Submit a request to add a child as a household member and dependant

Quick Reference

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.

* HR Administrator can submit an application on behalf of the staff member when the staff member does not have access to ESS.
Submit a request to add a child as a household member and dependant

Quick Reference

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

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.
Submit a request to add a child as a household member and dependant

Quick Reference

Family Data Overview Page

6. Click on the Child tab to add a child.

Family Data Application
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;
  - For a step child, the date of the marriage to the biological parent of the child, provided the child lives with you; OR
  - 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.

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8. The Valid To date automatically defaults to 31.12.9999.
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

10. 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

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

   In this demonstration the child is "Female".
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"
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.
Submit a request to add a child as a household member and dependant

Quick Reference

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

**Family Data Application**

16. 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**

17. 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.
Submit a request to add a child as a household member and dependant

Quick Reference

**Family Data Application**

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**

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.
Submit a request to add a child as a household member and dependant

Quick Reference

Family Data Application

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

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

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.
Submit a request to add a child as a household member and dependant

Quick Reference

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.
Submit a request to add a child as a household member and dependant

Quick Reference

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

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

Family Data Application

29. Click on the Terms & Conditions link and review the information.
Submit a request to add a child as a household member and dependant

Quick Reference

Terms and Conditions

*I have disclosed all information with respect to my dependent. I understand that if the status of my dependent changes, I am required to notify the Organization promptly.** I certify that the statements made by me and the information provided by me on this form and the attached documentation are true and complete to the best of my knowledge and belief. I understand that any false statements or the withholding of any relevant information related to this dependent may provide grounds for administrative and disciplinary action, including dismissal. I understand that selecting the checkbox below confirms my application for dependency allowance in accordance with the pertinent administrative instruction and information circular on dependency benefits.

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

32. Click on the **Submit** button.
Submit a request to add a child as a household member and dependant

Quick Reference

Family Data Overview Page

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).