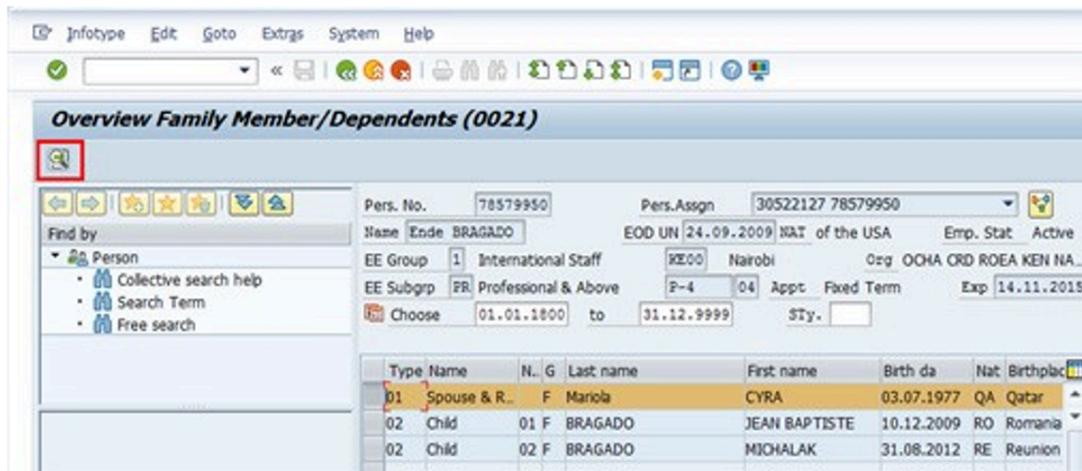
2. Click on the **Validate**  button after typing PA20 in the Command text box.
3. Enter the staff member's personnel number in the Personnel No. text box. **Scenario: 78579950**



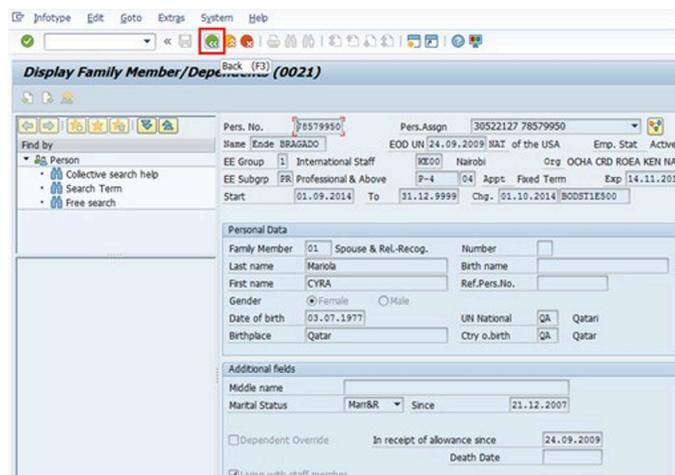
4. Click on the **Validate**  button to continue.
5. Click on the **Select**  button to select Family Members/Dependents.



6. Click on the **Display Record**  button to view a list of records.
7. Click on the **Select**  button to select a record.



8. Click on the **View Details**  button to view details.





The most recent and valid dependent and or household member record will have an end date of 31.12.9999.

9. Click on the **Back**  button to return to the list of Family Members/dependents and select another family member if necessary, repeating the process in the above steps.
10. Click on the **Validate**  button when done reviewing.

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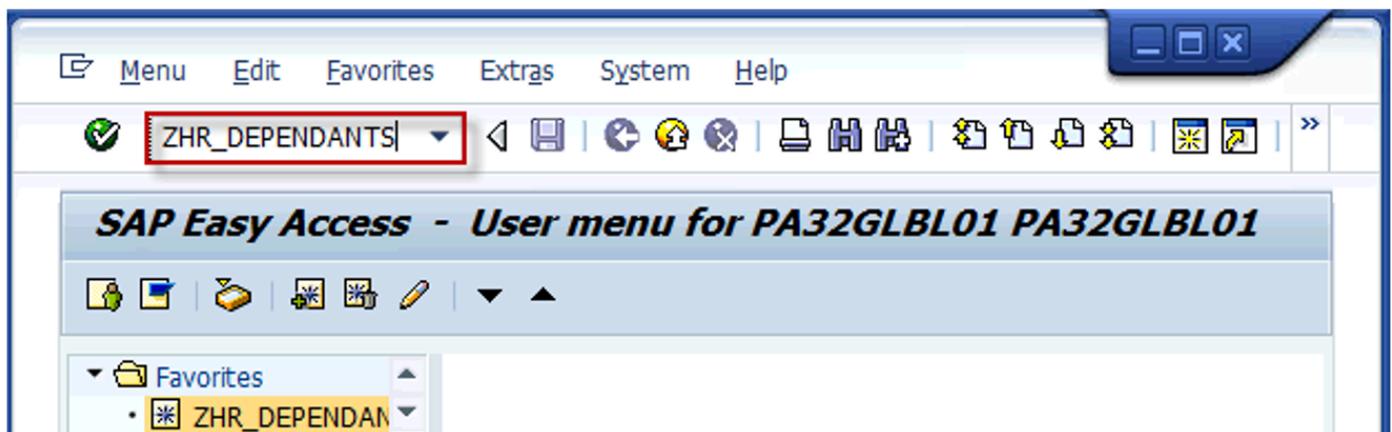
## 6.1.2. Run HR Dependents Report

This report can be used to generate a list of staff members with children who:

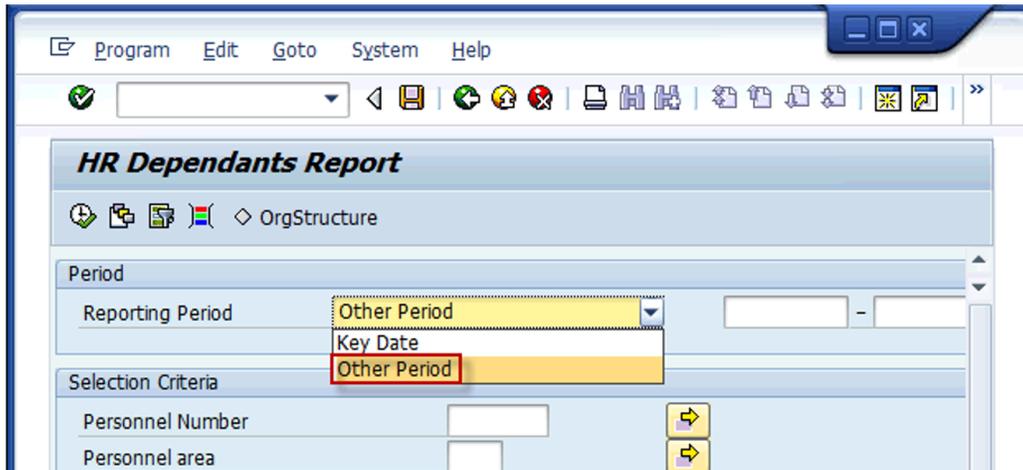
- will turn 18 by a given date
- will turn 21 by a given date
- are in receipt of a Government Grant
- are Disabled
- are in full-time Educational Attendance
- are Financially dependent, or
- any combination of the above.

**Scenario: The HR Partner runs a report to identify the children who will turn 21 in the next month (01.04.2020). For each child on this list, a personnel action must be executed to discontinue the dependency benefit. Even though Umoja will stop making payments for children at age 21, the HR Partner must monitor these cases to ensure that the discontinue dependency PA is executed.**

1. Start the transaction using the menu path or transaction code.



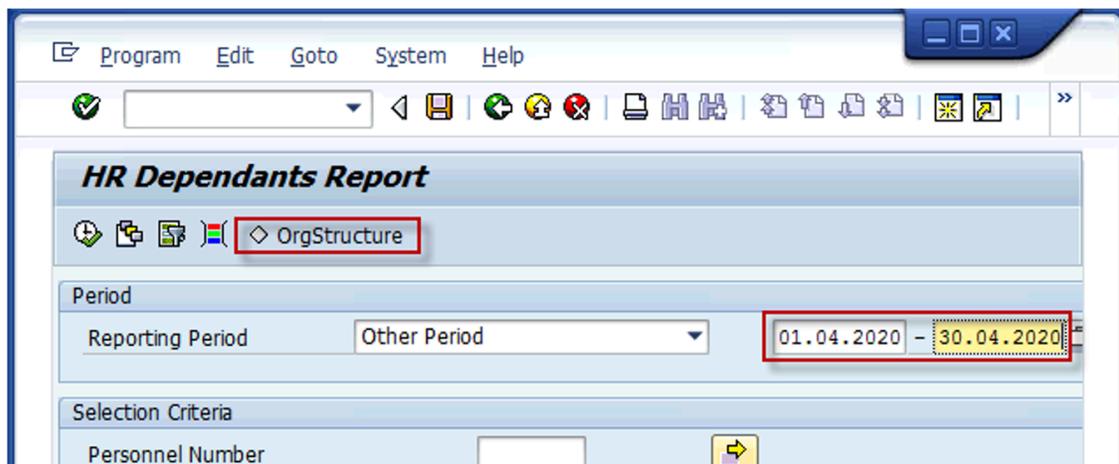
2. Click on the **Validate**  button after typing ZHR\_DEPENDANTS in the command text box.

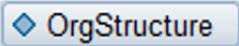


- From the Reporting Period dropdown, select the period for which you want to run the report. [**\*SCENARIO: Other Period \***].

Reporting Period options are:

- **Key Date:** used to filter the records by the date you entered. For example, if you enter 01.04.2020 as the key date and select Children Turning 18 under Selection Options, the system will display children who are turning 18 years of age on 01.04.2020.
- **Other Period:** used to filter the records by the date range you entered. For example, if you enter 01.04.2016 – 30.06.2020 and select Children Turning 21 under Selection Options, the system will display the children who are turning 21 years of age between 01.04.2020 through 30.06.2020.



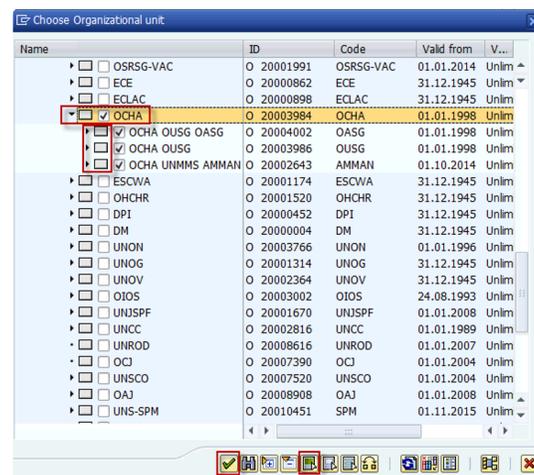
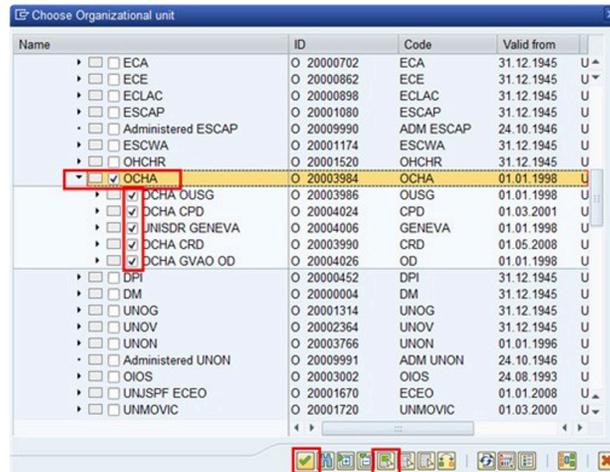
- Enter a date range. **Scenario: start date: 01.04.2020 and end date: 30.04.2020**
- Locate the Organizational Structure that you want to run a report. Click on the **Organizational Structure**  button to display the list of organizational

units.

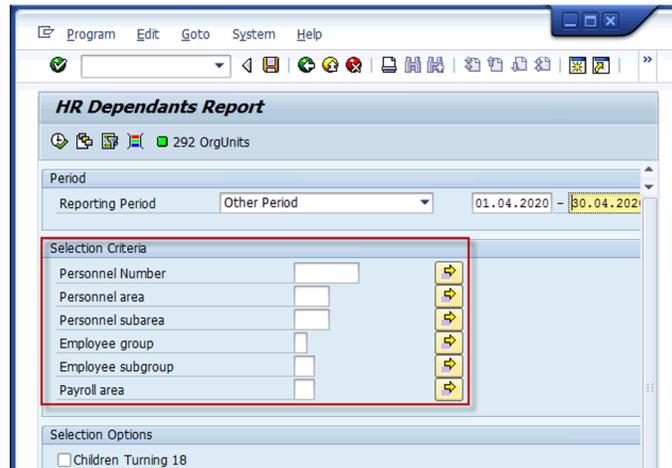
Name	ID	Code	Valid from	
Organizational structure				
<input type="checkbox"/> <input type="checkbox"/> ECLAC OES DES ICTS	O 20000946	ICTS	15.02.2011	U
<input type="checkbox"/> <input type="checkbox"/> ECLAC OES DES ICTS	O 29000946	ICTS	15.02.2011	U
<input type="checkbox"/> <input type="checkbox"/> OCRSCE	O 29185833	OCRSCE	01.07.2015	U
<input type="checkbox"/> <input type="checkbox"/> ODA OHR	O 20003974	OHR	01.04.2007	U
<input type="checkbox"/> <input type="checkbox"/> <b>UNCS</b>	O 20000001	UNCS	24.10.1946	U
<input type="checkbox"/> <input type="checkbox"/> <b>UNS</b>	O 20000002	UNS	31.12.1945	U
<input type="checkbox"/> <input type="checkbox"/> IRM	O 20001425	IRM	01.01.2012	U
<input type="checkbox"/> <input type="checkbox"/> Once in Umoja Org unit	O 20010100	Once Umoja	01.07.2014	3
<input type="checkbox"/> <input type="checkbox"/> EOSG	O 20001858	EOSG	31.12.1945	U
<input type="checkbox"/> <input type="checkbox"/> INTERORG CEB	O 20007046	CEB	01.01.2004	U
<input type="checkbox"/> <input type="checkbox"/> DGACM	O 20002734	DGACM	01.06.1997	U

Name	ID	Code	Valid from	V...
Organizational structure				
<input type="checkbox"/> <input type="checkbox"/> DM OICT IMS SDOS	O 20000585	SDOS	01.03.2012	Unlim
<input type="checkbox"/> <input type="checkbox"/> DMSPC OPPFB FOFD GAMP	O 20001525	GAMP	01.01.2012	Unlim
<input type="checkbox"/> <input type="checkbox"/> DOS	O 20016034	DOS	22.12.2018	Unlim
<input type="checkbox"/> <input type="checkbox"/> DOS-ADM	O 20016257	DOS-ADM	22.12.2018	Unlim
<input type="checkbox"/> <input type="checkbox"/> ECA ODESP	O 20002603	ODESP	01.01.2014	Unlim
<input type="checkbox"/> <input type="checkbox"/> Global Operation Center	O 20999900	GSCC	26.10.2015	Unlim
<input type="checkbox"/> <input type="checkbox"/> RCS	O 20016105	RCS	01.01.2019	Unlim
<input type="checkbox"/> <input type="checkbox"/> UNCC SSD	O 20002774	SSD	01.01.1997	Unlim
<input type="checkbox"/> <input type="checkbox"/> <b>UNCS</b>	O 20000001	UNCS	24.10.1946	Unlim
<input type="checkbox"/> <input type="checkbox"/> ICJ	O 20003292	ICJ	24.10.1946	Unlim
<input type="checkbox"/> <input type="checkbox"/> <b>UNS</b>	O 20000002	UNS	31.12.1945	Unlim
<input type="checkbox"/> <input type="checkbox"/> OCT	O 20000835	OCT	01.01.2010	Unlim
<input type="checkbox"/> <input type="checkbox"/> IIIM-SYRIA	O 20014029	IIIM-SYRIA	01.03.2017	Unlim
<input type="checkbox"/> <input type="checkbox"/> IM-MYAN	O 20014650	IM-MYAN	01.01.2020	Unlim
<input type="checkbox"/> <input type="checkbox"/> UN-TBLDC	O 20014296	UN-TBLDC	01.01.2017	Unlim
<input type="checkbox"/> <input type="checkbox"/> EOSG	O 20001858	EOSG	31.12.1945	Unlim

6. Locate the organizational unit. **Scenario: UNCS O 2000001**
7. Locate the department, mission or office that you want to run a report. Click on the **Expand**  arrow to expand and view the Sub-Organizational Units. **Scenario: UNS**

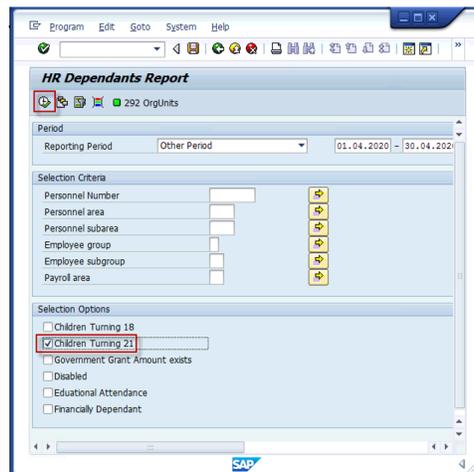


8. Select the department by placing a checkmark next to its name. **Scenario: OCHA**
9. Click on the **Display**  arrow to display the offices associated with the selected department.
10. Select the offices you want to run a report for. If you want to run a report for all the offices click on the **Select**  button to select ALL offices. However, you may also just click on one office or more.
11. Click on the **Continue**  button to proceed.



12. Select one or more Selection Criteria, if you do not see the parameters you want, click or press F2 on your keyboard.

***In this scenario, we will not add any additional Selection Criteria.***



13. Select one or more Selection Options. For example, you can also click on a combination of options. For example, you can select children turning 21 who are financially dependent or in full educational attendance. **Scenario: Children Turning 21**

Selection Options are:

- Children Turning 18- used to display children who will turn 18.
- Children Turning 21- used to display children who will turn age 21.
- Government Grant Amount exists- used to display children who are in receipt of government assistance.

- Disabled- used to display children recorded as disabled in the system.
- Educational Attendance – used to display children who are in full-time school attendance.
- Financially dependent – used to display children who are financially dependent.

14. Click on the **Run Report**  button to run the report.



In this scenario we will run a report to see a list of staff members with children turning age 21 as of the data selection period entered. As you can see the child/ren turned 21 on 01.04.2020. Please note that though the system automatically stops the payment of the dependency allowance when the child turns 21, it is the HR Partner’s responsibility to run this report, review the list and take the appropriate action to reflect the discontinuance of dependency allowance in the system.

### HR Dependants Report



Number of Lines:2

Pers.N...	Dependa...	Employee G	Employee S	Duty St...	Payroll Ar	MCC	Org Unit	SM's Name	Org Unit Text	MCC Text
151529	02	1	PR	US00	I1	HR027	20003498	Emmanuelle SCHNEIDER	OCHA (ENTITY)	OCHA GVAO ANG LUANDA
690608	03	1	PR	SD00	I2	HR027	20002716	Abdul Haq AMIRI	OCHA (ENTITY)	OCHA CRD FO SUD KHARTOUM

15. The first 11 columns contain staff member information such as their Personnel No., Name, Duty Station, etc. The second column indicates the number of dependents that meet the selected criteria. Each dependent will appear on a separate line. In the example above, the staff member has two dependent children that will be turning 21 and it is indicated in the dependent column (column #2) by the numbers 01 and 02.

Scroll through the list to locate the staff member.

16. Click on the **Display**  arrow to scroll to the right and see the remaining columns.

Number of Lines:2

Org Unit Text	MCC Text	Deps. Birt	Deps. Coun	Deps. Nati	Deps. Firs	Deps. Last	Deps. Birth Place	Disabled	Age at end	In Receipt	Amount	CrCy	Wage Type	Educat. At	Financial
OCHA (ENTITY)	OCHA GVAO...	29.04.1999	US	US	Julian	SCHNEIDER	Manhattan, New York		21	01.12.2009	0.00			X	X
OCHA (ENTITY)	OCHA CRD F...	01.04.1999	AF	AF	Saba	AMIRI	Islamabad		21	01.02.2000					X

17. The next six (6) columns provide general information about the dependent such as their name, date of birth, country of birth, etc.

The last eight (8) columns provide detailed information about the dependent. These are the fields that should be reviewed by the HR Partner when conducting the review. Since we did not indicate any other selection criteria other than children over the age of 21, we see all possible scenarios with respect to the disabled, educational attendance and financially dependent information.

- Disabled – an “X” will appear in this column for child/ren recognized by Medical Services as disabled.
- Age at end of Period – the age that the child/ren will be at the end of the selected period appears in this column.
- In Receipt of Allowance Since – the date the staff member started receiving the allowance for the child/ren.
- Amount, Currency, and Wage Type – If the child is in receipt of government assistance, the amount and currency in which the government assistance is paid, and the wage type (1430/ Gov’t Assistance for Child, or 1431 AT (Austria) Assistance for Child) will be shown in these columns.
- Education Attendance – if an “X” appears in this column if the child is in full-time educational attendance. If the field is blank, it means that the staff member will stop receiving dependency allowance in respect of that child as soon as the child turns 18. This column should appear checked only if the child is between the ages of 18 and 21.
- Financially Dependent – an “X” will appear in this column if the child is financially dependent.

***In our scenario, the HR Partner will use this list to execute the PAs for those children who are not disabled and need to have dependency discontinued.***



For children between the ages of 18-21, the financially dependent and educational attendance indicators must both be selected in IT0021 for the staff member to receive the dependency allowance. For children in this age range, and upon receipt of the certificate of full-time school attendance from the staff member, the HR Partner must modify the child's record in IT0021 if the staff member continues to be eligible for dependency.

Also note that the Financial Support Amount column is not part of this report by default.



18. To add the Financial Support Amount column, click on the **Change Layout**  button .
19. Click on the **Financial Amount**  button, then click on the **Add**  button to add the column to the Displayed Columns list.
20. Click on the **Continue**  button to confirm addition of column.



You can save this report with the additional column as a variant, so you do not have to add the column each time you run the report. See procedures on creating and using report variants in the [Enterprise Central Component \(ECC\) Reports for HR Partners](#) job aid.

