

Guidance for completing the 2025 GSM Annual Dependency Verification

1. Log into GSM.
2. Check your GSM Worklist for the Dependent Verification Notification.

- **Dependent spouse:**

Worklist		
From \triangle	Type \triangle	Subject \triangle
HR Administrator GSC	Dependent Verification	IMPORTANT - Verification of dependent spouse 2025

- **Secondary dependent parent:**

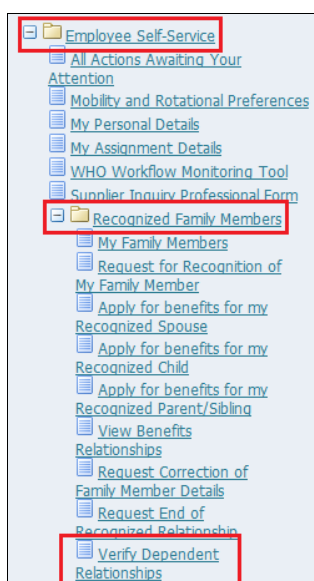
Worklist		
From \triangle	Type \triangle	Subject \triangle
HR Administrator GSC	Dependent Verification	IMPORTANT - Verification of dependent parent 2025

- 2.1 Open the notification.
- 2.2 Select: "Click here/Cliquez ici".

[Click here/Cliquez ici](#) to complete your verification information and submit your documentation for your dependant through GSM

If the notification is not in your worklist:

Navigate to: Employee Self-Service > Recognized Family Members > Verify Dependent Relationships.



3. Select: "Make Declaration".

On the Declaration page, **complete all the mandatory fields marked with ***. Click on the magnifying glass icon and select the declaration from the dropdown provided.

Dependent spouse:

Verify Dependent Relationships: Special Information

Employee Name LAST NAME, Mr First Name Employee Number
 Business Group World Health Organization and Other Entities

TIP If you are required to submit declarations for more than one dependent, you MUST submit a separate request for each dependent !

Verify Dependent Spouse

Select Object: **Make Declaration** | ...

Spouse	Verification	Status
<input checked="" type="radio"/> LAST NAME, Mrs First Name	Verification of dependent spouse 2025	Declaration Required by 31-Oct-2026

Verify Dependent Spouse Cancel Apply/Review

Employee Name Employee Number
 Organization Email Address Business Group World Health Organization and Other Entities

TIP Please fill in all mandatory fields marked with an asterisk (*) and submit your request

Verification Verification of dependent spouse 2025
 Spouse LAST NAME, Mrs First Name
 Periods of Dependency 01 January - 31 December
 Status Declaration Required by 31-Oct-2026

* Final Declaration on my spouse's employment status

* Employer's name & address (enter N/A or Not Applicable if not employed)

Spouse's gross earnings

Required attachments

Next Declaration on my spouse's employment status

* Employer's name & address (enter N/A or Not Applicable)

Spouse's expected earnings

Spouse's grade if employed by WHO/UN (or leave blank)

* Continuation of benefits

* Declaration : I hereby declare that
 (Official Use Only)

Secondary dependant parent:

Verify Dependent Parent

Select Object: **Make Declaration** | ...

Parent	Verification	Status
<input checked="" type="radio"/> LAST NAME, Mrs First Name	Verification of dependent parent 2025	Declaration Required by 31-Oct-2026

Verify Dependent Parent Cancel Apply/Review

Employee Name Employee Number
 Organization Email Address Business Group World Health Organization and Other Entities

TIP Please fill in all mandatory fields marked with an asterisk (*) and submit your request

Verification Verification of dependent parent 2025
 Parent LAST NAME, Mrs First Name
 Periods of Dependency 01 January - 31 December
 Status Declaration Required by 31-Oct-2026

* Final Declaration on my parent's dependency status

* Amount and currency of Parent's annual benefits from all sources (enter N/A)

* Amount and currency of my financial support (enter N/A or Not Applicable)

Required attachments

* Next Declaration on my parent's dependency status

* Declaration : I hereby declare that
 (Official Use Only)

4. After clicking on the magnifying glass, the "Search" window appears. Click on "Go".

Dependent spouse:

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Secondary dependent parent:

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

5. Select the applicable declaration.

Dependent spouse:

Search By

Results

	Quick Select	Final Declaration on my spouse's employment status
<input type="radio"/>		during 2025, First Name was employed
<input type="radio"/>		during 2025, First Name was retired or unemployed

Secondary dependent parent:

Search By

Results

	Quick Select	Final Declaration on my parent's dependency status
<input type="radio"/>		during 2025, my parent did not reside with me. I provided more than half of his/her total income
<input type="radio"/>		during 2025, my parent resided with me
<input type="radio"/>		during 2025, my parent did not reside with me and I did not provide more than half of his/her total income

6. Continue until all the fields are completed.

7. Once completed, click on "Apply / Review", and then click on "Next".

8. Where no supporting document is required, click on "Submit". If supporting documentation is required, scan and upload the required documentation **referred in Annex 1 (checklist)**.

