
Purpose

This procedure is used by the *Staff Member* to change their marital status.

Reference

Factsheets contain additional information on the different eligibility and documentation requirements for this subject.

This quick guide, the simulation and the factsheets 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.

- *Staff member* changes their marital status through the Umoja Employee Self-Service portal.
- *Staff member* presents original documents offline to the *HR Partner*.

Pre-requisites

If the *staff member* got married, divorced or they have been widowed, they must present one of the following original documents to the *HR Partner*.

- **Marriage certificate, certification of partnership or other certificate** showing proof of marriage or union to the staff member; or
- **Death certificate;** or
- **Divorce decree.**

Objectives

As part of the demonstration, we will show you:

- How to change your marital status.

Scenario

A *staff member* gets married and changes their marital status from single to married and related.

Note: The change of marital status request will not be completed unless the *HR Partner* verifies the original documentation.

Menu Path


Employee Self Service SM > Personal Information> Personal Data

Procedure

1. Start the transaction logging in the Umoja Employee Self Service Portal.

Overview - Umoja qa portal - Q3J - Windows Internet Explorer



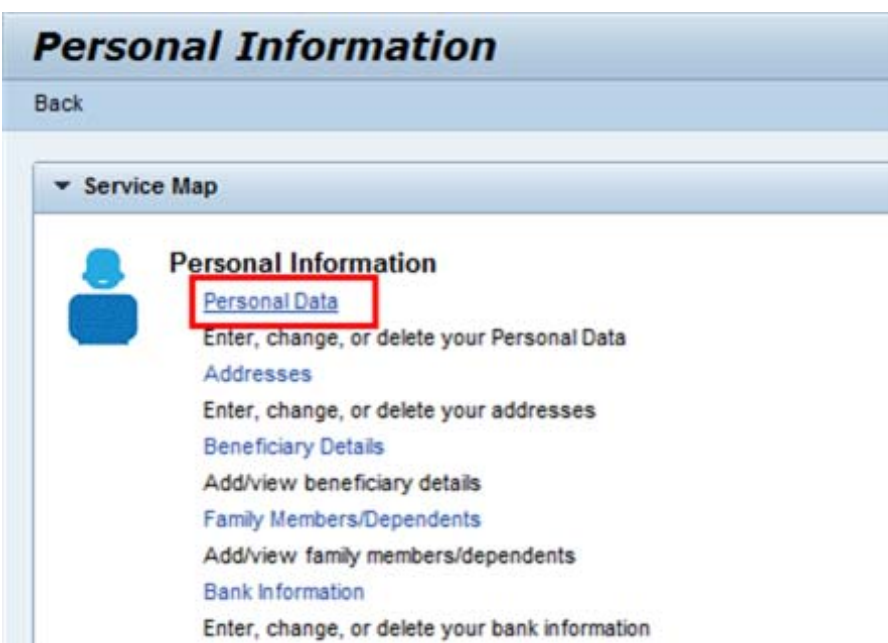
2. Click on the  tab.

Employee Services



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

Personal Information



4. Click on the [Personal Data](#) link.

Fill Out Form Personal Data Details



Personal Data	
Name:	Ying OTILIA
Index Number:	20007205
Date of Birth:	28.12.1968
Marital Status:	Single [Update]
UN Official E-mail:	someone@someone.com [Update/Create]
Personal E-mail:	[Update/Create]

Countries and Nationalities

- In the Marital Status field, click on the [Update](#) link.

Fill Out Form Personal Data Details



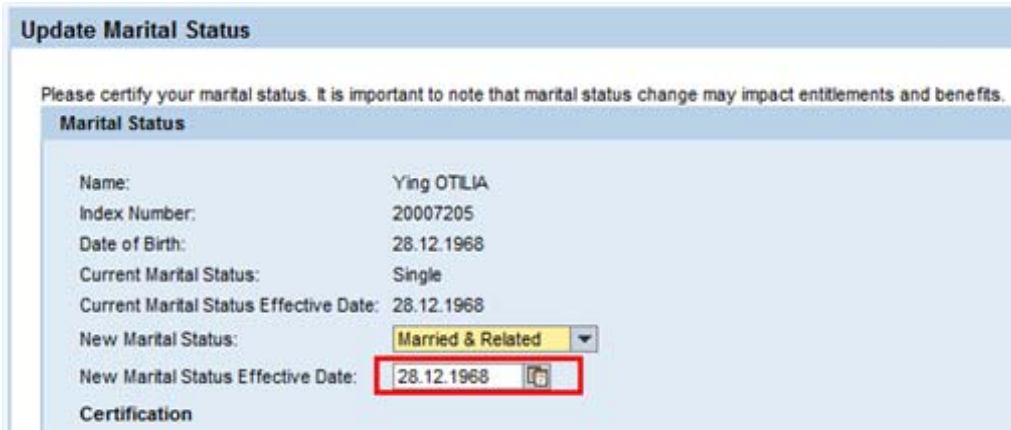
Please certify your marital status. It is important to note that marital status change may impact entitlement