21. Click on the **Return**  button to return to SAP Easy Access screen.

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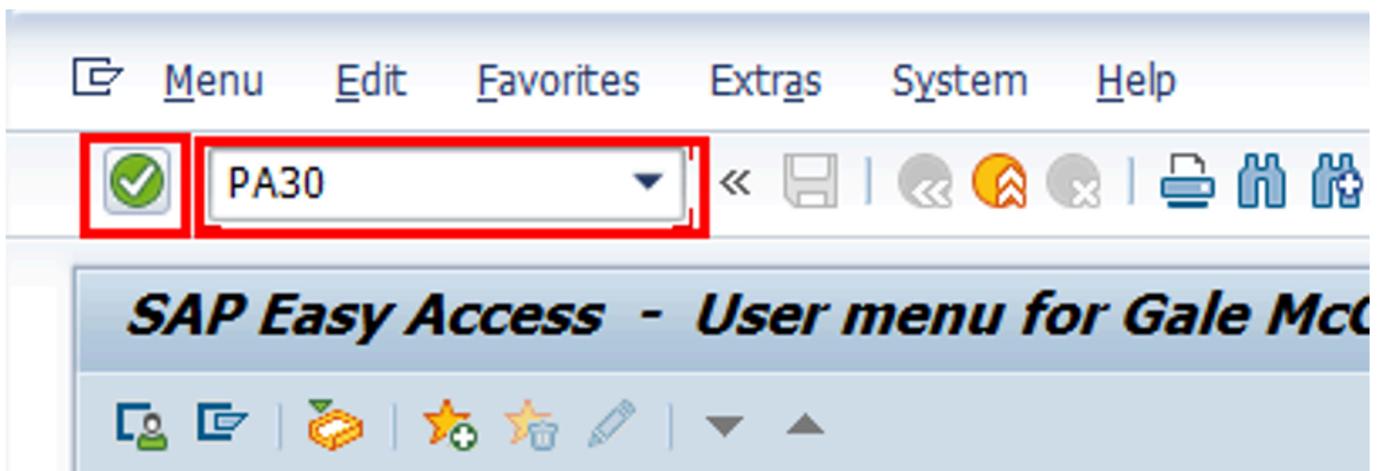
## 6.1.3. Add a Dependency Document

This procedure is used when a staff member presents documents in support of a dependency request requiring verification of original documents. This procedure records verification of documents in support of dependency relationships once the relevant PA has been approved in Umoja.

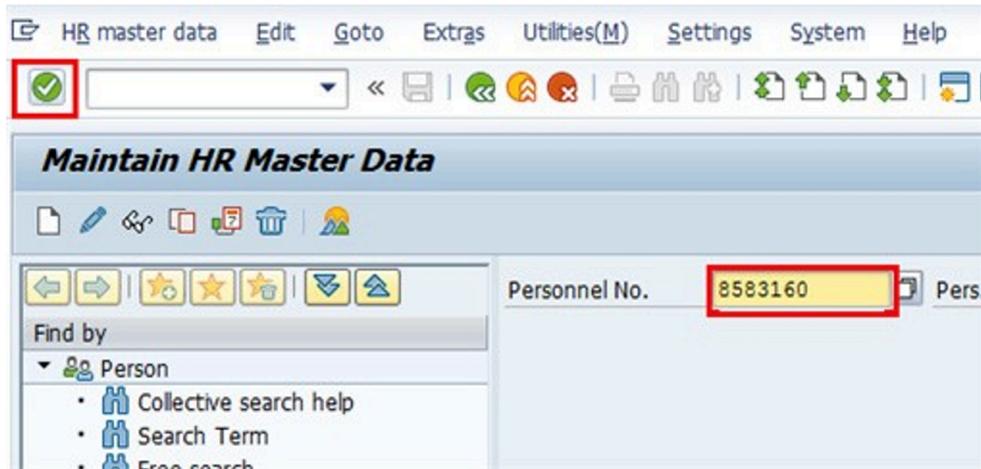
As the staff member may be in location far removed from the HR Partner approving the request and per the instructions documented in the process section of this job aid, the originals may be seen and verified by someone other than the HR Partner who records in Enterprise Central Component (ECC) that the document was verified.

**Scenario: The staff member presents a marriage certificate to the HR Partner. The HR Partner stamps and signs a copy of the document as verified and returns the original and copy to the staff member. After approval of the requested change, the HR Partner enters in Umoja ECC that the document has been verified.**

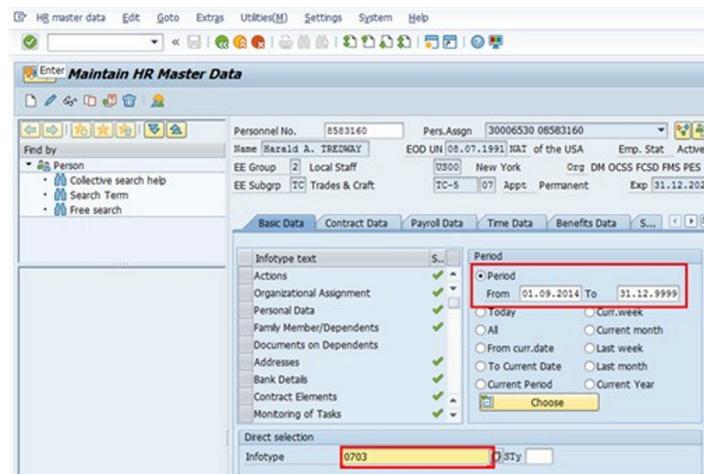
1. Start the transaction using the menu path or transaction code.



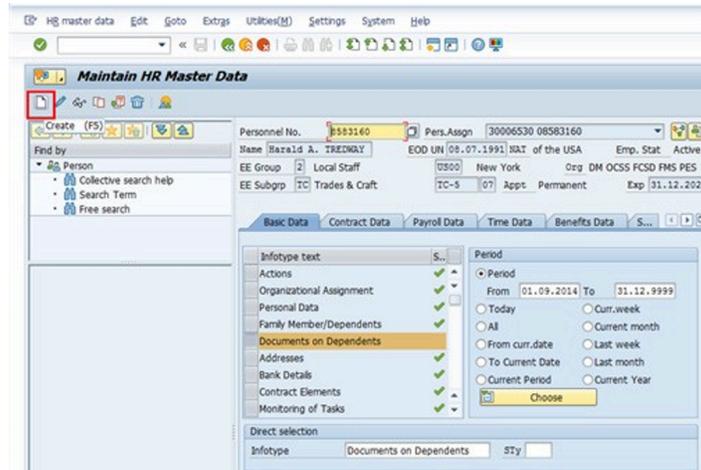
2. Click on the **Validate**  button after typing PA30 in the Command text box.
3. Enter the staff member's personnel number in the Personnel No. text box. **Scenario: 8583160**

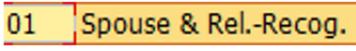


4. Click on the **Validate**  button to validate entry.
5. Enter the date (today's date in most cases) the document(s) were verified in the From text box. **Scenario: 01.09.2014**
  - Leave the default To date of 31.12.999
  - Enter the Infotype ID for Documents on Dependents, [IT0703](#).



6. Click on the **Validate**  button to validate entries.



7. Click on the **Create Record**  button to create a new dependent Document record.
8. Click on **01-Spouse**  option to select.

## Documents on Dependent options

- **01 Spouse & Related** – Recognized
- **02 Child** – refers to a natural or legally adopted child.
- **03 Stepchild** – refers to a child of his/her spouse that resides with the staff member.
- **04 Non – Recognized Spouse** – refers to multiple legal spouses. Note that the United Nations can only recognize one spouse as a dependent. All others will be entered in Umoja as non-recognized.
- **05 Former Spouse** – refers to an ex-spouse
- **06 Father** – refers to the father of the staff member.
- **07 Mother** – refers to the mother of the staff member.
- **08 Sibling** – refers to a brother/sister of a staff member.
- **09 Household Employee** – refers to hired help on a G-5 visa that resides in the staff member's residence.
- **10 Deceased S/M** – refers to the status after the death of the staff member
- **11 Others** – Any other relationship not covered by the above. Only those options will be shown for the dependency types already established for the staff members, i.e., you cannot add a document for a dependency type not yet approved for the staff member.

## Subtypes for infotype “Documents on Dependents”

(1) 1 Entry found

9. Click on the **Continue**  button to confirm selection.

10. Enter the following from the verification documents:

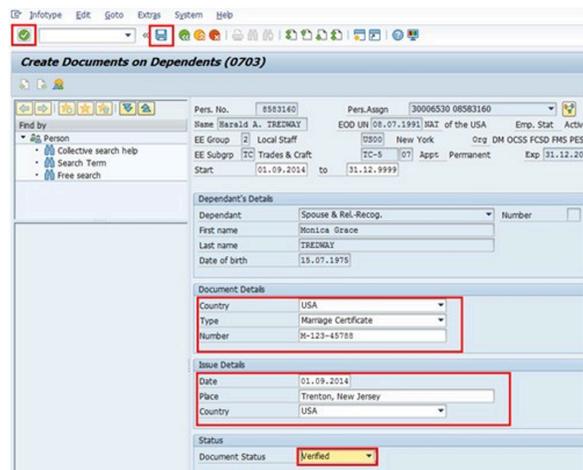
**For Document Details**

- Country – of issuance of the document- **Scenario: USA**
- Type – Select the appropriate type of document. **Scenario: Marriage Certificate**
- Number – the identifying number of the document. If there is no registry number, you can skip this field. **Scenario: M-123- 45788**

**For Issue Details**

- Date – **Scenario: 01.09.2014**
- Place – **Scenario: Trenton, New Jersey**
- Country – **Scenario: USA**

11. Click on the **Verified**  button to select for Document Status.



The screenshot shows the SAP 'Create Documents on Dependents (0703)' form. The 'Person' section includes fields for Name (Razaid A. TREWALY), EE Group (Local Staff), EE Subgrp (Trades & Craft), and Start date (01.09.2014). The 'Dependant's Details' section includes fields for Spouse & Rel.-Recog., First name (Rozica Grace), Last name (TREWALY), and Date of birth (15.07.1975). The 'Document Details' section has 'Country' set to USA, 'Type' set to Marriage Certificate, and 'Number' set to M-123-45788. The 'Issue Details' section has 'Date' set to 01.09.2014, 'Place' set to Trenton, New Jersey, and 'Country' set to USA. The 'Status' section has 'Document Status' set to Verified.

12. Click on the **Validate**  button to validate entries.

13. Press F9 to add a note to document the actions taken. The note should contain the following elements:

- Entitlement to dependency allowance with respect to , < dependent name> .

- Name of dependent and effective date verified from ,
- copy on file.

14. Click on the **Save**  button to save the record.

15. Click on the **Return**  button to Return to the SAP Easy Access screen.



You should execute T-code PA20 to review the PA and infotypes to which you made changes in this transaction. As best practice, the following infotypes should be reviewed: [IT0703](#) (Documents on dependents)

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## 6.2. Adding New Dependents or Household Members (ESS Approval)

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The preferred method for adding **NEW** family members/household members is for the staff member to initiate the transaction in Employee Self-Service (ESS). In exceptional circumstances, the HR Partner may approve in Enterprise Central Component (ECC).

Use these procedures to:

- [Approve Change in Marital Status](#)
- [Approve Addition of a Spouse](#)
- [Approve the Addition of a Child](#)
- [Approve the Addition of a Secondary Dependent](#)

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*Last modified: 20 January 2022*

## 6.2.1. Approve Change in Marital Status

The HR Partner reviews and approves a request, created by the staff member in the portal, to change the marital status.

1. Login in Umoja Employee Self-Service (ESS) using your account credentials.

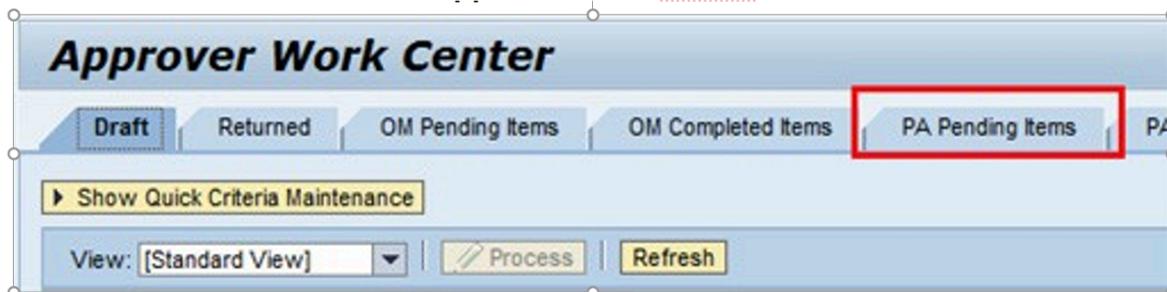


2. On the Home screen, click on the **Work Center** link. .

For a recently married staff member who would like to claim a spouse as a dependent, the staff member must:

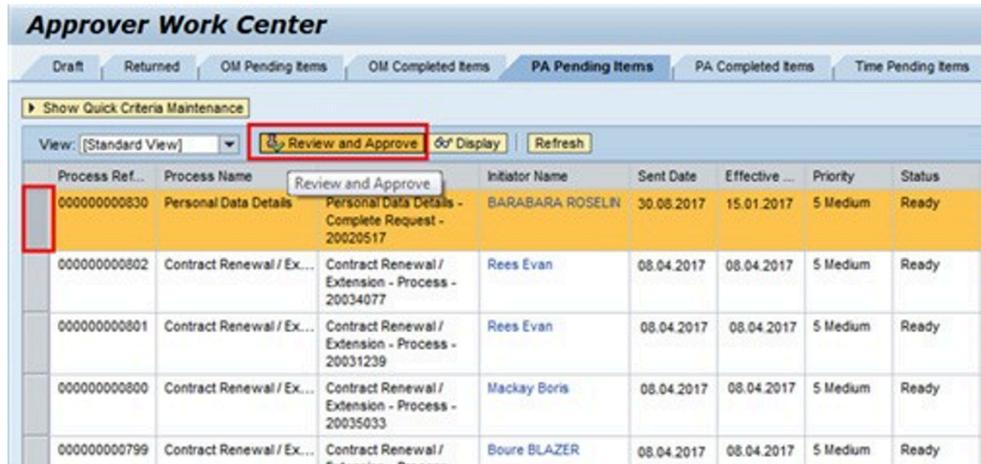
- present the original marriage certificate to the HR Partner (**offline**) and submit a request to change marital status in ESS;
- submit a request in ESS to add the spouse as a dependent.

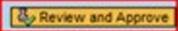
The request to change marital status must be submitted and approved first.



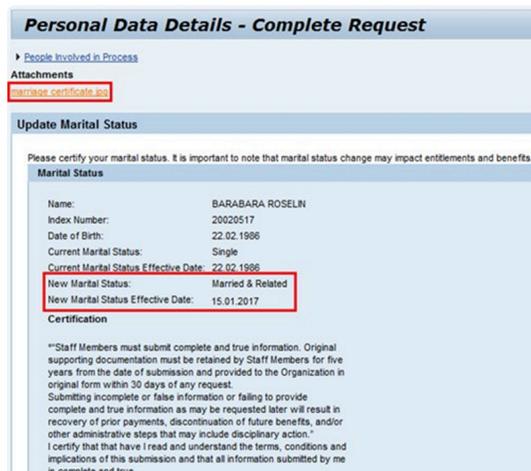
3. On the “Approver Work Center” screen, click on the **Pending Items** PA Pending Items tab .

- Click on the **Pending Items**  tab to select the appropriate staff member request.



Process Ref...	Process Name	Review and Approve	Initiator Name	Sent Date	Effective ...	Priority	Status
000000000830	Personal Data Details - Complete Request - 20020517		BARABARA ROSELIN	30.08.2017	15.01.2017	5 Medium	Ready
000000000802	Contract Renewal / Extension - Process - 20034077		Rees Evan	08.04.2017	08.04.2017	5 Medium	Ready
000000000801	Contract Renewal / Extension - Process - 20031239		Rees Evan	08.04.2017	08.04.2017	5 Medium	Ready
000000000800	Contract Renewal / Extension - Process - 20035033		Mackay Boris	08.04.2017	08.04.2017	5 Medium	Ready
000000000799	Contract Renewal / Extension - Process - 20035033		Boure BLAZER	08.04.2017	08.04.2017	5 Medium	Ready

- Click on the **Approve**  button to open and review the request.



**Personal Data Details - Complete Request**

People Involved in Process

Attachments  
[marriage certificate.jpg](#)

Update Marital Status

Please certify your marital status. It is important to note that marital status change may impact entitlements and benefits.

**Marital Status**

Name: BARABARA ROSELIN  
 Index Number: 20020517  
 Date of Birth: 22.02.1986  
 Current Marital Status: Single  
 Current Marital Status Effective Date: 22.02.1986  
 New Marital Status: Married & Related  
 New Marital Status Effective Date: 15.01.2017

Certification

\*\*Staff Members must submit complete and true information. Original supporting documentation must be retained by Staff Members for five years from the date of submission and provided to the Organization in original form within 30 days of any request. Submitting incomplete or false information or failing to provide complete and true information as may be requested later will result in recovery of prior payments, discontinuation of future benefits, and/or other administrative steps that may include disciplinary action.  
 I certify that that have I read and understand the terms, conditions and implications of this submission and that all information submitted by me is complete and true.

- Notice that the request submitted is to update the staff member’s marital status.

All information should be verified based on the attached documentation. Before reviewing the form, ensure that the appropriate documents are attached. Download and open each document and ensure the copies have been dated and marked as seen and verified by an HR Administrator or HR Partner. If they are not or you find there are missing or illegible documents, the application should be rejected and the staff member should be instructed to resubmit with the right attachments.

Double-click on the **Marriage Certificate** [marriage certificate.jpg](#) link to open.

- Verify the New Marital Status and New Marital Status Effective Date based on the

marriage certificate submitted by the staff member.

- Click on the **Expand**  arrow to see the lower portion of the screen.

- Carefully review the information on the form, and enter HR Comments. **Scenario: Original marriage certificate seen and verified**

Click on the **Approve**  button



If rejecting the request, a brief statement in HR Comments for the staff member detailing why the request was rejected and what steps need to be taken to have the request approved. Advise the staff member to resubmit the request for approval once the reason for rejection has been addressed.

## Personal Data Details - Complete Request

 Request approved

- The staff member's request to change their marital status has been approved.



As best practice, you should execute a T-code PA20 in Enterprise Central Component (ECC) and review the following infotypes:

- [IT0000](#) (Actions)
- [IT0002](#) (Personal Data)

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*Last modified: 24 January 2022*

## 6.2.2. Approve Addition of a Spouse

The HR Partner reviews and approves a request, created by the staff member in the portal, to add a new spouse as a dependent.

1. Login in Umoja Employee Self-Service (ESS) using your account credentials.



2. On the Home screen, click on the **Work Center** link.

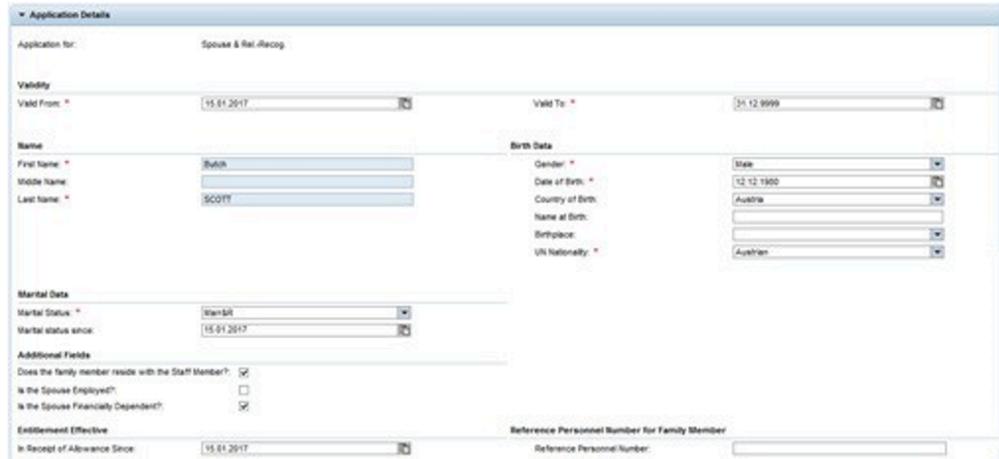


3. Click on the **Entitlement Pending** **Entitlements Pending Items** tab .

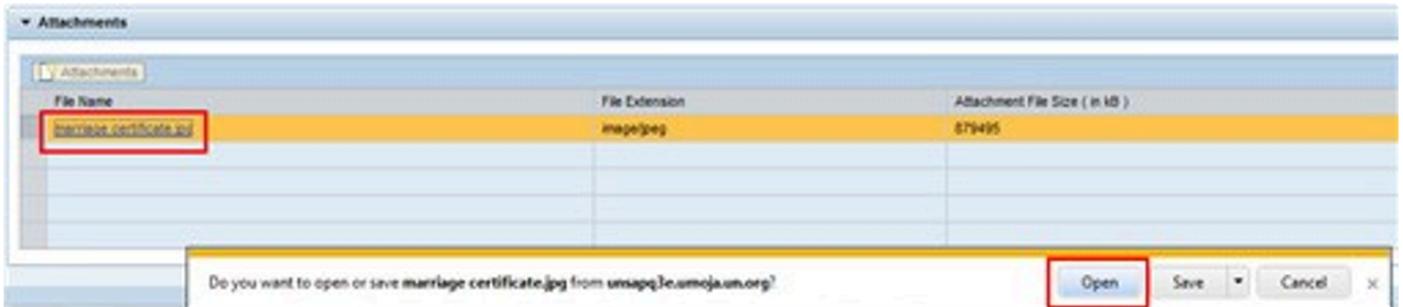
The screenshot shows the 'Approver Work Center' page with a list of requests. The 'Review and Approve' button is highlighted with a red rectangular box. The table below shows the details of the requests.

Subject	Initiator Name	Sent Date	Effective ...	Priority	Sta
Approve Family Data Change Request of Employee 20020517	BARABARA ROSELIN	30.08.2017	30.08.2017	5 Medium	Rei
Approve Family Data Change Request of Employee 20020517	BARABARA ROSELIN	30.08.2017	30.08.2017	5 Medium	Rei
Approve Family Data Change Request of Employee 20020517	BARABARA ROSELIN	30.08.2017	30.08.2017	5 Medium	Rei
Approve Family Data Change Request of Employee 20039585	Farhanah TWANA	30.08.2017	30.08.2017	5 Medium	Rei
Approve Rental Subsidy Request of Employee 20039585	Farhanah TWANA	08.04.2017	08.04.2017	5 Medium	Rei

4. Click on the **Select**  button to highlight the appropriate staff member request.
5. Click on the **Approve**  button to open and review the request.



