

Purpose

This procedure is used by the **Staff Member** to add a Father, Mother or Sibling as a household member or secondary dependant. They can be added as a secondary dependant provided you are not claiming your spouse as a dependant.

Reference

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

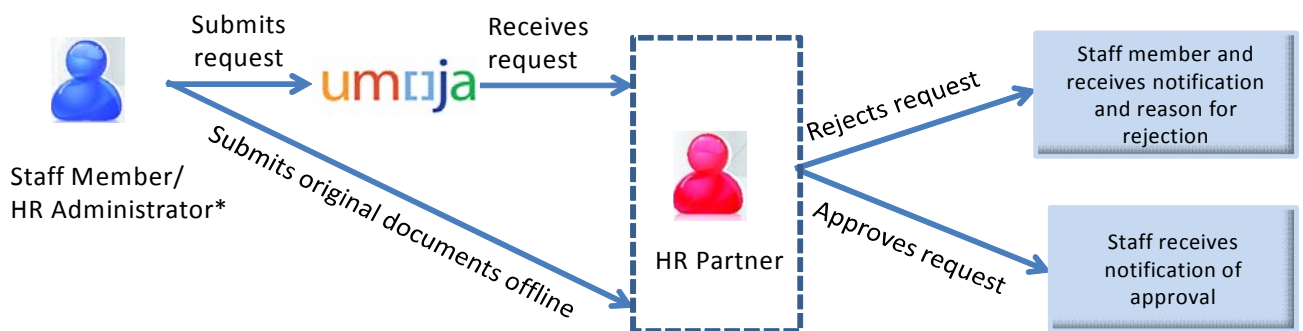
This quick guide, the simulation and the factsheets are provided for information and navigational purposes only. The United Nations Staff Rules and Regulations, and Administrative Instructions are the authoritative documents on this subject and staff members should refer to those documents for the complete 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 completes the information about the household member or secondary dependant.

2. *Staff member* attaches all required documents in the ESS portal.
3. *Staff member* submits the original documentation offline to the *HR Partner*.
4. *HR partner* verifies and reviews submitted documents.
 - a. If documents are in order, the *HR partner* approves the submission. The household member or secondary dependant appears in the staff members **Family Members/Dependents** list.
 - b. If documents are not in order, 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

For establishing a parent or sibling as a Household member

- Parent's official birth certificate
- Staff member's official birth certificate showing the relationship to the parent

For establishing a parent or sibling as a Dependant, the additional documents are required:

- Proof of financial support made directly to the secondary dependant, in the form of cancelled cheques, money order or wire transfer receipts or records of bank transactions. The secondary dependant must be reflected as the recipient on all proof of payment. Staff member must provide one half or more of the dependant's support and, in any case, at least twice the amount of the dependency allowance.

Note: Verify that you are not in receipt of dependency allowance for a spouse.

Objectives

As part of the demonstration, we will show you:

- How to record your Father, Mother or Sibling as a household member.
- How to declare your Father, Mother or Sibling as a dependant.

Scenario

A *staff member* provides more than half of the financial support for his/her divorced Father who does not live with him/her. The *staff member* has not claimed their spouse as a dependant.

Menu Path

Requests to add a parent 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:

