



Frequently Asked Questions

LIFE & WORK EVENTS

Q

What is meant by life and work events?

A

Life and work events are changes that affect your personal profile information and entitlements in two important areas: changes in your life (such as marriage, divorce or birth of a child) and changes in your employment (such as a temporary move or a transfer to a new duty station). Staff members are responsible for keeping information about changes in life and work events up-to-date and accurate so that affected allowances and benefits can be aligned with your profile.

> Open the Life & Work Events HR Factsheet

Q

Do I need to take any action in Umoja (or otherwise) for a work event, such as changing jobs?

A

You do not need to take any actions in Umoja when you change jobs within the same duty station. You will receive notifications about actions taken in Umoja by the offices involved. You receive a movement notification when your selection is finalized and the release date is determined. The notification is also sent to the Manager of the releasing office, and to the Receiving and Releasing HR Partners. If your change in job means moving to a different duty station, you will receive the notifications that tell you to take the necessary actions for shipment, travel, and the allowances related to the movement.

> Open the Permanent Movement between Duty Stations HR Factsheet

> Open the Temporary Movement between Duty Stations HR Factsheet

> Open the Interagency Loan and Secondment HR Factsheet

Note: Starting 1 July 2014, Umoja will start to be deployed at various duty stations. If Umoja has not yet been deployed where you are located then you must follow the procedures currently in place.