

## Purpose

This procedure is used by the **Staff Member** to add their spouse as a household member or dependant. The UN only recognizes one spouse, but you may use these procedures to add additional spouses. In this case, the additional spouses will have the status of household members and will be non-recognized spouses for UN purposes. Only the recognized spouse can be a dependant, provided all requirements for dependency are met.

## Reference

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

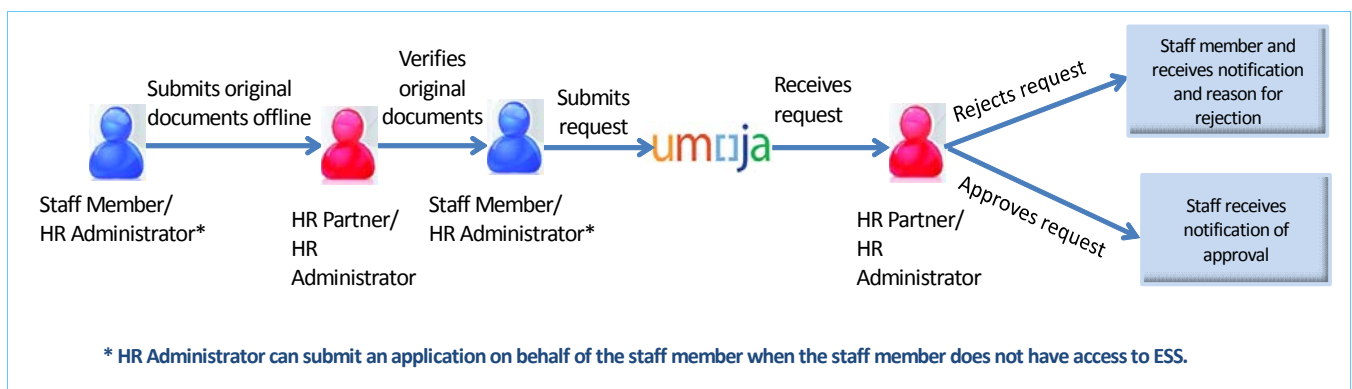
This quick guide, the simulation and the factsheets are provided for information and navigational purposes only. The United Nations Staff Rules and Regulations, and Administrative Instructions are the authoritative documents on this subject and staff members should refer to those documents for the complete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

## Intended Audience

- **Staff Member**

## Global Process

This process begins after the **Staff Member** has logged into the **Umoja** portal.



1. **Staff member** presents offline all original documentation to the **HR Partner or HR Administrator**.

2. *HR Partner* or *HR Administrator* verifies original documentation.
3. *Staff member* submits a request to add a household member and dependant through the Umoja Employee Self-Service portal. All required documents that have been verified by the *HR Partner* are attached to the submission
4. *HR partner* reviews request.
  - a. If the *HR partner* approves the submission. The spouse appears in the *staff members' Family Members/Dependents* list.
  - b. If the *HR partner* rejects the submission. The *staff member* is notified and the request is removed from the **Request in Process** section. The *staff member* must create a new request with the correct information and submit it for approval.

## Pre-requisites

1. Present required documents to *HR Partner* prior to submitting request for verification of originals.
2. For establishing your spouse as Household member"
  - **Passport for the spouse** showing date of birth and nationality; and
  - **Marriage certificate, certification of partnership or other certificate** showing proof of marriage or union to the staff member;
3. For establishing your spouse as a Dependant, the following document and verifications are also required:
  - **Spouse's annual wage statement** demonstrating that the spouse is financially dependent (i.e. tax returns or pay stubs showing annual income below the established threshold to consider the spouse financially dependent, etc.). Refer to the Factsheets for the maximum earning thresholds.
  - **Verify** that your marital status has been updated in Personal Information, refer to the applicable Quick Reference for instructions.
  - **Verify** that you are not in receipt of secondary dependency allowance for a parent or sibling. Remember that if you have a secondary dependant, you will need to request to discontinue their dependency before you can apply for the dependency for your spouse.

## Objectives

As part of the demonstration, we will show you:

- How to record your spouse as a household member.
- How to declare your spouse as a dependant.

## Scenario

A staff member was married on 4 March 2015 and submits a request to add a spouse as a dependant along with the required documents. The staff member has not claimed their parents or sibling as a dependant and the spouse's income does not exceed the maximum earning requirements to be considered a dependant. Refer to Factsheets for the maximum earning thresholds.

## Menu Path

Requests to add a spouse as a household member and dependant can be submitted using any one of the following menu paths:

- [Employee Self-Service>Personal Information](#)
- [Employee Self-Service>Entitlements](#)
- [Employee Self-Service>Life and Work Events](#)

You may use any of the three routes to access the dependency page, but for this demonstration, the request will be entered using the [Employee Self-Service>Entitlements](#) menu path.