6. All form information should be verified against the attached documentation that should already have been stamped as 'seen and verified' by the local HR Administrator or HR Partner. Scroll to the bottom and verify that the appropriate documents are attached.
7. Double-click on the attached document.



8. Click on the **Open**  button. .

If documentation is not marked as seen and verified, or is missing, the request should be rejected. If rejecting the request, include a brief note in the Approver Remarks for the staff member detailing why the request was rejected and what steps need to be taken to have the request approved. Advise the staff member to resubmit the request for approval once the reasons for rejection have been addressed.

9. Verify the form information using the documents as indicated below.

**From a review of the staff member's history:**

- **Valid From date** – This may be the date of marriage, the EOD of the staff member, or the effective date of the dependency if the request is to establish dependency for an existing spouse who is a household member but not currently a dependent.
- **Valid To date** – This is usually left with the default date, 31.12.9999, unless you know the date on which the spouse will no longer be a dependent.

**From the Passport:**

- First Name
- Last Name
- Gender
- Date of Birth

Please make sure all names are spelled exactly as they appear on the documents. Do not accept abbreviations or shortening of names. Change or add as needed to reflect the exact wording on the passports, as it has implications for travel.

**From the Marriage Certificate:**

- Marital Status
- Marital Status Since date

Take note of the statement made by the staff member on the residence of the spouse.

Additional Fields	
Does the family member reside with the Staff Member?:	<input checked="" type="checkbox"/>
Is the Spouse Employed?:	<input type="checkbox"/>
Is the Spouse Financially Dependent?:	<input checked="" type="checkbox"/>
Entitlement Effective	
In Receipt of Allowance Since:	15.01.2017 

10. In this scenario, the spouse is currently unemployed.

Spouse Employment Details	
Employer Type:	<input type="text"/>
UN Organization:	<input type="text"/>
Work Duty Station: *	<input type="text"/>
Employer Name:	<input type="text"/>
Spouse Annual Earnings:	<input type="text" value="0.00"/> Currency: <input type="text"/>

11. If the staff member indicates that the spouse is employed by clicking on the checkbox, additional fields about the spouse's employment appear next to the Marital Data section above.

The staff member must complete this additional information about their spouse's employment and income and attach supporting documents such as proof of occupational earnings.

From the Wage Statement (if the spouse is claimed as a dependent):

- Employment status
- Employer Type
- Earnings
- Financial Dependency Status – This indicator must be turned on if the earnings of the spouse are below the minimum threshold used to determine if they are dependents. Verify the amount declared by the staff member to determine dependency. If this check box is unchecked, the spouse will only have the status of household member.

Also verify the Receipt of Allowance Since date. This date has to match the Valid To date indicated above.



It is the staff member’s responsibility to report to the HR Partner if there is a change in the spouse’s employment status, or if the staff member thinks that the spouse’s occupational earnings will exceed the limit for the year.

- Click on the **Expand**  arrow to scroll to see the lower portion of the screen.

Remarks	
Employee Remarks:	I WOULD LIKE TO ADD MY SPOUSE AS MY DEPENDANT.
Approver Remarks:	
▼ Attachments	

- Review the Employee Remarks, if any. Add any remarks you feel necessary in Approver Remarks.

- Click on the **Expand**  arrow to scroll to the top.

### Family Details

 Approve
 Reject

Approve

▼ Staff member's Detail

Details of Staff Member	
Index Number:	20020517
First Name:	BARABARA
Last Name:	ROSELIN
Category:	Professional & Above
Pay Scale Group:	P-2
Pay Scale Level:	06
Contract Type:	Fixed Term
Contract Valid Until:	16.05.2019

- Click on the **Approve** Approve button

The request will be removed from the Entitlements Pending Items.



If rejecting the request, remember to include a brief statement in Approver Remarks for the staff member detailing why the request was rejected.

16. The staff member's request to add spouse as a dependent has been approved.

However please note that no information on the documentation has been recorded. So immediately upon approval of the change of marital status and adding the spouse as household member or dependent, the HR Partner must go to Enterprise Central Component (ECC) and execute a T-code PA30 to add the documents submitted by the staff member in IT0703 (Documents on Dependents).

Follow the general procedures on how to add dependency documents. These procedures can be found in under the General procedures of this chapter.

In addition, you should execute a PA20 to review the PA created in ECC and review the details of the spouse stored in IT0021.

Immediately after confirmation, run a Payroll simulation to ensure that the dependency entitlement is generated correctly.

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*Last modified: 24 January 2022*

## 6.2.3. Approve the Addition of a Secondary Dependent

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The procedure to approve a secondary dependent through Employee Self-Service (ESS) follows the same steps as those indicated to approve a dependent child.

In the case of a secondary dependent, however, the HR Partner must carefully review the following fields:

1. For secondary dependents, given that the entitlement is a yearly entitlement, the effective from date will be the 1st of January of the year in which the parent or sibling became a dependent. If the addition of secondary dependent is done at the time of onboarding, then the effective date is the EOD date of the staff member.
2. Verify the following personal data as it appears in the birth certificate or passport:
  - name,
  - last name,
  - gender,
  - date of birth,
  - birthplace, and
  - country of birth.

If the parent has more than one nationality, please enter the nationality of the passport provided and the one under which the parent will be travelling or obtaining visas.

3. Additional fields check boxes:
  - If the secondary dependent does not live with the staff member, the HR Partner must confirm that the amount of financial support to the dependent submitted by the staff is at least twice the amount that the Organization provides. The proof of payment must be a valid proof of payment (no cash, affidavits, etc.)
  - If the secondary dependent lives with the staff member, there is no need to confirm financial support, but the staff member must provide proof of residence of the secondary dependent.

**For Temporary Appointments in New York only:** Secondary dependents on a B1/B2 visa (Tourist Visa) technically do not have residency status in the US as would a

dependent on a G-4 visa or with permanent residency status.

Therefore, the entitlement for secondary dependents lacking residency status or a G-4 visa can only be paid retroactively once either of the following conditions is met:

- the secondary dependent has completed one year of residency with the staff member,
- or
- the secondary dependent has resided with the staff member for the entire period of a temporary appointment of less than one year.

To be eligible for the entitlement, the staff member must have checked the box in response to the question *Do you provide at least on half or more of the dependent's financial support?*

**Family Data Application**

Submit Cancel

**Marital Data**

Marital Status: \* Wid.

Marital Status Since: 17.02.2002

**Additional Fields**

Does the family member reside with the Staff Member?

Do you provide at least one half or more of dependent's financial support?

**Reference Personnel Number for Family Member**

Reference Personnel Number:

**Remarks**

Enter Remarks for Approver:

Remember to run the Payroll simulation after completing the PA to ensure that the dependency entitlement is generated correctly.

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Last modified: 20 January 2022

## 6.2.4. Approve the Addition of a Child

The HR Partner reviews and approves a request, created by the staff member in the portal, to add a newborn child as a dependent.

1. Login in Umoja Employee Self-Service (ESS) using your account credentials.



2. On the Home screen, click on the Work Center link..



3. On the Approver Work Center screen, click on the **Entitlement Pending Entitlements Pending Items** tab

The screenshot shows the 'Approver Work Center' interface with the 'Entitlements Pending Items' tab selected. Below the tabs, there are buttons for 'Show Quick Criteria Maintenance', 'View: [Standard View]', 'Review and Approve', 'Go Display', and 'Refresh'. The 'Review and Approve' button is highlighted with a red rectangular box. Below these buttons is a table with the following data:

Subject	Initiator Name	Sent Date	Effective ...	Priority	Sta
Approve Family Data Change Request of Employee 20020517	BARABARA ROSELIN	30.08.2017	30.08.2017	5 Medium	Re
Approve Family Data Change Request of Employee 20020517	BARABARA ROSELIN	30.08.2017	30.08.2017	5 Medium	Re
Approve Family Data Change Request of Employee 20020517	BARABARA ROSELIN	30.08.2017	30.08.2017	5 Medium	Re
Approve Family Data Change Request of Employee 20039585	Farhanah TWANA	30.08.2017	30.08.2017	5 Medium	Re
Approve Rental Subsidy Request of Employee 20039585	Farhanah TWANA	08.04.2017	08.04.2017	5 Medium	Re

4. Click on the **Select**  button to select the request you want to work on.
5. Click on the **Approve**  button to open and review the request.

**Application Details**

Application for: Child

**Validity**

Valid From: \*  

**Name**

First Name: \*

Middle Name:

Last Name: \*

6. You will notice that the application submitted by the staff member is for a dependent child.



All form information should be checked against the attached documentation which must have been previously dated and marked as seen and verified by an HR Administrator or HR Partner. Before reviewing the form, scroll to the bottom and verify that the appropriate documents are attached. Download and open each document for use during your review.

You must also check to determine if the staff member is already in receipt of single parent allowance for another child. In that case, financial support, if any, is to be recorded for the new dependent child which will not be visible in the ESS request. You must then reject this ESS request and instruct the staff member to submit the request **offline**.

In addition, you should open another Enterprise Central Component (ECC) session to verify that the child is not already in the system or, in the case of locally recruited staff members, to check the number of children who are already registered as dependents. This will determine whether you can approve the request for dependency or not.

▼ Attachments	
Attachments	
File Name	File Extension
birth_certificate.pdf	application/pdf

7. Double-click the attached document.



8. Click on the **Open**  button

If documentation is unacceptable or missing, the request should be rejected and a reason for rejection should be included in the comments box so that the staff member can address the issues and resubmit if appropriate.

▼ Application Details	
Application for:	Child
Validity	
Valid From: *	Valid To: *
01.06.2017	31.12.9999
Name	Birth Data

9. Review the Valid from and Valid To dates.

The Valid From date is the effective date of the dependency request. Therefore, the Valid From date should be the later of the following dates:

- the child's date of birth, for a newborn child;
- the date when the child was legally adopted, for an adopted child;
- the date of marriage to the biological parent of the child, provided that the child resides

with the staff member, for a stepchild; or

- the staff member's Entry on Duty date, if the staff member is submitting the request as a result of an initial appointment or reappointment.

The Valid To date is the expiration of the dependency allowance. This is defaulted to 31.12.9999 and should not be touched unless you are certain there is a clear expiration date for the dependency. Umoja will automatically stop the dependency benefits at age 18 but you must still process the discontinue dependency at that age if they are no longer eligible.

Name		Birth Data	
First Name *	April Lei	Gender *	Female
Middle Name		Date of Birth *	01.06.2017
Last Name *	ROSELIN	Country of Birth	Thailand
		Name at Birth	
		Birthplace	Bangkok
		UN Nationality *	Indian

10. Verify the information entered on the form against the birth certificate or national passport submitted by the staff member. Make any necessary changes to ensure that the names match those of the original documents. Do not accept abbreviations or omissions as it will have implications for travel.

- First Name
- Middle Name, if any
- Last Name
- Gender
- Date of Birth
- UN Nationality

Country of Birth, Name at Birth and Birthplace are not required fields but if you have information from the birth certificate or national passport, these fields should be completed.

Marital Data	
Marital Status: *	Single
Marital status since:	01.06.2017

11. Verify the child's marital status. In most cases, this will be single. In this case, the Marital status since date is the child's date of birth.

Staff members have the obligation to notify the HR Partner of any changes in the marital status of their dependents.

12. Scroll to see the lower portion of the screen.

<b>Additional Fields</b>	
Does the family member reside with the Staff Member?:	<input checked="" type="checkbox"/>
Is Government Assistance Provided for this child?:	<input type="checkbox"/>
Is Child Financially Dependent?:	<input checked="" type="checkbox"/>
Is the Child in Full Time Educational Attendance?:	<input type="checkbox"/>
Is the Child Disabled?:	<input type="checkbox"/>
Is the Child Non Custodial?:	<input type="checkbox"/>

13. Review the selections for the Additional Fields.

### **Does the family member reside with the staff member?**

If the staff member is requesting to claim a stepchild as a dependent, the stepchild must reside with the staff member to qualify as a dependent. [\* Scenario: Child resides with staff member, box should be checked\*]

### **Is Government Assistance Provided for the child?**

If the staff member clicked the check box, the staff member must report the total amount of the grant and currency. Receipt of a government grant affects the amount of the dependency benefit only, not the dependency status of a child. **Scenario: The staff member is not in receipt of government assistance, so this box should be unchecked**

### **Is Child Financially Dependent?**

If the child is financially dependent and resides with the staff member, proof of support is not required. If the child is financially dependent but does not reside with the staff member and the staff member is not the custodial parent, proof of financial support is required. **Scenario: the child is financially dependent, box should be checked**

### **Is the Child in Full Time Educational Attendance?**

For a newborn child, this should be left unchecked. The staff member may request for dependency allowance without the child being in full-time educational attendance if the child is below the age of 18. If the child is between 18 to 21 years of age, the child has to be enrolled full-time in order for the staff member to be in receipt of dependency allowance. Certificate of full-time school attendance is required.

**Scenario: unchecked**

### **Is the Child Disabled?**

If the child is disabled, the HR Partner will review the request for special dependency. Special dependency can be granted only after confirmation by the Medical Services that the child's condition is considered to be a disability. Therefore, if this checkbox is selected (checked), the staff member must have a certificate of disability from the UN Medical Services. If the staff member has not submitted the confidential medical reports **offline** to the UN Medical Services and obtained their approval of disability, the staff member may leave this box unchecked. The HR Partner may review this request for dependency and may make an amendment to this submission to request for special dependency once the certification of disability is obtained. **Scenario: Child is not disabled, box unchecked**

### **Is the Child non-custodial?**

If the staff member does not have custody of the child, this should be checked. Proof of financial support must be submitted in order for the request to be approved. **Scenario: the staff member has custody of the child, box unchecked**

14. Review the **Entitlement Effective** fields.

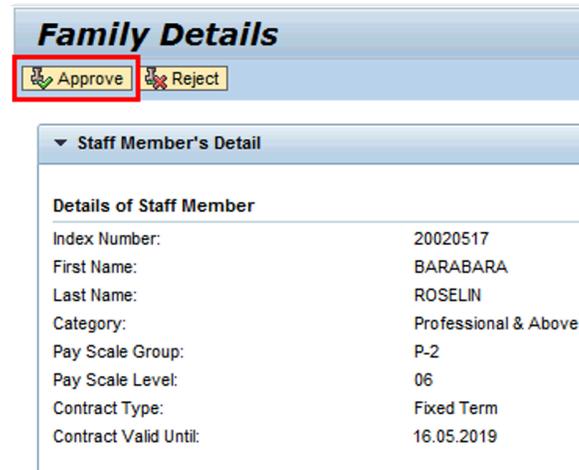
**In Receipt of Allowance Since** – This field is a mandatory field when you turn on the financially dependent indicator. The information entered here will also be used to determine the grandfathering of the dependency allowance.

This field must be the effective date of the most recent approval of the dependency benefit, provided that there are no gaps in receipt of the benefit. If this is the first dependency approval or there were gaps in receipt of the dependency benefit, then use the effective date of this application. **Scenario: date of birth of child, 01.04.2015**

15. In the Remarks section review the Employee Remarks and add any Approver Remarks as needed.

If rejecting the request, include a brief statement in Approver's remarks for the staff member detailing why the request was rejected and what steps need to be taken before resubmitting for approval. Advise the staff member to resubmit the request for approval once the reasons for rejection have been addressed.

16. Scroll to the top of the form.



**Family Details**

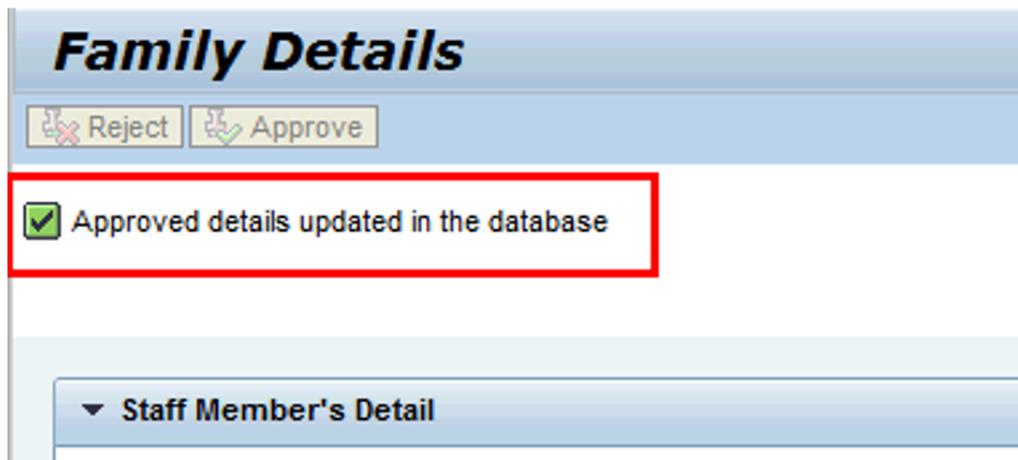
▼ Staff Member's Detail

**Details of Staff Member**

Index Number:	20020517
First Name:	BARABARA
Last Name:	ROSELIN
Category:	Professional & Above
Pay Scale Group:	P-2
Pay Scale Level:	06
Contract Type:	Fixed Term
Contract Valid Until:	16.05.2019

17. Click Approve or Reject as appropriate. The request will be removed from the Task list.

[Scenario: Click .]



**Family Details**

Approved details updated in the database

▼ Staff Member's Detail

18. The staff member's request to add a newborn child as a dependent has been approved.

However please note that no information on the documentation has been recorded. So immediately upon approval of the addition of the child as a dependent, the HR Partner must go to ECC and execute a T-code PA30 to add the documents submitted by the staff member in infotype `%(marker-red)IT0703` (Documents on Dependents).

Follow the general procedures on how to add dependency documents. These procedures can be found in the About chapter of the Entitlements Job Aid.

It is good practice to review the following infotypes in ECC: [IT0021](#) – Create dependents/ Household members

In addition, you should now run the Payroll simulation to ensure that the dependency

entitlement is generated correctly.

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## 6.3. Adding Dependents or Household Members (ECC)

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As indicated earlier, the Enterprise Central Component (ECC) procedures for adding a new dependent/ household member are an exception to the standard process of reviewing and approving in Employee Self-Service (ESS) and should only be used in those rare instances in which neither the staff member nor the HR administrator have access to ESS, or for the exceptional reasons documented in [Exceptions to Global Process](#).

Use these procedures to

- [Change Marital Status and Add a Spouse](#)
- [Add a Child](#)
- [Add a Secondary Dependent](#)
- [Add a Household Employee](#)

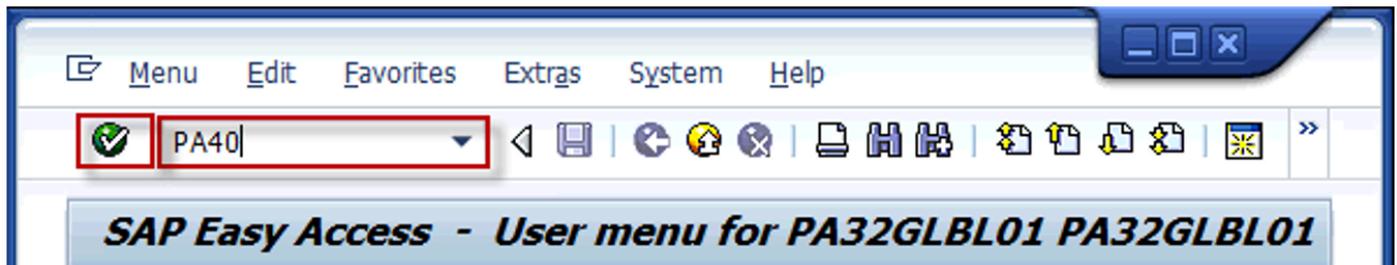
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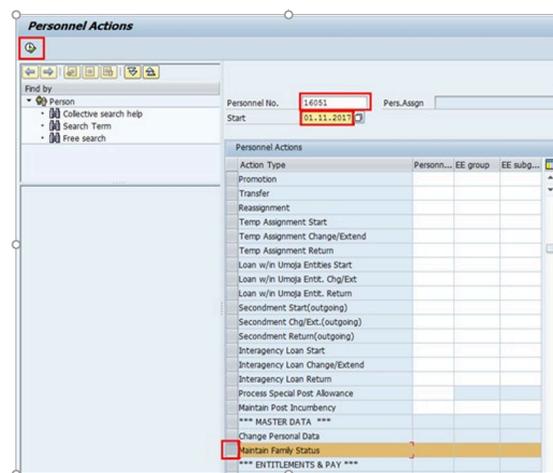
## 6.3.1. Add a Child

**Scenario: Process a Maintain Family Status Personnel Action PA to add a newborn child as a dependent child for a staff member effective 01.11.2017**

1. Start the transaction using the menu path or transaction code.



2. Click on the **Validate**  button after typing  
PA40  
  
in the **Command** text box.



3. Enter the staff member's personnel number in the **Personnel No.** text box. **Scenario: 16051**
4. Enter the effective date of the relationship to the staff member. In the case of a biological child, the birth date. In the case of an adopted child, the date of legal adoption, in the case of a stepchild, the date of marriage to the parent of the child provided the stepchild lives with the staff member. **Scenario: 01.11.2017, date of birth**

of the child



If the dependency is done at the time of onboarding, the effective date is the EOD of the staff member, not any of the above. In this scenario, since this is an active staff member who has had a child, we will put the date of birth of the child.

5. Click on the **Select**  button to select **Maintain Family Status**.
6. Click on the **Execute**  button to **execute** the action.

