

# 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.

Atlashcm			
Menu 🗖			
Search:			
(W)	Rental Subsidy Application		
<ul> <li>My Favorites</li> <li>HR And Payroll Dashboard</li> <li>UN ERP Applications</li> <li>UN Ed Crapt Administration</li> </ul>	Thomas Gilmartin		In
D Un Dashboard	Organization:	BOM/OHR/SAS/Directorate	
v eServices	Contract Type:	FTA	Contract Expected End Date:
My Personal Info & Job Summary	Duty Station or APA:	Copenhagen	Date of Arrival at Duty Station:
▷ My Salary	Rental Subsidy Data		
✓ My Entitlements - Pontal Subsidy	*Eligibility effective date:	07/10/2011 🛐	
<ul> <li>Rental Subsidy Online</li> <li>Form</li> </ul>	*Rental type:		-
- Education Grant Details	*Nature of application:	🔘 First appl	ication as new comer
<ul> <li>Rental Subsidy Request History</li> </ul>	(Check as appropriate)	Change in	n Dwelling

b. The Rental Subsidy Application form will open up.

Rental Subsidy Application		
Thomas Gilmartin Organization: BOM/OHR/SAS/D	Index No: 388097	
Contract Type: FTA Duty Station(APA): Copenhagen	Contract Expected End Date: 14/09/2011 Date of Arrival at Duty Station (APA): 22/10/2001	
Rental Subsidy Data         *Eligibility Effective Date:       21/05/2011         Rental Type:	1       Image: Second state         C       First application as new comer         C       Change in Dwelling         C       Change in Dwelling         C       Change in rent (Same dwelling)         C       Annual resubmission of appl         C       Change in family status	
Rental Information	C North America/ Western Europe C Other Location	
*Type of Dwelling: Address:	<ul> <li>Apartment</li> <li>House</li> <li>Commercially leased</li> <li>Provided by Organization</li> <li>Some other leasing arrangement If so specify:</li> </ul>	
Country: United States Address 1:	Change Country	

### 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: (Check as appropriate) (attach supporting documen indicated)	Family Only Frovided by UN/GVT/NGO Staff Member Only Staff Member with Family of appl
	C Change in family status
*Rental Dwelling Location:	C North America/ Western Europe C Other Location

## d. Select 'Nature of Application'.

Rental Subsidy Data	
*Eligibility Effective Date: 21/0 Rental Type: Sta	05/2011 🛐 ff Member with Family
*Nature of Application: (Check as appropriate) (attach supporting documentation indicated)	<ul> <li>First application as new comer</li> <li>Change in Dwelling</li> <li>Change in rent (Same dwelling)</li> <li>Annual resubmission of appl</li> <li>Change in family status</li> </ul>
*Rental Dwelling Location:	<ul> <li>North America/ Western Europe</li> <li>Other Location</li> </ul>

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 Rental Type: Staff	V2011 🛐 Member with Family
*Nature of Application: (Check as appropriate) (attach supporting documentation a indicated)	<ul> <li>First application as new comer</li> <li>Change in Dwelling</li> <li>Change in rent (Same dwelling)</li> <li>Annual resubmission of appl</li> <li>Change in family status</li> </ul>
*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 <u>Edit Address</u> to fill in the address information.

Rental Information	
*Type of dwelling: Address:	Apartment     Apartment     O House     Commercially leased     Provided by Organization     Some other leasing arrangement If so specify:
Country: Denmark Address 1: Midtermolen 3 Address 2: Address 3: City: Copenhagen County:	State: Q Postal: 2100

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.