## Procedure

1. Start the transaction using the menu path:  
[Employee Self-Service>Entitlements](#)

### Overview - Umoja qa portal - Q3J - Windows Internet Explorer



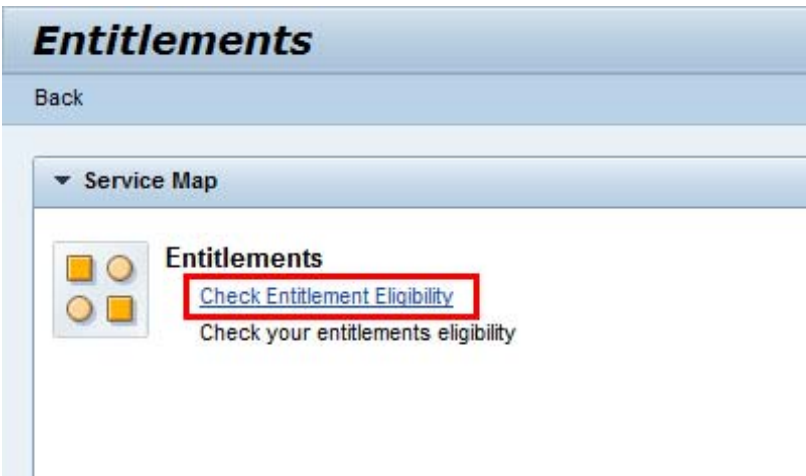
2. Click on the Employee Self-Service SM tab.

## Employee Services

The screenshot shows the 'Employee Services' portal. At the top, there is a navigation bar with 'Map', 'Directory', and 'Index' links. Below this, there are three main sections: 'Status Overview', 'Entitlements', and 'Life and Work Events'. The 'Entitlements' section is highlighted with a red box around its title. The 'Status Overview' section includes a green document icon and a description: 'You can display an overview of the status of your open processes here.' The 'Entitlements' section includes a blue document icon with a dollar sign and a description: 'In this area, you can access to your entitlements'. The 'Life and Work Events' section includes a blue calendar icon.

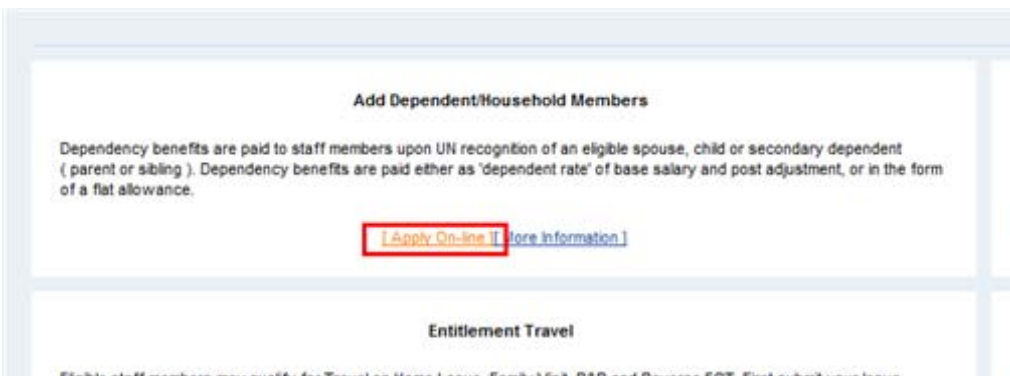
3. Click on the [Entitlements](#) link.

## Entitlements



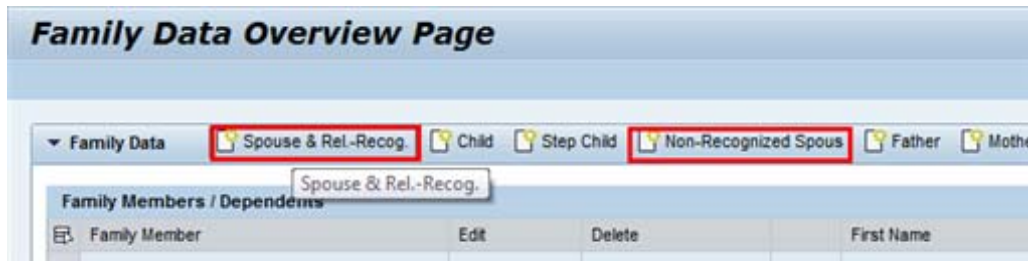
4. Click on the [Check Entitlement Eligibility](#) link

## Entitlement Summary Launch Page



5. Click on the [Apply On-line](#) link.

## Family Data Overview Page



6. Click on the [Spouse & Rel.-Recog.](#) button to add your spouse.



The United Nations recognizes only one spouse, additional spouses can be added as household members by clicking the Non-Recognized Spouse tab and following the same procedures.

## Family Data Application



7. Select or enter the Valid From date, using the DD.MM.YYYY format.

Valid From date in most cases is either:

- Date of marriage as it appears on your marriage certificate; or
- Your Entry on Duty date, if you are submitting the request after you were appointed or reappointed (otherwise, your HR Partner would have added them as dependants at that time).

