



Atlas eServices/ User Guide – Rental Subsidy

This guide is for training in the Atlas eServices Rental Subsidy module.

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1. Apply for a Rental Subsidy (North America/Western Europe)

a. Click eServices/My Entitlements/Rental Subsidy Application.

Atlas_{HCM}

Menu

Search:

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- ▷ HR And Payroll Dashboard
- ▷ UN ERP Applications
- ▷ UN Ed Grant Administration
- ▷ Un Dashboard
- ▷ Un Interfaces
- ▽ eServices
 - ▷ My Personal Info & Job Summary
 - ▷ My Salary
 - ▽ My Entitlements
 - Rental Subsidy
 - **Rental Subsidy Online Form**
 - Education Grant Details
 - Rental Subsidy Request History

Rental Subsidy Application

Thomas Gilmartin In

Organization: BOM/OHR/SAS/Directorate

Contract Type: FTA Contract Expected End Date:

Duty Station or APA: Copenhagen Date of Arrival at Duty Station:

Rental Subsidy Data

*Eligibility effective date: 07/10/2011

*Rental type:

*Nature of application: (Check as appropriate)

First application as new comer

Change in Dwelling

b. The Rental Subsidy Application form will open up.

Rental Subsidy Application	
Thomas Gilmartin	Index No: 388097
Organization: BOM/OHR/SAS/Directorate	
Contract Type: FTA	Contract Expected End Date: 14/09/2011
Duty Station(APA): Copenhagen	Date of Arrival at Duty Station (APA): 22/10/2001
Rental Subsidy Data	
*Eligibility Effective Date:	<input type="text" value="21/05/2011"/> <input type="button" value="31"/>
Rental Type:	<input type="text"/>
*Nature of Application: (Check as appropriate) (attach supporting documentation as indicated)	<input type="radio"/> First application as new comer <input type="radio"/> Change in Dwelling <input type="radio"/> Change in rent (Same dwelling) <input type="radio"/> Annual resubmission of appl <input type="radio"/> Change in family status
*Rental Dwelling Location:	<input type="radio"/> North America/ Western Europe <input type="radio"/> Other Location
Rental Information	
*Type of Dwelling:	<input type="radio"/> Apartment <input type="radio"/> House <input type="radio"/> Commercially leased <input type="radio"/> Provided by Organization <input type="radio"/> Some other leasing arrangement If so specify: <input type="text"/>
Address:	
Country: United States	Change Country
Address 1:	<input type="text"/>

c. Fill in the ' Eligibility Effective Date' and ' Rental Type'

Eligibility Effective Date:

This is the date when you are eligible for rental subsidy. You are eligible for rental subsidy 30 days after your arrival to a duty station and not earlier than the begin date of your lease contract. Or if the nature of the application is 'Change in Dwelling', 'Change in Rent', 'Annual Resubmission', 'Change in Family Status' upon the effective date of the change.

Rental Type:

- Family Only (if it is only your family and not yourself)
- Provided by UN/GVT/NGO (if the housing is provided by UN, a government or an NGO)
- Staff Member Only (if it is only yourself)
- Staff Member with Family (if it is yourself and your family)

Rental Subsidy Data

*Eligibility Effective Date: 21/05/2011

Rental Type:

*Nature of Application: new comer
 (Check as appropriate) Provided by UN/GVT/NGO
 (attach supporting documents to the dwelling)
 indicated) Staff Member Only
 Staff Member with Family Annual resubmission of appl

Change in family status

*Rental Dwelling Location: North America/ Western Europe
 Other Location

d. Select 'Nature of Application'.

Rental Subsidy Data

*Eligibility Effective Date: 21/05/2011

Rental Type: Staff Member with Family

*Nature of Application: First application as new comer
 (Check as appropriate) Change in Dwelling
 (attach supporting documentation as Change in rent (Same dwelling)
 indicated) Annual resubmission of appl
 Change in family status

*Rental Dwelling Location: North America/ Western Europe
 Other Location

e. For 'Rental Dwelling Location' select ' North America/Western Europe'. If you select ' North America/Western Europe' additional fields will appear further down in the application.

Rental Subsidy Data

*Eligibility Effective Date: 21/05/2011

Rental Type: Staff Member with Family

*Nature of Application: First application as new comer
 (Check as appropriate) Change in Dwelling
 (attach supporting documentation as Change in rent (Same dwelling)
 indicated) Annual resubmission of appl
 Change in family status

*Rental Dwelling Location: North America/ Western Europe
 Other Location

f. Fill in 'Type of Dwelling' as applicable. The 'Country' will default to your official duty station. Click [Edit Address](#) to fill in the address information.

Rental Information

*Type of dwelling:

- Apartment
- House
- Commercially leased
- Provided by Organization
- Some other leasing arrangement If so specify:

Address:

Country: Denmark

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

g. Fill in 'Period of Lease' dates and 'Total Monthly Rent' (Note: do not use thousand separators; e.g. do not write "15,000.00" but write it without thousand separator; e.g. "15000"), and 'Currency'.

The 'Expiration of Entitlement' will automatically default to one year after 'Eligibility Effective Date'. If your 'End Date' of your lease contract is before one year after the 'Eligibility Effective Date' it should be the 'End Date' of your lease.

Other Location

Rental Information

*Type of dwelling: Apartment
 House
 Commercially leased
 Provided by Organization
 Some other leasing arrangement If so specify:

Address:

Country: Denmark

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

Period of lease: *Start Date: *End Date:

Total monthly rent: Currency (Clearly indicate currency as per lease):

*Expiration of entitlement:

h. Fill in the following section. Please note that the questions will default to 'No'.

Amount should be exclusive of the following:

Is a subsidy for this dwelling paid for by another source? Yes No

Do you share the dwelling with anyone else besides family? Yes No

Electricity Costs: Is Electricity included in rent? Yes No

Is Dwelling Furnished? Yes No

Did you pay a fee to a licence agent/broker? Yes No

If yes, copy of agent's contract or agreement (including license number and fee) and evidence of payment must be attached.

i. If you click 'Yes' to 'Is a subsidy for this dwelling paid for by another source' then three additional fields will appear: 'Amount', 'Currency' and 'Indicate Type of Subsidy and Source'. Fill in the fields if applicable.

Amount should be exclusive of the following:

Is a subsidy for this dwelling paid for by another source? Yes No

Amount: Currency:

Indicate type of subsidy and source:

Do you share the dwelling with anyone else besides family? Yes No

Electricity Costs: Is electricity included in rent? Yes No

Is dwelling furnished? Yes No

Did you pay a fee to a licence agent/broker? Yes No

If yes, copy of agent's contract or agreement (including license number and fee) and evidence of payment must be attached.

j. If you click 'Yes' to 'Do you share the dwelling with anyone else besides family' then two additional fields will appear: 'Amount' and 'Currency'. Fill in the fields if applicable.

Amount should be exclusive of the following:

Is a subsidy for this dwelling paid for by another source? Yes No

Do you share the dwelling with anyone else besides family? Yes No

Indicate amount, if any, paid by others: Currency:

Electricity Costs: Is electricity included in rent? Yes No

Is dwelling furnished? Yes No

Did you pay a fee to a licence agent/broker? Yes No

If yes, copy of agent's contract or agreement (including license number and fee) and evidence of payment must be attached.

k. If you click 'Yes' to 'Electricity Costs: Is electricity included in rent' then two additional fields will appear: 'Amount' and 'Currency'. Fill in the fields if applicable.