	- Culor Econdon
Rental Information	
*Type of dwelling:	<ul> <li>Apartment</li> <li>House</li> <li>Commercially leased</li> <li>Provided by Organization</li> <li>Some other leasing arrangement of so specify:</li> </ul>
Address:	
Country: Denmark	
Address 1: Midtermolen 3	
Address 2:	
Address 3:	
City: Copenhagen	State: Q Postal: 2100
County:	
Period of lease: *Start Date:	21/05/2011 3 *End Date: 21/05/2013 3
Total monthly rent:	15000.000000 Currency (Clearly indicate currency as per lease).
*Expiration of entitlement:	21/05/2012 🗐

### 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?	C Yes 💿 No
Do you share the dwelling with anyone else besides family ?	C Yes       No
Electricity Costs: Is Electricity included in rent? O Yes @ Is Dwelling Furnished? O Yes O No	© No
Did you pay a fee to a licence agent/broker? C 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?
Amount: 5000.000000 Currency: DKK Q Indicate type of subsidy and source: Danish government
Do you share the dwelling with anyone else besides family ? O Yes O No
Electricity Costs: Is electricity included in rent? O Yes O No Is dwelling furnished? O Yes O No
Did you pay a fee to a licence agent/broker? O Yes O 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? O Yes O No		
Do you share the dwelling with anyone else besides family ? 💽 Yes C No		
Indicate amount, if any, paid by others: 7500.000000 Currency: DKK Q		
Electricity Costs: Is electricity included in rent? O Yes O No Is dwelling furnished? O Yes O No		
Did you pay a fee to a licence agent/broker? O Yes O 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 elictricity 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? CYes ONo
Do you share the dwelling with anyone else besides family ? O Yes O No
Electricity Costs: Is electricity included in rent? O No
The average monthly amount deducted from the rent is: 300.000000 Currency: DKK Q
Is dwelling furnished? O Yes O No
Did you pay a fee to a licence agent/broker? O 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 '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? C Yes 💿 No
Do you share the dwelling with anyone else besides family ? 🛛 O Yes 🖉 No
Electricity Costs: Is electricity included in rent? C Yes O No Is dwelling furnished? O Yes O No
Did you pay a fee to a licence agent/broker? 💽 Yes 🛛 🔿 No
Indicate amount, if any, 10000.000000 Currency: DKK Q
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 fo If Yes, specify below details: (Attached copy of former lease)	Number of Bedrooms in dwelling:       3         *Was change in dwelling due to force majure?       O Yes         If Yes, specify below details:       (Attached copy of former lease)								
Composition of Family Residing v	vith staff Member at duty st	ation:							
Do you have a spouse?	O Yes O No								
If yes, is your spouse a staff mem	ber in the professional categ	ory? C Yes	• No						
Do you Have Children?	O Yes 💿 No								
Are any dep children studying awa	y from your duty station?	C 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: 3							
*Was change in dwelling due to force majure?  • Yes · C No							
If Yes, specify below details:							
Force Majeure Date: 21/05/2011							
Explain reason for force majure: Metro construction							
Total monthly rent of former dwelling: 12000							
(Attached copy of former lease)							
Composition of Family Residing with staff Member at duty station:							
Do you have a spouse? O Yes  O No							
If yes, is your spouse a staff member in the professional category? O Yes 💿 No							
Do you Have Children? O Yes O No							
Are any dep children studying away from your duty station? O Yes O 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: 3	
*Was change in dwelling due to force majure? C 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? O Yes O No	
If yes, is your spouse a staff member in the professional category? O Yes	⊙ No
Do you Have Children? • Yes O No	
If yes,how many are under the age of 21?	
Are any dep children studying away from your duty station?	C 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.

		Customize   Find   🗷	🛗 🛛 First 🚺 1 of	1 💵 Last
Attached File	Add Attachment	Delete Attachment	View Attachment	
	Add Attachment	Delete Attachment	View Attachment	<b>+ -</b>
HO staff member has to su	Add Attachment	Delete Attachment	View Attachment	+

q. If you click the search icon Q 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 I	D: hegins with								
	b. begins with								
Display Name:	begins with 💌								
First Name:	begins with 🛒	Anne							
Last Name:	begins with 💌								
Look Un Clear Cancel Registration									
Look op Clear Basic Lookup									
Search Res	ults								
View 100				First 🚺 1-2 of 2 🚺 Last					
Emp / Vendor ID	Display Name	<u>First</u> Name	<u>Last</u> Name	E Mail ID					
<u>755945</u>	Anne Romose	Anne	Romose	anne.romose@undp.org					
<u>969358</u>	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.

