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**.

![Image of the fill out form for Danger Pay Online Self-Certification](image-url)
7. Enter the numeric value for the month that you are requesting danger pay.
8. Click on Display Form.
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.

![Verification of Eligibility]

More than 3 months have elapsed since the date selected. Please contact your HR Partner for assistance.

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**.
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.
13. The **Submit Form** button will appear.

14. Click **Submit Form**.
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:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inside the parent danger pay location</td>
</tr>
<tr>
<td>2</td>
<td>Outside the parent danger location on official business travel, including TDY to non-danger pay area</td>
</tr>
<tr>
<td>3</td>
<td>Outside the parent danger pay location on official business travel, including TDY to danger pay area</td>
</tr>
<tr>
<td>4</td>
<td>Outside the parent danger pay location for other reasons</td>
</tr>
</tbody>
</table>

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On
When all days have been updated with the appropriate status click **Next**.
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.
5. The **Submit Form** button will appear.

6. Click **Submit Form**.

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

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