Amount should be exclusive of the following:

Is a subsidy for this dwelling paid for by another source? Yes No

Do you share the dwelling with anyone else besides family? Yes No

Electricity Costs: Is electricity included in rent? Yes No

The average monthly amount deducted from the rent is: Currency:

Is dwelling furnished? Yes No

Did you pay a fee to a licence agent/broker? Yes No

If yes, copy of agent's contract or agreement (including license number and fee) and evidence of payment must be attached.

l. If you click 'Yes' to 'Did you pay a fee to a licensed agent/broker' then two additional fields will appear: 'Amount' and 'Currency'. Fill in the fields if applicable.

Please note: If you paid a fee to an agent/broker then attach copy of agent’s contract including fee and evidence of payment.

Amount should be exclusive of the following:

Is a subsidy for this dwelling paid for by another source? Yes No

Do you share the dwelling with anyone else besides family? Yes No

Electricity Costs: Is electricity included in rent? Yes No

Is dwelling furnished? Yes No

Did you pay a fee to a licence agent/broker? Yes No

Indicate amount, if any, Currency:

If yes, copy of agent’s contract or agreement (including license number and fee) and evidence of payment must be attached.

m. If you have chosen ‘North America/Western Europe’ as opposed to ‘Other Location’ as ‘Rental Dwelling’ Location, an additional section ‘For North America/Western Europe’ will appear. Fill in the required fields. Note that the questions will default to ‘No’.

For North America/Western Europe

Number of Bedrooms in dwelling:

*Was change in dwelling due to force majeure? Yes No

If Yes, specify below details:
(Attached copy of former lease)

Composition of Family Residing with staff Member at duty station:

Do you have a spouse? Yes No

If yes, is your spouse a staff member in the professional category? Yes No

Do you Have Children? Yes No

Are any dep children studying away from your duty station? Yes No


n. If you click ‘Yes’ to ‘Was change in dwelling due to force majeure?’, then three additional fields will appear: ‘Force Majeure Date’, ‘Explain Reason for force majeure’ and ‘Total monthly rent of former dwelling’. Fill in the fields if applicable.

For North America/Western Europe

Number of Bedrooms in dwelling:

*Was change in dwelling due to force majeure? Yes No

If Yes, specify below details:

Force Majeure Date: 

Explain reason for force majeure:

Total monthly rent of former dwelling:
(Attached copy of former lease)

Composition of Family Residing with staff Member at duty station:

Do you have a spouse? Yes No

If yes, is your spouse a staff member in the professional category? Yes No

Do you Have Children? Yes No

Are any dep children studying away from your duty station? Yes No

o. If you click 'Yes' to 'Do you Have Children' one additional field will appear 'If Yes, how many are under the age of 21?'. Fill in the field if applicable.

If you click 'Yes' to 'Are any dep Children studying away from your duty station'a new field will appear 'If Yes, how many?'. Fill in the field if applicable.

For North America/Western Europe

Number of Bedrooms in dwelling:

*Was change in dwelling due to force majeure? Yes No

If Yes, specify below details:
(Attached copy of former lease)

Composition of Family Residing with staff Member at duty station:

Do you have a spouse? Yes No


If yes, is your spouse a staff member in the professional category? Yes No


Do you Have Children? Yes No

If yes,how many are under the age of 21?

Are any dep children studying away from your duty station? Yes No


If Yes,how many?

p. Fill in the full name of the HR Focal Point. You can also leave the field blank and click the search icon , then you will receive a full list of all HR Focal Points. The HR Focal Point will be from OHR/Benefits & Entitlements Services (BES) or OHR/JPO Service Centre in OHR Copenhagen.

*HR focal point: 

Attached File	Add Attachment	Delete Attachment	View Attachment
1	Add Attachment	Delete Attachment	View Attachment

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

q. If you click the search icon  you will receive a full list of HR Focal Points. Here you can search by first name or last name or look through the list.

Look Up

Emp / Vendor ID: begins with

Display Name: begins with

First Name: begins with

Last Name: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Emp / Vendor ID	Display Name	First Name	Last Name	E Mail ID
755945	Anne Romose	Anne	Romose	anne.romose@undp.org
969358	Annette Lauridsen	Annette	Lauridsen	annette.lauridsen@undp.org

r. Click 'Add Attachment' to upload one or more documents.

Note: Please attach the lease agreement and proof of payment unless the nature of the application is change in family status. If you have paid an agent’s fee please attach a copy of the agent’s contract including license number and fee and proof of payment.

For Northern America/Western Europe: Staff members assigned to duty stations in Europe and North America should also submit a copy of a recent electricity bill when the staff member is responsible for paying electric bills separately from the rent.

*HR focal point:

Attached File	Add Attachment	Delete Attachment	View Attachment	
1	Add Attachment	Delete Attachment	View Attachment	+ -

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

If you want to attach a second document click the + sign  and click ‘Add Attachment’.

*HR focal point:

Attached File	Add Attachment	Delete Attachment	View Attachment	
1 Lease_agreement.docx	Add Attachment	Delete Attachment	View Attachment	+ -
2	Add Attachment	Delete Attachment	View Attachment	+ -

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

s. Click ‘Save For Later’ if you want to save it for later submission. Click ‘Submit’ to submit the rental subsidy application.

*HR focal point:

Attached File	Add Attachment	Delete Attachment	View Attachment		
1	Add Attachment	Delete Attachment	View Attachment	+	-

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

In addition you can click the 'Print Preview' to print the rental subsidy application.

Note: You must either Save it or Submit it first to be able to print the preview. Otherwise the print will be empty.

*HR focal point:

Attached File	Add Attachment	Delete Attachment	View Attachment		
1	Add Attachment	Delete Attachment	View Attachment	+	-