		Customize   Find   🗷	First 🚺 1 of	1 🗈 Last
Attached File	Add Attachment	Delete Attachment	View Attachment	
1	Add Attachment	Delete Attachment	View Attachment	+ -

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

Attached File		Add Attachment	Delete Attachment	View Attachment	
1 Lease_agree	ement.docx	Add Attachment	Delete Attachment	View Attachment	+ -
2		Add Attachment	Delete Attachment	View Attachment	III III

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

		Customize   Find   🖉	First 🚺 1 of 1 D Last
Attached File	Add Attachment	Delete Attachment	View Attachment
1	Add Attachment	Delete Attachment	View Attachment 🛨 💻
t	 		

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.

Attached File Ad	id Attachment	Delete Attachment	View Attachment	
1 <u>Ad</u>				
	dd Attachment	Delete Attachment	View Attachment	+ -
intry office staff member has to submi R request at any given time.	it soft copy of lea	ase document. You sh	ould submit original	documents as p

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)	
OK Cance	el 🛛

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 approveed.

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

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

Atlashcm					
Menu 🗖 Search:					
Services	Rental Subsidy Application	on			
Summary	Rabi GAUDO	Bonuo Now - Cri		Index No: 71050	
Rental Subsidy     Rental Subsidy     Application	Contract Type:	FTA	Contract Expected End Date	: 25/07/20	11
<ul> <li>Education Grant Details</li> <li>Rental Subsidy Request</li> </ul>	Rental Subsidy Data	Port Moresby	Date of Arrival at Duty Station	n (APA). 28/06/20	09
– <u>Approve Rental Subsidy</u> Request	*Eligibility effective date Rental type:	: β1/05/201 <sup>-</sup>			
▷ My Pension/Insurance Coverage ▷ My Leave - <u>My Leavn</u> - <u>My RCA</u>	*Nature of application: (Check as appropriate (attach supporting doc indicated)	) umentation as	C First application as new comer C Change in Dwelling C Change in rent (Same dwelling) C Annual resubmission of appl C 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	on		
Rabi GAUDO Organization:	Papua New - Crisis Prev &Rcvry	Index No	»: 71050
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 Rental type: *Nature of application: (Check as appropriate (attach supporting doo indicated) *Rental dwelling locate	a: 31/05/2011 Family Only Provided by UN/GVT/NGO Staff Member Only Staff Member with Family C Change i ion: C North An C Other Lo	rew comer ne dwelling) n family status nerica/Western Europe	

c. Select 'Nature of Application' as applicable.

Rental Subsidy Data			
*Eligibility effective date: Rental type:	31/05/2011 🛐 Staff Member with Family		
*Nature of application: (Check as appropriate) (attach supporting documen indicated)	<ul> <li>First application as new comer</li> <li>Change in Dwelling</li> <li>Change in rent (Same dwelling)</li> <li>Annual resubmission of appl</li> <li>Change in family status</li> </ul>		
*Rental dwelling location:	O North America/ Western Europe		

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:	31/05/2011 🛐 Staff Member with Family		
*Nature of application: (Check as appropriate) (attach supporting documer indicated)	<ul> <li>First application as new comer</li> <li>Change in Dwelling</li> <li>Change in rent (Same dwelling)</li> <li>Change in resubmission of appl</li> <li>Change in family status</li> </ul>		
*Rental dwelling location:	<ul> <li>○ North America/ Western Europe</li> <li>⊙ Other Location</li> </ul>		

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     O Apartment     O House     O Commercially leased     Provided by Organization     Some other leasing encouragement of the second for		
Address: Country: Papua New Guinea Address 1: Port street 33			
Address 2: Address 3:			
City: Port Moresby County:	State: Q Postal: 121212		

