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

1 — Last update: 12 January 2024

**United Nations - DOS** 

# **Table of Contents**

1. About this Manual	3
2. Overview	4
3. Prerequisites	5
3.1. Entitlement Eligibility	6
4. HR Partner/HR Administrator Certification on Behalf of Staff Members	7
4.1. Inside the Parent Danger Pay Location	8
4.2. Outside the Parent Danger Pay Location 1	8
5. Updating Submitted Forms	3
6. Previous Submissions 2	6
7. Resources	8
7.1. IT2002 (Attendance Type – No Danger Pay Days)	:9
7.2. IT9010 (Danger Pay Days)	0

### **1. About this Manual**

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.



### 2. Overview

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)** 

<u>COPYRIGHT</u>

FRAUD ALERT

PRIVACY NOTICE

TERMS OF USE

Last modified: 1 March 2022

## 3. Prerequisites

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**.

<u>COPYRIGHT</u>

<u>FRAUD ALERT</u>

PRIVACY NOTICE

TERMS OF USE

Last modified: 6 February 2022

# 3.1. Entitlement Eligibility

In accordance with <u>ST/AI/2020/6</u>, 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.

<u>COPYRIGHT</u>

FRAUD ALERT

PRIVACY NOTICE

TERMS OF USE

Last modified: 18 December 2021

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

- Inside the Parent Danger Pay Location
- Outside the Parent Danger Pay Location

<u>COPYRIGHT</u>	FRAUD ALERT	PRIVACY NOTICE	TERMS OF USE

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.

Edit View Favo	rites Tools Help
umtija	
	<ul> <li>History Favorites Personalize View Help</li> </ul>
Home Glob	oal Index Requestor Procurement Travel Administrator HR Partner
Overview	
Home > Overv	view
Weld	come to Umoja
-	
1	Work Center Work Center Request Status
*	User Map User Map
•	HR Operation Center Configuration HR Operation Center Configuration

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

w Help
Travel Administrator HR Partner
Travel Work Center
Access to Travel Work Center
]
Reporting
Reporting Tools
Status Processes Overview

- 5. The *Employee on Behalf Processes* screen is displayed.
- 6. Select Certification of Presence at a Danger Pay location. link.

Edit View Favorites Tools Help	
umtija	
Gack Forward      History Favorites Personalize View Help	
Home Global Index Requestor Procurement Travel Administrate	or HR Partner
Overview	
HR Partner > Overview	
Employee On Pohalf Presses	
Employee On Benair Processes	
Back	
Life & Work Events On Behalf Dependent Document On-Behalf service for Dependent Document Rental Subsidy Rental Subsidy On Behalf Addresses Enter, change, or delete employee addresses On Behalf Dependent Data Enter, change, or delete employee family data On Behalf Annual Declaration On Behalf	
Create and process Travel On behalf Access to Travel On Behalf Processes	
Create Danger Pay form on Behalf Certification of Presence at a Danger Pay location Create, submit, certify Danger Pay on Behalf of Staff Mer	mber

- 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.

umuja					
Gack Forward ► Hi	story Favorites Personalize	View Help			
Home Global Index	Requestor Procurement	Travel Administrator	HR Partner		
Overview					
R Partner > Overview					
Start Dan	ger Pay Process	5			
l     Select Employe	e Edit, Certify or Review	Confirmation			
Select Employee	4				
Employee Selection:	mployee Search				
Last name:			D	visplay: Organizational Inf	formation 💌
First name:				Employee Details	
Middle name: Personnel Number:	419071		1		
				Name	Personnel Num
Class	Advanced Search		3	Uvidanger DANGER	IS
Start 2					
Start					

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

um	Lija	Search:	Q, ✓ Um	oja portal - R5J
<ul> <li>Back</li> </ul>	Forward > History Favorites Personalize View H	lp	Welcome:	PA01GLBL01 PA
Home	Global Index Requestor Procurement Trav	el Administrator HR Partner		
Overvie	w			
HR Partner St	A verview art Danger Pay Process	]		Full Screen
HR Partne St I	r > Overview art Danger Pay Process	]		Full Screen
HR Partne	r > Overview Cart Danger Pay Process			[Full Screen ]
HR Partnel St I>	r > Overview  art Danger Pay Process  1 2 3 Select Employee Edit, Certify or Review Confirm  all  railable Processes Process Name	ation Process Description		[Full Screen ]

