PURPOSE

This procedure is used by the Staff Member to review their annual dependency benefits entitlements. The supporting documentation you provide when completing this declaration will be reviewed by the HR Partner to determine if your dependent(s) retain financial dependency.

REFERENCE

Information sheets contain additional information on the different eligibility and documentation requirements for this subject.

This quick reference and the HR Infosheets are provided for information and navigational purposes only. The United Nations Staff Rules and Regulations, and Administrative Instructions are the authoritative documents on this subject and staff member should refer to those documents for the complete eligibility and documentation requirements as it pertains to their situation.

INTENDED AUDIENCE

• Staff Member

DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>History of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.04.2020</td>
<td>Updates based on policy guidelines affecting 2018 and 2019 annual reviews</td>
</tr>
</tbody>
</table>
GLOBAL PROCESS
This process begins with the initiation of the Dependency Benefits Monitoring Campaign, and when the **Staff Member** receives an email notification to complete the Annual Declaration.

1. **DOS** initiates the Annual dependency benefits monitoring campaign by triggering an automated email notification.

2. **Staff Members** in receipt of dependency benefits in the year under review will receive an email notification with instructions on how to access the annual Declaration form.

3. The **Staff Member** reviews information presented on the form and either acknowledges the information is correct as presented or provides a change by indicating new values against the information presented on the form.

4. The **Staff Member** attaches required supporting documentation, and submits the form.

5. The **HR Partner** reviews and approves or may return the form to the **Staff member** for additional information.
   a. **if approved**, the **HR Partner** executes the necessary personnel actions to adjust, discontinue, or start dependency benefits. The **Staff Member** will be notified when the review and subsequent personnel actions are successfully completed.
   b. **If returned for additional information**, The **Staff Member** receives an email notification with instructions on additional actions or supporting documentation required to complete the review.
PRE-REQUISITES

For each type of information updated in the Annual Declaration form, specific supporting documentation is required. Below is a list of supporting documentation required for each type of requested information update.

The supporting documentation should be scanned and attached in PDF format.

<table>
<thead>
<tr>
<th>Information Updated during this Annual Declaration</th>
<th>Supporting Documentation Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marital Status</td>
<td>Divorce Decree/ Court Order</td>
<td>If the Staff Member updates their Marital Status and selects &quot;Divorced/Separated&quot; on the annual declaration review form.</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Marriage Certificate</td>
<td>If the Staff Member updates their Marital Status to Married &amp; Related, or changes the Marital status date on the annual declaration review form.</td>
</tr>
<tr>
<td>Spouse</td>
<td>Proof of gross occupational earnings</td>
<td>If the Staff Member indicates that spouse is working and is financially dependent on the annual declaration review form</td>
</tr>
<tr>
<td>Dependent Child(ren)</td>
<td>Certificate of School Attendance</td>
<td>If the Staff Member indicates a dependent child is in Full Time Education Attendance on the annual declaration review form</td>
</tr>
<tr>
<td>Dependent Child(ren)</td>
<td>Certificate of Disability</td>
<td>If for a dependent child, the Staff Member indicates &quot;YES&quot; on the field &quot;Disabled&quot; or updates &quot;Certificate of Disability Review Date&quot; on the annual declaration review form.</td>
</tr>
<tr>
<td>Dependent Child(ren)</td>
<td>Proof of Support if Non-Custodial Parent</td>
<td>If for a dependent child, the Staff Member indicates &quot;NO&quot; on the field &quot;Living with staff member&quot; on the annual declaration review form.</td>
</tr>
<tr>
<td>Dependent Child(ren)</td>
<td>Amount of Government Assistance</td>
<td>If for a dependent child, the Staff Member indicates &quot;YES&quot; on the field &quot;In receipt of government assistance&quot; on the annual declaration review form.</td>
</tr>
<tr>
<td>Secondary Dependent</td>
<td>Proof of financial Support</td>
<td>If for a secondary dependent, the Staff Member indicates &quot;NO&quot; on &quot;Living with staff member&quot; and indicates &quot;YES&quot; on the field &quot;Do you provide half or more financial support&quot; on the annual declaration review form</td>
</tr>
<tr>
<td>Secondary Dependent</td>
<td>Certificate of School Attendance</td>
<td>If for a secondary dependent, the Staff Member indicates &quot;Yes&quot; on &quot;Financially dependent&quot; and indicates &quot;YES&quot; on the field &quot;Full time attendance&quot; on the annual declaration review form.</td>
</tr>
</tbody>
</table>
OBJECTIVES
As part of the demonstration, we will show you:

- How to complete the Annual Declaration form as a Staff member
- How to attach supporting documentations
- How to submit a completed annual declaration form
- How to retrieve an annual declaration form returned by a HR Partner for additional information

SCENARIO
A Staff member had changes during the year under review, with respect to a financially dependent spouse and one of two children. In this case, the Staff member must:

- update the annual earnings and financial dependency status of spouse,
- confirm the settings for child 1, and
- update the new disability certificate expiry date and attach a copy of the new disability certificate for child 2 as the previous certificate has expired.

