

# **Umoja Danger Pay for HR Partners and HR Administrators On Behalf**

1 — Last update: 12 January 2024

United Nations - DOS

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# 1. About this Manual

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This is a living document. It reflects the required processes and recommends best practices to implement the current Umoja Danger Pay for HR Partners and HR Administrators On-behalf 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 Umoja Danger Pay for HR Partners and HR Administrators On-behalf, lessons learned from jurisprudence of the United Nations Dispute and Appeals Tribunals.

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*Last modified: 9 February 2022*

## 2. Overview

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Danger pay is a special allowance that has been established for internationally and locally recruited staff members who are required to work in a duty station where very dangerous conditions prevail.

This manual provides the policy and procedures to initiate, certify and submit a **Danger Pay form** as an HR Partner or an HR Administrator on behalf of a staff member in **Employee Self-Service (ESS)**

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*Last modified: 1 March 2022*

## 3. Prerequisites

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If a staff member served at a duty station in a danger pay location **in the past year from the current date**, the HR Partner will be able to process the \*Danger Pay form \* on behalf of the staff member upon receipt of a signed paper form.

HR Partners can complete the online form and update data in previously submitted forms for **periods exceeding one year**.

HR Administrators **cannot perform on behalf of functions for periods older than three months**. A signed paper form must be sent to an HR Partner for processing.

The **Danger Pay form** is always created for a **single month/year period** (For example: from 1 January to 31 January 2021 is a single form for the month/year period 01/2021). HR Partners and HR Administrators will always have access to the entire calendar month range to process the **Danger Pay form** on behalf of a staff member, regardless of how many days in a month/year that staff member spent assigned to a duty station in a danger pay location.

The **Danger Pay form** is **not to be used** for staff members who travel to dangerous pay locations on official business, including TDY. For this scenario, continue with the existing process of claiming danger pay via the **Travel Claim form**.

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*Last modified: 6 February 2022*

## 3.1. Entitlement Eligibility

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In accordance with [ST/AI/2020/6](#), staff members in the national or international categories appointed or assigned to a duty station in a danger pay location and have spent time inside that danger pay location are eligible to claim the monthly danger pay entitlement via **Employee Self-Service (ESS)**. The **Danger Pay form** is not for staff members who travel to a Danger Pay location on Official Business, including travel days (TDY). For this scenario continue with the existing process of claiming via the **Travel Claim form**.

In a single month, for time spent outside of the parent danger pay location on rest and recuperation (including travel days), and/or, Official Business travel, the maximum number of days that the staff member can continue to receive Danger Pay is 7. These **7 days** are cumulative within the calendar month and do not have to be consecutive.

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*Last modified: 18 December 2021*

## 4. HR Partner/HR Administrator Certification on Behalf of Staff Members

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- [Inside the Parent Danger Pay Location](#)
- [Outside the Parent Danger Pay Location](#)

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*Last modified: 20 January 2022*

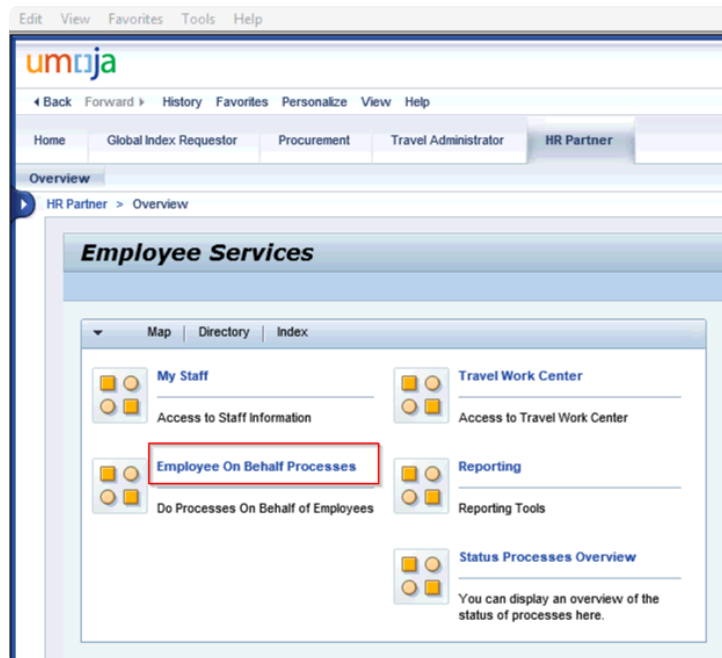
## 4.1. Inside the Parent Danger Pay Location

1. Upon receipt of a staff member's signed completed form, log in to the Umoja Portal as an HR Partner or HR Administrator with your Unite ID credentials.
2. Click on the **HR Partner** tab.