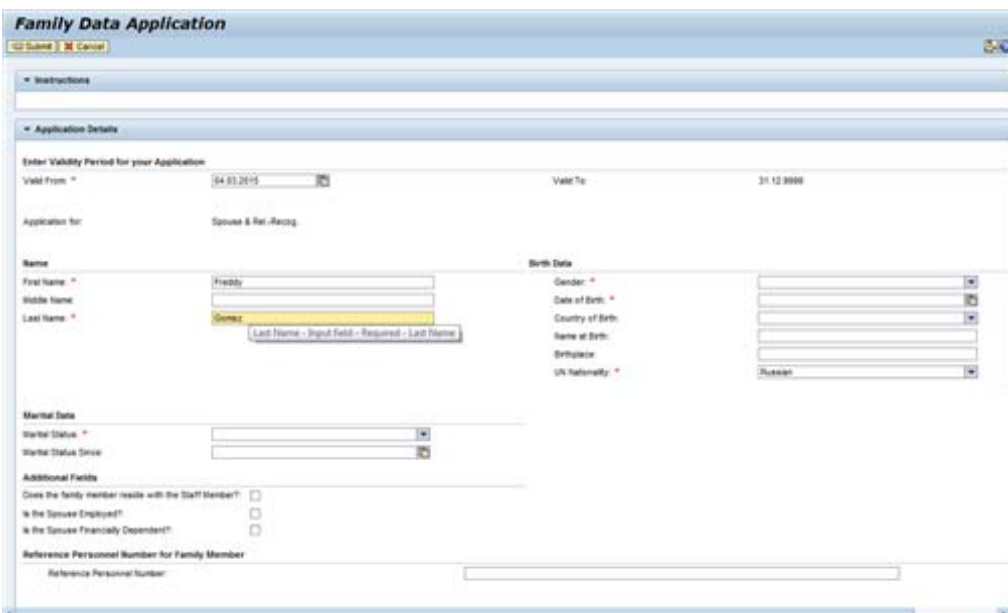
### Family Data Application

Application for: Spouse & Rel-Recog.

Name	Birth Data
First Name: * <input type="text" value="Freddy"/>	Gender: *
Middle Name: <input type="text" value="First Name - Input field - Required - First Name"/>	Date of Birth: *
Last Name: * <input type="text" value=""/>	Country of Birth:
	Name at Birth:
	Birthplace:
	UN Nationality: *

8. Enter the First Name of the spouse exactly as it appears on the official birth certificate or passport. Do not abbreviate or omit names.

### Family Data Application



The screenshot shows a web browser window titled "Family Data Application". The form includes sections for "Application Details" (Valid From: 04/03/2015, Valid To: 31/12/2008, Application for: Spouse & Rel-Recog.), "Name" (First Name: Freddy, Middle Name: [empty], Last Name: Gomez), "Birth Data" (Gender: [dropdown], Date of Birth: [dropdown], Country of Birth: [dropdown], Name at Birth: [text], Birthplace: [text], UN Nationality: Russian), "Marital Data" (Marital Status: [dropdown], Marital Status Since: [dropdown]), and "Additional Fields" (Does the family member reside with the Staff Member?, Is the Spouse Employed?, Is the Spouse Financially Dependent?). A "Reference Personnel Number for Family Member" field is also present.

9. Type the Last Name of the spouse, if different than the staff member's family name. Last name must be typed exactly as it appears on the official birth certificate or official passport. Do not abbreviate or omit names.

## Family Data Application

Application for: Spouse & Rel-Recog.

Name

First Name \* Freddy

Middle Name

Last Name \* Gomez

Birth Data

Gender \* Female

Date of Birth \* 15.03.1985

Country of Birth

Name of Birth

Birthplace

UK Nationality \* Russian

- Click on the drop down menu and select the spouse's gender. In this demonstration our spouse is "Male"

## Family Data Application

**Family Data Application**

Instructions

Application Details

Enter Validity Period for your Application

Valid From \* 04.03.2015

Valid To \* 31.12.8999

Application for: Spouse & Rel-Recog.

Name

First Name \* Freddy

Middle Name

Last Name \* Gomez

Birth Data

Gender \* Male

Date of Birth \* 15.03.1985

Country of Birth

Name of Birth

Birthplace

UK Nationality \* Russian

Marital Data

Marital Status \*

Marital Status Date

Additional Fields

Does the family member reside with the Staff Member?

Is the Spouse Employed?

Is the Spouse Financially Dependent?

Reference Personnel Number for Family Member

Reference Personnel Number

- Select or enter your spouse's Date of birth, using the DD.MM.YYYY format, as it appears on the official birth certificate or passport.



