



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulation 3.4, 3.5, 3.6
- Staff Rule 3.6 – Dependency allowances
- ST/AI/2016/8 – Dependency status and dependency benefits

Dependency status and dependency benefits

For Staff



Who

Eligible staff members are entitled to receive dependency benefits for those dependents whose dependency status has been recognized, provided certain conditions are met. Staff in the General Service and related categories and National Professional Officers are eligible for dependency allowance(s) in those duty stations where it is the local practice to pay such allowance(s), as provided in the applicable local salary scale.



What

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

Dependency Benefits for Professional and higher and Field Service categories

Spouse Allowance

A spouse allowance is payable to staff members whose spouse annual gross earnings, if any, do not exceed an established limit (see table page 4).

Eligible staff in the Professional and higher and Field Service categories are paid spouse allowance equivalent to 6 per cent of net remuneration (net base salary and post adjustment) with respect to a dependent spouse. An adjusted spouse allowance may be payable when the spouse has earnings over the limit of the established threshold but less than the sum of earnings limit plus the spouse allowance.

Single Parent Allowance

A single parent allowance is an allowance payable to single, legally separated, divorced or widowed staff members in respect of a first dependent child when it is determined that the staff member is not co-habiting with the other custodial parent and 1) the amount of financial support received by the staff member, if any, does not exceed an established limit or 2) the amount of financial support provided by the staff member exceeds an established threshold (see table page 4).

Single parent allowance equivalent to 6 per cent of net remuneration (net base salary and post adjustment) is payable to eligible staff members. An adjusted single parent allowance may be payable if the staff member is in receipt of financial support in respect of the dependent child and the amount of financial support is over the limit of the established threshold but less than the sum of financial support limit plus the single parent allowance.

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The single parent allowance is incompatible with the spouse allowance and transitional allowance.

Dependent Child Allowance

A dependency allowance is payable for each recognized dependent child (except for the first dependent child if the staff member is in receipt of a single parent allowance) . This allowance is a flat rate amount and may be revised at periodic intervals.

Transitional Allowance

This allowance is paid to staff members who as at 31 December 2016 were in receipt of a salary at the dependency rate in respect of a dependent child and were affected by a loss of income as a result of the implementation of the unified salary scales.

This transitional allowance is calculated at 6% of net remuneration (net base salary plus post adjustment). No child allowance is paid concurrently in respect of that child, except in the case of a child with a disability (see below), The transitional allowance will be reduced by one percentage point of net remuneration every 12 months thereafter, i.e. on 1 January 2018, 1 January 2019 etc. When the amount of the transitional allowance becomes equal to or less than the amount of the child allowance, the latter would be payable and the transitional allowance will be discontinued. The transitional allowance will be discontinued when that first dependent child ceases to be a dependent and cannot be paid on account of another dependent child. This transitional allowance is not payable to staff members who are appointed or reappointed on or after 1 January 2017 and cannot be paid concurrently with the spouse allowance or single parent allowance.

Dependent child benefit in respect of a child with a disability

Dependent child allowance in respect of a child certified as disabled by the United Nations Medical Services is twice the amount of the child allowance. If a transitional allowance or single parent allowance is paid on account of a disabled child, then an amount equal to the child allowance is added to the transitional or single parent allowance.

Secondary Dependent Allowance

A secondary dependent 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.

Dependency Benefits for staff members serving in the General Service and related categories

Eligible staff members in the General Service and related categories and National Professional Officers may be paid dependency allowance with respect to a dependent

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spouse, parent or sibling in duty stations where it is local practice to pay such allowances as provided in the applicable local salary scale. 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.

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 earnings including pension income, disability benefit and/or investment returns 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 earnings including pension income, disability benefit and/or investment returns 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
Child (single parent)	<ul style="list-style-type: none"> • For staff in the GS and related categories and National Officers: based on local conditions and/or the practice of comparator employers 	
	Staff member	<ul style="list-style-type: none"> • For staff in the Professional and FS category: • Is single, legally separated, divorced or widowed • Does not cohabit with the other custodial parent of the child • Does not receive financial support 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 staff member's duty station (whichever is higher) or • Provides financial support exceeding the lowest entry level salary (G-2, Step 1) in force

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

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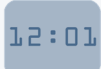
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		on 1 Jan. of the current year in New York or in the staff member's duty station (whichever is lower)
Secondary dependent	Parent	<ul style="list-style-type: none"> Resides with the staff member or resides away and the staff member provides main and 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



Why

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



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
- dissolution of a partnership or marriage
- change in a household member's visa status
- change in a dependent's marital status
- death of a household member
- change in spouse's total earnings
- change in school attendance status of a child or secondary dependent (sibling)
- change in financial support received for dependent child

Additions and changes to recognized dependent family members can affect, 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.

How*

*as applicable



Offline



You will need to process requests for addition of new household members or dependents 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 or requests for Single Parent Allowance must be submitted offline to an HR partner using form P.85 accessible through **i-Seek** (https://iseek-newyork.un.org/webpgdept593_53?page=8). The HR partner will update the record in Umoja and once updated you will receive an automatic notification.

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- 1.
- 2.
- 3.

How

You will need to prepare the applicable documents to upload in Umoja or submit offline as follows:

Dependent type		Documentation to prepare
Spouse		<ul style="list-style-type: none"> For a dependent 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
Single Parent		<ul style="list-style-type: none"> Divorce decree or legal separation document (if applicable) Document showing proof of financial support received or provided in respect of the dependent child(ren) (if any) Birth certificate of the child(ren) (new applications only)
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 dependent	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.

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

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

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- 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 dependent
- 7) Select Dependency and click on the appropriate family member type (spouse, child, etc.) for new additions
- 8) Input information for household members/dependents
- 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 dependents**, bring the original documentation to your HR partner and fill in the offline form to request amendments.

To request **Single Parent Allowance**, bring the original documentation to your HR Partner and fill in the offline form to request the allowance.

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