



11 November 2022

Administrative instruction

Payment and disbursement of salaries and related allowances

The Under-Secretary-General for Management Strategy, Policy and Compliance, pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#), and for the purpose of setting out the schedule, currency and modalities of payment and disbursement of salaries, allowances, grants and other amounts paid pursuant to the Staff Regulations and Rules of the United Nations to staff members, promulgates the following:

Section 1

Schedule of payments

1.1 A staff member's regular pay consists of the net salary, plus any applicable post adjustment,¹ and most allowances (e.g. dependency allowances, mobility incentive or language allowances) and is disbursed in accordance with the applicable payroll schedule.

1.2 Some allowances, grants or payments (e.g. settling-in grant, relocation grant, education grant advance, travel allowances or end-of-service payments such as final pay or repatriation grant) are normally disbursed as a lump sum outside of the applicable payroll schedule, in accordance with the provisions of the corresponding administrative issuances.

1.3 For their regular pay, staff members will be provided with a detailed statement of earnings and deductions that lists the salary, plus any applicable post adjustment and any allowances, as well as any deductions applied, pursuant to staff rule 3.18.

Section 2

Currency of payments and disbursements

2.1 All payments due to staff members shall be denominated and disbursed (or payable) as set forth below:

¹ In the case of staff members in the General Service and related categories, post adjustment is a component of net salary.



<i>Category</i>	<i>Currency of payments in the salary scale</i>	<i>Disbursement</i>
Internationally recruited staff members (pursuant to staff rule 4.5)	United States dollars	<p>Option 1 Disbursed to a single bank account in any country denominated in a currency included in the United Nations operational currencies</p> <p>Option 2 Disbursed to two bank accounts, as follows:</p> <ul style="list-style-type: none"> • One account held in the country of the duty station denominated either in the national currency or in the currency in which the United Nations Controller authorized disbursements to locally recruited staff members; and • One account held in any country denominated in a currency included in the United Nations operational currencies
Locally recruited staff members (pursuant to staff rule 4.4)	Denominated in accordance with the methodology established by the International Civil Service Commission	To no more than two bank accounts held in the country of the duty station denominated in the payable currency of the salary scales for the staff in the General Service and related categories

2.2 When the salary scale is denominated in United States dollars, non-dollar disbursements of payments shall be made at the United Nations operational rate of exchange prevailing on the payroll calculation date.

2.3 The Organization shall absorb bank charges and fees related to transferring the disbursement of payments to the staff member's bank account or accounts. Any charges and fees levied by the staff member's bank, including currency exchange or receipt charges, shall be borne by the staff member.

Section 3 **Modalities of disbursements**

3.1 Pursuant to financial rule 104.10 (a), all disbursements shall be made by electronic funds transfer, wire transfer or cheque, except to the extent that cash disbursements are authorized by the Secretary-General or an official to whom the Secretary-General has delegated such authority.

3.2 Except as otherwise provided in the present administrative instruction:

(a) For staff members with an appointment of six months or longer, disbursements shall be made by direct deposit to the staff member's bank account, to the extent that direct deposit is available;

(b) Nationals and permanent residents of the country of the duty station shall be paid by direct deposit only, regardless of the duration of the appointment.

3.3 Staff members shall designate the bank account for the direct deposit of payments in accordance with guidance provided by the United Nations Controller and shall be responsible for the accuracy of the bank account information provided.

Section 4
Final provisions

4.1 The present administrative instruction shall enter into force on the date of its issuance.

4.2 Administrative instruction [ST/AI/2001/1](#), dated 8 February 2001, is hereby superseded.

(Signed) Catherine **Pollard**
Under-Secretary-General for
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