
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

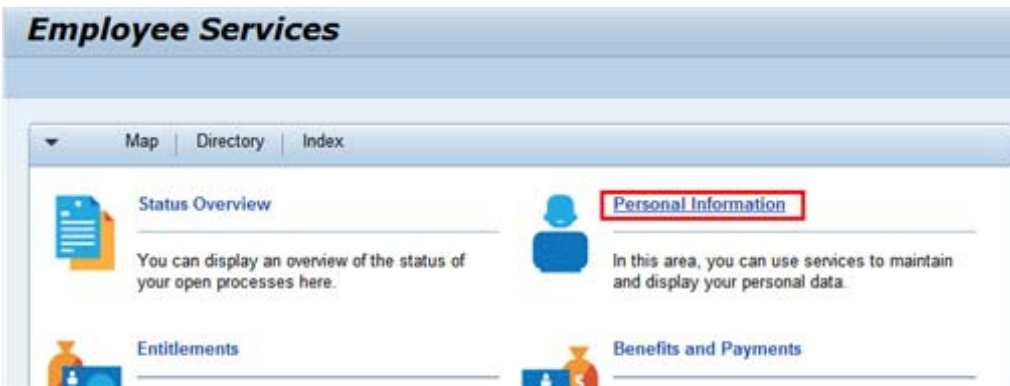
[Employee Self-Service SM>Personal Information>Addresses](#)

Overview - Umoja training portal - T2J - Windows Internet Explorer




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

Employee Services



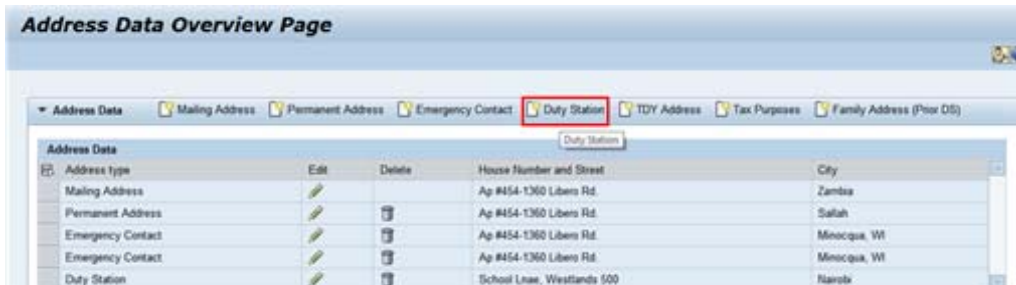
3. Click on the [Personal Information](#) link.

Personal Information



4. Click on the [Addresses](#) link.

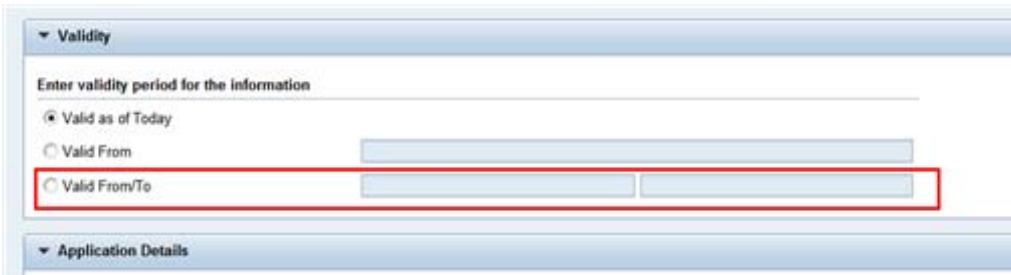
Address Data Overview Page



Address Type	Edit	Delete	House Number and Street	City
Mailing Address			Ap #454-1360 Libero Rd.	Zomba
Permanent Address			Ap #454-1360 Libero Rd.	Salah
Emergency Contact			Ap #454-1360 Libero Rd.	Minocqua, WI
Emergency Contact			Ap #454-1360 Libero Rd.	Minocqua, WI
Duty Station			School Lane, Westlands 500	Nairobi