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

t. Once you click 'Submit' you will receive an on-screen confirmation. Click OK

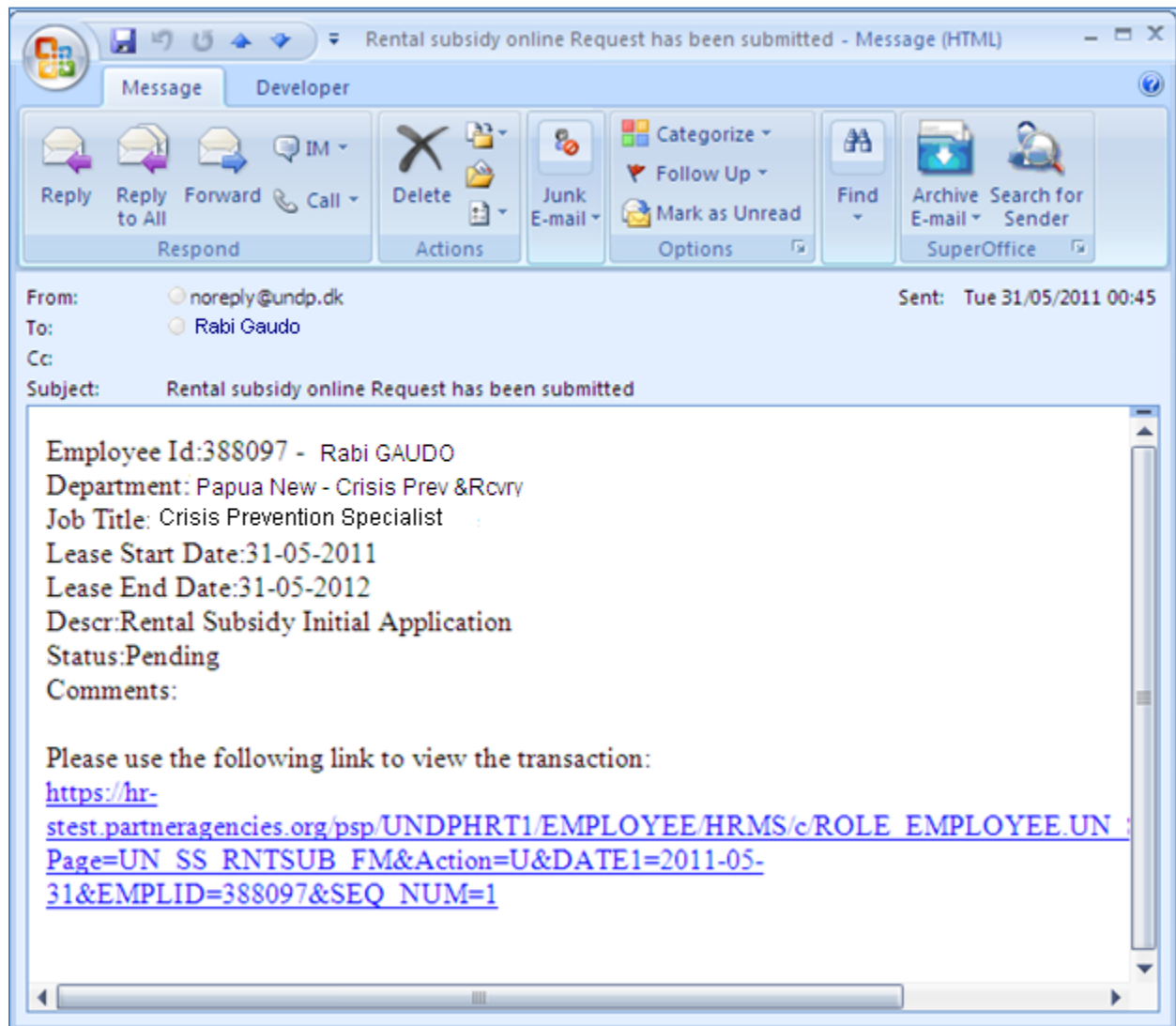
Message

Your Rental subsidy online application has been submitted successfully
(20000,291)

You have now successfully submitted a rental subsidy application.

u. You will shortly after receive an email confirmation that the rental subsidy has been submitted.

At the same time the HR Focal Point will receive an email that the rental subsidy has been submitted and is waiting for approval.



Once approved by the HR Focal Point you will receive an email notification that the rental subsidy has been approved.

2. Apply for a Rental Subsidy Application ('Other' location)

a. Click eServices/My Entitlements/Rental Subsidy Application.

The screenshot shows the Atlas HCM web interface. On the left is a navigation menu with 'eServices' and 'My Entitlements' highlighted, and 'Rental Subsidy Application' selected. The main content area is titled 'Rental Subsidy Application' and displays the following information:

Rabi GAUDO	Index No: 71050
Organization: Papua New - Crisis Prev & Rcvry	
Contract Type: FTA	Contract Expected End Date: 25/07/2011
Duty Station(APA): Port Moresby	Date of Arrival at Duty Station (APA): 28/06/2009

Below this is the 'Rental Subsidy Data' section with the following fields:

- *Eligibility effective date: 31/05/2011
- Rental type: (dropdown menu)
- *Nature of application: (Check as appropriate) (attach supporting documentation as indicated)
 - First application as new comer
 - Change in Dwelling
 - Change in rent (Same dwelling)
 - Annual resubmission of appl
 - Change in family status

b. Fill in the 'Eligibility Effective Date' and select 'Rental Type' as applicable.

Eligibility Effective Date:

This is the date when you are eligible for rental subsidy. You are eligible for rental subsidy 30 days after your arrival to a duty station and not earlier than the begin date of your lease contract. Or if the nature of the application is 'Change in Dwelling', 'Change in Rent', 'Annual Resubmission', 'Change in Family Status' upon the effective date of the change.

Rental Type:

- Family Only (if it is only your family and not yourself)
- Provided by UN/GVT/NGO (if the housing is provided by UN, a government or an NGO)
- Staff Member Only (if it is only yourself)
- Staff Member with Family (if it is yourself and your family)

Rental Subsidy Application

Rabi GAUDO Index No: 71050

Organization: Papua New - Crisis Prev & Rcvry

Contract Type: FTA Contract Expected End Date: 25/07/2011

Duty Station(APA): Port Moresby Date of Arrival at Duty Station (APA): 28/06/2009

Rental Subsidy Data

*Eligibility effective date: 31/05/2011

Rental type:

*Nature of application:
 (Check as appropriate)
 (attach supporting documents to the dwelling)
 indicated)
 Annual resubmission of appl
 Change in family status

*Rental dwelling location:
 North America/ Western Europe
 Other Location

c. Select 'Nature of Application' as applicable.

Rental Subsidy Data

*Eligibility effective date: 31/05/2011


Rental type:

*Nature of application:
 (Check as appropriate)
 (attach supporting documentation as indicated)
 First application as new comer
 Change in Dwelling
 Change in rent (Same dwelling)
 Annual resubmission of appl
 Change in family status

*Rental dwelling location:
 North America/ Western Europe
 Other Location

d. Select Rental Dwelling Location. If you are not in a North America or Western Europe location then select 'Other Location'.

Rental Subsidy Data

*Eligibility effective date: 

Rental type:

*Nature of application: (Check as appropriate) (attach supporting documentation as indicated)

- First application as new comer
- Change in Dwelling
- Change in rent (Same dwelling)
- Annual resubmission of appl
- Change in family status

*Rental dwelling location:

- North America/ Western Europe
- Other Location

e. Fill in 'Type of Dwelling' and address information. The 'Country' will default to your official duty station or APA duty station.

Rental Information

*Type of dwelling:

- Apartment
- House
- Commercially leased
- Provided by Organization
- Some other leasing arrangement If so specify:


Address:

Country:

Address 1:

Address 2:

Address 3:

City: State:  Postal:

County:

f. Fill in 'Period of Lease' dates, 'Total Monthly Rent' (Note: do not use thousand separators; e.g. do not write "5,000.00" but write it without thousand separator; e.g. "5000"), and 'Currency'.

The 'Expiration of Entitlement' will automatically default to one year after 'Eligibility Effective Date'. If your 'End Date' of your lease contract is before one year after the 'Eligibility Effective Date' it should be then 'End Date' of your lease.

Rental Information

*Type of dwelling: Apartment
 House
 Commercially leased
 Provided by Organization
 Some other leasing arrangement If so specify:

Address:

Country: Papua New Guinea

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

Period of lease: *Start Date: *End Date:

Total monthly rent: Currency (Clearly indicate currency as per lease):

*Expiration of entitlement:

g. Fill in the following section as applicable. Please note that the questions will default to 'No'.

Amount should be exclusive of the following:

Is a subsidy for this dwelling paid for by another source? Yes No

Do you share the dwelling with anyone else besides family? Yes No

Electricity Costs: Is Electricity included in rent? Yes No

Is Dwelling Furnished? Yes No

Did you pay a fee to a licence agent/broker? Yes No

If yes, copy of agent's contract or agreement (including license number and fee) and evidence of payment must be attached.

h. If you click 'Yes' to 'Is a subsidy for this dwelling paid for by another source' then three additional fields will appear: 'Amount', 'Currency' and 'Type of Subsidy' and 'Source'. Fill in the fields if applicable.

Amount should be exclusive of the following:

Is a subsidy for this dwelling paid for by another source? Yes No

Amount: Currency:

Indicate type of subsidy and source:

Do you share the dwelling with anyone else besides family? Yes No

Electricity Costs: Is electricity included in rent? Yes No

Is dwelling furnished? Yes No

Did you pay a fee to a licence agent/broker? Yes No

If yes, copy of agent's contract or agreement (including license number and fee) and evidence of payment must be attached.

i. If you click 'Yes' to 'Do you share the dwelling with anyone else besides family' then two additional fields will appear: Amount, Currency. Fill in the fields if applicable.