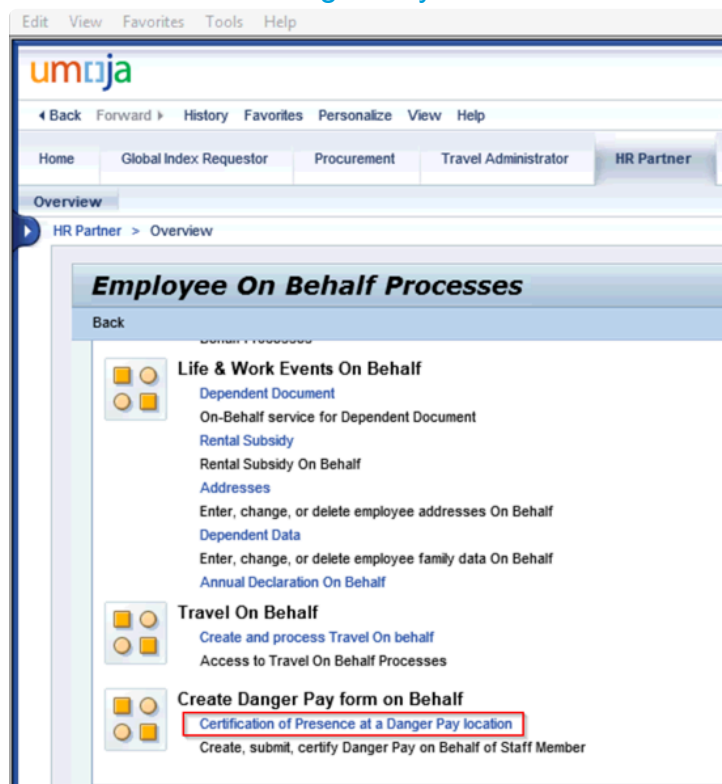


3. The **Employee Services** screen is displayed.
4. In the **Employee Services** section, click on the **Employee on Behalf Processes** link.





5. The **Employee on Behalf Processes** screen is displayed.
6. Select [Certification of Presence at a Danger Pay location](#) link.



7. The **Start Danger Pay Process** screen will be displayed.
8. Enter the staff member's index number in the *Personnel Number* field.
9. Click on the **Start** button. The staff member's name will be displayed on the **Employee**

**Details** screen.

10. Select the staff member's name.
11. Click on the **Select Employee** button.

12. The **Start Danger Pay Process** screen will be displayed, reflecting the available processes.
13. Click on the **Next** button.

14. The **Fill Out Form Danger Pay – Employee Online Self-Certification** screen will be displayed.

Umoja

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Home Global Index Requestor Procurement Travel Administrator HR Partner

Overview

HR Partner > Overview

**Fill Out Form Danger Pay - Employee Online Self-Certification**

1 Select Employee 2 Edit, Certify or Review 3 Confirmation

Attachments

**Self-Certification of Presence at a Danger Pay Location**

Create a New Form View Previous Submissions

Umoja Self-service Help

15. Click on the **Create a New Form** button.

Umoja

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**Fill Out Form Danger Pay - Employee Online Self-Certification**

1 Select Employee 2 Edit, Certify or Review 3 Confirmation

Attachments

**Self-Certification of Presence at a Danger Pay Location**

Create a New Form View Previous Submissions

Month \* Year \* 2021 Display Form

Umoja Self-service Help

The *Month of and Year* fields are displayed. The month field is empty, and the year defaults to the current year.

Umoja

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HR Partner > Overview

**Fill Out Form Danger Pay - Employee Online Self-Certification**

1 Select Employee 2 Edit, Certify or Review 3 Confirmation

Attachments

**Self-Certification of Presence at a Danger Pay Location**

Create a New Form View Previous Submissions

Month \* October Year \* 2021 Display Form

Umoja Self-service Help

16. In the *Month* field, select the month that you are requesting the danger pay on behalf of

the staff member.

17. Click on the **Display Form** button.

The screenshot shows the Umoja Staff Basic Data form. The 'Danger Pay' section is highlighted with a red box. Below it, the 'Status description' section is also highlighted with a red box. The form displays various tabs and data fields for staff information.

The Employee Self-Service (ESS) Danger Pay form will perform the following eligibility validation when you click the **Display Form** button:

- If the staff member is not entitled because they were not assigned to a Danger Pay Duty Station for any part of the month selected the system will display a message advising: ***“Records indicate that you were not assigned to a duty station in a Danger Pay location in month, year. Please contact your HR Partner for further assistance.”***
- \* If the staff member is entitled to Danger Pay for the month/year selected, but has already submitted a form for the specific month/year the system will display a message advising: ***“A form for this month has already been submitted. Please contact your HR Partner for assistance.”***
- If the HR Partner attempts to submit a form before the end of the current month they will receive the following message: ***“Submissions for future months are not permitted”***

18. The Staff Basic Data Danger Pay and Status description trays will be displayed.

19. If the staff member was physically present in the danger pay location for the entire month, there is no need to make any changes.

