Umoja Annual Declaration for HR Partners

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United Nations - DOS

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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
7. Resources	136
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

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

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 <u>staff rule</u> <u>3.6</u> and <u>ST/AI/2018/6</u>.
- **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 <u>ST/AI/2018/6</u>.

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

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
- <u>Staff Member's Responsibility During Eligibility Reviews</u>
- <u>Required Official Documents</u>

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3.1. HR Partner's Responsibility During Eligibility Reviews

- 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 <u>official documents</u> 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 <u>Required Official</u> <u>Documents</u>. 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

Staff members are required to provide <u>official documentation</u> 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		
	 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. 		
Spouse	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.		
	 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. For a separation or divorce, the divorce decree or legal separation documents. 		
	• For a new child, birth certificate and adoption decree, if applicable		
Natural or legally adopted child, Stepchild	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		

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	child. The staff member must also provide proof of payments in the form of cancelled cheques, wire or bank transfers.
	 For dependent children or stepchildren between the ages of 18 and 21, completed <u>Certification of Attendance</u> form as proof of full-time school attendance For a stepchild of any age, proof of residence with the staff member, as well as custody agreement 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.
Disabled Child	The disability certification by UN Medical Services (process done offline).
Secondary dependent: Parent	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.
Secondary dependent: Sibling	 Proof of financial support provided during the year; the amount of support must be at least twice the amount of the allowance. For a sibling between the ages of 18-21, proof of full-time school attendance

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

- Global Process
- Exceptions to Global Process

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4.1. Global Process

- Adding or Modifying Dependency/Household member requests for family members
- <u>Special Dependency Requests</u>

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

- 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.
- 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

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).

- 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 <u>Modify or</u> <u>Discontinue Dependents – ESS Approval</u> and <u>Modify or Discontinue Dependents – ECC Approval</u>.

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4.2. Exceptions to Global Process

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

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 <u>P.85n</u> (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 <u>Dependency Allowance Procedures</u>. 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

The Umoja Employee Self-Service (ESS) Annual Declaration form is used to review and monitor staff members dependency entitlements. This process **replaces** Inspira's <u>P.84</u> (**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 Annual

Parent		Declaration Review form.
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 <u>Work Center</u> link.

Draft , Returned , Old Pending tems , Old Completed tems , PA Pending tems , PA Completed tems , Time Pending tems , Time Na	as Approval Entitlements Pending tems
how Quick Criteria Waintenance	1
ee (Sandard Vew) V Rocess Refresh	
Process Ref. Process Name	Subject

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

A	pprover Work Center
	Draft Returned OM Pending Items OM Completed Items PA Pending Items
•	Show Quick Criteria Maintenance
1	/iew: [Standard View] 💌 🥵 Review and Approve dor Display Export 4 Refresh
	Subject Review and Approve
	Annual Declaration - Standard Step - 00022762
	Annual Declaration - Standard Step - 00000968
	Annual Declaration - Standard Step - 00000968
	Approve Family Data Change Request of Employee 00022182
	Annual Declaration - Standard Step - 00027458
	Annual Declaration - Standard Step - 10097652
	Annual Declaration - Standard Step - 00266681
	Annual Declaration - Standard Step - 00038144
	Annual Declaration - Standard Step - 00618320

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.

First & Last Name	Scott UVT_ANNUALDEC		
Date of Birth	02.09.1906		
Ref. Personnel Number:			
Nationality.	of the United States of America		
Gender:	Maie		
		DATA IS CORRECT	CHANGE REQUIRED
Living with Statf Member:	Yes		
Financially Dependent:	No		
Employer Type:	Other Employer (outside UN)		
UN Organization:	None		
Employer Name	Sir Kensington & Sons		
Location of Spouse Duty Station:	New York		
Spouse Annual Earnings:	125000.00		
Currency.			

hild Information: 1		
Fest & Last Name	Child 2 UVT_ANNUALDEC	
Date of Birth:	15.05.2015	
Nationality:	of the USA	
Gender:	Female	
		DATA IS CORRECT
Martal Status.	Single	R
Living With Staff Member:	Yes	
Financially Dependent:	Yes	
Full Time Education Attendance (Only applicable to child 18-21 yrs).	No	B
In Receipt of Education Grant.	No	
Disabled.	No	
Disability Review Validity Date:	None	
In Receipt of Government Assistance.	No	
Type of Assistance:	7	
Allowance Amount (0.00 in case of Austrian Government Grant):	0.00	
Currency:	1150	

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.

$\ensuremath{\boxdot}$ By clicking on this box, I certify that I am aware of	expected supporting docur
By checking this box, I certify that the statements certification of information contained in the Annua	made by me in response to Declaration Form or misrep
Staff are reminded of the requirement to keep sup (OIOS) for monitoring and audit, within 30 calenda termination of dependency benefits and/or adminis	porting documentation in su r days of the initial request. strative and/or disciplinary r
"If the names of dependents appearing are incorrect or n necessary"	ot updated, please get in to
Staff Member Comments:	1
Please see attached proof of support as required.	
	1
.HR Comments:	
Documents verified and meet requirements.	
Back to Author	
Approve	

- 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.



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

prover Work Center						
Draft Returned Oil Pending tems Oil Completed tems PA Pending tems	PA Completed Items Ten	Pending Reme	Time W	ass Approval	Entite	ments Pending Iter
tow Quick Ortera Maintenance						
www.[Standard Vew] Vew By Review and Approve Of Deplay Export a						
Subject	Indiator Name	Sent Date	Effective	Priority	Status	Affected Employee
Annual Declaration - Standard Step - 00022182	Jane DOE	07.12.2017	07.12.2017	5 Medum	Ready	OCHA CPO ISB
Annual Declaration - Standard Step - 00000968	Shreya ANNUALDEC	18.10.2017	18.10.2017	5 Medium	Ready	ECLAC NRD NRES
Annual Declaration - Standard Step - 00000968	Shreya ANNUALDEC	08.11.2017	08.11.2017	5 Medum	Ready	ECLAC NRD NRES
Approve Family Data Change Request of Employee 00022182		31.10.2017	31.10.2017	5 Medum	Ready	OCHA CPO ISB
Annual Declaration - Standard Step - 00027458	Meron ANNUALDEC	23.10.2017	23.10.2017	5 Medum	Ready	OCHA CPO FCS
Annual Declaration - Standard Step - 10097652	Gerakline GRANCER	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	COMS FBS BU
Annual Declaration - Standard Step - 00030144	Savica STOJKOVSKA	09.10.2017	09.10.2017	5 Medium	Ready	DWS LSD ENG EN
Annual Declaration - Standard Step - 00018320	Brien MAU	28.09.2017	28.09.2017	5 Medum	Geady	DM CHRM LDSD

8. 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.

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



- 2. Enter the staff member's personnel number and validate.
 - a. Select All for the Period.
 - b. Enter <u>IT9003</u> in the Infotype text box, and ADEC in the Sty (subtype) text box.
 - c. Click on the **display record** ²² 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 000	30508		
Name Ting UW	_ANNUALDEC	EOD UN 14.	04.2010 NAT C	Emp. Stat	Active	
EE Group 1	International Staff	US00	New York	Org Dia	ON HPD IS CO	6
EE Subgrp PR	Professional & Abo	pve P-4	06 Appt	Permanent	Exp 31	1.01.2041
Start	01.01.2016	To 31.12.	2016 Chngd	09.01.2018	PRAMJUKI	
Entitlement	ADEC					
Entitlement	ADEC toring Dates					
Entitlement Entitlement Moni Monitoring Initiat	ADEC toring Dates	22.11.2017	Monitoring Sta	art	-	
Entitlement Entitlement Moni Monitoring Initiat Document Subm	ADEC toring Dates ted nitted	22.11.2017 02.01.2018	Monitoring Sta	art s submitted		
Entitlement Entitlement Moni Monitoring Initiat Document Subr Monitoring Comp	ADEC toring Dates ted nitted olete	22.11.2017 02.01.2018	Monitoring Sta	art s submitted	* *	

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. P Name Nicole ADEC UVT2 EOD EE Group 1 International Staff EE Subgrp PR Professional & Above	Vers.A UN US P-	20. 20. 00	30058523 00037760 08.2008 NAT Lebanese Emp. Stat New York Org CTED ATAO CL-E 05 Appt Fixed Term Exp
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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		
	Con	npleted Successfully
	Con	npleted pending follow up
Remarks	Auto	o-approved
	App	roved by HR Partner
	Non	-compliance/incomplete documentation
	Non	-compliance/fail to submit
	Con	npleted on Separation
	Con	npleted on Secondment
	Con	npleted 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.

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	Non-compliance/incomplete docu 🔻
Monitoring Follow up		•
Remarks		
Several reminders sent to staff to sub	mit additional docu	mentation

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Last modified: 21 February 2022

6. Dependency Allowance Procedures

The procedures in the six sections below document:

- 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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6.1. General Procedures

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:

- <u>Review Dependents History</u>
- 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.

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

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- 4. Click on the Validate 🥝 button to continue.
- 5. Click on the **Select** button to select Family Members/Dependents.
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- 6. Click on the **Display Record** button to view a list of records.
- 7. Click on the **Select** button to select a record.

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Overview Family Member	Dependent	s (0021))					
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8. Click on the **View Details** Button to view details.

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	Gender	·Fem	ale OMal	e	UN National	0	Ontra	
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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** Sutton when done reviewing.

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Last modified: 21 February 2022

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.



Click on the Validate Souther typing ZHR_DEPENDENTS in the command text box.

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HR Dependants	s Report
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Period	•
Reporting Period	Other Period
	Key Date
Selection Criteria	Other Period
Personnel Number	
Personnel area	

3. 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.

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HR Dependants	Report
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Selection Criteria	
Personnel Number	

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

units.

E Choose Organizational unit									
Name	ID	Code	Valid from						
Organizational structure				-					
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UNCS	O 20000001	UNCS	24.10.1946	U					
• 🔲 🗌 UNS	O 20000002	UNS	31.12.1945	U					
• 💷 🗌 IRM	O 20001425	IRM	01.01.2012	U					
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INTERORG CEB	O 20007046	CEB	01.01.2004	U					
DGACM	O 20002734	DGACM	01.06.1997	U					

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• 🗔 🖸 RCS	O 20016105	RCS	01.01.2019	Unlim
UNCC SSD	O 20002774	SSD	01.01.1997	Unlim
VINCS	O 20000001	UNCS	24.10.1946	Unlim
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• 🔲 🗌 UN-TBLDC	0 20014296	UN-TBLDC	01.01.2017	Unlim
EOSG	0 20001858	EOSG	31.12.1945	Unlim

- 6. Locate the organizational unit. Scenario: UNCS O 20000001
- 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

S Choose Organizational unit				1
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ESCWA	O 20001174	ESCWA	31.12.1945	U
OHCHR	O 20001520	OHCHR	31.12.1945	U
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OCHA OUSG OASG	0 20004002	OASG	01.01.1998	Unlim
OCHA OUSG	0 20003986	OUSG	01.01.1998	Unlim
OCHA UNMMS AMMAN	O 20002643	AMMAN	01.10.2014	Unlim
ESCWA	0 20001174	ESCWA	31.12.1945	Unlim
OHCHR	O 20001520	OHCHR	31.12.1945	Unlim
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- 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.

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HR Dependant	's Report
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Personnel Number Personnel area Personnel subarea	• • • • • • • •
Employee group	
Employee subgroup	
Payroll area	
Selection Options	
Children Turning 18	

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.

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HR Dependants	Report		
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Selection Criteria			4
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Employee group		\$	
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Selection Options			
Children Turning 18			
Children Turning 21			
Government Grant A	mount exists		
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Eduational Attendance	e .		
Financially Dependant			
Current a change			

 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** Solution 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

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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
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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.

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OCHA (ENTITY)) ocha cr	D F 01.04.1999	AF	AF	Saba	AMIRI	Islamabad		21	01.02.2000					Х

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 $^{[III]}$ button .
- 19. Click on the **Financial Amount Financial Support Amount** button, then click on the **Add I** 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 <u>Enterprise Central Component</u> (ECC) Reports for <u>HR Partners</u> job aid.

