Purpose

This procedure is used by the Staff Member to record their most recent addresses and contact information to their profile. The types of information that should be recorded are:

- **Mailing Address**, address where mail from the United Nations should be sent;
- **Permanent Address**, where your permanent residence is, which may be different than your duty station address;
- **Emergency Contact**, name and contact information for the person who should be notified if an emergency occurs;
- **Duty Station**, address where you will reside while at the duty station, which may be the same as your permanent address;
- **TDY Address (Temporary Duty Assignment)**, address where you will reside during the assignment;
- **Tax Purposes**, address used for tax purposes;
- **Family Address (Prior DS)**, address where your family resides.

Reference

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

This quick guide, the simulation and the Information Sheets 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 adds one or more valid addresses and contact information to their profile.
2. Staff member submits the information.
3. The information is saved and appears in the list of addresses.
Pre-requisites

None

Objectives

As part of the demonstration, we will show you:

• How to record your address information in your profile.

Scenario

A Staff Member has taken a position at another duty station and needs to enter their new address.

Menu Path

• Employee Self-Service>Personal Information>Addresses

Procedure

1. Start the transaction using the menu path

   Employee Self-Service SM>Personal Information>Addresses

Overview - Umoja training portal - T2J - Windows Internet Explorer

Welcome to Umoja
2. Click on the Employee Self-Service SM tab.

**Employee Services**

![Employee Services screenshot]

3. Click on the Personal Information link.
Personal Information

4. Click on the **Addresses** link.

Address Data Overview Page

5. Click on the **Duty Station** button.
6. Select the button.

7. Select or enter the start date of validity of the address, in this case, 03.04.2015 and leave the default date in the Valid To field. Unless you have a known expiration date of the validity of the address, in which case you could enter it following the DD.MM.YYYY format.
8. Click on the collapse button to close this section.

9. Select from the list of options the country where the duty station is located. In this demonstration, the duty station is in Haiti.
10. Enter the address of the duty station. In this demonstration, enter "12 Rue Faustin 1ere".

11. Enter the city where the duty station is located. In this demonstration, enter "Turqueau, Port-au-Prince".
Address Data Application

12. Click on the Terms & Conditions link and review the information.
Terms and Conditions

13. Once you have read the Terms and Conditions, click on the Close button to return to the Address Data Application.
14. Click on the checkbox to acknowledge and accept the Terms & Conditions.

15. Click on the [Submit] button.
16. Message appears that the data was saved successfully.

**Address Data Overview Page**

17. The Valid To date for the previous duty station has changed to one day before the Valid from date of the new duty station. Click on the Employee Self-Service SM tab to return to the main menu.