



## PURPOSE

Use these procedures to:

1. Initiate and self-certify a Danger Pay form as a staff member in ESS.

## INTENDED AUDIENCE

Staff members

## PREREQUISITES

The online Danger Pay form is always created for a single month/year period e.g., from 1 January to 31 January 2021 is a single form for the month/year period 01/2021. A staff member will always have access to the entire calendar month range, regardless of how many days in a month/year that staff member spent assigned to a duty station in a danger pay location. The ESS Danger Pay form is not to be used for staff members who travel to a danger pay location on official business, including TDY. For this scenario, continue with the existing process of claiming danger pay via the Travel Claim form.

## ENTITLEMENT ELIGIBILITY

In accordance with ST/AI/2020/6, staff members in the national or international categories appointed or assigned to a duty station in a danger pay location and have spent time inside that danger pay location are eligible to claim monthly danger pay entitlement via Umoja ESS. It is not for staff members who travel to a danger pay location on official business, including TDY. For this scenario, continue with the existing process of claiming via the Travel Claim form.

In a single month, for time spent outside of the parent danger pay location on R&R (including travel days), and or official business travel, the maximum number of days that the SM can continue to receive danger pay is seven. These seven days are cumulative within the calendar month and do not have to be consecutive.



## SELF CERTIFICATION – STAFF MEMBER

The earliest date a Danger Pay form can be accessed, is on the first day of the following period e.g., the earliest a Danger Pay form for September 2021 can be completed is on 1 October 2021.

If a staff member completes an online Danger Pay form within three months of the current day/month/year, the form will be automatically processed based on their online self-certification and sent for payment. The current date will be used to calculate the month period in the past that can be accessed. Regardless of the current date, once a Danger Pay form is accessed, the Staff Member will be able to edit all values on the form from the first calendar day of the month to the last calendar day of the month.

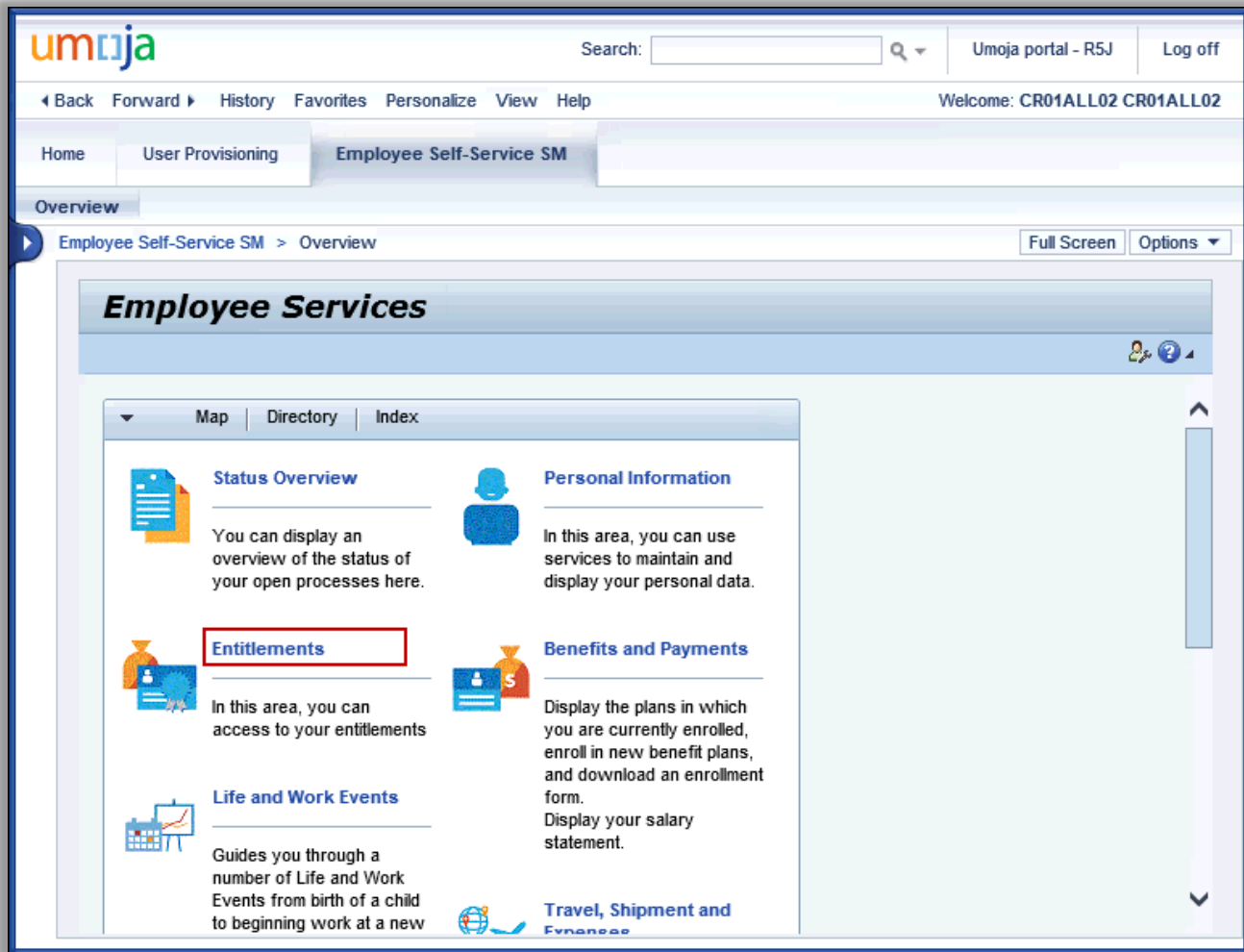
If a staff member does not complete, self-certify, and submit their online Danger Pay form within three months, based on the current date, the staff member must complete the **manual** Danger Pay form and submit it to the HR Partner for review and processing. The HR Partner will review the paper form then complete the ESS form on behalf of staff member. The manual form must be attached to the online form.

