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## Overview

The purpose of this Job Aid is to provide guidelines for the creation of a Mini Master for Survivors and Beneficiaries. This process is specifically related to recipients of After Service Health Insurance under the UN Medical Insurance Plan (ASHI MIP).

## Objectives

This Job Aid provides the steps necessary to create a Mini Master for Survivors and Beneficiaries participating in the After Service Health Insurance under the UN Medical Insurance Plan (ASHI MIP), and view the resulting Personnel Action.

## Enterprise Roles

BN.03: Benefits Insurance Administrator LS

PA.01: HR Partner All

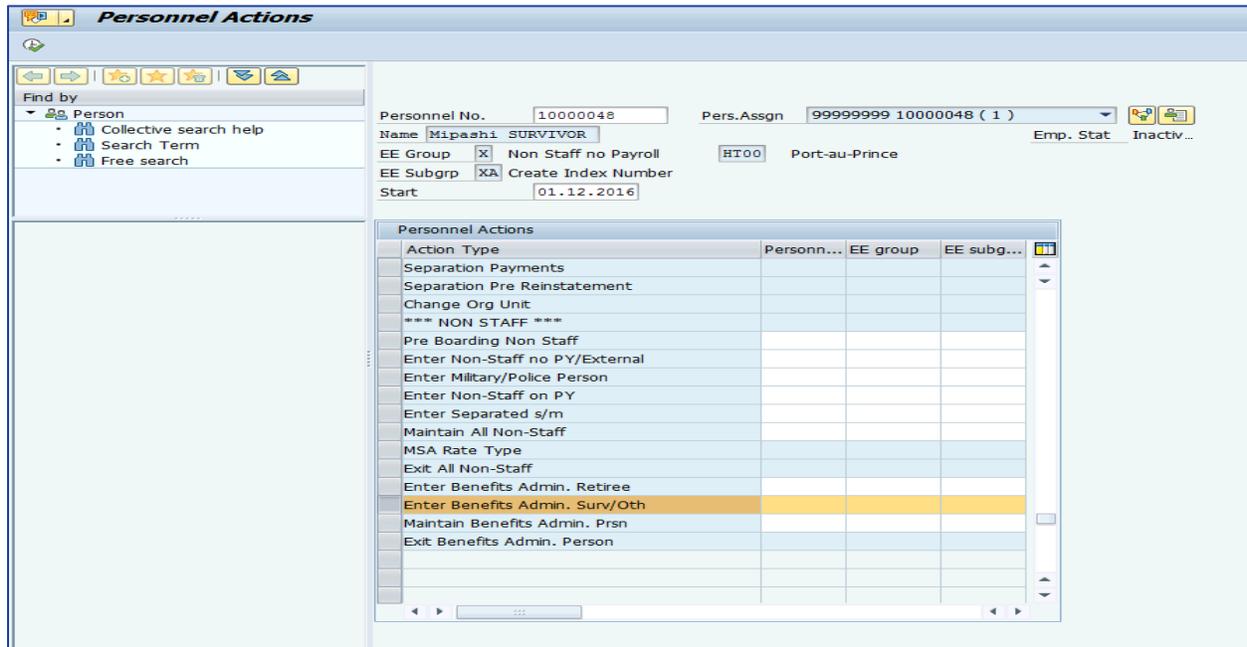
## Mini Master Requirements

- Valid index number
- Current mailing address
- Email address

\* \* \* \* \*

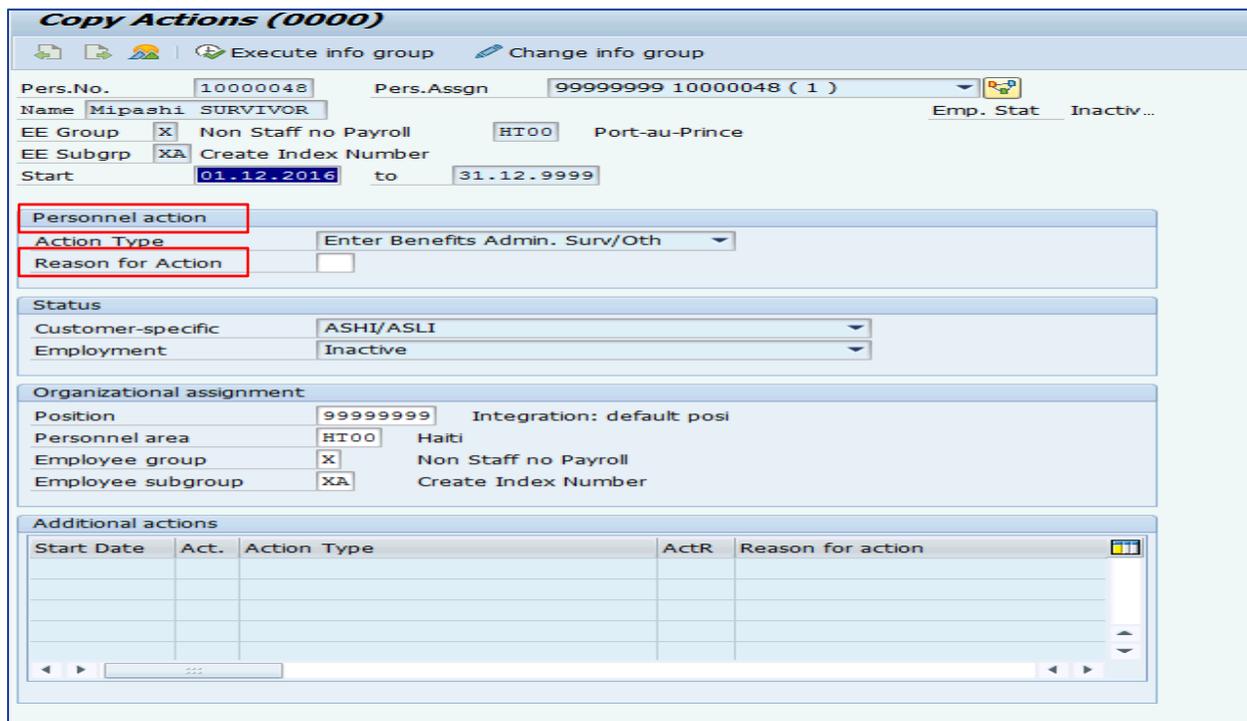
## Create a Mini Master for Survivors and Beneficiaries

