

Purpose

This procedure is used by the **Staff Member** to add a child (biological, adopted or step child) as a household member and/or dependant. The determination as to whether the child becomes a household member or dependant will be made by the HR partner based on the information you provide in this transaction. The procedures for either situation is the same.

Reference

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

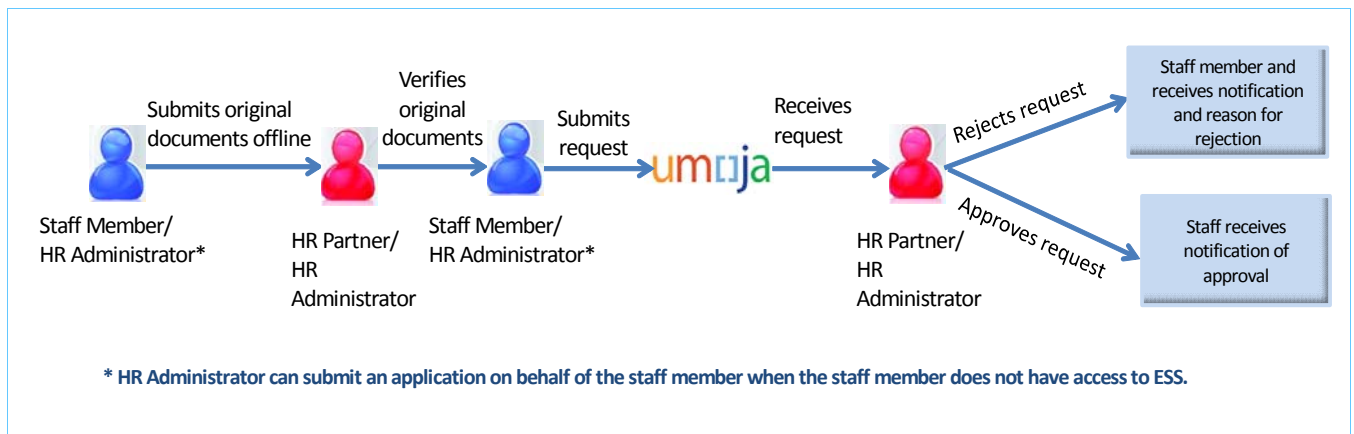
This quick guide, the simulation and the factsheets are provided for information and navigational purposes only. The United Nations Staff Rules and Regulations, and Administrative Instructions are the authoritative documents on this subject and staff members should refer to those documents for the complete 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 the request.
 - a. If the **HR partner** approves the submission. The child 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. Pre-requisites for establishing the child as a household member and dependant:
 - **Birth certificate** showing the relationship to the staff member (biological, step child or adopted parent);
 - **Adoption papers , if applicable**, stating that the child has been legally adopted by the staff member and they have custody rights;
 - **Divorce or custodial papers** stating that the staff member or the spouse (in case of step children) has custody rights of the child.
 - **Educational institution registration** stating the child is attending a full-time educational program, this only applies to children between the ages of 18-21 years.
 - **Certification from the UN medical** services that the child's condition is a disability. You submit confidential medical reports offline to the UN Medical Service asking them to review for Special dependency. Medical services will send the certification to you offline, which then you will submit to the HR Partner.

Objectives

As part of the demonstration, we will show you:

- How to complete the request form to claim a child as a household member and dependent.

Scenario

A *Staff Member* has a newborn child born on 01 March 2015 and wants to claim the child as a household member and dependant.

Menu Path

Requests to add a child as a household member and dependant can be enter 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>Check Entitlement Eligibility](#)

Overview - Umoja qa portal - Q3J - Windows Internet Explorer



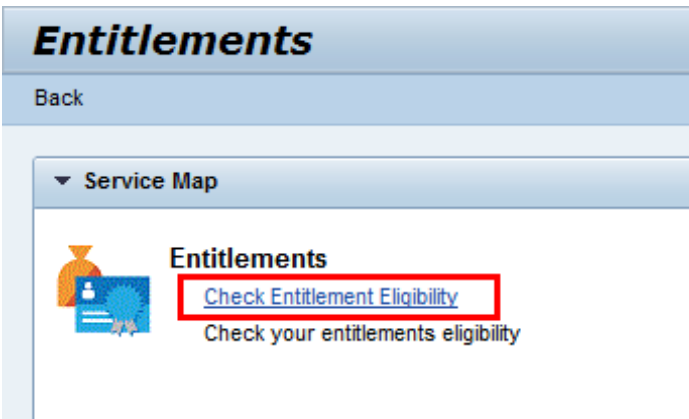
2. Click on the [Employee Self-Service SM](#) tab.