5. Click on the  button.

Address Data Application



▼ Validity

Enter validity period for the information

Valid as of Today

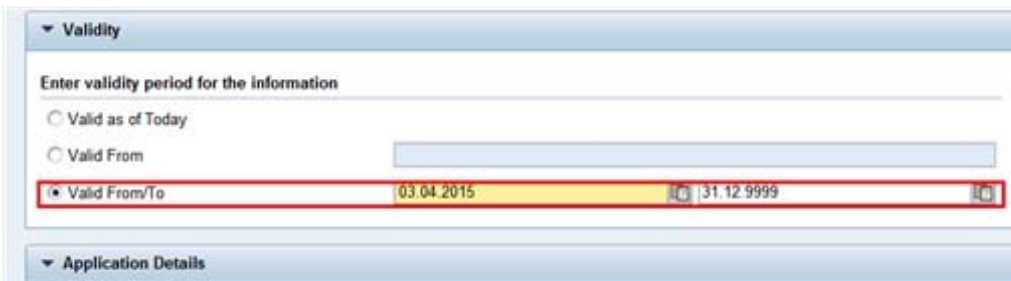
Valid From

Valid From/To

▼ Application Details

6. Select the Valid From/To button.

Address Data Application



▼ Validity

Enter validity period for the information

Valid as of Today

Valid From

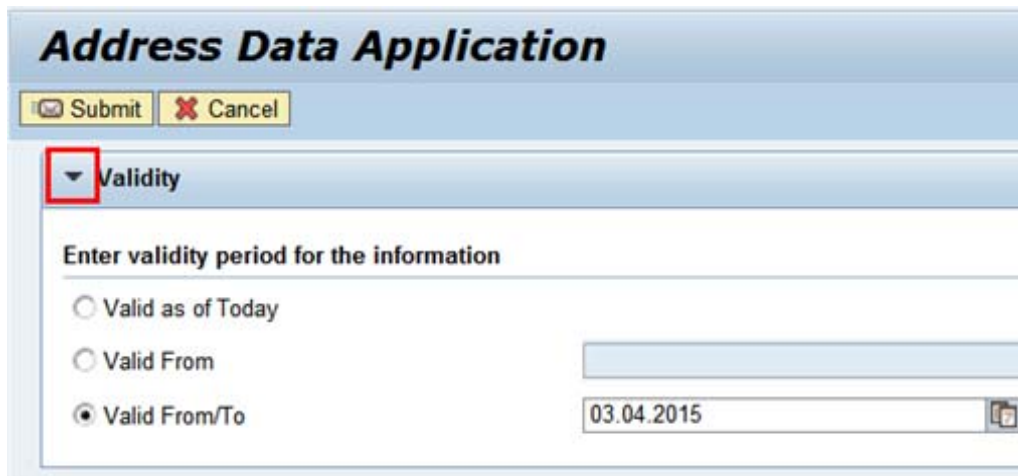
Valid From/To

03.04.2015 31.12.9999

▼ Application Details

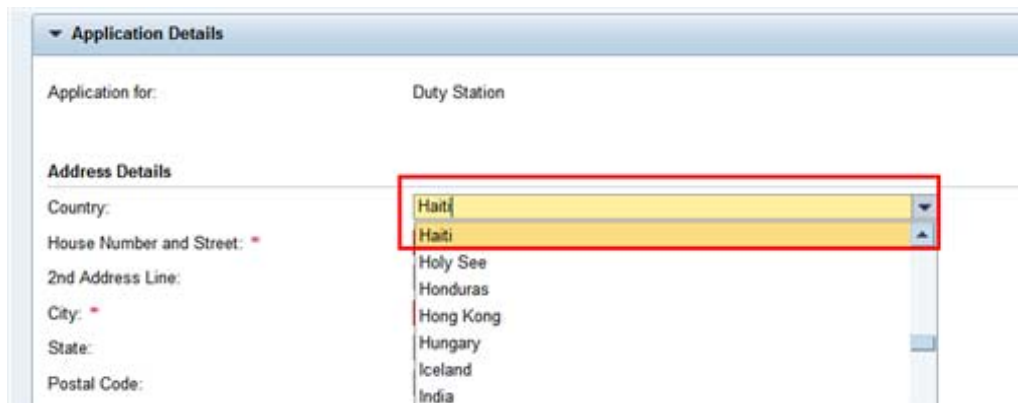
7. Select or enter the start date of validity of the address, in this case, 03.04.2015
and leave the default date in the Valid To field. Unless you have a known expiration date of the validity of the address, in which case you could enter it following the DD.MM.YYYY format.