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:	<ul> <li>Apartment</li> <li>House</li> <li>Commercially leased</li> <li>Provided by Organization</li> <li>Some other leasing arrangement If so specify:</li> </ul>	
Address:		
Country: Papua New Guinea		
Address 1: Port street 33		
Address 2:		
Address 3:		
City: Port Moresby	State: Q Postal: 121212	
County:		
Period of lease: (*Start Date: 15/06/	/2011 🗐 *End Date: 15/06/2013 🛐	
Total monthly rent:       5000.000000       Currency (Clearly indicate currency as per lease)       PGK Q         *Expiration of entitlement:       15/06/2012 3		

### 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?	O Yes	No	
Do you share the dwelling with anyone else besides family ?	O Yes G	No	
Electricity Costs: Is Electricity included in rent? O Yes G Is Dwelling Furnished? O Yes O No	No		
Did you pay a fee to a licence agent/broker? O 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? ONO
Amount: 1000.000000 Currency: PGK Q
Indicate type of subsidy and source: PNG government
Do you share the dwelling with anyone else besides family ? O Yes O No
Electricity Costs: Is electricity included in rent? O Yes O No Is dwelling furnished? O Yes O No
Did you pay a fee to a licence agent/broker? O Yes O 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? O Yes O No
Do you share the dwelling with anyone else besides family ? 🤅 Yes) 🔿 No
Indicate amount, if any, paid by others: 2000.000000 Currency: PGK Q
Electricity Costs: Is electricity included in rent? O Yes O No Is dwelling furnished? O Yes O No
Did you pay a fee to a licence agent/broker? O 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 elelectricity 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?	C Yes 💿 No		
Do you share the dwelling with anyone else besides family ?	C Yes 💿 No		
Electricity Costs: Is electricity included in rent?	<sup>©</sup> No		
The average monthly amount deducted from the rent is:	100.000000 Currency: PGK Q		
Is dwelling furnished? C Yes © No			
Did you pay a fee to a licence agent/broker? O 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? O Yes 💿 No
Do you share the dwelling with anyone else besides family ? 🛛 O Yes 💿 No
Electricity Costs: Is electricity included in rent? O Yes O No Is dwelling furnished? O Yes O No
Did you pay a fee to a licence agent/broker? • Yes • No
Indicate amount, if any, 6000.000000 Currency: PGK Q
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: Thomas Gilmartin Q *HR focal point: Q				
		Customize   Find   🗷	First 🚺 1 of 1 🖸 Last	
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.				
Save for Later Submit Print Preview				

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

Look Up			×	
Empl ID:	begins with 💌			
Display Name:	begins with 💌			
First Name:	begins with 💌 T	homas		
Last Name:	begins with 💌			
Department:	begins with 💌			
Department Descripti	on: begins with 💌			
Location Code: begins with 💌				
Location Description: begins with 💌				
Look Up Clear Cancel Basic Lookup				
Search Results				
View 100				
Empl ID Display M		<u>First Name</u>	Last Name	
989496 THOMAS	BUNDOO	THOMAS	BUNDOO	
N000013432 THOMAS	RADING	THOMAS	RADING	
<u>141627</u> Thomas	<u>vvani</u>	<u>Thomas</u>	<u>VVani</u>	
			<u>.</u>	

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: Thomas Gilmar *HR focal point: Anne Romose	tin Q	ו		
Attached File	Add Attachment	Customize   Find   🔄	First 1 of 1	Last
1	Add Attachment	Delete Attachment	View Attachment	± =
Note:HQ staff member has to submit Country office staff member has to su OHR request at any given time.	soft copy of proof of ubmit soft copy of lea	f payment and Electrici ase document. You sh	ty bill. ould submit original	documents as per
Save for Later Su	bmit Prin	t Preview		

