

## STATEMENT OF EARNINGS AND DEDUCTIONS (Professional Category Staff)

<b>Employee ID:</b>	← The Unique UN identification number in UNDP Atlas HCM system	<b>BU/Dept:</b>		<b>Contract Type:</b>	FTA, TA, PA
<b>Empl Rcd:</b>		<b>Location:</b>	Your current location (duty station) or APA Location (Administrative place of Appointment) for SOA duty stations or previous location on which the calculation of your entitlements is based.	<b>Grade/Step:</b>	P1-P5
<b>Name:</b>	← SURNAME, followed by First and Middle Names	<b>Currency:</b>		<b>Pension No:</b>	
<b>Pay Date:</b>	← Day of the month on which payroll payment is made	<b>Net Base Salary:</b>	= Gross Salary – Staff Assessment	<b>Pension Remun:</b>	Is used to calculate contributions due to the Pension Fund (7.9% staff member's share and 15.8% Organization's share). This will serve as the basis for determining pension benefits on separation.
<b>Pay Period:</b>	← Exact period for which salary payment is made				

		<i>Current Month</i>	<i>Retroactive</i>	<i>Adjustments</i>	<i>Total</i>
<b>Earnings</b>					
Gross Salary	Monthly Gross Salary, Dependency and Spouse Allowance				
Dependency Allowance	Refer to <a href="#">Salary Calculator</a>				
Spouse Allowance					
<b>Total Earnings:</b>	= SUM( "Current Month" ) + SUM("Retroactive")+SUM("Adjustments")				
<b>Deductions</b>					
Staff Assessment	Staff assessment rates are derived from income tax rates applicable at the seven headquarters cities of the organizations in the common system. The Single rate is higher than the Dependency rate. It is used to determine your net salary.				
Pension Contribution	Monthly contribution to the United Nations Joint Staff Pension Fund (UNJSPF). The amount is calculated based on your grade level and step, i.e. 7.9% of your pensionable remuneration.				
Medical Insurance Deduction	Reflects your share/contribution to the health insurance premium. Will show the name of the Insurance Plan you are enrolled in. Contact your HR focal point at your duty station for details on your health coverage plan and premiums.				
Life Insurance Deduction	Reflects your contribution to the Group Life Insurance Plan. Participation in the plan is voluntary for all eligible staff. No subsidy is provided by the organization.				
Other deductions (if applicable)	Any other deductions as entered in your monthly payroll				
<b>Total Deductions:</b>	= SUM( "Current Month" ) + SUM("Retroactive")+SUM("Adjustments")				
<b>NET PAY</b>	= TOTAL EARNINGS – TOTAL DEDUCTIONS				
<b>Employer Contribution</b>					
Employer Pension Contribution	The amount of contribution from organization towards your United Nations Joint Staff Pension Fund (UNJSPF). The Organization's contribution is 15.8% of your pensionable remuneration which is twice your contribution.				
Employer Medical Insurance	<b>UN Medical Insurance Subsidy</b> Reflects the amount paid by the organisation as employer's share for your medical coverage. Contact your HR focal point for more details on coverage and premiums				
<b>Total Employer Contribution</b>	= SUM("Current Month") + SUM("Retroactive")				

**Salary Apportionment**

Net Pay Distribution

**Amount In**

**Amount in  
Disbur.Curr  
Code**

**Exchange**

**Curr Code (USD)**

**Rate**

The UN operational exchange rate in effect for that pay period corresponding to the Currency Code

**Payment Mode**

**Name of Bank/Third Party**

1) **Transfer** indicates Electronic Fund Transfer of your salary payment into banking institutions directly as per instructions on your vendor form. Ensure your HR focal point receives accurate banking account information where you wish to receive your monthly payment locally.  
2) **Third party** is applicable if you have requested a percentage of your salary to be paid locally through your duty station.

**Name of Bank / Third Party**  
Indicates name of the banking institution you provided in your salary distribution form (or direct deposit form for staff assigned to USA) and, if applicable, UNDP Country office for the local portion

Is the amount to be paid shown in the currency of payroll calculation.

Applicable if you have requested a portion of your salary to be in local currency instead of payroll currency. Paid by the Country Office based on the instructions in the Local Disbursement Report. The local currency amount is calculated based on the payroll currency amount at the UN exchange rate for the current month

**Estimated Annual Leave Balance**

This value will be the result of the previous pay period's balance plus this pay period's accrual minus the days taken this pay period, if any