20. Click on the **Next** button.

**Fill Out Form Danger Pay - Employee Online Self-Certification**

1 Select Employee 2 Edit, Certify or Review 3 Confirmation

**Attachments**

**Acknowledgement and Certification By, or On Behalf of, Staff Member**

**BACK** To return to the Danger Pay Form

**Summary of the Danger Pay Status**

Name	Index Number	Count	DGP Description
[Redacted]	[Redacted]	31	Inside the parent danger pay location

**Acknowledgment and Certification**

Please review before approving.  
 I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and misrepresentation of facts relating to my presence at the Duty Station may lead to disciplinary action.  
☐ I acknowledge and certify that the data above is correct

21. The Attachments and Acknowledgements and Certification by or On Behalf of Staff Member trays will be displayed.
22. Click on the Attachments tray.

**Fill Out Form Danger Pay - Employee Online Self-Certification**

1 Select Employee 2 Edit, Certify or Review 3 Confirmation

**Attachment**

**Acknowledgement and Certification By, or On Behalf of, Staff Member**

**BACK** To return to the Danger Pay Form

**Summary of the Danger Pay Status**

Name	Index Number	Count	DGP Description
[Redacted]	[Redacted]	31	Inside the parent danger pay location

**Acknowledgment and Certification**

Please review before approving.  
 I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and misrepresentation of facts relating to my presence at the Duty Station may lead to disciplinary action.  
☐ I acknowledge and certify that the data above is correct

23. The Attachment sub-tray is displayed.
24. Click on the Attachment sub-tray.

**Fill Out Form Danger Pay - Employee Online Self-Certification**

Progress: 1. Select Employee, 2. Edit, Certify or Review, 3. Confirmation

**Attachments**

Attachment

☐ Supporting Documentation Danger pay

**Add Attachment** | Delete Attachment

**Acknowledgement and Certification By, or On Behalf of, Staff Member**

**BACK** To return to the Danger Pay Form

**Summary of the Danger Pay Status**

Name	Index Number	Count	DGP Description
		31	Inside the parent danger pay location

**Acknowledgement and Certification**

Please review before approving.  
 (I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and misrepresentation of facts relating to my presence at the Duty Station may lead to disciplinary action.)

