# **Umoja Danger Pay for Staff Members**

1 — Last update: 12 January 2024

United Nations - DOS

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#### 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 Staff Members 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 Staff Members, lessons learned from jurisprudence of the United Nations Dispute and Appeals Tribunals.

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#### 2. Overview

Use these procedures to initiate and self-certify a **Danger Pay** form as a staff member in **Employee Self Service** (ESS).

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#### 3. Prerequisites

All staff members will see the link to Danger Pay in Employee Self-Service (ESS) under Entitlements and can click the link to create a new form. The validation is only run once the data is entered and create new form clicked.

The online **Danger Pay** form is always created for a single month/year period, e.g., from 1 January to 31 January 2021 is a single form for the month/year period Januart 2021. A staff member will always have access to the entire calendar month range regardless of how many days in a month/year that staff member spent assigned to a Duty Station in a Danger Pay Location.

When a staff member clicks on the **Certification of Presence at a Danger Pay Location** link, the **Danger Pay** screen is displayed. From this screen, users will be able to complete a new **Danger Pay** form or view previously submitted forms.

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## 4. Entitlement Eligibility

You must be a national or an international staff member assigned to a Duty Station in a Danger Pay Location and spent time inside that Danger Pay Location are eligible to receive danger pay. It is not for staff members who travel to a Danger Pay Location on Official Business, including travel day (TDY). For this scenario, continue with the existing process of claiming via the **Travel Claim** form.

For the month that a staff member selects, Umoja will verify that the staff member is entitled to Danger Pay for that period by checking that:

- the staff member was assigned (via Org Assignment) to a Duty Station in a Danger Pay Location for any part of the selected month.
- the staff member has not yet submitted a form, nor one has not been submitted via the On Behalf function, for the specified month/year.
- the system checks the 3-month window of submission.

If a staff member was assigned (via Org Assignment) to multiple duty stations within a single month, the eligibility validation will have to be run against all assigned duty stations in the period until there is at least one day in the month whereby the staff member was assigned to a Duty Station in a Danger Pay Location. For example, if the first duty station was in a Danger Pay Location, then the staff member should see the form for the entire month and no additional duty stations need to be checked.

After the eligibility validation run:

- If the staff member is not entitled because they were not assigned to a Danger Pay Duty
   Station for 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 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 staff member is entitled to danger pay for the month/year selected, they can edit the
   Danger Pay form then certify and submit it.
- If the staff member is entitled to danger pay but is certifying after 3 months, the system will display a message advising:

 "More than 3 months have elapsed since the date selected. Please contact your HR Partner for assistance."

In a single month, for time spent outside of the parent Danger Pay Location on Rest & 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 seven (7). These seven days are cumulative within the calendar month and do not have to be consecutive.

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#### 5. Self Certification – Staff Member

Staff members can access the **Danger Pay** form starting on the second calendar day of each month. The system will run the validation against the days that have passed in the month. The earliest date that a **Danger Pay** form can be submitted is on the last calendar day of the month irrespective of work schedules.

If a staff member completes an online **Danger Pay** form within three months of the current day/ month/year, the form should be auto processed based on the online self-certification and the payment will be calculated by the system based on the daily entries in the form The current date will be used to calculate the month period in the past that can be accessed. Regardless of the current date, once a **Danger Pay** form is accessed, the staff member will be able to edit all values on the form from the first calendar day of the month to the last calendar day of the month.

If a staff member does not complete, self-certify, and submit their online **Danger Pay** form within three months, based on the current date, the staff member must complete the paper **Danger Pay** form and submit it to the HR Partner for review and processing. The HR Partner must review the paper form then complete the online form on behalf of the staff member. The paper form must be attached to the online form in the Employee Self Service (ESS).

Staff members assigned to a duty station in a Danger Pay Location for at least one day within the month, and want to receive Danger Pay, must complete the **Danger Pay** form for the entire month period.

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# 5.1. Inside the Parent Danger Pay Location

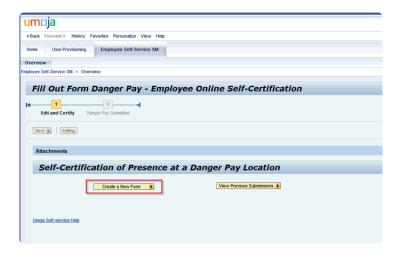
 Login to Employee Self Service (ESS) with your Unite ID credentials then click on the Entitlements link.