Employee Services



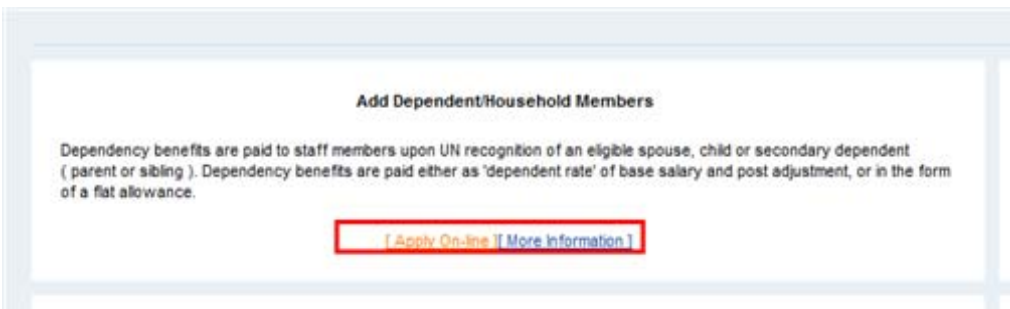
3. Click on the [Entitlements](#) link.

Entitlements



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

Entitlement Summary Launch Page



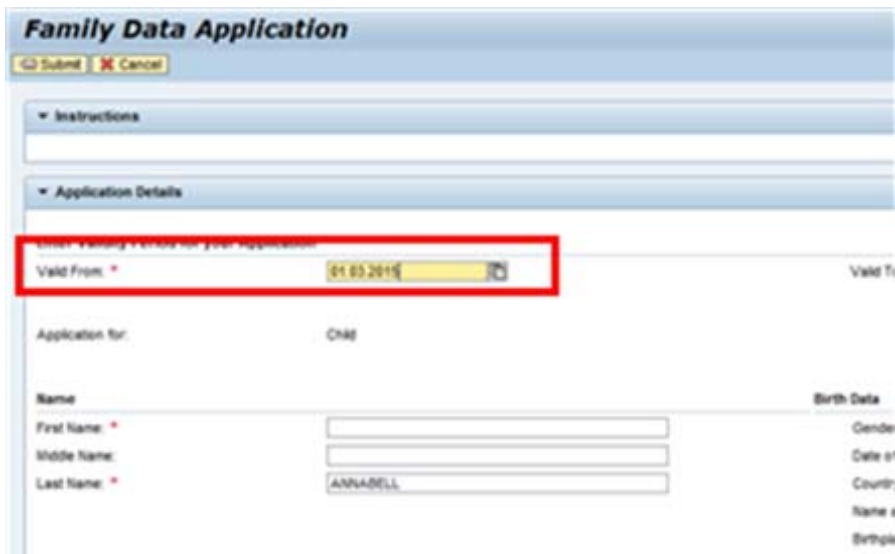
5. In the *Add Dependent/Household Members* section, click on the [Apply On-line](#) link.

Family Data Overview Page



- Click on the **Child** tab to add a child.

Family Data Application



Family Data Application

Submit Cancel

Instructions

Application Details

Enter Valid From for your Application:

Valid From: Valid To:

Application for: CHD

Name

First Name:

Middle Name:

Last Name:

Birth Data

Gender:

Date of Birth:

Country:

Name of Birthplace:

7. Select or enter a **Valid From** date, using the DD.MM.YYYY format. In this demonstration we are entering 01.03.2015 as the Valid From date.

The **Valid From** date should be:

- For a newborn child, the date would be the child's date of birth;
- For an adopted child, the date would be the date when the child was legally adopted;
 - o For a step child, the date of the marriage to the biological parent of the child, provided the child lives with you; OR
 - o Your Entry on Duty date, if you are submitting the request after you were appointed or reappointed and your HR Partner did not add your child(ren) as dependants at the time of your appointment.

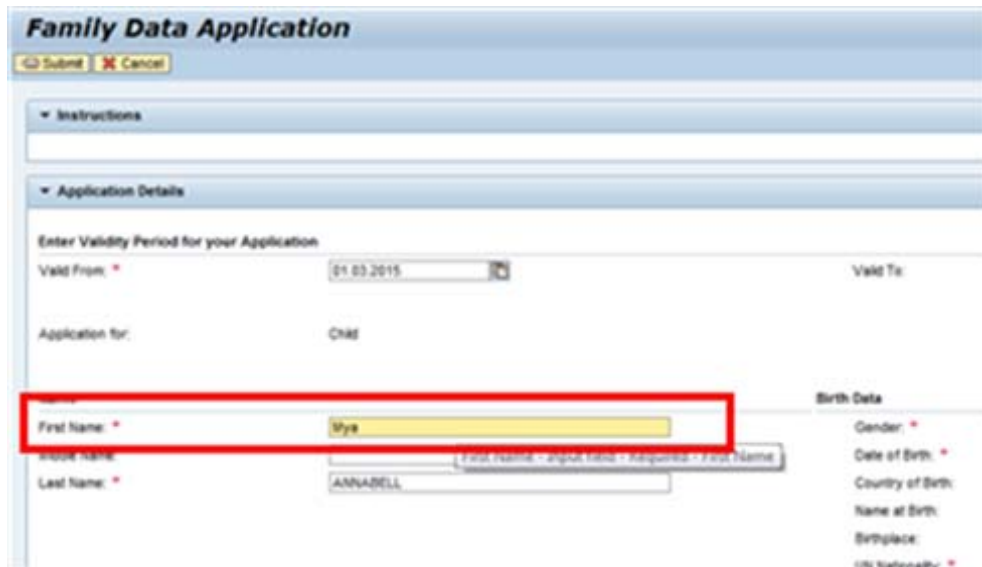
Family Data Application



The screenshot shows the 'Family Data Application' form. Under the 'Application Details' section, there is a field for 'Valid From' with the value '01.03.2015' and a 'Valid To' field with the value '31.12.9999'. The 'Valid To' field is highlighted with a red rectangular box. Below this, there are fields for 'Application for' (set to 'DAD'), 'Name' (First, Middle, Last), and 'Birth Date' (Gender, Date of Birth, if month of birth).