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

Look Up						X
Emp / Vendor	ID: begins with 💌					
Display Name:	: 🛛 begins with 💌					
First Name:	begins with 🛒	Anne				
Last Name:	begins with 💌					
Look Up	Clear Cancel	Basic I	Lookup			
Search Res	ults					
View 100				First 💽	1-2 of 2 💽 Last	
<u>Emp / Vendor</u> I <u>D</u>	Display Name	<u>First</u> <u>Name</u>	<u>Last</u> Name	<u>E Mail ID</u>		
755945	Anne Romose	<u>Anne</u>	Romose	anne.romos	e@undp.org	
<u>969358</u>	Annette Lauridsen	<u>Annette</u>	Lauridsen	annette.lauri	<u>dsen@undp.org</u>	

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.

HR focal point:	Anne Romose	Q		
			Customize   Find   🗖	First 🚺 1 of 1 🚺 Last
Attached File		Add Attachment	Delete Attachment	View Attachment
1		Add Attachment	Delete Attachment	View Attachment 🛨 🖃

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

*Certifying Officer: *HR focal point:	Thomas Gilmart Anne Romose	in Q		
Attached File		Add Attachment	Customize   Find   💌   Delete Attachment	First 1 of 1 Last
1 Lease_agreer	1 Lease_agreement.docx		Delete Attachment	View Attachment 🛨 🖃
Note:HQ staff memb Country office staff n OHR request at any	per has to submit nember has to su given time.	soft copy of proof of Ibmit soft copy of lea	payment and Electricit ase document. You sho	ty bill. ould submit original documents as per
Save for La	ter Sul	bmit Prin	t Preview	

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

Attached File 1 Lease_agreement	docx	Add Attachment	Customize   Find   🔄   Delete Attachment	First I 1-2 of 2 Last View Attachment	
Attached File 1 Lease_agreement. 2 Proof of lease_pa	docx	Add Attachment	Delete Attachment	View Attachment	
1 Lease_agreement.	docx				
2 Proof of Jesse na		Add Attachment	Delete Attachment	View Attachment 🕒 🖃	
2 1 1001_01_1ease_pa	yment.docx	Add Attachment	Delete Attachment	View Attachment 🛨 🖃	
ote:HQ staff member ha ountry office staff memb HR request at any giver	as to submit ber has to su h time.	soft copy of proof o bmit soft copy of le	f payment and Electric ase document. You sh	city bill. hould submit original documents as	per

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

*Certifying Officer: Thomas Gilmart *HR focal point: Anne Romose	in Q		
		Customize   Find   💷	First 🚺 1-2 of 2 🚺 Last
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 Country office staff member has to su OHR request at any given time.	soft copy of proof of bmit soft copy of lea	payment and Electrici ase document. You sh	ty bill. ould submit original documents as per
Save for Later Sul	omit Prin	t 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.

R focal point: Ar	ine Romose	Q			
			Customize   Find   🖉	First 🚺 1-2 of	2 💵 Last
Attached File		Add Attachment	Delete Attachment	View Attachment	
1 Lease_agreemer	nt.docx	Add Attachment	Delete Attachment	View Attachment	<b>+ -</b>
2 Proof_of_lease_p	ayment.docx	Add Attachment	Delete Attachment	View Attachment	•
ote:HQ staff member	has to submit nber has to su	soft copy of proof of bmit soft copy of lea	payment and Electrici ase document. You sh	ty bill. ould submit original	documents as pe

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.