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

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Last modified: 1 March 2022

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 Solution after typing PA30 in the Command text box.
- Enter the staff member's personnel number in the Personnel No. text box. Scenario: 8583160

E HR master data Edit	<u>G</u> oto Extr <u>a</u> s	Utilities(<u>M</u>)	Settings	System	Help
	🔹 « 🗟 i 🧟	🔒 😒 🔕	m 18 I S	100	1
Maintain HR Mast	er Data				
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	⊗ <u>⊗</u>	Personnel No.	85831	160	D Pers
Find by					
▼ & Person					
Collective search i Garch Term	nelp				

- 4. Click on the **Validate** Sutton 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.

🖉 💽 🔹 🖓	🕲 😢 🕒 🕼 🕼 I มี ปี มี มี I 📆 🖾 I 🥥 🐺
Maintain HR Master	Data
Image: Section of the search help Image: Section of the section of the section of thelp Image: Section of thelp </th <th>Personnel No. 6553160 Pers.Assgn 30006530 06583160 Pers.Assgn Base [Base1d A. TREDWAY] EOD UN [05.07.1993] NAT of the USA Emp. Stat Activ EE Group 2 Local Staff US00 New York Org DM OCSS FCSD FMS PES EE Subgrp TC Trades & Craft TC-5 07 Apps Permanent Exp 31.12.20</th>	Personnel No. 6553160 Pers.Assgn 30006530 06583160 Pers.Assgn Base [Base1d A. TREDWAY] EOD UN [05.07.1993] NAT of the USA Emp. Stat Activ EE Group 2 Local Staff US00 New York Org DM OCSS FCSD FMS PES EE Subgrp TC Trades & Craft TC-5 07 Apps Permanent Exp 31.12.20
	Basic Data Contract Data Payrol Data Time Data Benefits Data S Infotype text S Period Actons Infotype text Period Organizational Assignment Infotype text Period Perion 01.09.2014 To 31.12.9999 Today Courraveek OAI Obcuments on Dependents OAI Oursent month Opcuments on Dependents OT To Current Date Bank Details Contract Elements Courrent Year Contract Elements Coursent Year Contract Elements Coursent Year
	Direct selection

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

	Data			
Create (F5)	Personnel No. 15583160	Pers.Asso	n 30006530 085831	60 👻
ind by	Name Harald A. TREDWAY	EOD UN 08.	07.1991 NAT of the U	SA Emp. Stat
ag Person	EE Group 2 Local Staff	0500	New York C	ing DM OCSS FCSD FMS
Collective search help Mi Search Term Mi Free search	EE Subgrp TC Trades & Craft	TC-5	07 Appt Permar	Exp 31.1
	Basic Data Contract Data	Payroll Data	Time Data Ber	iefits Data S
	Infotype text	S.,	Period	
2001	Actions	× •	Period	
	Organizational Assignment	V *	From 01.09.201	14 To 31.12.9999
	Personal Data		O Today	O Curr.week
	Family Member/Dependents	× 1	OAL	Ourrent month
	Documents on Dependents		O From curr.date	O Last week
	Addresses	1	O To Current Date	O Last month
			OCurrent Period	OCurrent Year
	Bank Details	1.11		
	Bank Details Contract Elements	× .	Choose	

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

S			
Create Documents on Dep	endents (0703)		
a a 🙎			
	Pers. No. 85831	60 Pers.Assgn 30006530 08583160	· · · · · · · · · · · · · · · · · · ·
Find by	Name Harald A. TRED	KAY EOD UN 08.07.1991 NAT of the USA	Emp. Stat Active
 Ba Person 	EE Group 2 Local St	aff US00 New York Org	DM OCSS FCSD FMS PES .
Collective search help	EE Subgrp TC Trades	& Craft TC-5 07 Appt Permanent	Exp 31.12.202
Gal Search Term	Start 01.09.	2014 to 31.12.9999	
- UU Free search			
	Dependant's Details		
	Dependant	Spouse & RelRecog.	Number
	First name	Monica Grace	
	Last name	TREDWAY	1
	Date of birth	15.07.1975	
	Document Details		
	Country	USA -	
	Type	Marriage Certificate	
	Number	M-123-45788	
	Issue Detais		
	Date	01.09.2014	
	Place	Trenton, New Jersey	
	Country	USA 👻	
	Status		_
		Provide and Provid	

- 12. Click on the **Validate** Sutton 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** \blacksquare button to save the record.
- 15. Click on the **Return** low button to Return to the SAP Easy Access screen.





Last modified: 22 February 2022

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

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
- <u>Approve the Addition of a Secondary Dependent</u>

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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.

Draft Returne	OM Pending Items	OM Completed Items	PA Pending Items
---------------	------------------	--------------------	------------------

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

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

Draft Retur	Work Cente	r oM Completed Br	ms PA Pending Ite	ems PA	Completed iter	ns Time	e Pending item	15
Show Quick Criteri	ia Maintenance							
ew: [Standard V Process Ref	Process Name	ew and Approve dor De	splay Refresh	Sent Date	Effective	Priority	Status	
00000000830	Personal Data Details	Personal Data Details - Complete Request - 20020517	BARABARA ROSELN	30.08.2017	15.01.2017	5 Medium	Ready	
00000000802	Contract Renewal / Ex	Contract Renewal / Extension - Process - 20034077	Rees Evan	08.04.2017	08.04.2017	5 Medium	Ready	
00000000801	Contract Renewal / Ex	Contract Renewal / Extension - Process - 20031239	Rees Evan	08.04.2017	08.04.2017	5 Medium	Ready	
00000000800	Contract Renewal / Ex	Contract Renewal / Extension - Process - 20035033	Mackay Boris	08.04.2017	08.04.2017	5 Medium	Ready	
00000000799	Contract Renewal / Ex	Contract Renewal/	Boure BLAZER	08.04.2017	08.04.2017	5 Medium	Ready	

5. Click on the **Approve**

button to open and review the request.

Personal Data Deta	ails - Complete Request
People Involved in Process	
ttachments arriage certificate.pg	
Update Marital Status	
Please certify your marital status, it is imp	ortant to note that marital status chance 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 complet supporting documentation must be re- years from within 30 days of any re- submitting incomplete or faste inform complete and true information as may recovery of poirp anyments, disconti-	te and true information. Original tained by Staff Members for five and provided the for granication in equest. ation or failing to provide be requested later will result in mation of future benefits, and/or
other administrative steps that may in I certify that that have I read and und implications of this submission and th is complete and true.	iclude disciplinary action." erstand the terms, conditions and at all information submitted by me

Beview and Approve

6. 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 20 link to open.

7. Verify the New Marital Status and New Marital Status Effective Date based on the

marriage certificate submitted by the staff member.

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



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

Click. on the Approve 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

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

iManual published by United Nations DOS/CDOTSPDF version of the manual may become outdated. Please always consult this site to get the most updated information.



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

- <u>IT0000</u> (Actions)
- IT0002 (Personal Data)

<u>CO</u>	<u>P`</u>	YF	R	G	Η	Τ
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TERMS OF USE

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.

Approver Work Center					
Draft Returned Oll Pending Items Oll Completed Items	PA Pending tems	PA Completed terms	Time Pending Items	Time Completed terms	Entitiements Pending Items
Show Quick Orters Mantenance					Change Query Defi
Very Revenue Very 191 12 Dovers 1 Detres					

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

Approver Work Center					
Draft Returned OM Pending Items	OM Completed Items	PA Pend	ling items	PA Complete	d Item
Show Quick Criteria Maintenance					
View: [Standard View]	and Approve do Displa	y Refres	5		
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	Rea
Approve Family Data Change Request of Employee 20020517	BARABARA ROSELIN	30.08.2017	30.08.2017	5 Medium	Rea
Approve Family Data Change Request of Employee 20020517	BARABARA ROSELIN	30.08.2017	30.08.2017	5 Medium	Rea
Approve Family Data Change Request of Employee 20039585	Farhanah TWANA	30.08.2017	30.08.2017	5 Medium	Rea
Approve Rental Subsidy Request of Employee 20039585	Farhanah TWANA	08.04.2017	08.04.2017	5 Medium	Rea

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

 Application Details 					
Application for:	Spouw & Rel-Recog				
Validity					
fald From: *	15.01.2017	10	Valid Te: *	[31 12 9999	10
lame			Birth Data		
finit Name *	BADR		Gender: *	Male	
Indde Name		6	Date of Birth: *	12 12 1960	15
Last home: *	SCOTT	10 million (1997)	Country of Birth:	Austra	
			Name at Birth.	() () () () () () () () () ()	
			Britpiece:		10
			UN Nationality: *	Austrian	1
Marital Data					
fartal Status *	Nertil R	14			
farital status since:	15.01.2017	12			
Additional Fields					
loes the family member reside with the St	aff Mender?: 😥				
a the Spouse Engloyed?					
a the Spouse Financially Dependent?	8				
Inditement Effective			Reference Personnel Number for Family	Menther	
a Sacept of Allowance Since	95.84.2017	12	Reference Personnel Number	Sector Se	

- 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.

Attachments			
Fie Name	File Extension	Attachment File Size (in kB)	
Interview.contribute.aud	mapagaag	879495	
1			
De	a want to open or save marriage certificate.jpg from unsapq3e.umoja.un.org?	Open	Save • Cancel >

8. Click on the **Open** !{ IMAGE-LINK+u-ad-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.

 Application Details 					
Application for:	Spouse & Rel -Recog				
Validity					
Vald Prom: *	45.84.2017	10	Valid Ter *	[34:12.9999	15
Rame			Birth Data		
First Name *	Butch .		Gender *	Male	
Mode Name		6	Date of Byth: *	12 12 1960	10
Last Name: *	SCOTT .		Country of Birth	Austra	(w)
			Name at Birth.		
			Britpiece:		10
			UN Nationality: *	Austrian	
Marital Data					
Marital Status: *	Nan SR	10			
Varital status since:	18.41.2017	12			
Additional Fields					
Does the family member reside with the S	taff Member?: 😥				
is the Spouse Englished?					
Is the Spouse Financially Dependent?	8				
Entitlement Effective			Reference Personnel Number for Family	Member	
in Receipt of Allowance Since	95.01.2017	10	Reference Personnel Number		

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	e Staff Member?: 🔽	
Is the Spouse Employed?:		
Is the Spouse Financially Dependent?:		
Entitlement Effective		

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

×
0.00 Currency:

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.



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

Remarks			
Employee Romania:	INVOULD LIKE TO ADD MY SPOUSE AS MY DEPENDANT.	Approver Remarks:	
* Attachments			

- 13. Review the Employee Remarks, if any. Add any remarks you feel necessary in Approver Remarks.
- 14. Click on the **Expand** Arrow to scroll to the top.



15. 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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6.2.3. Approve the Addition of a Secondary Dependent

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 App Submit 🗱 Cancel	olication
Marital Data	
Marital Status: *	Wid.
Marital Status Since:	17.02.2002
Additional Fields	
Does the family member reside w	ith the Staff Member?:
Do you provide at least one half o	or more of dependent's financial support?: 🔽
Reference Personnel Number	r for Family Member
Reference Personnel Numb	per:
Remarks	
Enter Remarks for Approver:	

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



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..

Approver Work Center	
Draft Returned OM Pending tems OM Completed tems PA Pending tems PA Completed tems Time Pending tems Time Completed tems	Entitiements Pending Items
Show Quick Orters Mantenance	Change Query Defi
View (Standard View) w ("Province) Baltrack	

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

Entitlements Pending Items tab

Approver Work Center					
Draft Returned OM Pending Items	OM Completed Items	PA Pend	ling items	PA Complete	d Item
Show Quick Criteria Maintenance					
View: [Standard View]	and Approve do Displa	y Refrest	1		
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	Rea
Approve Family Data Change Request of Employee 20020517	BARABARA ROSELIN	30.08.2017	30.08.2017	5 Medium	Rea
Approve Family Data Change Request of Employee 20020517	BARABARA ROSELIN	30.08.2017	30.08.2017	5 Medium	Rea
Approve Family Data Change Request of Employee 20039585	Farhanah TWANA	30.08.2017	30.08.2017	5 Medium	Rea
Approve Rental Subsidy Request of Employee 20039585	Farhanah TWANA	08.04.2017	08.04.2017	5 Medium	Rea
	Concerns and the Concerns of the second				

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

 Application Details 		
Application for:	Child	
Validity		
Valid From: *	01.06.2017	6
Name		
First Name: *	April Lei	
Middle Name:		
Last Name: *	ROSELIN	

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.

to you want to open or save birth certificate.pdf (55.0 KB) from unsapq3e.umoja.un.org?	10	Open	Save 💌	Cancel

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 for:	Child			
Validity				
Valid From: *	01.06.2017	0	Vald To: *	31.12.9999

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		
FratName: *	April Lei	Gender *	Fenale	1
Mode Name:		Date of Brth: *	01.06.2017	10
Last Name: *	ROSELN	Country of Birth:	Thelend	
		Name at Birth		
		Britpiece.	Banglick	
		UN Nationalty: *	Inden	

- 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	1

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.