Amount should be exclusive of the following:

Is a subsidy for this dwelling paid for by another source? Yes No

Do you share the dwelling with anyone else besides family? Yes No

Indicate amount, if any, paid by others: Currency:

Electricity Costs: Is electricity included in rent? Yes No

Is dwelling furnished? Yes No

Did you pay a fee to a licence agent/broker? Yes No

If yes, copy of agent's contract or agreement (including license number and fee) and evidence of payment must be attached.

j. If you click 'Yes' to 'Electricity Costs: Is electricity included in the rent?' then two additional fields will appear: 'Amount', 'Currency'. Fill in the fields if applicable.

Amount should be exclusive of the following:

Is a subsidy for this dwelling paid for by another source? Yes No

Do you share the dwelling with anyone else besides family? Yes No

Electricity Costs: Is electricity included in rent? Yes No

The average monthly amount deducted from the rent is: Currency:

Is dwelling furnished? Yes No

Did you pay a fee to a licence agent/broker? Yes No

If yes, copy of agent's contract or agreement (including license number and fee) and evidence of payment must be attached.

k. If you click 'Yes' to 'Did you pay a fee to a licensed agent/broker' then two additional fields will appear: 'Amount', 'Currency'. Fill in the fields if applicable.

Please note: If you paid a fee to an agent/broker then attach copy of agent's contract including fee and evidence of payment.

Amount should be exclusive of the following:


Is a subsidy for this dwelling paid for by another source? Yes No

Do you share the dwelling with anyone else besides family? Yes No

Electricity Costs: Is electricity included in rent? Yes No


Is dwelling furnished? Yes No


Did you pay a fee to a licence agent/broker? Yes No

Indicate amount, if any, Currency: 

If yes, copy of agent's contract or agreement (including license number and fee) and evidence of payment must be attached.

I. Fill in the full name of who is the Certifying Officer in your office.

*Certifying Officer: 

*HR focal point: 

Attached File	Add Attachment	Delete Attachment	View Attachment		
1	Add Attachment	Delete Attachment	View Attachment	+	-

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

If you don't know the exact name of the Certifying Officer you can click the search icon  which gives you additional search fields.

Look Up

Empl ID:

Display Name:

First Name:

Last Name:

Department:

Department Description:

Location Code:

Location Description:

[Basic Lookup](#)

Search Results

View 100

Empl ID	Display Name	First Name	Last Name
989496	THOMAS BUNDOO	THOMAS	BUNDOO
N000013432	THOMAS RADING	THOMAS	RADING
141627	Thomas Wani	Thomas	Wani

m. Fill in the name of the HR Focal Point.


The HR Focal Point will be from OHR/Benefits & Entitlements Services (BES) or OHR/JPO Service Centre in OHR Copenhagen.

*Certifying Officer:

*HR focal point:

Attached File	Add Attachment	Delete Attachment	View Attachment
1	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

You can also leave the field blank and click the search icon , then you will receive a full list of all HR Focal Points.

Look Up

Emp / Vendor ID: begins with

Display Name: begins with

First Name: begins with

Last Name: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Emp / Vendor ID	Display Name	First Name	Last Name	E Mail ID
755945	Anne Romose	Anne	Romose	anne.romose@undp.org
969358	Annette Lauridsen	Annette	Lauridsen	annette.lauridsen@undp.org

n. Click 'Add Attachment' to upload one or more documents.

Note: Please attach the lease agreement and proof of payment unless the nature of the application is change in family status. If you have paid an agent's fee please attach a copy of the agent's contract including license number and fee and proof of payment.

*Certifying Officer:

*HR focal point:

Attached File	Add Attachment	Delete Attachment	View Attachment
1	Add Attachment	Delete Attachment	View Attachment <input type="button" value="+"/> <input type="button" value="-"/>

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

Save for Later Submit Print Preview

Once you have added the attachment it can be deleted or viewed if needed.

*Certifying Officer:

*HR focal point:

Attached File	Add Attachment	Delete Attachment	View Attachment		
1 Lease_agreement.docx	Add Attachment	Delete Attachment	View Attachment		

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

If you want to attach a second document click the + sign and click 'Add Attachment'.

*Certifying Officer:

*HR focal point:

Attached File	Add Attachment	Delete Attachment	View Attachment		
1 Lease_agreement.docx	Add Attachment	Delete Attachment	View Attachment		
2 Proof_of_lease_payment.docx	Add Attachment	Delete Attachment	View Attachment		

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

o. Click 'Save For Later' if you want to save it for later submission. Click 'Submit' to submit the rental subsidy application.

*Certifying Officer:

*HR focal point:

Attached File	Add Attachment	Delete Attachment	View Attachment		
1 Lease_agreement.docx	Add Attachment	Delete Attachment	View Attachment	+	-
2 Proof_of_lease_payment.docx	Add Attachment	Delete Attachment	View Attachment	+	-

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

[Save for Later](#) [Submit](#) [Print Preview](#)

In addition you can click the 'Print Preview' to print the rental subsidy application.

Note: You must either click 'Save for Later' or 'Submit' to be able to print the preview. Otherwise the print will be empty.

*Certifying Officer:

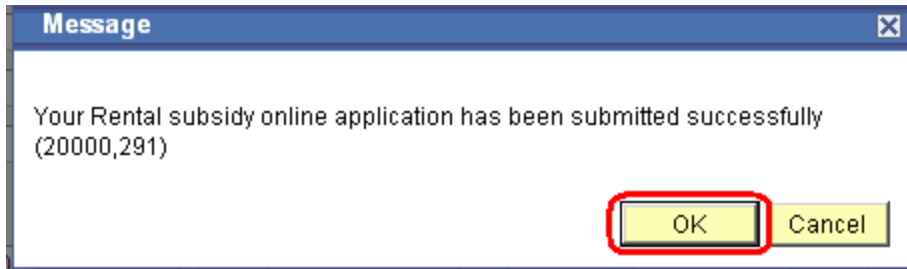
*HR focal point:

Attached File	Add Attachment	Delete Attachment	View Attachment		
1 Lease_agreement.docx	Add Attachment	Delete Attachment	View Attachment	+	-
2 Proof_of_lease_payment.docx	Add Attachment	Delete Attachment	View Attachment	+	-

Note:HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

[Save for Later](#) [Submit](#) [Print Preview](#)