Atlashcm		· · · · · · · · · · · · · · · · · · ·
Menu  Search:  My Favorites	Rental Subsidy Information	
<ul> <li>▷ HR And Payroll Dashboard</li> <li>▷ UN ERP Applications</li> <li>▷ UN Ed Grant Administration</li> <li>♡ eServices</li> </ul>	Thomas Gilmartin	Index Nbr: 388097
My Personal Info & Job Summary	Rental Subsidy Data	Find View All First 🖬 1 of 1 🕨 Last
▷ My Salary ♥ My Entitlements	Eligibility Effective Date: 21/05/2011 Event: Initial	Rental Type: S/M & Fam
- Rental Subsidy - Rental Subsidy Application	Lease Start Date:         21/05/2011         Lease End Date:         21/05/2013           Expiration of Entitlement:         21/05/2012         21/05/2012	
<ul> <li><u>Education Grant Details</u></li> <li><u>Rental Subsidy Request</u></li> <li><u>History</u></li> </ul>	Monthly Rent: 15000.000000 Agency Fee:	Rent Paid By Others:
Approve Rental Subsidy     Request     My Pension/Insurance	Maximum Reasonable Rent: Currency: DKK	Sub-Standard?: Electricity Included?:
Coverage ▷ My Leave	Country: DNK Denmark	
- <u>Mv Learning</u> - <u>Mv RCA</u>	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 van view the application. You cannot edit it, once it is Pending or Approved. If the Rental Subsidy is 'Denied' then you can edit it.

Atlashcm									Home
Menu	-								
	<b></b>								
- Rental Subsidy	F	ental Subsidy Red	uest History						
- Rental Subsidy									
- Rental Subsidy									
Request History		Thomas Gili	martin		Index No: 3	88097			
- Approve Rental									
Subsidy Request		Frame ba	05/0040	Thursday 04/05/00		Defrech			
- Education Grant		From: PI	05/2010 🛐	mrougn: 21/05/20	11 3	Reliesh			
N My Pension/Insurance						Customize   Find		First 🚺 1 of	1 D Last
Coverage		Event	Lease Start Date	Lease End Date	Monthly Rent	Currency code	Status	Fdit	View
▷ My Leave		Latter	04/05/0044	20105/2010	45000 00000		Gradie	Ean I	1.0
- <u>My Learning</u>		Initiai	21/05/2011	21/05/2013	15000.00000	JU DKK	Pending	Еап	View
- <u>My RCA</u>									
Recruiting Workforce Administration		Fill online ap	plication and attach s	upporting documer	its to online app	lication before sub	mitting the form fo	or approval.lt w	ill usually take
> Benefits		up to six we	eks from when the app	blication and all rele	evant documenta	ation is received u	ntil the rental subs	idy is included	d in your
Compensation		salary. Il you	I lorget to submit your	application when y	our lease agree	are not entitled to	can submit it as st	the first 30 day	nember - vs. after vour
Global Payroll & Absence		Entry on Dut	v (EOD) as you are r	aid Daily Subsiste	nce Allowance (	DSA) during this i	period. To know m	ore about the	eligibility to the
Mgmt		rental subsid	ly (and deduction sch	eme) please visit t	he UN webpage	on rental subsidy	seniod. To know m	ore about the t	engionity to the
vvorktorce Development			., (	, predoo non e		chi chi chi chi chi chi chi chi			

## 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	Ind	<b>Jex No:</b> 71050
Contract Type: FTA Duty Station(APA): Port More	W - Crisis Prev & Contract Expected End Date:	25/07/2011 PA): 28/06/2009
Rental Subsidy Data		20/00/2000
*Eligibility effective date: 10/ Rental type: Sta *Nature of application: (Check as appropriate) (attach supporting documentation indicated) *Rental dwelling location:	06/2011 ff Member with Family  ff Member with Family	
Rental Information *Type of dwelling: Address: Country: Papua New Guines	Apartment     House     Commercially leased     Provided by Organization     Some other leasing arrangement If so sp	pecify:

c. In the buttom 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
<ul> <li>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:</li> <li>Currency:</li> <li>Currency:</li> </ul>
C 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):
C 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
C 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: Date: Name/Title:
Approve Deny Print Preview

## 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):
<ul> <li>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</li> </ul>
<ul> <li>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:</li> <li>Currency:</li> <li>be used for the calculation of the rental subsidy.</li> </ul>
C 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: 24/06/2011 Signature: Thomas Gilmartin Name/Title: DRR
Approve Deny Print Preview