Additional Fields	
Does the family member reside with the Staff Member?:	✓
Is Government Assistance Provided for this child?:	
Is Child Financially Dependent?:	\checkmark
Is the Child in Full Time Educational Attendance?:	
Is the Child Disabled?:	
Is the Child Non Custodial?:	

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 fulltime 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**

npioyee Remarks			Approver Remarks	Original birth certificate seen and verified. Copy on Re.
emarks.				
Recept of Allowance Since.	01.06.2013	10	Reference Personnel Number:	
Extitement Effective		Reference Personnel Number for Family Member		
	55 5			
the Child Non Custodal?				
The Child Disabled?				
The Child is Full Time Educational &	Rendence?			
Child Financials Dependent?	8			
a Covernment Assastance Drovided for this chief?				
tes the family member reside with I	he Staff Meriker? 📿		Annut	6.60 Currency
dditional Fields			Government Grant	
artal status since:	01.04.3015	10		
antei Status *	Sege			
Aerital Data				
			UN Nationality: *	Inden (1
			Birthplace:	Banglick
			Name al Birth	
asi Name *	ROSELIN		Country of Brth	Thaland

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.


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

Family Details	
🦓 Reject 🤯 Approve	
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: <u>IT0021</u> – 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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Last modified: 1 March 2022

6.3. Adding Dependents or Household Members (ECC)

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

- <u>Change Marital Status and Add a Spouse</u>
- Add a Child
- Add a Secondary Dependent
- Add a Household Employee

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Last modified: 22 February 2022

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** Sutton after typing

PA40

in the **Command** text box.

Find by							
• 99 Person	Personnel No. 16051	Pers.Assgn					
(iii) Collective search help (iii) Search Term (iii) Free search	Start 01.11.2017						
	Personnel Actions						
	Action Type	Personn EE	group EE subg	. 6			
	Promotion						
	Transfer						
	Reassignment						
	Temp Assignment Start						
	Temp Assignment Change/Extend						
	Temp Assignment Return						
	Loan w/in Umoja Entities Start						
	Loan w/in Umoja Entit. Chg/Ext						
	Loan w/in Umoja Entit. Return						
	Secondment Start(outgoing)						
	Secondment Chg/Ext.(outgoing)						
	Secondment Return(outgoing)						
	Interagency Loan Start						
	Interagency Loan Change/Extend						
	Interagency Loan Return						
	Process Special Post Allowance						
	Maintain Post Incumbency						
	*** MASTER DATA ***						
	Change Personal Data	100					
	Maintain Family Status			ſ			
	*** ENTITLEMENTS & PAY ***			1			

- 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)
🗟 🗟 🤽 🕀 Exect	ute info group 🖉 Change info group
Pers.No. 160	51 Pers.Assgn 30087518 00016051 🗸 😪
Name Hebron Ann FLAS	EOD UN 25.10.2010 NAT Vietnamese Emp. Stat Active
EE Group 1 Internat	ional Staff US00 New York Org DPI NMD PS MCS
EE Subgrp PR Professio	onal & Above P-3 04 Appt Continuing Exp 31.07.2043
Start 01.11.2	2017 to 31.12.9999
Action Type Reason for Action Status	Mantan Family Status
Customer-specific	•
Employment	Active
Organizational assignment	it
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**.

🔄 Rea	son for Action (1) 4 Entries found
R	lestrictions
	3 D M M ★ 🔊 🖴 🛓 🛨
Al Cop	y /pe: 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** Solution 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.

0	- 4 🛛 🖒 🖉	9 I 3 🖼 I 3 4 4 5 4 4 4 4 4 9 9
Create Fai	mily Member/Depend	lents (0021)
6 G 🎿		
Pers. No.	16051 Pers.Assg	gn 30087518 00016051 👻 😪
Name Hebron Ar	an FLASK EOD UN 25	.10.2010 NAT Vietnamese Emp. Stat Activ
E Group 1 1	International Staff US00	New York Org DPI NMD PS MCS
E Subgrp PR	Professional & Above P-3	04 Appt Continuing Exp 31.07.20
itart	01.11.2017 To 31.12.9	999
Personal Data		
Family Member	02 Child	Number
Last name	FLASK	Birth name
First name	Margareth	Ref.Pers.No.
Gender	Female OMale	
Date of black	01,11,2017	UN National US
Date of birth		

- 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

•	- 4	800		1 20 20 20	80 1 10 12	
Create Fan	nily Member	/Depende	nts (0021)			
S & 2						
Pers. No.	16051	Pers.Assgn	30087518 0	0016051	*	P-2
Name Hebron Ar	an FLASK	EOD UN 25.	10.2010 NAT Vie	tnamese	Emp. Stat	Active
E Group 1 1	International Staff	0500	New York	Org DPI	NMD PS MCS	
EE Subgrp PR P	Professional & Abor	/e P-3	04 Appt Co	ontinuing	Exp 31.	07.204
Start 0	01.11.2017 To	31.12.99	99			
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		
Additional fields						
Middle name						
Marital Status	Single	 Since 	01.	11.2017		
	1.141		19			
Dependent O	verride II	n receipt of allow	vance since	01.11.2	017	
Disabled			Death Date			
✓ Living with sta	aff member	Received	Amount(s) from	other source	5	
Educational A	ttendance	Wage T	ype	Curr	ency USD	
Financially Dep	pendent	Amount				
Non Custodial	Child					
-	4 Barry	Effects Da	to:Trace Allow			
Elgble:Trans.	Allow	Ellectv. Da	ice. mans Allow			

- 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** Sutton to confirm entries.

P Infotype E	dit Goto Extras	System Help			
0	- 4 🛛	© @ @ []	9 68 I 80 60 5	a 🕼 🕴 📓 🖉	1 🕲 🛙
Create Fan	nily Member/De	pendents (0021)		
6 R 2					
Pers. No.	16051 P	ers.Assgn 30	087518 0001605	. .	Q
Name Hebron An	n FLASK EOD	UN 25.10.2010	NAT Vietnamese	Emp. Stat	Active
EE Group 1 1	nternational Staff	US00 New Y	fork Org	DPI NMD PS MCS	
EE Subgrp PR P	rofessional & Above	P-3 04	Appt Continuing	Exp 31.	07.2043
Start 0	1.11.2017 To 3	1.12.9999			
Personal Data					
Family Member	02 Child	Num	ber		
Last name	Last name FLASK				
First name	First name Margareth				
Gender	Female Male				
Date of birth	01.11.2017	UN N	ational US		
Birthplace	New York, NY	Ctry	o.birth US		
Additional fields					
Middle name					_
Marital Statue	Single	Since	01 11 201	7	
Hancar Status	Unigit	Since	o a real a r		
Dependent O	verride In receir	t of allowance sin	101.	11.2017	
Disabled		Death D	Date		
Living with sta	ff member	Received Amoun	t(s) from other so	urces	
Educational At	tendance	Wage Type		Currency USD	
Financially Dep	endent	Amount			
Non Custodial	Child				
Eligible: Trans.	Allow Ef	fecty. Date: Trans	s Allow		
Fin. Support Am	t [USD			

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 fulltime 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]

Subtypes for infotype "Documents on Dependents"
Restrictions
· · · · · · · · · · · · · · · · · · ·
<mark>< </mark>
STOOPHame
01 Spouse & RelRecog.
02 Child

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

Create Docum	ients on Dependents (0703)					
6 B <u>2</u>						
Pers. No. 16	051 Pers.Assgn 30087518 00016051 💌 😪					
Name Hebron Ann FL	ASK EOD UN 25.10.2010 NAT Vietnamese Emp. Stat Activ					
EE Group 1 Intern	ational Staff US00 New York Org DPI NMD PS MCS					
EE Subgrp PR Profes	sional & Above P-3 04 Appt Continuing Exp 31.07.20					
Start 01.11	.2017 to 31.12.9999					
Dependant's Details						
Dependant	Child Vumber 01					
First name	Margareth					
Last name	FLASK					
Date of birth	01.11.2017					
Document Details						
Country	USA 👻					
Туре	Birth Certificate					
Number	XX-XXXXX					
Issue Detais						
Date	01.11.2017					
	New York, NY 10017					
Place						

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 Solution to validate entries.
- 25. Click on the **Save** \blacksquare button to **save** the record.

~			_	-							-	
0			- 1	8	00		3 6		2 9	08	× 2	
Chang	e Enti	tleme	nt Mo	nito	ring 1	Info	type	(90	03)			
6	<u>.</u>											
Pers. No.		16051		Per	s.Assgn	3	00875	18 000	16051		*	8
Name Hebr	on Ann	FLASK		EOD U	IN 25.1	0.201	0 NAT	Vietn	amese	En	np. Stat	Active
EE Group	1 Inte	mationa	I Staff		USOO	New	York		Org	DPI NMD	PS MCS	
EE Subgrp	PR Prot	essional	& Above		P-3	04	Appt	Cont	tinuing		Exp 31.	.07.204
Start	01.1	1.2017	To	01.1	1.2017	Ch	ngd 2	8.11.	2017 G	MCCARTI	1	
Personnel	Action De	etails										
Subtype				0302	Personr	nel act	on mor	nitoring	,			
Action / R	eason			5801								
Effective	Date			01.1	.2017							
Action				58	Maintair	Famil	y Statu	s				
Reason				01	Add Far	mily Me	mber/	Depen	dent			
Initiated /	Last Upd	ate Date		28.11	.2017							
Initiated /	Last Upd	ate By		GMCC	ARTN							
Action Co	mpletion !	Status				_						
Action Co	mpleted (Dn		28.1	.2017							
		1		Vac	-							

26. The last infotype, <u>IT9003</u> (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** low button to return to the **SAP Easy Access** screen.



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- <a>ITO021 (Family Member/Dependents);
- IT0703 (Document on Dependents)

Each personnel action completed should be documented by adding a note to the record saved on the <u>1000</u> (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** Sutton after typing PA40 in the **Command** text box.

Personnel Actions					
reisonnei Actions					
•					
Find by					
- 🚱 Person	Personnel No. 138990	s.Assan			-
Gerch Term Gerch Term Gerch Term	Start 30.09.2017				
and the search	Personnel Actions				
	Action Type	Personn	EE group	EE subg	E
	*** APPOINTMENT ***				-
	Due Decedara				1
The second s	Pre Boarding				
a series and a series of the s	Initial Appointment				1
	Initial Appointment Reappointment				1
	Pre soarong Initial Appointment Reappointment Reappointment After Retirement				
	rre soarong Initial Appointment Reappointment Reappointment After Retirement Reappointment w/o Break				
	Pre sourceng Initia Appointment Reappointment Reappointment After Retirement Reappointment w/o Break Reinstatement				

- 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** Solution to **validate** the entries.

🦻 . Personnel Actions		
9		
Find by • 영 Person • 영 Collective search help • 영 Search Term • 영 Free search	Personnel No. 138990 Pers.Assgn 30071520 00138990 Vers. Name Martiza STEINBECK EOD UN 01.11.2004 NAT Hungarian Emp. Stat Action EE Group 1 International Staff AF00 Kabul Org UNAMA OCMS SCM PM EE Group 1 International Staff AF00 Aproc. Continuing Fm. 28.03	tve IS
	Start 30.09.2017	ever.
	Personnel Actions	
	Action Type Personn EE group EE subg 🛄	
	Process Special Post Allowance	
	Maintain Post Incumbency	
	*** MASTER DATA ***	
	hange 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** Sutton to execute the personnel action.

