



# HR Information Sheet

## UMOJA USERS

### AUTHORITATIVE SOURCE DOCUMENTS

- Staff Rule 1.6 – Staff member’s beneficiaries
- Staff Rule 6.4 – Compensation for death, injury or illness attributable to service
- Staff Rule 9.11 (a)(vii) – Last day for pay purposes
- Appendix D of the Staff Rules – Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations
- ST/SGB/2004/11 – Payment of insurance proceeds under the malicious acts insurance

### Designating or changing a beneficiary

For Staff



Staff members are responsible for designating one or more beneficiaries and for updating this information, as necessary.



A designated beneficiary refers to a person(s) or institution that is chosen by the staff member to receive final payments or residual settlements. Final payments include remaining salary and related entitlements, i.e. dependency allowance, commutation of accrued annual leave, etc. Some entitlements will automatically be disbursed to a surviving spouse or dependent 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”).

Settlement payments, if applicable, are administered by different entities. Therefore staff members are requested to designate beneficiaries for different reasons, including final payments, UN Joint Staff Pension Fund and life insurance.



Designation of beneficiaries enables the Organization to make any final payments which may be due following a staff member’s death in service, and which are not already designated for a surviving spouse or child(ren). Beneficiary designation will help to ensure final payments not designated for a spouse or child(ren), are disbursed in accordance with a staff member’s expressed wishes in a timely manner. In absence of a designated beneficiary, any final payments are disbursed to a staff member’s estate.

### LINKS & SUPPORT



[HR Handbook](#)



[Online Support](#)



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### When

Staff members designate one or more beneficiaries during the on-boarding process following their initial appointment.

Staff members may change their designated beneficiary(ies) at any time during their service with the organization, to ensure it is current. The most recent signed beneficiary form overrides all prior designations.

Staff members may wish to update beneficiary information upon:

- marriage, separation or divorce,
- birth or adoption of a child,
- death of an existing beneficiary, or
- changes in a beneficiary's contact details, such as a different address and/or telephone number.

### Where\*

\*as applicable



Offline



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:

\*To be confirmed against the deployment of Umoja

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 will then be recorded by your HR Partner in Umoja.

**Payments will only be made to beneficiaries when a signed form exists on file.**

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