



ADMINISTRATIVE INSTRUCTION

To: Executive Officers and Administrative Officers at Headquarters and Chiefs of Administration at Other Offices

From: The Acting Head, Office of Financial Services

Subject: UNITED NATIONS PERSONNEL PAYROLL CLEARANCE ACTION

Purpose

1. This revises ST/AI/155 and Amend.1 administrative instruction prescribing the procedures to be followed at Headquarters for completing form P.35, personnel payroll clearance action, for all staff members who leave the Headquarters payroll, other than project personnel. An important objective of this revision is to provide for the prompt payment of amounts due to staff members at the time of their separation or transfer. The provisions of this instruction, modified as necessary to meet local conditions, shall be applied by all United Nations offices which maintain payrolls independently of Headquarters.
2. The form P.35 will be used:
 - (a) On separation from service with the United Nations;
 - (b) On assignment or transfer to a United Nations office which maintains its payroll independently of Headquarters, e.g. the United Nations Office at Geneva, UNIDO, UNEP or a regional economic commission;
 - (c) On the grant of special leave without pay for longer than one calendar month.
3. The form P.35 is used: (a) as a control to ensure that the necessary clearances are secured, and (b) as a personnel action sheet for recording the status of and the conditions under which a staff member is separated from the Organization or otherwise leaves the payroll.
4. The form and procedures have been designed with a view to reducing the possibility of errors in recording and with the aim of speeding the transmission of adequate and correct information to the Office of Financial Services. This is

necessary to ensure that separating personnel do not leave the Organization without having settled their just obligations and at the same time make sure, to the extent possible, that they actually receive the pay, emoluments, or other amounts due to them on the effective date of separation from service. Such amounts shall be considered to have become due and payable to the staff member on that date. In a number of situations - for example, final travel or shipment of personal effects or household goods - it may only be possible to make partial payments to the staff member for an item pending determination of actual expenses to be reimbursed. With the advance approval of the Assistant Secretary-General for the Office of Financial Services (or his designee), payments may be authorized at slightly earlier dates.

5. The effective date of the personnel payroll clearance action, i.e., item 9 of form P.35, should be:

(a) The expiration date of a fixed-term appointment;

(b) The date of death in service;

(c) The date at the close of which a staff member, who is to receive a disability benefit under the Regulations of the United Nations Joint Staff Pension Fund or appendix D to the Staff Rules, exhausts his entitlement to sick or special leave; or

(d) The day at the close of which any other action takes effect, e.g., abandonment of post, detail, special leave without pay, resignation, retirement, secondment, summary dismissal, dismissal for misconduct, termination or transfer.

The effective date of the action is not affected by travel time after separation from service, by death benefits, by official stopovers, compensation in lieu of notice, commutation of accrued annual leave, repatriation grant or termination indemnity.

6. The last regular working day, i.e., item 10 of form P.35, should be the last regular working day of the office to which the staff member is assigned on which the staff member will be present at that office to answer queries with regard to clearances.

7. The last day for pay purposes, i.e., item 16 of form P.35, should be the day through the close of which the staff member is due to be paid. If travel is authorized, the last day for pay purposes may fall one, two or three days after the effective date of the action. In the case of a staff member who resigns after a period of special leave without pay, the last day for pay purposes will be the effective date of the action granting such special leave.

8. In order to facilitate the objective of permitting the staff member to be paid on the effective date of the action, the form P.35 should be initiated 21 calendar days in advance of the last regular working day and should reach the Accounts Division, Office of Financial Services, not later than six (6) working days before the last regular working day.

9. It is important that this deadline be observed, and it is the joint responsibility of executive, administrative and personnel officers to expedite the processing of the form. Inability to secure clearances with respect to individual items does not constitute a valid reason for delays in processing. The procedures to be followed if particular clearances must be withheld are indicated under the appropriate responsibilities.

Executive and administrative officers

10. The responsibility of an executive or administrative officer includes:

(a) The initial preparation of form P.35 - by recording the separation number (comprising the department initials followed by a serial number - e.g. OGS/1234) and date in the top right-hand corner;

(b) The recording of appropriate information against the relevant items 1-27 on the form, and entering DNA (does not apply) against those items which do not apply;

(c) The accuracy and completeness of leave cards and reports and the transmission of these to reach the Office of Financial Services not later than six working days preceding the last regular working day;

(d) The recovery of all United Nations property and the return of such property to the appropriate issuing office (see each item and check off against each item under 6A on the reverse side of the executive officer's copy (copy No. 7) of the form P.35);

(e) The clearance by telephone of items listed under 6B on the reverse side of the executive officer's copy, and the recording of the clearance number against each of these items;

(f) The maintenance of copies of all forms P.35 in separation number order for six months, after which (on 1 February and 1 August each year) they should be sent to Records Retirement through the Accounts Division.

11. With respect to paragraph 10 (e) above, the telephone clearance required under item 6B of form P.35 will be made unless it is not required in an individual case. Where not required, the executive or administrative officer or his authorized designee will make the notation "DNA" under the heading "CLEARANCE NO." and add his signature under the heading "CLEARED BY". Where required, the telephone clearance will be obtained from the clearance points listed below. The clearance points will each maintain a list, by staff member and clearance number, of all clearances given. When giving a clearance number, an official at a clearance point must have evidence of the satisfactory discharge of the staff member's obligations to the United Nations, and the executive or administrative officer will enter the clearance number and the official's name in the appropriate place on the form P.35.