Copy Act	ions (000	0)				
	Execute inf	fo group 🥒	Change info group			
Pers.No.	138990	Pers.Assgn	30071520 001	38990	▼ 😪	
Name Martiza	STEINBECK	EOD UN	01.11.2006 NAT	Hungarian	Emp. Stat	Active
EE Group 1 EE Subgrp FS	International S Field Service	Staff A	F00 Kabul S-5 07 Appt	Org Continuing	UNAMA OCMS SCI Exp 28.	M PMS
Start	30.09.2017	to 31.1	2.9999			
Personnel activ	on					
Action Type	Ch	ange Personal I	Data	•		
Reason for Act	tion [
Status						
Customer-spec	ific			-		
Employment	Ac	tive		-		

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.

🖻 Infotype Edit	Goto Extras System Help
0	- < < < < < < < < < < < < < < < < < < <
Actions ((0000)
🗟 🗟 🤽 🕀 Exec	ute info group 🖉 Change info group
Pers.No. 1389	90 Pers.Assgn 30071520 00138990 - 😪
Name Martiza STEINE	ECK EOD UN 01.11.2006 NAT Hungarian Emp. Stat Active
EE Group 1 Interna	tional Staff AF00 Kabul Org UNAMA OCMS SCM PMS
EE Subgrp FS Field Se	ervice 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	010
Status	
Customer-specific	
Employment	Active
Organizational assignme	nt
Position	30071520 FS5 7484 CLAIMS ASSISTANT

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

🗟 🗟 🤽						
ers. No.	138990 TEINBECK	Pers.Assg	n 30071520	00138990 ungarian	Emp. Stat A	? .ctive
E Group 1 1 E Subgrp FS F tart 30	ield Service	FS-5 0 31.12.99	07 Appt (Org UNA	Exp 28.02	MS . 2027
lame						
litle	Ms 💌					
ast name	STEINBECK		Birth name			
irst name	Martiza					
tiddle Name						
IR Data						
ate of Birth	07.02.197	5				
IN National	Hungarian	*	Othr/Birth		•	•
larital Status	Single 💌		Since	07.02.197	5	
	Single					
dditional Fields	Marr&R					
ity of Birth	Wid.					
ountry of Birth	DN.	ary	•			
ender	Unknwn	e 🔻				
dditional fields						

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

infotype	dit Goto Extras System Help
Conv Pers	
Pers. No. Name Martiza EE Group 1 EE Subgrp FS Start 3	138990 Pers.Assgn 30071520 00138990 ▼ STEXIBECK EOD UN (0:11:12:00€) IIXT Hungrann Emp. Sat: Active International Staff ATO: N: Kubu Crz: UNAMA OOKS SCM PMS edS Service FIS-5 07 App: Continuing Exp. 22:0:2:2027 0.09.2017 To 51:12:9999 Continuing Exp. 22:0:2:2027
Name	
Title	Ms 💌
Last name	STEINBECK Birth name
First name Middle Name	Mariza
HR Data	
Date of Birth	07.02.1975
UN National	Hungarian V Othr/Birth
Marital Status	Marr&R V 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** Sutton to **validate** entry.
- 16. Click on the **Save** \blacksquare button to **save** the record.

				-			
Pers. No.	138990		Pers.Assgn	300715	20 00138990)	- C
lame Martiza	STEINBEC	K	EOD UN 01.1	1.2006 NAT	Hungarian	Emp. St	tat Active
E Group	Internation	nal Staff	AF00	Kabul	Org	UNAMA OCMS	SCM PMS
E Subgrp FS	Field Servi	e	FS-5	07 Appt	Continuing	Exp	28.02.202
itart	30.09.20	17 To	31.12.999	9			
Personal Data							
Family Membe	r 01 S	pouse & Re	elRecog.	Number			
Last name	SHORE			Birth name			
First name	Martin	Martin		Ref.Pers.N	10.		
Gender	Fema	le 💿	Male				
Date of birth	15.01.	1975		UN Nation	al US		
Birthplace	Austin,	TX		Ctry o.birt	h US		
Additional field	ls						
Middle name]	
Marital Status		1	▼ Since			ī	
		Div.	-				
Dependent	Override	Lg Sep	int of allowa	ance since			
Dependent	oremae	Marr&R		Death Date		_	
	shaff an and	Single	-	Veaun Date			
Curing with	scan membe	Unknwn					
I IFIDADCON I	rependent	1100					

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.

Audicional neius	
Middle name	
Marital Status Ma	rr&R Since 30.09.2017
Dependent Override	In receipt of allowance since
	Death Date
Living with staff member	
Financially Dependent	
Employer type	· ·
Work Duty Station	
UN Organization	
Employer Name	

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 <u>Approve Addition of a Spouse</u> procedure.



- 20. Click on the Validate Solution 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.

🔄 Si	ubtypes for infotype "Family M
/	Restrictions
	x * * * * * * * * * *
STyp	Close
01	& RelRecog.
02	Child
03	Step Child
04	Non-Recognized Spous
05	Former Spouse
06	Father
07	Mother
08	Sibling
09	Household Employee
10	Deceased S/M
11	Others

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

Pers. No.	138990	Pers.Assan	30071520	00138990	•	0
Name Martiza S	TEINBECK	OD UN 01.11	.2006 NAT H	ungarian	Emp. Stat	Active
EE Group 1	international Staff	AFOO	Kabul	Org U	AMA OCMS SC	M PMS
EE Subgrp FS	ield Service	FS-5	07 Appt	Continuing	Exp 28.	02.202
Start	80.09.2017 🗇 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 ●M	tale				
Date of birth	15.01.1975		UN National	US (f the USA	
Birthplace	Austin, TX		Ctry o.birth US		USA	
Additional fields						
Middle name						
		-				

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

· ·	4 <mark> ¢ ¢ \$ 1 1 1 1 1 1</mark>
Change Entitlement	Monitoring Infotype (9003)
69 Bi <u>~</u>	
Pers. No. 138990	Pers.Assgn 30071520 00138990 🔹 😪
Name Martiza STEINBECK	EOD UN 01.11.2006 NAT Hungarian Emp. Stat Active
EE Group 1 International St	aff AF00 Kabul Org UNAMA OCMS SCM PMS
E Subgrp FS Field Service	FS-5 07 Appt Continuing Exp 28.02.2027
Start 30.09.2017	To 30.09.2017 Chngd 04.12.2017 GMCCARIN
Subtype Action / Reason Effective Date	0302 Personnel action monitoring 5501 30.09.2017
Action	55 Change Personal Data
Reason	01 Change in Marital Status
Initiated / Last Update Date	04.12.2017
Initiated / Last Update By	GMCCARTN
Action Completion Status	
Action Completed On	04.12.2017
	and the second se

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25. The last <u>IT9003</u> (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** \blacksquare button to **save** the record.
- 27. Click on the **Return** lot 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:

- <u>IT0000</u> (Actions);
- <a>ITO002 (Personal Data);
- <a>IT0021 (Family Member/Dependents)

Each personnel action completed should be documented by adding a note to the record saved on the (<u>IT0000</u> (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.

ers. No.	16051		Pers.Assgn	30087518 0	0016051	•	~
ame Hebron An	n FLASK	E	OD UN 25.10	.2010 NAT Vie	tnamese	Emp. Stat	Active
E Group 1 1	nternation	al Staff	US00	New York	Org DP	I NMD PS MCS	
E Subgrp PR P	rofessiona	& Above	P-3	04 Appt Co	ontinuing	Exp 31.	07.204
itart 0	1.11.201	7 To	31.12.9999	•			
Personal Data							
Family Member	09 H	ousehold En	nployee	Number			
Last name	NGUYEN			Birth name			
First name	Thet Ma			Ref.Pers.No.			
Gender	• Femal	e ()	tale				
Date of birth	01.06.1	.975		UN National	VN		
Birthplace	Soc Tran	1		Ctry o.birth	VN		
Additional fields							
Middle name		2					
muule name							

- 3. For a Household Employee, when completing <u>IT0021</u> (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.

ame Hebron Ann FLA E Group 1 Internat E Subgrp PR Professi tart 01.01.	SK EC	D UN 25.10	.2010 NAT	Vietnamese	Emp. Stat	Action
E Group 1 Internat E Subgrp PR Professi tart 01.01.	ional Staff	11200			and sources	ACTIVE
E Subgrp PR Professi		0300	New York	Org DF	PI NMD PS MCS	
tart 01.01.	onal & Above	P-3	04 Appt	Continuing	Exp 31.	07.204
	2017 To	31.12.9999]			
Decreenal Data						
Family Member 06	Father		Number			
Last name MORE	OR		Birth name			_
First name Jame	s Anthony		Ref.Pers.No			
Gender OFer	male 💿 Ma	ale				
Date of birth 25.1	2.1950		UN National	VN		
Birthplace Hano	l.		Ctry o.birth VN			
Additional fields						
Middle name						
Marital Status	Wid.	Since	1	01.01.2015		
Dependent Override	In rec	eipt of allowa	nce since	01.01.	2017	
		C	eath Date			

- 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)

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

The staff member requests single parent allowance by submitting <u>P.85</u> (**Request for Change in Dependency Status**) including all required supporting documentation. When the <u>P.85</u> 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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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** Sutton after typing PA40 in the *Command *text box.

🔄 H <u>R</u> Master Data	Edit	Goto	Extras	Utilities(<u>M</u>)	Settings	System	Help
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Personnel A	ction	s					
•							
		82]				
Find by							
🝷 🎲 Person				Personnel No	. 3966	32	Pers.As
・ 聞 Collective ・ 聞 Search Te ・ 聞 Free search	search erm ch	help		Start	01.0	7.2017	2

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

3									
Execute (F8) By VA	Personnel No.	396632	Pers.As	ssgn 003	96632 3101	1743 00396	5632	•	
Gerch Term	Name Patricia SI	AITH	EOD UN 1	7.05.2010	NAT Italan	(Emp. Sta	t Activ	
• (a) Free search	EE Group 1 Int	ernational Staff	USO	0 New 1	rork	Org DM C	HRM SPSD	SS MFI	
• 🗑 AGG List	EE Subgrp PR Pro	fessional & Above	P-2	09	Appt Fixe	d Term	Exp 1	6.05.20	
	Start	01.07.2017							
	Personnel Actions	L.							
	Action Type			Personn	EE group	EE subg			
	Secondment Ch	/Ext.(outgoing)					-		
	Secondment Ret	um(outgoing)					*		
	Interagency Loar								
	Interagency Loar								
	Interagency Loar	n Return							
	Process Special P	ost Allowance							
	Maintain Post Inc								
	*** MASTER DA	TA ***							
	Change Personal	Data							
	Maintain Family S	tatus							
	*** ENTITLEME	TS & PAY ***							
	Court Chun Inma								

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

Copy Actions (0000)
🗟 🗟 🤽 🕀 Execu	te info group 🖉 Change info group
Pers.No. 39663	2 Pers.Assgn 00396632 31011743 00396632 🔹 😪
Name Patricia SMITH	EOD UN 17.05.2010 NAT Italian Emp. Stat Active
EE Group 1 Internati	onal Staff US00 New York Org DM OHRM SPSD SS MFI
EE Subgrp PR Professio	nal & Above P-2 09 Appt Fixed Term Exp 16.05.2019
Start 01.07.2	017 to 31.12.9999
Personnel action	
Action Type	55 Change Personal Data
Reason for Action	
Status	
Customer-specific	▼
Employment	3 Active 👻
Organizational assignmen	t
Rosition	31011743 D3 5110 DOLITICAL AFFAIRS
Personnel area	US00 United States of America
Employee group	1 International Staff
Employee subgroup	PR Professional & Above

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

G	Reason for Action (2) 9 Entries found						
	Restrictions						
Ac							
Na	Name of action type: Change Personal Data						
A	Ac Name of reason for action						
0:	L	Change in Marital Status					
02	2	Grant Single Parent Status					
03	3	Discontinue Single Parent St.					
04	1	Change Name					
07	7	Change/Add Nationality					
10)	Maintain Place of Home Leave					
13	3	Change Visa Status					
10	5	Maintain Professional Domicile					
19)	Maintain Place of Perm Resd.					

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- 9. Click on the Grant Single Parent 02 Grant Single Parent Status option .
- 10. Click on the **Continue** button to confirm selection.