☐ I acknowledge and Certify that the data above is correct

25. The **Add Attachment** button is displayed. Click on the button.

**Attachments**

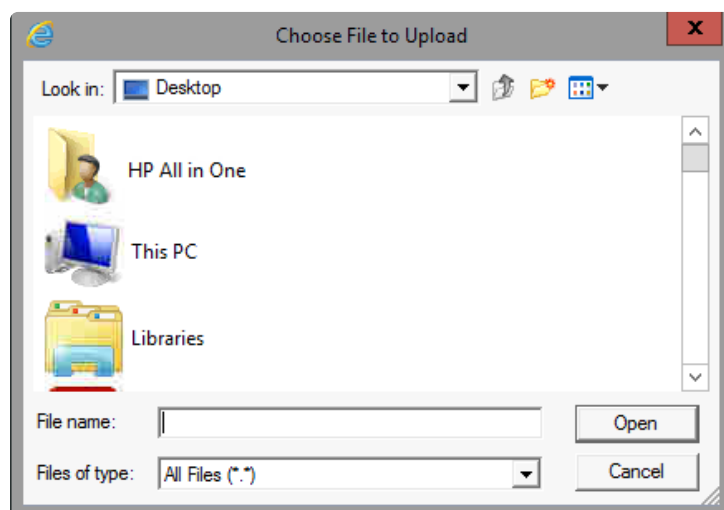
Attachment

☐ Supporting Documentation Danger pay

Attachment Type: Supporting Documentation Danger pay

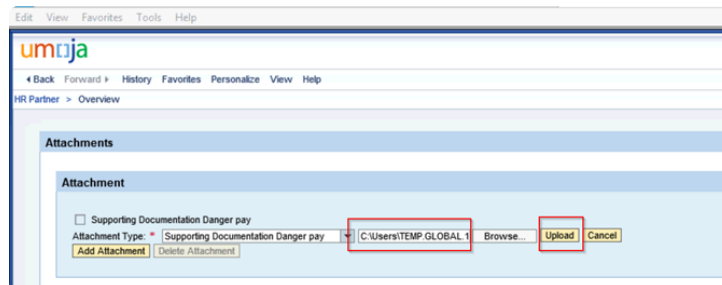
**Browse...** | Upload | Cancel

Add Attachment | Delete Attachment

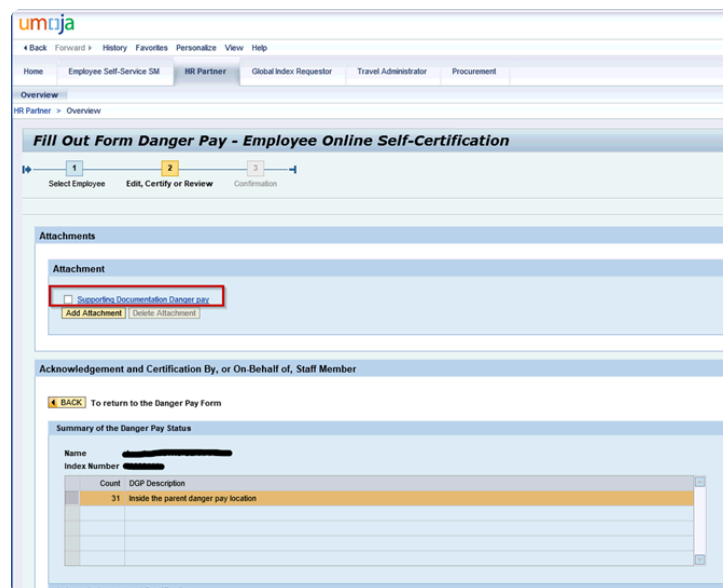


26. The **Attachment** sub-screen is displayed.

27. Click on the **Browse** button and locate the copy of the paper form submitted by the staff member



28. The file name appears in the folders path.
29. Click on the **Upload** button to upload the document.



30. The text in the Attachment tray changes to blue indicating that the document has been successfully attached. If you need to delete the attachment, click on the check box next to the document and click on the **Delete Attachment** button.
31. In the **Acknowledgement and Certification** section select *I acknowledge and Certify that the data above is correct.* check box.

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Overview

HR Partner > Overview

### Fill Out Form Danger Pay - Employee Online Self-Certification

1 Select Employee 2 Edit, Certify or Review 3 Confirmation

Submit Form

Attachments

Attachment

☐ Supporting Documentation Danger pay

Add Attachment Delete Attachment

Acknowledgement and Certification By, or On-Behalf of, Staff Member

BACK To return to the Danger Pay Form

Summary of the Danger Pay Status

Name [Redacted]

Index Number [Redacted]

Count	DGP Description
31	Inside the parent danger pay location

Acknowledgment and Certification

Please review before approving.

staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and misrepresentation of facts relating to my presence at the Duty Station may lead to disciplinary action.

☒ I acknowledge and Certify that the data above is correct

32. The **Submit Form** button appears, click on the button. Please note that if the **“Acknowledge and certify”** box is not checked, the **Submit Form** button would will not appear.

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Overview

HR Partner > Overview

### Fill Out Form Danger Pay - Employee Online Self-Certification

1 Select Employee 2 Edit, Certify or Review 3 Confirmation

Submit Form

Attachments

Attachment

☐ Supporting Documentation Danger pay

Add Attachment Delete Attachment

Acknowledgement and Certification By, or On-Behalf of, Staff Member

BACK To return to the Danger Pay Form

Summary of the Danger Pay Status

Name [Redacted]

Index Number [Redacted]

Count	DGP Description
31	Inside the parent danger pay location

Acknowledgment and Certification

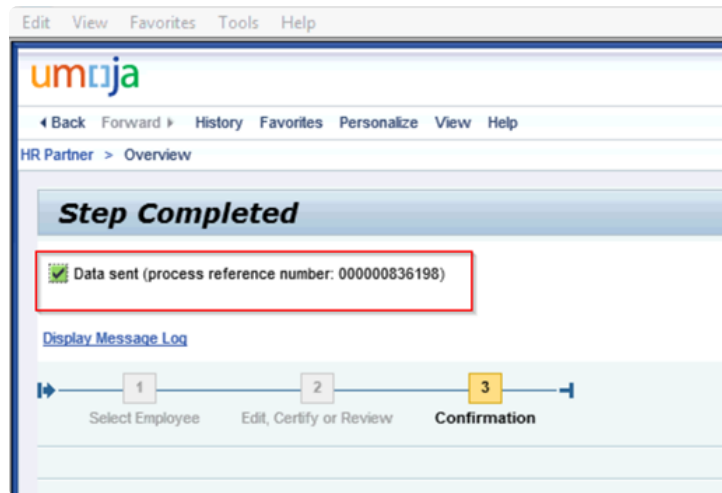
Please review before approving.

staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and misrepresentation of facts relating to my presence at the Duty Station may lead to disciplinary action.

☒ I acknowledge and Certify that the data above is correct

33. The **Step Completed** box will be displayed confirming that the form has been certified and submitted.



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*Last modified: 10 February 2022*

## 4.2. Outside the Parent Danger Pay Location

1. Follow steps 1-3 for [Inside the parent danger pay location](#).
2. Enter the appropriate status between 2 and 5 for the day(s) the staff member was outside the parent danger pay location on the **Verification of Presence at the Danger Pay Duty Station** screen e.g., 5 – *Outside the parent danger pay location for other reasons*.
3. When all days have been updated with the appropriate status click on the **Next** button.