9. Steps to attach the supporting document(s) in pdf format:

- Click on "Managed Attachment".

Approvers

...

Details	Line No	Approver
▶	1	Dispatcher Entitlements - Region Group 1

<

Comments to Approver

Managed Attachment

- Click on “New”. The “Content Check-In Form” screen opens.

WHO Managed Attachments

Managed Attachments

Attach : **New** | From Repository | Search Within | Detach | ?

Name	Title	Doc Author	Size	Date	Revision	Actions
No records found.						

Content Check-In Form - Work - Microsoft Edge

Content Check-In Form [quick help](#)

* Title

Author

* Select File

Comments

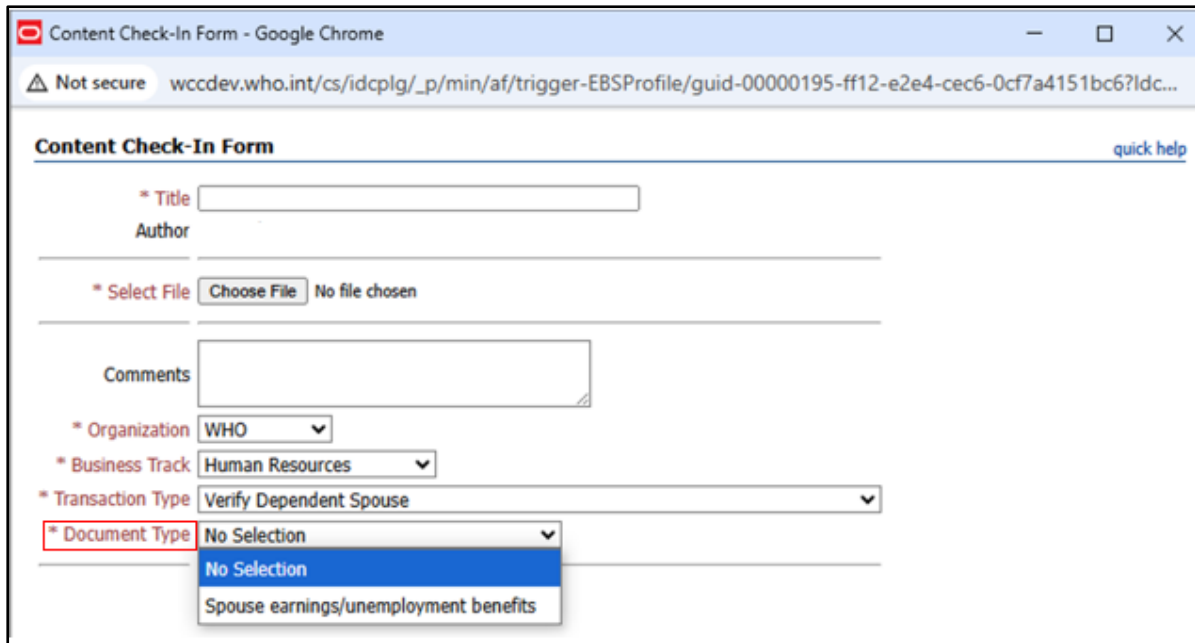
* Organization

* Business Track

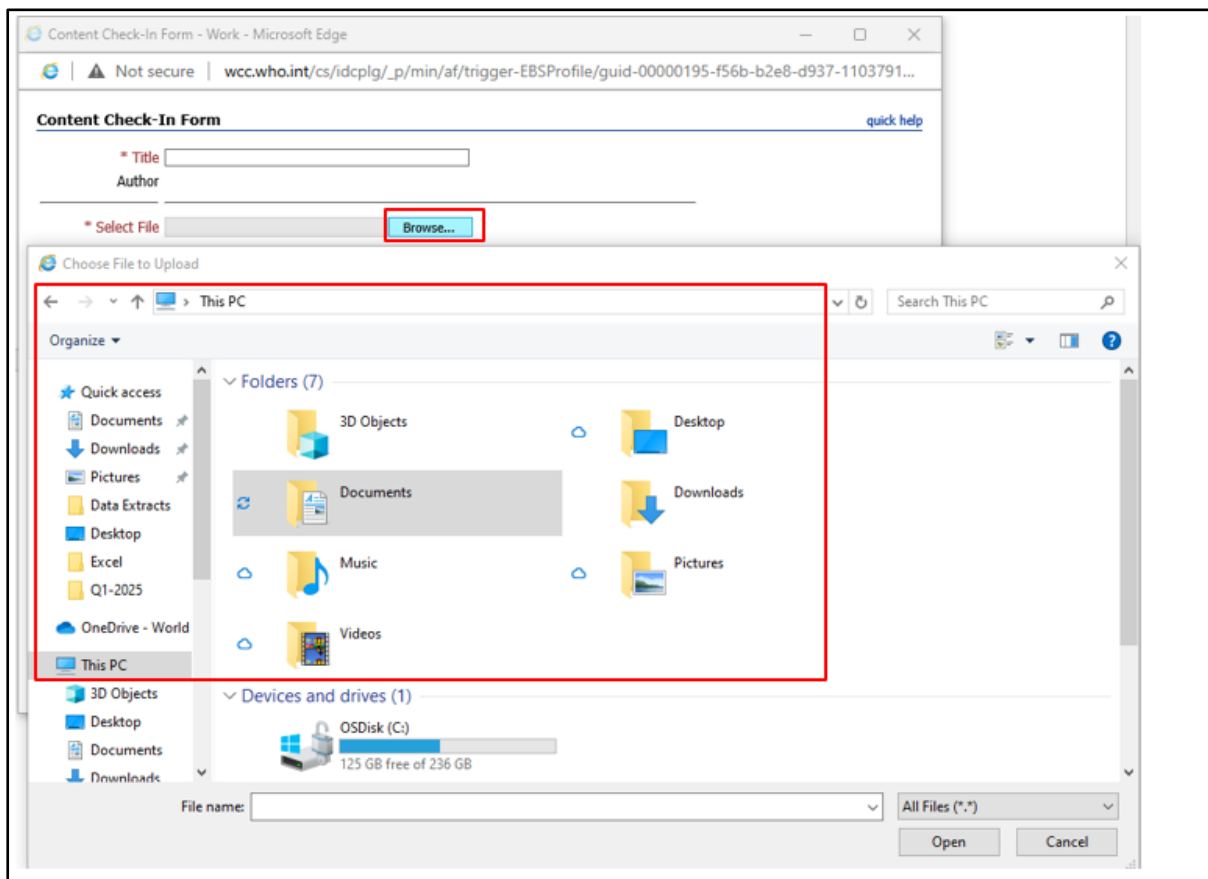
* Transaction Type

* Document Type

- Select the options provided in the dropdown in “Document Type”.



- Attach the supporting document by clicking on the "Browse" button; select the scanned document from your local disk.



- Click on the “Check In” button. A “Check in Confirmation” screen pops up.

Content Check-In Form [quick help](#)

* Title: S083973 | Verification of dependent spouse 2025 | Spouse e
 Author: panigrahim

* Select File: Choose File test.pdf

Comments: [Text Area]

* Organization: WHO
 * Business Track: Human Resources
 * Transaction Type: Verify Dependent Spouse
 * Document Type: Spouse earnings/unemployment benefits

Employee Number: S083973
 Spouse Name: LAST NAME, Mrs First Name
 Verification: Verification of dependent spouse 2025

Check In Reset

- Close the window by clicking on the red cross on the top right corner of the window to return to the “Managed Attachment” screen.

Check-In Confirmation for 'S083973 | Verification of dependent spouse 2025 | Spouse earnings/unemployment benefits'

Content ID: WCCQA20884925 [\[Content Info\]](#)
 Title: S083973 | Verification of dependent spouse 2025 | Spouse earnings/unemployment benefits
 Checked in by:

10. Click on “Submit”.

The declaration is forwarded to the Global Human Resources unit (GHR) for processing. You will receive a notification in your GSM worklist once your request has been processed.