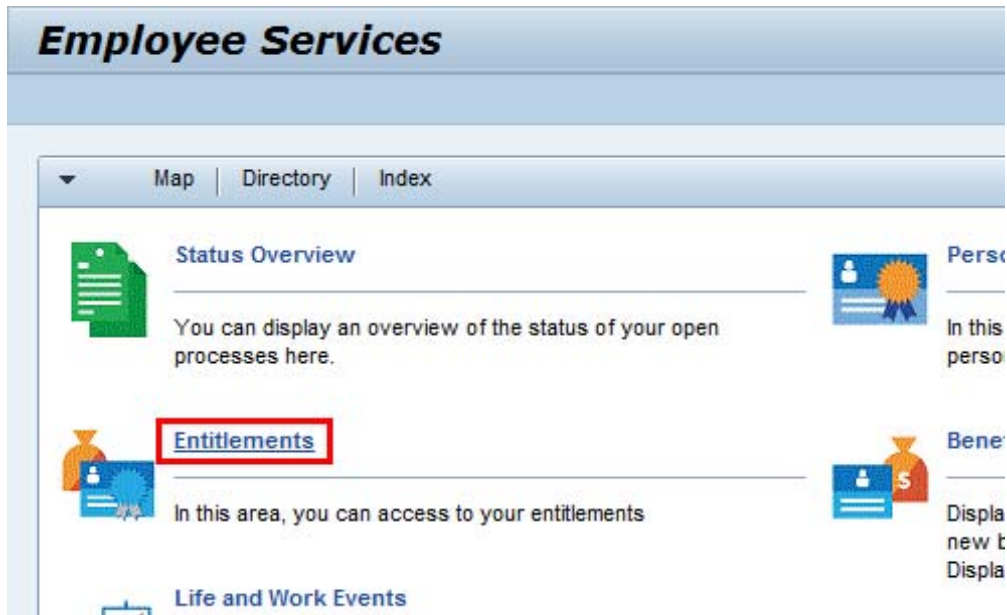
Employee Self-Service>Entitlements

Overview - Umoja qa portal - Q3J - Windows Internet Explorer



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

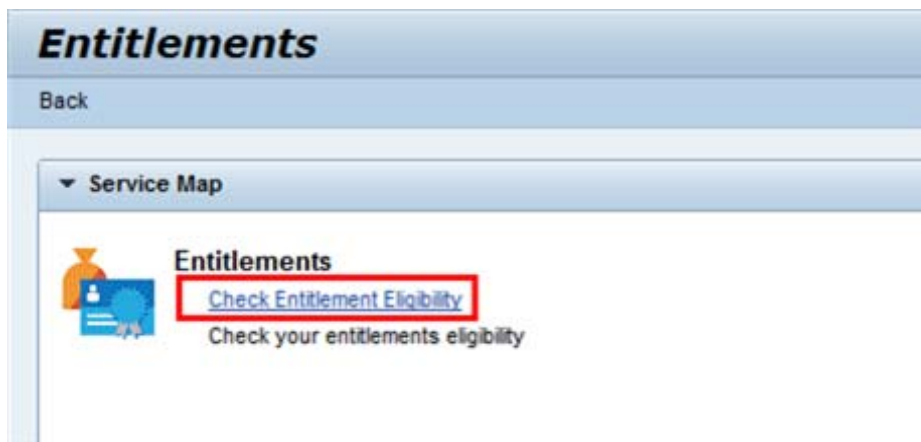
Employee Services



The screenshot shows the 'Employee Services' dashboard. 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 the link. To the right of the 'Entitlements' section, there are two columns of text: 'Personal' and 'Benefits'.

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

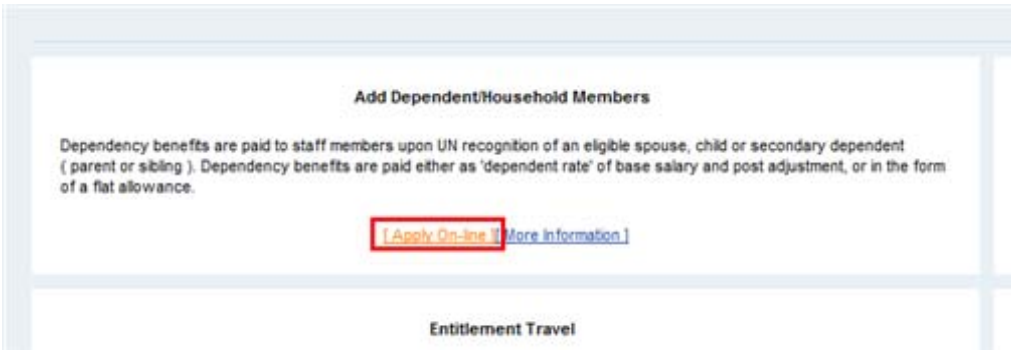
Entitlements



The screenshot shows the 'Entitlements' page. At the top, there is a 'Back' button. Below this, there is a 'Service Map' section. The 'Entitlements' section is highlighted with a red box around the 'Check Entitlement Eligibility' link. Below the link, there is a description: 'Check your entitlements eligibility'.

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

NPO addon: Entitlement Summary Launch Page



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

Family Data Overview Page



6. Father, Mother and Sibling are considered secondary dependants and the steps to add them as household members or dependants are the same. In this demonstration, you will be adding your Father, click on the Father button.

