



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulation 3.4
- Staff Rule 3.6 – Dependency allowances
- ST/AI/2011/5 – Dependency status and dependency benefits

Dependency Status and dependency benefits

For Staff



Who

Eligible staff members are entitled to receive dependency benefits for those dependants whose dependency status has been recognized, provided certain conditions are met.

Staff in the General Service and related categories and National Professional Officers will only be eligible for dependency allowance(s) in those duty stations where it is the local practice to pay such allowance(s).



What

Dependency benefits may be paid in respect of recognized dependants (spouse, child, parent or sibling).

Eligible staff in the Professional and above and Field Service categories are paid salary at the dependent rate with respect to a dependent spouse or first dependent child. A dependency allowance is payable for additional dependent children or the first child if there is a dependent spouse.

Eligible staff members in the General Service and related categories and National Professional Officers are paid dependency allowance with respect to a dependent spouse, parent or sibling in duty stations where it is local practice to pay such allowances. When a staff member in these categories establishes that he or she provides main and continuing support to a natural, legally adopted or step child, a dependent child allowance may be payable. The payment may be limited to a maximum number of children.

A secondary dependant benefit may be paid in recognition of a dependent parent or sibling, provided the staff member is not in receipt of a dependency benefit for a dependent spouse.

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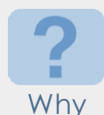


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Dependent type	Conditions to meet	
Spouse	<ul style="list-style-type: none"> • For staff in the GS and related categories and National Officers: Unemployed or employed with gross occupational earnings not exceeding lowest entry level salary in force on 1 Jan. of the current year in the closest UN duty station in the country of the spouse's place of work. • For staff in the Professional and FS category: Unemployed or employed with gross occupational earnings not exceeding the lowest entry level salary (G-2, Step 1) in force on 1 Jan. of the current year in New York or in the closest UN duty station in the country of the spouse's place of work (whichever is higher) 	
Child ¹	Natural or legally adopted	<ul style="list-style-type: none"> • Resides with the staff member or resides away and the staff member provides main and continuing support • Under age 18 or between the ages 18-21 and attending school full-time
	Stepchild	<ul style="list-style-type: none"> • Resides with the staff member • Under age 18 or between the ages 18-21 and attending school full-time
	Disabled	<ul style="list-style-type: none"> • Physically or mentally incapacitated as certified by UN Medical Services
Secondary dependant	Parent	<ul style="list-style-type: none"> • Resides with the staff member or resides away and the staff member provides main and continuing support
	Sibling	<ul style="list-style-type: none"> • Resides with the staff member or resides away and the staff member provides main and continuing support • Under age 18 or between the ages 18-21 and attending school full-time



Dependency benefits are made available as a social benefit to take account of expenses varying with the number of dependants and to provide an income equalization factor for staff with dependent children.

¹ Other children who meet the age, school attendance or support requirements may be recognized as dependants.

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When

Staff members are required to provide information on family status changes whenever they occur during any given year, such as in the following circumstances:

- birth or adoption of a child
- addition of a stepchild
- marriage or partnership
- divorce
- legal separation from a spouse
- dissolution of a partnership or marriage
- change in a household member's visa status
- change in a dependant's marital status
- death of a household member
- change in spouse's gross occupational earnings
- change in school attendance status of a child or secondary dependant (sibling)

Additions and changes to recognized dependent family members can affect salary, allowances and benefits as well as the visa status of family members. It is the responsibility of each staff member to keep this information up-to-date.

Where*

*as applicable



Offline



You will need to process requests for **addition** of new household members or dependants through the **Employee Self Service portal (ESS)** in Umoja. Your Umoja request will be routed to an HR partner for review and approval if applicable. Once approved, you will receive an automatic notification.

Requests for **changes** to dependency status will be submitted **offline** to an HR partner. The HR partner will update the record in Umoja and once updated you will receive an automatic notification.

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How*

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), you will need to prepare the applicable documents to upload in Umoja or submit offline as follows:

*To be confirmed against the deployment of Umoja

Dependant type	Documentation to prepare	
Spouse	<ul style="list-style-type: none"> For a dependant spouse who is employed, an annual wage statement or tax return showing that earnings are below the earnings limit For a new spouse or partner, marriage certificate, certificate of de facto marriage or partnership certification and the birth certificate or passport of the spouse or partner For a separation or divorce, the divorce decree or legal separation documents 	
Child	Natural or legally adopted	<ul style="list-style-type: none"> For a new child, birth certificate or adoption decree For children between 18 and 21, a certificate of full-time school attendance
	Stepchild	<ul style="list-style-type: none"> Divorce certificate or similar legal document showing custody of the child For step children between the ages of 18 and 21, a certificate of full-time school attendance
	Disabled	<ul style="list-style-type: none"> The disability certification by UN Medical Services is done offline. You submit the medical documentation detailing the condition of the child to the Medical Services and advise your HR partner of your request for review.
Secondary dependant	Parent	<ul style="list-style-type: none"> When the parent does not reside with the staff member, proof of financial support provided during the year; the amount of support must be at least twice the amount of the allowance. When the parent resides with the staff member, proof of residence
	Sibling	<ul style="list-style-type: none"> When the sibling does not reside with the staff member, proof of financial support provided during the year; the amount of support must be at least twice the amount of the allowance. For a sibling between the ages of 18-21, proof of full-time school attendance.

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November 2015.
Version 3

For deceased household members (regardless of their dependent status) you will need to submit their death certificate.

For **new Household members or dependants**, when your documentation is ready, you will need to:

- 1) Submit the original documentation offline to the HR partner, who will stamp it as having seen an original
- 2) Scan the verified documentation
You may not log into ESS if you have not had your verified documents scanned
- 3) Log in to ESS
- 4) Click on the Employee Self-Service tab
- 5) Select **Entitlements, Work & Life Events or Personal Information** (any of these will allow you to proceed)
- 6) Click Add/Modify a dependant
- 7) Select Dependency and click on the appropriate family member type (spouse, child, etc.) for new additions
- 8) Input information for household members/dependants
- 9) Upload all relevant scanned **verified** documents
- 10) Follow the on-screen prompts to complete your request

Your request will be routed to the HR partner for review and approval if applicable.

You will be informed when and if any dependency allowance(s) have been approved.

For **modifications to existing household members or dependants**, bring the original documentation to your HR partner and fill in the offline form to request amendments.

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