8. The Valid To date automatically defaults to 31.12.9999.

Family Data Application



Family Data Application

Submit Cancel

Instructions

Application Details

Enter Validity Period for your Application

Valid From: 01.03.2015 Valid To:

Application for: Child

Name

First Name: Mya

Middle Name: First Name - Input field required - First Name

Last Name: ANNABELL

Birth Data

Gender:

Date of Birth:

Country of Birth:

Name at Birth:

Birthplace:

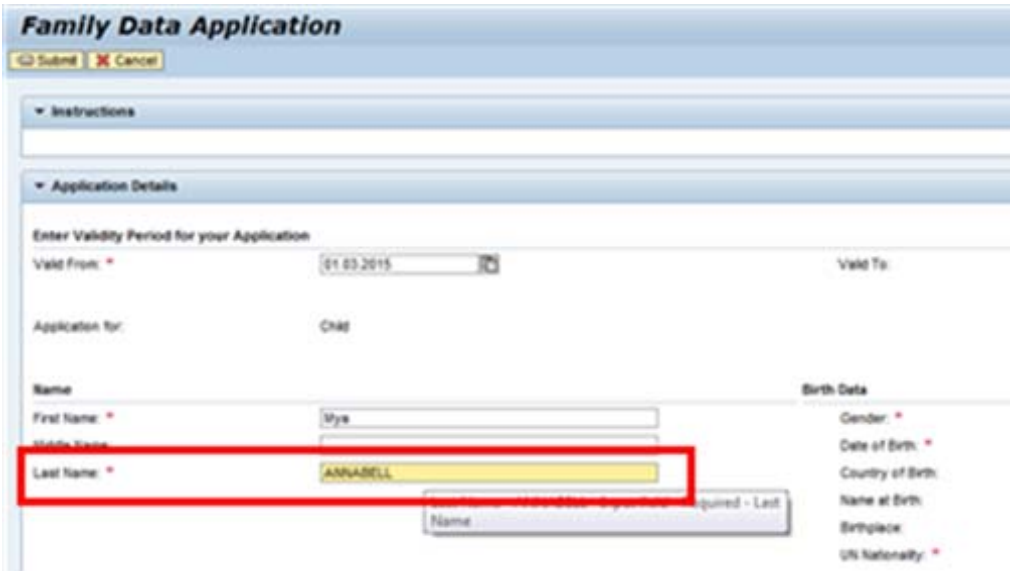
UN Nationality:

9. Type the child's First Name exactly as it appears on the birth certificate or passport. Do not abbreviate or omit names. If the child has a middle name that also appears on the birth certificate or passport, enter that name as well.

If the child has more than one nationality, enter the name exactly as it is spelled in the passport that will be used to obtain visas and travel for UN purposes.

In this demonstration we will enter the first name "Mya"

Family Data Application



Family Data Application

Submit Cancel

Instructions

Application Details

Enter Validity Period for your Application

Valid From: 01/03/2015 Valid To:

Application for: Child

Name

First Name: MYS

Birth Name:

Last Name: ANNABELL

Birth Data

Gender:

Date of Birth:

Country of Birth:

Name at Birth:

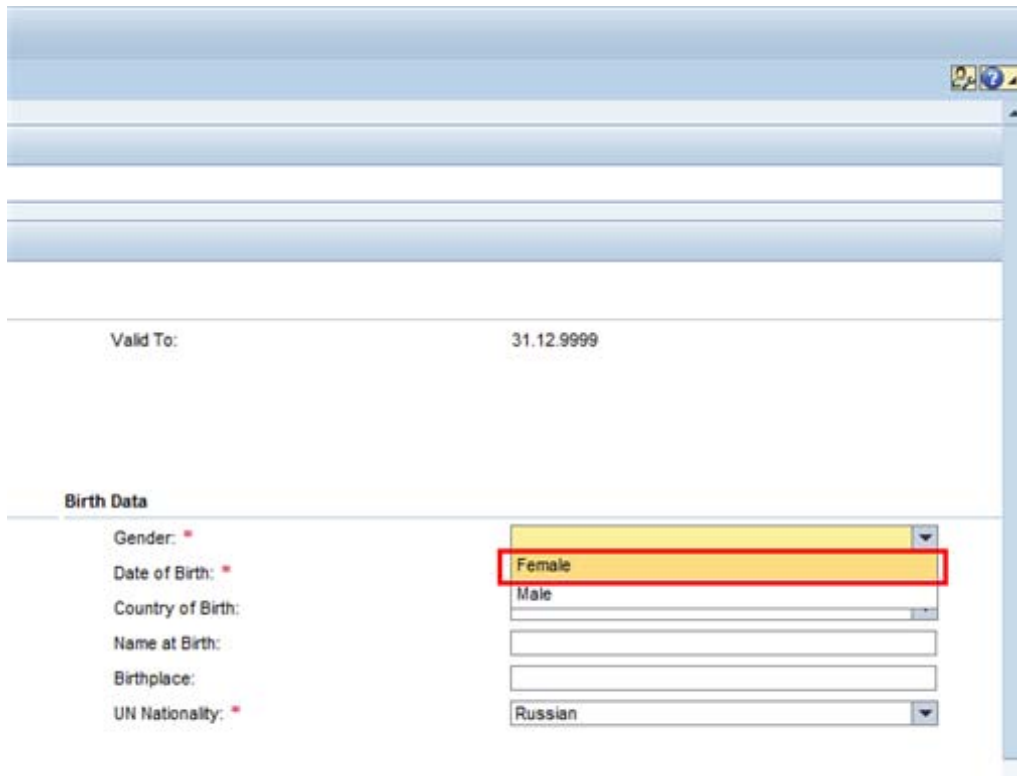
Birthplace:

UN Nationality:

- The Last Name defaults to the staff member's last name. If it is different, enter the child's last name (in all capital letters) exactly as it appears on the birth certificate or passport. Do not abbreviate or omit names. In this demonstration, the child has the same last name as the staff member.

In this demonstration we will leave the default last name "Annabell"

Family Data Application

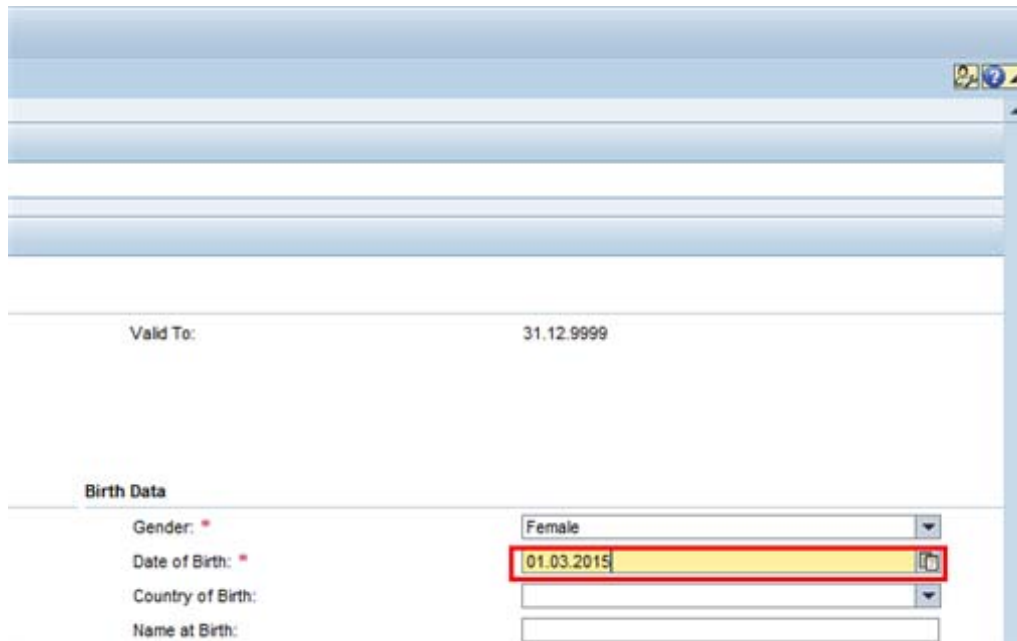


The screenshot shows a web application interface for entering family data. At the top, there are several blue horizontal bars. Below these, there is a section for 'Valid To' with the value '31.12.9999'. A section titled 'Birth Data' contains several fields: 'Gender' (a dropdown menu with 'Female' selected and highlighted by a red box), 'Date of Birth', 'Country of Birth', 'Name at Birth', 'Birthplace', and 'UN Nationality' (a dropdown menu with 'Russian' selected).

11. Click on the drop down menu and select the child's gender.

In this demonstration the child is "Female".