2 Infotyp	e	Edit Goto	Extras	System	Help						
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Copy /	Act	ions (00	00)								
	2	Execute	info group	0 Cha	nge info	group					
Pers.No.		396632	Pers.A	ssgn	003966	32 3101	1743 00	396632	- %	9	
Name Patr	ici	a SMITH	E	OD UN 17	.05.20	LO NAT	Italian		Emp. S	tat	Active
EE Group	1	Internationa	l Staff	USOO	New	York		Drg DM	OHRM SP	SD S	S MFI
EE Subgrp	PR	Professional	& Above	P-2	09	Appt	Fixed T	ferm	Exp	16.	05.2019
Start		01.07.201	7 to	31.12.9	999						
Personnel	actio	n									
Action Typ	e	[55 Change	Personal C	Data		-				
Reason for	Act	tion	02								

- 11. Click on the **Close** It validate entries.
- 12. Click on the **Save** \blacksquare button to save the record.

	2													
ers. No.		39663	2	P	ers.As	sgn	0	03966	32 31	01174	3 0039	6632	- 6	9
lame Patr	icia :	SMITH		EOU	UN	17.0	5.201	.0 NAT	Itala	in		Emp. St	at Ac	tive
E Group	1 In	ternatio	nal Staff		USI	00	New	York		Org	DMO	HRM SPS	D SS M	FI
E Subgrp	PR PI	rofession	nal & Abo	re	P-:	2	09	Appt	Fbo	ed Ter	m	Exp	16.05.	2019
itart	01	.07.20	To To	31	.12.	9999								
Name														
Title		Ms 🔹	•											
Last name		SMITH					Birth	name	1					
First name	1	Patricia												
Middle Nar	me [
HR Data														
Date of Bi	rth	02.	01.1978											
UN Nation	al	ITB	talan	*			Oth	r/Birth		-		-		-
Marital Sta	tus	Sing	le 💌				Sind	e		02.0	01.197			
Additional	Fields													
City of Birt	h		Rome											
Country of	f Birth		IT Italy		-	*								
			2 Female	*										

- 13. Click on the **Single Parent** Single Parent button to record the staff member as a single parent.
- 14. Click on the **Validate** Sutton 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.



- 16. The last <u>IT9003</u> (Entitlement Monitoring) infotype, in this PA records completion of the action. Click on the Yes <u>Yes</u> 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** \blacksquare button to save the record.
- 19. Click on the **Return** low 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 <u>P.85</u> (**Request Change Dependency Status**) including all required supporting documentation. When the <u>P.85</u> (**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, <u>Modify or Discontinue Dependent Child</u> to enter the amount of financial assistance on the child's record.

After updating the dependent child record with the financial information, follow the <u>Grant Single</u> <u>Parent Allowance</u> 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 Solution after typing PA40 in the Command text box.

국 HR Master Data Edit	Goto Extra	s Utilities(<u>M</u>)	Settings Syst	em <u>H</u> elp
Ø	- 4 🗉 I	ଚି 🙆 🚱 । 📮	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ይ 🕄 🔜 🕄 🕲 🖫
Personnel Actions	5			
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Find by			979 <u>777</u>	<u></u>
▼		Personnel No.	396632	D Pers.Assgn
Collective search h	nelp	Start	01.10.201	7
• 🛱 Search Term				-
• Free search		Personnel 4	ctions	
• 🗷 AGG List		reisonnerz	icouris	1-

- 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** Sutton to validate entries.

<pre></pre>	-							
Find by								
 	Personnel No.	396632	Pers.Ass	gn 003	96632 310	1743 00396	632 💌	10
Goliective search help	Name Patricia	SMITH	EOD UN 17	.05.2010	NAT Italar	1	Emp. Stat	Active
• (M) Search Term	EE Group	international Staff	0500	New Y	ork	Org DM O	HRM SPSD	SS MEI
• (iii) Free search	EE Subara PR	Infessional & Ahous	P-2	60	Innt Eva	Term	Exp 16	.05.201
• 🗷 AGG LBC	Ctout	01 10 2017		100	daba inc	o remi	and in a	
	Start	01.10.2017						
	Personnel Actio	ins					19	
	Action Type			Personn	EE group	EE subg	•••	
	Interagency Lo	oan Start						
	Interagency Lo	an Change/Extend					*	
	Interagency Lo	an Return						
	Process Specia	Post Allowance						
	Maintain Post 1	Incumbency						
	*** MASTER	DATA ***				1		
	Change Person	al Data	1					
	Maintain Family	Status						
		LELES LEE						

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

Copy Actions (C	0000)
🕼 🗟 🤽 🗣 Execu	te info group 🥜 Change info group
Pers.No. 39663 Name Fatricia SMITH EE Group 1 Internati EE Subgrp FR Professio Start 01.10.2	Image: State of the s
Personnel action	
Action Type	55 Change Personal Data
Reason for Action	
Status	
Customer-specific	·
Employment	3 Active 💌
Organizational assignmen	t
Position	31011743 P3 5119 POLITICAL AFFAIRS
Personnel area	United States of America
Employee group	1 International Staff
Employee subgroup	PR Professional & Above

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

🖌 🖻	✓ X H H ₩ Ø 0					
Action Type: 55 Name of action type: Change Personal Data						
Ac*	Name of reason for action					
01	Change in Marital Status					
02	Grant Single Parent Status					
03	Discontinue Single Parent St.					
04	Change Name					
07	Change/Add Nationality					
10	Maintain Place of Home Leave					
13	Change Visa Status					
16	Maintain Professional Domicile					
19	Maintain Place of Perm Resd.					

iManual published by United Nations DOS/CDOTSPDF version of the manual may become outdated. Please always consult this site to get the most updated information.

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

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Copy Actions	(0000)
🗟 🗟 🤽 🕒 Exe	cute info group 🥒 Change info group
Pers.No. 396	Pers.Assgn 00396632 31011743 00396632
Name Patricia SMIT	EOD UN 17.05.2010 NAT Italan Emp. Stat Active
EE Group 1 Interna	tional Staff US00 New York Org DM OHRM SPSD SS MFI
EE Subgrp PR Profess	ional & 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	03,0
Status	
Customer-specific	·
Employment	3 Active 👻
Organizational assignme	int
Position	31011743 P3 5119 POLITICAL AFFAIRS
Personnel area	US00 United States of America
Employee group	1 International Staff
Employee subgroup	PR Professional & Above

- 11. Click on the Validate 🥙 button to validate selection.
- 12. Click on the **Save** \blacksquare button to save the record.

7 Infotype	<u>E</u> dit <u>G</u> oto Extras Sy	stem Help
8) () () () () () () () () () () () () ()
Copy Per	sonal Data (0002)	
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ers. No. ame Patricio E Group 1 E Subgrp PR tart	396632 Pers SMITH EOD UI International Staff Professional & Above II.10.2017 To 31.1.1	Assgn 00396632 1 <th1< th=""> 1 1 <th< td=""></th<></th1<>
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 💌	Othr/Bith 👻 👻
Marital Status	Single -	Since 02.01.1978
Additional Field	5	
City of Birth Rome		
Country of Birt	IT Italy	-
Sender	2 Female 🔻	
Additional fields		
Single Paren		

- 13. Click on the **Single Parent** Single Parent button to uncheck the box.
- 14. Click on the **Validate** Sutton 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** \blacksquare button to save the record.

로 Infotype Edit Goto Extra	is System Help
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Change Entitlement Mo	nitoring Infotype (9003)
8 B <u>&</u>	
Pers. No. 396632	Pers.Assgn 00396632 31011743 00396632
EE Group 1 International Staff	US00 New York Org DM OHRM SPSD SS MFI
EE Subgrp PR Professional & Above	P-2 09 Appt Fixed Term Exp 16.05.2019
Start 01.10.2017 0 To	01.10.2017 Chngd 30.08.2017 PVILLANU2
Personnel Action Details	
Subtype Action / Reason	0302 Personnel action monitoring 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 <u>IT9003</u>*Entitlement Monitoring*) infotype, in this PA records completion of the action. Click on the Yes votion 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** Sutton to validate entries.
- 18. Click on the **Save** \blacksquare button to save the record.
- 19. Click on the **Return** low 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:

- <u>IT0000</u> (Actions);
- <u>IT0002</u> (Personal Data)

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

record saved on the <u>IT0000</u> 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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Last modified: 1 March 2022
6.5. Modify or Discontinue Dependents (ESS Approval)

Use these procedures to:

- <u>Approve Modification to or Discontinuance of a Dependent Child</u>
- Approve Modification or Discontinuance of a Dependent Spouse
- <u>Approve Modification to or Discontinuance of a Secondary Dependency Allowance</u>

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Last modified: 20 January 2022

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.

Draft	Returned OM Pending Items	OM Completed Items	PA Pending bems	PA Completed Items	Time Pending Items	Time Completed Items	Entitlements Pending Items
Show Que	a Criteria Mantenance						Change Query

3. Click on the Entitlement Pending

Entitlements Pending Items tab.

Approver Work Center	
Draft Returned Old Pending Items Old Completed Items PA Pending Items PA	A Completed Items Tim
Shew Quick Criteria Maintenance	
View: [Standard View] 💌 🔤 Review and Approve (Ar Display Export Refresh	
Subject	Initiator Name
Approve Family Data Change Request of Employee 00016051	Hebron FLASK

- 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.Assgn	30087518 0	00016051		*	•
Name Hebron An	IN FLASK	EOD UN 25.10	.2010 NAT \	lietnamese	Emp.	Stat	Active
EE Group 1 I	nternational Staff	US00	New York	Org	DPI NMD PS	MCS	
EE Subgrp PR P	rofessional & Above	P-3	04 Appt	Continuing	Ex	p 31.	07.2046
Start	1.11.2015 To	31.12.9999	Chg. 24.	.01.2018	PWANJUKI		
Personal Data							
Family Member	02 Child		Number	03			
Last name	FLASK		Birth name				
First name	Doe		Ref.Pers.No.				
Gender	OFemale	 Male 					
Date of birth	16.09.1997		UN National	US	of the USA		
Birthplace			Ctry o.birth				
Additional fields							
Middle name							
Marital Status	Single	 Since 	1	16.09.199	7		
Dependent Over	ide I	n receipt of allowance	since	01.	01.2016		
Disabled		De	eath Date				
Uving with staff n	nember	Received Am	nount(s) from ot	her sources			
Educational Atten	dance	Wage Type			Currency	USD	
Financially Depen	dent	Amount			0.00		
Non Custodial Chi	ld			_			
Eligible:Trans.Alo	N	Effectv. Date:T	rans Allow				
Fin. 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.



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

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

Family Member information – Request Approved
Created E Workflow System
Dear Hebron FLASK,
You are receiving this automated email to inform you that your request to add / maintain family member information has been approved for:
Family member's name: Doe FLASK Effective date: 01-01-2017 Dependent: NO
Please note that you are required to update your family member's profile through the Umoja Employee Self Service portal, as soon as there is a change in his/her status.
You may be eligible to make changes to your health insurance benefits under the Benefits and Payment section of the portal.
For additional information regarding the UN health insurance benefits, visit: http://www.un.org/insurance
You may also update beneficiary information through the ESS portal under: Personal Information -> Beneficiary Details.
Thank you,
Umoja

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

Per	s. No.		16051		Pers	s.Assgn	30	087518 0	0016051		- 9	2	
Na	me Hebr	on	Ann FLASK		EOD U	N 25.10	.2010	NAT V	letnamese	Emp. Stat	A	ctive	
EE	Group	1	International Sta	aff		US00 1	New Y	ork	Org DPI	NMD PS MCS			
EE	Subgrp	PR	Professional & A	bove		P-3	04	Appt	Continuing	Exp 3	1.07	.20	46
	Choose		01.01.1800	to	31	.12.9999							
	Start Date		End Date	Act	Action Ty	me		ActR	Reason for activ	00	C	E	IT
	01.01.2018	8	Die Date	Y3	ICSC GA	Resolution		07	Jan18 - Mandati	bry Retirement			-
	01.11.201	7		58	Maintain F	amily Status		01	Add Family Men	ber/Depende			Ŧ
	01.11.201	7		58	Maintain F	amily Status		07	Add Other Hous	ehold Member	s		
	31.07.201	7		58	Maintain F	amily Status		04	Change Family N	tember/Depe			
	01.02.201	7		60	Grant Ste	p Increment		01	Regular Step Inc	rement			
	01.01.201	7		Y3	ICSC GA	Resolution		01	Jan17 USS - Bas	ic Pay IT0008	1		
	01.01.201	7		58	Maintain F	amily Status		01	Add Family Men	ber/Depende	_		
	01.01.201	7		58	Maintain F	amily Status	1	04	Change Family M	1ember/Depe	-		
	01.02.2010	6		20	Promotion	1		10	Different d/s, di	fferent dept			
	01.01.201	6		28	Temp As	signment Cha	ange/E	x. 16	Different d/s				
	01.01.201	6		60	Grant Ste	p Increment		01	Regular Step Inc	rement			
		-											

- 9. In the ECC session opened previously, view infotype<u>T0021</u> Family Members Dependents to confirm the change has been made,
- 10. Be sure to add a note to the record in infotype <u>IT0000</u> (**Actions**) to document this change.

