



# Human Resources Factsheet

## UMOJA USERS

### Assignment Grant

### For Staff



Who

Internationally recruited UN Secretariat staff members with temporary, fixed-term, continuing and permanent appointments are eligible for this grant, when relocating and authorized to travel by the Organization on initial appointment, assignment or transfer. The grant provided depends on the type of appointment held and the length of appointment.

If you are recruited from an area within commuting distance of the duty station, unless you can demonstrate that it was necessary for you to change accommodation due to your appointment with the Secretariat, you will not be eligible for assignment grant.



What

Eligible staff members, who are being travelled at the Organization's expense upon initial appointment or movement to a new duty station, are provided with this grant. It has two components: 1) a daily subsistence allowance (DSA) portion and 2) a lump-sum portion (net salary and post adjustment). Each component has specific conditions, as follows:

#### Temporary appointments or assignments of less than one year

You will receive 30 days' DSA for yourself only. There is no lump sum payment.

#### Permanent, continuing or fixed term appointments on assignment for one year or more

You will receive 30 days' DSA for yourself and 30 days' DSA at half-rate for your family members who have been authorized to travel to the duty station.

You will also receive a lump sum portion (net salary and post adjustment) based on the category of duty station and the shipping option you selected, as follows:

Shipping option	Going to Category H duty station	Going to Category A-E duty station
Full removal	No lump sum	One month's lump sum with a second lump sum payable upon reaching the 3 <sup>rd</sup> year
Unaccompanied shipment	One month's lump sum	
Relocation grant		

>[Open Shipment Options Factsheet](#)

>[Open Duty Station Category list](#)

#### Assignments of less than one year

The lump sum will be prorated for assignments or appointments of less than one

#### LINKS



FAQs



HR Handbook



Work Life Events



Help



Glossary

#### KEY REFERENCES

- [Staff rule 7.14 – Assignment grant](#)
- [ST/AI/2012/1 – Assignment grant](#)

Disclaimer: This factsheet is intended for informational purposes only. The UN Staff Rules and Regulations Administrative Instructions are the authoritative documents on this topic. Please note that this is an advance copy and all links and references listed are not yet available.

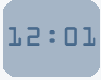
10 June 2014  
Version 1.1

year or shortened to less than one year. Please note: if returning to the same duty station where you were previously stationed and had received assignment grant, the full amount of the grant (both DSA and lump sum) will only be issued when you have been away from the duty station for at least one year. If you return before the one-year period, the grant will be prorated.



Why

Assignment grant is intended to cover pre-departure expenses that are incurred due to your relocation as well as initial costs to establish your residence in the new duty station when required to move by the Organization.



When

The grant is made available when you arrive at your new location and have verified your arrival date through the Employee Self Service portal in Umoja.

Where\*

\*as applicable

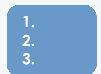


Offline



Other Systems

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), you will need to take certain actions through the ESS portal in Umoja to process your request for assignment grant. Once you enter your arrival information, this records your arrival at the duty station and the HR partner will raise a personnel action to process the assignment grant and relocation grant, if appropriate.



How\*

\*To be confirmed against the deployment of Umoja

1. You must retain all your boarding passes for five years as proof of travel.
2. Once you have arrived at your new duty station, and are ready to begin processing your arrival information, you will need to take the following steps:
  - a. For an initial appointment:
    - i. Log into ESS
    - ii. Select **Life and Work events**
    - iii. Select **Onboarding** and follow the on-screen steps to complete your request.
  - b. For a transfer or an assignment involving relocation:
    - i. Log into ESS
    - ii. Select **Life and Work events**
    - iii. Select **Change of duty station** and follow the on-screen steps to complete your request.

#### LINKS



FAQs



HR Handbook



Work Life Events



Help



Glossary

#### KEY REFERENCES

- Staff rule 7.14 – Assignment grant
- ST/AI/2012/1 – Assignment grant

Disclaimer: This factsheet is intended for informational purposes only. The UN Staff Rules and Regulations Administrative Instructions are the authoritative documents on this topic. Please note that this is an advance copy and all links and references listed are not yet available.

10 June 2014  
Version 1.1