

Programme de préparation à la retraite

Separation: Administrative Formalities (HR) & Legitimation Card

Le 5 Octobre 2022

Q&A

www.slido.com

Event Code: #2835155





PRE-RETIREMENT SEMINAR: SEPARATION: ADMINISTRATIVE FORMALITIES

5 OCTOBER 2022



UN GENEVA
UNITED NATIONS OFFICE
AT GENEVA

Human Resources Management Service

AGENDA

- ❑ Retirement planning timeline
- ❑ Who is involved and what are their roles in the separation process?
- ❑ Check out activities under Staff Member's responsibility
- ❑ International entitlements
- ❑ Final payments
- ❑ Following separation (Internationally-recruited staff)
- ❑ Employment of retirees
- ❑ Reference



Retirement planning timeline

4 months before

- ❑ **Contact** your Executive Office or HR Officer
- ❑ **Update** your beneficiary information
- ❑ **Talk** with your manager about preparing for handover of your work and files
- ❑ **Review** the benefits applicable to your future plans
- ❑ **Settle** all outstanding obligations

2 months before

- ❑ **Update** all travel claims, time/attendance, sick leave in your record
- ❑ **Apply** for a Travel Authorization (Executive Office or HR Officer)
- ❑ **Determine** if you need assistance with changing visa status if you want to stay in the host country
- ❑ **Start** the clearance process for rental subsidy, dependency benefits, education grant, any others applicable to you

During the last month

- ❑ **Complete** your e-Performance in Inspira and with your manager, and complete the handover arrangements
- ❑ **Submit** your instructions to the UN Pension Fund
- ❑ **Have** your exit interview with the Executive Office or HR Officer and take care of any paperwork processes needed for the separation payments



Who is involved and what are their roles in the separation process?

Time Manager

- Approves Time & Attendance
- Finalizes ePerformance appraisal

Executive Office/Admin. focal point

- Confirms separation to HR Partner
- Finalizes and submits departmental clearances
- Requests Letter of Appreciation (20+ years)
- Requests cancellation of UNLP

Staff Member

- Completes all check out activities
- Requests Retiree ID

HR Partner

- Launches HR clearances
- Determines entitlements
- Confirms leave balances
- Processes travel/shipment
- Processes Separation & Separation Payments PAs
- Approves Retiree ID
- Prepares employment certificate upon request
- Processes Repatriation Grant

Travel & Shipment

- Approves travel & shipment requests
- Approves insurance

Responsible Office

- Clears the item under their responsibility

Payroll

- Reviews SM payment history
- Advises HR of corrective action
- Approves and releases final pay
- Submits PF4 form to Pension Fund

Pension Fund

- Processes Pension benefits



Timely completion of all steps is essential for prompt settlement of final emoluments, and payment of pension benefits.



Check out activities under Staff Member's responsibility



Separation procedures

- Update your personal data
- Verify/update beneficiary
- Submit/validate time and attendance records and certify all time statements
- Settle all outstanding claims and obligations
- Complete ePerformance document/s (for you and for staff you supervise)
- Provide/confirm payment instructions
- Return CDL, UNLP (if applicable)
- Return UN property
- Request travel & shipment (if applicable)
- Undergo a medical examination (optional)
- Complete Exit Interview/questionnaire



Pension Fund

- Fill out and submit pension required documents and contacts the UNJSPF to explore pension options



Insurance

- Contact UNSMIS for ASHI/ASLI eligibility/options



Annual Leave



The balance of annual leave will be paid to the staff member with the final separation payment. Review the accuracy of your time record and report any discrepancies to your HR Partner or Senior Time Administrator. Remember to certify your monthly/annual statements.



The maximum number of days of paid annual leave is 60 for a staff member on fixed-term appointment working full time. Any accrued leave beyond this amount must be taken before retirement or it will be forfeited.



Outstanding Claims

You should make any claims for unpaid entitlements or benefits prior to separation related to:

- Travel expense reports claim(s)
- Education grant claim(s)
- Rental subsidy claims(s)
- Dependency allowance claim(s)*

*Any NEW dependents should be recorded in the system.



See Staff Rule 3.17 concerning retroactivity of payments.



Outstanding Obligations

Settle any outstanding obligations related to:

- Salary advances
- Education grant advances
- Travel expense reports
- Tax advances
- Telephone bills
- Loans
- Recoveries



Outstanding amounts will be deducted from final payment if not settled.