MENU PATH

- Employee Self-Service > Life & Work Events > Annual Declaration

PROCEDURES
Use the following procedures to:

- Change of Financial Dependency for Spouse and Disabled Child, page 5
- Government Assistance, page 21
- Save and Retrieve a Draft of Annual Declaration, page 23
- Complete the Annual Declaration for More than 9 Dependant Children, page 27
- Check Status of Annual Declaration/View Past Submissions, page 30
CHANGE OF FINANCIAL DEPENDENCY FOR SPOUSE AND DISABLED CHILD

PROCEDURE

1. Log on to ESS.

UMOJA PORTAL

1. Enter your User ID and Password, then click Log On button.
OVERVIEW - UMOJA PORTAL

Welcome to Umoja

2. Click Employee Self-Service tab.
EMPLOYEE SERVICES

Employee Services

4. Click Life and Work Events.
LIFE AND WORK EVENTS

Life and Work Events

Back

Service Map

Work Events

- Personnel Actions
  - You can view list of Personnel Actions

- Employee Salary Verification Form without HR Signature
  - You can view Employment and Salary Verification Form without HR Signature.

- Annual Declaration Form

- Attestation of Compliance with SEA Rules

- Attestation of Compliance with SEA Rules

Life Events

- Add/Modify a Dependant
  - Add a family member (spouse, child or parent) as a dependant, eligibility must first be established

- Dependent/Household Member Documents
  - Dependent/Household Member Documents

5. Click Annual Declaration
6. Make a note of a year you are submitting an Annual Declaration
FILL OUT FORM ANNUAL DECLARATION

<table>
<thead>
<tr>
<th>Personal Information Data as on 31st December of Review Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Review Year:</strong> 2018</td>
</tr>
<tr>
<td><strong>First &amp; Last Name:</strong> Annual Dec DOE</td>
</tr>
<tr>
<td><strong>Personnel Number:</strong></td>
</tr>
<tr>
<td><strong>Date of Birth:</strong> 12.05.1990</td>
</tr>
<tr>
<td><strong>Department/Office:</strong></td>
</tr>
<tr>
<td><strong>Duty Station:</strong> Genova</td>
</tr>
<tr>
<td><strong>Non Family Duty Station (F/A):</strong> F</td>
</tr>
<tr>
<td><strong>Appointment Type:</strong> Continuing</td>
</tr>
<tr>
<td><strong>Appointment Expiration:</strong> 31.12.2045</td>
</tr>
<tr>
<td><strong>Gender:</strong> Male</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATA IS CORRECT</th>
<th>CHANGE REQUIRED</th>
<th>NEW VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Married Status: Married &amp; Related</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Married Status Effective Date: 12.01.2000</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Single Parent: No</td>
<td>☑</td>
<td>☐</td>
</tr>
</tbody>
</table>

7. Click the checkbox in the DATA IS CORRECT column to confirm the data is correct for

- Martial Status
- Marital Status Effective Date, and
- Single Parent

Then scroll down to the next section of the form.
FILL OUT FORM ANNUAL DECLARATION

8. Click the checkbox in the DATA IS CORRECT column to confirm the data is correct for Living with Staff Member. Click the checkbox in the DATA CHANGE SUBMITTED column to indicate changes needed for Financially Dependant. Then select No for the NEW VALUE.

```
<table>
<thead>
<tr>
<th>Recognized Spouse/ Partner Data as on 31st December of Review Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>First &amp; Last Name: Scott DOE</td>
</tr>
<tr>
<td>Date of Birth: 02.09.1986</td>
</tr>
<tr>
<td>Ref. Personnel Number:</td>
</tr>
<tr>
<td>Nationally: United States of America</td>
</tr>
<tr>
<td>Gender: Male</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>DATA IS CORRECT</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Living with Staff Member: Yes</td>
</tr>
<tr>
<td>Financially Dependent: Yes</td>
</tr>
<tr>
<td>Employer Type: Other Employer (outside UN)</td>
</tr>
<tr>
<td>UN Organization: None</td>
</tr>
<tr>
<td>Employer Name: Smith &amp; Co.</td>
</tr>
<tr>
<td>Location of Spouse Duty Station: New York</td>
</tr>
<tr>
<td>Spouse Annual Earnings: 30000.00</td>
</tr>
<tr>
<td>Currency: USD</td>
</tr>
</tbody>
</table>
```
9. Click the checkbox in the DATA IS CORRECT column to confirm the data is correct for:
   - Employer Type
   - UN Organization
   - Employer Name
   - Location of Spouse Duty Station