Family Data Application



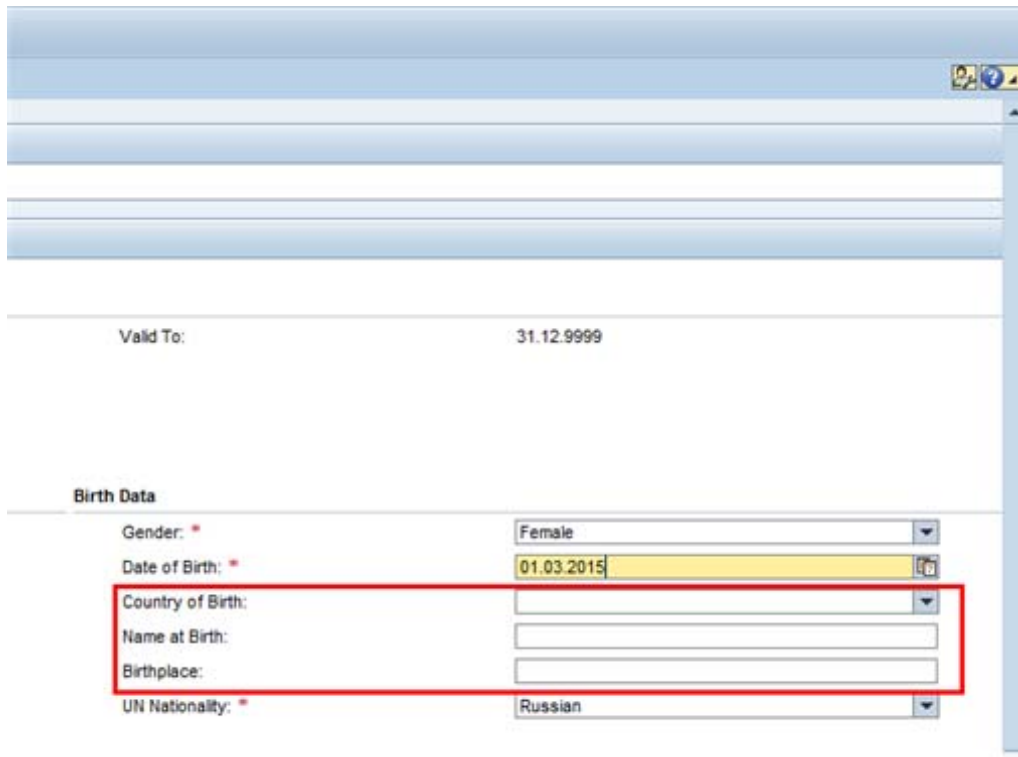
The screenshot shows a web application interface for entering family data. At the top, there is a blue header bar with a user profile icon, a help icon, and a search icon. Below the header, there is a large blue rectangular area. Underneath, a form field labeled "Valid To:" contains the date "31.12.9999". The "Birth Data" section is highlighted with a light blue background and contains the following fields:

Gender: *	Female
Date of Birth: *	01.03.2015
Country of Birth:	
Name at Birth:	

12. Select or enter the child's date of birth using the DD.MM.YYYY format, as it appears on the birth certificate.

In this demonstration we will enter "01.03.2015"

Family Data Application



Valid To: 31.12.9999

Birth Data

Gender: * Female

Date of Birth: * 01.03.2015

Country of Birth: *

Name at Birth: *

Birthplace: *

UN Nationality: * Russian

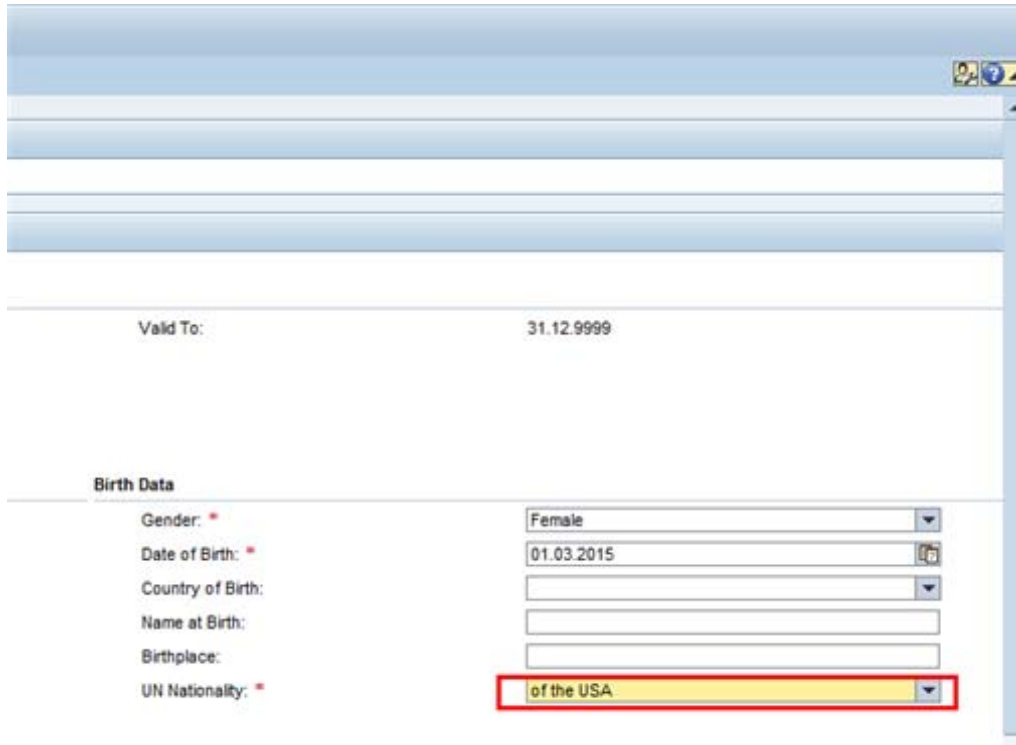
13. Even though it is not mandatory to complete the next three fields, it is suggested that you provide as much information as possible.

Country of Birth - select from the list the country the child was born in.

Name at Birth - enter the first, middle and last name of the child as it appears on their birth certificate or passport, if applicable such as in the case of adoption.

Birthplace - enter the city the child was born in.