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Last modified: 24 January 2022

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 <u>Work Center</u> link.

Draft	Returned	OM Pending Items	Oll Completed Berns	PA Pending bems	PA Completed terms	Time Pending Berns	Time Completed Berns	Entitiementa Pending Item
Shew Quick	Criteria Mainte	nance						Change Query

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

Approver Work Center	
Draft Returned Oll Pending tems Oll Completed tems PA Pending tems PA	Completed Items Tim
Shew Quick Criteria Maintenance	
View: [Standard View] 🐨 🗛 Review and Approve dx* Display Export . Refresh	
Subject	Initiator Name
Approve Family Data Change Request of Employee 00016051	Nebron FLASK

- 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.

▼ Applicati	on Details		
Application f	pr:		Spouse & Rel-Recog.
Validity			
Valid From:			01.01.2018
Name			
First Name: *			Bibi
Middle Name:			
Last Name: *			FLASK
Marital Data			
Marital Status			Marr&R
Marital status	since:		01.12.2017
Additional F	ields		
Does the fan	nily member resk	de with the Staff Member?:	V
Is the Spouse	e Employed?:		
Is the Spous	e Financially Dep	pendent?:	V
Entitlement	Effective		
No.	16051	Pers.Ass	gn 30087518 00016051
No.	16051 Ann FLASF	Pers.Ass	gn 30087518 00016051 • 25.10.2010 NAT Vetnamese Emp. Stat
No. Hebron J up 1	16051 Ann FLASE Internationa	Pers.Ass EOD UN	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 50 New York Org DPI NHD P5 MCS
No. Hebron J grp PR	16051 Ann FLASH Internationa Professional	EOD UN 2 S EOD UN 2 S Staff USG & Above P-3	gn 30087518 00016051 * 25.10.2010 NAT Vetnamese Emp. Stat 50 New York Org DPI NHD P5 MC5 3 04 Appt Continuing Exp [33
No. Hebron J up 1 grp PR	16051 Ann FLASH Internationa Professional 01.01.20	Pers-Ass EOD UN I Staff US & Above P 018 To 31.12	gn 30087518 00016051 * 25.10.2010] NAT Vetnamese Emp. Stat 50 New York Org DPI NMD P5 MC5 3 04 Appt Continuing Exp [31 9999 Chg. 25.01.2018 [RZEHRPALL3]
No. Hebron J up 1 I grp PR nal Data	16051 Internationa Professional 01.01.20	Pers-Ass K EOD UN 2 Katff Uss & Above P-3 18 To 31.12	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 50 New York Org OFI NHO P5 MC5 3 04 Appt Continuing Exp [33 9999 chg. [25.01.2018 R2EHRPALL3]
lo. Hebron 2 up 1 grp PR nal Data y Member	16051 Ann FLASH Internationa Professional 01.01.20	Pers Ass EOD UN I Staff 18 Above 118 To 31.12 pouse & Rel-Recog.	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 00 New York Org DPI NMD PS MCS 3 04 Appt Continuing Exp 33 99999 Chg. 25.01.2018 RZEHRPALL3 Number
lo. Hebron J up 1] grp PR nal Data y Member name	16051 Ann FLASP Internationa Professional 01.01.20 01 S FLASK	Pers.Ass EOD UN [al Staff US6 & Above P 118 To 31.12. pouse & RelRecog.	gn [30087518 00016051] • 25.10.2010 NAT Vetnamese Emp. Stat 30 New York Org DPI NHD P5 MC5 3 041 Appt Contnung Exp [3] 9999 chg. [25.01.2018 [RZEHRFALL3] Number [] Birth name
lo. Hebron J up 1 grp PR nal Data y Member name name	16051 Ann FLASF Internationa Professional 01.01.20 01 S FLASK Bbi	Pers Ass EOD UN 2 I Staff Usk & Above P=- 018 To 31.12 pouse & Rel-Recog.	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 20. New York Org. DPI NND PS MCS 3. 041 Appt Continuing Exp [3] 99999 Chig. [25.01.2018 R2EHRPALL3 Number Beth name Ref.Pers.No.
lo. Hebron 1 up 1 grp PR nal Data y Member name name er	1605: Ann FLASP Internationa Professional 01.01.20 01 S FLASK Bbi ©Femal	Pers.Ass EOD UN 2 I Staff Use (& Above P=- 108 To 31.12. pouse & Rel-Recog.	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 50 New York Org DPI NHD PS MCS 3 04 Appt Continuing Exp [33 99999 Chg. 25.01.2018 [RZEHRPALL3] Number Bith name Ref.Pers.No.
lo. Hebron J up 1 grp PR nal Data y Member name hame er of bith	1605: Ann FLASF Internationa Professional 01.01.20 01 \$ FLASK Bbi © Femal 09.04.	Pers.Ass EOD UN [I Staff US4 8 Above 18 Above 19 To 31.12. pouse & Rel-Recog. e OMale 1977]	gn [30087518 00016051] ** 25.10.2010 NAT Vetnamese Emp.5tat 30 New York Org DPI NHD P5 MCS 3 041 Appt Contnung Exp [3] 9999 chg. 25.01.2018 RZEHRPALL3 Number Bith name Ref.Pers.No. UN National US of the USA
lo. Hebron 1 up 1 grp PR nal Data y Member name er of bith kace	16051 Ann FLASF International Professional 01.01.20 01.01.20 FLASK Bibi 09.04.	Pers.Ass EOD UN Staff Usa Staff Usa Staff Usa Staff Usa Staff Usa Staff Staff	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 20 New York Org DPI NM DF5 MCS 3 094 Appt Continuing Exp [3] 9999 Chg. 25.01.2018 R2EHRPALL3 Number Bath name Ref.Pers.No. UN National US of the USA Ctry o.brth
ko. Febron J up 1 grp PR nal Data y Member name name er of bith blace onal fields	16051 Ann FLASP Internationa Professional 01.01.020 01.05 FLASK Bbi © Femal 09.04.	Pers Ass EOD UN 2 Staff Usk & Above P=- 118 To 31.12 pouse & Rel-Recog. e OMale 1977	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 25.10.2010 NAT Vetnamese Emp. Stat 30 O4 Appt Continuing Exp [3] 9999 Chig. [25.01.2018 R2EHRPALL3 Number Bith mane Ref.Pers.No. UN National US of the USA Ctry o.bith
No. Hebron 1 grp PR nal Data y Member name er of bith blace onal fields e name	[1605: 1605: International Professional 01.01.20 [1.01.20 [1.01.20	Pers.Ass EOD UN 2 I Staff Use 8. Above D18 To 31.12. pouse & Rel-Recog. e OMale	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 20 New York Org DPI NMD PS MCS 3 04 Appt Continuing Exp [3] 99999 Crig. [25.01.2018 RZEHRPALL3] Number Brth name Ref.Pers.No. UN National UB of the USA Ctry o.bith
No. Hebron 1 up 1) and Data y Member name ler of birth Nace onal fields e name al Status	1605: Internationa Professional 01.01.20 01 S FLASK Bbi ⊙9.04.	Pers.Ass EOD UN [I staff Usa k Above 118] To 31.12. pouse & Rel-Recog. pouse & Rel-Recog. [Marr&R Snce	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 20 New York org DPI NMD PS MCS 3 04 Appt Continuing Exp [3] 9999 chg. 25.01.2018 RZEHRPALL3 Number Bith name Ref.Pers.No. UN National US of the USA Ctry o.brth 01.12.2017
Vo. Rebron J up 1 grp PR nal Data y Member name name er of birth vlace onal fields e name al Status pendent Over	16053 Ann FLASP Internation Professional 01.01.20 FLASK Bbi © Fernal 09.04.	Pers Ass EOD UN 2 I Staff Usa 8 Above 118 To 31.12. pouse & Rel-Recog. e 1977 Male 1977 Snce In recept of alo	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 20 New York Org. DPI ND P5 MCS 3 064 Appt Continuing Exp 133 9999 Chig. 25.01.2018 R2EHRPALL3 Number Ref.Pers.No. UN National US of the USA Ctry o.brth 01.12.2017 wance strce 01.01.2018 Death Date
ko. Hebron 1 up 1 grp PR nal Data y Member name aname of bith kace onal fields t name al Status pendent Own ng with staff anceky Depr	1605: Internations Professional 01.01.20 01 § FLASK Bbi 09.04. erride frommber member member	Pers Ass EOD UN Staff Uss Above Poll A Above D18 To S1.12 pouse & Rel-Recog. MarkaR Snce In recept of alor	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 20 New York <u>org</u> DPI NMD PS MCS 3 04 Appt Continuing Exp [33 99999 Crig. [25.01.2018 RZEHRPALL3] Number Bith name Ref.Pers.No. UN National US of the USA Cry o.bith 0 01.12.2017 wance since 01.01.2018 Death Date
No. Tebbron 1 up 1 up 1 up PR anal Data y Member name ler of birth skace onal fields e name al Status pendent Ovv ng with staff ancialy Depu	1605: Internation: Professional 01.01.20 01.01.20 01.05 FLASK Bbi ©Fernal 09.04. erride rmember endent	Pers.Ass EOD UN 2 is Staff Usa & Above 118 To 31.12. ipouse & Rel-Recog. e 1977 Male Mart&R V Snce In recept of alo	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat 20 New York Org_DPI ND P5 MCS 30 04 Appt Continuing Exp [33] 9999 Chg. 25.01.2018 R2EHRPALL3 Number Ref.Pers.No. UN National US of the USA Ctry o.bith 01.12.2017 Wance since 01.01.2018 Death Date
No. Hebron J up 1 mal Data y Member name ler of birth viace onal fields e name al Status pendent Ovi ing with staff ancaly Depe Duty Station	16051 Internation Professional 01.01.20 01 \$ FLASK Bbi © Fernal 09.04.	Pers Ass EOD UN 2 I Staff Usk 8 Above 18 To 31.12 pouse & Rel-Recog. e Mart&R Snce In recept of alo Other Employer (U300 New Yor	gn 30087518 00016051 25.10.2010 NAT Vetnamese Emp. Stat D0 New York Org. DPI NMD P5 MCS 3 04 Appt Continuing Exp 33 99999 Chg. 25.01.2018 REERRPALL3 Namber Brth name Brth name UN National US of the USA Ctry o.bith 01.12.2017 wance since 01.01.2018 Death Date outside UN)

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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**.