Click the checkbox in the DATA CHANGE SUBMITTED column to indicate changes needed for Spouse Annual Earnings. Enter the new annual earnings in the NEW VALUE column and select the currency.
10. Review the information for child 1. All the information is correct so click the checkboxes in the DATA IS CORRECT column.
11. The disability certificate for child 2 has expired so the new expiry date must be provided.

Click the checkbox in the DATA IS CORRECT column to confirm the data is correct for:

- Marital Status
- Living With Staff Member
- Financially Dependent
- Full Time Education Attendance
- In Receipt of Education Grant
- Disabled

Click the checkbox in the DATA CHANGE SUBMITTED column to indicate that a change needed for Disability Review Validity Date.

Select the new expiry date in the NEW VALUE column using the calendar.
12. Note: The attachment checkbox MUST be checked whenever a change is indicated in this form even if some changes do not require submission of supporting documentation. Please refer to the prerequisite section of this document for further details.

Attachment of supporting documentation MUST be provided for continuing dependencies that are established annually, such as dependent spouse with earnings or dependent child between the age of 18-21.

A comprehensive list of expected supporting documentation is available in the prerequisite section of this guide.

13. Scroll back to the top of the form and click to expand the Attachments section, then click right corner to expand the Attachment subsection.
### FILL OUT FORM ANNUAL DECLARATION

<table>
<thead>
<tr>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Amount of Government Assistance</td>
</tr>
<tr>
<td>□ Certificate of Disability</td>
</tr>
<tr>
<td>□ Certificate of School Attendance</td>
</tr>
<tr>
<td>□ Certificate of School Attendance for Secondary dependant</td>
</tr>
<tr>
<td>□ Proof of Spouse Gross Occupational Earnings</td>
</tr>
<tr>
<td>□ Proof of Support if Non-Custodial Parent</td>
</tr>
<tr>
<td>□ Proof of financial Support for Secondary dependant</td>
</tr>
<tr>
<td>□ Staff Member Marital Status Certificate</td>
</tr>
<tr>
<td>□ ePS4 Form</td>
</tr>
</tbody>
</table>

**Add Attachment**  **Delete Attachment**

14. To attach documents click Add attachment
15. Click Certify of Disability to upload the certificate of disability.

16. Click Browse... button. Locate the file on your computer and select.
17. Click Upload button to upload the file.

18. The blue highlighting indicates that a document of that type has been attached. When done uploading supporting documents, scroll to the top and click Next.
19. Click button Send to send your annual declaration for HR Partner review.
When you have completed the form, click on "Send". Your Annual Declaration for 2018 is completed. Your HR Partner will review your information to confirm continued eligibility or execute the necessary personnel actions to adjust, discontinue or start dependency benefits. You can process your 2019 Annual declaration.
GOVERNMENT ASSISTANCE

PROCEDURE

Follow these additional steps if you are in receipt of Government Assistance on behalf of a dependent child.

If you are confirming the continuance of government assistance and the amount has not changed, simply click yes in the DATA IS CORRECT column for Allowance Amount.

For Austrian government assistance, the value displayed on screen is 0.00 as the actual amount is generated during payroll processing and will only be displayed in your monthly pay slip statement.

For Other country government assistance, the value of the allowance amount will be displayed.

FILL OUT FORM ANNUAL DECLARATION

1. If claiming Government Assistance for the first time, or changing the amount of the assistance, select the type of Government Assistance.
OPTIONS:
- Austria's Government grant
- Other country's Govt. Grant

In this example Austria's Government grant button is selected.

FILL OUT FORM ANNUAL DECLARATION

2. Select the checkbox under DATA CHANGE SUBMITTED column for Allowance Amount and enter the amount of the assistance, and the currency received for the review year.
SAVE AND RETRIEVE A DRAFT OF ANNUAL DECLARATION

You do not have to complete the Annual Declaration in one session. You can save the form as a draft, and then continue work on that draft immediately, or at a later time. You must complete all mandatory check boxes and fields before saving as a draft, but you can return later and make changes before submitting.