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

Edit View Favorites Tools Help
umtija
Back Forward > History Favorites Personalize View Help
Home Global Index Requestor Procurement Travel Administrator HR Partner
Overview
HR Partner > Overview
Fill Out Form Danger Pay - Employee Online Self-Certification
Image: Select Employee         Edit, Certify or Review         Confirmation
Attachmente
Adachments
Self-Certification of Presence at a Danger Pay Location
Create a New Form
Umoia Self-service Help

15. Click on the Create a New Form button.

Edit View Favorites Tools Help
umtija
Back Forward      History Favorites Personalize View Help
Home Global Index Requestor Procurement Travel Administrator HR Partner
Overview
HR Partner > Overview
Fill Out Form Danger Pay - Employee Online Self-Certification
Attachments
Self-Certification of Presence at a Danger Pay Location
Create a New Form
Month * Year * 2021 Display Form >
STITUTE STOLEN THE LEASE

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

umnia	
Back Forward	d ≻ History Favorites Personalize View Help
Home Glo	bal Index Requestor Procurement Travel Administrator HR Partner
Overview	
R Partner > Ove	rview
Fill Ou	t Form Danger Pay - Employee Online Self-Certification
<b> </b>	
Select Em	proyee Edit, Certify or Review Continuation
Attachme	ents
Self-	Certification of Presence at a Danger Pay Location
	Create a New Form
	Month * October

#### 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.

Forward >	History Fa	ivorites Pe	rsonalize \	few He	lp .						
> Overviev											
aff Basic D	ata										
		Pers	onnel no 0	0419071			Staff	Name	Jvtdanger DANGEF	rts	
		Employ	ee Group Ir	ternation	al Staff	Em	ployee Sub	group I	Field Service		
		Du	ty station is	anara				ODDS			
Next 🕨 🤇	to to Summ	ary and Ce	rtify								
Danger Pa	iy ime	and Attend	ance								
/erification	of Attend	ance at t	he Danger	Pay Du	ity Station						
Dav	S	lart Date	Status		Dav	Start Date	Status		Dav	Start Date	Status
Friday	0	1.10.2021	1		Friday	15.10.2021	1		Friday	29.10.2021	1
Saturda	y 0;	2.10.2021	1		Saturday	16.10.2021	1		Saturday	30.10.2021	1
Sunday	. 0:	3.10.2021	1		Sunday	17.10.2021	1		Sunday	31.10.2021	1
Monday	0	4.10.2021	1		Monday	18.10.2021	1				
Tuesda	/ 05	5.10.2021	1		Tuesday	19.10.2021	1				
Wednes	day 0	5.10.2021	1		Wednesday	20.10.2021	1				
Thursda	y 0;	7.10.2021	1		Thursday	21.10.2021	1				
Friday	01	8.10.2021	1		Friday	22.10.2 21	1				
Saturda	y 01	9.10.2021	1		Saturday	23.10.2 21	1				
Sunday	1	0.10.2021	1		Sunday	24.10.2 (21	1				
Monday	1	1.10.2021	1		Monday	25.10.2021	1				
Tuesda	/ 13	2.10.2021	1		Tuesday	26.10.2021	1				
Wednes	day 1	3.10.2021	1		Wednesday	27.10.2021	1				
Thursda	iy 1-	4.10.2021	1	¥	Thursday	28.10.2021	1	<b>Y</b>			
Status desc	ription										
Status	Descr	iption									
1	Inside	the parent	danger pay lo	cation							
2	Outsk	le the paren	t danger pay	location of	n rest and recuperat	ion					
3	Outsic	le the paren	t danger pay	location of	n official business tr	avel, including TD'	r to non-dan	ger pay a	rea		
4	Outsic	le the paren	t danger pay	location of	n official business tr	avel, including TD'	/ to danger p	ay area			
5	Outsic	le the paren	t danger pay	location f	or other reasons						
9	Not er	nployed (da	ys before init	al appoint	ment/reappointment a	and/or after separ	ation)				