Family Memb	er information – Request Approved
Created	E Workflow System
Dear Hebron FL	ASK,
You are receivin for:	g this automated email to inform you that your request to add / maintain family member information has been approved
Family member Effective date: O Dependent: NO	s name: Doe FLASK 01-01-2017
Please note that there is a chang	t you are required to update your family member's profile through the Umoja Employee Self Service portal, as soon as e in his/her status.
You may be elig	ible to make changes to your health insurance benefits under the Benefits and Payment section of the portal.
For additional in	formation regarding the UN health insurance benefits, visit: http://www.un.org/insurance
You may also up Personal Inform	pdate beneficiary information through the ESS portal under: ation -> Beneficiary Details.
Thank you,	
Umoja	

- 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	3	0087518 (00016051	*	4	?	
Name Hebro	n	Ann FLASK		EOD UN 25	.10.201	O NAT V	Vietnamese E	imp. Stat	A	tive	8
EE Group	1	International Sta	aff	US00	New Y	ork	Org DPI NM	D PS MCS			
EE Subgrp	PR	Professional & A	bove	P-3	04	Appt	Continuing	Exp 31	.07	.20	46
Choose		01.01.1800	to	31.12.9	999						
Start Date		End Date	Act.	Action Type		ActR	Reason for action		C	E	
01.01.2018			Y3	ICSC GA Resolut	ion	07	Jan18 - Mandatory I	Retirement			٠
01.11.2017			58	Maintain Family S	itatus	01	Add Family Member	/Depende.			٠
01.11.2017			58	Maintain Family S	itatus	07	Add Other Househol	d Members			
31.07.2017			58	Maintain Family S	itatus	04	Change Family Mem	ber/Depe.			
01.02.2017			60	Grant Step Incre	ment	01	Regular Step Increm	ient			
01.01.2017			¥3	ICSC GA Resolut	ion	01	Jan17 USS - Basic P	ay IT0008			
01.01.2017			58	Maintain Family S	tatus	01	Add Family Member	/Depende_			
01.01.2017			58	Maintain Family S	itatus	04	Change Family Mem	iber/Depe_			
01.02.2016			20	Promotion		10	Different d/s, differe	nt dept			
01.01.2016			28	Temp Assignmen	nt Change/	Ex. 16	Different d/s				
01.01.2016			60	Grant Step Incre	ment	01	Regular Step Increm	nent			

Pers. No.	16051		Pers.Assgn	30087518 0001	6051	▼
Name Hebron A	nn FLASK	EO	DUN 25.1	0.2010 NAT Vietna	amese Emp. St	at Active
EE Group 1	International S	Staff	US00	New York	Org DPI NMD PS M	CS
EE Subgrp PR	Professional &	Above	P-3	04 Appt Con	tinuing Exp	31.07.2040
Start	01.01.201	8 To	31.12.999	9 Chg. 25.01	2018 R2EHRPALL3	
Personal Data						
Family Member	01 Spc	ouse & RelRed	00.	Number		
Last name	FLASK			Birth name		
First name	Bibi			Ref.Pers.No.		
Gender	 Female 	OMa	le			
Date of birth	09.04.1	977		UN National	US of the USA	
Birthplace				Ctry o.birth		
Additional fields						
Middle name						
Marital Status		Marr&R •	Since	01.1	12.2017	
Dependent Over	ride	In recei	pt of allowance	since	01.01.2018	
				Death Date		
✓ Living with staff	member					
Financially Deper	ndent					
Employer type		Other En	nployer (outsid	e UN) 🔻		
Work Duty Station		US00 N	lew York			
Employer Name		Coke				
Spouse Annual Ear	nings	45,000	.00	Currency T	JSD	

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



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.

Draft	Returned	OM Pending Items	OM Completed Berns	PA Pending bems	PA Completed Items	Time Pending Bems	Time Completed Berns	Entitlements Pending Items
Show Que	a Criteria Martin	anance						Change Query 1

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

Approver Work Center	
Draft Returned Olil Pending Items Olil Completed Items PA Pending Items PA	Completed Items Tim
Show Quick Criteria Maintenance	
View: [Standard View] 🐨 🖉 Review and Approve dr/ Display Export . Refresh	
Subject	Initiator Name
Approve Family Data Change Request of Employee 00016051	Hebron FLASK

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

Application for:	Father	
Validity		
Valid From: *	25.12.2017	1
Name		
First Name: *	James Anthony	
Middle Name:		
Last Name: *	MORDOR	
Marital Data		
Marital Data		
Marital Data Marital Status: *	[Wid.	
Marital Data Marital Status = Marital status since:	Wid. 01.01.2015	I.
Marital Data Marital Status: " Marital status since: Additional Fields	Wid. (01.012015	i a
Marital Data Martal Status: " Martal status aince: Additional Fields Does the famly member reside with the Staff Membr	<u>(Wet</u> (01.01.2015	
Marital Data Marital Status, * Marital status since: Additional Fields Does the family member reside with the Staff Memb Do you provide half or more financially support whic	(Wei	- DI
Martal Data Martal Status: * Martal Status: * Additional Fields Dass the family member reside with the Staff Memb Da you provide half or more financially support with the Child in VIII The Occurring American systems	(Wd. (01.01.2015 xr? h a at least twice the amount of the dependency allowance?	- Di
Marital Data Martal Status: * Martal status sance: Additional Fields Do you provide half or more financially support whic Is the Child in Pull Time Educational Astendance?. Entitiement Tiffective	Wid 01 01 2015	i v
Marital Data Marital Status. * Marital status since: Additional Fields Do you provide half or more francally support white is the Child in Full Time Educational Astendance?. Entitiement (Ffective) In Recept of Allowance Since:	Wid 01 01.2015 ar? h a at least Twice the amount of the dependency allowance?) 10 10
Marital Data Marital Data Marital Saltus Shote, " Additional Fields Dess the family sender reside with the Staff Marite Do you provide half are find family support while to the Child In Full The Educational Altendance?. Entitlement Effective In Ricept of Alewance Since:	Wid 01 01 2015 ar? h a at least Twice the amount of the dependency allowance?	i R R

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

Family Details							
🖓 Reject	Approve						
Approve	d 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**.

Family Mem	ber information – Request Approved
Created	Workflow System
Dear Hebron F	LASK
You are received for:	ing this automated email to inform you that your request to add / maintain family member information has been approved
Family membe Effective date: Dependent: N	r's name: James Anthony MORDOR 25-12-2017 D
Please note the there is a char	at you are required to update your family member's profile through the Umoja Employee Self Service portal, as soon as ige in his/her status.
You may be el	gible to make changes to your health insurance benefits under the Benefits and Payment section of the portal.
For additional	information regarding the UN health insurance benefits, visit: http://www.un.org/insurance
You may also Personal Infor	update beneficiary information through the ESS portal under: mation -> Beneficiary Details.
Thank you,	
Umoja	

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

Jame Hebren A	DD FIACK	1	FOD	UN 25 10	2010 NA	m Vietna	mara	Emp. Ct	at Activo
E Group	International C	to ff	LOD	11200	New York	vieula	Ora	DOT NIMD DE M	ac Active
E Group	International S	carr		0500	New York		Org	DPI NMD PS M	
E Subgrp PR	Professional &	Above	-	P-3	04 App	t Conti	nung	Exp	31.07.204
Start	25.12.201	7 To	3	1.12.9999	Chg.	25.01.	2018	R2EHRPALL3	
Personal Data									
Family Member	06 Fat	her			Number				
Last name	MORDOR				Birth name				
First name James Anthony				Ref.Pers.No.					
Gender	OFemale	۲	Male						
Date of birth	25.12.1	950			UN Nationa	al	VN	Vietnamese	
Birthplace	Hanoi				Ctry o.birth	n	VN	Vietnam	
Additional fields									
Middle name									
Marital Status	[Wid.	Ŧ	Since		01.0	1.201	.5	
							_		
Dependent Ove	rride	Inr	eceipt	of allowance s	since				
				De	eath Date		03.	12.2017	
Living with staff	member								
Financially Depe	ndent								

 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 <u>P.85</u> (**Request Change Dependency Status**).

A modification of an existing dependent requires the processing of the change though 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 <u>IT0021</u> (**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 <u>IT0000</u> (**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 <u>Modify or Discontinue Dependent Child</u> procedure with the following changes when you get to the Family Member/ Dependents infotype.

Pers. No.	138990	1	Pers.Assgn	30071520	0 00138990		2
Name Martiza S	STEINBEC	K EO	D UN 01.11	.2006 NAT H	lungarian	Emp. Stat	Active
EE Group 1 1	Internation	nal Staff	AF00	Kabul	Org	UNAMA OCMS S	M PMS
EE Subgrp FS F	Field Servic	e	FS-5	07 Appt	Continuing	Exp 28	.02.202
Start	01.01.20	18 To	31.12.9999				
Personal Data							
Family Member	01 S	pouse & RelF	tecog.	Number			
Last name	SHORE			Birth name			
First name	Martin			Ref.Pers.No.			
Gender	Fema	le 💿 Ma	le				
Date of birth	15.01.	1975		UN National	US	of the USA	
Birthplace	Austin,	тх		Ctry o.birth	US	USA	
Additional fields							
Middle name							
Marital Status		Marr&R •	Since	3	30.09.201	7	
Dependent O	verride	In rece	ipt of allowar Di	nce since eath Date	01.	01.2018	
Living with sta	aff membe	er					
Financially Dep	pendent						
Employer type		Other E	mployer (out	side UN)	-		
Work Duty Stati	on	US00 N	ew York				
Employer Name		Financia	Firm of Nev	v York/USA			
Spouse Annual 8	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



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 <u>Modify or Discontinue Dependent Child</u> procedure with the following changes when you get to the Family Member/ Dependents infotype.

E Group 1 1 E Subgrp PR P	nternatio Profession	nal Staff Ial & Above		US00 P-3	Vew York	Con	Org	DPI NMD PS Exp	MCS 31.	07.20
tart 🚺	4.12.20	17 To	3	1.12.9999						
Personal Data										
Family Member	06 F	ather			Number					
Last name	MORDO	R			Birth nam	e				
First name	James /	Anthony			Ref.Pers.No.					
Gender	Fema	ale 💿	Male							
Date of birth	25.12.	1950			UN Nation	al	VN	Vietnamese		
Birthplace	Hanoi				Ctry o.birt	h	VN	Vietnam		
Additional fields										
Middle name			_			_				
Marital Status		Wid.	۳	Since		01.0	1.2015			
							_	_		
Dependent O	verride	In r	eceip	ot of allowar	ice since					
				De	eath Date		03.1	2.2017		
Living with sta	aff memb	er								

- 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 <u>Modify or Discontinue Dependent Child</u> procedure with the following changes when you get to the <u>IT0021</u> (Family Member/ Dependents) infotype.

Pers. No.	16051	Pers.Assgn	3008751	8 00016051	•	0.0
Name Hebron An	n FLASK EC	D UN 25.10	2010 NAT 1	Vietnamese	Emp. Stat	Active
EE Group 1 1	nternational Staff	US00	New York	Org	DPI NMD PS MCS	
EE Subgrp PR P	Professional & Above	P-3	04 Appt	Continuing	Exp 31.	07.204
Start 0	01.12.2017 To	31.12.9999				
Personal Data						
Family Member	09 Household Emp	oloyee	Number	01		
Last name	NGUYEN		Birth name			
First name	Thet Ma		Ref.Pers.No.			
Gender	Female OM:	ale				
Date of birth	01.06.1975		UN National	VN	Vietnamese	
Birthplace	Soc Tran		Ctry o.birth	VN	Vietnam	
Additional fields						
Middle name						
Marital Status	Marr&R	Since	6	08.08.2000	ā -	
Living with sta	aff member	D	eath Date			

- 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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Last modified: 20 January 2022

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 <u>Add a Child</u> procedure with the following changes when you get to the <u>IT0021</u> (Family Member/ Dependents) infotype.

EE Subgrp PR	Profession	al & Above		P-3	04	Appt	Cont	tinuing	UT THE	Exp 31	.07.204
Start	01.12.20	17 To	31.	12.9999							
Personal Data											
Family Member	09 H	ousehold En	nploy	ee	Num	ber		01			
Last name	NGUYE	4			Birth	name					
First name	Thet M	3			Ref.	Pers.No	o.				
Gender	• Fema	le OM	Male								
Date of birth	01.06.	1975			UN I	lationa	ıl	VN	Vietnam	ese	
Birthplace	Soc Tra	n			Ctry	o.birth	1	VN	Vietnam		
Additional fields											
Middle name		[1		
Marital Status		Marr&R	• s	ince			08.0	8.2000	5		
Living with st	aff memb	er		De	eath	Date					

- 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.



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.

¢	<u>M</u> enu	<u>E</u> dit	<u>F</u> avorites	Extr <u>a</u> s	S <u>v</u> stem	<u>H</u> elp
	DA3	이	•) « 🖯	🗟 🙆	2 🖨
	SAP Ea	asy A	ccess -	User I	menu fo	or Gal
C		21	5 🏂 🖉 🛛	• •		

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



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

	Personnel No. 16051	Pers.Assgn 30087518 00016051 💌 💱
nd by	Name Hebron Ann FLASK EC	OD UN 25.10.2010 NAT Vietnamese Emp. Stat Acti
90 Person	EE Group 1 International Staff	US00 New York Org DPI NMD PS MCS
Id Colective search help Id Search Term Id Free search	EE Subgrp PR Professional & Above	P-3 04 Appt Continuing Exp 31.07.2
	Basic Data Y Contract Data Y F	Payrol Data y Time Data y Benefits Data y S
	Infotype text	S Period
	Actions	✓ * ○Period
	Organizational Assignment	From 01.01.1800 To 31.12.9999
	Personal Data	✓ OToday OCurr.week
	Family Member/Dependents	✓ Al Ourrent month
	Documents on Dependents	OFrom curr.date OLast week
	Addresses	✓ OTo Current Date OLast month
	Bank Details	Current Period OCurrent Year
	Contract Elements	Choose

- 6. Click on the **Period O**All 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.

