



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulations 9.1, 9.2 and 9.3
- Staff Rule 9.1 – Definition of separation
- Staff Rule 9.2 – Resignation
- Staff Rule 9.3 – Abandonment of post
- Staff Rule 9.4 – Expiration of appointments
- Staff Rule 9.5 – Retirement
- Staff Rule 9.6 – Termination
- Staff Rule 9.12 – Certification of service
- [ST/AI/2005/5](#) – Abandonment of post
- [ST/AI/400](#) – Abandonment of post
- [ST/AI/222](#) – Procedure to be followed in cases of termination of permanent appointment for unsatisfactory service

Separation

For Staff



Who

All staff members whose appointment has expired, who died while in active service or whose appointment has been terminated



What

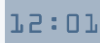
Separation refers to the end of a staff member's continuous employment with the Organization.



Why

Separation from service with the Organization may be for any of the following reasons:

- Resignation
- Abandonment of post
- Expiration of appointment
- Retirement
- Termination of appointment
- Death



When

Staff members are required to complete separation procedures in advance, to the extent possible, in order to settle any outstanding financial claims and/or receive separation payments. Possible scenarios:

Resignation and early retirement- staff members must notify the Organization of the intention to separate or resign in writing, addressed to the head of Department, Mission or Office, according to the required notice period:

- 3 months' notice for staff members with a permanent or continuing appointment;
- 30 calendar days for staff members with a fixed-term appointment; or
- 15 calendar days for staff members with a temporary appointment.

Expiration of appointment - Fixed-term or temporary appointments expire without notice at the close of business on the expiration date specified in the Letter of Appointment.

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

Retirement - Mandatory age of separation is the last day of the month in which the staff member turns:

- 60 if appointed prior to 1 January 1990,
- 62 if appointed on or after 1 January 1990, or
- 65 if appointed on or after 1 January 2014.

Abandonment of post - The separation is effective from the date of the decision by the Office of Human Resources Management to terminate the appointment or the expiration date of the staff member's appointment, whichever is earlier.

Death in service - The separation is effective from the date of the staff member's death.

Termination - The separation is effective from the date stated in the notice of termination.

Where*

*as applicable



Offline



You will need to complete certain actions both in Umoja and also offline, as applicable.

1.
2.
3.

How*

If Umoja has been deployed at your duty station, you will need to take certain actions both offline and in Umoja (if Umoja has not been deployed, please refer to your local HR office):

- 1) Update your personal information (address, beneficiary, etc.) in ESS
- 2) Submit all leave requests and certify your time and attendance in ESS
- 3) Settle claims (rental subsidy, education grant, advances and travel expense reports)
- 4) Settle any outstanding obligations (telephone bills, UNFCU loans, etc.)
- 5) Update your banking instructions via the Cashier's office
- 6) Complete your ePerformance, as well as ePerformance for staff you supervise
- 7) Complete the Exit Interview (P.18 form) and attach copies of G-4 visa for cancellation, as well as G-5 visa for household employees. Similar actions required for duty station specific visa documents outside Headquarters
- 8) Submit pension forms (if applicable)
- 9) Enrol in After Service Health Insurance (ASHI) and Life Insurance (ASLI) (if applicable)
- 10) Submit your UNLP for cancellation (if applicable)
- 11) Return keys, UN identification, cell phone/radio/laptops to the designated offices

Note: depending on the type of separation, you may need to go through additional procedures and clearances.

You should coordinate with the HR Partner to complete all clearances that are required

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

offline, as well as in ESS. Please refer to the relevant topic for instructions on how to use ESS for these purposes.

Your HR Partner will be in close contact with you to coordinate all required actions. Once all separation prerequisites have been completed, your HR Partner will process your separation personnel action and separation payments personnel action in Umoja.

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