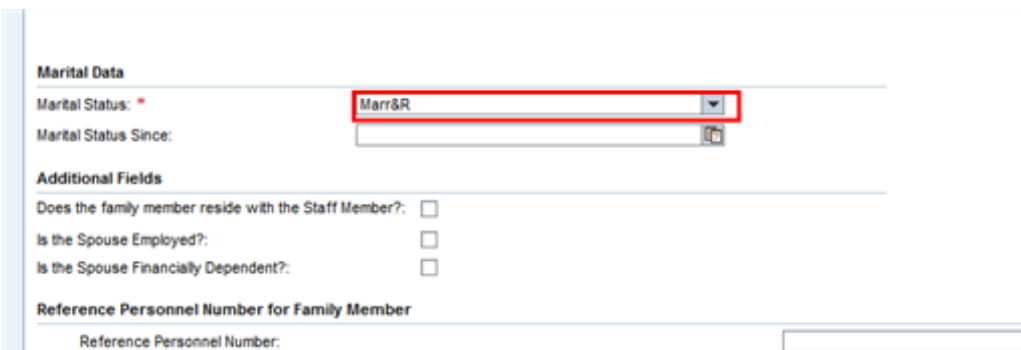
### Family Data Application



The screenshot shows the 'Family Data Application' form. The 'Name' section includes fields for First Name (filled with 'Freddy'), Middle Name, and Last Name (filled with 'Gomez'). The 'Birth Data' section includes fields for Gender (filled with 'Male'), Date of Birth (filled with '11.03.1980'), Country of Birth, Name at Birth, Birthplace, and UN Nationality (filled with 'Peruvian'). A red box highlights the 'UN Nationality' dropdown menu.

- Click on the drop down menu to select the UN recognized nationality of your spouse. If your spouse has more than one nationality, select the nationality s/he will be using for visa/travel purposes.

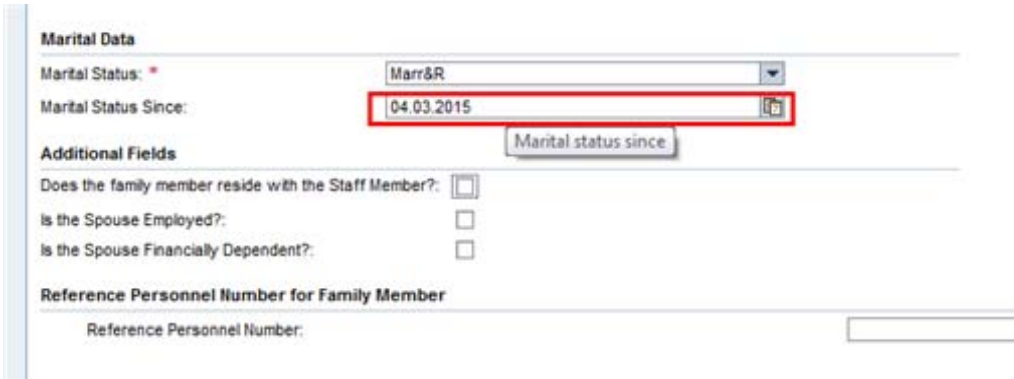
### Family Data Application



The screenshot shows the 'Family Data Application' form. The 'Marital Data' section includes a 'Marital Status' dropdown menu (filled with 'Marr&R') and a 'Marital Status Since' date field. The 'Additional Fields' section includes three checkboxes: 'Does the family member reside with the Staff Member?' (unchecked), 'Is the Spouse Employed?' (unchecked), and 'Is the Spouse Financially Dependent?' (unchecked). The 'Reference Personnel Number for Family Member' section includes a 'Reference Personnel Number' text field.

- Click on the drop down menu and select your spouse's marital status. In this demonstration, "Marr&R" (Married and Related) is selected.

### Family Data Application



**Marital Data**

Marital Status: \*

Marital Status Since:

**Additional Fields**

Does the family member reside with the Staff Member?:

Is the Spouse Employed?:

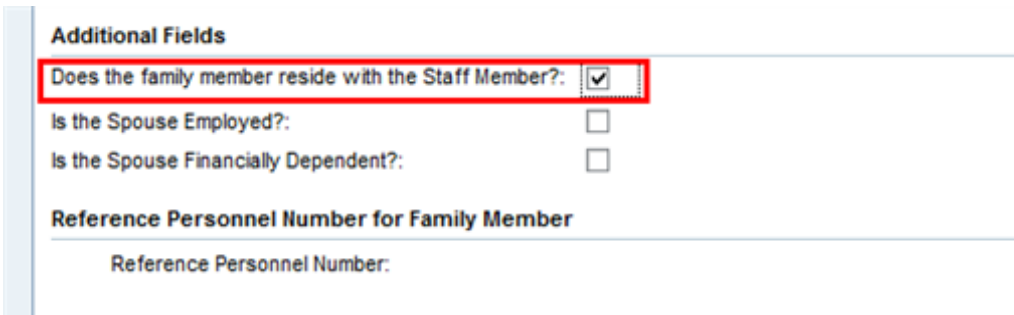
Is the Spouse Financially Dependent?:

**Reference Personnel Number for Family Member**

Reference Personnel Number:

14. Select or enter the Marital Status since date, using the DD.MM.YYYY format. This is the date of marriage as it appears on the marriage certificate.