Update Marital Status	
Marital Status	
Name:	Single
Index Number:	Married & Related
Date of Birth:	Widowed
Current Marital Status:	Divorced
Current Marital Status Effective Date:	Legally Separated
New Marital Status:	Unknown
New Marital Status Effective Date:	Single
	28.12.1968

Certification

- In the New Marital Status field, select your new marital status. In this demonstration, select Married & Related from the list.

Fill Out Form Personal Data Details



Update Marital Status

Please certify your marital status. It is important to note that marital status change may impact entitlements and benefits.

Marital Status

Name: Ying OTILIA
 Index Number: 20007205
 Date of Birth: 28.12.1968
 Current Marital Status: Single
 Current Marital Status Effective Date: 28.12.1968
 New Marital Status: Married & Related
 New Marital Status Effective Date: 28.12.1968

Certification

7. Select the date your new marital status took effect. Dates can be selected from the calendar by clicking on the Calendar icon or entered directly into the field using the DD.MM.YYYY format. The default date in this field is the year of the effective date of the current marital status and needs to be changed to the new effective date of the new marital status. In this case, enter 1 April 2015.

Fill Out Form Personal Data Details



Attachments

Update Marital Status

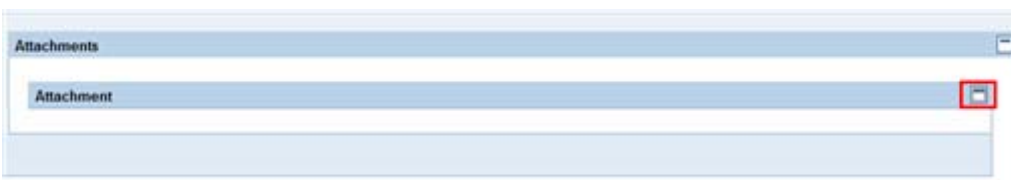
Please certify your marital status. It is important to note that marital status change may impact entitlements and benefits.

Marital Status

Name: Ying OTILIA
 Index Number: 20007205
 Date of Birth: 28.12.1968

8. Click on the Attachments expand  button.

Fill Out Form Personal Data Details



Attachments

Attachment

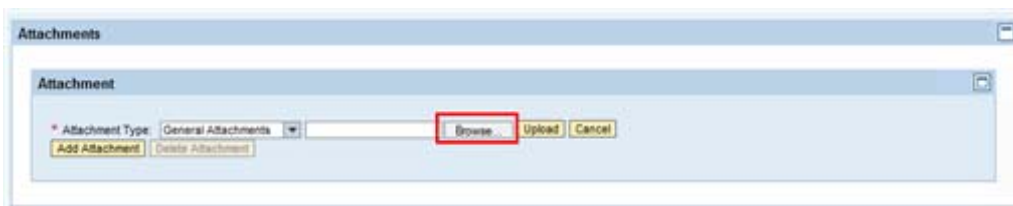
- Click on the Attachment expand  button.

Fill Out Form Personal Data Details







- Click on the **Add Attachment** button.

