



# HR Information Sheet

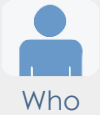
## UMOJA USERS

### AUTHORITATIVE SOURCE DOCUMENTS

- [Staff Rule 7.14 –Settling-in grant](#)
- [ST/AI/2016/5 – Settling-in grant](#)

### Settling-in Grant

For Staff



Who

Internationally recruited staff members with fixed-term, continuing and permanent appointments are eligible for the payment of both the DSA and lump sum portions of the settling-in grant, when relocating and authorized to travel by the Organization on initial appointment, assignment or transfer.

Internationally recruited staff members with temporary appointments are eligible for the payment of the DSA portion of the grant for themselves only.



What

The settling-in grant consists of a daily subsistence allowance (DSA) portion and a lump-sum portion.

When the period of service at a new duty station is expected to be for at least one year, the staff member receives 30 days of DSA at the rate applicable at the duty station, and half of the daily rate for each eligible family member for whom travel to the duty station has been paid by the Organization. The staff member also receives a lump-sum payment of one month's net salary and post adjustment at the duty station of assignment.

When the assignment to a new duty station is for less than one year and the Secretary-General has decided to pay post adjustment and related entitlements, the staff member receives 30 days of DSA at the rate applicable at the duty station. The lump-sum portion is prorated in the proportion that the number of months of appointment bears to 12 months.

The administrative instruction provides further information, among others, on:

- Adjustments/recovery when a one year assignment is shortened or when an assignment of less than one year is extended to one year or more;
- When both spouses are staff members and assigned to the same or different duty station.



Why

The settling-in grant is made available to provide staff members with a reasonable cash amount at the beginning of an assignment, for costs incurred as a result of relocation on initial appointment, assignment or transfer to a different duty station. This takes into account pre-departure expenses as well as initial costs to establish residence in the new duty station.

### 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.

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When

Staff members normally receive the settling-in grant (both DSA and lump sum portions) after arrival at the duty station. When payable, the DSA portion in respect of family members is processed upon the family member's arrival at the duty station and not earlier than the arrival date of the staff member at the duty station.

Family members must arrive at the duty station at least six months prior to the date on which the staff member's service at the duty station is expected to end.

Where\*

\*as applicable



Offline



Other Systems

Once the staff member arrives at the new duty station, the HR Partner will process the appointment or assignment personnel action, following which he/she will process the settling-in grant, as appropriate, through the off-cycle payroll on the Umoja Portal.

1.  
2.  
3.

How

1. Upon the staff member's arrival at the new duty station, the HR Partner will conduct an induction process at which the staff member will need to present the HR Partner with original documentation (birth/marriage and academic certificates).
2. The staff member will also need to bring to the induction the used air tickets and boarding passes for him/herself and family members (if applicable). The HR Partner will provide advice on accessing the Umoja ESS Portal to complete the travel expense report. The staff member must retain the air tickets and boarding passes for a period of five years.
3. The HR Partner will process the settling-in grant through off-cycle payroll and will advise the staff member on the expected date of payment.

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