p. Once you click 'Submit' you will receive an on-screen confirmation. Click OK



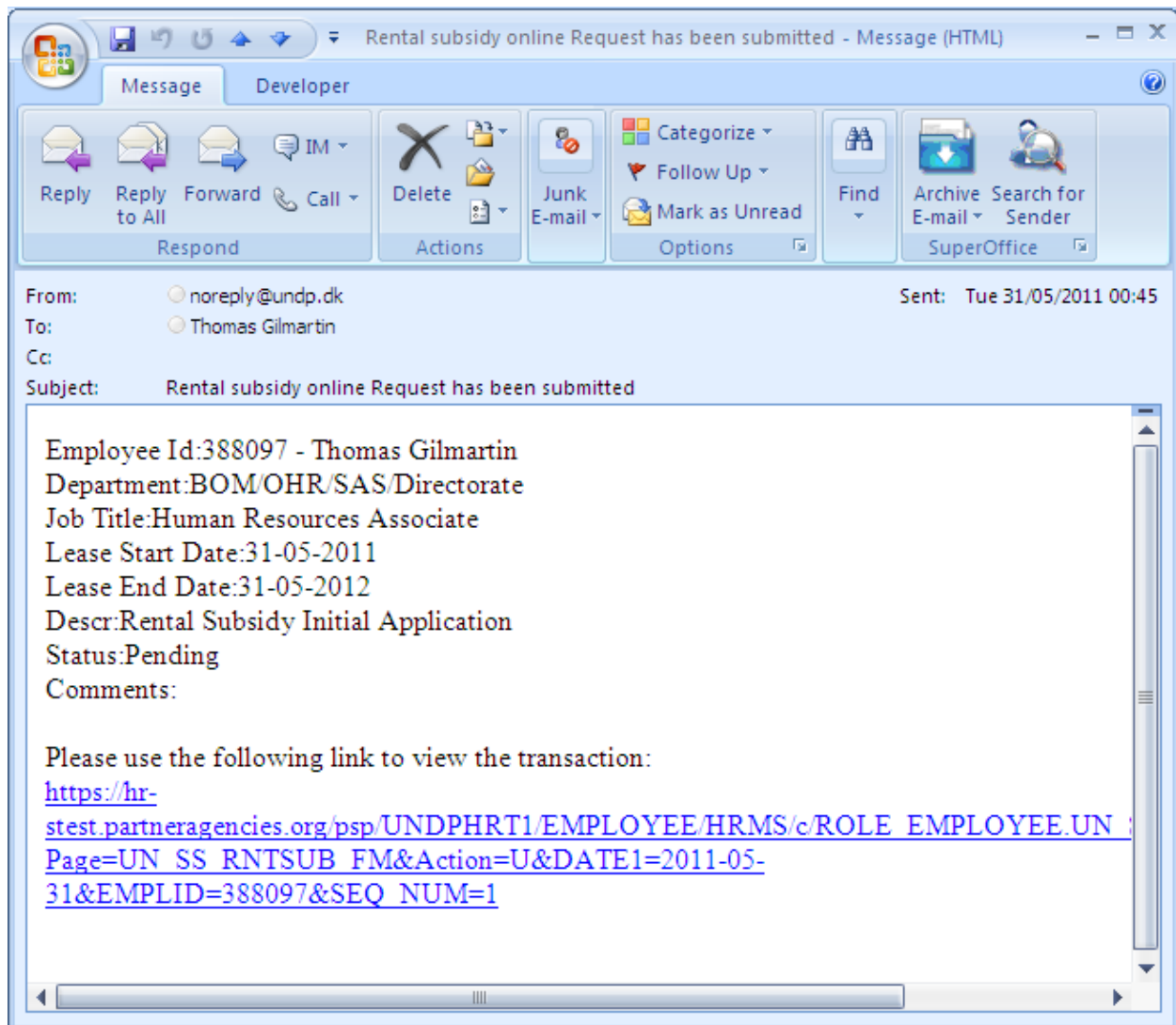
You have now successfully submitted a rental subsidy application.

q. You will shortly after receive an email confirmation that the rental subsidy has been submitted.

At the same time the Certifying Officer will receive an email that the rental subsidy has been submitted and is waiting for certification. Once certified the HR Focal Point will receive an email requesting final approval of the rental subsidy.

Once approved by the HR Focal Point you and the Certifying Officer will receive an email notification that the rental subsidy has been approved.

This is an example of the email:



3. View your Rental Subsidy

a. In the 'Rental Subsidy' menu you can view your last three rental subsidy applications.

Atlas^{HCM}

Menu

Search:

- My Favorites
- HR And Payroll Dashboard
- UN ERP Applications
- UN Ed Grant Administration
- eServices
 - My Personal Info & Job Summary
 - My Salary
 - My Entitlements
 - Rental Subsidy**
 - Rental Subsidy Application
 - Education Grant Details
 - Rental Subsidy Request History
 - Approve Rental Subsidy Request
 - My Pension/Insurance Coverage
 - My Leave
 - My Learning
 - My RCA

Rental Subsidy Information

Thomas Gilmarin Index Nbr: 388097

Rental Subsidy Data Find | View All | First 1 of 1 Last

Eligibility Effective Date: 21/05/2011 Event: Initial Rental Type: S/M & Fam

Lease Start Date: 21/05/2011 Lease End Date: 21/05/2013

Expiration of Entitlement: 21/05/2012

Monthly Rent:	15000.000000	Agency Fee:		Rent Paid By
Maximum Reasonable Rent:		Currency:	DKK	Others:
		Sub-Standard?:	<input type="checkbox"/>	Electricity Included?: <input type="checkbox"/>

Country: DNK Denmark

Address: Midtermolen 3
Copenhagen 1862

4. View your Rental Subsidy Request History

a. If you click Rental Subsidy Request History, you will get an overview of your rental subsidy applications.

You can view the status of the rental subsidy application. In this case it will show 'Pending'.

If you click the View button you can view the application. You cannot edit it, once it is Pending or Approved. If the Rental Subsidy is 'Denied' then you can edit it.

Atlas^{HCM}

Home

Menu

- My Entitlements
 - Rental Subsidy
 - Rental Subsidy Application
 - Rental Subsidy Request History**
 - Approve Rental Subsidy Request
 - Education Grant Details
- My Pension/Insurance Coverage
- My Leave
 - My Learning
 - My RCA
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Global Payroll & Absence Mgmt
- Workforce Development

Rental Subsidy Request History

Thomas Gilmartin Index No: 388097

From: 21/05/2010 Through: 21/05/2011 Refresh

Event	Lease Start Date	Lease End Date	Monthly Rent	Currency code	Status	Edit	View
Initial	21/05/2011	21/05/2013	15000.000000	DKK	Pending	Edit	View

Fill online application and attach supporting documents to online application before submitting the form for approval. It will usually take up to six weeks from when the application and all relevant documentation is received until the rental subsidy is included in your salary. If you forget to submit your application when your lease agreement starts, you can submit it as soon as you remember - payments will be made retro-actively, if you are entitled to them. You are not entitled to rental subsidy for the first 30 days after your Entry on Duty (EOD), as you are paid Daily Subsistence Allowance (DSA) during this period. To know more about the eligibility to the rental subsidy (and deduction scheme), please visit the [UN webpage on rental subsidy](#).

5. Certify a Rental Subsidy (as a Certifying Officer)

a. When a staff member located in a country office location is submitting a rental subsidy request an email notification will be forwarded to the person, who the staff member has entered as the Certifying Officer.

If you are the Certifying Officer you will receive the following email notification.



b. If you click the link in the bottom of the email, the staff member's rental subsidy application will open up.

Rental Subsidy Application	
Rabi GAUDO	Index No: 71050
Organization: Papua New - Crisis Prev &Rcvry	
Contract Type: FTA	Contract Expected End Date: 25/07/2011
Duty Station(APA): Port Moresby	Date of Arrival at Duty Station (APA): 28/06/2009
Rental Subsidy Data	
*Eligibility effective date:	10/06/2011 <input type="text"/>
Rental type:	Staff Member with Family <input type="text"/>
*Nature of application: (Check as appropriate) (attach supporting documentation as indicated)	<input checked="" type="radio"/> First application as new comer <input type="radio"/> Change in Dwelling <input type="radio"/> Change in rent (Same dwelling) <input type="radio"/> Annual resubmission of appl <input type="radio"/> Change in family status
*Rental dwelling location:	<input type="radio"/> North America/ Western Europe <input checked="" type="radio"/> Other Location
Rental Information	
*Type of dwelling:	<input checked="" type="radio"/> Apartment <input type="radio"/> House <input type="radio"/> Commercially leased <input type="radio"/> Provided by Organization <input type="radio"/> Some other leasing arrangement If so specify: <input type="text"/>
Address:	
Country: Papua New Guinea	

c. In the bottom of this screen you will see the section 'To be completed by the Senior Certifying Official at the Duty Station'. Do not change information in the form that was entered by the staff member. If the online form is incorrect or missing required information, just click 'Deny' and enter the explanation in the comments field why it was denied. The staff member will then automatically receive an email with the explanation and can re-submit with any missing information.