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.

nuia	
sck Forward + History Favorities Personalize View Help	
e Employee Self-Service SM HR Partner Global Index Requestor Travel Administrator Procurement	
New .	
Iner > Overview	
Fill Out Form Danger Bay - Employee Online Solf Cortification	
in out form Danger Fay - Employee Omme Sen-Certification	
1 2 3 4	
Select Employee Edit, Certify or Review Confirmation	
Attachments	
Acknowledgement and Cortification By, or On Bohalf of Staff Member	
A RACK To extend to the Design Days Frame	
orecurs to return to the usinger way form	
Summary of the Danger Pay Status	
Name	
Index Number	
Count DOP Description	
31 Inside the parent danger pay location	
Acknowledgment and Certification	
Acknowledgment and Certification Please review before approving.	
Acknowledgment and Certification Please review before approving. ListIf measure, certify but the advanced in but have provided is correct and up to date, and that any finise certification of information and manypresentation of facts relating to my	
Acknowledgment and Certification Please review before approving. Listif memics review before approving that have provided is correct and up to date, and that any false certification of information and meropresentation of facts relating to my presence at the Dufy State number atoms.	
Conserved expressed and Certification      Constraints and memory and Certification      Constraints and memory and the advance of the second and up to date, and that any time certification of information and memory essentiation of facts residing to my     constraints and the Statemark and advance of the second advance of t	
Acknowledgement and Certification  Please review before approving.  Latframmice, certification and management and back and bad any false certification of information and managementation of facts relating to my pression at the Duty Station may and to thoophany action.  a subcovering and Certify that the data above in 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.

umoja
Back Forward + History Favorites Personalize View Help
Home Employee Self-Service SM HR Partner Global Index Requestor Travel Administrator Procurement
Consider and Constant and Const
R Partner > Overview
Fill Out Form Danger Pay - Employee Online Self-Certification
10 1 2 3 4
Attachments
Attachment
Acknowledgement and Certification By, or On-Behalf of, Staff Member
C BACK To return to the Danger Pay Form
Summary of the Danger Pay Status
Name Index Number
Count DOP Description
31 Inside the parent danger pay location
Acknowledgment and Certification
Please review before approving.
L staff member, certify that the information that 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 Dury 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.

anin .	
шја	
k Forward > His	story Favorites Personalize View Help
Employee Se	elf-Service SM HR Partner Global Index Requestor Travel Administrator Procurement
inw	
er > Overview	
ill Out Fo	rm Danger Pay - Employee Online Self-Certification
Select Employee	Edit. Certify or Review Confirmation
ttachments	
Attachment	
Supporting	g Documentation Danger pay
Add Attachme	ent Delete Attachment
icknowledgeme	ent and Certification By, or On-Behalf of, Staff Member
4 BACK To ret	rturn to the Danger Pay Form
Summary of th	he Danger Pay Status
Name	
Index Numbe	er de la companya de
Cou	unt UC# Description
	ar inske tile paretti kanget pøy skrakkt
Acknowledgm	ret and Certification
Acknowledgm	eet and Certification
Acknowledgm Please revie	The second secon
Acknowledgm Please revie I, staff membe presence at th	rent and Certification we before approving. vc.cetly but be information ball have provided in correct and up to date, and that any false contricution of information and misrepresentation of facts realizing to my into 30 Station any average.