Staff members assigned to duty stations in a danger pay locations for at least one day within the month, and want to receive danger pay, must complete the Danger Pay form for the entire month period.



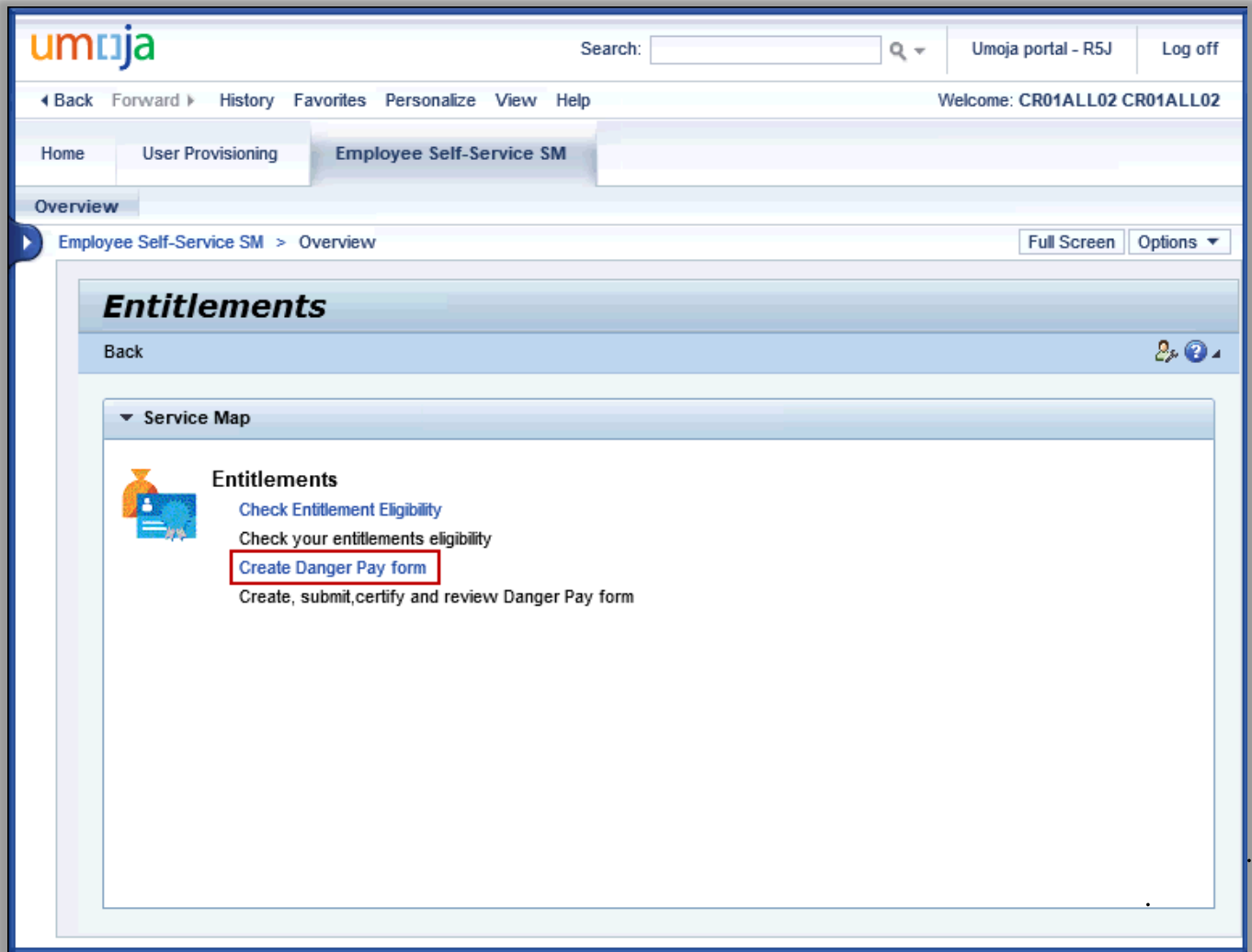
## INSIDE THE PARENT DANGER PAY LOCATION