**Copy Actions (0000)**

Execute info group Change info group

Pers.No. 16051 Pers.Assign 30087518 00016051

Name Rebron Ann FLASK EOD UN 25.10.2010 NAT Vietnamese Emp. Stat Active

EE Group 1 International Staff US00 New York Org DPI NMD PS MCS

EE Subgr PR Professional & Above P-3 04 Appt. Continuing Exp 31.07.2043

Start 01.11.2017 to 31.12.9999

**Personnel action**

Action Type Maintain Family Status

Reason for Action 

**Status**

Customer-specific

Employment Active

**Organizational assignment**

Position 30087518 P3 5129 PRESS OFFICER

Personnel area US00 United States of America

Employee group 1 International Staff

Employee subgroup PR Professional & Above

7. Click on the **Matchcode**  button to display the list of options for **Reason for Action**.

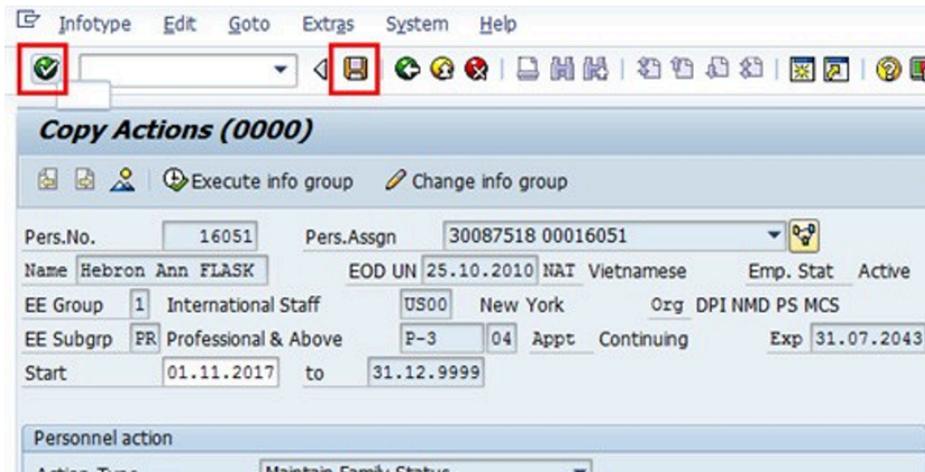
Reason for Action (1) 4 Entries found

Restrictions

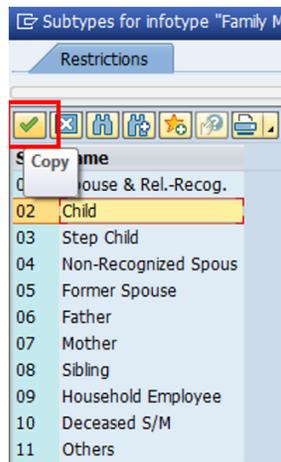
Copy type: 58  
Action type: Maintain Family Status

ActR	Name of reason for action
01	Add Family Member/Dependent
04	Change Family Member/Dependent
07	Add Other Household Members
10	Change Other Household Members

8. Click on the **Add Family** 01 **Add Family Member/Dependent** button.
9. Click on the **Continue**  button to confirm selection.



10. Click on the **Validate**  button to validate entry.
11. Click on the **Save**  button to save the record.



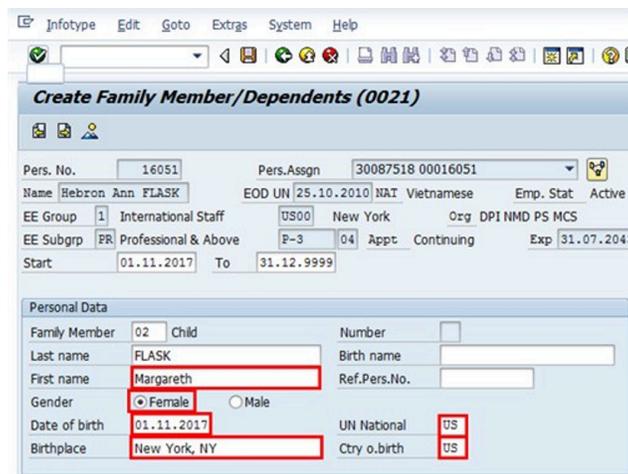
12. Click an option to select the appropriate relationship to the staff member. **Scenario:**  
02 **Child**

- 01 Spouse & Related – Recognized –
- 02 Child – refers to a natural or legally adopted child.
- 03 Stepchild – refers to a child of his/her spouse that resides with the staff member.
- 04 Non – Recognized Spouse – refers to multiple legal spouses. Note that the United Nations can only recognize one spouse as a dependent. All others will be entered in

Umoja as non-recognized.

- 05 Former Spouse – refers to an ex-spouse
- 06 Father – refers to the father of the staff member.
- 07 Mother – refers to the mother of the staff member.
- 08 Sibling – refers to a brother/sister of a staff member.
- 09 Household Employee – refers to hired help on a G5 visa that resides in the staff member's residence.
- 10 Deceased S/M – refers to the status after the death of the staff member
- 11 Others – Any other relationship not covered by the above.

13. Click on the **Continue**  button to confirm selection.



**Create Family Member/Dependents (0021)**

Pers. No. 16051 Pers. Assgn 30087518 00016051

Name Hebron Ann FLASK EOD UN 25.10.2010 NAI Vietnamese Emp. Stat Active

EE Group 1 International Staff US00 New York Org DPI NMD PS MCS

EE Subgrp PR Professional & Above P-3 04 Appt Continuing Exp 31.07.2043

Start 01.11.2017 To 31.12.9999

**Personal Data**

Family Member 02 Child Number

Last name FLASK Birth name

First name Margareth Ref.Pers.No.

Gender  Female  Male

Date of birth 01.11.2017 UN National US

Birthplace New York, NY Ctry o.birth US

14. Enter the following information for the child:

- First Name – first name of child. **Scenario: Margareth**
- Gender – select appropriate radio button. **Scenario: Female**
- Date of Birth – from birth certificate. **Scenario: 01.11.2017**
- UN Nationality **Scenario: US**
- Birthplace **Scenario: New York, NY**
- Ctry o.birth **Scenario: US**



The child's nationality will default automatically to the staff member's nationality. In this example, we are going to change the nationality of the

child as the staff member has provided the required document.

- Birthplace – Enter as it appears on the birth certificate or passport
- Country of Birth – Enter as it appears on the birth certificate or passport

The screenshot shows the 'Create Family Member/Dependents (0021)' form. Key fields include:

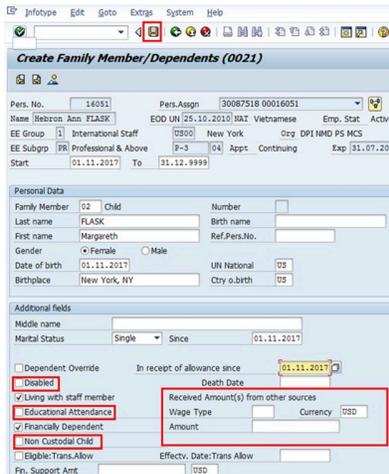
- Personal Data:** Family Member (Child), Last name (FLAK), First name (Margareth), Date of birth (01.11.2017), Birthplace (New York, NY).
- Additional fields:** Marital Status (Single), Since (01.11.2017).
- Financial/Dependency:**  Living with staff member,  Financially Dependent, In receipt of allowance since (01.11.2017).

#### 15. Enter information in the following Additional Fields.

- **Marital Status** – Enter as it appears on the birth certificate or passport **Scenario: Single**
- **Since** – refers to the effective date of the marital status of the dependent. For a newborn child, enter the birth date. **Scenario: 16.12.2014**
- **Living with Staff Member** – By clicking the “Living with Staff Member” check box, you are confirming that the child resides with the staff member. **Scenario: checked**
- **Financially Dependent** – Click the Financially Dependent checkbox to flag the child as financially dependent. Selecting this checkbox triggers the payment of a dependency benefit. Leaving it unchecked will give the status of household member to the family member. In the event that the child is being registered as a household member prior to the recognition of dependency, for example, prior to verification of a birth certificate, this indicator would not be checked. **Scenario: checked**
- **In receipt of allowance since** – This field is a mandatory field when you turn on the financially dependent indicator. The information entered here will also be used to determine the “grandfathering” of the dependency allowance.
- **Date of Birth** – This field must be the effective date of the most recent approval of the dependency benefit, provided that there are no gaps in receipt of the benefit. If this is the

first dependency approval or there were gaps in receipt of the dependency benefit, then use the effective date of this application. **Scenario: date of birth of the child, 16.12.2014**

16. Click on the **Validate**  button to confirm entries.



17. Click on the **Save**  button to save the record.

## Other Fields

- **Disabled** – This is used for a child that has been certified disabled by the UN Medical Services Division. By turning on this indicator, the payment of special dependency allowance for the child will be triggered. It is important to note that this does not trigger the special education grant.
- **Received Amount(s) from other sources** – These fields are filled if the staff member is in receipt of government assistance. Enter amount and currency.
- **\*Educational Attendance \*** - This field is only required to be checked when the child reaches age 18 – 21 years old. The system will automatically discontinue the child dependency benefits when the child reaches age 18. The staff member is required to advise the HR Partner with supporting documents that the child continues to be in full-time school attendance and if that is the case, the checkbox should be selected.
- **Non-custodial child** – This field is used to document a child for whom the staff member does not have custody and therefore does not reside with the staff member.
- **\*Eligible: Trans Allow\***- This field should be checked only for interagency transfer of staff members who were in receipt of a salary at the dependency rate in respect of a dependent child as of 31 December 2016.

- **Effectv.Date: Trans Allow** – The only date that can be entered is 01.01.2017. Any other date will result in an incorrect payment of transitional allowance.
- **\*Fin. Support Amount \***- This field is used for staff members in receipt of financial support in respect of the dependent child and who are eligible for the single parent allowance. The amount entered is used to calculate an adjustment to the single parent allowance, if applicable.

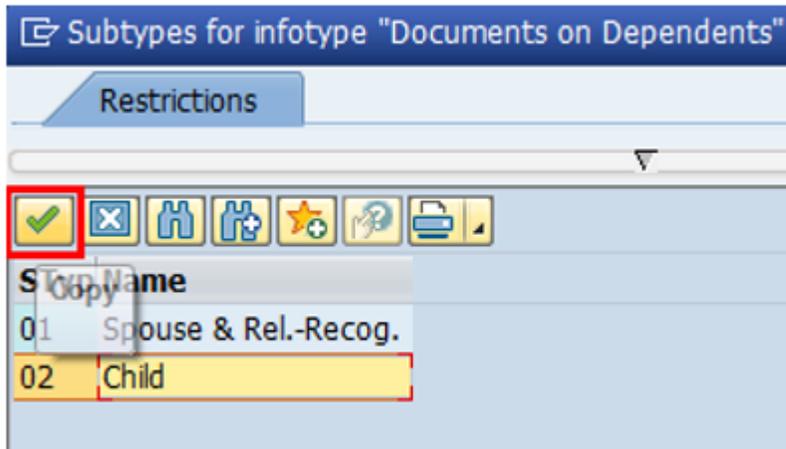


18. Unless you are adding additional dependents with the same start date (for example, birth of twins, or the addition of more dependents as a result of onboarding) you can close this window to skip the addition of more family members/dependents.

19. Click on the **Close**  button to close and continue.

In the next step, information will be about the documents presented as verification of the dependency relationship.

20. On the Documents on Dependents popup, click to select the relationship of the dependent to the staff member. **[Scenario: 02 Child ]**



21. Click on the **Continue**  button to confirm selection.

22. Enter the following from the verification documents;

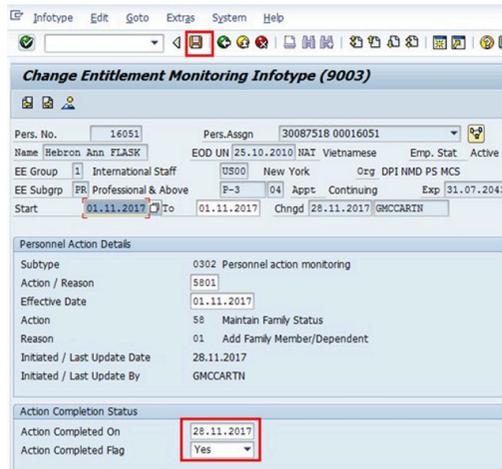
### For Document Details

- Country – of issuance of the document **Scenario: USA**
- Type – Select the appropriate type of document. [Scenario: Birth Certificate]
- Number – the identifying number of the document. If there is no registry number, you can skip this field. **Scenario: XX- XXXXXX**

### For Issue Details

- Date – **Scenario: 01.11.2017**
- Place – **Scenario: New York, NY 10017**
- Country -**Scenario: USA**

23. Click on the **Verified**  button for Document Status.
24. Click on the **Validate**  button to **validate** entries.
25. Click on the **Save**  button to **save** the record.



The screenshot shows the SAP Infotype 9003 'Change Entitlement Monitoring Infotype (9003)'. The main data area includes:

Pers. No.	14051	Pers. Assgn	30087518 00016051
Name	Bebron Ann FLASK	EOD UN	25.10.2010 NAI Vietnamese
EE Group	1 International Staff	US00	New York
EE Subgrp	FR Professional & Above	P-3	04 Appt Continuing
Start	01.11.2017	To	01.11.2017
Chngd	28.11.2017	GMCCARTN	

The 'Personnel Action Details' section shows:

Subtype	0302 Personnel action monitoring
Action / Reason	S801
Effective Date	01.11.2017
Action	S8 Maintain Family Status
Reason	01 Add Family Member/Dependent
Initiated / Last Update Date	28.11.2017
Initiated / Last Update By	GMCCARTN

The 'Action Completion Status' section shows:

Action Completed On	28.11.2017
Action Completed Flag	Yes

26. The last infotype, [IT9003 \(Entitlement Monitoring\)](#), in this PA records completion of the action.

Click on the **Yes**  option to select the Action Completed Flag documenting that the action has been completed. When you choose **Yes**, the **Action Completed On** field will automatically populate the date when you complete the action as indicated in the screen below, send an email notification to the staff member and make the PA available to staff through Employee Self-Service (ESS).

27. Click on the **Save**  button to **save** the record.
28. Click on the **Return**  button to return to the **SAP Easy Access** screen.



You should execute a T-code PA20 to review the PA and infotypes to which you made changes in this transaction.

As best practice, the following infotypes should be reviewed:

- [IT000](#) (Actions);

- [IT0021](#) (Family Member/Dependents);
- [IT0703](#) (Document on Dependents)

Each personnel action completed should be documented by adding a note to the record saved on the [IT000](#) (Actions) Infotype. The note should contain the following elements:

- Entitlement to dependency allowance with respect to
- < dependent type> ,
- < dependent name> .
- Name and date of birth verified from birth certificate, copy on file.

In addition, you should now run the Payroll simulation to ensure that the dependency entitlement is generated correctly.

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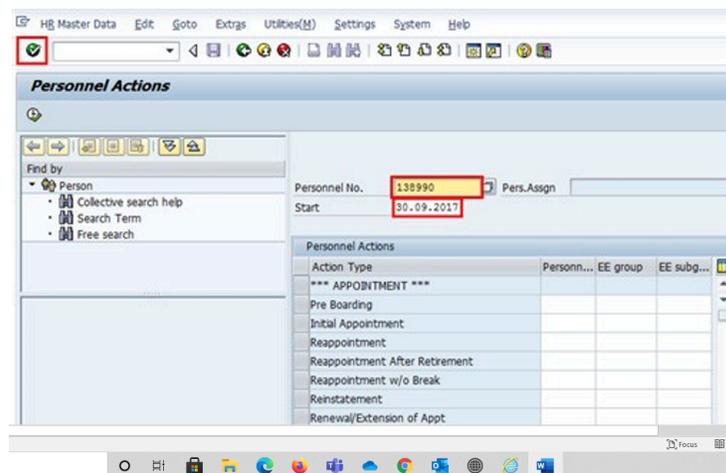
## 6.3.2. Change Marital Status and Add a Spouse

**Scenario:** An HR Partner receives a request to change the personal data of a staff member. The staff member requests a change of marital status from single to married and related; and add a spouse as a household member effective 05.08.2017. This will only be done in Umoja Enterprise Central Component (ECC) when the Employee Self-Service (ESS) is not functioning.

1. Start the transaction using the menu path or transaction code.

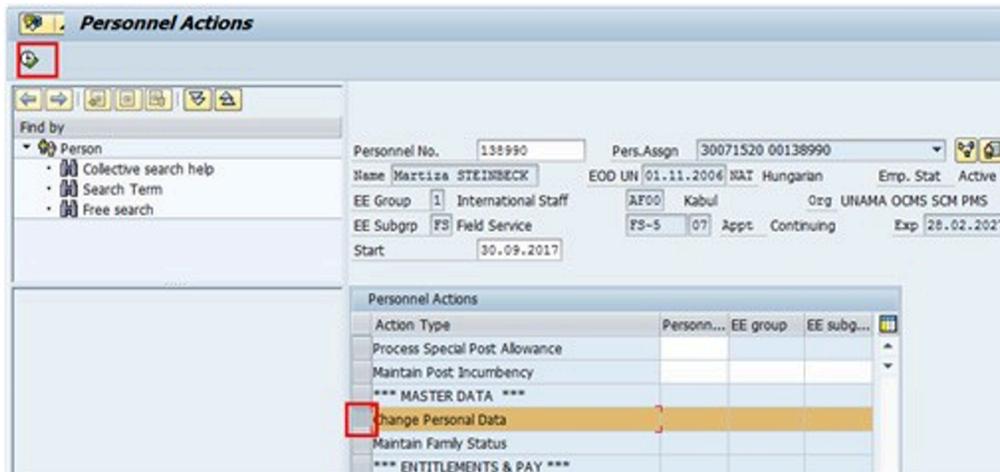


2. Click on the **Validate**  button after typing PA40 in the **Command** text box.



3. Enter the staff member's personnel number in the **Personnel No.** text box. **Scenario: 8583160**
4. Enter the effective date of the relationship, the marriage date in this example, in the **Start** text box. **Scenario: 01.09.2014**

5. Click on the **Validate**  button to **validate** the entries.



**Personnel Actions**

Personnel No. 138990 Pers.Assgn 30071520 00138990

Name Martiza STEINBECK EOD UN 01.11.2006 NAI Hungarian Emp. Stat Active

EE Group 1 International Staff AF00 Kabul Org UNAMA OCMS SCM PMS

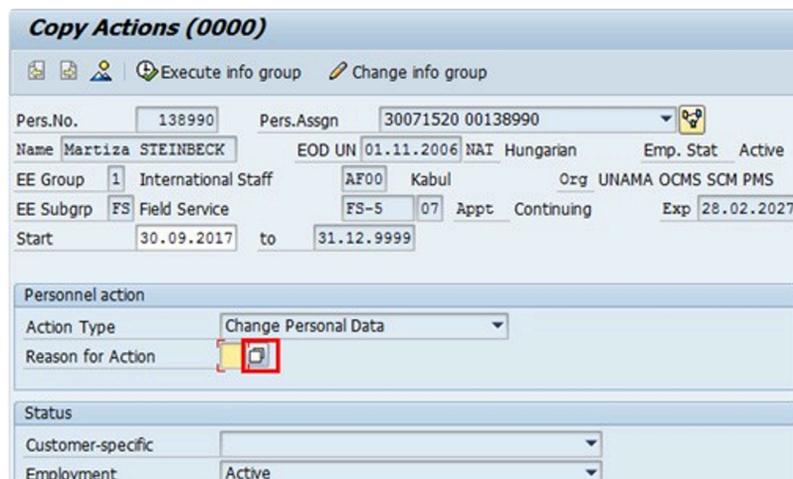
EE Subgrp FS Field Service FS-5 07 Appt Continuing Exp 28.02.2027

Start 30.09.2017

Action Type	Personn...	EE group	EE subg...
Process Special Post Allowance			
Maintain Post Incumbency			
*** MASTER DATA ***			
Change Personal Data			
Maintain Family Status			
*** ENTITLEMENTS & PAY ***			

6. Scroll to locate the **Change Personal Data** personnel action, then click on the **Select**  button to select.

7. Click on the **Execute**  button to execute the personnel action.



**Copy Actions (0000)**

Execute info group Change info group

Pers.No. 138990 Pers.Assgn 30071520 00138990

Name Martiza STEINBECK EOD UN 01.11.2006 NAI Hungarian Emp. Stat Active

EE Group 1 International Staff AF00 Kabul Org UNAMA OCMS SCM PMS

EE Subgrp FS Field Service FS-5 07 Appt Continuing Exp 28.02.2027

Start 30.09.2017 to 31.12.9999

**Personnel action**

Action Type Change Personal Data

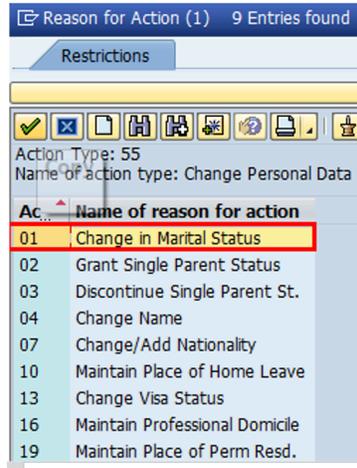
Reason for Action 

**Status**

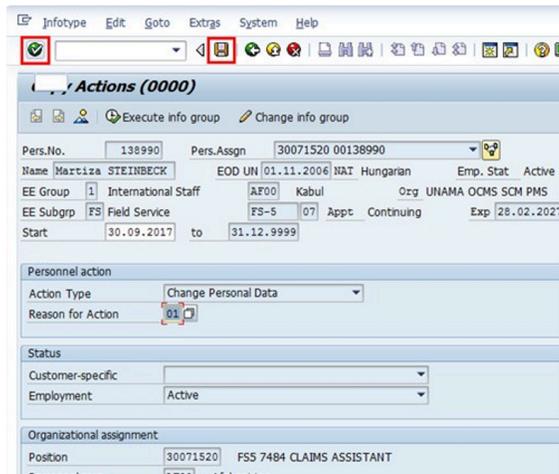
Customer-specific

Employment Active

8. Click on the **Matchcode**  button to display the list of options for **Reason for Action**.



9. Click on the **Change Marital Status** **01** ; **Change in Marital Status** button
10. Click on the **Continue**  button to **confirm** selection.



11. Click on the **Validate**  button to continue.
12. Click on the **Save**  button to **save** the record.

**Copy Personal Data (0002)**

Pers. No. 138990 Pers. Assgn 30071520 00138990

Name Martiza STEINBECK EOD UN [01.11.2006] NAT Hungarian Emp. Stat Active

EE Group 1 International Staff AF00 Kabul Org UNAMA OCHS SCM PMS

EE Subgrp FS Field Service FS-5 07 Appt. Continuing Exp [28.02.2027]

Start 30.09.2017 To 31.12.9999

**Name**

Title Ms

Last name STEINBECK Birth name

First name Martiza

Middle Name

**HR Data**

Date of Birth 07.02.1975

UN National Hungarian Othr/Bth

Marital Status Single Since 07.02.1975

**Additional Fields**

Marr&R

Wid.