Fill Out Form Personal Data Details



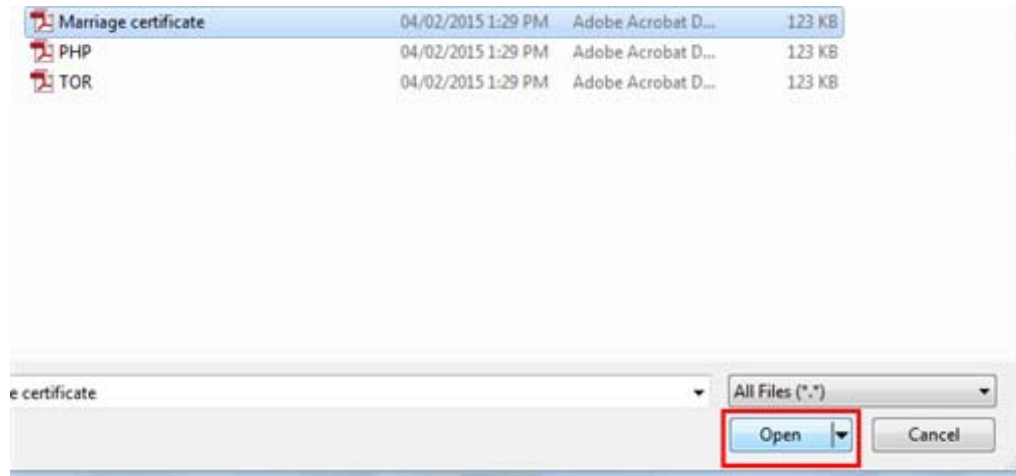
- Click on the **Browse...** button.

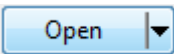
Choose File to Upload

Name	Date modified	Type	Size
 Birth Certificate	27/01/2015 6:12 AM	Adobe Acrobat D...	70 KB
 Marriage certificate	04/02/2015 1:29 PM	Adobe Acrobat D...	123 KB
 PHP	04/02/2015 1:29 PM	Adobe Acrobat D...	123 KB
 TOR	04/02/2015 1:29 PM	Adobe Acrobat D...	123 KB

- Select the document to attach. You should upload PDF documents only.

Choose File to Upload



- Click on the  button.

Fill Out Form Personal Data Details



- Click on the  button.



The system will not let you submit the form unless an attachment has been uploaded

Fill Out Form Personal Data Details



Attachment

C:\Users\Desktop\Attachments\Marriage certif

Add Attachment Delete Attachment

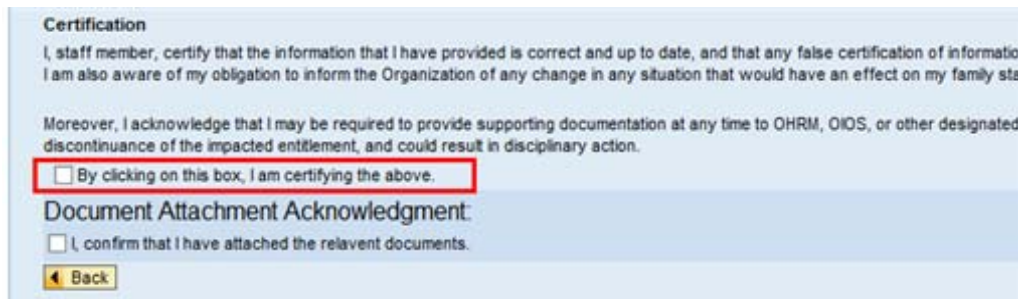
Update Marital Status

Please certify your marital status. It is important to note that marital status change may impact entitle

Marital Status

15. Select the document you just uploaded and then scroll to the bottom of the page.

Fill Out Form Personal Data Details



Certification

I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information I am also aware of my obligation to inform the Organization of any change in any situation that would have an effect on my family sta

Moreover, I acknowledge that I may be required to provide supporting documentation at any time to OHRM, OIOS, or other designated discontinuance of the impacted entitlement, and could result in disciplinary action.

By clicking on this box, I am certifying the above.

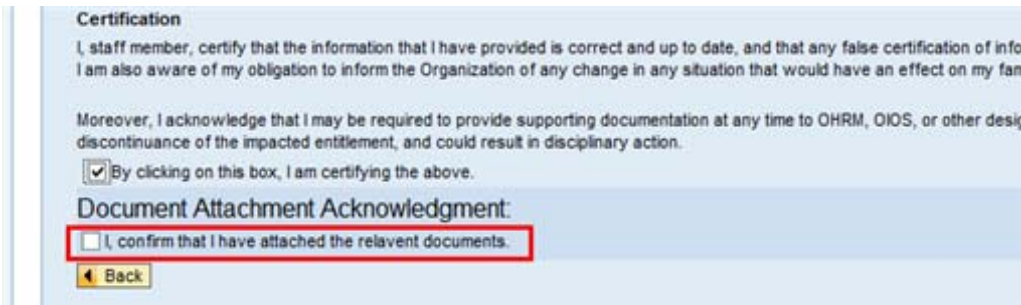
Document Attachment Acknowledgment:

I confirm that I have attached the relevant documents.