### Family Data Application



**Additional Fields**

Does the family member reside with the Staff Member?:

Is the Spouse Employed?:

Is the Spouse Financially Dependent?:

**Reference Personnel Number for Family Member**

Reference Personnel Number:

15. If your spouse resides with you, select the "Does the family member reside with the Staff Member?"

### Family Data Application



**Marital Data**

Marital Status: \*

Marital Status Since:

**Spouse Employment Details**

Employer Type:

UN Organization:

Work Duty Station:

Employer Name:

Spouse Annual Earnings:  Currency:

**Additional Fields**

Does the family member reside with the Staff Member?

Is the Spouse Employed?

Is the Spouse Financially Dependent?

16. If your spouse is employed, select "Is the Spouse Employed?". Additional fields about your spouses' employment will appear next to the Marital Data section above.



**If your spouse is employed you will need to complete additional information about their employment and income.**

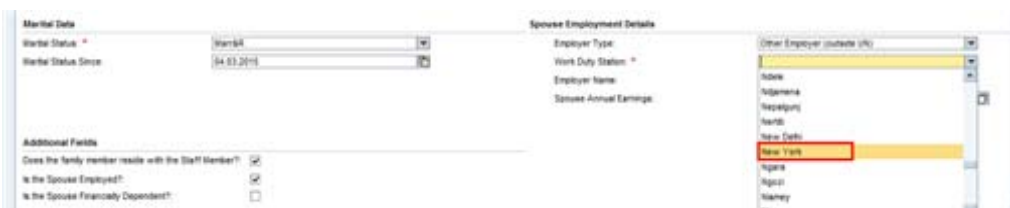
### Family Data Application



The screenshot shows the 'Family Data Application' form. The 'Marital Data' section includes 'Marital Status' (set to 'Married') and 'Marital Status Since' (set to '04/03/2015'). The 'Spouse Employment Details' section includes 'Employer Type' (set to 'UN Organization'), 'Work Duty Station' (set to 'Not provided'), 'Employer Name', and 'Spouse Annual Earnings'. A dropdown menu is open for 'Employer Type', showing options: 'Different UN Organization', 'No Employer', 'Not provided', 'Other Employer (outside UN)', and 'Same UN Organization'. The 'Other Employer (outside UN)' option is highlighted with a red box. Below these sections are 'Additional Fields' with checkboxes for 'Does the family member reside with the Staff Member?' (checked), 'Is the Spouse Employed?' (checked), and 'Is the Spouse Financially Dependent?' (unchecked).

17. Click on the drop down menu and select the Employer Type from the list. In this demonstration, the spouse is employed outside the UN.

### Family Data Application



This screenshot is similar to the previous one, but the 'Other Employer (outside UN)' dropdown menu is expanded to show a list of work duty stations: 'Belize', 'Bhutan', 'Bolivia', 'Bosnia and Herzegovina', 'Brazil', 'Canada', 'Cape Verde', 'Chad', 'China', 'Cuba', 'Cyprus', 'Czechia', 'Denmark', 'Dominican Republic', 'Ecuador', 'Egypt', 'El Salvador', 'France', 'Germany', 'Ghana', 'Guatemala', 'Honduras', 'India', 'Indonesia', 'Italy', 'Japan', 'Jordan', 'Kazakhstan', 'Kenya', 'Korea, Republic of', 'Kuwait', 'Lebanon', 'Lesotho', 'Lithuania', 'Madagascar', 'Malawi', 'Malaysia', 'Maldives', 'Mali', 'Mauritius', 'Mexico', 'Morocco', 'Mozambique', 'Myanmar', 'Netherlands', 'New Zealand', 'Nicaragua', 'Niger', 'Nigeria', 'Norway', 'Oman', 'Pakistan', 'Panama', 'Paraguay', 'Peru', 'Philippines', 'Poland', 'Portugal', 'Puerto Rico', 'Qatar', 'Romania', 'Rwanda', 'Senegal', 'Serbia', 'Sierra Leone', 'Singapore', 'South Africa', 'South Korea', 'Spain', 'Sri Lanka', 'Sweden', 'Switzerland', 'Taiwan', 'Tanzania', 'Thailand', 'Timor-Leste', 'Togo', 'Tonga', 'Trinidad and Tobago', 'Tunisia', 'Turkey', 'Uganda', 'Ukraine', 'United Kingdom', 'United States of America', 'Uruguay', 'Uzbekistan', 'Vanuatu', 'Venezuela', 'Vietnam', 'Yemen', 'Zambia', 'Zimbabwe'.