1. Log in to Employee Self Service (ESS) with your Unite ID credentials then click on **Entitlements**.



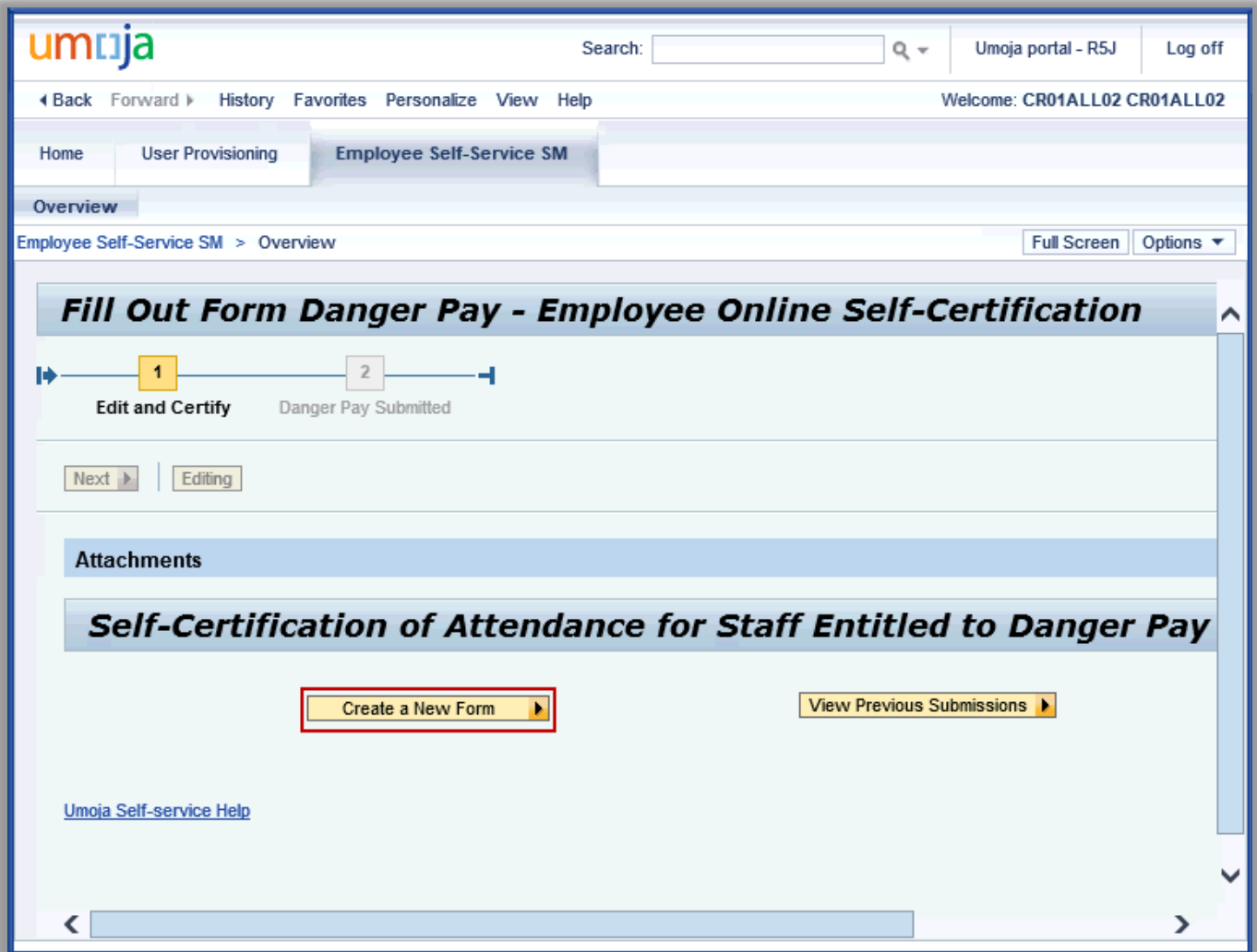


2. The **Entitlements** screen is displayed.
3. Click on **Create Danger Pay form**.





4. The **Fill Out Form Danger Pay – Employee Online Self-Certification** screen will be displayed. From this screen users can either **Create a New Form** or **View Previous Submissions**.
5. Click on **Create a New Form**.





- 6. The **Month of** and **Year** fields are displayed. The **Month of** field defaults to **00** and the **Year** fields defaults to the **current year**.

The screenshot shows the Umoja Employee Self-Service SM interface. At the top, there is a search bar and user information: "Umoja portal - R5J" and "Log off". Below this is a navigation menu with "Home", "User Provisioning", and "Employee Self-Service SM". The "Employee Self-Service SM" section is active, showing "Overview" and "Full Screen" options. The main heading is "Fill Out Form Danger Pay - Employee Online Self-Certification". A progress bar indicates two steps: "1 Edit and Certify" (active) and "2 Danger Pay Submitted". Below the progress bar are "Next" and "Editing" buttons. An "Attachments" section is visible. The main heading is "Self-Certification of Attendance for Staff Entitled to Danger Pay". There are buttons for "Create a New Form" and "View Previous Submissions". At the bottom, there are input fields for "\* Month of" (00) and "\* Year" (2021), along with a "Display Form" button. A "Umoja Self-service Help" link is also present.



- 7. Enter the numeric value for the month that you are requesting danger pay.
- 8. Click on **Display Form**.

umojaja Search: [ ] Umoja portal - R5J Log off

◀ Back Forward ▶ History Favorites Personalize View Help Welcome: CR01ALL02 CR01ALL02