Back

16. Read the certification and then click on the checkbox to acknowledge and accept the terms of certification.

Fill Out Form Personal Data Details

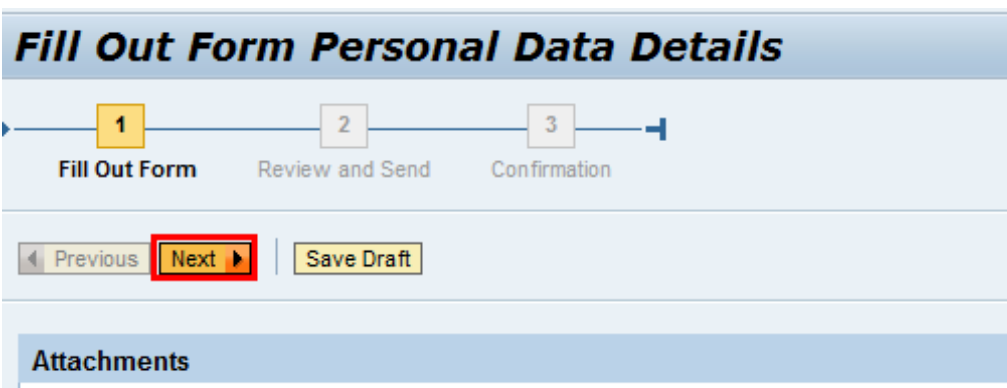


17. Click on the checkbox to acknowledge that you have attached all relevant documents. Then scroll to the top of the page.



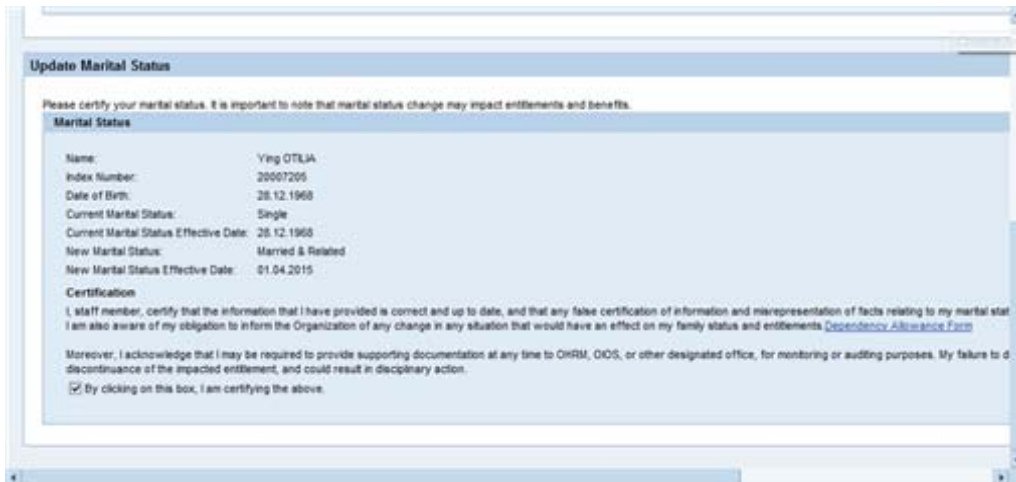
The system will not let you submit the form unless both undertakings have been acknowledged.

Fill Out Form Personal Data Details



18. Click on the **Next** button to continue the transaction.

Review Form Personal Data Details



Update Marital Status

Please certify your marital status. It is important to note that marital status change may impact entitlements and benefits.