18. Click on the drop down menu and select the Work Duty Station from the list. In this demonstration, the spouse is employed in "New York".

### Family Data Application



**Marital Data**  
 Marital Status:   
 Marital Status Since:

**Spouse Employment Details**  
 Employer Type:   
 Work Duty Station:   
 Employer Name:   
 Spouse Annual Earnings:  Currency:

**Additional Fields**  
 Does the family member reside with the Staff Member?   
 Is the Spouse Employed?   
 Is the Spouse Financially Dependent?

- Enter the spouse's Employer Name. In this demonstration, the spouse works for Crowne Plaza.

### Family Data Application



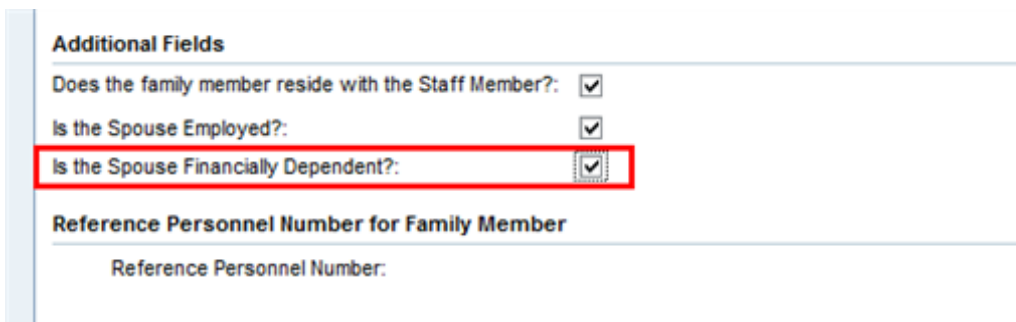
**Marital Data**  
 Marital Status:   
 Marital Status Since:

**Spouse Employment Details**  
 Employer Type:   
 Work Duty Station:   
 Employer Name:   
 Spouse Annual Earnings:  Currency:

**Additional Fields**  
 Does the family member reside with the Staff Member?   
 Is the Spouse Employed?   
 Is the Spouse Financially Dependent?

- Enter your Spouse's Annual Earnings for the current year. In this demonstration the spouse earns \$25,000 USD. Remember you will have to attach the annual wage statement of the spouse.

### Family Data Application



**Additional Fields**

Does the family member reside with the Staff Member?

Is the Spouse Employed?

Is the Spouse Financially Dependent?

**Reference Personnel Number for Family Member**

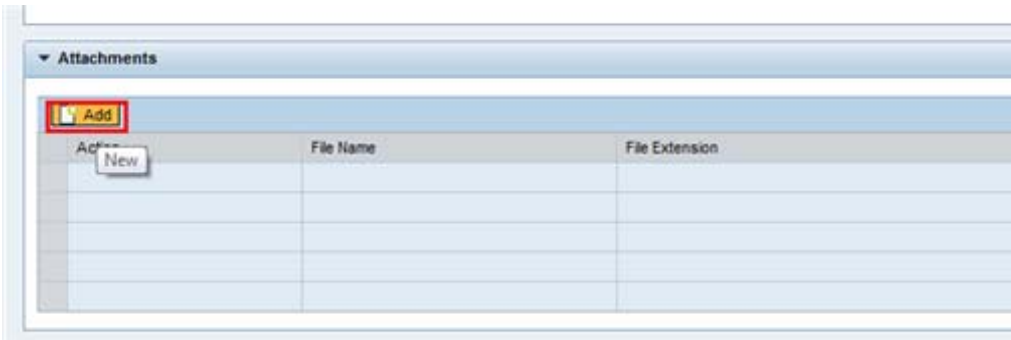
Reference Personnel Number:

- If your spouse is financially dependant on you, select "Is the Spouse Financially Dependent?"



The amount entered will be used to determine the dependency.

### Family Data Application



22. Click on the Add button to attach ALL the required documents, pertaining to this request that have been previously verified by an HR partner or HR administrator. Be sure to upload only the copies that have the verification stamp.



**Please note, if this request is incomplete and all required documents with the verification stamp are not attached, the HR Partner will reject your request and you will need to submit a new request.**

**For this demonstration, you will be attaching:**

- your spouse's annual wage statement
- marriage certificate
- the biographic data page of your spouse's valid passport