City of Birth

Country of Birth

Lg Sep

Gender Unknwn

**Additional fields**

Single Parent

13. Select **Marr&R** for the **Marital Status**.

### Options for Marital Status

- Single – not married
- Marr&R – Married and Related
- Wid. – Widowed
- Div. – Divorced
- Lg Sep – Legally Separated
- Unknwn – Default option when the marital status has not been determined or verified

LS InfoType Edit Goto Extras System Help

**Copy Personal Data (0002)**

Pers. No. 138990 Pers. Assgn 30071520 00138990

Name Martiza STEINBECK EOD UN [01.11.2006] NAT Hungarian Emp. Stat Active

EE Group 1 International Staff AF00 Kabul Org UNAMA OCHS SCM PMS

EE Subgrp FS Field Service FS-5 07 Appt. Continuing Exp [28.02.2027]

Start 30.09.2017 To 31.12.9999

**Name**

Title Ms

Last name STEINBECK Birth name

First name Martiza

Middle Name

**HR Data**

Date of Birth 07.02.1975

UN National Hungarian Othr/Bth

Marital Status Marr&R Since 30.09.2017

**Additional Fields**

City of Birth

Country of Birth Hungary

Gender Female

**Additional fields**

Single Parent

14. Enter the effective date of the new marital status (in this case marriage) in the Since text box **Scenario: 30.09.2017**

15. Click on the **Validate**  button to **validate** entry.

16. Click on the **Save**  button to **save** the record.

**Create Family Member/Dependents (0021)**

Pers. No. 138990 Pers.Assign 30071520 00138990

Name Martiza STEINBECK EOD UN 01.11.2006 NAT Hungarian Emp. Stat Active

EE Group 1 International Staff AF00 Kabul Org UNAMA OCMS SCM PMS

EE Subgrp FS Field Service FS-5 07 Appt. Continuing Exp 28.02.2027

Start 30.09.2017 To 31.12.9999

**Personal Data**

Family Member 01 Spouse & Rel-Recog. Number

Last name SHORE Birth name

First name Martin Ref.Pers.No.

Gender  Female  Male

Date of birth 15.01.1975 UN National US

Birthplace Austin, TX Ctry o.birth US

**Additional fields**

Middle name

Marital Status Since

Dependent Override In receipt of allowance since

Living with staff member

Financially Dependent

Div. Lg Sep

Single Unkwn Wd.

Death Date

17. Enter all relevant information pertaining to the spouse of the staff member.

Enter:

- First Name – Enter as it appears in the birth certificate or passport. **Scenario: Martin**
- Date of Birth – Enter as it appears in the birth certificate or passport. **Scenario: 15.01.1975**
- Birthplace – Enter as it appears in the birth certificate or passport **Scenario: Austin, TX**
- Country of Birth – Enter as it appears in the birth certificate or passport. **Scenario: US**
- By default, the nationality of the spouse will reflect the staff member’s nationality. If the spouse’s nationality is different, you must make the relevant change to the field text box “UN National.”

18. Select **Marriage & Related** **Marr&R** for Marital Status.

**Additional fields**

Middle name

Marital Status **Marr&R** Since **30.09.2017**

Dependent Override In receipt of allowance since

Living with staff member

Financially Dependent

Employer type

Work Duty Station

UN Organization

Employer Name

Spouse Annual Earnings Currency

19. Enter the effective date of the marriage in the Since text box. **Scenario: 30.09.2017**



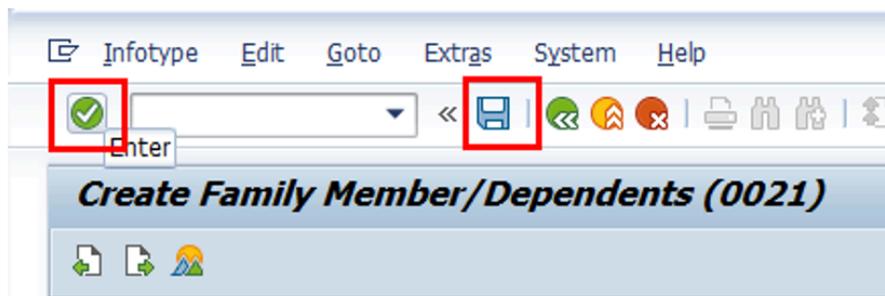
If you select **Living with Staff Member**, you are confirming that the spouse lives with the staff member at the duty station. In this scenario, the staff member is at a non-family duty station so the option is left unchecked.

If the spouse is to be deemed financially dependent, you can turn on the indicator by checking the Financially Dependent checkbox. This will trigger the payment of dependency benefits with respect to the spouse.

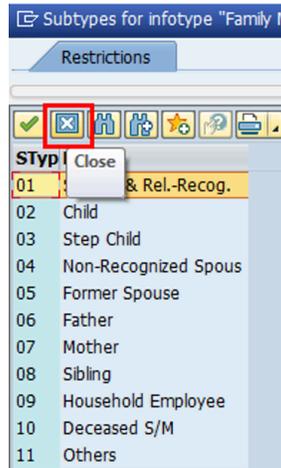
In the event that you turn on the financially dependent indicator, you will need to fill in the effective date of the dependency payment in the “In receipt of allowance since” text box.

To be eligible for dependency benefits with respect to a spouse, the spouse’s earnings must be under the limits established by the applicable rules and regulations. All earning limits are based on the salary scale in effect on 1 January of the year concerned.

For more detail on financial dependency, see the [Approve Addition of a Spouse](#) procedure.



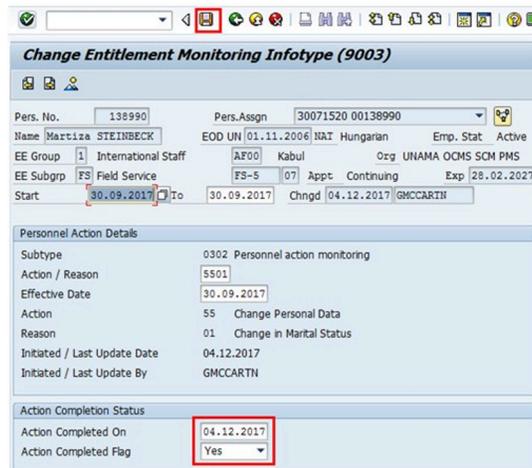
20. Click on the **Validate**  button to **validate** entries.
21. Click on the **Save**  button to **save** the record.
22. The Subtypes for infotype “Family Member/ Dependents” allows the establishment of additional dependents on a single personnel action. Best practice however is to create a unique personnel action for each dependent.



23. Click on the **Close**  button to close.



24. Click on the **Continue**  button to continue.



25. The last [IT9003 \(Entitlement Monitoring\)](#), in this PA records completion of the action. Click on the **Yes**  option to select the **Action Completed Flag** documenting that the action has been completed. When you choose **Yes**, the **Action Completed On** field will automatically populate the date when you complete the action as indicated in the screen below, send an email notification to the staff member and make the PA available to staff through ESS.
26. Click on the **Save**  button to **save** the record.
27. Click on the **Return**  button to return to the **SAP Easy Access** screen.



You should execute a T-code PA20 to review the PA and infotypes to which you made changes in this transaction.

As best practice, the following infotypes should be reviewed:

- [IT0000 \(Actions\)](#);
- [IT0002 \(Personal Data\)](#);
- [IT0021 \(Family Member/Dependents\)](#)

Each personnel action completed should be documented by adding a note to the record saved on the ([IT0000 \(Actions\)](#)) Infotype. The note should contain the following elements:

- Staff member married < Name of Spouse > on < Effective date of marriage >.
- Marital Status verified from marriage certificate.
- Spouse < is/is not > a UN staff member.”
- Spouse added as a household member/dependent effective .

Follow the general procedures on how to add a note to personnel actions. These procedures can be found in the About chapter of the Entitlements Job Aid.

Please note that no information on the documentation has been recorded. So immediately upon approval of the personnel action, the HR Partner must go to

ECC and execute a T-code PA30 to add the documents submitted by the staff member in infotype IT0703 (**Documents on Dependents**).

Follow the general procedures on how to add dependency documents. These procedures can be found in the About chapter of the Entitlements Job Aid.

In addition, you should now run the Payroll simulation to ensure that the dependency entitlement is generated correctly.

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## 6.3.3. Add a Household Employee

1. The household employee information should be entered in the system upon receipt of approval to bring a household employee from the Visa Committee.

The procedure to add a Household Employee follows the same steps as those for adding a child, with the following differences.

2. The effective date of the PA should be the date that the household employee has been approved by the visa committee.

**Create Family Member/Dependents (0021)**

Pers. No. 16051 Pers. Assign 30087518 00016051

Name Hebron Ann FLASK EOD UN 25.10.2010 IAT Vietnamese Emp. Stat Active

EE Group 1 International Staff US00 New York Org DPI NMD PS MCS

EE Subgrp PR Professional & Above P-3 04 Appt. Continuing Exp 31.07.2043

Start 01.11.2017 To 31.12.9999

**Personal Data**

Family Member 09 Household Employee Number

Last name NGUYEN Birth name

First name Thet Ma Ref.Pers.No.

Gender  Female  Male

Date of birth 01.06.1975 UN National VN

Birthplace Soc Tran Ctry o.birth VN

**Additional fields**

Middle name

Marital Status Mar&R Since 08.08.2000

Living with staff member

Death Date

3. For a Household Employee, when completing [IT0021](#) (Family Member/Dependents) infotype:
  - Verify the following personal data as it appears in the passport: name, last name, gender, date of birth, birthplace, country of birth. If the household employee has a more than one nationality, please enter the nationality of the passport provided and the one under which the household employee will be travelling or obtaining visas.
  - In the Additional Fields section, enter the marital status and its effective date as it appears on the passport.
  - The indicator for **‘Living with the staff member’** must be clicked.

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## 6.3.4. Add a Secondary Dependent

### Procedure

1. The procedure to add a Secondary dependent follows the same steps as those for adding a child, with the following differences.
2. For secondary dependents, given that the entitlement is a yearly entitlement the effective date will be the 1st of January of the year in which the parent or sibling became a dependent. If the addition of secondary dependent is done at the time of onboarding, then the effective date is the EOD date of the staff member.

**Create Family Member/Dependents (0021)**

Pers. No. 16051 Pers. Assign 30087518 00016051

Name [Bebron] [Asn] [FLASK] EOD UN [25.10.2010] [HAT] Vietnamese Emp. Stat Active

EE Group [1] International Staff [US00] New York Org DPI NMD PS MCS

EE Subgrp [FR] Professional & Above [P-3] [04] Appt: Continuing Exp [31.07.2043]

Start [01.01.2017] To [31.12.9999]

**Personal Data**

Family Member [06] Father Number [ ]

Last name [MORDOR] Birth name [ ]

First name [James Anthony] Ref.Pers.No. [ ]

Gender  Female  Male

Date of birth [25.12.1950] UN National [Y/N]

Birthplace [Hanoi] Ctry o.birth [Y/N]

**Additional fields**

Middle name [ ]

Marital Status [Wid.] Since [01.01.2015]

Dependent Override In receipt of allowance since [01.01.2017] Death Date [ ]

Living with staff member

Financially Dependent

3. For a Secondary dependent% (father, mother or sibling), verify the following personal data as it appears in the birth certificate or passport: name, last name, gender, date of birth, birthplace, country of birth. If the parent has a more than one nationality, please enter the nationality of the passport provided and the one under which the parent will be travelling or obtaining visas.
4. In the Additional Fields section, enter:
  - **Marital Status** – date as it appears on the passport, or other certificate and the effective date of the marital status in the Since field.
  - **Financially Dependent** – If the secondary dependent is deemed to be financially dependent, you must ensure this indicator is checked to trigger the payment of dependency benefit.
  - **Living with Staff Member** – confirms that the secondary dependent lives with the staff

member.

- **Dependent Override** – This is used only when the payment of dependency is to be overridden in exceptional cases.
- **In receipt of allowance since** – This field is a mandatory field when you turn on the financially dependent indicator. The information entered here will also be used to determine the “grandfathering” of the dependency allowance.
- **Effective Date:** This field must be the effective date of the most recent approval of the dependency benefit, provided that there are no gaps in receipt of the benefit. If this is the first dependency approval or there were gaps in receipt of the dependency benefit, then use the effective date of this application. **Scenario: effective date of secondary dependency allowance: 01.01.2017**

\*REMEMBER: \*Since secondary dependency allowance is a yearly entitlement, the effective date of the entitlement to secondary dependency is always the 1st of January of the year in which the entitlement is requested, or the EOD of the staff member.

**For Temporary Appointments in New York only:** Secondary dependents on a B1/B2 visa (Tourist Visa), technically do not have residency status in the US as would a dependent on a G4 visa or with permanent residency status.

Therefore, the entitlement for secondary dependents with temporary visas who claim to meet the requirement of living with the staff member can only be paid retroactively upon providing proof that either of the following conditions is met:

- the secondary dependent has completed one year of residency with the staff member, or
- the secondary dependent has resided with the staff member for the entire period of a temporary appointment of less than one year.

To be eligible for the entitlement, the staff member must have checked the box in response to the question: **Do you provide at least on half or more of the dependent’s financial support?**

Remember to run the Payroll simulation after completing the PA to ensure that the dependency entitlement is generated correctly.

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## 6.4. Single Parent Allowance (ECC)

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The procedures in this section document how to grant and discontinue the Single Parent Allowance.

The staff member requests single parent allowance by submitting [P.85](#) (**Request for Change in Dependency Status**) including all required supporting documentation. When the [P.85](#) includes information in respect of financial assistance provided for a dependent child, you must first complete a Maintain Family Member PA (see procedure in this job aid under Modify or Discontinue Dependent Child) to enter the amount of financial assistance on the child's record.

Use these procedures to:

- [Grant Single Parent Allowance](#)
- [Grant Adjusted Single Parent Allowance](#)
- [Discontinue Single Parent Allowance](#)

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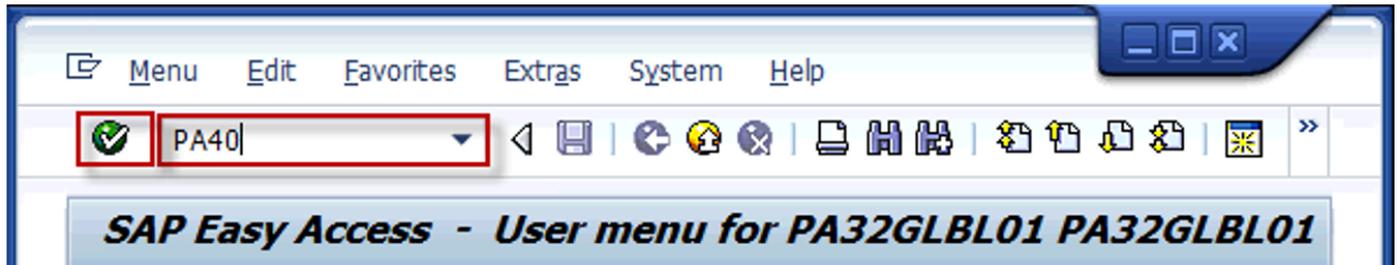
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*Last modified: 20 January 2022*

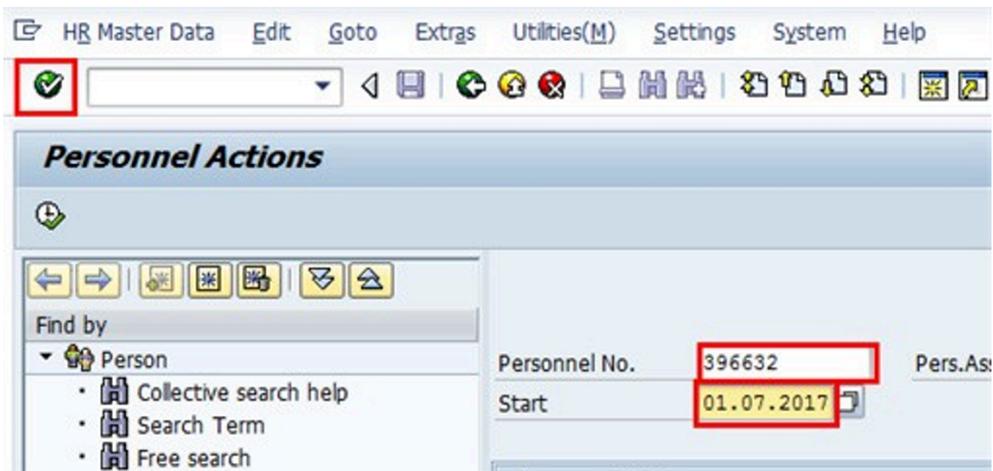
## 6.4.1. Grant Single Parent Allowance

**Scenario: A staff member has submitted a request with supporting documentation to start grant the single parent allowance effective 1 July 2017.**

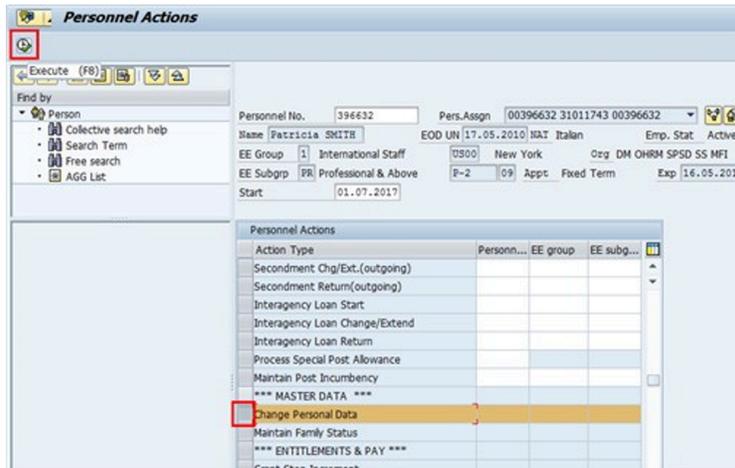
1. Start the transaction using the menu path or transaction code.



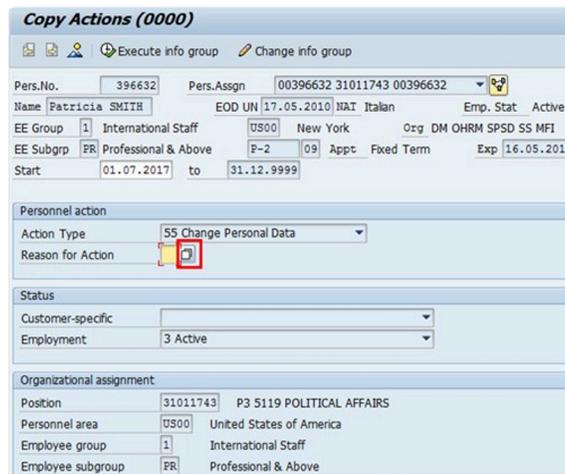
2. Click on the **Validate**  button after typing PA40 in the \*Command\* text box.



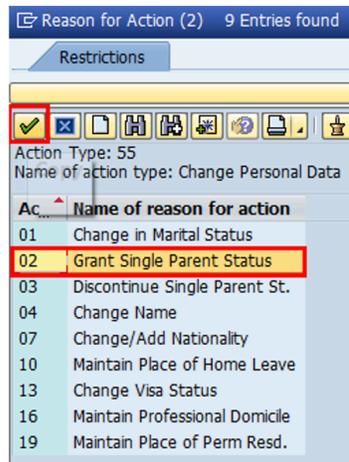
3. Enter the staff member's personnel number in the **Personnel No.** text box. **Scenario: 396632**
4. Enter the effective date of the personnel action in the **Start** text box. **Scenario: 01.07.2017**
5. Click on the **Validate**  button to validate entries.



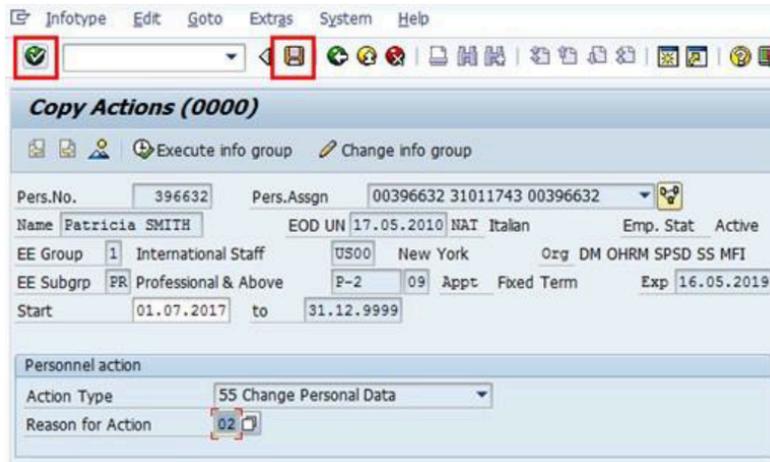
6. Scroll to locate, then select the Change Personal Data PA.
7. Click on the **Execute**  button to execute the PA.



8. Click on the **Matchcode**  button to display the list of options for **Reason for Action**.

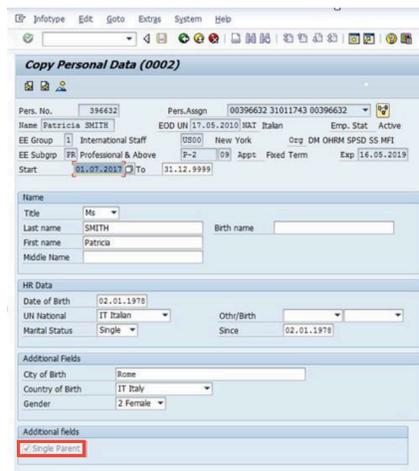


9. Click on the **Grant Single Parent**  **Grant Single Parent Status** option .
10. Click on the **Continue**  button to confirm selection.



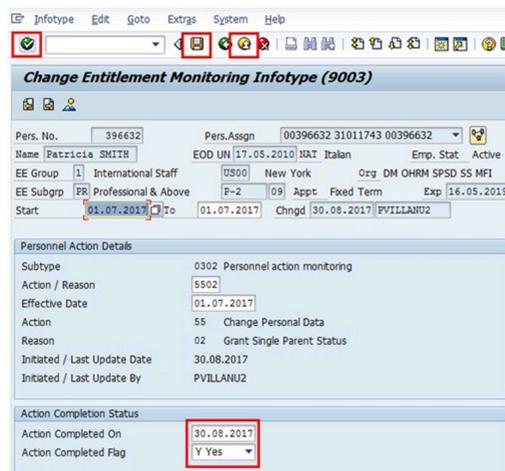
11. Click on the **Close**  to validate entries.

12. Click on the **Save**  button to save the record.



13. Click on the **Single Parent**  **Single Parent** button to record the staff member as a single parent.
14. Click on the **Validate**  button to validate selection. You may have to click  multiple times to acknowledge messages displayed at the bottom of the screen.

