Employee Services

Map | Directory | Index

Status Overview

You can display an overview of the status of your open processes here.

Entitlements

In this area, you can access to your entitlements

Life and Work Events

Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.

Time Management

In this area, you can use services to record

Personal Information

In this area, you can use services to maintain and display your personal data.

Click **Benefits and Payment**

Benefits and Payment

Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form.
Display your salary statement.

Travel , Shipment and Expenses

In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.

Quick Links
Traveler Work Center

Benefits and Payment

Back

Click Initial Appointment

▼ Service Map

Benefits

Initial Appointment

On the Initial Appointment form you can view and select health insurance for you and your eligible dependents and life insurance for you.

Appointment – Life

On the Appointment - Life form you can view and select life insurance for you.

Participation Overview

In this area you can view the health and life insurance plans in which you are enrolled.

Confirmation form

Once you have completed your health and/or life insurance selection you may print a confirmation statement for your records.

Payment

Display Salary Statement

You can view your most recent salary statement here.

Display Planned Recoveries

Additional Information

Our website can provide you d
Insurance options available.

Health and Life Insurance w

Search or enter web address

Enrollment

1	2
Plan Selection	Review Enrollment

◀ Previous | Review Enrollment ▶

Click ☐ to select the type of insurance.

In this area y... ...available to you. Whenever, you edit a plan the available options will display. In

Type		Enrollment Validity	Costs	Remarks
▼ 0001				
▪	Medical	Enroll		
▼ 0002				
▪	Dental	Enroll		

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

Add Plan | Edit Plan | Remove Plan

Enrollment

1 Plan Selection   **2** Review Enrollment

◄ Previous | Review Enrollment ►

In this area you are able to select your benefits from the options available to you. Whenever, you edit a plan th

Type	Plan	Enrollment Validity	Costs	Remarks
▼ 0001				
▪	Medical Enroll			
▼ 0002				
▪				

Click **Add Plan** to start the enrollment process.

The amounts in the column contain estimated contributions only. The amounts shown may differ from the amo

Add Plan Edit Plan Remove Plan

Click ☐ to select the insurance plan.

Select Dependents   Plan Selection

◄ Prev... Exit to Plan Selection | Select Dependents ►
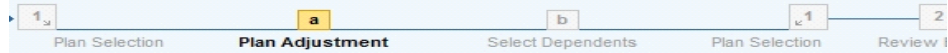
Offer for Medical

	Aetna Open Choice PPO/POS
☐	Empire Blue Cross PPO
	Waive Medical

Aetna Open Choice PPO/POS - choose plan options (starts on 05.05...

Enrollment date ◉ Immediate   ○ 1st of following month

	Option text	Dep.cover.text	Staff Member Cost	UN Subsidy	Payroll Currency
	Aetna Health	SM only	553.78	391.76	USD
	Aetna Health	SM + 1 Dep	966.91	920.11	USD
	Aetna Health	SM + Family	1,079.88	1,281.50	USD

Enrollment

1 Plan Selection   **a** Plan Adjustment   **b** Select Dependents   **1** Plan Selection   **2** Review

◄ Previous | Exit to Plan Selection | Select Dependents ►

Offer for Medical

	Aetna Open Choice PPO/POS
	Empire Blue Cross PPO
	Waive Medical

Empi... Click ☐ to select the plan options. ...plan options (starts on 05.05.2014)

Enrollment... ...mmediate   ○ 1st of following month

	Opti...	Dep.cover.text	Staff Member Cost	UN Subsidy	Payroll Currency
	Bl...ross/Blue Shield Medical	SM only	379.90	259.06	USD
	...ue Cross/Blue Shield Medical	SM + 1 Dep	673.40	601.42	USD
☐	Blue Cross/Blue Shield Medical	SM + Family	858.36	992.52	USD

Enrollment

1.	a	b	
Plan Selection	**Plan Adjustment**	Select Dependents	Plan Select

◀ Previous | Exit to Plan Selection | Select Dependents ▶

Offer for Medical

	Aetna Open Choice PPO/POS
	Empire Blue Cross PPO
	Waive Medical

Click [Select Dependents ▶] to select the appropriate dependents.