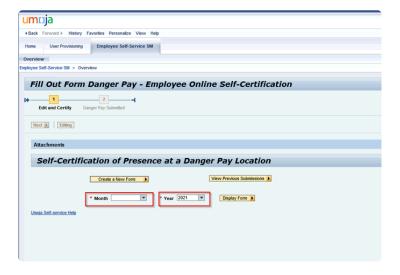
The Entitlements screen is displayed.



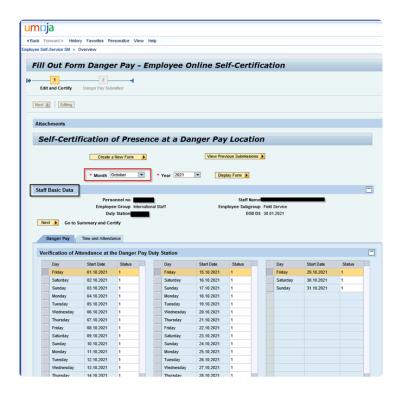
3. Click on the Certification of Presence at a Danger Pay Location link. The *Fill Out*Form Danger Pay – Employee Online Self-Certification screen will be displayed.



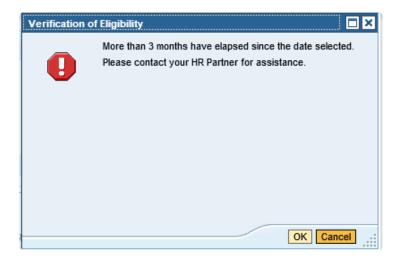
4. Click on the **Create a New Form** button. The *Month and Year* fields are displayed. The year is defaulted to the current year.



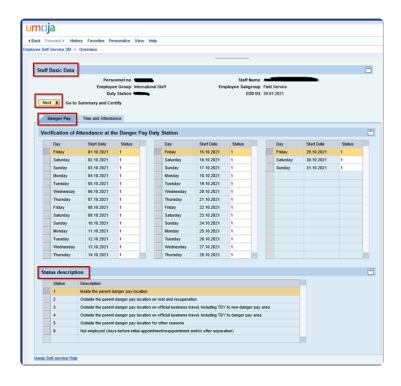
Select the month that you are requesting the danger pay. Upon selection of the month, \_Staff Basic Data \_ and the form will be displayed automatically.



If you attempt to create a request for a period more than three months from the current date, the message in the screen shot below will be displayed.



6. The Staff Basic Data, Danger Pay and Status description trays will be displayed. The **Verification of Attendance at the Danger Pay Duty Station** screen will be displayed with the default status of 1 – Inside the parent Danger Pay Location for each day of the month.



If you were present in the duty station for the entire month, there is no need to make any changes.

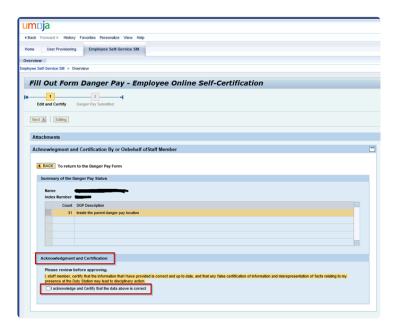
Please note the form is not automatically verified with already recorded or pending absences and attendances and it is the staff member's responsibility to make the entries based on the presence or absence in the duty station.

Please note that although the form entries are not automatically verified and the payment is made based on the self-certified entries, the Human Resources Section has the monitoring tools available to verify the form's entries against the time, travel and payroll records. Some of the monitoring checks include, but not limited to, as follows:

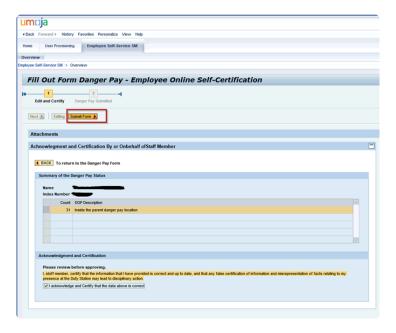
- The payroll danger pay amount for a period of Month/Year is added with any possible danger pay expense from Travel and the total is compared with the staff's danger pay monthly rate, if the total danger payment (from payroll and travel) exceeds the monthly rate the staff's records will be audited.
- The records of Home Leave calendar days expected to be equal or less than "no danger pay days", if not the staff member's records will be further checked.
- Staff members, especially international, who have not had records of "no danger pay days" within 3 months, will be highlighted for further checks. The dangerous locations

usually have R&R and are likely, but not required, not to be present in their parent dangerous duty station at least once within any given 3 months period.