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

Edit View Favorites Tools Help
umuja
Gack Forward      History Favorites Personalize View Help
HR Parlner > Overview
Attachments
Attachment
Supporting Documentation Danger pay Attachment Type: * Supporting Documentation Danger pay Add Attachment [Decke 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

Edit View Favorites Tools Help
umtija
HR Partner > Overview
Attachments
Attachment
Supporting Documentation Danger pay Attachment Type: * Supporting Documentation Danger pay Attachment Type: * Decke Attachment Decke Attachment Decke Attachment Decke Attachment Decke Attachment Decke Attachment

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

muja		
Back Forward	History Favorites Personalize View Help	
ome Empl	kovee Self-Service SM HR Partner Global Index Requestor Travel Administrator Procurement	
rerview		
anner > Over		
Fill Ou	t Form Danger Pay - Employee Online Self-Certification	
Select Emp	skyce Edit, Certify or Review Confirmation	
Attachme	nts	
Attach	nent	
Add	sporting Documentation Danger pay	
Acknowle	dgement and Certification By, or On-Behalf of, Staff Member	
< BACK	] To return to the Danger Pay Form	
Summa	ary of the Danger Pay Status	
Name	x Number California	
	Count DGP Description	
	31 Inside the parent danger pay location	
		T

- 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.

Constant > Holory Favorities Personalize View Help     Employee Set -Service SM NR Partmer Global Index Requestor Travel Administrator Procurement	
lack Forward > History Favoriles Personalize View Help ne Enployee Self-Service SM HR Partiner Global Index Requestor Travel Administrator Procurement	
ne Employee Self-Service SM HR Partner Global Index Requestor Travel Administrator Procurament	
INE > OVERVEW	
Fill Out Form Danger Pay - Employee Online Self-Certification	
Select Employee Edit, Certify or Review Confirmation	
Submit Form 🕨	
Mark week	
Attachments	
Attachment	
Supporting Documentation Danger pay	
Add Attachment Delete Attachment	
Acknowledgement and Cartification By: or On Roball of Staff Member	
Acknowledgement and Ceruncation by, or On-cerunal of, start member	
BACK To return to the Danger Pay Form	
Summary of the Danger Pay Status	
Name Appleteneous	
Index Number	
Count DGP Description	
31 Inside the parent danger pay location	
31 Inside the parent danger pay location	
31 Inside the parent danger pay location	
31 Inside the parent danger pay location	-
31 Invide the parent danger pay location	v
31 Inside the parent danger pay location Acknowledgment and Certification	V
31         Inside the parent danger pay location           Acknowledgment and Certification           Please review before secrotion.	
31         Invide the parent danger pay location           31         Invide the parent danger pay location           Acknowledgment and Certification           Please review before approving.           (stiff mease, certify hult he information that have provided is correct and up to date, and that any false certification of information and managementation of facts making to my	

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.

umoja
4Back Forward > History Favorites Personalize View Help
Home Employee Sall-Service SM HD Dartner Clicks Index Desuestor Travel Administrator Drocurement
Overview
RFanner > Overvew
Fill Out Form Danger Pay - Employee Online Self-Certification
le 1 2
Submt Form )
Attachments
Attachment
Acknowledgement and Certification Rv. or On Rehalf of. Staff Member
EACK To return to the Danger Pay Form
Summary of the Danger Pay Status
Name
Index Number
Court Cury Description
Acknowledgment and Certification
Please review before approving. L 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 budy Station may lead to disciplinary action.

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

Duon	forward Fistory Favorites Personalize View Help
Partner	> Overview
Ste	n Completed
5.0	p completed
-	
🖌 Data	sent (process reference number: 000000836198)
V Data	sent (process reference number: 000000836198)
Data	sent (process reference number: 000000836198)
Display N	sent (process reterence number: 000000836198)



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.
- 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.

Next Danger Pay	Pers Employed Date to Summary and Ce	onnel no re Group ty Station rtify ance	00375333 Internation Sanala	al Staff	Em	Staff ployee Sub E	Name L group F 30D DS	as I Month AFFOIN field Service	TED		
Dev	Sted Date	Cashe		Dev	Start Date	Chatra		Dev	Start Date	Onte	
Eriday	01 10 2021	1		Diday	15 10 2021	1		Diday	29.10.2021	1	
Saturday	02.10.2021	1		Saturday	18.10.2021	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			CTT CLEVE I		
Tuesday	05.10.2021	5		Tuesday	19.10.2021	1					
Wednesd	lay 06.10.2021	5		Wednes day	20.10.2021	1					
Thurs day	07.10.2021	5		Thursday	21.10.2021	1					
Friday	08.10.2021	1	_	Friday	22.10.2021	1					
Satur day	09.10.2021	1		Seturday	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	28.10.2021	1					
Wednesd	ey 13.10.2021	1		Wednes day	27.10.2021	1					
Thurs day	14.10.2021	1		Thursday	28.10.2021	1					
Status descr	ption										E
Status	Description										
1	Inside the parent d	anger pay lo	cation								
2	Outs ide the parent	danger pay	location on	rest and recuperation							
3	Outs ide the parent	danger pay	location on	official business trav	el, including TDY to	non-danger	pay area				
4	Outs ide the parent	danger pay	location on	official business trav-	el, including TDY to	danger pay	area				
5	Outs ide the parent	danger pay	location for	other reasons							
9	Not employed (days	s before initi	al appointm	ent/reappointment and	i/or after separatio	n)					