Marital Status

Name:	Ying OTLJA
Index Number:	20007205
Date of Birth:	28.12.1968
Current Marital Status:	Single
Current Marital Status Effective Date:	28.12.1968
New Marital Status:	Married & Related
New Marital Status Effective Date:	01.04.2015

Certification

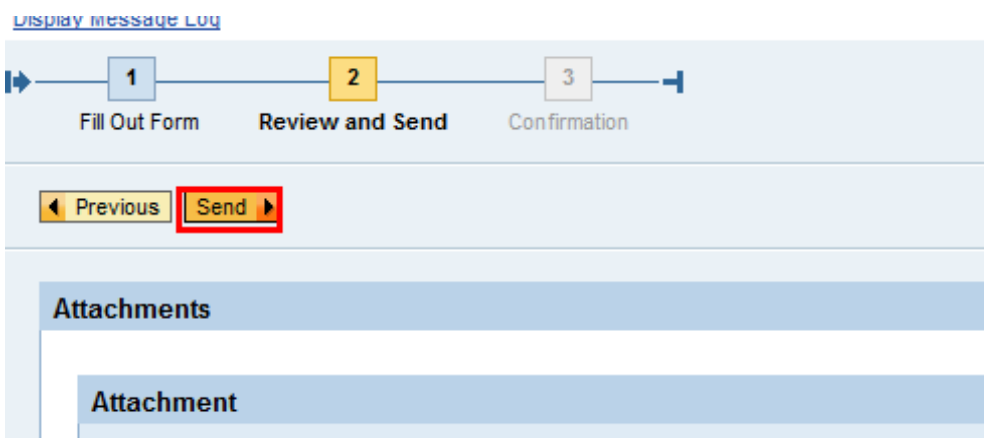
I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and misrepresentation of facts relating to my marital status I am also aware of my obligation to inform the Organization of any change in any situation that would have an effect on my family status and entitlements [Dependency Allowance Form](#)

Moreover, I acknowledge that I may be required to provide supporting documentation at any time to OHRM, OIG, or other designated office, for monitoring or auditing purposes. My failure to do so may result in the discontinuance of the impacted entitlement, and could result in disciplinary action.

By clicking on this box, I am certifying the above.

- Review the information entered, if you need to make any corrections scroll to the top of the page and click on the Previous button.

Review Form Personal Data Details



[Display message Log](#)

1 → 2 → 3

Fill Out Form **Review and Send** Confirmation

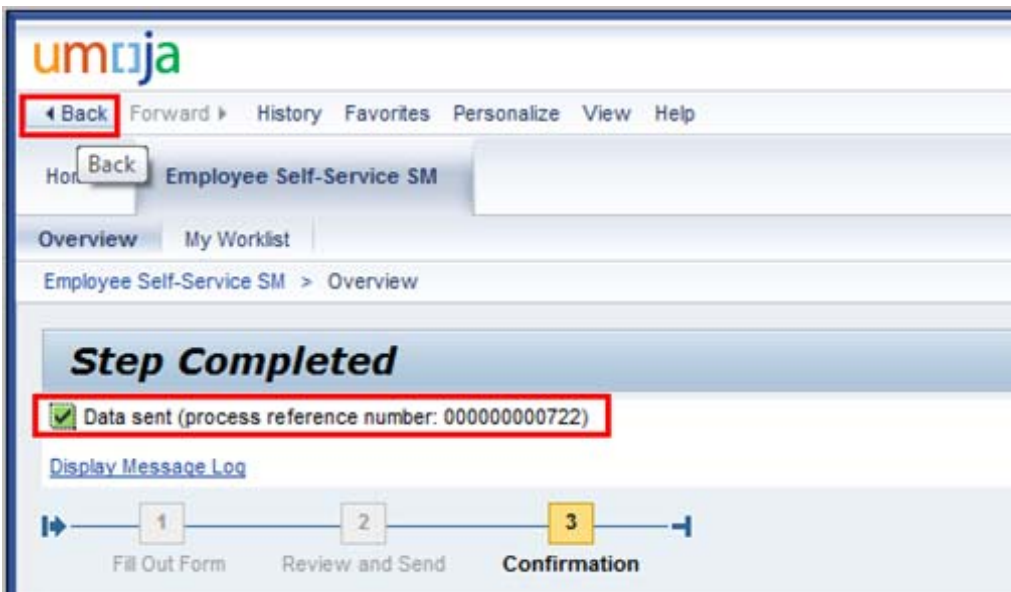
◀ Previous **Send ▶**

Attachments

Attachment

- Click on the **Send ▶** button to submit the form to the HR Partner.

Personal Data - Umoja qa portal - Q3J - Windows Internet Explorer



21. A message appears indicating whether the request was sent successfully. Click on the [Back](#) button to return to the Employee Self Service main menu.