Staff Basic Data

Personnel no: 00375333 Staff Name: Last Month APPOINTED  
Employee Group: International Staff Employee Subgroup: Field Service  
Duty Station: Senlis EDD DS

**Next** Go to Summary and Certify

Danger Pay Time and Attendance

Verification of Attendance at the Danger Pay Duty Station

Day	Start Date	Status	Day	Start Date	Status	Day	Start Date	Status
Friday	01.10.2021	1	Friday	15.10.2021	1	Friday	29.10.2021	1
Saturday	02.10.2021	1	Saturday	16.10.2021	1	Saturday	30.10.2021	1
Sunday	03.10.2021	1	Sunday	17.10.2021	1	Sunday	31.10.2021	1
Monday	04.10.2021	5	Monday	18.10.2021	1			
Tuesday	05.10.2021	5	Tuesday	19.10.2021	1			
Wednesday	06.10.2021	5	Wednesday	20.10.2021	1			
Thursday	07.10.2021	5	Thursday	21.10.2021	1			
Friday	08.10.2021	1	Friday	22.10.2021	1			
Saturday	09.10.2021	1	Saturday	23.10.2021	1			
Sunday	10.10.2021	1	Sunday	24.10.2021	1			
Monday	11.10.2021	1	Monday	25.10.2021	1			
Tuesday	12.10.2021	1	Tuesday	26.10.2021	1			
Wednesday	13.10.2021	1	Wednesday	27.10.2021	1			
Thursday	14.10.2021	1	Thursday	28.10.2021	1			

Status description

Status	Description
1	Inside the parent danger pay location
2	Outside the parent danger pay location on rest and recuperation
3	Outside the parent danger pay location on official/business travel, including TDY to non-danger pay area
4	Outside the parent danger pay location on official/business travel, including TDY to danger pay area
5	Outside the parent danger pay location for other reasons
9	Not employed (days before initial appointment/reappointment and/or after separation)

Umoja Self-service Help



Entry 9 is for days before the initial appointment/reappointment and/or after separation.

4. The Attachments and Acknowledgements and Certification by or On Behalf of Staff Member trays will be displayed.
5. Click on the Attachments tray.

**Fill Out Form Danger Pay - Employee Online Self-Certification**

1 Select Employee 2 Edit, Certify or Review 3 Confirmation

**Attachments**

**Acknowledgement and Certification By, or On Behalf of, Staff Member**

**4 BACK** To return to the Danger Pay Form

**Summary of the Danger Pay Status**

Name	Index Number	Count	DGP Description
[Redacted]	[Redacted]	31	Inside the parent danger pay location

**Acknowledgement and Certification**

Please review before approving.  
 I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and misrepresentation of facts relating to my presence at the Duty Station may lead to disciplinary action.  
☐ I acknowledge and certify that the data above is correct

6. The Attachment sub-tray is displayed.

7. Click on the Attachment sub-tray.

**Fill Out Form Danger Pay - Employee Online Self-Certification**

1 Select Employee 2 Edit, Certify or Review 3 Confirmation

**Attachment**

**Acknowledgement and Certification By, or On Behalf of, Staff Member**

**4 BACK** To return to the Danger Pay Form

**Summary of the Danger Pay Status**

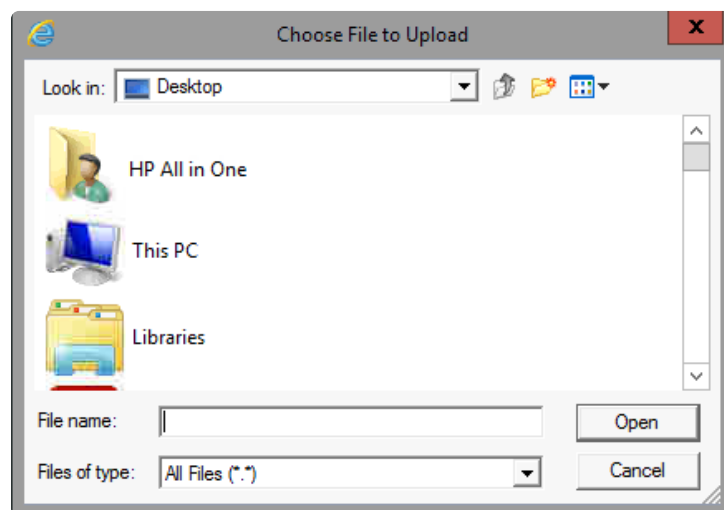
Name	Index Number	Count	DGP Description
[Redacted]	[Redacted]	31	Inside the parent danger pay location

**Acknowledgement and Certification**

Please review before approving.  
 I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and misrepresentation of facts relating to my presence at the Duty Station may lead to disciplinary action.  
☐ I acknowledge and certify that the data above is correct

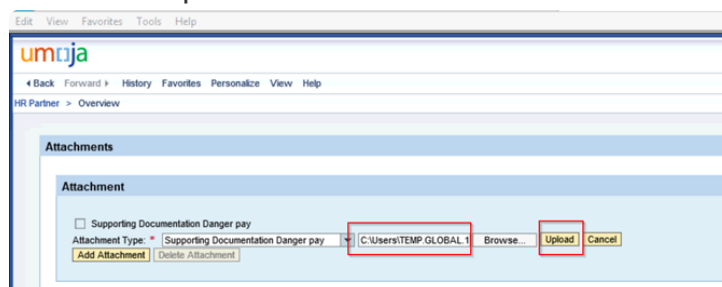
8. The **Add Attachment** button is displayed. Click on the button.

