

Onboarding and Separation Service Line (OSSL)

Onboarding - Step by Step

Step	Action	Description	Comments
1	Review of selection documents	HR Partner will review the selection documents received from the mission.	
2	Expression of interest	HR Partner will send you an email requesting your confirmation of interest for the specific position. You will also be requested to provide a copy of your national passport. Additional information may be requested as confirmation about previous UN experience, index number etc.	
3	Offer	When your Offer of Appointment is raised, endorsed and approved the HR Partner will email it to you. In the same email you will receive the following attached documents: i. Conditions of service ii. Reference Verification Form iii. Medical Form (if applicable)	
4	Acceptance of Offer	You are required to review your offer and if in agreement sign, scan and email back to HR Partner together with the Reference Verification Form duly completed and signed.	You are requested to send your response respond within 7 days.
5	Onboarding docs	After you have accepted the Offer of Appointment, the HR Partner will send you the following onboarding documents which you have to fill and sign accordingly: <u>A. For initial appointment/reappointment</u> 1. Request for Relocation Grant Form (PT.166) (if you opt for a Relocation Grant) 2. Relocation Grant Letter of Undertaking (if candidate opt for a Relocation Grant) 3. Settling-in Grant Payment Instruction Form 4. Settling-in Grant Letter of Undertaking 5. Medical Insurance Application form 6. UN Declaration form (P.34) (for initial appointments or reappointments after a break in service that exceeds 3 months) 7. Home address & emergency contact information form 8. Salary Distribution Form (F.248) 9. United Nations Joint Staff Pension Fund Application (applicable for appointment of six months or more) 10. Application for Group Life Insurance (optional)	

		11. Dependency Questionnaire (P.84) 12. Personnel Induction Questionnaire (P.1) 13. Designation of Beneficiary form (P.2) <u>B. For reassignment/temporary assignment</u> 1. Request for Relocation Grant Form (PT.166) (if candidate opt for a Relocation Grant) 2. Relocation Grant Letter of Undertaking (if candidate opt for a Relocation Grant) 3. Settling-in Grant Payment Instruction Form 4. Settling-in Grant Letter of Undertaking 5. Medical Insurance Application Form	
6	Mandatory trainings	Together will the onboarding documents you will receive the links below regarding the mandatory trainings that you will need to complete. - Advanced and Basic Security https://training.dss.un.org - Integrity awareness https://golearn-integrity.unodc.org/olat/dmz/ - Sexual Harassment and abuse of authority in the work place http://hrts4.un.org:8080/Harassment - Information Security Awareness – Foundation https://training.dss.un.org/course/category/4	''Advanced and Basic Security'' certificates have a validity of 3 years. ''Integrity Awareness'' and ''Sexual Harassment and Abuse of Authority in the work place'' certificates have a validity of 2 years. ''Information Security Awareness - Foundation'' certificate has a validity of 2 years.
7	Medical form	You must fill and submit the medical form to Medical Services (missions or MSD New York), as per the instructions and guidance provided by the HR Partner. Please inform the HR Partner on the date that you submitted the medical form to Medical Services.	The medical forms are confidential and should not be communicated to the HR Partner.
8	Release from parent office	A release request will be sent to your parent office if applicable to your case.	Release entity is required to provide feedback within 60 days.
9	Medical Clearance	The HR partner will notify you of your medical clearance upon confirmation from the mission medical service or the designated medical officer.	
10	Visa	Mission informs HR Partner when your visa (if applicable) has been approved. The HR Partner will request and confirm with you the travel dates and place of recruitment.	
11	Attestation Letter	If applicable, the mission will provide you with an attestation letter for facilitating entrance in the country of your deployment.	
12	Travel	a. A travel request will be raised by the HR Partner on your behalf and submitted for certification and approval.	Currently all external to the UN system candidates are requested to travel