Home User Provisioning Employee Self-Service SM

Overview

Employee Self-Service SM > Overview Full Screen Options ▼

### Fill Out Form Danger Pay - Employee Online Self-Certification

1 Edit and Certify 2 Danger Pay Submitted

Next ▶ Editing

#### Attachments

### Self-Certification of Attendance for Staff Entitled to Danger Pay

Create a New Form ▶ View Previous Submissions ▶

\* Month of  \* Year  **Display Form ▶**

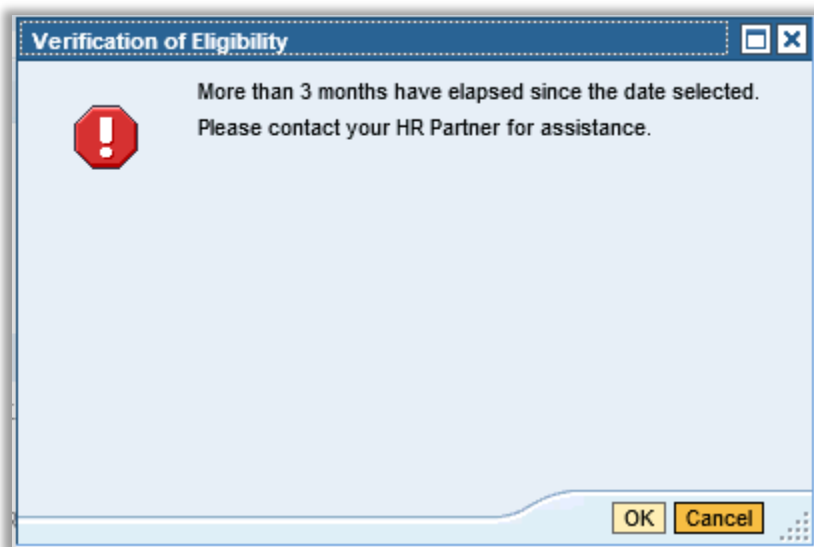
[Umoja Self-service Help](#)



The ESS Danger Pay form will perform the following eligibility validation upon clicking **Display Form**:

1. If the Staff Member is not entitled because they were not assigned to a danger pay duty station for any part of the month selected, the system will display a message advising:
  - *“Records indicate that you were not assigned to a duty station in a Danger Pay location in month, year. Please contact your HR Partner for assistance.”*
2. If the Staff Member is entitled to Danger Pay for the month/year selected, but has already submitted a form for the specific month/year, the system will display a message advising:
  - *“A form for this month has already been submitted. Please contact your HR Partner for assistance.”*
3. If the Staff Member attempts to submit a form for the current month or future month, they will receive the following message:
  - *“This form cannot be submitted before the end of the month. Submissions for future months are not permitted”*
4. If the Staff Member attempts to submit a form for a period prior to the implementation of this new solution in Umoja, they will receive the following message:
  - *“Please contact your HR Partner regarding your Danger Pay allowance for periods prior to 01 August 2021.”*

If you attempt to create a request for a period of more than three months from the current date, the message below will be displayed.



If the Staff Member is entitled to danger pay for the month/year selected, and none of the above-mentioned situations occur, they can complete the Danger Pay form, then certify and submit it.





- 9. The **Verification of Presence at the Danger Pay Duty Station** screen will be displayed with the default status of **1 – Inside the parent Danger Pay Location**, for each day of the month.

If you were physically present in the danger pay location for the entire month, there is no need to make any changes.

- 10. Click **Next**.

The screenshot shows the Umaja Employee Self-Service SM interface. At the top, there is a search bar and user information: "Welcome: CR01ALL02 CR01ALL02". The navigation menu includes "Home", "User Provisioning", and "Employee Self-Service SM". The "Overview" section is active, showing "Employee Self-Service SM > Overview".

**Staff Basic Data**

Personnel no	20096242	Staff Name	Stuart Grace
Nationality	Dem. Rep. Congo	EOD UN Secretariat	01.07.2016
EE Group	Local Staff	EE Subgroup	General Service
Duty Station	Beni	Orgunit	MONUSCO ODSRSG-PO CAS
Appointment		Expiration	30.06.2019
Job title	G5 4441 LIAISON ASSISTANT	Grade/Step	/
EOD DS	27.05.2019	Valid until	30.06.2019

Below the staff data, there is a "Next" button with a right-pointing arrow and the text "Go to Summary and Certify".

The **Danger Pay** section is active, showing the **Verification of Attendance at the Danger Pay Duty Station** table. The table has three columns: Day, Start Date, and Status. The status for all days is "1".