9. The **Attachment** sub-screen is displayed.
10. Click on the **Browse** button and locate the copy of the paper form submitted by the staff member

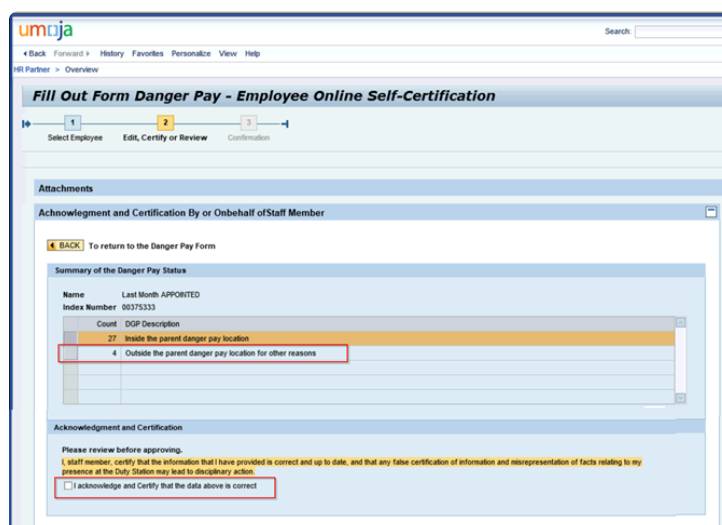


11. The file name appears in the folders path.

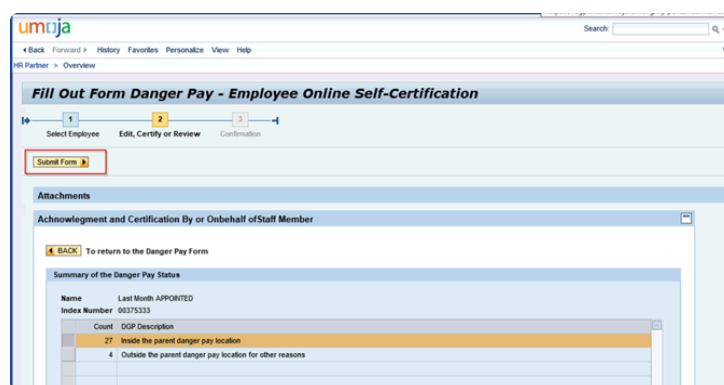
12. Click on the **Upload** button to upload the document.



13. The text in the Attachment tray changes to blue indicating that the document has been successfully attached. If you need to delete the attachment, click on the check box next to the document and click on the **Delete Attachment** button.
14. In the **Acknowledgement and Certification** section, select *I acknowledge and certify that the data above is correct*.

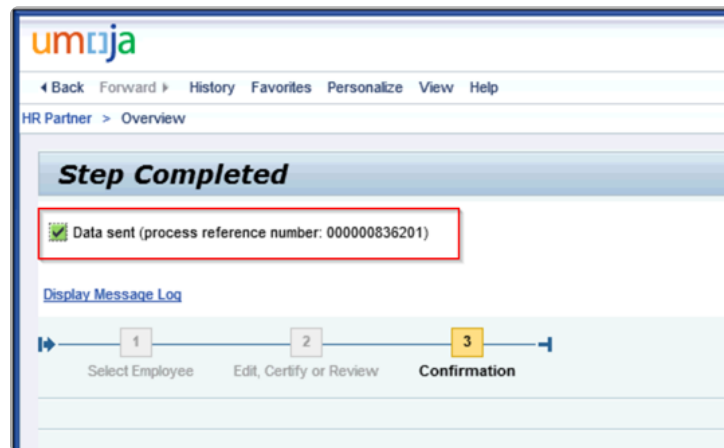


15. The **Submit Form** button appears, click on the button.



16. The **Step Completed** screen will be displayed confirming that the form has been

successfully certified and submitted.



Once submitted, the system will update Infotype **IT9010 (Danger Pay Days)** and a batch process will run to record days when danger pay should not be paid through payroll to Infotype IT2002 as (Subtype – No Danger Pay Days).

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**IT2002 (Subtype 1014 (No danger pay day)** are made automatically.