Empire Blue Cross PPO - choose plan options (starts on 05.05.

Enrollment date ⦿ Immediate ◯ 1st of following month

	Option text	Dep.cover.text	Staff Member Cost	UN Subsidy	Payro
	Blue Cross/Blue Shield Medical	SM only	379.90	259.06	USD
	Blue Cross/Blue Shield Medical	SM + 1 Dep	673.40	601.42	USD
	Blue Cross/Blue Shield Medical	SM + Family	858.36	992.52	USD

BN_Enrollment_Health - Microsoft Edge

http://unsapuperform.umoja.un.org/ucontent/3f223d5985414480b5595ccb29f9aae4_en-US/

Enrollment

1.	a	b	1	2
Plan Selection	Plan Adjustment	**Select Dependents**	Plan Selection	Review Enrollment

◀ Previous | Add Plan to Selection

Check Spouse BENEFITS ☐.

Name	Relationship	Se...
Spouse BENEFITS	Spouse & Rel.-Recog.	☐
Child BENEFITS	Child	☐

BN_Enrollment_Health - Microsoft Edge

Search or enter web address

Enrollment

1.	a	b	1	2
Plan Selection	Plan Adjustment	**Select Dependents**	Plan Selection	Review Enr

◀ Previous | Add Plan to Selection

Check Child BENEFITS ☐.

Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel.-Recog.	☑
Child BENEFITS	Child	☐

Enrollment

Click **Add Plan to Selection** to add the insurance plan.

| 1 | | Plan A... | Select Dependents | Plan Selection | 2 Review Enroll... |

◀ Previous | **Add Plan to Selection**

Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel.-Recog.	☑
Child BENEFITS	Child	☑

BN_Enrollment_Health - Microsoft Edge

Search or enter web address

Enrollment

1	2
Plan Selection	Review Enrollment

◀ Previous | Review Enrollment ▶

Click ▢ to select the type of insurance.

In this area... to select your benefits from the options available to you. Whenever, you edit a plan the available options will display. In addition, when appl...

Type	...	Enrollment Validity		Costs	Remarks
▼	Medical	Starts on 05.05.2014	Empire Blue Cross PPO	858.36 USD Monthly	Blue Cross/Blue Shield Medical - SM + Family
0002					
▢	Dental	Enroll			

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

Add Plan | Edit Plan | Remove Plan

Search or enter web address

Enrollment

1	2
Plan Selection	Review Enrollment

◀ Previous | Review Enrollment ▶

In this area you are able to select your benefits from the options available to you. Whenever, you edit a plan the available options will display. In addition, when app...

Click **Add Plan** to start the enrollment process.

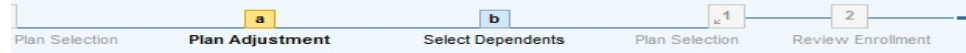|	...ollment Validity		Costs	Remarks
Medical	Starts on 05.05.2014	Empire Blue Cross PPO	858.36 USD Monthly	Blue Cross/Blue Shield Medical - SM + Family
...2				
Dental	Enroll			

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

Add Plan | Edit Plan | Remove Plan

nrollment

a	b	1	2
Plan Selection	Plan Adjustment	Select Dependents	Plan Selection	Review Enrollment

Previous | Exit to Plan Selection | Select Dependents ▶

fer for Dental

Cigna Dental PPO
Cigna Dental PPO Alone
Waive Dental

Click **Select Dependents ▶** to select the appropriate dependents.

gna Dental PPO - choose plan options (starts on 05.05.2014)
ollment date ⦿ Immediate ◯ 1st of following month

Option text	Dep.cover.text	Staff Member Cost	UN Subsidy	Payroll Currency
Cigna Dental PPO	SM only	35.44	27.96	USD
Cigna Dental PPO	SM + 1 Dep	62.02	64.78	USD
Cigna Dental PPO	SM + Family	95.25	109.49	USD

BN_Enrollment_Health - Microsoft Edge

Search or enter web address

Enrollment

1	a	b	1	2
Plan Selection	Plan Adjustment	Select Dependents	Plan Selection	Review Enrollment

◀ Previous | Add Plan to Selection

Check Spouse BENEFITS ☐.

Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel.-Recog.	☐
Child BENEFITS	Child	☐

BN_Enrollment_Health - Microsoft Edge
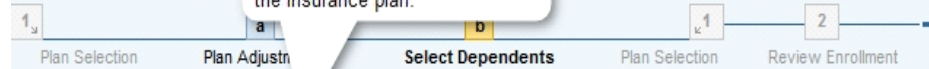
Search or enter web address

Enrollment

1	a	b	1	2
Plan Selection	Plan Adjustment	Select Dependents	Plan Selection	Review Enrollment

◀ Previous | Add Plan to Selection

Check Child BENEFITS ☐.

Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel.-Recog.	☑
Child BENEFITS	Child	☐

Enrollment

Click **Add Plan to Selection** to add the insurance plan.

1	a	b	1	2
Plan Selection	Plan Adjustn	**Select Dependents**	Plan Selection	Review Enrollment

◀ Previous | **Add Plan to Selection**

Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel.-Recog.	☑
Child BENEFITS	Child	☑

Enrollment

Click **Review Enrollment ▶** to review the enrolled insurance plans.

1	2
Plan Selection	Review Enrollment

◀ Previous | **Review Enrollment ▶**

In this area you are able to select your benefits from the options available to you. Whenever, you edit a plan the available options will display. In addition, when ap

Type	Plan	Enrollment Validity		Costs	Remarks
▼ 0001					
▪	Medical	Starts on 05.05.2014	Empire Blue Cross PPO	858.36 USD Monthly	Blue Cross/Blue Shield Medical - SM + Family
▼ 0002					
▪	Dental	Starts on 05.05.2014	Cigna Dental PPO	95.25 USD Monthly	Cigna Dental PPO - SM + Family

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

Add Plan | Edit Plan | Remove Plan

Enr

Click **Save ▶** to submit the insurance plan enrollments.

1	2
Plan Selection	**Review Enrollment**

◀ Previous | **Save ▶**

A summary of the plan(s) you are enrolled in is listed below. If you are satisfied with your selection, submit it to complete the process. If you would like to chang

Selection for Open Enrollment

Plan	Enrollment Validity		Costs	Actions	Previous Plan
▼ Dental					
▪	Starts on 05.05.2014	Cigna Dental PPO	95.25 USD Monthly	Plan has been added to selection	
▼ Medical					
▪	Starts on 05.05.2014	Empire Blue Cross PPO	858.36 USD Monthly	Plan has been added to selection	

Enrollment

☑ Your plan selections have been saved

1		2
Plan Selection		Review Enrollment

◄ Previous | Save ►

A summary of the plan(s) you are enrolled in is listed below. If you are satisfied with your selection, submit it to complete the process. If you woul

Selection for Open Enrollment

Plan		Costs	Actions	Previous Plan
▼ Dental				
·		95.25 USD Monthly	Plan has been added to selection	
▼ Medical				
·	Starts . 05.2014 Empire Blue Cross PPO	858.36 USD Monthly	Plan has been added to selection	

Click *Print Confirmation Form: All Plans* to print the insurance plans in a PDF file.

What do you want to do next.
Go to Employee Self-Services homepage
Print Confirmation Form: All Plans
UNHQ's Health and Life Insurance website

◄

Enrollment

1		2
Plan Selection		Review Enrollment

◄ Previous | Save ►

Benefits confirmation

United Nations	Date
Mr Employee BENEFITS Address City	31.05.2014