The **HR eServices Rental Subsidy Module** is located in Atlas HCM (<u>https://hr.partneragencies.org</u>).

You need an Atlas user name to access. You can always check if you have access by clicking 'Forgotten Password' (see below) and follow instructions. If you have a user name, then you will be emailed a password.

If you don't have an Atlas user name, then please contact your local Argus Focal Point. This is the person in your office who can create Atlas user names. If you don't know who is your Argus Focal Point then ask your HR, Operations or Finance office, they would know.

User name:	
Password:	
Login	
Change Password	Forgotten Password

The **Rental Subsidy Online Form** is located in **eServices/My Entitlements/ Rental Subsidy Online Form (or you can click the direct link to the** <u>Rental Subsidy Form</u>).

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Menu			
 P eServices D My Personal Info & Job Summary D My Salary 	•	Rental Subsidy Application	
My Entitlements Education Grant Details		Oversite time	Ind
- Education Grant Online Form		Organization: BO Contract Type: PA	M/OHR/SAS/JPO Service Center Contract Expected End Date:
 <u>Ed Grant</u> <u>Advance/Claim History</u> Approve Ed Grant 			penhagen Date of Arrival at Duty Station:
Advance/Claim - Rental Subsidy - Rental Subsidy Online Form		Rental Subsidy Data *Eligibility effective date: *Rental type:	20/01/2012
	ш	*Nature of application: (Check as appropriate)	 First application as new comer Change in Dwelling Change in rent (Same dwelling) Annual resubmission of appl
Coverage			Change in family status

When you fill in the rental subsidy form, then you are asked to enter the name of a '**HR Focal Point'.** Your HR Focal Point is someone from OHR/SAS. If in doubt please click the following link <u>http://sas.undp.org/focalpoint</u>.

If you are applying for a rental subsidy from a location <u>outside</u> the US and Europe then you also need to enter the name of a 'Certifying Officer'. This is typically either the Operations Manager or the DRR or RR. **Please ask your local HR Office who would be the Certifying Officer** for your office.

	#	Customize Find	First 🚺 1 of	1 DLast
Attached File	Add Attachment	Delete Attachment	View Attachment	
	Add Attachment	Delete Attachment	View Attachment	+ -

When you upload your lease please avoid making the file name longer than 50 characters or use special characters like é or \tilde{u} .

I hope this helps.

Best regards,

PS. If you want to know more, a recorded version of the <u>Rental Subsidy webinar</u> is available in addition to a <u>Rental Subsidy User Guide & FAQ</u>, a <u>PowerPoint Presentation</u> as well as <u>OnDemand</u> courses:

e Services	HR eServices - Apply for Rental Subsidy (North America & Western Europe)
 Education Grant Details My Pension & Insurance Coverage My Dependents & Beneficiaries My Job Summary 	In this section you will learn how to Apply for Rental Subsidy if your duty station is <i>in</i> North America & Western Europe. The purpose of the rental subsidy and deduction scheme is designed to provide equity in accommodation expenses among UN staff in duty stations where rents vary considerably; and to alleviate hardships of staff facing higher than average rent costs for reasonable standard accommodations.
 My Personal Information My Salary Rental Subsidy Apply for Rental Subsidy (North America & Western Europe) Apply for Rental Subsidy (Other location) Certify a Rental Subsidy (as Certifying Officer) Rental Subsidy 	Introduction In this module you will learn how to apply for rental subsidy if your location is <i>in</i> North America or Western Europe. In the online Rental Subsidy form you can see all the countries that are considered within the category 'North America and Western Europe'.
M My Leave	