

Volunteer and dependant onboarding – Standard Operating Procedure

Responsible Unit	Volunteers Solutions - Onsite
Focal Point	Volunteers Solutions - Onsite
Effective Date	1 October 2021
Applicability	All UN Volunteers (National and International)

1. [ATLAS HCM User Guide](#)
2. [Unified Conditions of Service](#)

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

National	
Mission	
H-Duty Station	
Full Funding	

	Responsible party or person			Process step	Description	Documents	System role	Comments
#	Country presence	Country presence (PAn)	No Country Presence					

	(PA /PA n)						
1	PAn		RPS	Contact HE to ensure onboarding is proceeding as planned	Contact HE 3 weeks prior to volunteer arrival to ensure HE is ready to host FF Volunteer and all administrative issues have been handled.		
2	UVP			Change candidate status	Candidate status changes to 'Serving' when start date is reached. UVP is source of truth for contract start and end date.		
3	HE			Confirm entry on duty	In UVP, complete task to confirm UN Volunteer entry on duty		
4	OA VM			Hire in ATLAS	Hiring: add job data, nationality, update contract, enter dependants, enrol in health and life insurance, global payroll set up, entry of bank information and payroll distribution	HR Administrator	
5	OA VM			Hire in Atlas task	Complete UVP 'Hired in Atlas' task in UVP		
6	PA	FP		Orientation	Provide administrative brief to volunteer and dependents on Unified COS,		Country Specific OA
		HEC (EU)					

			ONY (USA)	Briefing/Induction	Country Specific information and on using ATLAS E-Services			
		SO						
7	P A	FP		Security briefing	Arrange Security Briefing with UNDSS or UN entities security section.			
8		HE		Host entity induction	Briefing with the Host Entity hiring section. Ensure UN Volunteer has access to equipment and information for the role.			
9	P A	FP/HE/Focal point		Check-in support	Check in (bank account, residence permit/visa)			
		SO (except MINURSO = OA)						
10		UVP		Notify GSSU	Once volunteer is hired in ATLAS, UVP send email and create task for GSSU to update banking details in Atlas HCM based on UVP bank information			Applicable for both NUNV and IUNV
11		GSSU		Enter bank details	Enter bank account details in ATLAS HCM for payroll payments.		GP Admin	
12		System (Atlas)		Process pre-departure entitlements	Pay entry lump sum allowance for NUNVs			For national volunteers only.

13	Volunteer	Notify UNV of travel	Complete NUNV travel task in UVP to confirm travel lump sum payment.			Travel lump sum is \$200 regardless of actual cost OA VM is notified via task The document upload is mandatory when national UN Volunteers request a travel lump sum
14	OA VM	Raise travel payment request	Create payment request for NUNV deployment travel.			Travel lump sum is \$200 regardless of actual cost
15	Payroll associate	Confirm payment	Approve payment request			
16	Volunteer	Secure permanent residence	Locate permanent residence, have it cleared by security for MORSS compliance			Only applicable to IUNVs and to the duty stations that provides permanent residence.
17	International Volunteer	Personal Effects Inventory	Complete personal effects inventory in UVP via related action.			

Dependants Arrival (IUNV only)

#	Country presence (PA/PAn)	Country presence (PAn)	No Country Presence				
1	UN Volunteer		Add dependents to UVP profile	(If not added earlier) add or update dependent information in UVP profile including upload of supporting document			
2	OA VM		Verify dependent	Check supporting documents and confirm (or reject) request to verify dependents			

3	UN Volunteer	Request arrival of dependents	Requesting travel of dependents by completing task in UVP 'request dependent travel'	Request for Dependent Arrival form		
4	OA	Review and approve the request	After the volunteer requests the dependent travel, the VM user gets a task to approve the request			
5	OA	Process payment for dependent	Process 120% travel lump sum to the UN Volunteer dependents travel.			
6	PA	*HEC/FP	Arrange Arrival	Assist volunteer with arrival of dependants including visas, travel arrangements and security clearances.		
	SO					
7	Volunteer	Complete security clearance for dependants	Complete security clearance for dependants. Go to UVP 'My Dashboard' in UVP. Complete the 'Security clearance' task to upload the security clearance confirmation email from UNDSS			
8						See note here about automated deduction for health insurance premium when 4th/5th dependents join. UN Volunteers who have 4+ or more dependent joining

	OA		Update data in ATLAS	Update dependent information and enrol dependents for medical insurance		HR Admin	<p>duty station, follow the instruction how to enrol dependent under health insurance plan as per page no-144 in ATLAS User Guide. Use the correct Insurance deduction for US and Non-US based volunteers</p> <p>UN Volunteer and eligible dependents with dual insurance from a UN staff member are advised to use the insurance from staff member as their primary insurance and the UNV provided insurance as their secondary.</p> <p>There is no opting out of UNV provided insurance, as it is an entitlement and a potentially liability when the policies differ.</p>
9	PA	*HEC/FP	Notify of arrival	Inform DSS of arrival			
10	PA	*HEC/FP	Support in getting residence permit	Assist with request for residence permit			Only applicable to the duty stations that has the

							provision of the residence permit.
	SO						

Abbreviations

CMS – Chief of Mission Support

FP – UNV Focal Point

GSSU – Global Shared Services Unit (Kuala Lumpur)

HEC – **Host entity contact (UNDP Focal Point/UN Agency Focal Point when no UNDP FP support secured)**

OA – Operations Associate (VSC)

OA TL – Operations Associate Team Lead (VSC)

PA – Programme Assistant (Field unit)

UVP- Unified Volunteering Platform

PAn – Programme Analyst (Field unit)

RPS – Regional Programme Specialist (Regional Office)

SO – UNV Support Officer (mission based)

VSC – Volunteer Service Centre