Family Data Application



7. Select or enter a Validity Period, using the DD.MM.YYYY format.

For the FROM date, select or enter:

- January of the current year if the staff member was employed at that time and if they can provide either proof of financial support or proof of residency. (whichever is applicable)
- The Entry on Duty date if the staff member was appointed or reappointed after 1 January of the year in which the application is submitted.

For the TO date, select or enter:

- The date the parent will no longer be a dependant. If unknown, leave the default date of 31.12.9999.

Family Data Application

Application for:	Father	
Name		Birth Data
First Name: *	<input type="text" value="Ramon"/>	Gender: *
Middle Name:	<input type="text"/>	Date of Birth: *
Last Name: *	<input type="text" value="ANNABELL"/>	Country of Birth:
		Name at Birth:
		Birthplace:
		UN Nationality: *

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

Family Data Application

Application for: **Father**

Name	Birth Data
First Name: * <input type="text" value="Ramon"/>	Gender: *
Middle Name: <input type="text"/>	Date of Birth: *
Last Name: * <input type="text" value="Jimenez"/>	Country of Birth:
	Name at Birth:
	Birthplace:
	UN Nationality: *

- The Last Name defaults to the staff member's last name. Enter the parent's Last Name exactly as it appears on the official birth certificate or official passport. Do not abbreviate or omit names.

Family Data Application

Application Details

Enter Validity Period for your Application

Valid From: Valid To:

Application for: **Father**

Name	Birth Data
First Name: * <input type="text" value="Ramon"/>	Gender: * <input type="text" value="Male"/>
Middle Name: <input type="text"/>	Date of Birth: *
Last Name: * <input type="text" value="Jimenez"/>	Country of Birth:
	Name at Birth:

- Click on the drop down menu and select the parent's gender. In this demonstration, "Male" is selected.

Family Data Application

Application for: **Father**

Name	Birth Data
First Name: * <input type="text" value="Ramon"/>	Gender: * <input type="text" value="Male"/>
Middle Name: <input type="text"/>	Date of Birth: *
Last Name: * <input type="text" value="Jimenez"/>	Country of Birth:
	Name at Birth:
	Birthplace:
	UN Nationality: * <input type="text" value="Russian"/>

11. Select or enter the parent's date of birth using the DD.MM.YYYY format, as it appears on the official birth certificate or passport. Remember, you will be required to attach the birth certificate or passport. In this demonstration, "16 Aug 1947" is entered.

Family Data Application



Application for: Father

Name

First Name: *

Middle Name:

Last Name: *

Birth Data

Gender: *

Date of Birth: *

Country of Birth:

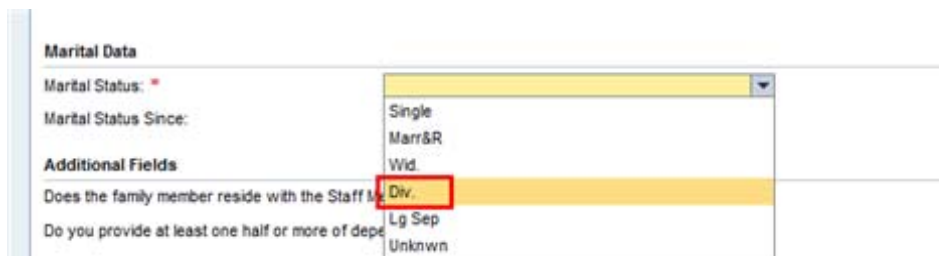
Name at Birth:

Birthplace:

UK Nationality: *

12. Click on the drop down menu to select the nationality of the parent, as it appears on the official birth certificate or passport. For UN purposes, only one nationality is recognized. If the parent has more than one nationality, submit the one with which they will travel/request visas. In this demonstration, the parent is a national of the "USA".

Family Data Application



Marital Data

Marital Status: *

Marital Status Since:

Additional Fields

Does the family member reside with the Staff Member?

Do you provide at least one half or more of dependent's maintenance?