1. Enter the **T-code PA40** in the **Command** field
2. Enter the Personnel Number in the **Personnel No.** field
3. Enter the Start Date (effective date of ASHI) in the **Start** field
4. Select **Enter Benefits Admin. Surv/Oth** in the **Personnel Actions** pane

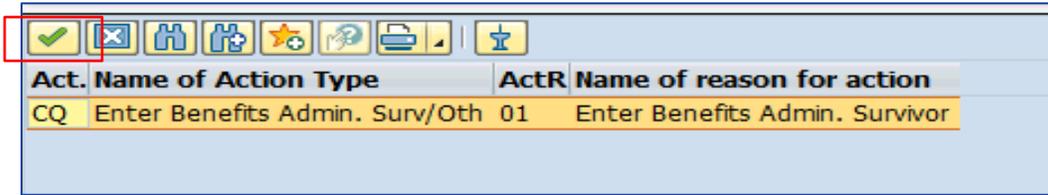


5. Select the icon to execute

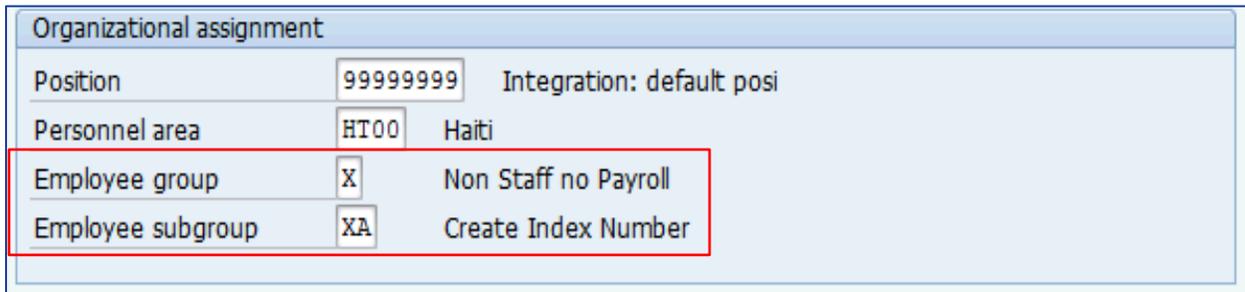
The **Copy Actions (0000)** screen is displayed:



- In the **Personnel Actions** section, click on the match code icon for **Reason for Action** and select the **CQ** action to enter the **Benefits Admin Surv/Oth**



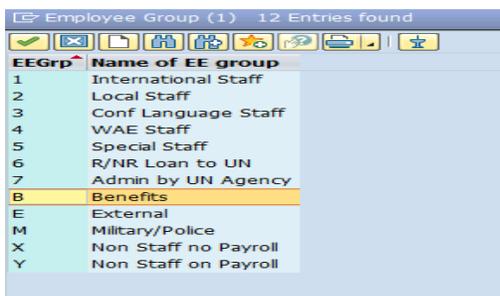
- Select the  icon to enter
- In the **Organizational assignment** section, the **Employee group** and **Employee subgroup** fields must be changed



The Organization assignment section review:

- The Position field defaults to 99999999
- The Personnel area is the country of residence
- The Employee group is **B** - Benefits
- Employee subgroup is **BC** - Local Survivor with UN Pay

- Either select **B Benefits** option from the match code icon drop down list for the **Employee group** field, or type **B** and select the  icon to continue



The **Employee subgroup** field must be changed to **BC** for the Local Survivor.

