



# Human Resources Factsheet

## UMOJA USERS

### Designating or changing a beneficiary

### For Staff



Who

All UN Secretariat staff members are responsible for designating one or more beneficiaries and for updating this information, as necessary.



What

You are expected to designate one or more beneficiary(ies) so that they may receive any final payments for you in the event of your death in service. A designated beneficiary can be any person(s) or any entity(s) holding legal person status that you choose. Final payments include remaining salary and related entitlements, i.e. dependency allowance, commutation of accrued annual leave (within applicable limits, etc. Some entitlements will automatically be disbursed to a surviving spouse or dependant child or children and are not impacted by the designation of other beneficiaries (i.e., additional salary in case of death; often referred to as "death grant").

Note: there are several designation of beneficiary forms, each for a different purpose. For example, any beneficiaries you designate for the UN Joint Staff Pension Fund or for life insurance are managed by the relevant entity. Further information on the relevant beneficiary designation procedures is available by clicking on the following links:

**>Go the UN Staff Joint Pension Fund website**

**>Go the Insurance / Beneficiary page of the HR Portal**



Why

You may designate a beneficiary(ies), and update the beneficiary information as needed. Consequently, any final payments which may be due following your death in service and not already designated for your surviving spouse or children, are disbursed in accordance with your wishes.

Please note that if you have not designated a beneficiary, any final payments are disbursed to your estate. As it may take time to establish the right to your estate and delay disbursement, beneficiary designation will help to ensure a more expeditious procedure.

#### LINKS



FAQs



HR Handbook



Work Life Events



Help



Glossary

#### KEY REFERENCES

- **Staff Rule 1.6 – Staff member's beneficiaries**
- **Staff Rule 6.4 – Compensation for death, injury or illness attributable to service**
- **Staff Rule 9.9 – Commutation of accrued annual leave**
- **Staff Rule 9.11 (a)(vii) – Last day for pay purposes**
- **Appendix D of the Staff Rules, Article 10.2 – Compensation Payments (Death) ST/SGB/2004/11 – Payment of insurance proceeds under the malicious acts insurance policy**

*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.*

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You first designate a beneficiary(ies) during your on-boarding process when you are initially appointed.

#### When

You can change this information at any time to ensure it is current and accords with your wishes. The most recent signed beneficiary form overrides all prior ones.

You may also wish to make a change/update beneficiary information due to:

- Change in your marital status, i.e. recently married, divorced or widowed
- Addition of a new family member, i.e. birth of a child
- the death of an existing beneficiary
- changes in a beneficiary's contact details, such as a different address and/or telephone number
- changes in your personal preference

#### Where\*

\*as applicable



Offline



Other Systems

You start the beneficiary designation or change in the Umoja Employee Self-Service (ESS) portal and continue the process offline as shown below in 'How'.

1.  
2.  
3.

#### How\*

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), in order to designate or make any changes to an existing beneficiary, you will need to follow the steps shown below:

1. Log in to ESS.
2. Select **Personal Information**.
3. Select **Beneficiary Details** and complete the online form stored in ESS.
4. You will need to print your completed beneficiary form and bring it, in person, to your HR Partner (Personnel Office, HR Officer).
5. You need to sign your revised beneficiary form in front of your HR Partner, who will then sign it as a witness.
6. Once your beneficiary form has been signed and witnessed, it is legally valid and must then be recorded by your HR Partner.

\*To be confirmed against the deployment of Umoja

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