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.

ntija		
ck Forward > Histor	r Favorites Personalize View Help	
e Employee Self-S	ervice SM HR Partner Global Index Requestor Travel Administrator Procurement	
view		
iner > Overview		
ill Out Fori	n Danger Pay - Employee Online Self-Certification	
1 Select Employee	Call, Carlify or Review Continuation	
American		
Attachments		
Acknowledgement	and Certification By, or On-Behalf of, Staff Member	
4 BACK To retur	i to the Danger Pay Form	
former of the f	Income Base Adminis	- 1
Junnary of the t	anger ray Juanus	
Name		
Index Number		
Count	DGP Description	
31	Inside the parent danger pay location	
Acknowledgmen	and Certification	
Please review	refore approving. artify that the information that I have provided is correct and up to date, and that any false certification of information and microconsentation of farits relation to my	
presence at the f	they make the momentum that have provided to context and up to save, and was any raise certaintation or information and misrepresentation or facts relating to my uty Station may lead to disciplinary action.	
presented de tre t		
I acknowledg	t and Certify that the data above is correct	
I acknowledg	and Certify that the data above is correct	

- 6. The Attachment sub-tray is displayed.
- 7. Click on the Attachment sub-tray.

umoja
Eack Forward - History Favorites Personalize View Help
Home Employee Self-Service SM HR Partner Global Index Requestor Travel Administrator Procurement
Overview
RPartner > Overview
Fill Out Form Danger Pay - Employee Online Self-Certification
le34 Select Employee Edit, Certify or Review Continuation
Attachments
Allachmant
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 Contraction Contraction
Court DQP Description
31 Inside the parent danger pay location
Acknowledgment and Certification
Please review before approving. ( staff entries, contry has the information that have provided is correct and up to date, and that any false certification of information and morepresentation of facts relating to my presence and the follow 200km any states to include any action: action-on-one-one-one-one-one-one-one-one-on

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

าเม่ล		-
ck Forwa	d > History Favorites Personalize View Help	
e En	olovee Self-Service SM HR Partner Clipbal Index Requestor Travel Administrator Procurement	
view	n deur	
	1 10/11	
ill O	It Form Danger Pay - Employee Online Self-Certification	
1	2 3	
Select E	ployee Edit, Certify or Review Confirmation	
Attachm	ints	
Attac	ment	
	Supporting Documentation Danger pay	
Ad	Attachment Delete Attachment	
Acknowl	edgement and Certification By, or On-Behalf of, Staff Member	1
4 840		
4 BAC	To return to the Danger Pay Form	
Sumr	ary of the Danger Pay Status	
Nar		
Ind	x Number	
	Count DOD Description	
	31 Inside the parent danger pay location	
	31 inside the parent danger pay location	
	31 Inside the parrent danger pay location	
	31 Inside the parrent danger pay location	
Art	31         ballet he parent danger pay location         Image: second sec	
Ackp	31         inside the parent damper pay location           31         wild operation	
Ackn	Open Sector S	
Ackn	Out         Used who used and any pay location         Image in the second and the se	

- 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

Edit	View Favorites Tools Help
ur	maja
٩B	Back Forward + History Favorites Personalize View Help
HR Pa	artner > Overview
	Attachments
	Supporting Documentation Danger pay Attachment Type: * Supporting Documentation Danger pay Attachment Type: * Decke Attachment Decke Attachmen