Telephone clearance points

(a) Library material: The Loan Desk of the Library (ext. 2695) will certify the return of books, periodicals and other library materials loaned to the staff member.

(b) The archival records: The Archives Reference Service (ext. 2050) will certify that all active files and/or materials loaned to the staff member have been returned or otherwise accounted for.

(c) Permanent garage tags and unpaid parking violations: The Garage Administration (ext. 2464) will certify that the parking sticker of a staff member authorized to park on a regular basis in the Garage has been removed from the staff member's automobile and that there are no outstanding charges against him for unpaid parking violations or other special fees.

(d) United Nations housing: The Housing Service of the Staff Activities and Housing Section (ext. 3255 or 3256) will give clearance with regard to residence in a housing project under a United Nations lease agreement.

(e) Telephone toll charges: The Telephone Unit (ext. 4303) will certify that there are no outstanding long-distance or toll telephone charges payable by the staff member.

(f) Keys: The locksmith (ext. 3748) will certify that no master or off-master keys are charged to the staff member.

(g) Confidential registry files: The Confidential Files Desk (ext. 2753) will certify that no confidential files are charged to the staff member. Individual clearance numbers are only necessary for staff at Headquarters with authority to draw confidential files.

12. If a clearance which is required for any of the items under 6B of form P.35 cannot be secured, the executive or administrative officer will briefly explain the reason under item 25 "Remarks". If additional space is required, the entry may be continued on the reverse side of form P.35. This need not delay final payment provided a deduction has been made for the value of any outstanding item. In respect of supplies and equipment, the valuation of each outstanding item will be obtained from the issuing office. In respect of other items, such as telephone charges, the amount to be deducted will be obtained from the appropriate office listed in paragraph 11 above. In the event that any outstanding item can only be recovered on or about the last day of duty (e.g. uniforms, working tools, imprest and petty cash funds etc.), the final pay cheque may nevertheless be prepared. It will be held by the Office of Financial Services until the executive or administrative officer certifies that the item has been recovered.

13. When a staff member who separates from the service holds a laissez-passer, it should either be surrendered by the staff member or presented to the Transportation Section for invalidation as at or from a date which would cover the return journey to the staff member's country and place of residence. Similar action should be taken in the case of special leave without pay for more than a month.

14. Grounds passes are either to be surrendered by the staff member in exchange for a temporary pass covering the remaining duty period, or to be presented to the Security Section for invalidation as from the last day of duty.

15. In cases where a clearance action is initiated in respect of a staff member from whom a report is still due in satisfaction of his contractual obligations, this should be noted as an exception so that final settlement may be withheld until the executive or administrative officer certifies satisfaction of the contract.

16. Following completion of items 1-27 of form P.35, with the provisos mentioned above, the form (less the copy to be retained in the Executive Office) will be transmitted to the Office of Personnel Services. In some instances it may be expeditious to send the form P.35 to the Office of Personnel Services before all the items 1-27 have been completed, in which case the Office of Personnel Services should route the form back to the Executive Office for completion before being forwarded to the Office of Financial Services.

Office of Personnel Services

17. The responsibility of the personnel officers shall be to determine and record, under items 28-43 of the form P.35, the status and entitlements of the staff member on the effective date of the action. Care should be taken to ensure consistency of information between section I and section II of the form. Personnel officers should note in this connexion that they may possess information which may not have been available to the executive or administrative officer at the time he completed section I. Such information should be brought to the executive officer's attention to make sure that section I is properly completed.

18. Following completion of recorded information under section II, the copies should be distributed according to the printed indications at the foot of each page, with a view to ensuring that the Office of Financial Services' copy reaches the Payroll Section of the Accounts Division, Office of Financial Services, not later than six (6) working days before the staff member's last regular working day. In the case of a staff member separating from the service, the Pension Fund copy (copy No. 4) should be detached from the form P.35 as soon as the last day for pay purposes including authorized travel is known and sent by the personnel officer directly to the Secretary of the United Nations Joint Staff Pension Fund. The dispatch of this copy should not be delayed because the "clearance certification" contained in section I, part C, has not been completed.

19. Upon receipt of its copy, the Secretary of the United Nations Joint Staff Pension Fund will contact the staff member in order to obtain his pension payment instructions.

Office of Financial Services

20. The responsibility of the Office of Financial Services will be to:

(a) Record on the form P.35 any outstanding cash advances, travel and other charges not already notified;

- (b) Calculate the final payment due taking into account deductions and allowances authorized, and other conditions indicated on the form;
- (c) Audit the entitlements, deductions and calculations;
- (d) Prepare and issue the cheque for final payment;
- (e) Provide the separation notification to the United Nations Joint Staff Pension Fund within three days of receipt of form P.35;
- (f) Provide those staff members subject to national, state and/or municipal income taxation with a statement of earnings for the current year within 30 days after the date of separation, including amounts paid or payable by the United Nations Joint Staff Pension Fund for either partial or full lump-sum withdrawals.

Special provisions

21. In the event that one or more elements required for making final settlement prior to departure of the staff member cannot be satisfied, an advance partial settlement not to exceed 80 per cent of the apparent payment due may be made at the request of the staff member. The request is to be submitted on form F.82, "request for salary advance", in accordance with staff rule 103.14 (iii).