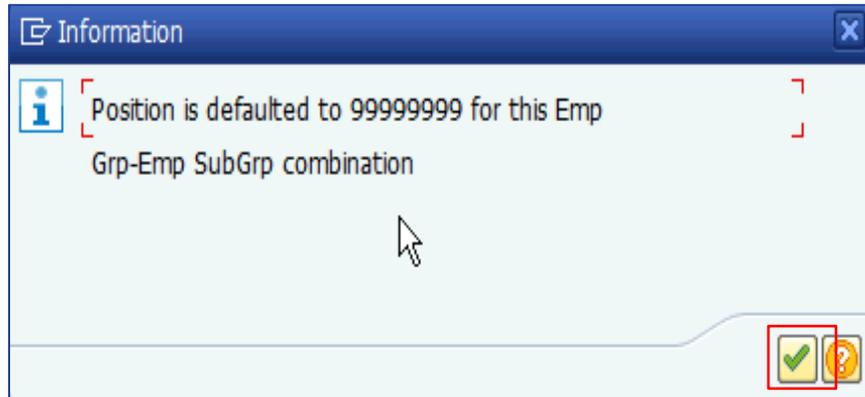
10. Either select the relevant option from the match code icon drop down list for the **Employee subgroup** field or type **BC** and select the icon to continue.

The **Employee subgroup** options are displayed:

EEGrp	Name of EE group	ESgrp	Name of EE subgrp
B	Benefits	B2	Int UNCS Retiree
B	Benefits	B3	Int UN Survivor
B	Benefits	B4	Int UNCS Staff
B	Benefits	B5	Int UNCS Survivor
B	Benefits	BB	Local UNCS Retiree
B	Benefits	BC	Local UN Survivor
B	Benefits	BD	Local UNCS Staff
B	Benefits	BE	Local UNCS Survivor

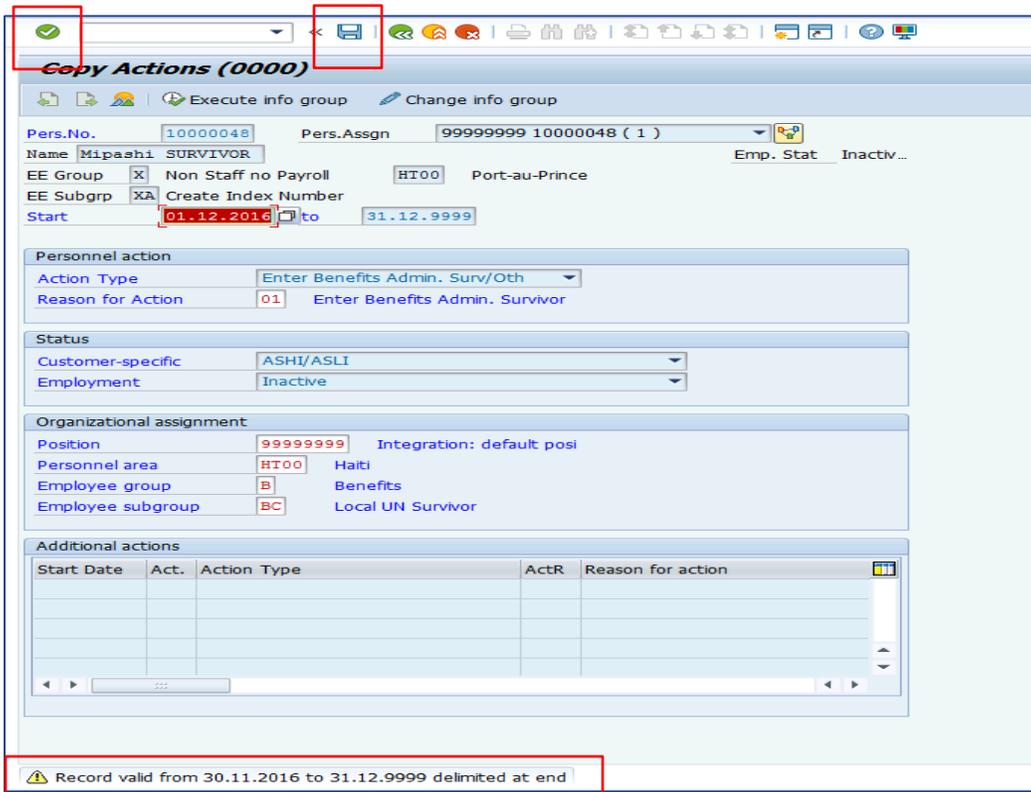
11. Select the icon to enter

The following message is displayed:

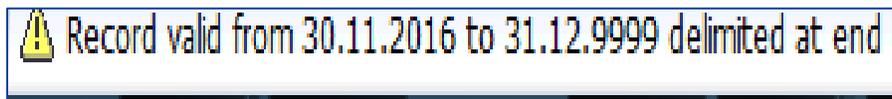


12. Select the icon to enter

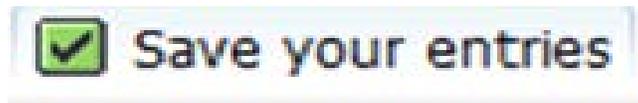
The updated **Copy Actions (0000)** screen is displayed:



A message is displayed at the bottom of the screen:



13. Select the  icon to enter and another message is displayed

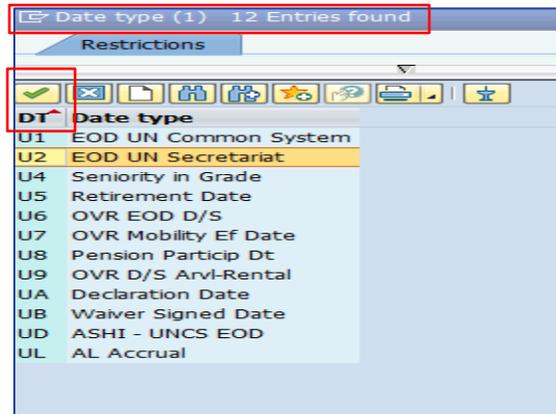


14. Select the  icon to save

The following message will be displayed:



The **Date type** options are displayed:



18. Select the  icon

19. Under **Date type UD (ASHI – UNCS EOD)**, update the **Date** field with the same date as the **U2 EOD UN Secretariat** Date field



#### Troubleshooting Tip

*The Date field with the deceased retiree's EOD UN Secretariat date is a mandatory field.*

20. Select the  icon

A message is displayed at bottom of the screen.

 **Caution: Date types without date specification will be deleted when saved**

21. Select the  icon and the **Display Personal Data (0002)** screen is displayed:

**Display Personal Data (0002)**

Pers. No. 
 Pers.Assgn

Name 
 EOD UN 
 Emp. Stat

EE Group  Non Staff no Payroll  Port-au-Prince

EE Subgrp  Create Index Number

Start  To  Changed on

**Name**

Title

Last name  Birth name

First name

Middle Name

**HR Data**

Date of Birth

UN National  Othr/Birth

Marital Status  Since

**Additional Fields**

City of Birth

Country of Birth

Gender



22. Select the next record icon

The **Copy Organizational Assignment (0001)** screen is displayed:

**Copy Organizational Assignment (0001)**

Org Structure

Pers. No. 
 Pers.Assgn

Name 
 EOD UN 
 Emp. Stat

EE Group  Non Staff no Payroll  Port-au-Prince

EE Subgrp  Create Index Number

Start   To

**Enterprise Structure**

CoCode  United Nations

Pers.area  Haiti

Subarea  Port-au-Prince

Cost Ctr  Bus. Area

**Personnel Structure**

EE group  Benefits

Payr.area  Staff Benefits Only

EE subgroup  Local UN Survivor

Pos. Type

**Organizational Plan**

Position  Integration: default p...

Job key

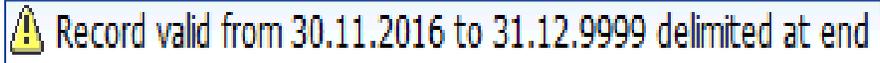
Org. Unit

Change Reason

**Person Responsible**

Time

23. Select the  icon and a message is displayed at the bottom of the screen:



24. Select the  icon and a message is displayed



25. Select the  icon to save the document

A message requesting a Valid Mailing Address is displayed:



26. Select the  icon and the **Create Addresses (0006)** screen is displayed:

**Create Addresses (0006)**

Foreign address

Pers. No. 10000048      Pers.Assgn 99999999 10000048 ( 1 )

Name Mipashi SURVIVOR      EOD UN 01.01.1980      Emp. Stat Inactiv...

EE Group B Benefits      HI00 Port-au-Prince

EE Subgrp BC Local UN Survivor      01 01

Start 01.12.2016 to 31.12.9999

**Address**

Address type Mailing Address

Address line 1

Address line 2

City/county

State/zip code

Country Key UN

**Communications**

Communication

27. Update the **Mailing Address** as follows:

- a) Enter the street name in the **Address line 1** field
- b) Enter the apartment number (if applicable) in **Address line 2** field
- c) Enter the city in the **City/county** field
- d) Enter the state and zipcode (if applicable) in the **State/zip code** fields
- e) Select the country from the drop down list in the **Country Key** field