15. Click on the **Save**  button to save the record.



**Change Entitlement Monitoring Infotype (9003)**

Pers. No. 396632 Pers. Assgn 00396632 31011743 00396632

Name Patrizia SMITH EOD UN 17.05.2010 NAI Italian Emp. Stat Active

EE Group 1 International Staff US00 New York Org DM OHRM SPSD SS MFI

EE Subgrp FR Professional & Above P-2 09 Appt Fixed Term Exp 16.05.2019

Start 01.07.2017 To 01.07.2017 Chngd 30.08.2017 PVILLANU2

**Personnel Action Details**

Subtype 0302 Personnel action monitoring

Action / Reason 5502

Effective Date 01.07.2017

Action 55 Change Personal Data

Reason 02 Grant Single Parent Status

Initiated / Last Update Date 30.08.2017

Initiated / Last Update By PVILLANU2

**Action Completion Status**

Action Completed On 30.08.2017

Action Completed Flag Y Yes

16. The last [IT9003 \(Entitlement Monitoring\)](#) infotype, in this PA records completion of the action. Click on the **Yes**  option to select the Action Completed Flag documenting that the action has been completed. When you choose Yes, the Action Completed On field will automatically populate the date when you complete the action as indicated in the screen below, send an email notification to the staff member and make the PA available to staff through Employee Self-Service (ESS).
17. Click on the **Validate**  button to validate entries.
18. Click on the **Save**  button to save the record.
19. Click on the **Return**  button to return to the **SAP Easy Access** screen.

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## **6.4.2. Grant Adjusted Single Parent Allowance**

The staff member requests single parent allowance by submitting [P.85](#) (**Request Change Dependency Status**) including all required supporting documentation. When the [P.85](#) (**Request Change Dependency Status**) includes information in respect of financial assistance provided for a dependent child, you must first complete a Maintain Family Member PA (see procedure in, [Modify or Discontinue Dependent Child](#) to enter the amount of financial assistance on the child's record.

After updating the dependent child record with the financial information, follow the [Grant Single Parent Allowance](#) procedure.

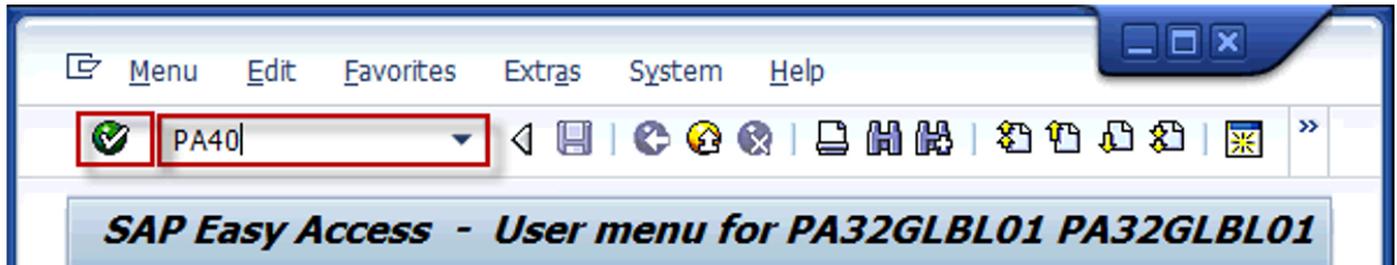
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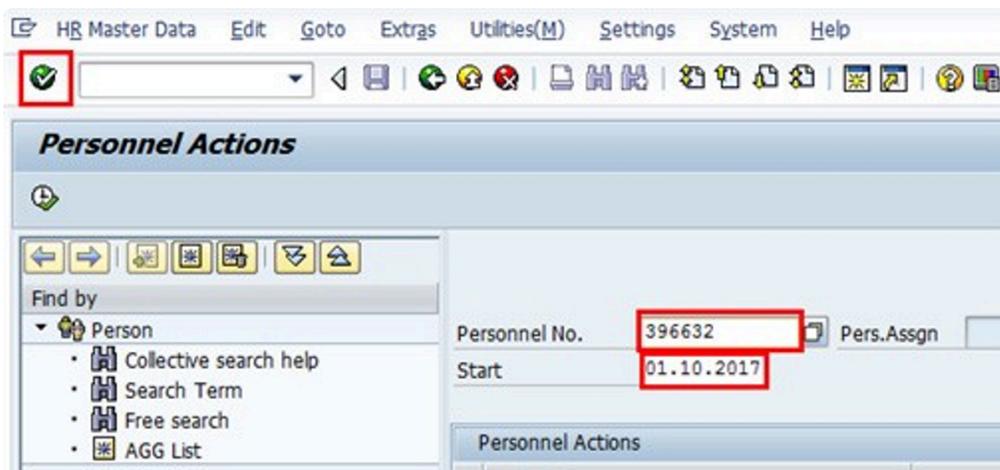
## 6.4.3. Discontinue Single Parent Allowance

Single Parent **Scenario: Effective 1 October 2017, a staff member will no longer be eligible for the single parent allowance**

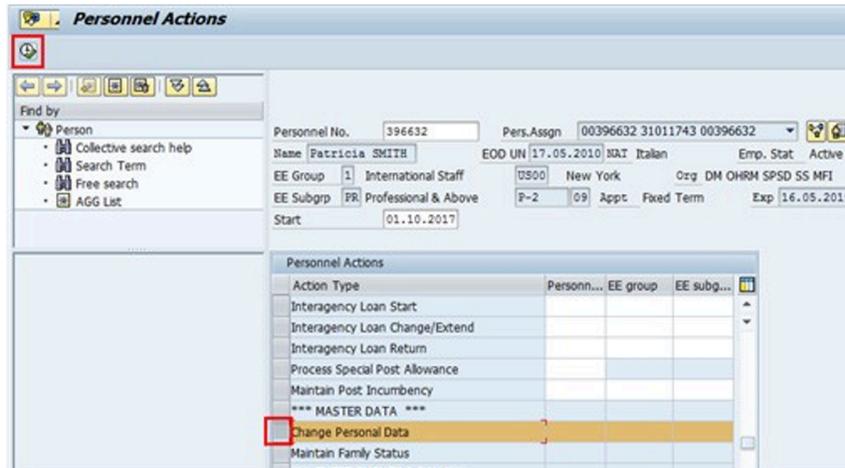
1. Start the transaction using the menu path or transaction code.



2. Click on the **Validate**  button after typing PA40 in the Command text box.

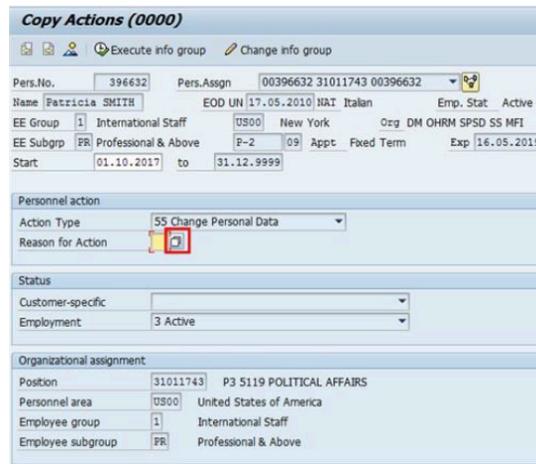


3. Enter the staff member's personnel number in the Personnel No. text box. **Scenario: 396632**
4. Enter the date the entitlement is to be discontinued. **Scenario: 01.10.2017**
5. Click on the **Validate**  button to validate entries.

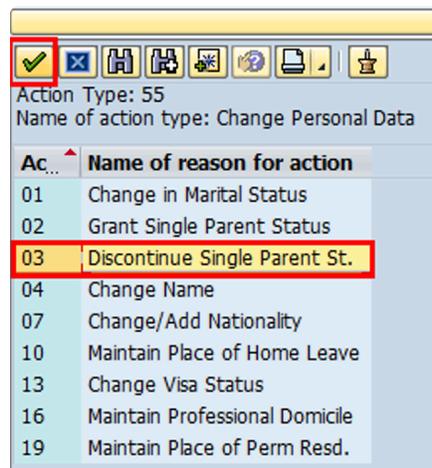


6. Scroll to locate then select the Change Personal Data PA.

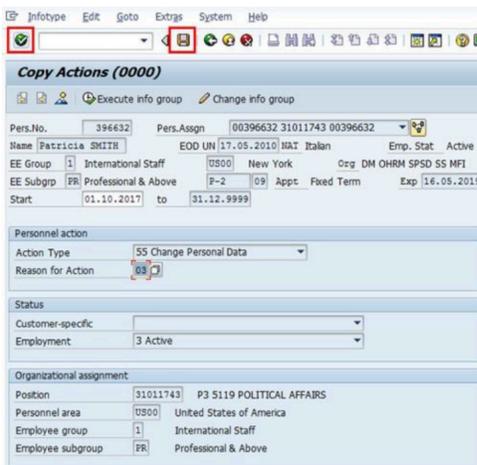
7. Click on the **Execute**  button to execute the PA.



8. Click on the **Matchcode**  button to display the list of options for Reason for Action.



9. Click on the **Discontinue Single Parent 03** **Discontinue Single Parent St.** option.
10. Click on the **Continue**  button to confirm selection.



**Copy Actions (0000)**

Execute info group    Change info group

Pers.No. 396632    Pers.Assign 00396632 31011743 00396632

Name Patricia SMITH    EOD UN 17.05.2010 IAT Italian    Emp. Stat Active

EE Group 1 International Staff    0500 New York    Org DM OHRM SP5D SS MFI

EE Subgrp FR Professional & Above    P-2 09 Appt. Fixed Term    Exp 16.05.2019

Start 01.10.2017 to 31.12.9999

**Personnel action**

Action Type 55 Change Personal Data

Reason for Action 03

**Status**

Customer-specific

Employment 3 Active

**Organizational assignment**

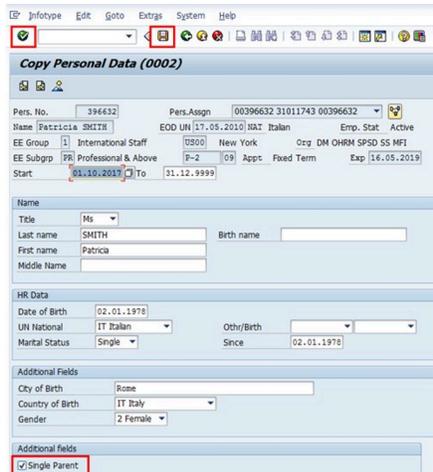
Position 31011743 P3 5119 POLITICAL AFFAIRS

Personnel area 0500 United States of America

Employee group 1 International Staff

Employee subgroup FR Professional & Above

11. Click on the **Validate**  button to validate selection.
12. Click on the **Save**  button to save the record.



**Copy Personal Data (0002)**

Pers.No. 396632    Pers.Assign 00396632 31011743 00396632

Name Patricia SMITH    EOD UN 17.05.2010 IAT Italian    Emp. Stat Active

EE Group 1 International Staff    0500 New York    Org DM OHRM SP5D SS MFI

EE Subgrp FR Professional & Above    P-2 09 Appt. Fixed Term    Exp 16.05.2019

Start 01.10.2017 To 31.12.9999

**Name**

Title Ms

Last name SMITH    Birth name

First name Patricia

Middle Name

**HR Data**

Date of Birth 02.01.1978

UN National IT Italian    Oth/Birth

Marital Status Single    Since 02.01.1978

**Additional Fields**

City of Birth Rome

Country of Birth IT Italy

Gender 2 Female

**Additional fields**

Single Parent

13. Click on the **Single Parent**  **Single Parent** button to uncheck the box.
14. Click on the **Validate**  button to validate selection. You may have to click multiple times to acknowledge messages displayed at the bottom of the screen.
15. Click on the **Save**  button to save the record.

**Change Entitlement Monitoring Infotype (9003)**

Pers. No. 396632 Pers. Assgn 00396632 31011743 00396632

Name Patricia SMITH EOD UN 17.05.2010 NAT Italian Emp. Stat Active

EE Group 1 International Staff US00 New York Org DM OHRM SPSP SS MFI

EE Subgrp FR Professional & Above P-2 09 Appt Fixed Term Exp 16.05.2019

Start 01.10.2017 To 01.10.2017 Chngd 30.08.2017 PVILLANU2

**Personnel Action Details**

Subtype 0302 Personnel action monitoring

Action / Reason 5503

Effective Date 01.10.2017

Action 55 Change Personal Data

Reason 03 Discontinue Single Parent St.

Initiated / Last Update Date 30.08.2017

Initiated / Last Update By PVILLANU2

**Action Completion Status**

Action Completed On 30.08.2017

Action Completed Flag Y Yes

16. The last [IT9003](#)\*Entitlement Monitoring\*) infotype, in this PA records completion of the action. Click on the **Yes**  option to select the Action Completed Flag documenting that the action has been completed. When you choose Yes, the Action Completed On field will automatically populate the date when you complete the action as indicated in the screen below, send an email notification to the staff member and make the PA available to staff through Employee Self-Service (ESS).

17. Click on the **Validate**  button to validate entries.

18. Click on the **Save**  button to save the record.

19. Click on the **Return**  button to return to the **SAP Easy Access** screen.



You should execute a PA20 to review the PA and infotypes to which you made changes in this transaction.

As best practice, the following infotypes should be reviewed:

- [IT0000](#) (Actions);
- [IT0002](#) (Personal Data)

Each personnel action completed should be documented by adding a note to the

record saved on the [IT0000](#) infotype. The note should contain the following elements:

- Discontinue Single Parent Allowance

Follow the general procedure on how to add a note to personnel actions. The procedure can be found in the About chapter of this job aid.

In addition, you should now run the Payroll simulation to ensure that the dependency entitlement is generated correctly.

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## 6.5. Modify or Discontinue Dependents (ESS Approval)

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Use these procedures to:

- [Approve Modification to or Discontinuance of a Dependent Child](#)
- [Approve Modification or Discontinuance of a Dependent Spouse](#)
- [Approve Modification to or Discontinuance of a Secondary Dependency Allowance](#)

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## 6.5.1. Approve Modification to or Discontinuance of a Dependent Child

**Scenario: A staff member's dependent child aged 20 is no longer in school attendance as of 1st January 2017. Staff member submits a request to discontinue dependency and school attendance though ESS.**

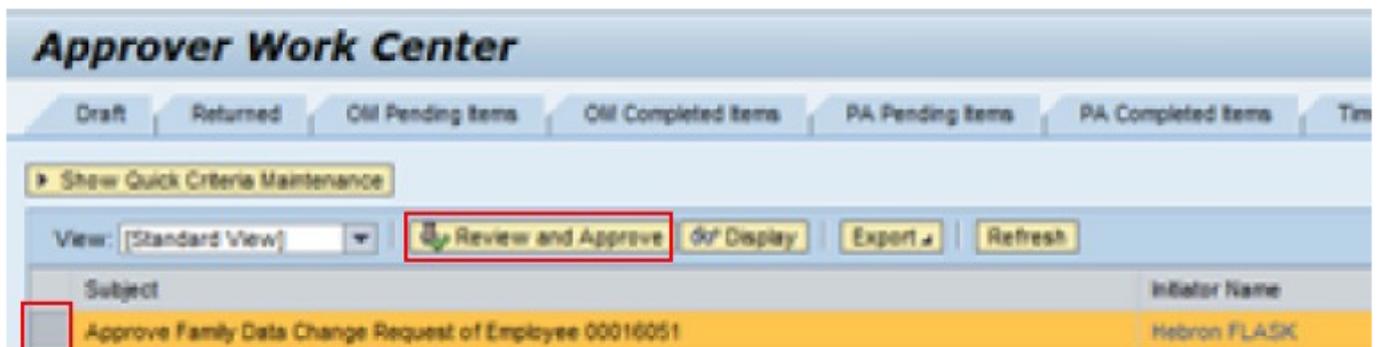
1. Login in Umoja Employee Self-Service (ESS) using your account credentials.



2. On the **\_Home\_** screen, click on the **\*+Work Center+** link.



3. Click on the **Entitlement Pending** **Entitlements Pending Items** tab.



4. Select the record from the **Entitlements Pending Items** tab, then click **Review and Approve**.
5. Review the information including the supporting documentation submitted with the request.

Pers. No.	16051	Pers. Assign	30087518 00016051
Name	Hebron Ann FLASK	EOD UN	25.10.2010 NAT Vietnamese
EE Group	1 International Staff	US00	New York Org DPI NMD PS MCS
EE Subgrp	PR Professional & Above	P-3	04 Appt Continuing Exp 31.07.2046
Start	01.11.2015	To	31.12.9999
		Chg.	24.01.2018 PRANJUKI

<b>Personal Data</b>	
Family Member	02 Child Number 03
Last name	FLASK Birth name
First name	Doe Ref.Pers.No.
Gender	<input type="radio"/> Female <input checked="" type="radio"/> Male
Date of birth	16.09.1997 UN National US of the USA
Birthplace	Ctry o.birth

<b>Additional fields</b>	
Middle name	
Marital Status	Single Since 16.09.1997
<input type="checkbox"/> Dependent Override	In receipt of allowance since 01.01.2016
<input type="checkbox"/> Disabled	Death Date
<input checked="" type="checkbox"/> Living with staff member	Received Amount(s) from other sources
<input checked="" type="checkbox"/> Educational Attendance	Wage Type Currency USD
<input checked="" type="checkbox"/> Financially Dependent	Amount 0.00
<input type="checkbox"/> Non Custodial Child	
<input type="checkbox"/> Eligible Trans.Allow	Effectv. Date:Trans Allow
Fn. Support Amt	0.00 USD

6. Open an Enterprise Central Component (ECC) session and access the staff members records for the referenced dependent. Compare the information provided by the staff member to the current family member details to determine if you should approve or reject the pending request.

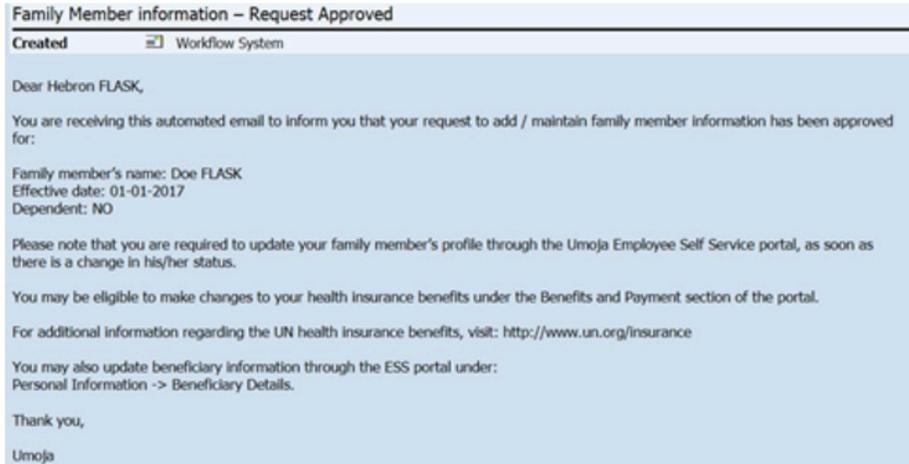
## Family Details

 Reject
 Approve

Approved details updated in the database

7. To approve the request, click **Approve**.

P((( To reject the request, provide details of why you are rejecting the request, then click **Reject**.



8. Once approved, an email notification (as shown above) is sent to staff member.

Pers. No.	16051	Pers.Assgn	30087518 00016051
Name	Hebron Ann FLASK	EOD UN	25.10.2010 NAT Vietnamese Emp. Stat Active
EE Group	1 International Staff	US00	New York Org DPI NMD PS MCS
EE Subgrp	PR Professional & Above	P-3	04 Appt. Continuing Exp 31.07.2046
Choose	01.01.1800	to	31.12.9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E...
01.01.2018		Y3	ICSC GA Resolution	07	Jan18 - Mandatory Retirement		
01.11.2017		58	Maintain Family Status	01	Add Family Member/Depende...		
01.11.2017		58	Maintain Family Status	07	Add Other Household Members		
31.07.2017		58	Maintain Family Status	04	Change Family Member/Depe...		
01.02.2017		60	Grant Step Increment	01	Regular Step Increment		
01.01.2017		Y3	ICSC GA Resolution	01	Jan17 USS - Basic Pay IT0008		
01.01.2017		58	Maintain Family Status	01	Add Family Member/Depende...		
01.01.2017		58	Maintain Family Status	04	Change Family Member/Depe...		
01.02.2016		20	Promotion	10	Different d/s, different dept		
01.01.2016		28	Temp Assignment Change/Ex.	16	Different d/s		
01.01.2016		60	Grant Step Increment	01	Regular Step Increment		

9. In the ECC session opened previously, view infotype [IT0021 Family Members Dependents](#) to confirm the change has been made,

10. Be sure to add a note to the record in infotype [IT0000 \(Actions\)](#) to document this change.

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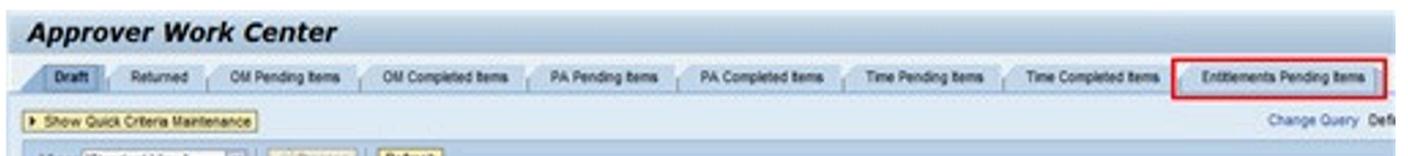
## 6.5.2. Approve Modification or Discontinuance of a Dependent Spouse

**Scenario: A staff member's spouse, established as a household member effective 01.11.2016 requests that the spouse be established as financially dependent effective 01.01.2018. As the spouse's earnings will be slightly over the maximum established gross occupational earnings for the year, the staff member will receive the adjusted spouse allowance.**

1. Login in Umoja Employee Self-Service (ESS) using your account credentials.



2. On the **Home** screen, click on the **Work Center** link.



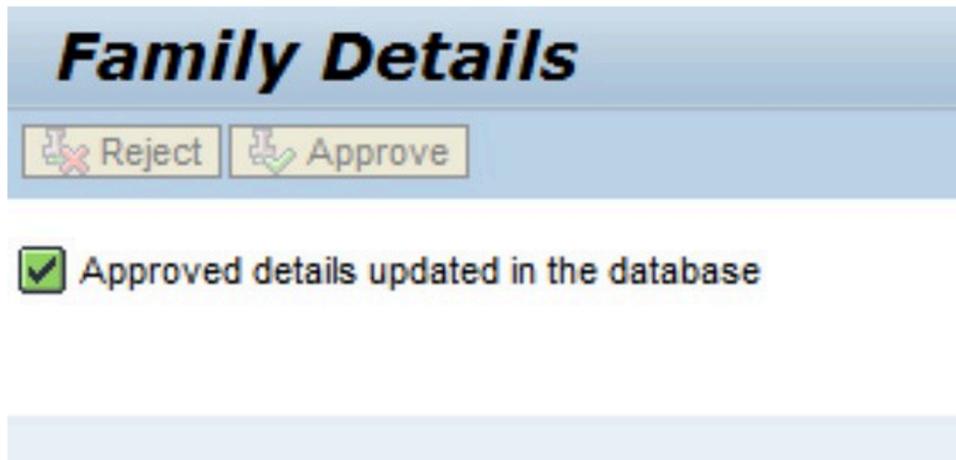
3. Click on the \* Entitlement Pending\* **Entitlements Pending Items** tab.