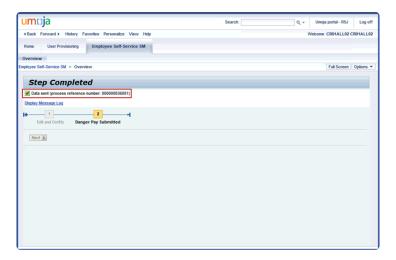
- 7. Click the **Next** button.
- 8. The Attachments, and Acknowledgements and Certification By or On behalf of Staff Member trays will be displayed.



- 9. Click on the Acknowledgement and Certification check box.
- 10. The **Submit Form** button will appear, click on the button. Please note, the Submit Form button will not appear if the Acknowledgement and Certification box is not checked.



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



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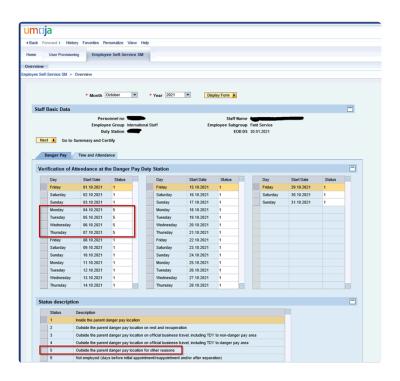
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## 5.2. Outside the Parent Danger Pay Location

- 1. Follow steps 1 5 for <u>Inside the Parent Danger Pay Location</u>.
- 2. Enter the appropriate status from 2 5 for the day(s) you were outside the parent danger pay Location on the *Verification of Attendance at the Danger Pay Location Duty Station* screen. E.g., 5 *Outside the parent Danger Pay Location for other reasons*.
- 3. Enter 9 for days before initial appointment/reappointment and/or after separation.



4. Below is an explanation of the different danger pay entries 1-5 and what they mean with regards to danger pay payments. :

Entry on Danger Form	System processing of the entry
1. Inside the parent danger pay area	No action, all days marked as 1 are paid days
2. Outside the parent danger pay area on rest and recuperation	<ul> <li>7 days rule;</li> <li>up to 7 calendar days (cumulative within the same month) no action, as those days are paid days;</li> <li>if more than 7 counts of entries with value 2, from day</li> </ul>

	8 produce "no danger pay days" records.
3. Outside the parent danger pay area on official business travel, including TDY to non-dangerous pay area	<ul> <li>7 days rule;</li> <li>up to 7 calendar days (cumulative within the same month) no action, as those days are paid days;</li> <li>if more than 7 counts of entries with value 2, from day 8 produce "no danger pay days" records.</li> </ul>
4. Outside the parent danger pay area on official business travel, including TDY to danger pay area	Not paid days, "no danger pay days" are produced for all days marked as 4, because the s/m is expected to claim danger pay expense from the travel module for the days spent in dangerous destination.
5. Outside the parent danger pay area for other reasons	Not paid, "no danger pay days" records are produced for all days marked as 5.
9. Days before initial appointment/reappointment and/ or after separation	Not paid, no action.

5. Example of a hypothetical scenario to illustrate the reasoning of how to select the correct entry.

Day	Start Date	Status	Reasoning	What to expect for danger pay payment
Friday	01/ 10/ 2021/ td>	1	I travelled from my parent dangerous d/s to my place of home leave. I entered 1, because I had partial day presence in the parent dangerous d/s	Payment
Saturday	02/ 10/ 2021	5	I entered 5, because I was not present (full or partial day) in the parent dangerous d/s and my absence was not R&R or official business	. Deduction
Sunday	03/ 10/ 2021	5	I entered 5, because I was not present (full or partial day) in the parent dangerous d/s and my absence was	Deduction