11. The file name appears in the folders path.

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

um	naja
< Bac	k Forward > History Favorites Personalize View Help
HR Partn	er > Overview
A	utachments
A	ttachments
A	Attachment
A	Attachment
	Attachment  Supporting Documentation Danger pay
A	Attachment  Supporting Documentation Danger pay Attachment Type: * Supporting Documentation Danger pay  (C-USers/TEMP GLOBAL1 Browse Upload Cancel

- 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.*

		_
umoja	Search:	
<back favorites="" forward="" help<="" history="" personalize="" th="" view="" ►=""><th></th><th></th></back>		
IR Partner > Overview		
Fill Out Form Danger Pay - Employee Online Self-Certification		
le et la contractor		
Marchana		
Attachments Achnowlegment and Certification By or Onbehalf of Staff Member		
EBACK To return to the Danger Pay Form		
Summary of the Danger Pay Status		
Name Last Month APPORTED Index Number 00275333		
Count DGP Description		
27 Inside the parent danger pay location		
4 Outside the parent danger pay location for other reasons		
	V	
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 cuty other may read to disciplinary econ.		

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

lumnia	Search	0.*
unitaju	54800	Q, *
		We
HR Partner > Overview		
Fill Out Form Danger Pay - Employee Online Self-Certification		
10 1 2		
Submit Form (a)		
Attachments		
Achnowlegment and Certification By or Onbehalf of Staff Member		
BACK To return to the Danger Pay Form		
Summary of the Danger Pay Status		
Name Last Month APPORTED Index Number 00379333		
Count DGP Description		
27 Inside the parent danger pay location		
4 Outside the parent danger pay location for other reasons		

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

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.

successfully certified and submitted.

um	пја			
I Back HR Partne	Forward ⊭ Histo r > Overview	ry Favorites Personalizo	e View Help	
St	ep Compl	eted		
🗶 Da	ata sent (process ref	erence number: 00000836	;201)	
Display	/ Message Log			
<b>₩</b> —	1 Select Employee	2 Edit, Certify or Review	Confirmation	

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).



Last modified: 10 February 2022

# **5. Updating Submitted Forms**

For periods prior to August 2021 all updates should be made by an HR Partner recording directly in Umoja using Infotype *IT2002 (Subtype – No Danger Pay Days)* and **DO NOT** follow the procedure outlined here.

For periods from August 2021 on, HR Partners can adjust submitted forms as required. Staff members cannot make changes to submitted forms and will have to request an HR Partner to make changes on their behalf.

- 1. From Enterprise Central Component (ECC) enter PA30 and the index number of the staff member.
- 2. In the *Infotype* field enter *IT9010 (Danger Pay Days)* and click on the View <sup>22</sup> button.



- 3. The Danger Pay form data is displayed.
- 4. Select the row representing the period to be adjusted and click on the Edit. 🖉 button.

Start Date	End Date	S	S	s	s	s	S	S	S	S	S	S	s	s	s	s	S	s	s	S	s	S	s	S	s	s	S	S	S	s	S	s	D	L.,	
01.06.2021	30.06.2021	1	1	1	1	5	5	5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	A		٠
																																			*

- 5. Update the appropriate days as required with a value or 1, 2, 3, 4 or 5.
- 6. Update the DG Record Status from P (Posted) to A (approved). Status A will ensure the record is re-evaluated by the batch process and change/deletion/new record of infotype

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

D	anger Pay Days		1
D	ay 1	1	
D	ay 2	1	
D	ay 3	1	
D	ay 4	1	
D	ay 5	5	
D	ау б	5	
D	ay 7	5	
D	ay 8	1	
D	ay 9	1	
D	ay 10	1	
D	ay 11	1	
D	ay 12	1	
D	ay 13	1	
D	ay 14	1	
D	ay 15	1	
D	ay 16	1	
D	ay 17	1	
D	ay 18	1	
D	ay 19	1	
D	ay 20	1	
D	ay 21	1	
D	ay 22	1	
D	ay 23	1	
D	ay 24	1	
D	ay 25	1	
D	ay 26	1	
D	ay 27	1	
D	ay 28	1	
D	ay 29	1	
D	ay 30	1	
D	ay 31		
D	G Record Status	A	



This form will also display 31 days. For months will 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.