4. Select the record from the **Entitlements Pending Items** tab, then click **Review and Approve**.
5. Review the information including the supporting documentation submitted with the request.

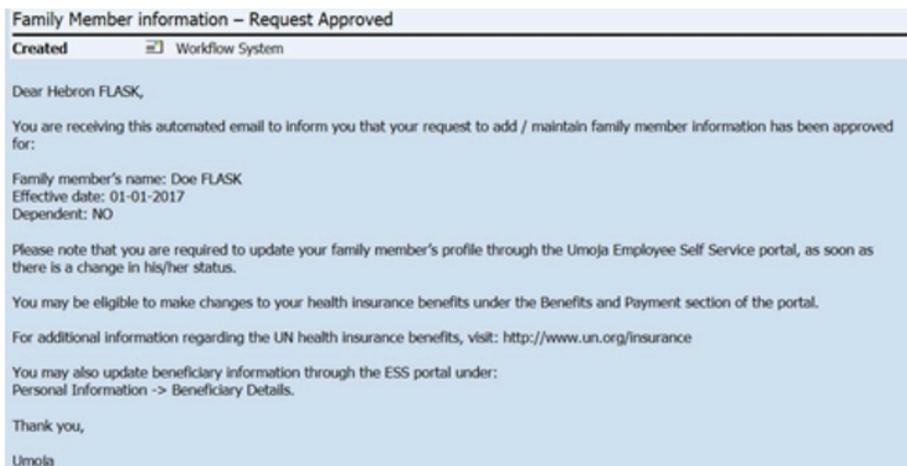
6. Open an Enterprise Central Component (ECC) session and access the staff members records for the referenced dependent. Compare the information provided by the staff member to the current family member details to determine if you should approve or

reject the pending request.



7. To approve the request, click **Approve**.

To reject the request, provide details of why you are rejecting the request, then click **Reject**.



8. Once approved, an email notification (as shown above) is sent to staff member.
9. In the ECC session opened previously, view infotype 0021 to confirm the change has been made.

Pers. No. 16051 Pers.Assgn 30087518 00016051

Name Hebron Ann FLASK EOD UN 25.10.2010 NAT Vietnamese Emp. Stat Active

EE Group 1 International Staff US00 New York Org DPI NMD PS MCS

EE Subgrp PR Professional & Above P-3 04 Appt Continuing Exp 31.07.2046

Choose 01.01.1800 to 31.12.9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E...
01.01.2018		Y3	ICSC GA Resolution	07	Jan18 - Mandatory Retirement		
01.11.2017		58	Maintain Family Status	01	Add Family Member/Depende..		
01.11.2017		58	Maintain Family Status	07	Add Other Household Members		
31.07.2017		58	Maintain Family Status	04	Change Family Member/Depe..		
01.02.2017		60	Grant Step Increment	01	Regular Step Increment		
01.01.2017		Y3	ICSC GA Resolution	01	Jan17 USS - Basic Pay IT0008		
01.01.2017		58	Maintain Family Status	01	Add Family Member/Depende..		
01.01.2017		58	Maintain Family Status	04	Change Family Member/Depe..		
01.02.2016		20	Promotion	10	Different d/s, different dept		
01.01.2016		28	Temp Assignment Change/Ex.	16	Different d/s		
01.01.2016		60	Grant Step Increment	01	Regular Step Increment		

Pers. No. 16051 Pers.Assgn 30087518 00016051

Name Hebron Ann FLASK EOD UN 25.10.2010 NAT Vietnamese Emp. Stat Active

EE Group 1 International Staff US00 New York Org DPI NMD PS MCS

EE Subgrp PR Professional & Above P-3 04 Appt Continuing Exp 31.07.2046

Start 01.01.2018 To 31.12.9999 chg. 25.01.2018 R2EHRPALL3

**Personal Data**

Family Member 01 Spouse & Rel-Recog. Number

Last name FLASK Birth name

First name Bbi Ref.Pers.No.

Gender  Female  Male

Date of birth 09.04.1977 UN National US of the USA

Brthplace Ctry o.birth

**Additional fields**

Middle name

Marital Status Mar&R Since 01.12.2017

Dependent Override In receipt of allowance since 01.01.2018

Living with staff member Death Date

Financially Dependent

Employer type Other Employer (outside UN)

Work Duty Station US00 New York

Employer Name Coke

Spouse Annual Earnings 45,000.00 Currency USD

- Verify the information has been updated correctly. Be sure to add a note to the record in infotype 0000 (Actions) to document this change.

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## 6.5.3. Approve Modification to or Discontinuance of a Secondary Dependency Allowance

**Scenario: A staff member with financially dependent parent effective 04.12.2016 discontinues (staff member's father) parent effective 25.12.2017.**

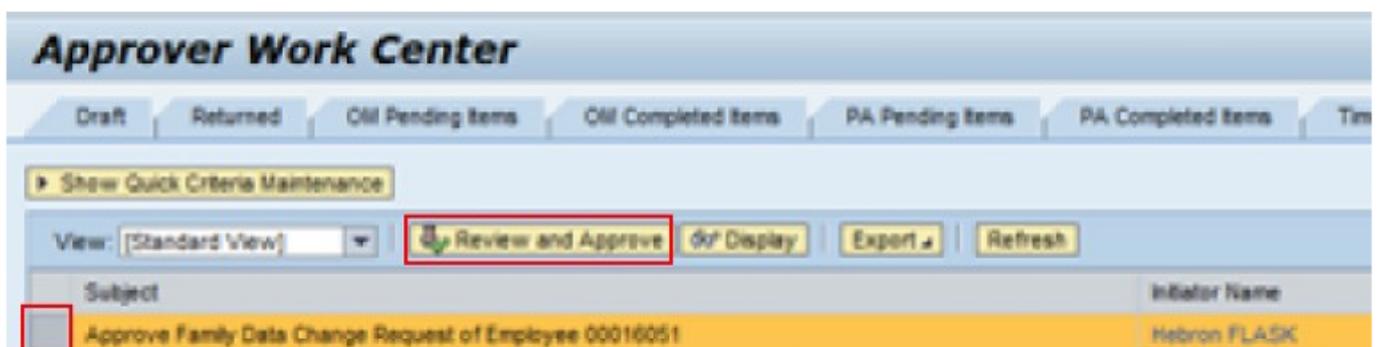
1. Login in Umoja Employee Self-Service (ESS) using your account credentials.



2. On the **Home** screen, click on the **Work Center** link.



3. Click on the **Entitlement Pending** **Entitlements Pending Items** tab.



4. Select the record from the **Entitlements Pending** Items tab, then click **Review and Approve**.

Application Details	
Application for:	Father
<b>Validity</b>	
Valid From:	25.12.2017
<b>Name</b>	
First Name:	James Anthony
Middle Name:	
Last Name:	MORDOR
<b>Marital Data</b>	
Marital Status:	Wid.
Marital status since:	01.01.2015
<b>Additional Fields</b>	
Does the family member reside with the Staff Member?:	<input type="checkbox"/>
Do you provide half or more financially support which is at least twice the amount of the dependency allowance?:	<input type="checkbox"/>
Is the Child in Full Time Educational Attendance?:	<input type="checkbox"/>
<b>Entitlement Effective</b>	
In Receipt of Allowance Since:	
<b>Remarks</b>	
Employee Remarks:	

5. Review the information including the supporting documentation submitted with the request.

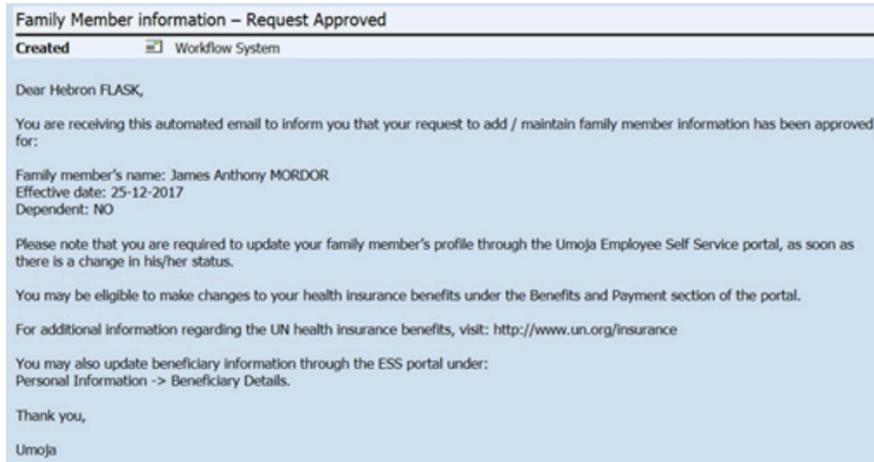
## Family Details

 Reject
 Approve

Approved details updated in the database

6. To approve the request, click **Approve**.

To reject the request, provide details of why you are rejecting the request, then click **Reject**.



7. Once approved, an email notification (as shown above) is sent to staff member.

Pers. No.	16051	Pers.Assgn	30087518 00016051
Name	Hebron Ann FLASK	EOD UN	25.10.2010 NAT Vietnamese
EE Group	1 International Staff	US00	New York
EE Subgrp	PR Professional & Above	P-3	04 Apppt Continuing
Start	25.12.2017	To	31.12.9999
		Chg.	25.01.2018 R2EHRPALL3

Personal Data	
Family Member	06 Father
Last name	MORDOR
First name	James Anthony
Gender	<input type="radio"/> Female <input checked="" type="radio"/> Male
Date of birth	25.12.1950
Birthplace	Hanoi
UN National	VN Vietnamese
Ctry o.birth	VN Vietnam

Additional fields	
Middle name	
Marital Status	Wid. Since 01.01.2015
<input type="checkbox"/> Dependent Override	In receipt of allowance since
<input type="checkbox"/> Living with staff member	Death Date 03.12.2017
<input type="checkbox"/> Financially Dependent	

8. In the Enterprise Central Component (ECC) session opened previously, view infotype 0021 to confirm the change has been made. Be sure to add a note to the record in infotype 0000 (Actions) to document this change.

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## 6.6. Modify or Discontinue Dependents (ECC)

Although the recommended procedure to modify existing dependents is for staff members to submit the request through Employee Self-Service (ESS), there may be instances which require the HR Partner to process the transaction through Enterprise Central Component (ECC). These include when the staff member requests:

- a discontinuance of household employee,
- modification of a dependent child for adjusted single parent allowance,
- changes to the dependency status or the marital status prior to 1 January 2017, which necessitate running the unified salary scale conversion program.

The staff member must submit the required documentation together with a completed hard copy of the [P.85 \(Request Change Dependency Status\)](#).

A modification of an existing dependent requires the processing of the change through a PA30. Since the PA30 will neither create a PA nor send a notification of the change to the staff member, the HR Partner must execute a PA40 to create the PA and the notification. Additionally, the HR Partner must add the document record through PA30. Finally, the HR Partner must add a note with the remarks using PA30.

When you process a retroactive dependency PA in ECC that may affect the staff member's grade and step according to the unified salary scale, you will see a popup screen when [IT0021 \(Family Members Dependents\)](#) is saved. The popup indicates that the PA has an impact on the conversion program run on 31 December 2016 and will ask you to confirm rerunning the program.

You should ALWAYS click on \*YES\*\*\*. Umoja will rerun the conversion and apply the new level and step as per the new situation of the staff member, if applicable.

Additionally, the HR partner must add a new line of remarks in [IT0000 \(Actions\)](#) of the Add or Modify Dependency PA to reflect the fact that the conversion program has re-run as a result of the execution of the retroactive PA. It is also recommended that you run payroll simulation to ensure that all the applicable entitlement allowances are accurate.

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## 6.6.1. Modify or Discontinue Dependent Spouse

**Scenario: A staff member with a spouse, established as a household member effective 30.09.2017, requests that the spouse be established as financially dependent effective 01.01.2018. As the spouse's earnings will be slightly over the maximum established gross occupational earnings for the year, the staff member will receive the adjusted spouse allowance.**

1. Follow the instructions in the [Modify or Discontinue Dependent Child](#) procedure with the following changes when you get to the Family Member/ Dependents infotype.

The screenshot shows the SAP HR infotype 'Family Member/ Dependents' (11) configuration. Key fields include:

- Personal Data:** Family Member 01, Spouse & Rel.-Recog. Number, Last name SHORE, Birth name, First name Martn, Ref.Pers.No., Gender Male, Date of birth 15.01.1975, UN National US of the USA, Birthplace Austin, TX, Ctry o.birth USA.
- Additional fields:** Middle name, Marital Status Mar&R, Since 30.09.2017, In receipt of allowance since 01.01.2018, Death Date, Living with staff member (unchecked), Financially Dependent (checked), Employer type Other Employer (outside UN), Work Duty Station US00 New York, Employer Name Financial Firm of New York/USA, Spouse Annual Earnings 45,000.00, Currency USD.

2. Enter the effective date that the benefit should commence in the **Start** text box  
**Scenario: 01.01.2018**

- Turn on the indicator by checking the\* Financially Dependent\* checkbox. This will trigger the payment of spouse allowance.
- Fill in the effective date of dependency payment in the “In receipt of allowance since” text box.
- **Enter Employer type** – Enter the spouse type of employment **Scenario: Other Employer (outside UN)**
- **Work Duty Station \*- Enter the duty station where staff member is employed** **[\*Scenario: US00 (New York)]**
- **Employer Name** – Enter the company for which the spouse is employed **Scenario: Financial Firm of New York/USA**
- **Spouse Annual Earnings** – Enter the spouse's gross occupational earnings for the year

**Scenario: 45,000**

- **Currency** – Enter the currency of spouse’s earnings **Scenario: USD**



If the spouse has any gross occupational earnings, you should enter the amount even if the amount is over the gross occupational earnings and let the system determine if the staff member is entitled to the adjusted spouse allowance.

3. Validate and Save the record.

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## 6.6.2. Modify or Discontinue Secondary Dependency Allowance

**Scenario: In Enterprise Central Component (ECC), the HR Partner discontinues the dependency allowance for a secondary dependent (staff member's father) as a result of death of the staff member's parent effective 04.12.2017.**

1. Follow the instructions in the [Modify or Discontinue Dependent Child](#) procedure with the following changes when you get to the Family Member/ Dependents infotype.

The screenshot displays the SAP HR infotype 'Family Member/ Dependents' (16051) for a staff member. The form is divided into several sections:

- Header:** Pers. No. 16051, Pers. Assgn 30087518 00016051. Name: MORDOR, EOD UN 25.10.2010, NAT Vietnamese, Emp. Stat Active.
- Personal Data:** Family Member 06 Father, Number [blank], Last name MORDOR, Birth name [blank], First name James Anthony, Ref. Pers. No. [blank], Gender Male, Date of birth 25.12.1950, UN National YN Vietnamese, Birthplace Hanoi, Ctry o. birth YN Vietnam.
- Additional fields:** Middle name [blank], Marital Status Wid. Since 01.01.2015, In receipt of allowance since 03.12.2017, Death Date 03.12.2017.
- Checkboxes:**  Dependent Override,  Living with staff member,  Financially Dependent.

2. Enter the effective date that the benefit should be discontinued in the **Start** text box. **[Scenario: 04.12.2017, the day after the date of death. Note that in cases of discontinuation of the entitlement, the effective date of the discontinuance is always the day after the dependent ceases to have the entitlement.]**
  - Leave the TO date with the default date, 31.12.9999
  - Click (uncheck) the \*Financially Dependent \*check box to trigger the discontinuance of payment of dependency allowance
  - Remove the date from the **In Receipt of allowance** since text box
  - In cases of death, enter the date of death in the **Death Date** textbox. If this date is not entered, the family member will continue to appear as a household member in the staff member's record. **Scenario: 03.12.2017**
3. Validate and Save the record.

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## 6.6.3. Discontinue Household Employee

**Scenario: In Enterprise Central Component (ECC), the HR Partner removes the household employee from a staff member's record as the employment status has ceased.**

1. Follow the instructions in the [Modify or Discontinue Dependent Child](#) procedure with the following changes when you get to the [IT0021](#) (Family Member/ Dependents) infotype.

The screenshot shows the SAP IT0021 infotype form. At the top, the 'Start' date is set to 01.12.2017 and the 'To' date is 31.12.9999. Under 'Personal Data', the 'Family Member' type is 'Household Employee' with number '01'. The employee's name is NGUYEN Thet Ma, born 01.06.1975 in Soc Tran, Vietnam. Under 'Additional fields', the 'Living with staff member' checkbox is unchecked, and the 'Death Date' field is empty.

2. Enter the effective date that the household employee ceases to be employed by the staff member in the **Start** text box. **Scenario: 01.12.2017, the day after the date of employment. Note that in cases of discontinuation of the entitlement, the effective date of the discontinuance is always the day after the dependent ceases to have the entitlement.**
  - Leave the TO date with the default date, 31.12.9999
  - Click (uncheck) the **Living with staff member**
  - In cases of death, enter the date of death in the **Death Date** text box. If this date is not entered, the household employee will continue to appear as a household member in the staff member's record.
3. Validate and **Save** the record.

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## 6.6.4. Override Transitional Allowance

**Scenario: Staff member on an interagency transfer from UNDP, Belgium to UN Secretariat, New York effective 01.07.2017. As the staff member was in receipt of the dependent rate in respect of a dependent child, s/he will continue to receive the transitional allowance upon transfer to the UN Secretariat**

1. Follow the instructions in the [Add a Child](#) procedure with the following changes when you get to the [IT0021](#) (Family Member/ Dependents) infotype.

The screenshot shows the SAP IT0021 form with the following details:

- Pers. No.:** 16051
- Pers. Assgn:** 30087518 00016051
- Name:** Hebron Ann FLASK
- EE Group:** 1 International Staff
- EE Subgrp:** FR Professional & Above
- Start:** 01.12.2017
- To:** 31.12.9999
- Personal Data:**
  - Family Member: 09 Household Employee
  - Number: 01
  - Last name: NGUYEN
  - First name: Thet Ma
  - Gender: Female
  - Date of birth: 01.06.1975
  - Birthplace: Soc Tran
  - UN National: VII Vietnamese
  - Ctry o.birth: VII Vietnam
- Additional fields:**
  - Middle name: [Empty]
  - Marital Status: Marr&R
  - Since: 08.08.2000
  - Death Date: [Empty]
  - Living with staff member

2. Click (check) the **Eligible: Trans Allow**

1. Enter in the **Effectv. Date: Trans Allow** textbox 01.01.2017

Note: The only date that should be entered is 1 January 2017, any other date will result in a incorrect payment of transitional allowance.

3. Validate and **Save** the record.

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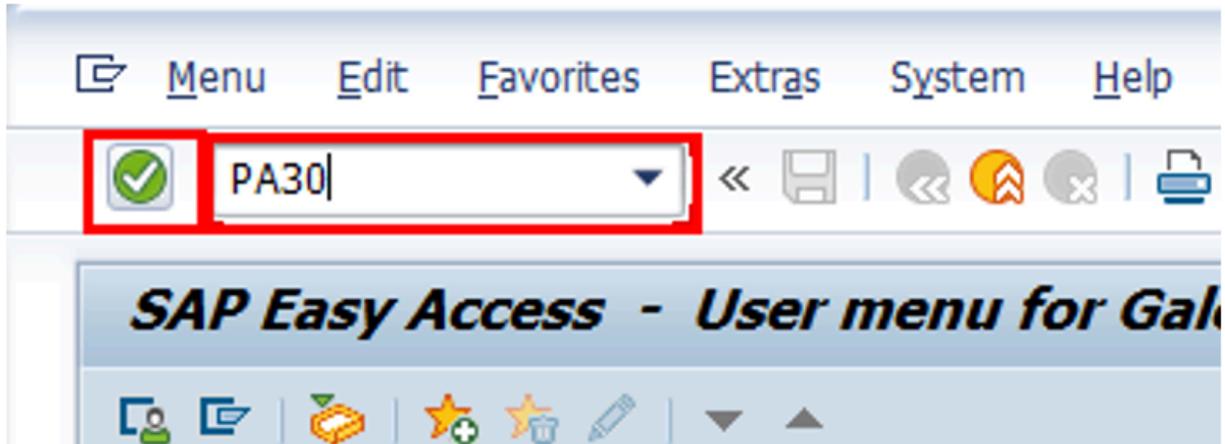
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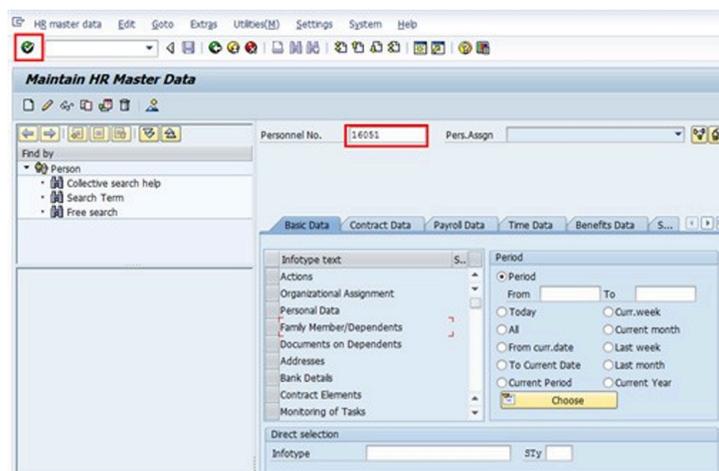
## 6.6.5. Modify or Discontinue Dependent Child

**Scenario: A staff member has requested to discontinue financial dependency on a child who has dropped out of school effective 31.07.2017.**

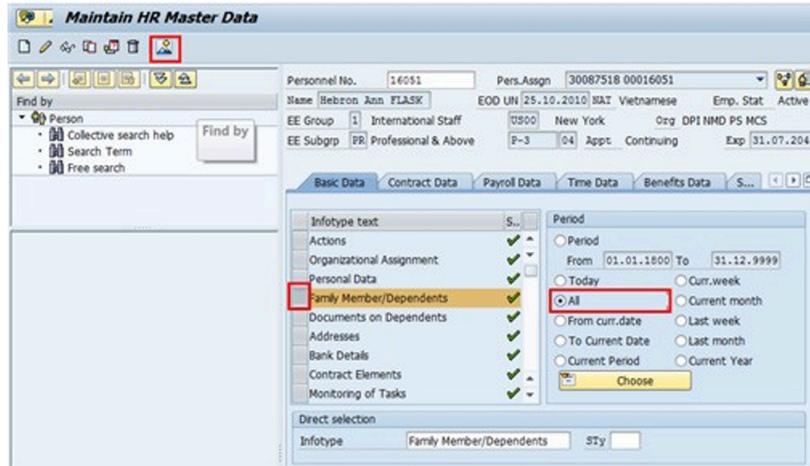
1. Start the transaction using the menu path or transaction code.