Day	Start Date	Status
Saturday	01.05.2021	1
Sunday	02.05.2021	1
Monday	03.05.2021	1
Tuesday	04.05.2021	1
Wednesday	05.05.2021	1
Thursday	06.05.2021	1
Friday	07.05.2021	1
Saturday	08.05.2021	1
Sunday	09.05.2021	1
Monday	10.05.2021	1
Tuesday	11.05.2021	1
Wednesday	12.05.2021	1
Thursday	13.05.2021	1
Friday	14.05.2021	1
Saturday	15.05.2021	1
Sunday	16.05.2021	1
Monday	17.05.2021	1
Tuesday	18.05.2021	1
Wednesday	19.05.2021	1
Thursday	20.05.2021	1
Friday	21.05.2021	1
Saturday	22.05.2021	1
Sunday	23.05.2021	1
Monday	24.05.2021	1
Tuesday	25.05.2021	1
Wednesday	26.05.2021	1
Thursday	27.05.2021	1
Friday	28.05.2021	1
Saturday	29.05.2021	1
Sunday	30.05.2021	1
Monday	31.05.2021	1

Below the attendance table is the **Status description** table:

Status	Description
1	Inside the parent danger pay location
2	Outside the parent danger location non rest and recuperation
3	Outside the parent danger pay location on official business travel, including TDY to non-danger pay area
4	Outside the parent danger pay location on official business travel, including TDY to danger pay area
5	Outside the parent danger pay location for other reasons



- 11. The **Attachments** and **Acknowledgement and Certification By or On Behalf of Staff Member** trays will be displayed. Review the information.
- 12. After reviewing, click on the **Acknowledge and Certify** check box.

umojaja Search: [ ] Umoja portal - R5J Log off

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Home User Provisioning Employee Self-Service SM

Overview Employee Self-Service SM > Overview Full Screen Options

### Fill Out Form Danger Pay - Employee Online Self-Certification

1 Edit and Certify 2 Danger Pay Submitted

Next Editing

#### Attachments

#### Acknowlegment and Certification By or Onbehalf of Staff Member

BACK To return to the Danger Pay Form

#### Summary of the Danger Pay Status

Name	Stuart Grace
Index Number	20096242
Count	DGP Description
31	Inside the parent danger pay location

#### Acknowledgment and Certification

Please review before approving.

I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and mispresence at the Duty Station may lead to disciplinary action.

I acknowledge and Certify that the data above is correct



- 13. The **Submit Form** button will appear.
- 14. Click **Submit Form**.

umojaja Search: [ ] Umoja portal - R5J Log off

◀ Back Forward ▶ History Favorites Personalize View Help Welcome: CR01ALL02 CR01ALL02

Home User Provisioning Employee Self-Service SM

Overview

Employee Self-Service SM > Overview Full Screen Options ▼

### Fill Out Form Danger Pay - Employee Online Self-Certification

1 Edit and Certify 2 Danger Pay Submitted

Next | Editing **Submit Form**

#### Attachments

#### Acknowledgment and Certification By or Onbehalf of Staff Member

◀ BACK To return to the Danger Pay Form

#### Summary of the Danger Pay Status

Name	Stuart Grace
Index Number	20096242
Count	DGP Description
31	Inside the parent danger pay location