Single

Marr&R

Wid

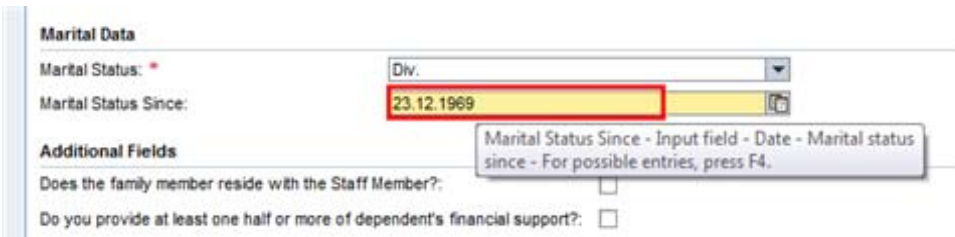
Div.

Lg Sep

Unknown

13. Click on the drop down menu and select the marital status of the parent. In this demonstration, the parent is "Div" (Divorced).

Family Data Application



Marital Data

Marital Status: * Div.

Marital Status Since: 23.12.1969

Additional Fields

Does the family member reside with the Staff Member?:

Do you provide at least one half or more of dependent's financial support?:

Marital Status Since - Input field - Date - Marital status since - For possible entries, press F4.

14. Select or enter the Marital Status Since date using the DD.MM.YYYY format. In this demonstration, the parent has been divorced since "23 Dec 1969".

Family Data Application



Marital Data

Marital Status: * Div.

Marital Status Since: 23.12.1969

Additional Fields

Does the family member reside with the Staff Member?:

Do you provide at least one half or more of dependent's financial support?:

Reference Personnel Number for Family Member

Reference Personnel Number:

15. If your parent lives with you, select the box after the question "Does the family member reside with the staff member?' If that is the case you must attach proof of residence.

Family Data Application



Marital Data

Marital Status: * Div.

Marital Status Since: 23.12.1969

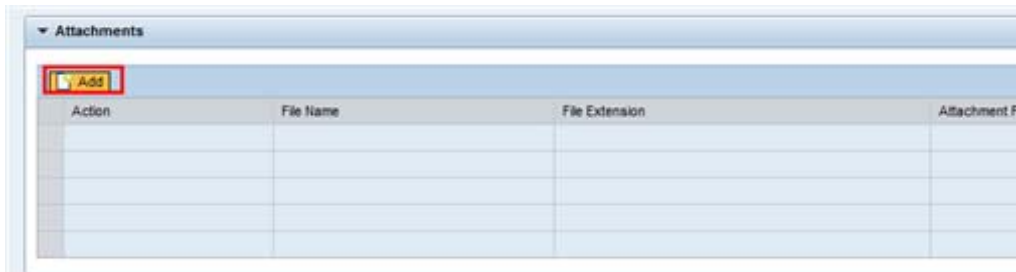
Additional Fields

Does the family member reside with the Staff Member?:

Do you provide at least one half or more of dependent's financial support?:

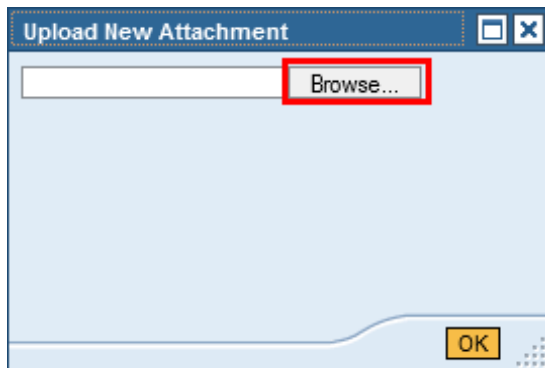
16. If you provide at least half of your parent's financial support select "Do you provide at least one half or more of dependent's financial support?". The answer to the question will determine whether your parent will be given the status of household member or dependent. Remember, if the parent does not reside with you, proof of financial support must be attached if you want to claim them as a dependent.

