



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 appointments have been terminated



What

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



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, including early retirement- staff members must notify the Organization of the intention to 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 appointments;
- 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.

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Retirement - Mandatory age of separation is the last day of the month in which the staff member turns 60, or, if appointed after 1 January 1990, at age 62, or if appointed after 1 January 2014, at age 65.

Abandonment of post - The separation is effective from the date when the separation is approved by the Office of Human Resources Management 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 letter 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*

*To be confirmed against the deployment of Umoja

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), note that you will need to take certain both offline and in Umoja:

- 1) Update your personal information (address, banking, visa information) 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 claims)
- 4) Settle any outstanding obligations (telephone bills, UNFCU loans, etc.)
- 5) Complete your beneficiary form (P-2 form)
- 6) Complete your performance appraisal
- 7) Complete the exit interview questionnaire (P.18 form)
- 8) Submit pension forms (if applicable)
- 9) Enrol in After Service Insurance (ASHI) (if applicable)
- 10) Submit your passport for cancellation of G-4 visa, and cancel your UNLP
- 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 off-line. Some clearances (e.g. certification of time, rental subsidy, etc.) will need to be completed through ESS. Please refer to the relevant topic for instructions on how to use ESS for these purposes.

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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 in Umoja:

- 1) Follow the appropriate steps to complete the on-line workflow for any of the outstanding items: annual declaration, rental subsidy, time and attendance, and travel.

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