Return UN Property (as applicable)



WORK
PERMIT



MEDICAL
INSURANCE
CARD



LAISSEZ-
PASSER
(UNLP)



OFFICE/ELECT
RONIC
EQUIPMENT



CAR STICKER,
ID CARD



CAR PLATES /
PETROL CARD



LIBRARY
MATERIAL



ARCHIVES /
FILES



ALL OFFICE
KEYS



International Entitlements: Travel and Shipment

If you are internationally-recruited, you may be entitled to repatriation travel for yourself and recognized dependents; a request should be submitted to HRMS for:



- authorization for travel (ticket issued only, no lump-sum option)



- payment of travel time (upon separation)



- authorization for shipment (can be organized and paid by the UN or payment of relocation grant (lump sum))

- insurance of personal effects.



To allow timely issuance of the necessary authorizations the staff member needs to inform the responsible HR officer of the travel/removal plans at least 21 days in advance.

Submission of Expense Report (Travel Claim) is required.



International Entitlements: Repatriation Grant

Repatriation Grant may be payable upon separation of internationally-recruited staff who:

- ❑ Completes at least five years of continuous service;
- ❑ The Organization is obligated to repatriate;
- ❑ Is assigned to, and serving in, a duty station outside the home country, country of nationality or country of permanent residency;
- ❑ Is repatriated to a country outside the country of last duty station;
- ❑ Provides documentary evidence of relocation outside of the country of the last duty station (i.e. original sworn statement made before a Notary Public, Commissioner of Oaths or similar official (e.g. the *Mairie* in France))



Final Payments

- ❑ The final payment, including last salary, will normally be released within one month after the separation personnel action is processed by the HR Partner.
- ❑ Final payments and separation personnel action cannot be approved until all clearances have been obtained (P.35/E-clearance).
- ❑ Repatriation grant will be paid upon receipt of a documentary proof of relocation.
- ❑ Payment of your pension benefits are made separately, once the final Pay is disbursed by the Payroll Unit.



FRMS cannot send your separation notification to the Pension Fund Office until all the formalities mentioned herewith have been completed and processed.



Following separation (Internationally-recruited staff)

Immediately after arrival at the repatriation destination

- ❑ Complete and send your travel claim, insurance claim and claim for repatriation grant.

Two years after separation

- ⚠ Entitlement to unaccompanied shipment or relocation shipment ceases if not yet exercised.

- ⚠ Entitlement to repatriation grant ceases.



Employment of Retirees

Strict conditions apply: ST/AI/2003/8 and ST/AI/2013/4

- ❑ Reemployment: three months break for staff contracts; one month break for consultants/ individual contractors assignments.
- ❑ For staff, no re-employment at a level higher than that at which staff member separated.
- ❑ For consultants, level of remuneration depends on the nature of assignment.
- ❑ If in receipt of a pension benefit from UNJSPF the following limitations apply:
 - Max US\$22,000 or 6 months cumulative per calendar year;
 - Language staff: max 125 days actually worked per calendar year.
- ❑ For staff appointments of more than 6 months, pension contribution to UNJSPF will resume.



Reference

Item	Applicable Rule/Provision
Accrued Annual Leave	Rule 9.9 of the Staff Rules
Certification of Service	Rule 9.12 of the Staff Rules
Last Day for Pay Purposes	Rule 9.11 of the Staff Rules
Repatriation Grant	Rule 3.19 of the Staff Rules Annex IV to the Staff Regulations ST/AI/2016/2
Removal/non-removal of personal effects and household goods	Rule 7.16 / 7.17 of the Staff Rules ST/AI/2016/4
Relocation Grant	Section 11 of ST/AI/2016/4 ST/IC/2017/35
Travel on Separation	Rule 7.1 / 7.2 of the Staff Rules
Restitution of advance Annual Leave	Rule 9.10 of the Staff Rules
Retirement	Article 9.2 of the Staff Regulations Rule 9.5 of the Staff Rules

- ❖ Separation checklist and forms (to be received from your HRP via email)
- ❖ Annual leave Umoja tutorial: [ESS / MSS | UMOJA \(un.org\)](#)
- ❖ UN Joint Staff Pension Fund: [Separating or retiring – UNJSPF](#)
- ❖ UN Health and Life Insurance: [Retirees | Health & Life Insurance Section \(un.org\)](#)
- ❖ UNSMIS: [Retirement | UNSMIS \(unog.ch\)](#)

A world map composed of small circles in shades of yellow and grey, with the text "THANK YOU" overlaid in blue.

THANK YOU