Address Data Application



- Click on the collapse  button to close this section.

Address Data Application



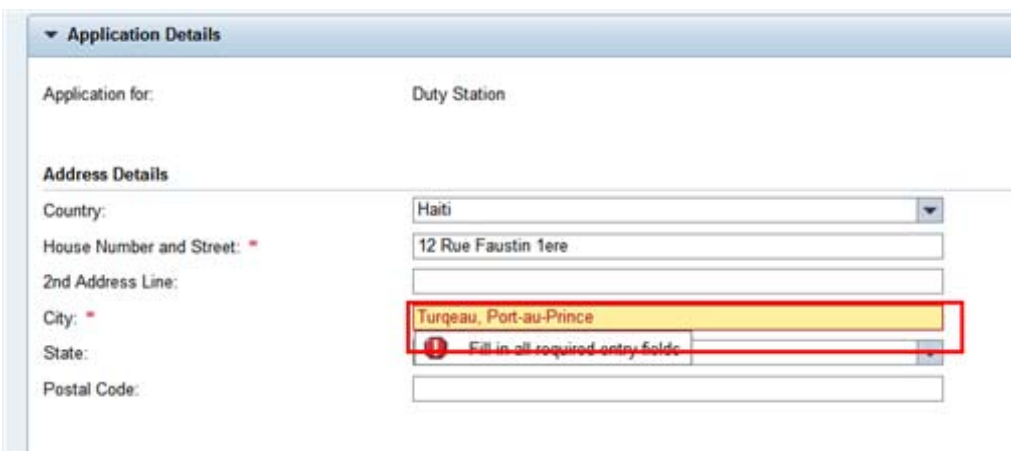
- Select from the list of options the country where the duty station is located. In this demonstration, the duty station is in Haiti.