Family Data Application



Valid To: 31.12.9999

Birth Data

Gender: * Female

Date of Birth: * 01.03.2015

Country of Birth:

Name at Birth:

Birthplace:

UN Nationality: * of the USA

14. Click on drop down menu and select the UN recognized nationality of the child, for UN purposes, only one nationality is recognized. If the child has more than one nationality. Enter the name exactly as it is spelled in the passport that will be used to obtain visas and travel for UN purposes.

Family Data Application



Name at Birth:

Birthplace:

UN Nationality:

Marital Data

Marital Status: * Single

Marital Status Since:

Additional Fields

Does the family member reside with the Staff Member?

Is Government Assistance Provided for this child?

Is Child Financially Dependent?:

Single

Marr&R

Wid.

Div.

Lg Sep

Unknwn

- Click on drop down menu and select the child's marital status. In most cases, this will be Single.

Family Data Application



UN Nationality: *

Marital Data

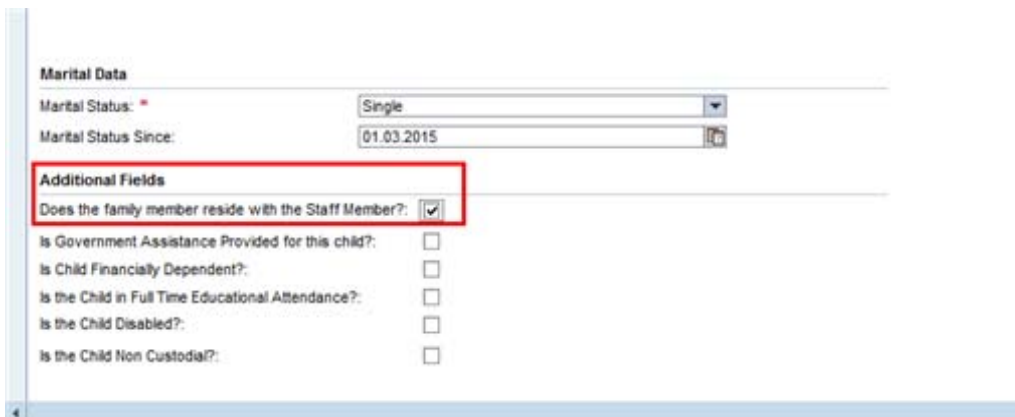
Marital Status:

Marital Status Since:

Additional Fields

- Select or enter the Marital Status Since date using the DD.MM.YYYY format. In most cases this will be the child's date of birth as it appears on their birth certificate.

Family Data Application



Marital Data

Marital Status:

Marital Status Since:

Additional Fields

Does the family member reside with the Staff Member?:

Is Government Assistance Provided for this child?:

Is Child Financially Dependent?:

Is the Child in Full Time Educational Attendance?:

Is the Child Disabled?:

Is the Child Non Custodial?:

- Click on the check box if the child resides with the staff member, if no leave blank.

In this demonstration the child resides with the staff member.

Family Data Application

Marital Status Since:

Additional Fields

Does the family member reside with the Staff Member?

is Government Assistance Provided for this child?:

Is Child Financially Dependent?:

Is the Child in Full Time Educational Attendance?:

Is the Child Disabled?:

Is the Child Non Custodial?:

18. Indicate whether the child receives government assistance. If you select YES, additional fields will pop up and you will be required to enter the amount of government assistance the child received and the currency.

In this demonstration the child does not receive government assistance.

Family Data Application

Additional Fields Government Grant

Does the family member reside with the Staff Member?

Is Government Assistance Provided for this child?:

Is Child Financially Dependent?:

Is the Child in Full Time Educational Attendance?:

Is the Child Disabled?:

Is the Child Non Custodial?:

19. Click on the checkbox if the child is financially dependent on you. Proof of support is required if the child does not live with you and you are not the custodial parent.

Family Data Application

Marital Data	
Marital Status: *	Single
Marital Status Since:	01.03.2015
Additional Fields	
Does the family member reside with the Staff Member?:	<input checked="" type="checkbox"/>
Is Government Assistance Provided for this child?:	<input type="checkbox"/>
Is Child Financially Dependent?:	<input checked="" type="checkbox"/>
Is the Child in Full Time Educational Attendance?:	<input type="checkbox"/>
Is the Child Disabled?:	<input type="checkbox"/>
Is the Child Non Custodial?:	<input type="checkbox"/>

20. Click on the checkbox if the child is between the age of 18 and 21 yrs and in full time school attendance. Proof of school attendance is required.

In this demonstration the child is not between the age of 18 and 21 yrs.

Family Data Application

Additional Fields	
Does the family member reside with the Staff Member?:	<input checked="" type="checkbox"/>
Is Government Assistance Provided for this child?:	<input type="checkbox"/>
Is Child Financially Dependent?:	<input checked="" type="checkbox"/>
Is the Child in Full Time Educational Attendance?:	<input type="checkbox"/>
Is the Child Disabled?:	<input type="checkbox"/>
Is the Child Non Custodial?:	<input type="checkbox"/>

21. Click on the checkbox if the child is disabled. Medical certification must be obtained from the Medical Services Department.