Danger Pay Days	
Day 1	1
Day 2	1
Day 3	1
Day 4	1
Day 5	5
Day 6	5
Day 7	5
Day 8	1
Day 9	1
Day 10	1
Day 11	1
Day 12	1
Day 13	1
Day 14	1
Day 15	1
Day 16	1
Day 17	1
Day 18	1
Day 19	1
Day 20	1
Day 21	1
Day 22	1
Day 23	1
Day 24	1
Day 25	1
Day 26	1
Day 27	1
Day 28	1
Day 29	1
Day 30	1
Day 31	
DG Record Status	A



This form will also display 31 days. For months with less than 31 days leave the days that are not applicable for that month blank.

Updates made to Danger Pay forms in **Enterprise Central Component (ECC)** will not update the Danger Pay form in **Employee Self-Service (ESS)**. The values in the ESS Danger Pay form will remain as they were originally submitted in ESS. But staff will be able to view both forms, ESS and ECC, with highlighted differences.

7. Click on the **Save**  button.



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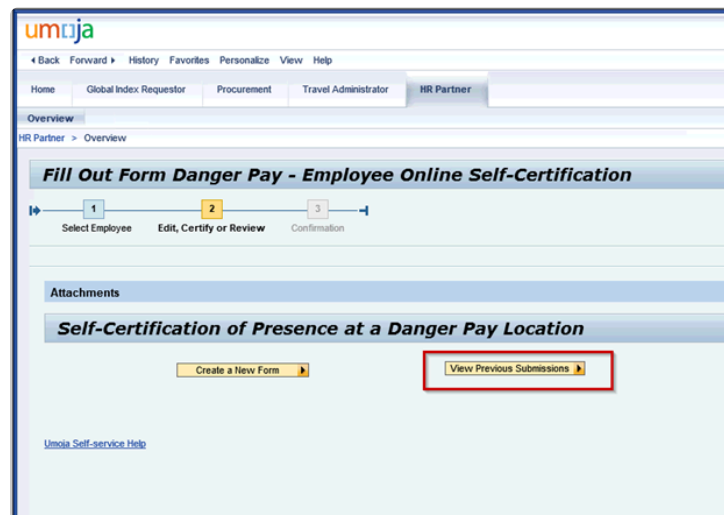
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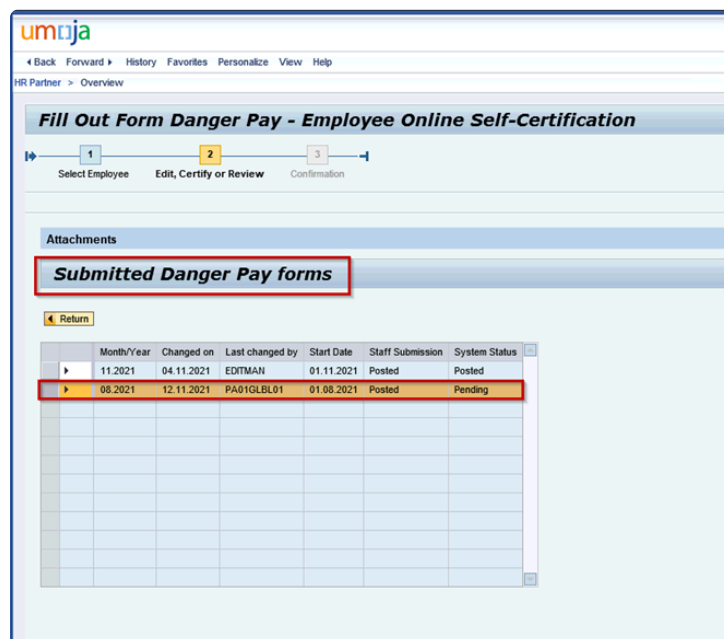
## 6. Previous Submissions

1. Follow steps 1 – 5 for [Inside the parent danger pay location](#).



2. On the **Fill out Form Danger Pay** screen, click **View Previous Submissions**.

1. Submitted **Danger Pay** forms will be displayed.



2. Select the form you want to see details of and click the arrow to expand.
3. A detailed report is displayed for the selected month. You will see the **Status** as well as the any changes and status descriptions.

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HR Partner > Overview

**Submitted Danger Pay forms**

Return

Month/Year	Changed on	Last changed by	Start Date	Staff Submission	System Status
11.11.2021	04.11.2021	EDITHAN	01.11.2021	Posted	Posted
08.2021	12.11.2021	PAHOLUBLO1	01.08.2021	Posted	Pending