Address Data Application



10. Enter the address of the duty station. In this demonstration, enter "12 Rue Faustin 1ere" .

Address Data Application



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

Address Data Application

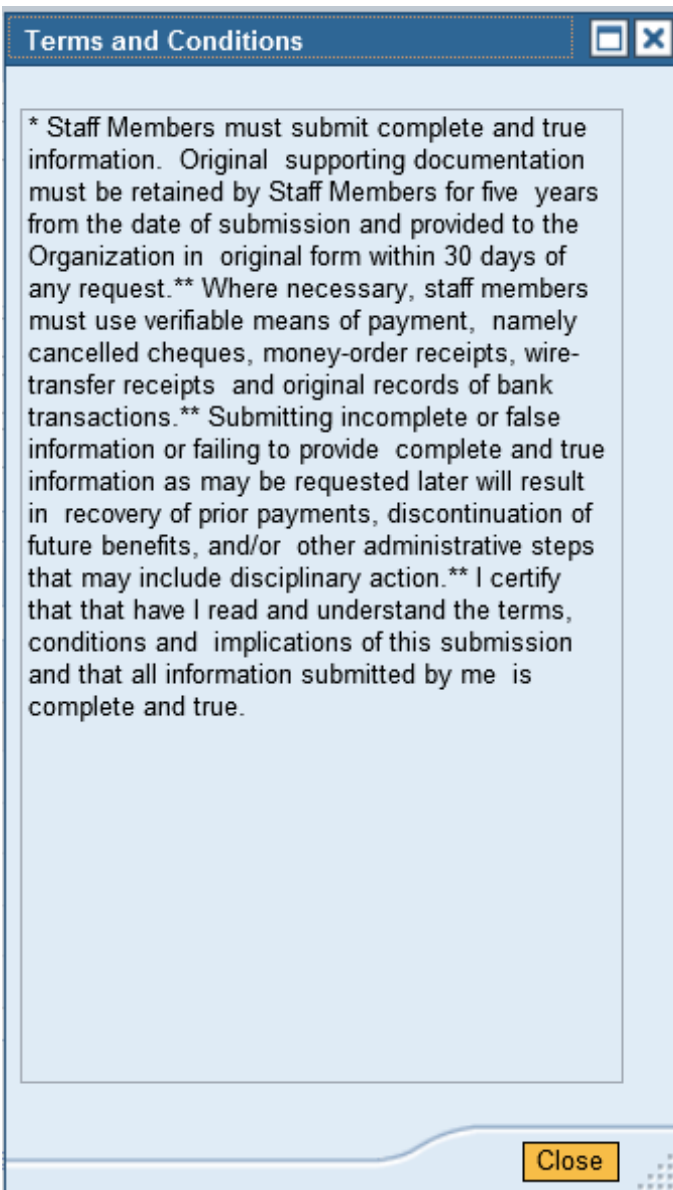
Attachments


Action	File Name	File Extension	Attachment File Size (in kB)

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

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

Terms and Conditions



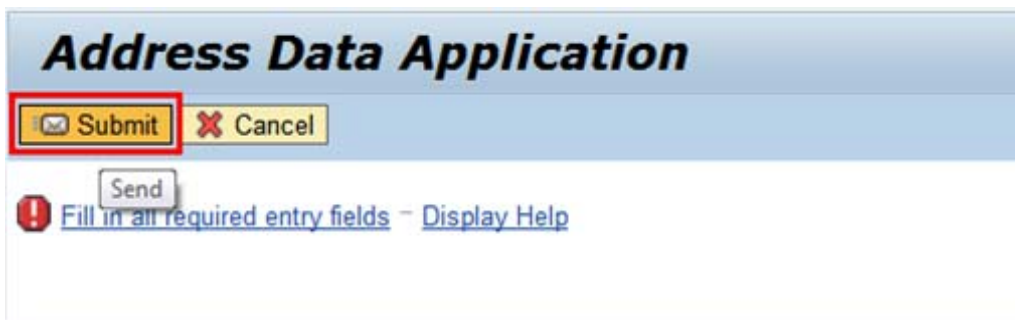
13. Once you have read the Terms and Conditions, click on the  button to return to the Address Data Application.

Address Data Application



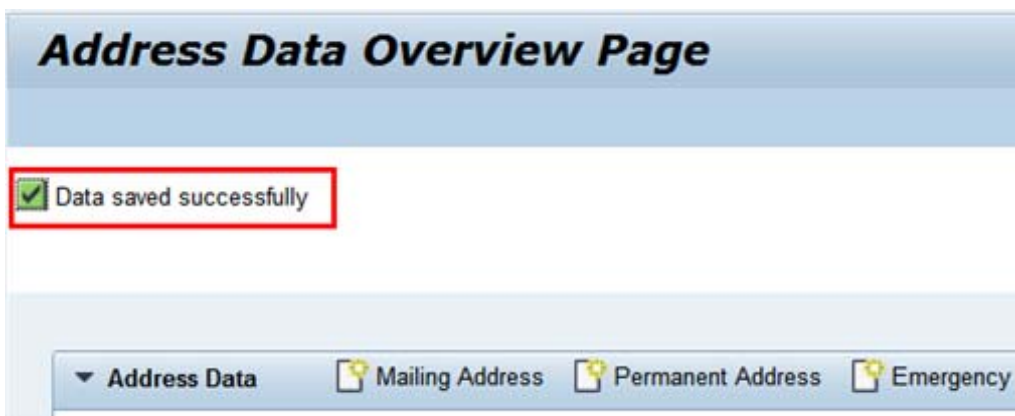
14. Click on the checkbox to acknowledge and accept the Terms & Conditions.

Address Data Application



15. Click on the button.

Address Data Overview Page



16. Message appears that the data was saved successfully.

Address Data Overview Page



State	Postal Code	Country	Valid From	Valid To
		OM	01 09 2014	31 12 9999
		US	01 09 2014	31 12 9999
		US	01 09 2014	31 12 9999
		KE	24 03 2015	02 04 2015
		HT	03 04 2015	31 12 9999

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.