<u>COPYRIGHT</u>

FRAUD ALERT

PRIVACY NOTICE

TERMS OF USE

Last modified: 11 February 2022

### 6. Previous Submissions

1. Follow steps 1 – 5 for Inside the parent danger pay location.

umuja	
Back Forward History Favorites Personalize View Help	
Home Global Index Requestor Procurement Travel Administr	rator HR Partner
Overview	
Partner > Overview	
Fill Out Form Danger Pay - Employ	ee Online Self-Certification
Select Employee Edit, Certify or Review Confirmation	
Attachments	
Self-Certification of Presence at	a Danger Pay Location
Create a New Form	View Previous Submissions
Umoja Self-service Help	

- 2. On the Fill out Form Danger Pay screen, click View Previous Submissions.
- 1. Submitted **Danger Pay** forms will be displayed.

Select E	mployee	2 Edit, Certify o	or Review Co		4			
ttachm	ingen y s/0	con, ceruiy (						
ttachm								
ttachm								
	ients							
_				_				
Sub	mitted	Dange	er Pay for	ms				
Return	]							
	Month/Year	Changed on	Last changed by	Start Date	Staff Submission	System Status		
•	11.2021	04.11.2021	EDITMAN	01.11.2021	Posted	Posted		
	08 2021	12.11.2021	PA01GLBL01	01.08.2021	Posted	Pending		
•							A	
•								
•								
•								
>								
>								

- 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.

	eniew										
Sub	mitted L	Danger	Pay	/ form	IS						
4 Return											
	Month	Year		Change	d on		Last changed by	Start Date	Staff 5	lubmission	System Status
•	11.202	н		04.11.2	021		EDITMAN	01.11.2021	Poster		Posted
-	08.202	н		12.11.2	021		PA01GLBL01	01.08.2021	Posted		Pending
D	etail report of	of Augus	2021	for Uvt	test :	SEPSM					_
	Effective Date	Day	Chang	e status 3	latus	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 rea
	02.08.2021	Monday	х	4		Outside the parer	nt danger pay location on official busis	ness travel, including TDY to dange	rr pay area	1	Inside the parent danger pay location
	03.08.2021	Tuesday	х	4		Outside the parer	nt danger pay location on official busis	ness travel, including TDY to dange	er pay area	1	Inside the parent danger pay location
	04.08.2021	Wednesday	Х	4		Outside the parer	nt danger pay location on official busis	sess travel, including TDY to dange	ir pay area	1	Inside the parent danger pay location
	05.08.2021	Thursday	×	4		Outside the parer	nt danger pay location on official busin	ness travel, including TDY to dange	rr pay area	1	Inside the parent danger pay location
	06.08.2021	Friday				Inside the parent	danger pay location			1	Inside the parent danger pay location
	07.08.2021	Saturday		1		Inside the parent	danger pay location			1	Inside the parent danger pay location
	08.08.2021	Sunday	_			Inside the parent	danger pay location			1	Inside the parent danger pay location
	09.08.2021	Monday	×	2		Outside the parer	nt danger pay location on rest and rec	superation		1	Inside the parent danger pay location
	10.08.2021	Tuesday	X	2		Outside the pare	nt danger pay location on rest and rec	uperation		1	Inside the parent danger pay location
	11.08.2021	Wednesday	-			inside the parent	danger pay location			1	Inside the parent danger pay location
	12.08.2021	Thursday	A .	3		Outside the pare	it danger pay location on official busi	tess travel, including TUY to non-d	langer pay are	1	Inside the parent danger pay location
	13.08.2021	Finday	X	3		Outside the pare	nt danger pay location on official busin	sess travel, including TUY to non-d	langer pay are		Inside the parent danger pay location
	14.08.2021	Saturday	× .			Outside the pare	nt danger pay location on official busie	sess travel, including TDY to non-d	langer pay are		Inside the parent danger pay location
	15.06.2021	Sunday	~			Control of the parent	oanger pay location				inside the parent danger pay location
	17 08 2021	Tuesday	Ŷ			Outside the pare	<ul> <li>omiges pay recation for other reasons</li> </ul>	**			have the parent danger pay location
	18 08 2021	Viedoesday	N N			Outside the pare	n owngen pay would not other reasons danner nav location for other reasons	65			Inside the parent danger pay location
	19.05.2021	Thursday	n V			Outside the pare	n owngen pay recardon for other reasons				Inside the parent danger pay location
	20.08.2021	Friday	X			Outside the pare	I danner nav location for other reaso	65		1	Inside the parcel danger pay location
	21.08.2021	Sahaday	-			inside the parent	danger pay location			1	Inside the parent danger pay location
	22.08.2021	Sunday				inside the parent	danger pay location			1	Inside the parent danger pay location
	23 08 2021	Monday				inside the parent	danger pay location			1	Inside the parent danger pay location
	24.08.2021	Tuesday				Inside the parent	danger pay location			1	Inside the parent danger pay location
	25.08.2021	Wednesday				inside the parent	danger pay location			1	Inside the parent danger pay location
	26.08.2021	Thursday				inside the parent	danger pay location			1	Inside the parent danger pay location
	27.08.2021	Friday				Inside the parent	danger pay location			1	Inside the parent danger pay location
	28.08.2021	Salurday		1		Inside the parent	danger pay location			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.

