**Assignment Extension – Standard Operating Procedure**

**Version 1.1**

|  |  |
| --- | --- |
| **Responsible Unit** | Volunteer Solutions Section (VSS) |
| **Focal Point** | Volunteer Solutions Section – Onsite & Online |
| **Approval Date** |  |
| **Effective Date** | 1 October 2021 |
| **Planned Review Date** |  |
| **Last Revision Date** | 30 August 2021 |
| **Applicability** | All UN Volunteers  |

1. [**ATLAS HCM User Guide**](https://intranet.undp.org/unit/oolts/gssu/km/localpayroll_induction/Induction%20Library/UNV%20Resources.aspx)
2. **Unified Condition of Service**
3. **UVP User Guide**

4. [**Agreement between UNDP BMS and UNV**](https://undp.sharepoint.com/%3Ab%3A/s/UNVVolunteerSolutions/ESiCIlei2dJLs5kNAfgaGwkBiYljZa7lExYssbNVHw3BVA?e=S60fBE)

**Processes specific to a particular workflow are indicated by the colours below.**

|  |  |
| --- | --- |
| **Full Funding** |  |

|  | **Responsible party or person** | **Process step** | **Description** | **Documents** | **System role** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Country presence (PA/PAn)** | **Country presence (PAn)** | **No Country Presence** |  |
|  | UVP | End of contract reminder | Notify host entity by email and UN Volunteer that contract is ending three months in advance of contract end dates. Repeat at 2 months and 1 month if no action by host entity.  |  |  |  |
|  | UVP | End of contract task | Assign task to mobilization user and OA VM to follow up if no action by host entity 15 days from end of contract date.  |  |  |  |
|  | CC | Discuss contract extensions | Discuss the needs of host entities relating to extensions or new assignments.  |  |  |  |
|  | HE | Request contract extension | In UVP, choose the related action ‘Contract extension’ or the ‘extend assignment’ task if within 3 months of contract end date. Choose new contract end date, confirm extension discussed with UN Volunteer, confirm funding is available (if host entity funded) and upload supporting document if needed.  |  |  |  |
|  | HE | Update funding information | Update funding information in UVP (if changed) |  |  |  |
|  | OA FF | Review extension | Discuss with donor about funding for the extension and present a provisional financial report. Confirm in UVP if approved by donor. |  |  |  |
|  | OA VM | Review request | Review information provided in request and approve if compliant with COS. Decline if not, and give reason.  |  |  | Extension should not allow UN Volunteer to serve longer than 4 years. Exceptions for UNCHR must include signed memo from APRS. |
|  | UVP | Notify | Notify HE, UN Volunteer. Update assignment data.  |  |  |  |
|  | RPA | Extend contracts in Atlas | Daily check for new contract extensions and extend contracts in Atlas. Add any errors to excel document in SharePoint. Email UNV personnel when complete.  |  |  |  |
|  | OA VM | Fix RPA errors | Check email from robot and follow instructions to fix errors.  |  |  |  |
|  | RPA | Generate personnel action report (PAF) | Generate the list of Contract extension issued the previous day; · Generate PAFs in ATLAS · Upload PAFs in UVP · Create an excel file in SharePoint with errors identified and follow-up actions for UNV personnel to take, if necessary. Email responsible UNV personnel with PAF generation results from the previous day. |  |  | Errors sent to VSC are the 5% of cases where the robot is not able to resolve the error itself |
|  | OA VM | Correct PAF errors | Follow instructions in RPA excel to fix errors in PAF creation. |  |  |  |
|  | Payroll associate | Review and update recurring earnings | Review and update recurring earnings/deductions, if necessary |  |  | GP Admin |

 **Abbreviations**

APRS - UNHCR Affiliate Partnership and Recruitment Section

CC– Country Coordinator (Field Unit)

OA – Operations Associate (VSC)

OA FF - Operations Associate for Full Funding Programme

OA TL – Operations Associate Team Lead (VSC)

PA – Programme Assistant (Field unit)

RPA – Robot Process Automation

RPS – Regional Programme Specialist (Regional Office)

UVP - Unified Volunteering Platform

VSC – Volunteer Service Centre