When you click this box, the HR partner will review the request for special dependency. Special dependency can be granted only after confirmation by the Medical Service that your child's condition is considered to be a disability. Therefore, if you plan to click this checkbox, please note that you should already have a certification of disability from the UN Medical Services.

If you have not submitted the confidential medical reports offline to the UN Medical service and obtained their approval of disability, you may leave this box unchecked. The HR partner will review this request for dependency and you may make an amendment to this submission to request special dependency once the certification of disability is obtained.

In this demonstration the child is not disabled.

Family Data Application

Additional Fields	Government Grant
Does the family member reside with the Staff Member?: <input checked="" type="checkbox"/>	
Is Government Assistance Provided for this child?: <input type="checkbox"/>	
Is Child Financially Dependent?: <input checked="" type="checkbox"/>	
Is the Child in Full Time Educational Attendance?: <input type="checkbox"/>	
Is the Child Disabled?: <input type="checkbox"/>	
Is the Child Non Custodial?: <input type="checkbox"/>	

22. Click on the checkbox if you do not have custody of the child.

In this demonstration the staff member has custody of the child.

Family Data Application



23. Click on the Add button to attach ALL the required documents that have already been seen and verified by the HR Partner HR Administrator. Be sure to upload only the copies with the verification stamp.

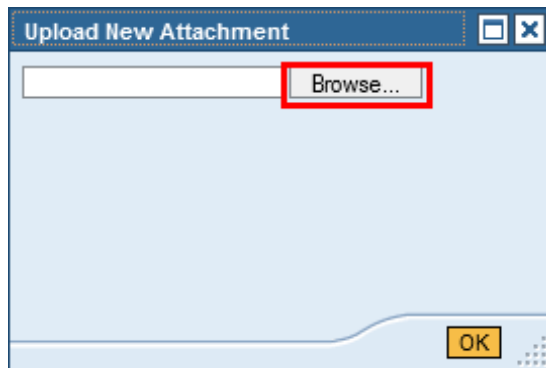
In this demonstration you will be attaching the child's birth certificate.



Please note, if this request is incomplete and all the 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.

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

Upload New Attachment



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

Choose File to Upload



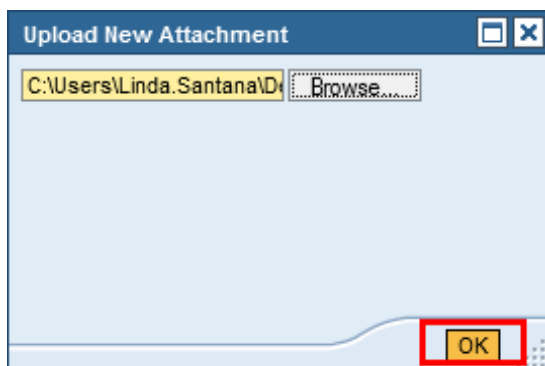
25. Select the required document. You should only upload PDF files.

Choose File to Upload



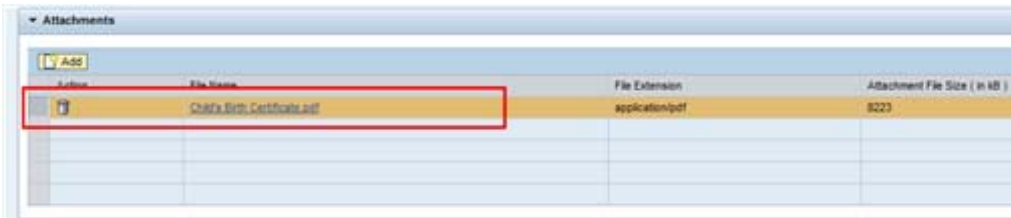
26. Click on the Open button.


Upload New Attachment



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

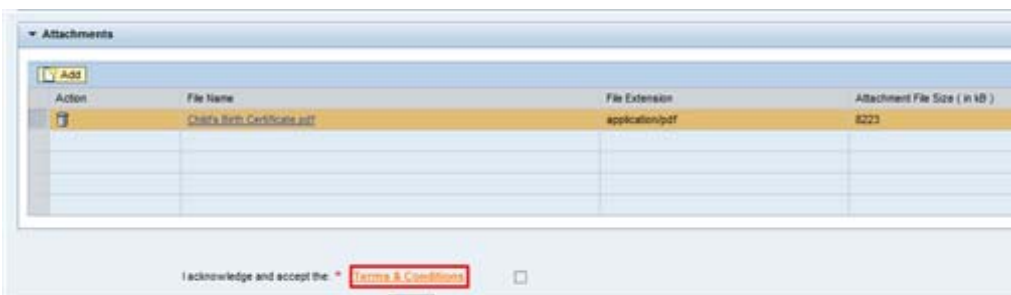
Family Data Application




Action	File Name	File Extension	Attachment File Size (in KB)
	Child's Birth Certificate.pdf	application/pdf	8223