**Detail report of August 2021 for Uvtest SEPBM**

Effective Date	Day	Change status	Status	Staff Submission	Status	System Status
01.08.2021	Sunday	X	1	Inside the parent danger pay location	5	Outside the parent danger pay location for other reasons
02.08.2021	Monday	X	4	Outside the parent danger pay location on official business travel, including TDV to danger pay area	1	Inside the parent danger pay location
03.08.2021	Tuesday	X	4	Outside the parent danger pay location on official business travel, including TDV to danger pay area	1	Inside the parent danger pay location
04.08.2021	Wednesday	X	4	Outside the parent danger pay location on official business travel, including TDV to danger pay area	1	Inside the parent danger pay location
05.08.2021	Thursday	X	4	Outside the parent danger pay location on official business travel, including TDV to danger pay area	1	Inside the parent danger pay location
06.08.2021	Friday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
07.08.2021	Saturday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
08.08.2021	Sunday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
09.08.2021	Monday	X	2	Outside the parent danger pay location on rest and recuperation	1	Inside the parent danger pay location
10.08.2021	Tuesday	X	2	Outside the parent danger pay location on rest and recuperation	1	Inside the parent danger pay location
11.08.2021	Wednesday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
12.08.2021	Thursday	X	3	Outside the parent danger pay location on official business travel, including TDV to non-danger pay area	1	Inside the parent danger pay location
13.08.2021	Friday	X	3	Outside the parent danger pay location on official business travel, including TDV to non-danger pay area	1	Inside the parent danger pay location
14.08.2021	Saturday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
15.08.2021	Sunday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
16.08.2021	Monday	X	5	Outside the parent danger pay location for other reasons	1	Inside the parent danger pay location
17.08.2021	Tuesday	X	5	Outside the parent danger pay location for other reasons	1	Inside the parent danger pay location
18.08.2021	Wednesday	X	5	Outside the parent danger pay location for other reasons	1	Inside the parent danger pay location
19.08.2021	Thursday	X	5	Outside the parent danger pay location for other reasons	1	Inside the parent danger pay location
20.08.2021	Friday	X	5	Outside the parent danger pay location for other reasons	1	Inside the parent danger pay location
21.08.2021	Saturday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
22.08.2021	Sunday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
23.08.2021	Monday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
24.08.2021	Tuesday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
25.08.2021	Wednesday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
26.08.2021	Thursday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
27.08.2021	Friday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
28.08.2021	Saturday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
29.08.2021	Sunday	X	1	Inside the parent danger pay location	1	Inside the parent danger pay location
30.08.2021	Monday	X	9	Not employed (days before initial appointment/appointment and/or after separation)	1	Inside the parent danger pay location
31.08.2021	Tuesday	X	9	Not employed (days before initial appointment/appointment and/or after separation)	1	Inside the parent danger pay location

4. Click on the **Return** button to return to the **Self-Certification of Presence at a Danger Pay Location** screen.

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Home Global Index Requestor Procurement Travel Administrator **HR Partner**

Overview

HR Partner > Overview

**Fill Out Form Danger Pay - Employee Online Self-Certification**

1 Select Employee 2 Edit, Certify or Review 3 Confirmation

Attachments

**Submitted Danger Pay forms**

Return

Month/Year	Changed on	Last changed by	Start Date	Staff Submission	System Status
11.2021	04.11.2021	EDITHAN	01.11.2021	Posted	Posted
08.2021	12.11.2021	PAHOLUBLO1	01.08.2021	Posted	Pending

**Detail report of August 2021 for Uvtest SEPBM**

Effective Date	Day	Change status	Status	Staff Submission	Status	System Status
01.08.2021	Sunday	X	1	Inside the parent danger pay location	5	Outside the parent danger pay location for other reasons
02.08.2021	Monday	X	4	Outside the parent danger pay location on official business travel, including TDV to danger pay area	1	Inside the parent danger pay location
03.08.2021	Tuesday	X	4	Outside the parent danger pay location on official business travel, including TDV to danger pay area	1	Inside the parent danger pay location
04.08.2021	Wednesday	X	4	Outside the parent danger pay location on official business travel, including TDV to danger pay area	1	Inside the parent danger pay location

5. Self-Certification of Presence at a Danger Pay Location screen is displayed.

umoja

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Overview

HR Partner > Overview

**Fill Out Form Danger Pay - Employee Online Self-Certification**

1 Select Employee 2 Edit, Certify or Review 3 Confirmation

Attachments

**Self-Certification of Presence at a Danger Pay Location**

Create a New Form View Previous Submissions

Umoja Self-service Help

Last modified: 4 March 2022

## 7. Resources

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- [IT2002](#)
- [IT9010](#)

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*Last modified: 18 December 2021*

## 7.1. IT2002 (Attendance Type – No Danger Pay Days)

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- Infotype 2002 attendances subtype 1014 “no danger pay” is used to record days when the staff member should not be paid danger pay through payroll.
- When there are no records of IT2002 subtype 1014 for a particular month, the monthly rate is applied in payroll.
- When there is a one day record or more of IT2002 subtype 1014 for a particular month, the daily rate for the remaining days in the month is applied in payroll.

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*Last modified: 9 February 2022*

## 7.2. IT9010 (Danger Pay Days)

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Infotype 9010 reflects the daily entries of the danger pay ESS form for a particular month.

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