



# Human Resources Factsheet

## UMOJA USERS

### Dependency Status and dependency benefits

### For Staff



Who

All United Nations Secretariat staff members are required to keep information about their dependants and household members up-to-date.

A recognition of a family member as a dependant may give rise to payment of dependency benefits as long as certain conditions are met.

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



What

A dependant is a staff member's UN-recognized spouse, dependent child or children or secondary dependant (parent or sibling). Certain conditions need to be met in order to have them recognized as dependants:

Dependant type	Conditions to meet	
Spouse	<ul style="list-style-type: none"> <li><b>For staff in the Professional and FS category:</b> Unemployed or employed with gross occupational earnings not exceeding lowest entry level salary (G-2, Step 1) in force on 1 Jan. of the current year in New York. <b>For staff in the GS and related categories and National Officers:</b> Unemployed or employed with gross occupational earnings not exceeding lowest entry level salary (G-2, Step 1) 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.</li> </ul>	
Child	Natural or legally adopted	<ul style="list-style-type: none"> <li>Resides with you or resides away and you provide main and continuing support</li> <li>Under age 18 or ages 18-21 and attending school full-time</li> </ul>
	Stepchild	<ul style="list-style-type: none"> <li>Resides with you</li> <li>Under age 18 or ages 18-21 and attending school full-time</li> </ul>
	Disabled	<ul style="list-style-type: none"> <li>Disability certified by UN Medical Services</li> </ul>
Secondary dependant	Parent	<ul style="list-style-type: none"> <li>Resides with you or resides away and you provide main and continuing support</li> </ul>
	Sibling	<ul style="list-style-type: none"> <li>Resides with you or resides away and you provide main and continuing support</li> <li>Under age 18 or ages 18-21 and attending school full-time</li> </ul>

Staff in the Professional and above and Field Service categories will be paid at the dependent rate for the dependent spouse and will get a dependency allowance for

#### LINKS



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#### KEY REFERENCES

- ST/IC/2013/26 – Review of staff claims for dependency benefits for 2012
- ST/IC/2011/6 and ST/IC/2011/6/Corr.1 – Dependency allowance for staff in Professional and higher categories and in the Field Service category
- ST/AI/2011/5- Dependency status and dependency benefits

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each dependent child(ren).

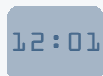
Staff in the General Service or National Professional Officer categories will be paid a dependency allowance for dependent spouse and each dependent child or children up to a maximum of six and provided it is local practice to do so.

The Organization will not compensate you for both a dependant spouse and a secondary dependant.



Why

Additions and changes to your recognized dependent family members can have an effect on your salary, allowance and benefits and also have an effect on their visa status. It is the responsibility of each staff member to keep this information up-to-date.



When

You are required to provide information on certain 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
- death of a household member
- change in spouse's gross occupational earnings
- change in school attendance status of a child or secondary dependant (sibling)

Where\*

\*as applicable



Offline



Other Systems

You will need to process changes in your family status in Umoja, which may also be supplemented by certain offline actions, as required.

Your Umoja request will alert the HR Partner to review the data, who will determine if any required adjustments in allowances or benefits are required.

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1.  
2.  
3.

How\*

\*To be confirmed against the deployment of Umoja

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, as follows:

Dependant type	Documentation to prepare	
Spouse	<ul style="list-style-type: none"> <li>• For a dependant spouse who is employed, an annual wage statement or tax return showing that earnings are below the earnings limit</li> <li>• 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</li> <li>• For a separation or divorce, the divorce decree or legal separation documents</li> </ul>	
Child	Natural or legally adopted	<ul style="list-style-type: none"> <li>• For a new child, birth certificate or adoption decree</li> </ul>
	Stepchild	<ul style="list-style-type: none"> <li>• For dependent children or step-children between the ages of 18 and 21, completed Certification of Attendance form as proof of full-time school attendance</li> </ul> <p><b>&gt;Open the Certification of Attendance form</b></p>
	Disabled	<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>&gt;Open the Disability information in the HR Portal</b></p>
Secondary dependant	Parent	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
	Sibling	<ul style="list-style-type: none"> <li>• 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.</li> <li>• For a sibling between the ages of 18-21, proof of full-time school attendance.</li> </ul> <p><b>&gt;Open the Certification of Attendance form</b></p>

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

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When your documentation is ready, you will need to:

- 1) Log in to ESS
- 2) Select **Entitlements, Work & Life Events or Personal Information** (any of these will allow you to proceed)
- 3) Input/update information for household members/dependants
- 4) Upload all relevant documents
- 5) Follow the on-screen prompts to complete your request

Your HR partner will review the request and you will be informed when and if any dependency allowance(s) have been approved.

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