PROCEDURE

1. To save the form as a draft, all mandatory checkboxes and fields MUST first be completed.

FILL OUT FORM ANNUAL DECLARATION

2. After completing all mandatory checkboxes, click Save Draft.

FILL OUT FORM ANNUAL DECLARATION

3. You must exit the Annual Declaration to complete saving the draft.
RETRIEVE YOUR SAVED WORK

Follow the steps below to retrieve the draft and continue your work on the form.

OVERVIEW - UMOJA PORTAL

4. Return to the ESS Self-Service Home tab and click Work Center.

WORK CENTER - UMOJA PORTAL

5. If you are not already on the Draft tab, click Draft.
WORK CENTER - UMOJA PORTAL

6. Select the draft version you want to work on, then click Process button. You will now be able to review your previous entries, and continue working on the form.

START PROCESS

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td>By clicking on this box, I certify that I am aware of expected supporting documentation</td>
</tr>
<tr>
<td>✅</td>
<td>By checking this box, I certify that the statements made by me in response to the above certification of information contained in the Annual Declaration Form or misrepresent</td>
</tr>
</tbody>
</table>

Staff are reminded of the requirement to keep supporting documentation in support of (OIS) for monitoring and audit, within 30 calendar days of the initial request. Failure to terminate of dependency benefits and/or administrative and/or disciplinary measures

"If the names of dependents appearing are incorrect or not updated, please get in touch with necessary"

Staff Member Comments:

HR Comments:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save Draft</td>
<td>Delete Draft</td>
</tr>
<tr>
<td>Check and Send</td>
<td></td>
</tr>
</tbody>
</table>

7. When you are done reviewing or have made changes to your form, you can either save as a draft again, or complete the Annual Declaration process.

When you are ready to submit your Annual Declaration, scroll to the bottom of the form and click Check and Send button.
8. Click Send to complete the Annual Declaration.
COMPLETE THE ANNUAL DECLARATION FOR MORE THAN 9 DEPENDANT CHILDREN

PROCEDURE

1. If you have more than 9 children, you must download the eP84 form and complete the Annual Declaration for the additional children on that form. You must then save, and upload that form along with any other supporting documentation when you submit the Annual Declaration through ESS.

FILL OUT FORM ANNUAL DECLARATION

2. Follow the steps in the main procedure to complete the ESS form for children 1 to 9. Then scroll down to the bottom of the form to find a button to access the eP84 form.

   Click Download button to access the eP84 Form.
3. Click Save as button to save the form locally. Browse to the location where you saved the form to open and record additional child records not listed in the online annual declaration form, then save.
4. You must then upload the form as an attachment in the ep84 category. To attach the form Click eP84 Form list item eP84 form. Follow the remaining steps in the main procedure to complete the annual declaration.
CHECK STATUS OF ANNUAL DECLARATION/VIEW PAST SUBMISSIONS

PROCEDURE

1. Log on to ESS Self-Service.

EMPLOYEE SERVICES

2. Click Status Overview.

EMPLOYEE SERVICES

3. In the Process Name section you will see a list of annual declaration submissions you have made, one for each year reviewed. The Business Status column lists the status of each submission.
Possible statuses for submissions include:

- **Approved** - means the annual submission is complete and no further action is expected.
- **Processed** - means the submission is in process, further details of pending action is available in the process step
- **Sent Back to Author** - means the HR Partner reviewed the submission and returned the form for additional action or information. The form will be available in the returned tab of the staff member’s work center.

To see the processing history and status of an annual declaration, select a row then click Details.

**EMPLOYEE SERVICES**

4. The Details screen displays the steps the submitted annual declaration has gone through or is currently in. The status of each step is shown in the Process Status column.

Status values:

- **New** - indicates the current step of a submission awaiting action either by the Staff Member or HR Partner. The person responsible to complete this step is identified in the Processor column.
- **Completed** - Indicates the step is complete and no further action required.

You can view the contents of the annual declaration at any step, including completed and those still in the review process. Click on the Step Name for the version of the document you want to view.
Once opened, you can view the contents of the submitted annual declaration at that point in the workflow.
When you have completed the form, click on "Send". Your Annual Declaration for 2018 is completed. Your HR Partner will review your information to confirm continued eligibility or execute the necessary personnel actions to adjust, discontinue or start dependency benefits. You can process your 2019 Annual declaration.