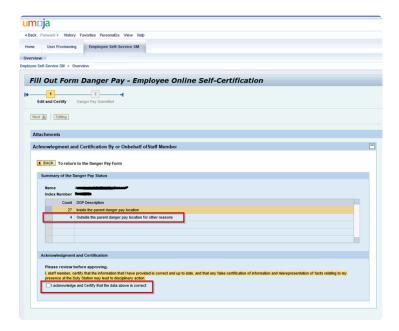
			not R&R or official business.	
Monday	04/ 10/ 2021	5	I entered 5, because I was not present (full or partial day) in the parent dangerous d/s and I was on Home Leave absence td	Deduction
Tuesday	05/ 10/ 2021	5	I entered 5, because I was not present (full or partial day) in the parent dangerous d/s and I was on Home Leave absence	Deduction
Wednesday	06/ 10/ 2021	5	I entered 5, because I was not present (full or partial day) in the parent dangerous d/s and I was on Home Leave absence	Deduction
Thursday	07/ 10/ 2021	5	I entered 5, because I was not present (full or partial day) in the parent dangerous d/s and I was on Home Leave absence	Deduction
Friday	08/ 10/ 2021	5	I entered 5, because I was not present (full or partial day) in the parent dangerous d/s and I was on Home Leave absence	Deduction
Saturday	09/ 10/ 2021	5	I entered 5, because I was not present (full or partial day) in the parent dangerous d/s and my absence was not R&R or official business	. Deduction
Sunday	10/ 10/ 2021	5	I entered 5, because I was not present (full or partial day) in the parent dangerous d/s and my absence was not R&R or official business.	Deduction
Monday	11/ 10/ 2021	5	Deduction	
Tuesday	12/ 10/	5	I entered 5, because I was not present (full or partial day) in the parent	Deduction

	2021		dangerous d/s and I was on Travel Day (for Home Leave) absence	
Wednesday/ td>	13/ 10/ 2021	1	I entered 1, because I was partially present in the parent dangerous duty station upon arriving late in the evening and in time records it was my Travel day (for Home leave return)	Payment
Thursday	14/ 10/ 2021	1	I entered 1, because I was present in the parent dangerous duty station, while telecommuting from my apartment.	Payment
Friday	15/ 10/ 2021	1	I entered 1, because I was present in the parent dangerous duty station, while working in the office	. Payment
Saturday	16/ 10/ 2021	1	I entered 1, because I was present in the parent dangerous duty station on my weekend.	Payment
Sunday	17/ 10/ 2021	1	I entered 1, because I was present in the parent dangerous duty station on my weekend.	Payment
Monday	18/ 10/ 2021	1	I entered 1, because although I left on official business travel to non-dangerous duty station, I was partially present on that day in my parent dangerous duty station before taking the flight.	Payment
Tuesday	19/ 10/ 2021	3	I entered 3, because I was fully absent from my parent dangerous duty station and was present in the non- dangerous location while on official business trip	No deduction, but 7 day rule start
Wednesday	20/ 10/ 2021	3	I entered 3, because I was fully absent from my parent dangerous duty station and was present in the non- dangerous location while on official	No deduction, day 2 of 7 day rule

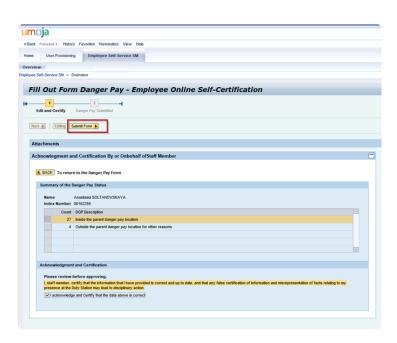
			business trip	
Thursday	21/ 10/ 2021	3	I entered 3, because I was fully absent from my parent dangerous duty station and was present in the non- dangerous location while on official business trip	No deduction, day 3 of 7 day rule
Friday	22/ 10/ 2021	3	I entered 3, because I was fully absent from my parent dangerous duty station and was present in the non- dangerous location while on official business trip	No deduction, day 4 of 7 day rule
Saturday	23/ 10/ 2021	3	I entered 3, because I was fully absent from my parent dangerous duty station and was present in the non- dangerous location while on official business trip	No deduction, day 5 of 7 day rule
Sunday	24/ 10/ 2021	3	I entered 3, because I was fully absent from my parent dangerous duty station and was present in the non- dangerous location while on official business trip	No deduction, day 6 of 7 day rule
Monday	25/ 10/ 2021	3	I entered 3, because I was fully absent from my parent dangerous duty station and was present in the non- dangerous location while on official business trip	No deduction, day 7 of 7 day rule start
Tuesday	26/ 10/ 2021	3	I entered 3, because I was fully absent from my parent dangerous duty station and was present in the non- dangerous location while on official business trip	Deduction, day 8 after cumulative entries of 3 or/ and 2 (entries 3 and 2 are under 7day rule)
Wednesday	27/ 10/ 2021	1	I entered 1, because I returned from the official business travel from non- dangerous duty station to my parent dangerous duty station and was	Payment