**Note**  
Fields with check marks must be completed or IT0006 will not be saved.

**Create Addresses (0006)**

Foreign address

Pers. No.  Pers. Assgn  

Name  EOD UN  Emp. Stat

EE Group  Benefits  Port-au-Prince

EE Subgrp  Local UN Survivor

Start  to

---

**Address**

Address type

Address line 1

Address line 2

City/county

State/zip code

Country Key

---

**Communications**

Communication

28. Select the  icon

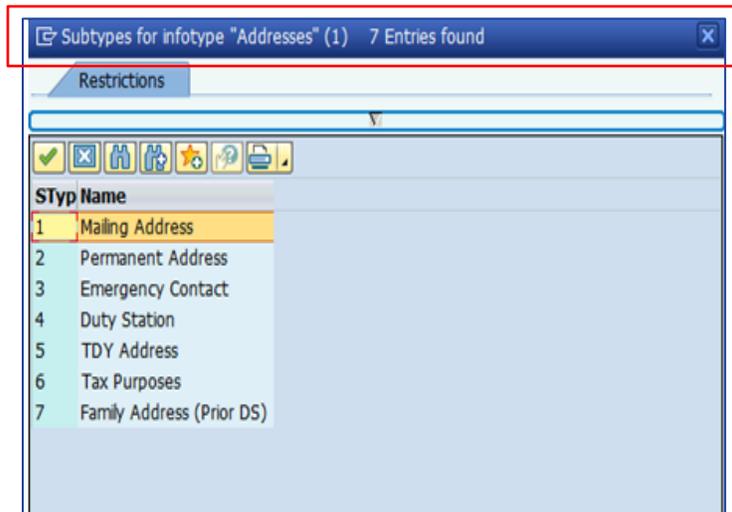
A message is displayed at the bottom of the screen:

 Record valid from 30.11.2016 to 31.12.9999 delimited at end

29. Select the  icon

The  message is displayed.

30. Select the  icon to save the document and **Subtypes for infotype “Addresses”** options are displayed:



31. If there are no other addresses to input, select the  icon  
The **Copy Planned Working Time (0007)** screen is displayed:

**Copy Planned Working Time (0007)**

<<

**Copy Planned Working Time (0007)**

Work schedule

Pers. No.  
 Pers.Assgn

Name  
 EOD UN  
 Emp. Stat

EE Group  Benefits  Port-au-Prince

EE Subgrp  Local UN Survivor

Start  To

**Work schedule rule**

Work schedule rule  Haiti Normal 8hr

Time Mgmt status

**Working time**

Weekly working hours

32. Select the icon

A message is displayed at the bottom of the screen:

Record valid from 30.11.2016 to 31.12.9999 delimited at end

33. Select the icon and a message is displayed:

Save your entries

34. Select the icon to save the document

The **Copy Basic Pay (0008)** screen is displayed:

**Copy Basic Pay (0008)**

Wage Type Wage Type

Pers. No. 10000048 Pers.Assgn 99999999 10000048 ( 1 )

Name Mipashi SURVIVOR EOD UN 01.01.1980 Emp. Stat Inactiv...

EE Group B Benefits HT00 Port-au-Prince

EE Subgrp BC Local UN Survivor 01 01

Start 01.12.2016 To 31.12.9999

Object ID

Next increase 31.12.9999

Pay scale		Further Information	
Type	ZB Benefits Only	Capacity Util. Level	100.00 \$ PER
Area	HT Haiti	Work hours/period	174.00 Monthly
Group	01 Level 01	Ann.salary	0.00 USD

W...	Wage Type Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
9010	Benefits Flag			HTG		<input type="checkbox"/>		

IV 01.12.2016 - 31.12.9999 0.00 HTG

**Increment Information**

Withheld Increment  Accelerated Increment

35. Select the next record icon



The **Create Date Specifications (0041)** screen is displayed:



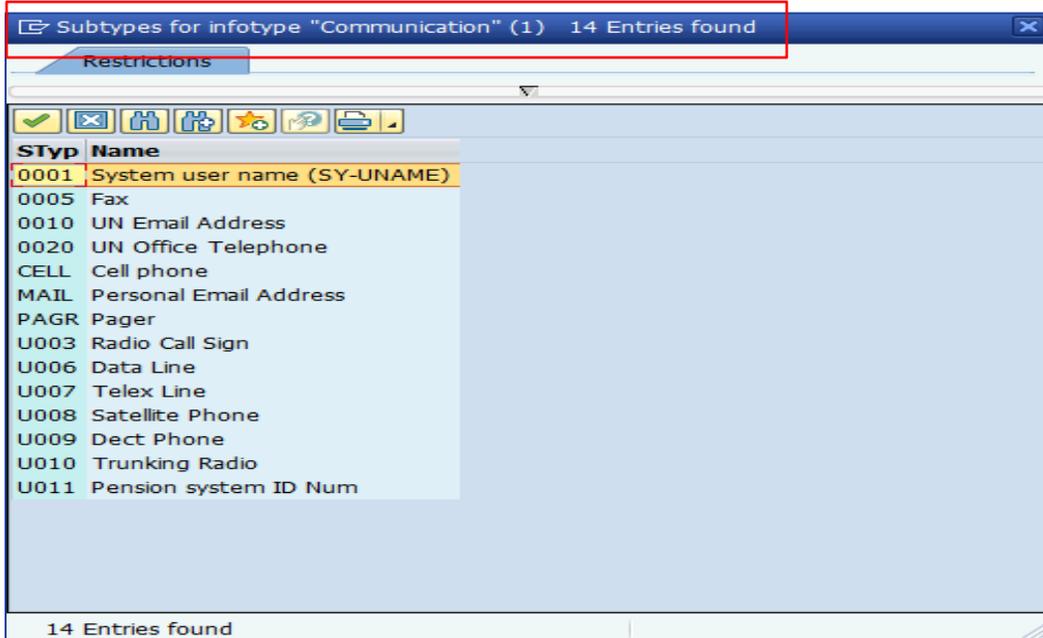
36. Select the next record icon

The **Create Cost Distribution (0027)** screen is displayed:

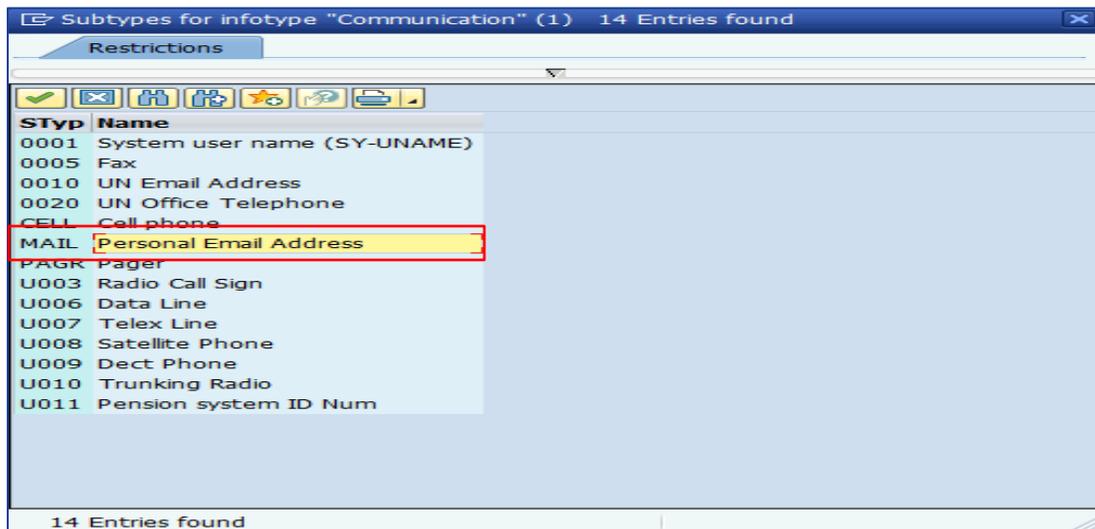


37. Select the next record icon located on the top left corner of the screen.

The **Subtypes for infotype "Communication"** options are displayed:



38. Select the **MAIL** option to create the **Personal Email Address**



39. Select the icon to enter

The **Create Communications (0105)** screen is displayed:

**Create Communication (0105)**

Pers. No. 10000048 Pers.Assgn 99999999 10000048 ( 1 )

Name Mipashi SURVIVOR EOD UN 01.01.1980 Emp. Stat Inactiv...

EE Group B Benefits HT00 Port-au-Prince

EE Subgrp BC Local UN Survivor 01 01

Start 01.12.2016 to 31.12.9999

Communication

Type MAIL Personal Email Address

ID/number

40. Enter the email address of the participant in **ID/number** field

**Create Communication (0105)**

Pers. No. 10000048 Pers.Assgn 99999999 10000048 ( 1 )

Name Mipashi SURVIVOR EOD UN 01.01.1980 Emp. Stat Inactiv...