To be completed by the Senior Certifying Official at the Duty Station

Certification(Check one):

- a) The dwelling occupied by the staff member is appropriate to the circumstances and family status of the staff member and the rent is reasonable given the local market conditions. To the best of my knowledge all the information recorded is up to date. The required supporting documentation has been submitted and verified

- b) In view of the staff member's family status and/or the conditions prevailing in the local housing market, the rent shown under "Total monthly rent" above is in appropriately high. It is therefore recommended that a rental amount of: Currency: be used for the calculation of the rental subsidy.

- c) The dwelling provided to the staff member is of substandard quality and the calculation deduction (if any) should be reduced to one half

I have reviewed the lease agreement and verify that the information provided by the staff member is in accordance with the lease agreement

Comments:

Date:



Signature:

Name/Title:

Approve

Deny

Print Preview

d. Fill in a), b) or c) as appropriate.

To be completed by the Senior Certifying Official at the Duty Station

Certification(Check one):

a) The dwelling occupied by the staff member is appropriate to the circumstances and family status of the staff member and the rent is reasonable given the local market conditions. To the best of my knowledge all the information recorded is up to date. The required supporting documentation has been submitted and verified

b) In view of the staff member's family status and/or the conditions prevailing in the local housing market, the rent shown under "Total monthly rent" above is in appropriately high. It is therefore recommended that a rental amount of: Currency: be used for the calculation of the rental subsidy.

c) The dwelling provided to the staff member is of substandard quality and the calculation deduction (if any) should be reduced to one half

I have reviewed the lease agreement and verify that the information provided by the staff member is in accordance with the lease agreement

Comments:

Date: Signature: Name/Title:

e. Fill in any comments, the date, signature, name and title.

To be completed by the Senior Certifying Official at the Duty Station

Certification(Check one):

a) The dwelling occupied by the staff member is appropriate to the circumstances and family status of the staff member and the rent is reasonable given the local market conditions. To the best of my knowledge all the information recorded is up to date. The required supporting documentation has been submitted and verified

b) In view of the staff member's family status and/or the conditions prevailing in the local housing market, the rent shown under "Total monthly rent" above is in appropriately high. It is therefore recommended that a rental amount of: Currency: be used for the calculation of the rental subsidy.

c) The dwelling provided to the staff member is of substandard quality and the calculation deduction (if any) should be reduced to one half

I have reviewed the lease agreement and verify that the information provided by the staff member is in accordance with the lease agreement

Comments:

Date: Signature: Name/Title:

f. Click either Approve or Deny. Once you click Approve or Deny an email will be forwarded to the staff member with the new status of the rental subsidy.

If you click Approve then an email is forwarded to the HR Focal point in OHR/Benefits & Entitlements Services in Copenhagen for final approval and processing.

You can also click Print Preview to print the application and the section on the certification.

To be completed by the Senior Certifying Official at the Duty Station

Certification(Check one):

- a) The dwelling occupied by the staff member is appropriate to the circumstances and family status of the staff member and the rent is reasonable given the local market conditions. To the best of my knowledge all the information recorded is up to date. The required supporting documentation has been submitted and verified
- b) In view of the staff member's family status and/or the conditions prevailing in the local housing market, the rent shown under "Total monthly rent" above is in appropriately high. It is therefore recommended that a rental amount of: Currency: be used for the calculation of the rental subsidy.
- c) The dwelling provided to the staff member is of substandard quality and the calculation deduction (if any) should be reduced to one half

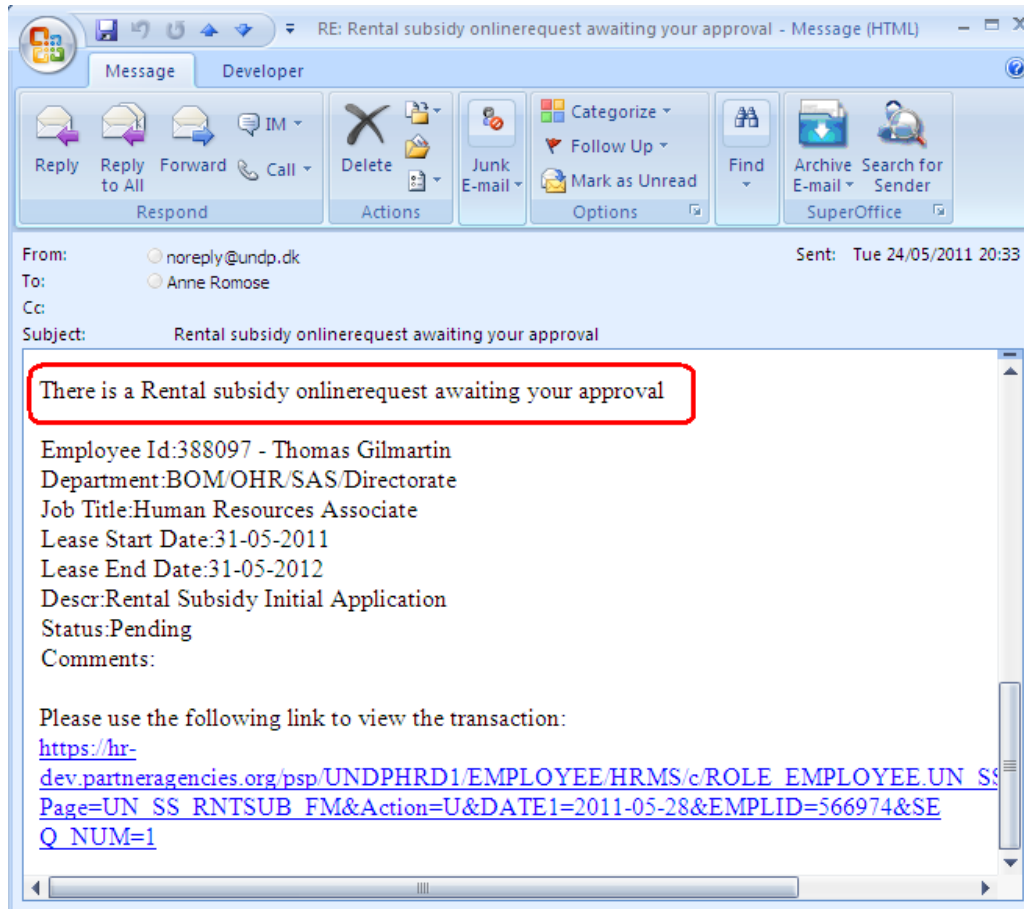
I have reviewed the lease agreement and verify that the information provided by the staff member is in accordance with the lease agreement

Comments:

Date: Signature: Name/Title:

6. Approve a Rental Subsidy (as HR Focal Point)

a. When a staff member submits a rental subsidy application you will automatically receive an email requesting approval of the rental subsidy. You can click the link in the bottom of the email to go directly to the transaction.



b. Alternatively you can also use the Atlas menu to navigate to eServices/My Entitlements/Approve Rental Subsidy Request.

Atlas^{HCM} Home

Menu

Search:

Approve Rental Subsidy Request

Anne Romose Index No: 755945

Show Request by Status: Refresh

Empl ID	Name	Business Unit	Agency	Organization	Duty Station	Duty Station on Country	Geographic location	Status	Details
388097	Thomas Gilmartin	UNDP	UNDP	BOM/OHR/SAS/Directorate	Copenhagen	DNK	Europe	Pending	Details
884526	Eric Clement PATRICK	UNDP	UNDP	BDP/Drylands Development Ctr	New York	USA	North America	Pending	Details
71050	Rabi GAUDO	UNDP	UNDP	Papua New - Crisis Prev &Rcvry	Port Moresby	PNG	Asia	Approved by RR	Details

b. Click the link 'Details'.