			present there partial day.	
Thursday	28/ 10/ 2021	1	I entered 1, because I was partially present in the parent dangerous duty station before taking the late night flight to go on official business travel to a dangerous location	Payment
Friday	29/ 10/ 2021	4	I entered 4, because I was fully absent from my parent dangerous d/s and I was present in the official business travel dangerous location.	Deduction, because when s/m is on official business to a dangerous location, the danger pay is claimed through travel for that location.
Saturday	30/ 10/ 2021	4	I entered 4, because I was fully absent from my parent dangerous d/s and I was present in the official business travel dangerous location.	Deduction, because when s/m is on official business to a dangerous location, the danger pay is claimed through travel for that location.
Sunday	31/ 10/ 2021	4	I entered 4, because I was fully absent from my parent dangerous d/s and I was present in the official business travel dangerous location.	Deduction, because when s/m is on official business to a dangerous location, the danger pay is claimed through travel for that location.

6. The *Fill Out Form Danger Pay – Employee online self-certification*, screen will be displayed.



- 7. Click on the Acknowledgement and Certification check box.
- 8. The **Submit Form** button is displayed, click on the button. Please note the Submit Form button will not be displayed if the **Acknowledgement and Certification** box is not checked.



9. The **Step Completed** screen will be displayed confirming that the form has been successfully certified and submitted.



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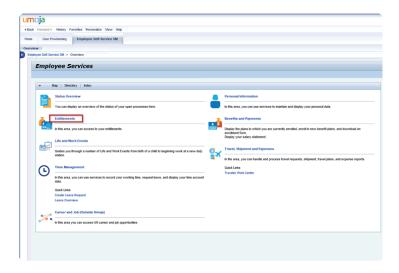
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#### 6. Previous Submissions

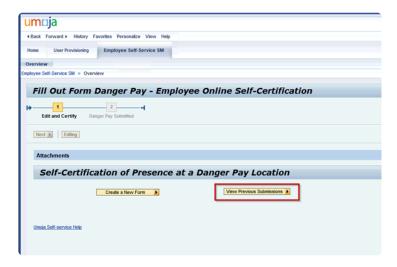
 Login to Employee Self Service (ESS) with your Unite ID credentials then click on the Entitlements link.



2. The *Entitlements* screen is displayed.



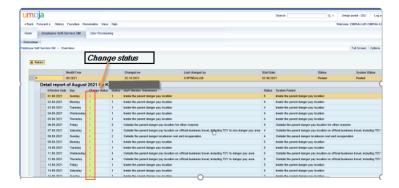
- 3. Click on the Certification of Presence at a Danger Pay Location link.
- The Fill Out Form Danger Pay Employee Online Self-Certification screen will be displayed.



5. Click on the **View Previous Submission** button, the **Submitted Danger Pay** form will be displayed.



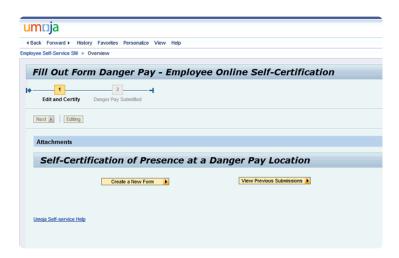
6. Select the line and click on the arrow to view detailed report for the month selected, the **Detailed** report will be displayed, showing the entries as submitted by the staff member (or by on behalf of the staff member by a HR Partner or HR Administrative Assistant) and the entries in the system. The "Change Status" column will mark differences between the original entries and the system's, if any.



7. To return to the **Self-Certification of Presence at a Danger Pay Location** form, click on the **Return** button.



8. The Self-Certification of Presence at a Danger Pay Location form will be displayed.



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