EE Group B Benefits HT00 Port-au-Prince

EE Subgrp BC Local UN Survivor 01 01

Start 01.12.2016 to 31.12.9999

Communication

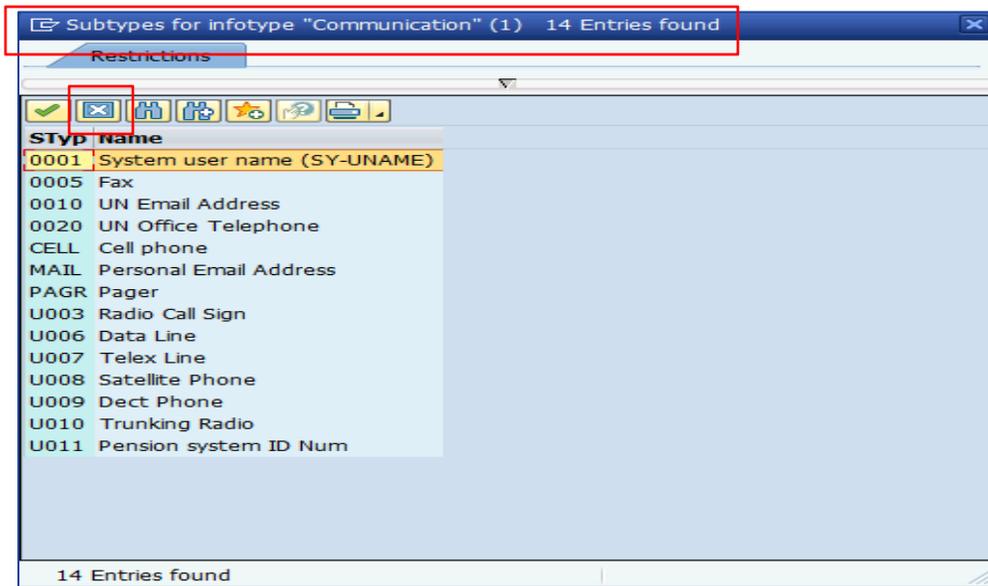
Type MAIL Personal Email Address

ID/number mipashisurvivor@yahoo.com



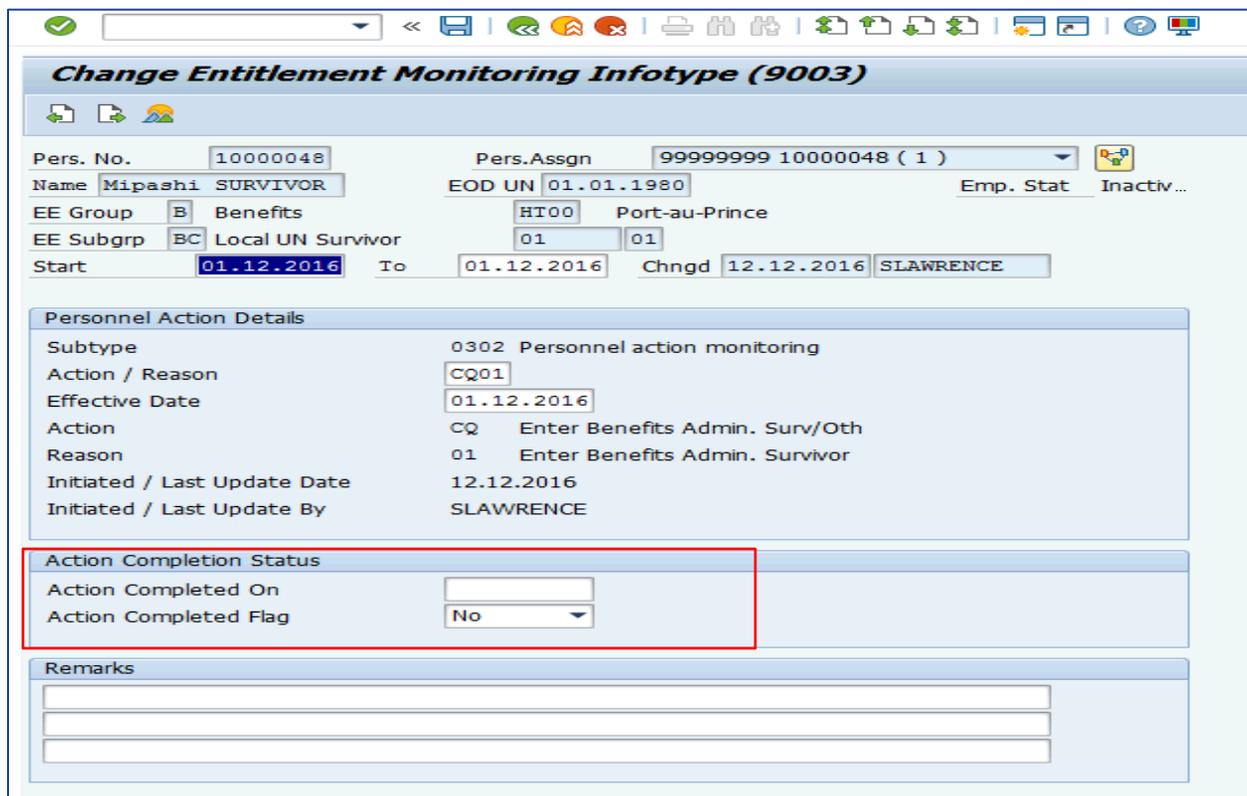
41. Select the icon to save

The **Subtypes for infotype "Communication"** options are displayed:



42. Select the  icon as only one email address is required.

The **Change Entitlement Monitoring Infotype (9003)** screen is displayed:



43. To update the **Action Completion Status** section, select **YES** from the drop down list in the **Action Complete Flag** field.

The **Action Completed On** field will automatically reflect the date of completion of the PA.