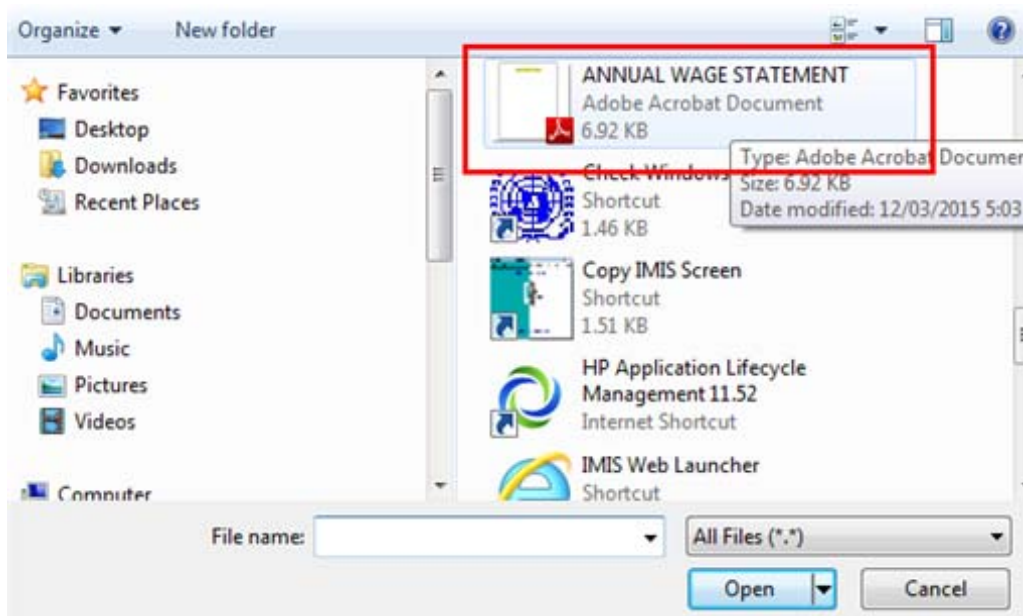
**Consult the list of requirements at the beginning of the Quick Reference and Factsheets for other types of cases/situations.**

### Upload New Attachment



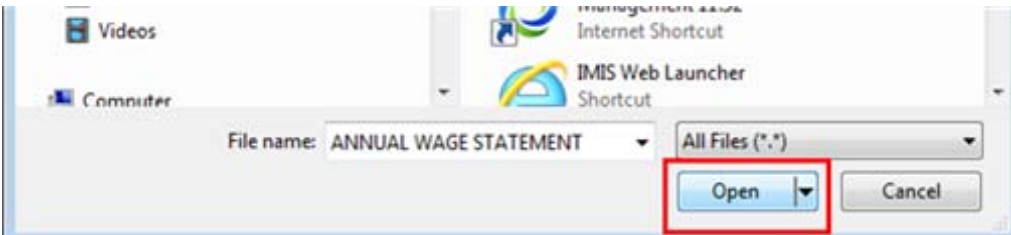
23. Click on the Browse button. The Choose File to Upload window will open.

### Choose File to Upload



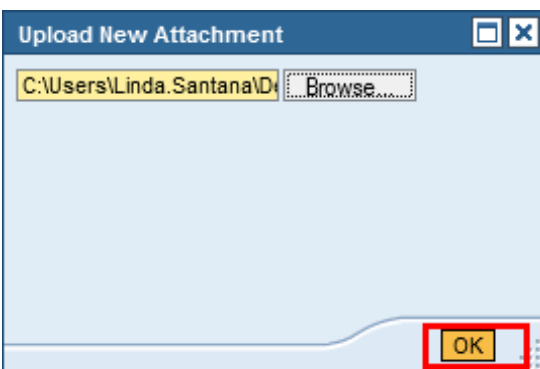
24. Select the required document. You should only upload PDF files.

### Choose File to Upload



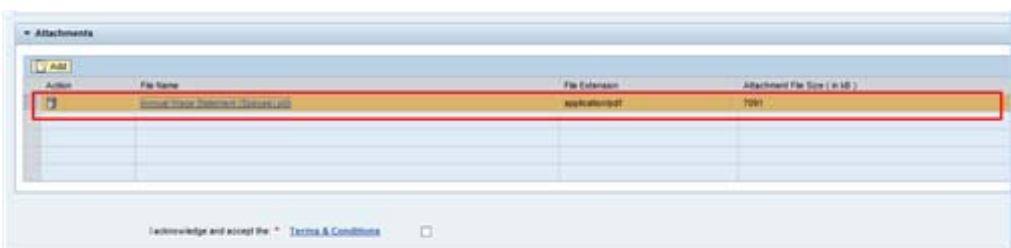
25. Click on the Open button.

### Upload New Attachment



26. Click on the OK button to upload the document.

### Family Data Application



27. The document has been attached. Repeat the steps for each required document.



**Remember: You must submit the original required documents to the HR Partner or HR Administrator for verification prior to making the ESS submission. The HR Partner will only approve requests that contain complete documentation or documentation that has been stamped as verified and seen by an HR Partner or HR Administrator.**

