



Human Resources Factsheet

UMOJA USERS

Work & Life Events

For Staff



Who

All United Nations Secretariat staff members regardless of their category and contractual status are responsible for reporting status and managing changes to their work and life and events.



What

Work and life events facilitate staff reporting on the status and changes to their work and personal circumstances that may affect eligibility for benefits and entitlements.

Information is required in the following areas:

- 1) Status/changes in your life (such as marriage, divorce or birth of a child)
- 2) Status/changes in your employment (such as a temporary move or a transfer to a new duty station).

You will need to record changes in your life related to:

- Marriage or recognised partnership
- Divorce
- Legal separation from a spouse
- Dissolution of a recognised partnership
- Birth of a child
- Adoption of a child
- Recognition of a stepchild
- Recognition of a secondary dependant (father, mother or sibling for whom you provide main and continuing support)
- Death of a spouse, recognised partner, child, legally adopted child, stepchild or secondary dependant
- Household employee for whom a visa has been requested by the Organization



Why

Staff members are responsible for keeping information about changes in Work & Life Events up-to-date so that applicable benefits are aligned with your profile.

LINKS



FAQs



HR Handbook



Work Life Events



Help



Glossary

KEY REFERENCES

- TBD

Disclaimer: This factsheet is intended for informational purposes only. UN Staff Rules and Regulations & Administrative Instructions are the authoritative documents on this topic. Please note that this is an advance copy and all links and references listed are not yet available.

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When

At any time during a given year, when you experience certain changes in your work and life, you will need to update your Work & Life Events information through the Employee Self Service (ESS) portal in Umoja.

All staff members review and update the Work & Life Events information annually when notified to complete the Human Resources Annual Declaration (not effective until 2015).

You need to manage your Work & Life Events information when you experience a change in your employment with the Organization related to:

- Initial appointment (for the onboarding process)
- Change of duty station either for a temporary move or transfer to a new location
- Separation from service

You can also use Work & Life Events to make requests for employment certifications and to access the annual declaration.

Where*

*as applicable



Offline



Other Systems

Work & Life Events information is managed through the ESS portal in Umoja.

At any time, you can log in to ESS to review the steps and / or view a series of how-to guides showing the steps you may need to take depending on your particular situation.

Human Resources Factsheets with more details:

- > Open the Annual Declaration Factsheet
- > Open the Maintain Family Status Factsheet
- > Open the Temporary Move between Duty Stations Factsheet
- > Open the Reassignment to different Duty Stations Factsheet
- > Open the Separation Factsheet

1.
2.
3.

How*

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), TBD

*To be confirmed against the deployment of Umoja

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