Family Data Application



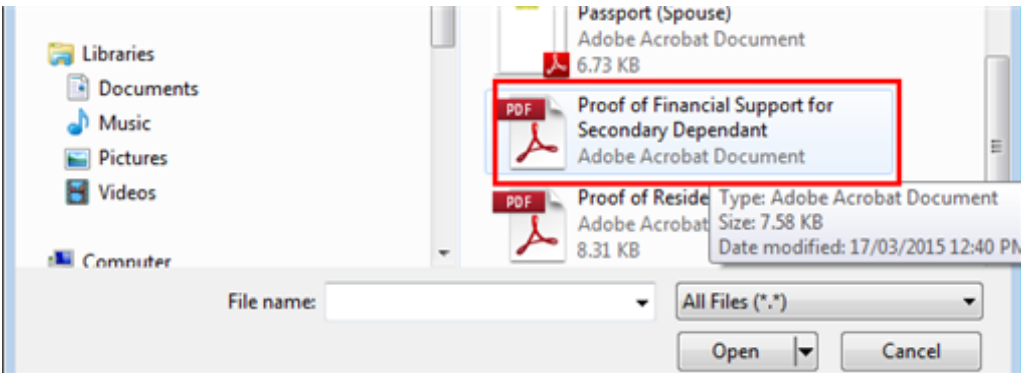
17. Click the Add button to attach ALL the required documents.

Upload New Attachment



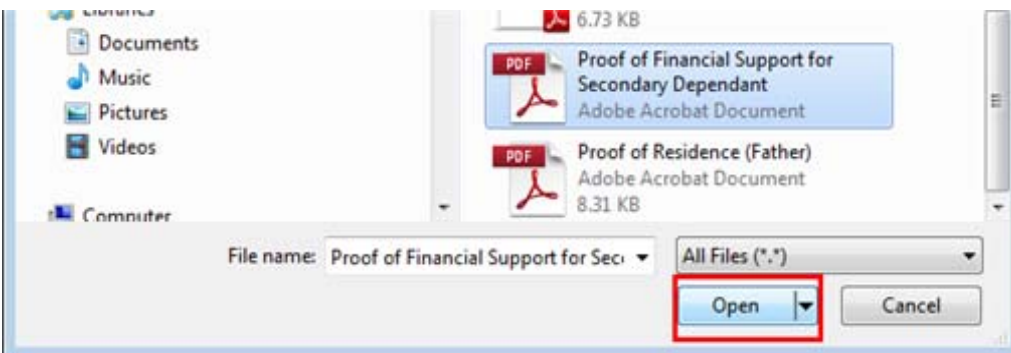
18. Click the Browse button, the Choose File to Upload window opens.

Choose File to Upload



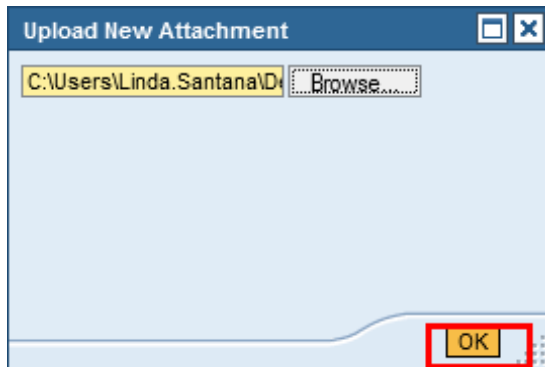
19. Select the required document. The document should be in a PDF format.

Choose File to Upload



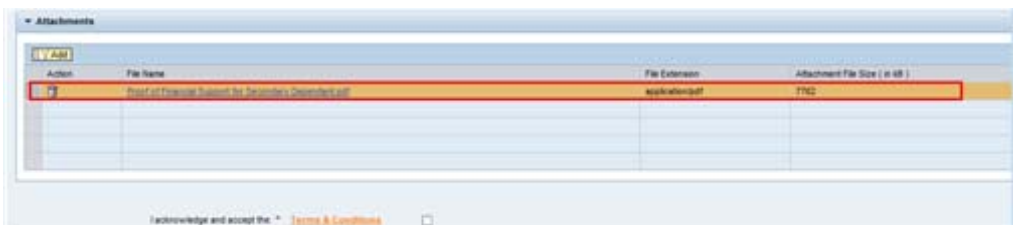
20. Click on the Open button.

