

**Please note that the purpose of this document is to provide you with an overview of the Onboarding Process to your duty station. The Onboarding case officer will guide you throughout the process and provide you with all necessary information and clarifications during the different steps of the procedure.**

Step	Action	Description	Comments
1	Information requested about previous experience in the UN	The Onboarding case officer will send you an email requesting information in regards with any previous experience in the UN. You will also be requested to provide a copy of your national passport.	
2	Offer of Appointment	You will receive an email with your Offer of Appointment. In the same email you will receive the following information and documents: i. Conditions of service. ii. Medical Form (this is required for your medical clearance before taking up duty). You must fill and submit the medical form to Medical Services as per the instructions and guidance provided by the Onboarding case officer. Please inform the case officer about the date that you have submitted the medical form to Medical Services.	<b>The medical forms are confidential and should be communicated only to Medical Services.</b>
3	Acceptance of Offer	You are required to review your Offer and if you are in agreement, sign, scan and email it back to your Onboarding case officer.	You are requested to send your response within 7 calendar days.
4	Onboarding docs and UN mandatory learning	After you have accepted the Offer you will receive an email with: a. A link to the onboarding documents which you have to fill, sign and present during your check-in. b. A link to the UN mandatory courses. The Organization requires that all staff members take the UN mandatory courses based on their level and function. You are required to complete the mandatory courses before you travel to your duty station or as soon as possible following your check-in and within the first 60 days of your deployment.	
5	Civilian Predeployment Training	Based on eligibility and if applicable, you will receive information about participation to the Civilian Predeployment Training (CPT), before travelling to your duty station. The Civilian Predeployment Training takes place in Entebbe.	
6	Medical Clearance	Following the review of your medical documents from the Medical Services, your mission will receive a notification in regards with your medical clearance for your duty station.	
7	Visa	The mission will inform the Onboarding case officer when your visa has been approved.	Visa issuance may not be necessary for your mission. The Onboarding case officer will provide you

			with the required information as applicable.
8	Arranging Travel	Following the confirmation of Visa issuance (if applicable) and medical clearance, the Onboarding case officer will communicate with you for arranging your travel.	
9	Travel	<p>A colleague from the Travel team will communicate with you providing the suggested itinerary according to the UN rules and policy. An 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"> <li>1. Signed Offer of Appointment.</li> <li>2. Valid National Passport (for 6 months).</li> <li>3. Valid national driver's license (if applicable).</li> <li>4. Original marital status certificate (divorce, legal separation, windowed).</li> <li>5. Passports or original birth certificates of dependent child(ren) and spouse if applicable.</li> <li>6. Certificates of the UN mandatory trainings.</li> </ol>	Currently all external to the UN system candidates are requested to travel to their duty station using their national passport.
10	Attestation Letter	If applicable, the travel unit will provide you with an attestation letter for facilitating entrance in the country of your deployment.	You will be requested to show the attestation letter with your passport to the immigration officer.
11	Check-in	Upon arrival to your mission, a designated HR Assistant will support you with the check-in process. You will need to provide the original boarding passes and those of your dependents, if applicable.	
12	Mission specific training	You will attend the mission specific training/s, as applicable. The mission HR team will provide you with the necessary information.	
13	UN Laissez-Passer (UNLP)	You will be requested to fill in and sent the Application for issuance of a UN Laissez-Passer (UNLP) form together with a passport size photo. There is a UNLP focal point in your mission that will support you with this process.	
14	Personnel Action (PA)	When your check-in is finalized, the onboarding documentation will be sent to the designated HR Partner for processing your Personnel Action (PA). The PA is processed in UMOJA, which is an ERP software that enables HR administration and processing in the UN Secretariat. You will receive an automated notification to your UN email	

		address from UMOJA when your Personnel Action (PA) is raised. The PA automatically places you in the UN payroll and enables the processing and payment of your entitlements during the onboarding (relocation grant and settling-in grant).	
15	Medical insurance	Enrolment into the UN Medical Insurance is optional. If you choose to enroll, you will be required to enroll yourself and your dependents, if applicable, within 31 days of the day you have started your travel. The enrolment is through the Employee Self Service (ESS) module in UMOJA. An HR Partner will send you a detailed email regarding the steps you need to take.	
16	Life Insurance	Enrolment into the UN life insurance plan is optional. You can enroll in UMOJA within 60 days of the day you have started travelling to your duty station.	
17	Expense Report	Within 14 days of the day you have started the travel to your duty station, you must login to UMOJA and submit an Expense Report (ER) 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. Your HR team in your duty station will be able to support you for this process.	<b>Expense Report must be submitted within 14 days of your EOD.</b>
18	Letter of Appointment (LoA)	You will receive from a designated HR Partner your Letter of Appointment (LoA), which is your contract with the UN. You will be requested to sign and submit it to your HR team at your duty station.	