Approve Rental Subsidy Request

Anne Romose Index No: 755945

Show Request by Status: Refresh

Empl ID	Name	Business Unit	Agency	Organization	Duty Station	Duty Station on Country	Geographic location	Status	Details	HRA Index #	HRA Name	HRA Comments
388097	Thomas Gilmartin	UNDP	UNDP	BOM/OHR/SAS/Directorate	Copenhagen	DNK	Europe	Pending	Details			
884526	Eric Clement PATRICK	UNDP	UNDP	BDP/Drylands Development Ctr	New York	USA	North America	Pending	Details			
71050	Rabi GAUDO	UNDP	UNDP	Papua New - Crisis Prev &Rcvry	Port Moresby	PNG	Asia	Approved by RR	Details			

c. Once you click 'Details' you can review the Rental Subsidy Application.

In addition there will be a 'For Office Use' section that the HR Focal Point will fill in. Fill in all the fields.

For Office Use

Date Received: 22/05/2011

Processed By: ANNE ROMOSE Date Processed: 22/05/2011

If accommodation provided or subsidized by Organization,
 Government or related institution enter "D" otherwise enter "R"

Eligibility date of entitlement: 21/05/2011
 (30 days after arrival date at duty station)

Starting date of subsidy entitlement: 01/06/2011
 (Lease start date or Eligibility date of entitlement -- whichever is late)

Amount of Rent: 15000.000

Is rent quoted on lease in \$US? Yes No

Is currency of payment in \$US? Yes No

Is dwelling certified as sub-standard? Yes No

If yes, enter 50%: Currency: DKK

Comments: The actual lease date is one month later (21 Jun

d. Please note that for the field 'Amount of Rent' it should be the rent the staff member is entitled to. This means that it should already be adjusted for 'Rent Paid by Others' or amounts specified separately in the lease contract such as garage fee or other items that should not be included in the rent amount.

For Office Use

Date Received: 22/05/2011

Processed By: ANNE ROMOSE Date Processed: 22/05/2011

If accommodation provided or subsidized by Organization,
 Government or related institution enter "D" otherwise enter "R"

Eligibility date of entitlement: 21/05/2011
 (30 days after arrival date at duty station)

Starting date of subsidy entitlement: 01/06/2011
 (Lease start date or Eligibility date of entitlement -- whichever is late)

Amount of Rent: 15000.000

Is rent quoted on lease in \$US? Yes No

Is currency of payment in \$US? Yes No

e. Click Approve to approve the Rental Subsidy

For Office Use

Date Received:

Processed By: Date Processed:

If accommodation provided or subsidized by Organization,
Government or related institution enter "D" otherwise enter "R"

Eligibility date of entitlement:
(30 days after arrival date at duty station)

Starting date of subsidy entitlement:
(Lease start date or Eligibility date of entitlement -- whichever is late)

Amount of Rent:

Is rent quoted on lease in \$US? Yes No

Is currency of payment in \$US? Yes No

Is dwelling certified as sub-standard? Yes No

If yes, enter 50%: Currency:

Comments:

f. Once you click Approve you will go back to the Approve Rental Subsidy Request page. You will note that the approved rental subsidy has disappeared from the 'Pending' list.

Approve Rental Subsidy Request

Anne Romose Index No: 755945

Show Request by Status:

Empl ID	Name	Business Unit	Agency	Organization	Duty Station	Duty Station on Country	Geographic location	Status	Details	HRA Index #	HRA Name	HRA Comments
884526	Eric Clement PATRICK	UNDP	UNDP	BDP/Drylands Development Ctr	New York	USA	North America	Pending	Details	<input type="text"/>	<input type="text"/>	<input type="text"/>
71050	Rabi GAUDO	UNDP	UNDP	Papua New - Crisis Prev &Rcvy	Port Moresby	PNG	Asia	Approved by RR	Details	<input type="text"/>	<input type="text"/>	<input type="text"/>

g. If you change the status to 'Approved' and click Refresh you will see the approved rental subsidies.

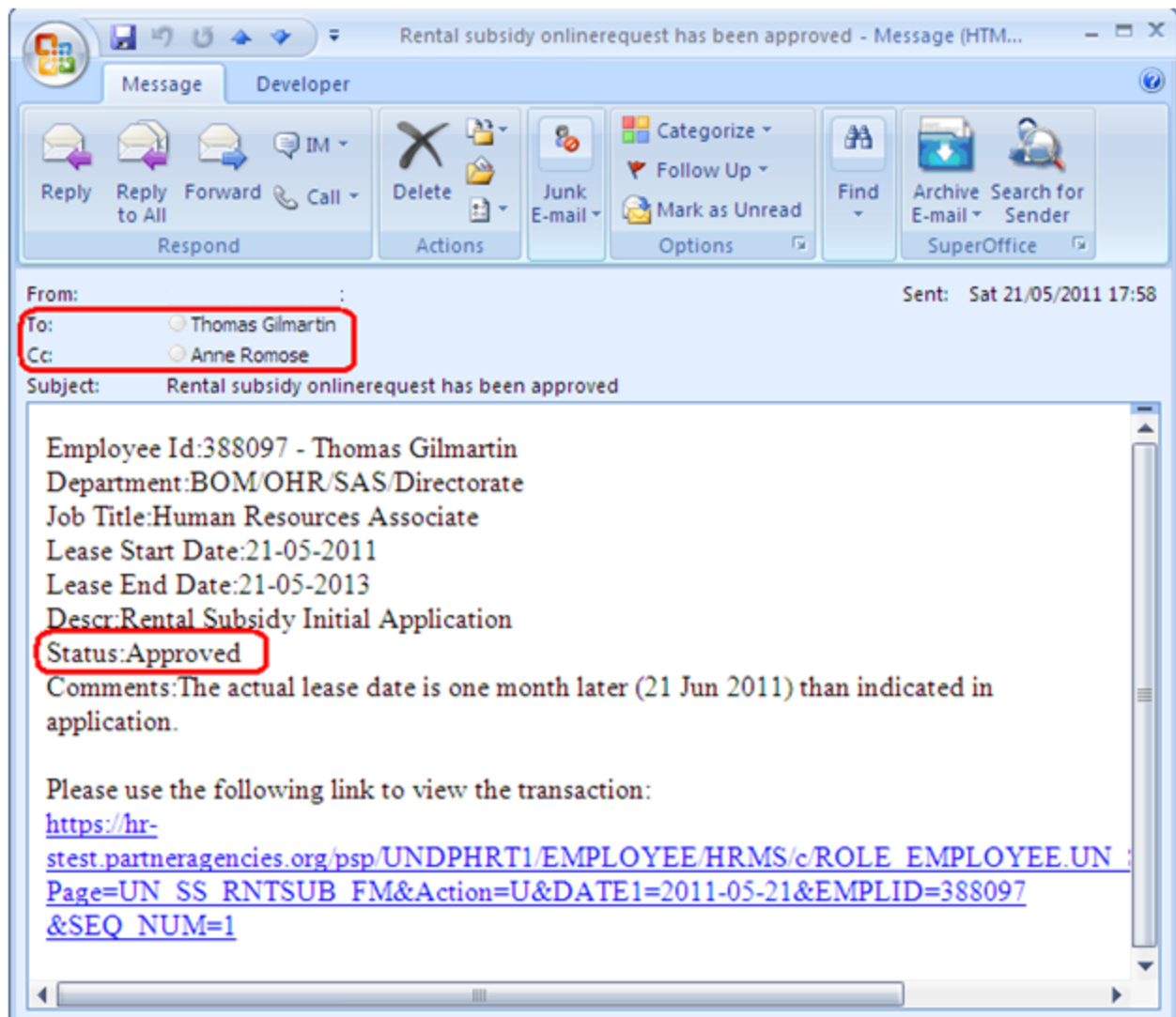
Approve Rental Subsidy Request NEW ITEM

Anne Romose Index No: 755945

Show Requesst by Status Approved Refresh

Empl ID	Name	Business Unit	Agency	Organization	Duty Station	Duty Station on Country	Geographic location	Status	Details	HRA Index #	HRA Name	HRA Comments
388097	Thomas Gilmartin	UNDP	UNDP	BOM/OHR/SAS/Directorate	Copenhagen	DNK	Europe	Approved	Details			

h. Once you click Approve (or Deny) an email is forwarded to the staff member with the new status.



