Secretariat

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INFORMATION CIRCULAR N° 54

Subject: Registration of e-mail addresses for delivery of pay slips

1. In an ongoing effort to improve efficiency and enhance client service UN Headquarters successfully introduced in June 2003 the delivery of pay slips via e-mail (e-pay slip) for staff pay rolled at Headquarters. The implementation of the e-pay slip for staff members pay rolled by the United Nations Office at Geneva will take place in November of this year for all staff excluding those with short-term appointments. The e-pay slip will be implemented for short-term staff in the first quarter of 2004 once further studies have been completed.

2. The transmission of pay slips via e-mail will ensure timely and secure delivery while providing staff the flexibility of accessing their pay slip from wherever they have access to their e-mail address. It is also more cost effective than printing and distributing paper pay slips.

3. Successful use of this functionality, however, requires that e-mail addresses are accurate and up to date. An on-line e-mail registration web site to be used by staff to record and maintain their e-mail address, has been launched as follows:

UN Intranet website: **https://registration.un.org/**

4. Staff members will be requested to provide their index number and answer some questions for initial identification. They will also be asked to confirm their own official UN e-mail address. As the UN's e-mail system is more robust than most personal e-mails, which are frequently subject to quota or volume limitations and expiration dates, it is imperative for staff to use only their official UN e-mail address for receipt of their e-pay slips. Each user will receive at his/her e-mail address provided during the registration process an acknowledgement and an automatically generated password. The user will then be asked to change the initial password to a personal password of his/her choice with a minimum of six characters. This will confirm both the accuracy of the current e-mail address and the identity of the staff member receiving future e-pay slips.

5. Staff members having difficulty accessing the above Intranet site may register at the following site, using the process described above:

Internet website: **http://www.epas.un.org/unreg.nsf**

As shown in the address above, this is the registration website already used for e-PAS, which uses the same registration process as e-pay slip. Taking advantage of that commonality, and to facilitate the registration process for as many staff members as possible, staff who have already registered for e-PAS will automatically be registered for e-pay slip, provided that they have already changed the automatically generated password to a password of their choice. These staff members are advised to

verify that the e-mail address currently registered on the site is still valid.

6. The actions required for the full registration for the e-pay slip are described in the following grid:

Registered for E-PAS	Password changed	Action required
Yes	Yes	None. You are automatically registered for e-pay slip
Yes	No	Change your password to complete the security requirements for e-pay slip. (Password changes made for e-pay slip will also be applicable to e-PAS.
No	No	Register at one of the websites noted above **and** change the system-generated password that will be e-mailed to you upon registering.

7. Staff should ensure that they have registered for e-pay slip or e-PAS at either of the two available websites and that they have changed the automatically generated password by latest **31 October 2003** in order to ensure the proper receipt of future pay slips.

8. Staff who register for e-pay slip will automatically be registered to use e-PAS.

9. In the event a problem is encountered while registering, assistance can be received by clicking "support" on the bottom of the staff member registration log-in screen. Any staff member payrolled from UNOG who subsequently has a problem receiving his/her e-pay slip should request assistance via an e-mail to: imis_pay_Helpdesk@unog.ch

10. Any future change to a staff member's e-mail address must be registered by the staff member through the use of one of the above-mentioned websites to ensure receipt of e-pay slips. Maintenance of e-mail addresses through these sites is the staff member's responsibility.

11. Staff who do not have access to a computer may use those available in public sites such as the Cyberspace located in the Library or the PCs made available by the UNOG Human Resources Management Service in room PN 264-3 or other public PCs located closer to your workplace. Staff who do not have an official UN e-mail address should contact their appropriate e-mail administrator. Printed pay slips will continue to be produced for them until such access and/or address is provided.

(Signed) Bertrand **Juppin de Fondaumière**
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