List Family Member/Dependents (00	021)								
	rs. No.	1	6051		Pers.Assgn	30087518 00016	5051		- 😪
Find by Na	me Hebro	n Ann Fl	LASK	E	OD UN 25.10	.2010 NAT Vietnam	ese Em	p. Sta	t Active
* 👀 Person EE	Group	1 Interr	ationa	I Staff	0080	New York	org DPI NMD	PS MO	s
Collective search help EE	Subgrp	PR Profes	ssional	& Above	2-3	04 Appt Contin	uing 1	txp 3	1.07.2043
• (a) Search Term • (a) Free search	Choose	01.0	.180	to	31.12.9999	STy.			al anna an a
	Type Nar	ne	N. G	Last nam	e	First name	Birth da	Nat	Birthplac
	02 Chi	d	01 F	FLASK		Margareth	01.11.2017	US	New Yor *
	2 Chi	d	02 M	MORDOR		Matthew	15.06.1998	VN.	Soc Trar
	06 Fati	her	м	MORDOR		James Anthony	25.12.1950	VN	Hanoi
	09 Hou	sehold E.	01 F	NGUYEN		Thet Ma	01.06.1975	VN	Soc Trar

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

			•			
Copy Family Member/Depen	dents (0021)					
9 Q <u>2</u>						
	Pers. No. 16051	Pers.Assor	30087518	00016051	*	2
and by	Name Hebron Ann FLASK	EOD UN 25.	10.2010 NAT VM	etnamese	Emp. Stat	Active
Q) Person	EE Group 1 International St	EE Group 1 International Staff 0500			PI NHD PS MCS	
(jù) Collective search help (jù) Search Term (jù) Free search	EE Subgrp PR Professional & A Start 31.07.2017	bove P-3 To 31.12.99	04 Appt C	ontinuing	Exp 31	07.204
	Personal Data					
	Family Member 02 Child		Number	02		
	Last name MORDOR		Birth name			
	First name Matthew		Ref.Pers.No.			
	Gender OFemale	Male				
	Date of bith 15.06.1998	e of bith 15.06.1998		VN	Vietnamese	
	Birthplace Soc Tran		Ctry o.birth	VN	Vietnam	
	Additional fields					
	Middle name					
	Marital Status Sing	le • Since	15	.06.1998		
	Dependent Override	In receipt of allow	vance since			
	Deabled		Death Date			
	Living with staff member	Receive	d Amount(s) from	other sour	ces	
	Educational Attendance	Wage T	Wage Type		urrency USD	
	Financially Dependent	Amount	12			
	Non Custodial Child					
	Contraction Traces Allow	Ellecter De	And Alexandrate			

- 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** Sutton 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** low 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.

 └──_ <u>M</u> enu <u>E</u> dit <u>F</u> avorites	Extr <u>a</u> s S <u>y</u> stem	<u>H</u> elp				
🔮 PA40 👻	4 🗉 I 😋 🙆	Q 🖵 🖬 🖧 🎝 🏵	Ф 🕄 🔣 🔭			
SAP Easy Access - User menu for PA32GLBL01 PA32GLBL01						

- 14. Click on the **Validate** Sutton after typing PA40 in the **Command** text box.
- Enter the staff member's personnel number in the Personnel No. text box. Scenario: 16051
- 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 <u>IT0021</u> 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.

Find by								
 • • •	Personnel No. 16051 Pers.Assgn 3008751	8 00016051 🔹 😪						
Gelective search help	Name Hebron Ann FLASK EOD UN 25.10.2010 NAT	Vietnamese Emp. Stat Act						
• (a) Search Term	EE Group 1 International Staff 0500 New York Org DPI NMD PS MCS							
	EE Subgrip (FK) Professional & Above (F-3) (04) Appc Start (31.07.2017) Personnel Actions	Continuing Exp (31.07.2						
	Action Type Personn, EE (proup EE subg 🛅						
	Process Special Post Allowance	-						
	Maintain Post Incumbency	Ψ						
	*** MASTER DATA ***							
	Change Personal Data							
	Change Personal Data Haintain Family Status							
	Change Personal Data Haintain Family Status ENTITLEMENTS & PAY							

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

Copy A	ction	ns (000	(0)						
6 8 2	•	Execute in	fo group	Chang	ie info	group			
Pers.No. Name Hebro EE Group EE Subgrp Start Personnel a	n Ann 1 Int PR Pro 31	16051 FLASK ternational ofessional 8 .07.2017	Pers.A E Staff Above to	Assgn 3 EOD UN 25.1 US00 P-3 31.12.991	008751 10.201 New 04	8 0001 0 NAT York Appt	0051 Vietnamese Org DF Continuing	Emp. Stat PI NMD PS MCS Exp 31.	Active
Action Type Reason for a Status Customer-sp	Action		aintain Fa	imily Status					
Employment	t al assi	A	ctive				•		
Position Personnel a Employee g Employee s	rea roup ubgrou	31 0: 1 1 1	0087518 500 Ui In R Pr	P3 5129 I nited States ternational S rofessional &	PRESS of Ame taff Above	OFFICE	R		
Additional a	tions								
Start Date 01.11.2017 01.11.2017	Act. 58 58	Action Ty Maintain F Maintain F	ype Family Sta Family Sta	tus tus		ActR 01 07	Reason for act Add Family Me Add Other Hor	ion mber/Depender usehold Membe	nt 🔢

- 19. Click on the **Execute** Sutton to execute the action.
- 20. Click on the **Matchcode** button to display the list of options for **Reason of Action**.

C Reason for Action (1) 4 Entries found						
Restrictions						
Action Name o	Action Type: 58 Name of action type: Maintain Family Status					
ActR	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					

21. Click on the Change Family Member 04

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

Copy	Actions (0	000)						
6 Q Z	Execut	e info group	Chang	ge info gr	roup			
Pers.No.	16051	Pers.A	ssgn 3	0087518	0001	6051	- 😪	
Name Hebr	on Ann FLASH	E	OD UN 25.	10.2010	NAT	Vietnamese	Emp. Stat	Active
EE Group	1 Internatio	nal Staff	US00	New Y	rork	Org Di	PI NMD PS MCS	
EE Subgrp	PR Profession	al & Above	P-3	04	Appt	Continuing	Exp 31.	07.2043
Start	31.07.20	17 to	31.12.99	99				
Personnel	action							
Action Typ	pe	Maintain Family Status		-	1			
	for Action 041			a.				

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.



25. The last <u>IT9003</u>: 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* \blacksquare button to save the record.
- 27. Click on the **Return** lot 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:

- <u>IT0000;</u>
- <a>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 <u>10000</u> (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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Last modified: 24 January 2022



Last modified: 17 October 2021

7.1. Infotypes

- <u>IT0000</u>
- <u>IT0002</u>
- <u>IT0021</u>
- <u>IT0703</u>
- <u>IT9003</u>

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7.1.1. IT0000 (Actions)

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 asterix 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.	2	9161489	Pers.Assgn	999	999999 291	6148	39(1)		- 4	
Name Yeler	na SC	KOLOVA			N	AT	Russian		Emp. Stat	Inactive
EE Group	1 I	nternational	Staff	KE00	Nairobi		Org	UNON		
EE Subgrp	PR P	rofessional	& Above	P-3	04					
Start		1.04.202	20 🗇 to 31	.12.999	9					
	-									
Personnel act	tion									
Action Type			Initial Appointme	nt	_		-			
Reason for A	ction	B	01 Initial App	ointment						
Status										
Customer-sp	ecific							-		
Employment Active					ý	-				
Organizationa	al assig	nment					4.5			
Position		G	31046301	3 1102 AD	MINISTRAT	IVE	OF			
Personnel are	ea	-	KE00 Kenya				_			
Employee gro	oup		1 Interna	tional Staff	F					
Employee su	bgroup)	PR Profess	ional & Ab	ove					
Additional ac	tions									
Start Date	Act	Action T	vpe		Act	tR	Reason for a	action		

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



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 Pers.Assgn DKOLOVA EOD UN 01.04.2020 NAT Russian Emp. Stat Active International Staff KE00 Nairobi Org UNON AD ODA Professional & Above P-3 04 Appt Fixed Term Exp 31.03.2021 1.04.2020 To 31.12.9999 Changed on 01.06.2020 INSTRUCTOR02
Name	
Title Last name First name Middle Name	Miss SOKOLOVA Birth name Yelena
HR Data	
Date of Birth UN National Marital Status	02.08.1977 Russian Single Since 02.08.1977
Additional Fields	
City of Birth Country of Birth Gender	Camapa Russian Fed. Female
Additional fields	



7.1.3. IT0021 (Family Members/Dependents)





7.1.4. IT0703 (Documents on Dependent)

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 do 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.

Create Documents on Dep	endents (0703)							
a a a								
	Pers. No. 8583	60 Pers.Assgn 30006530 08583160	• 射					
Find by	Name Harald A. TRE	WAY EOD UN 08.07.1991 NAT of the USA	Emp. Stat Active					
A Person	EE Group 2 Local S	taff US00 New York Org I	DM OCSS FCSD FMS PES					
Collective search help	EE Subgrp TC Trades	& Craft TC-5 07 Appt Permanent	Exp 31.12.202					
• Ma Search i erm • Ma Free search	Start 01.09	2014 to 31.12.9999						
	Dependent's Datale							
	Dependent	Convise & Rel Percon	Number					
	Erst exerc	Spouse a kerketog.	NUTTOR					
	Last same	TOPDAY						
	Case name	16.07.1075						
	Date of bitti	10.07.1970						
	Document Details							
	Country	USA 👻						
	Type	Marriage Certificate						
	Number	M-123-45788						
	Issue Datais							
	Date	01.09.2014						
	Phre	Trenton, New Jersey						
	Country	USA 👻						
	Country	USA 💌						

- 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.



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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.

	Pers. No. 29161489	Pers.Assgn 99999999 29161489 (1)
	Name Yelena SOKOLOVA	NAT Russian Emp. Stat Inactive
	EE Group 1 International Staff	KEDO Nairobi Org UNON
	EE Subgrp PR Professional & Above	P-3 04
	Start 01.03.2020 🗗 To	01.03.2020 Chngd 21.04.2020 INSTRUCTOR02
	Personnel Action Details	
Specific uses: PREBOARDING	Subtype	0302 Personnel action monitoring
	Action / Reason	0335
	Effective Date	02. Dro Departing
A. Click Yes to confirm that the	Reacon	35 Manual - No Onb. Form
action has been completed	Initiated / Last Undate Date	21 04 2020
	Initiated / Last Update By	INSTRUCTOR02
B. The date field above will		
populate automatically	Action Completion Status	
populace automatically.	Action Completed On	21.04.2020 B
	Action Completed Flag	Yes
	-	
	Remarks	
	Perc No. 29161499	Derc Accor 0000000 20161490 (1)
	Name Velena SOKOLOVA	NAT Russian Emp Stat Inactive
	FE Group 1 International Staff	KEDO Nairohi Org UNON
	EE Subarp PR Professional & Above	P-3 04
	Start 01.03.2020 🗇 To	01.03.2020 Chngd 21.04.2020 INSTRUCTOR02
	Personnel Action Details	
Specific uses: PREBOARDING	Subtype	0302 Personnel action monitoring
	Action / Reason	0335
	Effective Date	01.03.2020
A. Click Yes to confirm that the	Action	03 Pre Boarding
action has been completed	Reason	35 Manual - No Unb. Form
action has been completed.	Initiated / Last Update Date	21.04.2020
B. The date field above will	Initiated / Last optiate by	INSTRUCTORUZ
nonulate automatically	Action Completion Status	
	Action Completed On	21.04.2020
	Action Completed Flag	Yes
	Remarks	
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