



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Rule 3.14 – Hardship allowance
- [ST/AI/2016/6 – Mobility and hardship scheme](#)

Hardship Allowance

For Staff



Who

Internationally recruited staff members who are appointed or assigned to a duty station with hardship classification of B, C, D or E, are eligible for the hardship allowance irrespective of their appointment duration.



What

The hardship allowance is a monthly allowance provided by the Organization to staff serving in duty stations with a hardship classification of B, C, D or E. The allowance varies by the staff member's grade level, as well as the hardship classification of the duty station where the staff member is serving.

The allowance is adjusted or discontinued if the duty station classification changes. It is adjusted for individual staff members when there is a change in grade level that renders a different payment group.



Why

The hardship allowance is paid to encourage mobility to field locations and compensate staff for service in varying degrees of hardship at different field duty stations.



When

The hardship allowance is payable from the first assignment to all B to E duty stations, and is provided monthly to eligible staff members. The allowance is subject to discontinuation should the duty station hardship classification change to H or A.

LINKS & SUPPORT



[HR Handbook](#)



[Online Support](#)



[Contact your HR Partner](#)

Disclaimer: This presentation (or document) is intended for informational purposes only. The UN Staff Rules and Regulations and Administrative issuances are the authoritative documents on this topic.

July 2016

Where*

*as applicable



Offline



Other
Systems

The hardship classification of each duty station is recorded in reference tables in Umoja and will be automatically included in payroll once the HR Partner has processed the relevant personnel action to place a staff member in a duty station that is eligible for payment of the hardship allowance.

1.
2.
3.

How*

Staff members do not need to take any action to initiate the payment of the hardship allowance as the Umoja system will automatically generate the payment when a staff member is appointed or assigned to a duty station classified as B, C, D or E.

LINKS & SUPPORT



[HR Handbook](#)



[Online Support](#)



[Contact your HR Partner](#)

Disclaimer: This presentation (or document) is intended for informational purposes only. The UN Staff Rules and Regulations and Administrative issuances are the authoritative documents on this topic.

July 2016