#### Acknowledgment and Certification

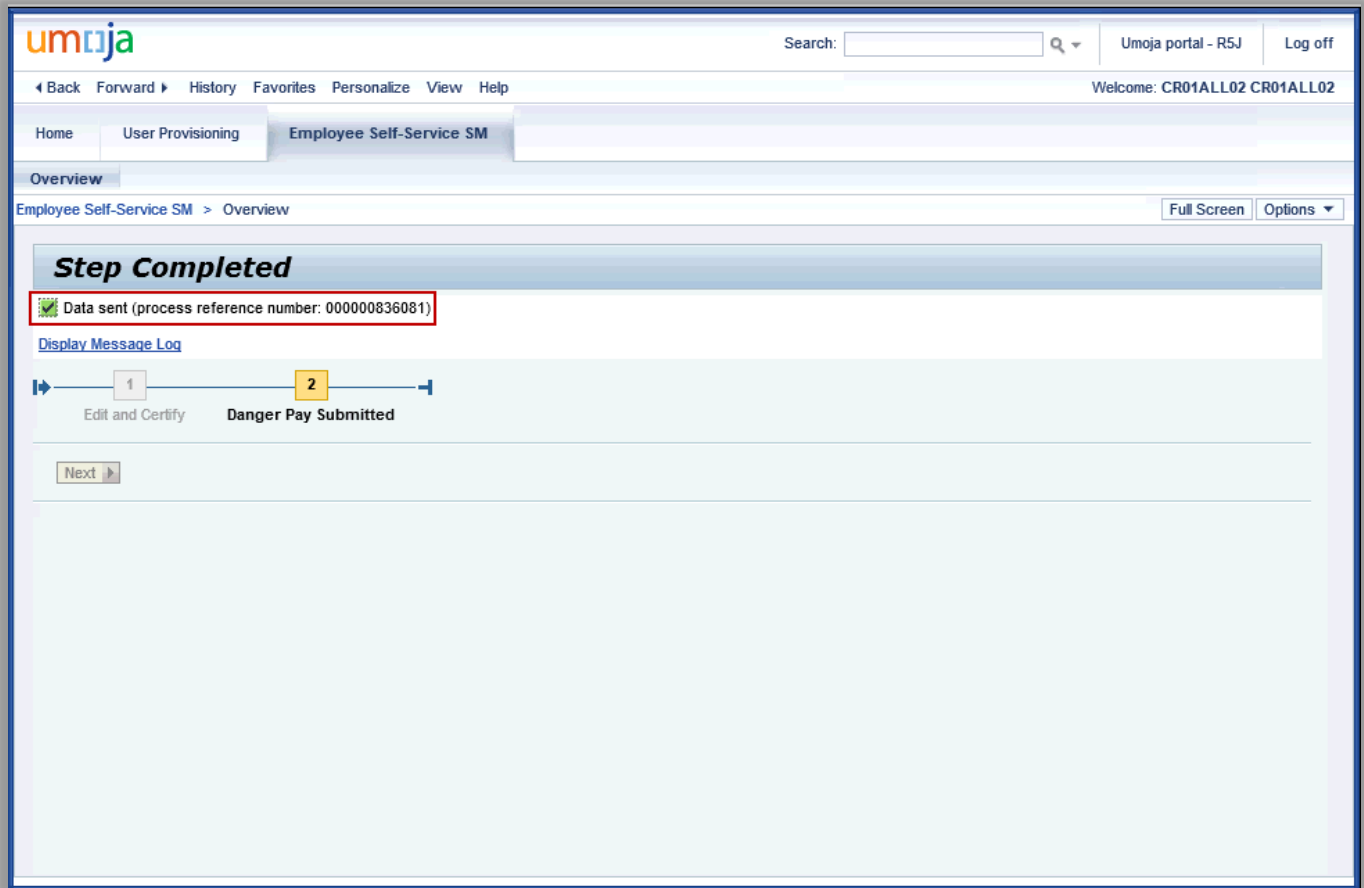
Please review before approving.

I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and mi presence at the Duty Station may lead to disciplinary action.

I acknowledge and Certify that the data above is correct



15. The **Step Completed** message will be displayed, confirming that the form has been certified and submitted.



You will receive an email notification confirming successful submission of the form.



## OUTSIDE THE PARENT DANGER PAY LOCATION

1. Follow steps 1 – 5 in the previous section **Inside the parent danger pay location**.
2. Enter the appropriate status from **2 – 5** for the day(s) you were outside the parent danger pay location on the **Verification of Presence at the Danger Pay Location Duty Station** screen. Valid statuses and their descriptions are as follows:

Status	Description
1	Inside the parent danger pay location
2	Outside the parent danger location on rest and recuperation
3	Outside the parent danger pay location on official business travel, including TDY to non-danger pay area
4	Outside the parent danger pay location on official business travel, including TDY to danger pay area
5	Outside the parent danger pay location for other reasons



When all days have been updated with the appropriate status click **Next**.

