

Home Visit – Standard Operating Procedure

Responsible Unit	Volunteer Solutions Section (VSS)
Focal Point	Volunteer Solutions Sections - Onsite
Effective Date	1 October
Applicability	All International UN Volunteers

1. ATLAS HCM User Guide
2. Unified Conditions of Service

#	Responsible party or person			Process step	Description	Documents	System role	Comments
	Country presence (PA/PAn)	Country presence (PAn)	No Country Presence					
1.	Volunteer			Assess the eligibility to home visit	Review the number of points accrued based on entry on duty date/last eligibility date and duty station classification	HE leave records		Atlas e-services if available
2.	Volunteer			Request home visit	Complete home visit request form. Upload form in UVP using 'request home visit' task.	Home visit request form		
3.	OA VM			Confirm eligibility	Review request form. Confirm eligibility for home visit.			
4.	OA VM			Request travel quote	Create 120% travel quotation case in salesforce Procure to Pay (P2P)			
5.	UNV travel			Enter travel quote amount in salesforce	Enter travel quote amount in salesforce. Quote is sent to UVP via integration.			

	Responsible party or person	Process step	Description	Documents	System role	Comments
6.	OA VM	Create home visit payment request	Create a payment request for home visit travel in UVP. Complete travel quotation task in UVP to confirm.			
7.	Payroll Associate	Confirm home visit payment request	Confirm payment in UVP.			Payment is added to one time entry excel.
8.	OA VM	Notify UN Volunteer	Notify UN Volunteer that payment is approved			
9.	OA VM	Maintain accurate records	Record date of travel for home visit and return to duty station in Atlas E-Services			Volunteers to update in Atlas e-services if they have access

Abbreviations

OA – Operations Associate (VSC)