umuja											
4Back Forwa	ard > History	Favorites Per	sonalize View	Help							
Home G	lobal Index Reque	stor Proc	curement	Travel Ad	ninistrator HR Partner						
Overview											
R Partner > Ov	erview										
Fill O	ut Form	Dange	r Pay -	Empl	oyee Online Se	elf-Certificatio	n				
I+1		2		3							
Select E	imployee Ed	it, Certify or R	teview Co	infirmation							
Attachm	ents										
		_									
Sub	mitted L	Danger	Pay for	ms							
_	_										
4 Return	]										
_	_										
_	Month	Year	Cha	inged on	Last changed	1 by	Start Date	Staff Sul	bmission		System Status
•	11.202	1	04.1	11.2021	EDITMAN		01.11.2021	Posted			Posted
•	08.202	1	12.1	11.2021	PA01GLBL01		01.08.2021	Posted			Pending
De	etail report	of August	2021 for U	vttest	SEPSM						
	Effective Date	Day	Change status	Status	Staff Submission				Status	System Status	
	01.08.2021	Sunday		1	Inside the parent danger pay loc	ation			5	Outside the parent dang	er pay location fo
	02.08.2021	Monday	Х	4	Outside the parent danger pay k	ocation on official business tra	vel, including TDY to danger pay	area	1	Inside the parent danger	pay location
	03.08.2021	Tuesday	X	4	Outside the parent danger pay k	ocation on official business tra	vel, including TDY to danger pay	area	1	Inside the parent danger	r pay location
	04.08.2021	Wednesday	X	4	Outside the parent danger pay is	cation on official business tra	well including TDV to danger pay.	area	1	inside the parent dancer	nav location

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

umtija		
Back Forward      History	Favorites Personalize View Help	
Home Global Index Requ	estor Procurement Travel Administrator	HR Partner
Overview		
R Partner > Overview		
Fill Out Form	Danger Pay - Employee	e Online Self-Certification
Select Employee E	2 3 -	
Attachments		
Self-Certifie	cation 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

- <u>IT2002</u>
- <u>IT9010</u>

<u>COPYRIGHT</u>	FRAUD ALERT	PRIVACY NOTICE	TERMS OF USE	

Last modified: 18 December 2021

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

- 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.

<u>COPYRIGHT</u>

FRAUD ALERT

PRIVACY NOTICE

TERMS OF USE

Last modified: 9 February 2022

# 7.2. IT9010 (Danger Pay Days)

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

<u>COPYRIGHT</u>

FRAUD ALERT

PRIVACY NOTICE

TERMS OF USE

Last modified: 9 February 2022