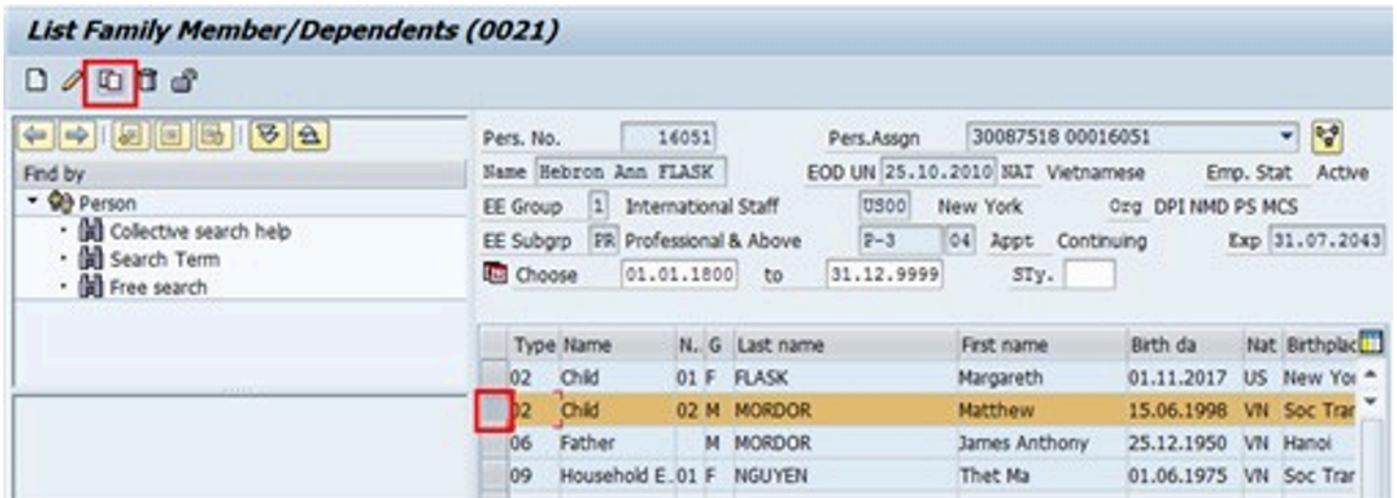
2. Click on the **Validate**  button after typing PA30 in the **Command** text box.
3. Enter the staff member's personnel number in the **Personnel No.** text box. **Scenario: 8583160**



4. Click on the **Validate**  button to validate entry.
5. Enter criteria to search for\* **Family Member/Dependent records**. Click on the **\*Select**  button to select **Family Member/Dependents** or enter **IT0021** in **Infotype** text box.



6. Click on the **Period**  button to run the query for all periods.
7. Click on the **Display Record**  button to run the query.
8. Click on the **Select**  button to select the appropriate family member and modify the record.



9. Click on the **Copy**  button to make a copy of this record.

10. Modify the record as appropriate. For this example:

- Enter the effective date that the benefit should be discontinued in the **Start** text box.  
**Scenario: 31.07.2017 the day after the last day of school attendance. Note that in cases of discontinuation of the entitlement, the effective date of the discontinuance is always the day after the dependent ceases to have the entitlement.**
- Leave the TO date with the default date, 31.12.9999
- Click (uncheck) the **Financially Dependent** check box to trigger the discontinuance of payment of dependency allowance.
- You **MUST** remove any date in the In receipt of allowance since field.
- In cases of death, r the date of death in the **Death Date** text box. If this date is not entered, the family member will continue to appear as a household member in the staff member's record.

If modifying the dependent record to update information about Government Assistance provided, Enter the amount in the Amount field.

11. Click on the **Validate**  button to validate entries.

12. Click on the **Save**  button to save the record you just created and delimit the record you copied from. This will change the **To** date to today's date in the original record, delimiting it.

In the List of Family Member/Dependents records, you will see 2 entries for the staff

member's child:

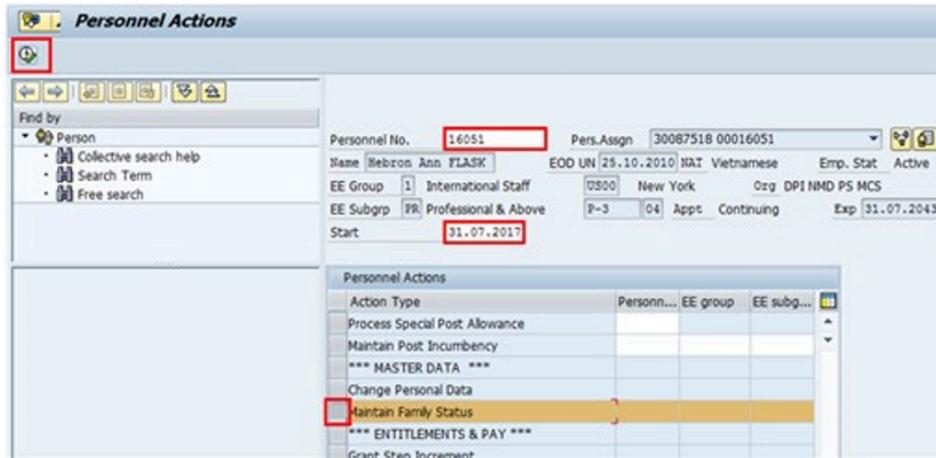
- One entry is for the period from 01.01.2017 -30.06.2017. (delimiting will create the end date of the dependency)
- Second entry is for the period from 31.07.2017 – 31.12.9999 (this record is the period of the discontinuation of the dependency)

13. Click on the **Return**  button to return to the **SAP Easy Access** screen.

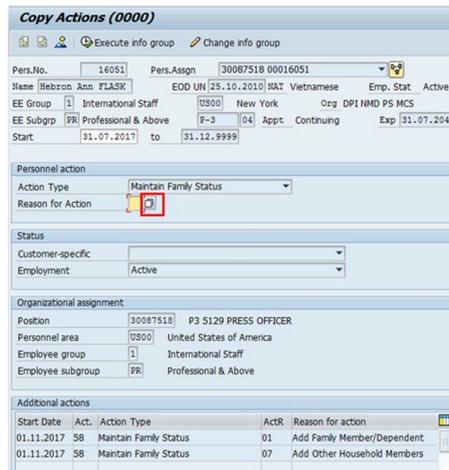
After updating the relevant information of the child in transaction PA30, you will need to process a \*Maintain Family Status \*personnel action in PA40 so that a PA is created and the staff member receives an email notification that you have updated their records.



14. Click on the **Validate**  button after typing PA40 in the **Command** text box.
15. Enter the staff member's personnel number in the **Personnel No.** text box. **Scenario: 16051**
16. Enter the effective date of the discontinuance of the dependency allowance in the **Start** text box. This should be the same date which was created in [IT0021](#) in transaction PA30 **>Scenario: 31.07.2017.**
17. Scroll to locate the **Maintain Family Status** personnel action and click on the **Select**  button to select.

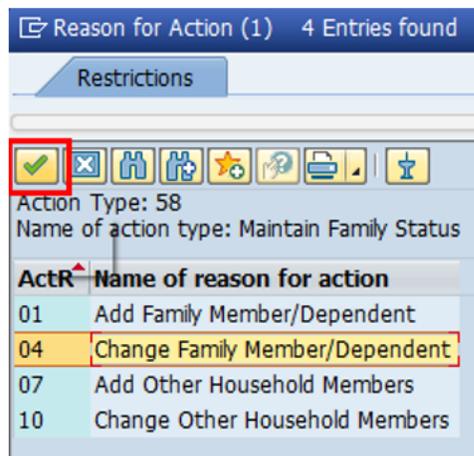


18. Click on the **Execute**  button to execute the action.

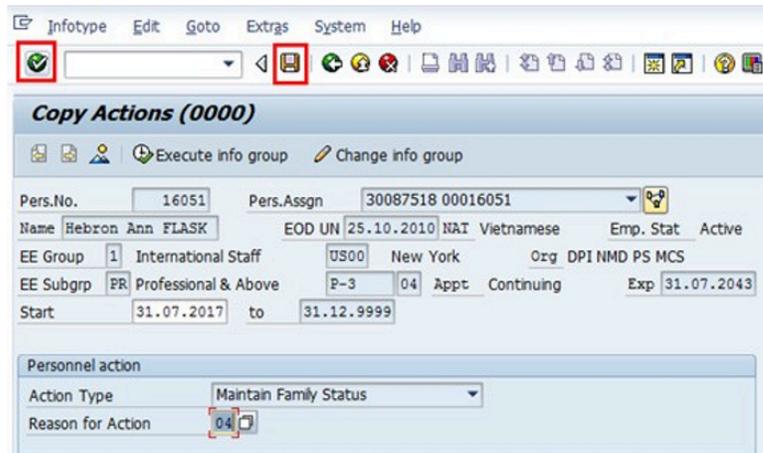


19. Click on the **Execute**  button to execute the action.

20. Click on the **Matchcode**  button to display the list of options for **Reason of Action**.



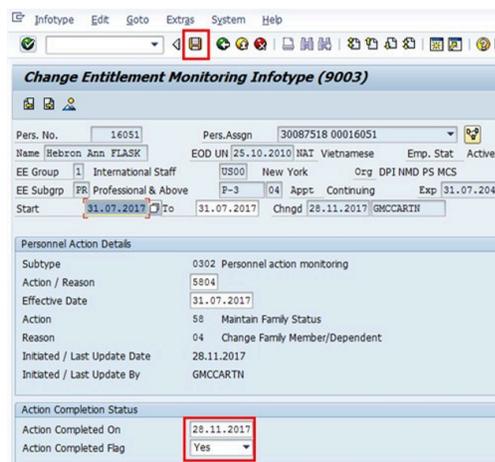
21. Click on the **Change Family Member**  **Change Family Member/Dependent** button.
22. Click on the **Continue**  button to confirm selection.



<https://manula.s3.amazonaws.com/user/18506/img/u-ad-move.png>! button to move through the dependent records. Each dependent for the staff member will be displayed. Review each taking note of the recent modification made to the effective start date of the personal action to locate the dependent you want to modify.

23. The secondary dependent record shows there has been a discontinuation of the dependency allowance with a start date of 31.07.2017 and the death date has been reflected in the system.

24. Click **Next** record button .



25. The last **IT9003**: infotype, in this PA records completion of the action. Click to select the \*Action Completed Flag \*documenting that the action has been completed. When you

choose Yes, the Action Completed On field will automatically populate the date when you complete the action as indicated in the screen below, send an email notification to the staff member and make the PA available to staff through Employee Self Service.(ESS).

26. Click on the \*Save\*  button to save the record.

27. Click on the **Return**  button to return to the **SAP Easy Access** screen.



You should execute a T-code PA20 to review the PA and infotypes to which you made changes in this transaction.

Follow the general procedure on how to add a note to personnel actions. The procedure can be found in the About chapter of this job aid.

Please note that no information on the supporting documentation has been recorded. So immediately upon approval of the personnel action, the HR Partner must go to Enterprise Central Component (ECC) and execute a T-code PA30 to add the documents submitted by the staff member in **IT0703** (Documents on Dependents) infotype.

Follow the general procedures on how to add dependency documents. These procedures can be found earlier in this chapter.

As best practice, the following infotypes should be reviewed:

- [IT0000](#);
- [IT0021](#) (Family Member/dependents);
- [IT0703](#) (Document on dependents)

Each personnel action completed should be documented by adding a note to the record saved on the [IT0000](#) (Actions) infotype. The note should contain the following elements:

- dependent/Household Member modified/discontinued effective as a result of .

In addition, you should now run the Payroll simulation to ensure that the dependency entitlement is generated correctly.

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# 7. Resources

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*Last modified: 17 October 2021*

## 7.1. Infotypes

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- [IT0000](#)
- [IT0002](#)
- [IT0021](#)
- [IT0703](#)
- [IT9003](#)

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## 7.1.1. IT0000 (Actions)

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This infotype displays an overview of all the important changes in an employee's record (change of duty station, separation, renewal of contract, etc.).

**This infotype cannot be skipped.**

It consists of the three following sections:

- **Personnel action** comprises two fields.

**Action Type** (the first field) selects the infogroup launched to execute the required Personnel Action, while **Reason for Action** (the second field) records the reason why the action is being executed. For instance, if "Initial Appointment" is selected as the Action Type, the Reason for Action may be "new staff" or "interagency transfer" or "maternity leave replacement" or... etc. Please note that you can record ONLY one personnel action on a specific date using the same combination Action Type/Reason for Action.

- **Status** indicates the employee's entries into and exits from the Organization. This data is used for reporting purposes. The Status field cannot be edited; it defaults to "active," "inactive," "retiree" or "withdrawn" based on the Action Type and Reason for Action previously selected. For instance, if you select "Initial Appointment" for Action Type, Status will default to "active."

- **\*Organizational assignment \*** records the Position, Personnel area, Employee Group and Subgroup — the data needed for Payroll calculation.

**Specific uses: ONBOARDING**

- A.** Always select the staff member's EOD date as the **Start** date.
- B.** Select the relevant option for **Reason for Action**. Note that the menu options marked with an asterisk are no longer active and therefore can no longer be selected.
- C.** Enter the **Position\*** number. It automatically populates the **Employee group** and **subgroup** fields. Therefore, if the wrong Employee group had been selected during the Preboarding PA, now would be your only chance to fix the error. Before entering the position, make sure that it is vacant.

Pers.No. 29161489 Pers.Assgn 99999999 29161489 ( 1 )

Name Yelena SOKOLOVA NAT Russian Emp. Stat Inactive

EE Group 1 International Staff KE00 Nairobi Org UNON

EE Subgrp PR Professional & Above P-3 04

Start **A** 01.04.2020 to 31.12.9999

Personnel action

Action Type Initial Appointment

Reason for Action **B** 01 Initial Appointment

Status

Customer-specific

Employment Active

Organizational assignment

Position **C** 31046301 P3 1102 ADMINISTRATIVE OF

Personnel area KE00 Kenya

Employee group 1 International Staff

Employee subgroup PR Professional & Above

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

For additional Information about the Position and its uses is available below.

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## 7.1.2. IT0002 (Personal Data)

This infotype stores personal related data, such as a First and Last names, Date of Birth, Gender, Nationality, etc.

Appears in Initial Appointment only.

This infotype may be skipped if updated and accurate at the time the PA is executed.

**Specific uses: PREBOARDING**

This infotype is automatically populated with the information recorded while requesting the Index Number. The information recorded should match the information provided in the legal documents. If no changes are required, you can skip the infotype.

**Specific uses: ONBOARDING**

Now is the time to complete and enrich the record with the missing information. Please check the documents (provided during Onboarding) and update the **Marital Status** and **Since** fields. And remember to fill out the **City of Birth** field: It is a required field.

Pers. No.	29161489	Pers.Assgn	31046301 29161489	
Name	YeLena SOKOLOVA	EOD UN	01.04.2020 NAT Russian	Emp. Stat Active
EE Group	1 International Staff	KE00	Nairobi	Org UNON AD ODA
EE Subgrp	PR Professional & Above	P-3	04 Appt Fixed Term	Exp 31.03.2021
Start	01.04.2020	To	31.12.9999	Changed on 01.06.2020
INSTRUCTOR02				

**Name**

Title

Last name  Birth name

First name

Middle Name

---

**HR Data**

Date of Birth

UN National  Othr/Birth

Marital Status  Since

---

**Additional Fields**

City of Birth

Country of Birth

Gender

---

**Additional fields**

Single Parent

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## 7.1.3. IT0021 (Family Members/Dependents)



Household members/Dependents no longer have an individual index number. In Umoja, the HHM/dependents will have a unique identification number that is a derivative of the staff member's index number. The family member's identification number will include the index number of the staff member and an extension (01xx for spouse, 02xx for children and 03xx for stepchildren.

As an example, a staff member with Index Number 12345678 has a spouse, two children and one stepchild. They would have the following identification numbers: 12345678-0101, 12345678-0201, 12345678-0202 and 12345678-0301.

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## 7.1.4. IT0703 (Documents on Dependent)

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This infotype stores data and documents related to dependents.

**This infotype cannot be skipped.**

Select the dependent for which you are providing documentation:

- 01 Spouse & Related – Recognized
- 02 Child – refers to a natural or legally adopted child.
- 03 Stepchild – refers to a child of his/her spouse that resides with the staff member.
- 04 Non – Recognized Spouse – refers to multiple legal spouses. Note that the United Nations can only recognize one spouse as a dependent. All others will be entered in Umoja as non-recognized.
- 05 Former Spouse – refers to an ex-spouse
- 06 Father – refers to the father of the staff member.
- 07 Mother – refers to the mother of the staff member.
- 08 Sibling – refers to a brother/sister of a staff member.
- 09 Household Employee – refers to hired help on a G-5 visa that resides in the staff member's residence.
- 10 Deceased S/M – refers to the status after the death of the staff member
- 11 Others – Any other relationship not covered by the above.

Only those options will be shown for the dependency types already established for the staff members, i.e., you cannot add a document for a dependency type not yet approved for the staff member.

Subtypes for infotype “Documents on Dependents”

(1) 1 Entry found

1. Click  to confirm selection.
  
2. Enter the following from the verification documents:

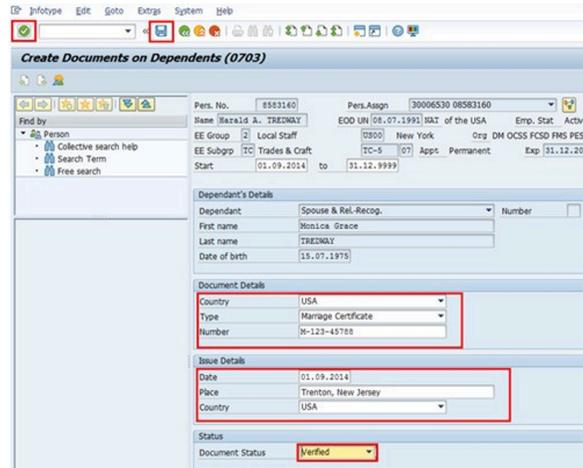
### For Document Details

- Country – of issuance of the document- **Scenario: USA**
- Type – Select the appropriate type of document. **Scenario: Marriage Certificate**
- Number – the identifying number of the document. If there is no registry number, you can skip this field. **Scenario: M-123- 45788**

## For Issue Details

- Date – **Scenario: 01.09.2014**
- Place – **Scenario: Trenton, New Jersey**
- Country – **Scenario: USA**

3. In the **Document Status** field, select *Verified*.



The screenshot shows the SAP 'Create Documents on Dependents (0703)' transaction. The form is divided into several sections:

- Person:** Pers. No. 8583140, Pers. Assign 30006530 08583160, Name Sara14 A. TRENZLY, EEO UN 08.07.1991 NAT of the USA, Emp. Stat Active, EE Group Local Staff, EE Subgrp Trades & Craft, Start 01.09.2014 to 31.12.9999.
- Dependant's Details:** Spouse & Rel.-Recog., First name Monica Grace, Last name TRENZLY, Date of birth 15.07.1975.
- Document Details:** Country USA, Type Marriage Certificate, Number W-123-45789.
- Issue Details:** Date 01.09.2014, Place Trenton, New Jersey, Country USA.
- Status:** Document Status Verified.

4. Click  to validate entries.

5. Press F9 to add a note to document the actions taken. The note should contain the following elements:

- Entitlement to dependency allowance with respect to , < dependent name> .
- Name of dependent and effective date verified from , copy on file.



You should execute T-code PA20 to review the PA and infotypes to which you made changes in this transaction. As best practice, the following infotypes should be reviewed: IT0703 (Documents on dependents)

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# 7.1.5. IT9003 (Entitlement Monitoring)

This infotype indicates whether the PA was completed or is pending completion. It is created dynamically by the system.

It consists of the three following sections:

- Personnel Action Details – **do not edit this section.**
- Action Completion Status

This section sets the PA completion flag. The completion flag is used to generate notifications to the staff member and for reporting purposes.

- Remarks – **do not edit this section.**

**Specific uses: PREBOARDING**

**A.** Click **Yes** to confirm that the action has been completed.

**B.** The date field above will populate automatically.

Pers. No.	29161489	Pers.Assgn	99999999 29161489 ( 1 )
Name	Yelena SOKOLOVA	NAT	Russian
EE Group	1 International Staff	KE00	Nairobi
EE Subgrp	PR Professional & Above	P-3	04
Start	01.03.2020	To	01.03.2020
Chngd	21.04.2020	INSTRUCTOR02	

**Personnel Action Details**

Subtype: 0302 Personnel action monitoring

Action / Reason: 0335

Effective Date: 01.03.2020

Action: 03 Pre Boarding

Reason: 35 Manual - No Onb. Form

Initiated / Last Update Date: 21.04.2020

Initiated / Last Update By: INSTRUCTOR02

**Action Completion Status**

Action Completed On: 21.04.2020 **B**

Action Completed Flag: **A** Yes

**Remarks**

---

**Specific uses: PREBOARDING**

**A.** Click **Yes** to confirm that the action has been completed.

**B.** The date field above will populate automatically.

Pers. No.	29161489	Pers.Assgn	99999999 29161489 ( 1 )
Name	Yelena SOKOLOVA	NAT	Russian
EE Group	1 International Staff	KE00	Nairobi
EE Subgrp	PR Professional & Above	P-3	04
Start	01.03.2020	To	01.03.2020
Chngd	21.04.2020	INSTRUCTOR02	

**Personnel Action Details**

Subtype: 0302 Personnel action monitoring

Action / Reason: 0335

Effective Date: 01.03.2020

Action: 03 Pre Boarding

Reason: 35 Manual - No Onb. Form

Initiated / Last Update Date: 21.04.2020

Initiated / Last Update By: INSTRUCTOR02

**Action Completion Status**

Action Completed On: 21.04.2020 **B**

Action Completed Flag: **A** Yes

**Remarks**

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