Upload New Attachment



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

Family Data Application



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



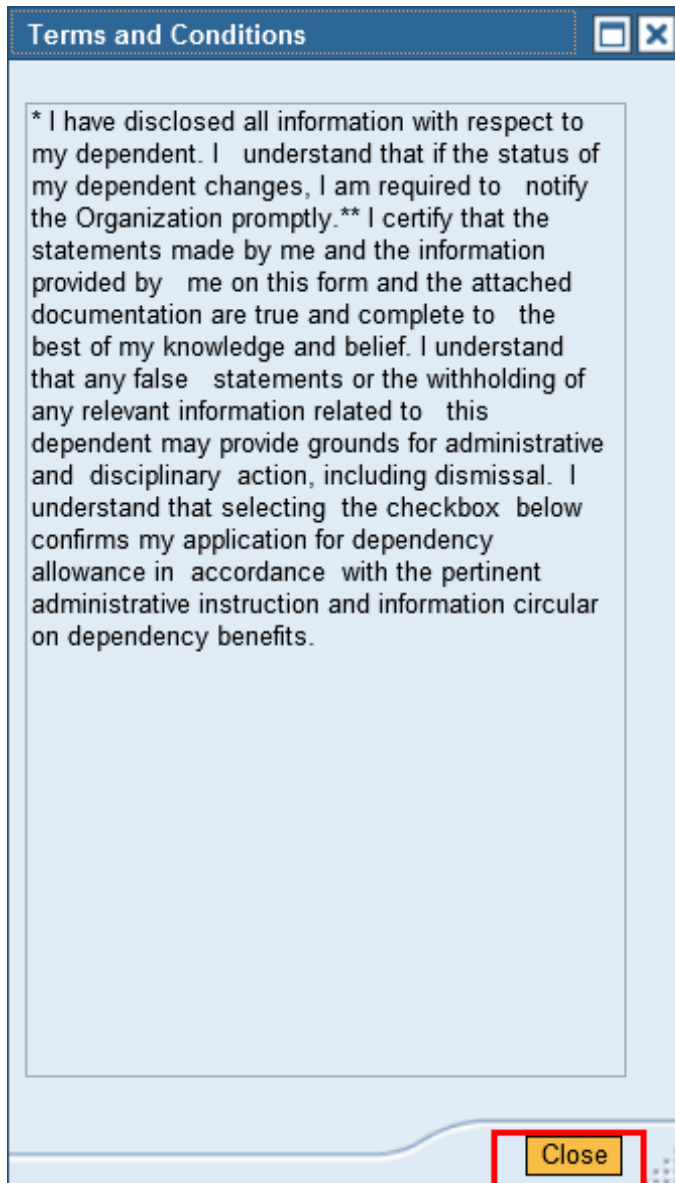
Remember that you must present original required documents to the HR Partner offline. The HR Partner will only approve your request upon receipt and review of ALL original documents submitted here.

Family Data Application



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

Terms and Conditions



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

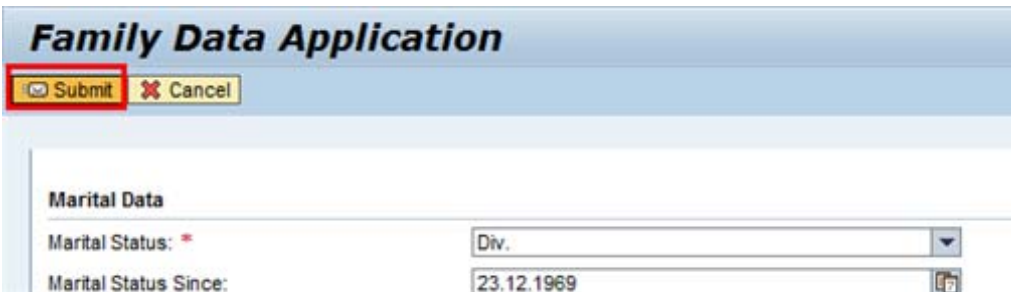
Family Data Application



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

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

Family Data Application



Family Data Application

Marital Data

Marital Status: * ▼

Marital Status Since: 📅

26. Click on the Submit button.

Family Data Overview Page

Family Data Overview Page

✔ Request successfully sent to HR Officer for Approval

Content Area

▼ Family Data
☰ Spouse & Rel.-Recog.
☰ Child
☰ Step Child
☰ Non-F

Family Members / Dependents

Family Member	Edit	Delete

▼ Requests in Process

Father

First Name: Ramon

Last Name: JIMENEZ

Valid From: 01.01.2015

Valid To: 31.12.9999

27. 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.