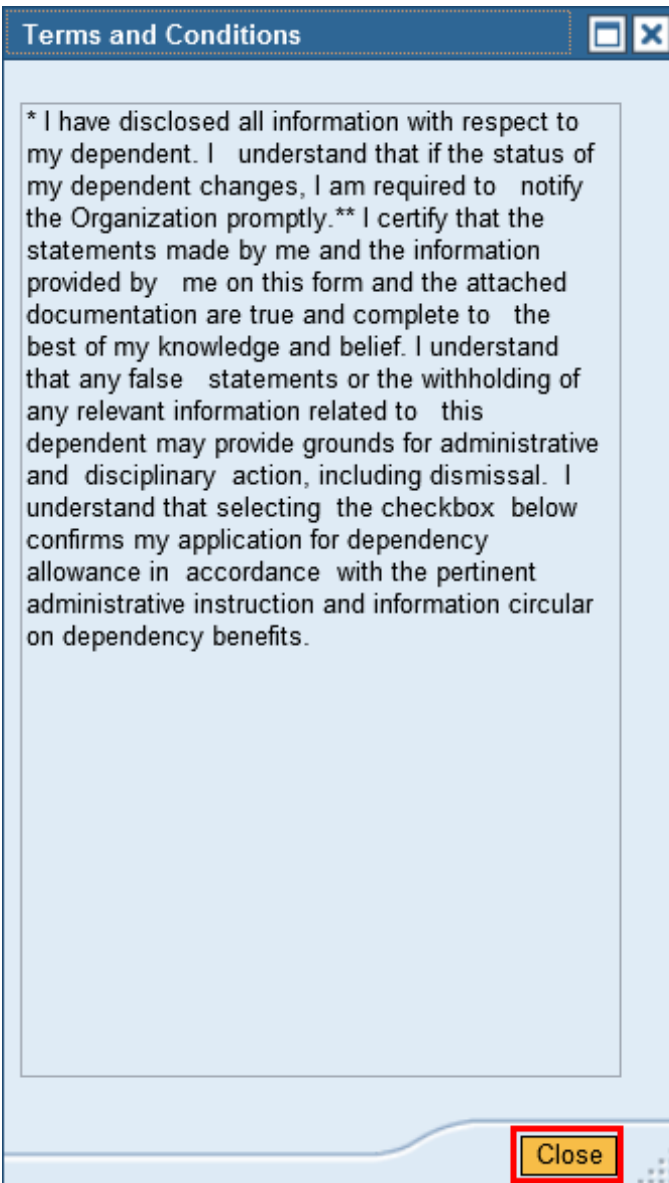
### Family Data Application


A screenshot of a web form. At the top, there is a document upload area with a trash icon and the text "Marriage Certificate.pdf". Below this, there is a section for terms and conditions. The text "I acknowledge and accept the:" is followed by a red-bordered link "Terms & Conditions" and an unchecked checkbox. Below the link is a button labeled "Terms".

28. Click on the [Terms & Conditions](#) link and review the information.



## Terms and Conditions



29. Once you have read the Terms and Conditions, click on the lick Close button  button to return to the Family Data Application.

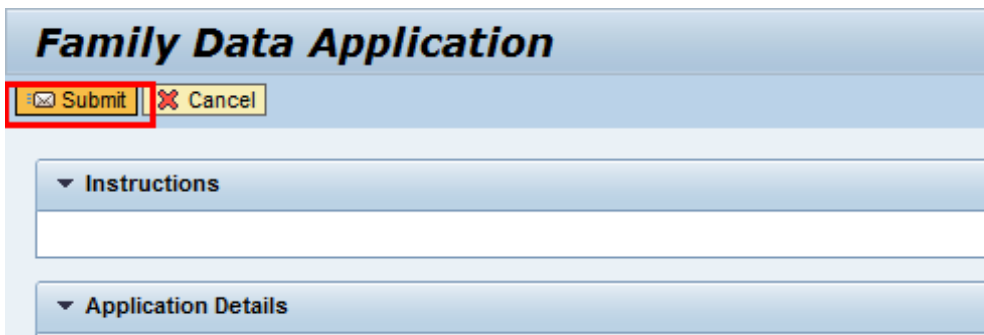
### Family Data Application



I acknowledge and accept the: [Terms & Conditions](#)

30. Click on the checkbox to acknowledge and accept the Terms & Conditions.

### Family Data Application



**Family Data Application**

▼ Instructions

▼ Application Details

31. Click on the Submit button.

### Family Data Overview Page

**Family Data Overview Page**

✔ Request successfully sent to HR Officer for Approval  
HRESS\_UN000

▼ Family Data

Spouse & Rel.-Recog.
Child
Step Child
Non-Recognized Spou

**Family Members / Dependents**

Family Member	Edit	Delete

▼ Requests in Process

Spouse & Rel.-Recog.
First Name: Freddy Last Name: GOMEZ Valid From: 04.03.2015 Valid To: 31.12.9999

32. A message will appear indicating the submission was successful and the submission will appear in the "Requests in Process" until it is approved by the HR Partner. Click on the Employee Self-Service SM tab to return to the Employee Services menu.



**Remember, you have 30 days from the date the spouse became a dependant to enrol them into the insurance plan (medical and dental).**