44. Select the icon to save the document

The **Personnel Actions** screen is displayed:

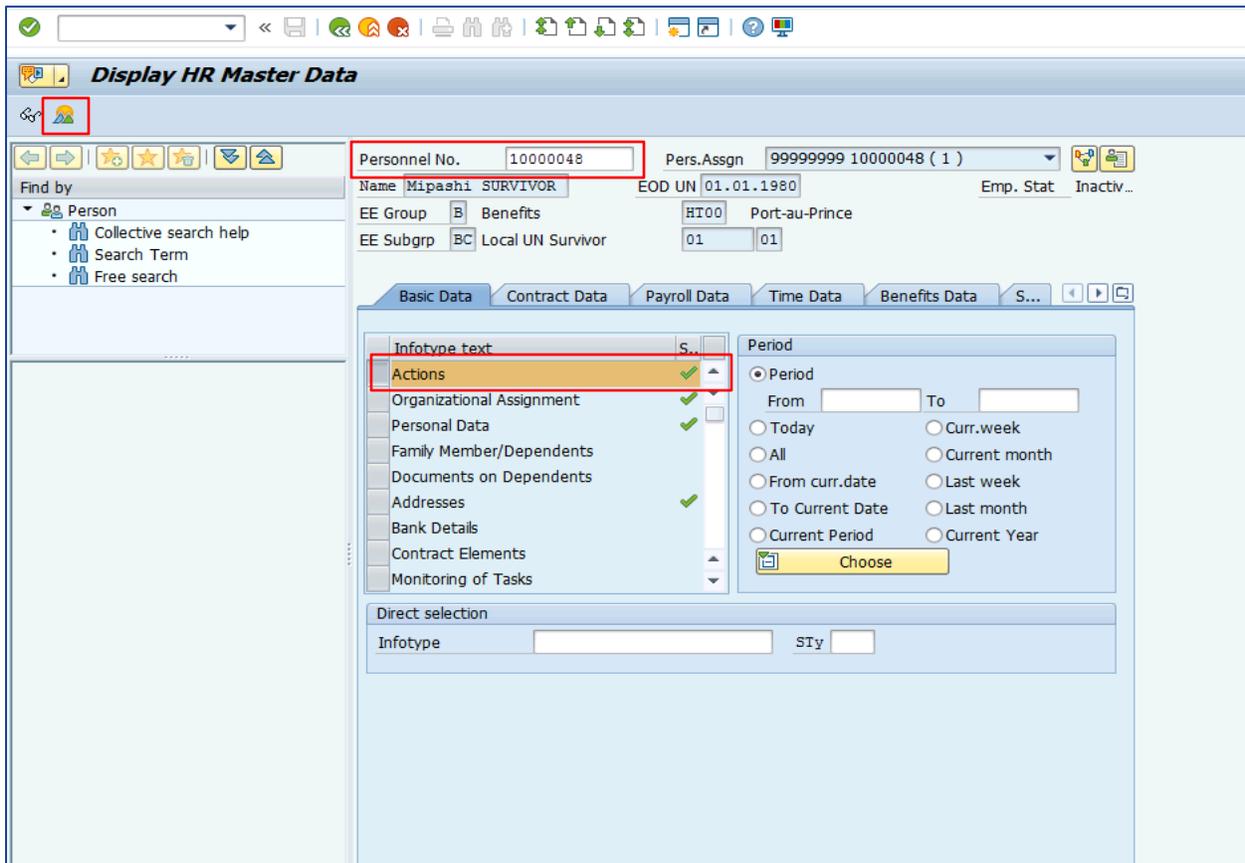
Action Type	Personn...	EE group	EE subg...
Separation Payments			
Separation Pre Reinstatement			
Change Org Unit			
*** NON STAFF ***			
Pre Boarding Non Staff			
Enter Non-Staff no PY/External			
Enter Military/Police Person			
Enter Non-Staff on PY			
Enter Separated s/m			
Maintain All Non-Staff			
MSA Rate Type			
Exit All Non-Staff			
Enter Benefits Admin. Retiree			
<b>Enter Benefits Admin. Surv/Oth</b>			
Maintain Benefits Admin. Prsn			
Exit Benefits Admin. Person			

**The creation of mini master is complete.**

### View the Personnel Action

To view the Personnel Action:

1. Enter the **T-code PA20** in the **Command** field
2. Enter the Personnel Number in the **Personnel No.** field
3. Highlight the **Actions** option in the **Basic Data tab**
4. Select the **Overview**  icon



The **Overview Actions (0000)** screen is displayed:

**Overview Actions (0000)**

Pers. No. 10000048 Pers.Assgn 99999999 10000048 ( 1 )

Name Mipashi SURVIVOR EOD UN 01.01.1980 Emp. Stat Inactiv...

EE Group B Benefits HT00 Port-au-Prince

EE Subgrp BC Local UN Survivor 01 01

Choose 01.01.1800 to 31.12.9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E
01.12.2016	31.12.9999	CQ	Enter Benefits Admin. Su..01	01	Enter Benefits Admin. Su..2	1	1
30.11.2016	30.11.2016	04	Create Index Number	01	Create Index Number		1

**This indicates that the Personnel Action (PA) is created.**