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
<ul> <li>Certification(Check one):</li> <li>(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</li> </ul>
<ul> <li>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:</li> <li>Currency:</li> <li>be used for the calculation of the rental subsidy.</li> </ul>
C 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: 24/06/2011 B Signature: Thomas Gilmartin Name/Title: DRR
Approve Deny Print Preview

## 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.

💽 🖟 " U 🔺 🕈 🔻	RE: Rental subsidy or	linerequest awaitin	g your approval	- Message (HTML)	- = X				
Message Developer					0				
Reply Reply Forward & Call + to All Respond	Delete	<ul> <li>Categoriz</li> <li>♥ Follow Up</li> <li>Mark as U</li> <li>Options</li> </ul>	e * AA D * Find Find *	Archive Search for E-mail * Sender SuperOffice 🕞					
From: Onoreply@undp.dk Sent: Tue 24/05/2011 20:33									
To: O Anne Romose									
Subject: Rental subsidy onl	inerequest awaiting	your approval							
			-		-				
There is a Rental subsidy onl	linerequest await	ing your approv	al						
Employee Id:388097 - Thon	1as Gilmartin								
Department:BOM/OHR/SA	S/Directorate								
Job Title:Human Resources	Associate								
Lease Start Date:31-05-2011 Lease End Date:31-05-2012	l								
Descr Rental Subsidy Initial	Application								
Status:Pending	ripplication								
Comments:									
Please use the following link to view the transaction:									
<u>https://nr-</u> dev.partneragencies.org/psp/									
Page=UN SS RNTSUB F	M&Action=U&l	DATE 1 = 2011-0	5-28&EMPL	D=566974 & SE					
<u>Q NUM=1</u>									
4									

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

Atlashcm									H	lome
Menu 🗖										
Search:										
>>>	Approve Ren	tal Subsidy Reque	st							
▷ My Favorites										
HR And Payroll Dashboard										
UN ERP Applications	Anne Ro	mose			Index No: 75594	15				
UN Ed Grant Administration										
✓ eServices										
D My Personal Into & Job	Show F	Requesst by Statu	s: Pending			Refresh				
Summary NMv Salaav										
V My Entitlements									Curt	antina I Cia
- Rental Subsidy			Duration of a				Duty Ctation	Community in	Cusi	<u>omize   rin</u>
- Rental Subsidy	Empl ID	Name	Unit	Agency	Organization	Duty Station	on Country	location	Status	Details
Application		Thomas								
- Rental Subsidy Request	388097	Gilmartin	UNDP	UNDP	BOM/OHR/SAS/Directorate	Copenhagen	DNK	Europe	Pending	<u>Details</u>
- Approve Rental Subsidy	884526	Eric Clement	UNDP	UNDP	BDP/Drylands	New York	USA	North America	Pendina	Details
Request		PATRICK			Development Ctr					
<ul> <li>Education Grant Details</li> </ul>	71050	Rabi GAUDO	UNDP	UNDP	Papua New - Crisis Prev	Port Moresby	PNG	Asia	Approved by	Details
D My Pension/Insurance					&Rcvry				RR	2 2 10 10
Coverage										

### b. Click the link 'Details'.

Appr	rove Rental Subsidy Request												
	Anne Romose Index No: 755945												
	Show Red	quesst by Status	Pending		•	Refresh							
									Cust	omize   Fin	d   View All   🗖	📕 🛛 First 🗹	1-3 of 3 🚺 Last
	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	)		
8	384526	Eric Clement PATRICK	UNDP	UNDP	BDP/Drylands Development Ctr	New York	USA	North America	Pending	<u>Details</u>			
-	71050	Rabi GAUDO	UNDP	UNDP	Papua New - Crisis Prev &Rcvry	Port Moresby	PNG	Asia	Approved by RR	<u>Details</u>			

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 subsidi	zed by Organization,	
Government or related institution ente	r"D"otherwise enter "R" R	
Eligibility date of entitlement: (30 days after arrival date at duty statio	21/05/2011 🕅 on)	
Starting date of subsidy entitlement: (Lease start date or Eligibility date of e	01/06/2011 🛐 entitlement whichever is late)	
Amount of Rent:	15000.000	
Is rent quoted on lease in \$US?	C Yes © No	
Is currency of payment in \$US?	C Yes © No	
Is dwelling certified as sub-standard?		
If yes, enter 50%:		
Comments: The actual lea	se date is one month later (21 Jun	×
Approve Deny	Print Preview	,

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.