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

Family Data Application

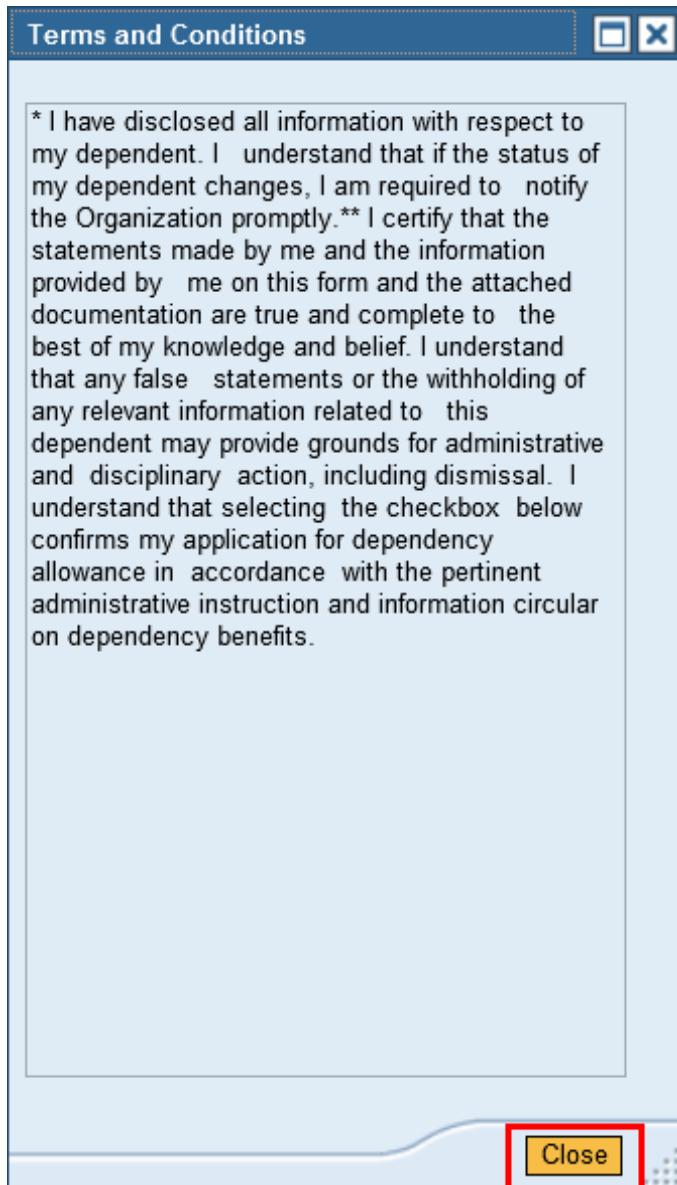


Action	File Name	File Extension	Attachment File Size (in KB)
	Child's Birth Certificate.pdf	application/pdf	8223

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

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

Terms and Conditions



30. Review the Terms and Conditions and click on the **Close** button when done.

Family Data Application



Action	File Name	File Extension	Attachment File Size (in kB)
	Child's Birth Certificate.pdf	application/pdf	8223

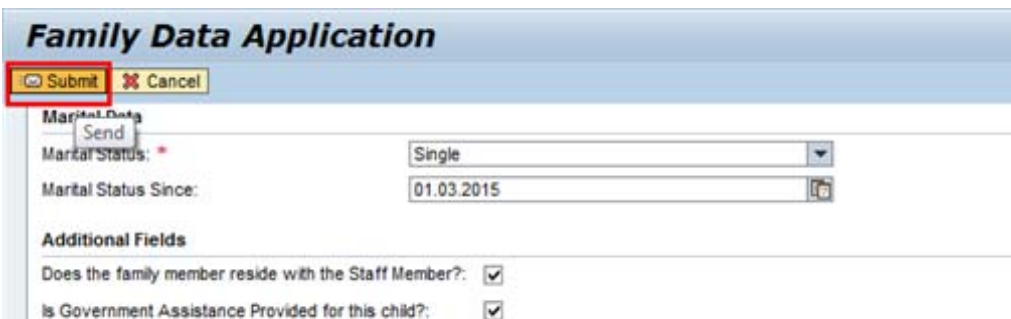
I acknowledge and accept the [Terms & Conditions](#)

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



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



Family Data Application

Marital Status:

Marital Status Since:

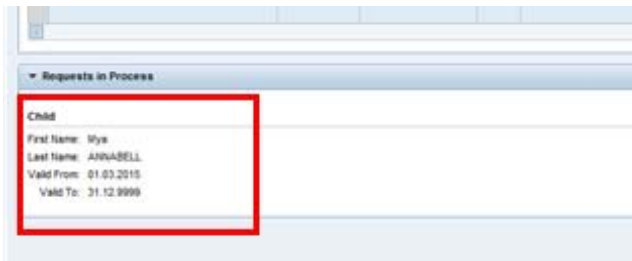
Additional Fields

Does the family member reside with the Staff Member?:

Is Government Assistance Provided for this child?:

32. Click on the **Submit** button.

Family Data Overview Page



The screenshot shows a web interface with a 'Requests in Process' section. A red box highlights a table entry for a child. The table has the following data:

Child
First Name: Ilya
Last Name: ARDABELL
Valid From: 01.03.2015
Valid To: 31.12.9999

33. Any submissions will appear in the Requests in Process section until they have been approved by the HR Partner.

Remember: you have 30 days from the date the child becomes a dependant to enrol them into the insurance plan (medical, dental and life).