FAQ

Q: What are the countries in North America and Western Europe?

A: Duty stations in the countries listed below are considered under Europe and North America for the purposes of the rental subsidy scheme.


Europe: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom of Great Britain and Northern Ireland.

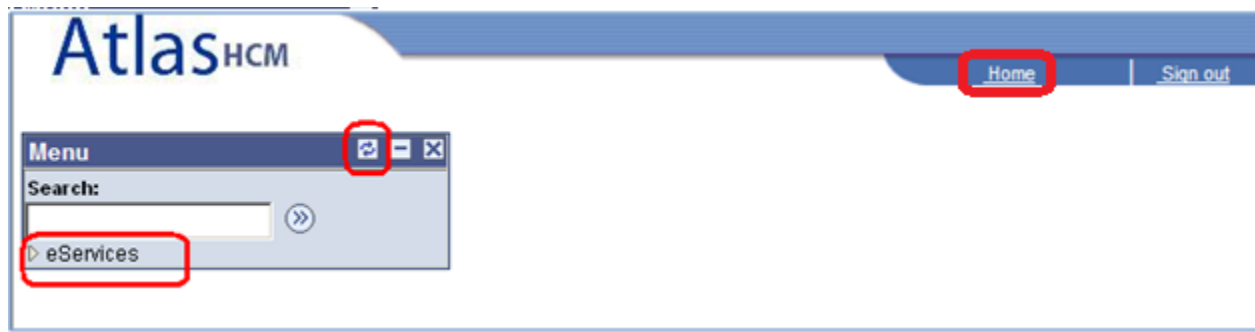
North America: Canada, United States of America.

Q: I can log into Atlas, but the eServices menu is not appearing.

A: Depending on the browser you are using, the eServices menu may not appear.



If you click the Refresh icon  the eServices menu will appear. Alternatively you can also click the [Home](#) link and it will also refresh.



Q. Who is my HR Focal Point?

A. Your HR Focal Point will be from [OHR/Benefits & Entitlements Services](#) or [JPO Service Centre](#) in Copenhagen. If in doubt [check here who is your HR Focal Point](#).

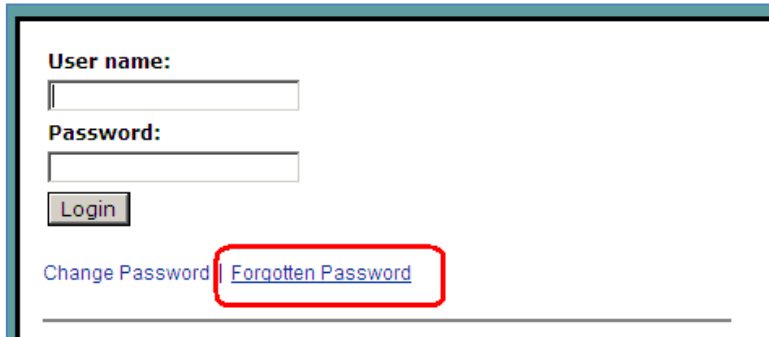
Q. Where can I find the HR policies on rental subsidy?

A. You can locate the rental subsidy policy on the [UN website on Rental Subsidy](#).

Q. I cannot log into Atlas eServices?

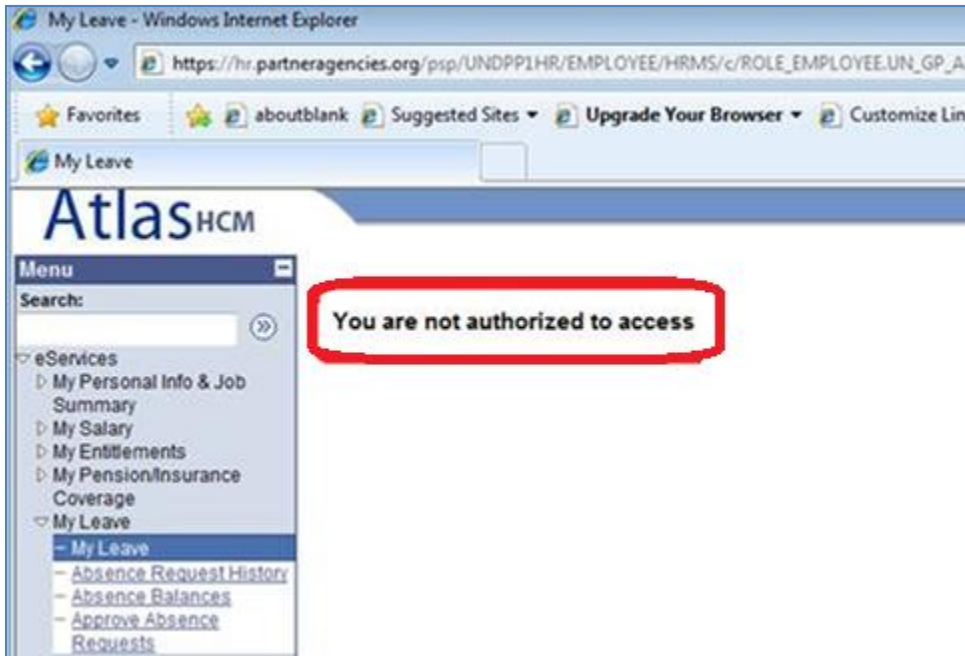
A. All staff in UNDP should have access to Atlas eServices. If you cannot log in then:

- Click the link to [Atlas HCM](#) (the HR module in Atlas)
- Click 'Forgotten Password' and you will receive an email within one minute with your log in



details.

- If the system still cannot recognize you, and you get the following message:



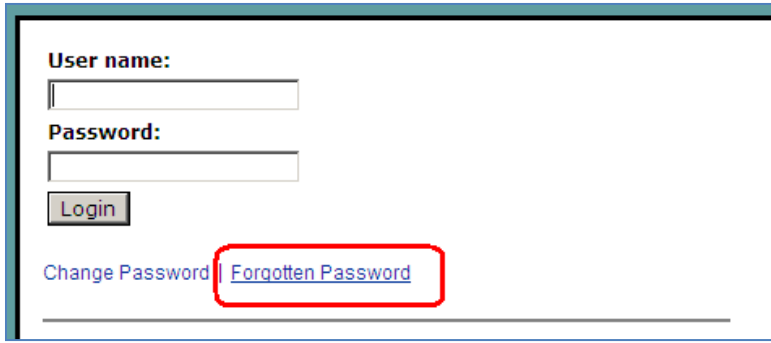
please send an email to ps.support@undp.org who will ask the security team to set you up.

- In addition you may also want to ask your local ARGUS focal point, if you have been set up with a user name and password. The local ARGUS focal point is responsible for creating the Atlas user profiles.

Q. I don't remember my user name and password?

A. If you don't remember your user name and password the do the following:

- Click the link to [Atlas HCM](#) (the HR module in Atlas)
- Click 'Forgotten Password' and you will receive an email within one minute with your log in details.



The image shows a login form with the following elements:

- User name:** A text input field.
- Password:** A text input field.
- Login:** A button.
- Change Password** | [Forgotten Password](#): A link to the forgotten password page, which is highlighted with a red rectangular box.