Date Received: 22/05/2011			
Processed By: ANNE ROMOSE			Date Processed: 22/05/2011 3
f accommodation provided or subsi	dized by Organiza	ion,	
Government or related institution en	er"D"otherwise er	iter "R" R	]
Eligibility date of entitlement. (30 days after arrival date at duty sta	21/05/2011 ion)	B	
Starting date of subsidy entitlement: (Lease start date or Eligibility date o	01/06/2011 entitlement wh	ichever is late)	
Amount of Rent:		15000.000	
Is rent quoted on lease in SUS?	C Yes (	No	
Is currency of payment in SUS?	C Yes (	No	

e. Click Approve to approve the Rental Subsidy

For Office Use		
Date Received: 22	2/05/2011 🛐	
Processed By: AN	NNE ROMOSE	Date Processed: 22/05/2011
If accommodation pro	ovided or subsidized by Organization,	
Government or related	d institution enter"D"otherwise enter "R" R	
Eligibility date of entitl (30 days after arrival o	lement: 21/05/2011 🕅 date at duty station)	
Starting date of subsid (Lease start date or E	idy entitlement: 01/06/2011 🛐 Eligibility date of entitlement whichever is late)	
Amount of Rent:	15000.000	
Is rent quoted on leas	se in \$US? O Yes 💿 No	
Is currency of paymen	nt in \$US? O Yes 💿 No	
Is dwelling certified as	is sub-standard? O Yes 💿 No	
If yes, enter 50%:	Currency: DKK Q	
Comments:	The actual lease date is one month later (21 Jun	
Approve	Deny Print Preview	

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.

prove Renta	al Subsidy Reque	st										
Anne Rom	nose			Index No: 7	55945							
Show Req	uesst by Status:	Pending			Refr	esh						
								Cust	omize   Fi	1d   View All   🗖	First 🛙	1-2 of 2 🚺 L
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			
71050	Rabi GAUDO	UNDP	UNDP	Papua New - Crisis Prev &Rcvry	Port Moresby	PNG	Asia	Approved by RR	<u>Details</u>			

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

Approve Renta	Subsidy Reque	st							<u>1468 1411</u>		
Anne Rom	ose			Index No: 75594	15						
Show Requesst by Status Approved											
								<u>c</u>	ustomize   Find   View All	🔎 🛗 🛛 Firs	t 🗹 1 of 1 🕨 Last
Empl ID	Name	Business Unit	Agency	Organization	Duty Station	Duty Station on Country	Geographi location	ic 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.

Atlashcm		Home	<u>Sign out</u>
Menu Search:			

If you click the Refresh icon 🔁 the eServices menu will appear. Alternatively you can also click the Link and it will also refresh.

Atlashcm		Home	<u>Sign out</u>
Menu Search: Search:			

#### Q. Who is my HR Focal Point?

A. Your HR Focal Point will be from <u>OHR/Benefits & Entitlements Services</u> or <u>JPO Service Centre</u> in Copenhagen. If in doubt <u>check here who is your HR Focal Point</u>.

### 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

User name:
Password:
Login
Change Receivered L Forgetten Receivered
Change Password   Polyonen Password

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



please send an email to <u>ps.support@undp.org</u> 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 <u>Atlas HCM</u> (the HR module in Atlas)
- Click 'Forgotten Password' and you will receive an email within one minute with your log in details.

User name:			
Password:			
Login			
Change Password Forgotter	Password		