		<p>b. A colleague from the Travel Unit will communicate with you providing the suggested itinerary according to the UN policy. You will be required to provide your confirmation before a ticket is issued.</p> <p>c. E-ticket will be send to you.</p> <p>You are requested to travel with the following documents:</p> <ol style="list-style-type: none"> 1. Signed Offer of Appointment 2. Attestation letter (if applicable) 3. Valid National Passport (for 6 months) 4. Valid UNLP (if applicable) 5. Valid national driver's license (if applicable) 6. Original or notarized copy of marriage certificate (if applicable) translated in English or French. 7. Original passports or original/notarized birth certificates of dependent child (ren) and spouse (if applicable), translated in English or French. 8. Original or notarized marital status certificate (divorce, legal separation, widowed), translated in English or French. This is applicable for staff members already registered in UMOJA that need to change their marital status. 9. Certificates of the mandatory trainings: Basic & Advance Security in the Field, Integrity Awareness and Prevention of Harassment, Sexual Harassment and Abuse of Authority in the Workplace, Information Security Awareness – Foundation. <p>Your HR Partner will inform you of any other prerequisites (where applicable) before travelling to mission area.</p>	to their duty station using their national passport.
13	Check-in	<p>Upon arrival to your mission, a designated HR Assistant will support you with the check-in process. The HR Assistant will go through the onboarding documentation and ensure that all documents are completed correctly. You are required to have with you and present the required onboarding documents (please see step 5). You will be also requested to fill the "Inventory of personal effects" form and provide the original boarding passes and a copy of the page of your passport with the immigration stamps (including those of your dependents, if applicable).</p> <p>If you travelled with a UN flight to reach your mission you also need to provide a copy of your stamped MoP (Movement of Personnel).</p>	
14	Mission UN ID card	You will be requested to fill a form and follow the guidance of the designated HR Assistant for the issuing of your mission UN ID card.	
15	Movement of Personnel (MoP)	If you don't check in at Entebbe-RSCE, after the arrival at your duty station it is required that your Mission HR focal point scans and sends your MOP (Movement of	

		Personnel) to RSCE. Please ensure that your MOP is sent, as it is a prerequisite for raising your Personnel Action (PA) and off cycle payments in Umoja.	
16	Personnel Action (PA)	The Personnel Actions (PA) are submitted in Umoja (the UN HR System) by the HR Partners in the RSCE. The following steps are required for an onboarding PA to be raised: 1. Staff member checks-in at the mission (or RSCE, if applicable). 2. Mission HR focal point sends completed onboarding documentation to RSCE (in cases where staff members check directly in the mission). 3. RSCE ensures documents are accurate and certified as appropriate. 4. RSCE ensures the post is available in UMOJA. 5. RSCE raises the onboarding PA.	
17	Off-cycle Payments	The HR Partner will raise in UMOJA the off-cycle payments, Relocation Grant and Settling-in Grant. The DSA portion of the Settling-in Grant is dependent on submission of the stamped MoP to RSCE (please refer to step 15).	
18	UNLP	You will be requested to fill in and sent the Application for Issuance of a UN Laissez-Passer form together with a passport size photo in the appropriate format to HQ. You will receive your UNLP at your duty station.	
19	Unite ID	Your mission UMOJA support desk will create or migrate your UMOJA profile as required and grant the login credentials for accessing UMOJA.	
20	Letter of Appointment (LoA)	You will receive from a designated HR Partner your letter of appointment, which you will be required to sign, scan and send back to RSCE.	
21	Medical insurance	You will be required to enroll in medical insurance plans within 31 days of your EOD (Entry into Duty Date). A HR Partner will send you a detailed email regarding the steps you need to take. Once your Personnel Action is raised you will receive an automated notification from UMOJA and you will be able to login to UMOJA and take the necessary actions.	
22	Life Insurance	Enrolment into life insurance plan is optional. New staff members can enroll within 60 days of EOD.	
23	Expense Report	Within 14 days of the day you started the travel to your duty station you must login to UMOJA and submit an Expense Report for the reimbursement of the costs occurred and for avoiding any recoveries (cost of tickets). You are required to attach boarding passes, medical and excess luggage receipts (as applicable).	Expense Report to be submitted within 14 days of your EOD.