**Staff Basic Data**

Personnel no	20096242	Staff Name	Stuart Grace
Nationality	Afghanistan	EOD UN Secretariat	20.12.2015
EE Group	Local Staff	EE Subgroup	General Service
Duty Station	Kabul	Orgunit	UNAMA PIODSRSGPA PAS
Appointment		Expiration	31.12.2020
Job title	G4 1071 ADMINISTRATIVE AS	Grade/Step	/
EOD DS	20.12.2011	Valid until	02.05.2021

**Next** Go to Summary and Certify

**Danger Pay** Time and Attendance

**Verification of Attendance at the Danger Pay Duty Station**

Day	Start Date	Status	Day	Start Date	Status	Day	Start Date	Status
Thursday	01.04.2021	1	Thursday	15.04.2021	1	Thursday	29.04.2021	1
Friday	02.04.2021	1	Friday	16.04.2021	1	Friday	30.04.2021	1
Saturday	03.04.2021	5	Saturday	17.04.2021	1			
Sunday	04.04.2021	5	Sunday	18.04.2021	1			
Monday	05.04.2021	5	Monday	19.04.2021	1			
Tuesday	06.04.2021	5	Tuesday	20.04.2021	1			
Wednesday	07.04.2021	1	Wednesday	21.04.2021	1			
Thursday	08.04.2021	1	Thursday	22.04.2021	1			
Friday	09.04.2021	1	Friday	23.04.2021	1			
Saturday	10.04.2021	1	Saturday	24.04.2021	1			
Sunday	11.04.2021	1	Sunday	25.04.2021	1			
Monday	12.04.2021	1	Monday	26.04.2021	1			
Tuesday	13.04.2021	1	Tuesday	27.04.2021	1			
Wednesday	14.04.2021	1	Wednesday	28.04.2021	1			

**Status description**

Status	Description
1	Inside the parent danger pay location
2	Outside the parent danger location on rest and recuperation
3	Outside the parent danger pay location on official business travel, including TDY to non-danger pay area
4	Outside the parent danger pay location on official business travel, including TDY to danger pay area
5	Outside the parent danger pay location for other reasons



3. The **Fill Out Form Danger Pay – Employee online self-certification** screen will be displayed. Review the information.
4. When finished reviewing, click on the **Acknowledge and Certify** check box.

**Fill Out Form Danger Pay - Employee Online Self-Certification**

1 Select Employee      2 Edit, Certify or Review      3 Confirmation

**Attachments**

**Acknowledgment and Certification By or Onbehalf of Staff Member**

[← BACK](#) To return to the Danger Pay Form

**Summary of the Danger Pay Status**

Name Stuart Grace  
Index Number 20096242

Count	DGP Description
26	Inside the parent danger pay location
4	Outside the parent danger pay location for other reasons

**Acknowledgment and Certification**

Please review before approving.

I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and misrepresentation of facts relating to my presence at the Duty Station may lead to disciplinary action.

I acknowledge and Certify that the data above is correct



- 5. The **Submit Form** button will appear.
- 6. Click **Submit Form**.

**Fill Out Form Danger Pay - Employee Online Self-Certification**

1 Select Employee | 2 Edit, Certify or Review | 3 Confirmation

**Submit Form**

**Attachments**

**Acknowledgment and Certification By or Onbehalf of Staff Member**

**Summary of the Danger Pay Status**

Count	DGP Description
26	Inside the parent danger pay location
4	Outside the parent danger pay location for other reasons

**Acknowledgment and Certification**

Please review before approving.

I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and misrepresentation of facts relating to my presence at the Duty Station may lead to disciplinary action.

I acknowledge and Certify that the data above is correct

- 7. The **Step Completed** screen will be displayed confirming that the form has been successfully certified and submitted.

umojaja Search: [ ] Umoja portal - R5J Log off

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SM Travel Administrator User Provisioning Global Index Requestor HR Partner Procurement

**Step Completed**

Data sent (process reference number: 000000836082)

[Display Message Log](#)

1 Select Employee | 2 Edit, Certify or Review | 3 Confirmation

You will receive an email notification confirming successful submission of the form.