Frequently Asked Questions (FAQ)





1.	<p>Q. What is the basis for determining eligibility to receive a <u>dependency allowance for my spouse</u>?</p> <p>According to the Staff Rule 310.5.1. “A dependent spouse shall be a spouse whose annual gross earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scale in force on 1 January 2025 for the duty station in the country of the spouse's place of work, provided that, in the case of the Professional category or above, the amount shall not at any duty station be less than the equivalent of the lowest entry level salary at the base of the common salary system (i.e. G-2, step I, for New York).”</p>
2.	<p>Q. What is the definition of annual gross earnings?</p> <p>Please refer to the definition of spouse earnings by the International Civil Service Commission:</p> <p>“All earnings received, including but not limited to pension income, such as retirement, disability benefits, other social benefits and earnings resulting from investments, shall be included in the computation of the annual gross earnings for the purpose of determination of dependency status.”</p> <p>Where applicable, any amounts in currencies other than USD must be converted to USD using the exchange rate applicable as of 1 January 2025.</p>
3.	<p>Q. What is the yearly limit for the spouse annual gross earnings?</p> <ul style="list-style-type: none">• For General Service and National Professional Officer: The lowest entry level UN GS gross salary scale for G-1, step I at the spouse’s place of work on 1 January 2025.• For International Professional:<ol style="list-style-type: none">1. The lowest entry level UN GS gross salary scale for G-1, Step I at the spouse’s place of work; AND2. The lowest entry level UN GS gross salary scale for G-2, step I for New York. <p>The higher of above two salary scales will be used to determine the yearly limit. On 1 January 2025, the applicable GS gross salary scale for G-2, step I was US\$ 52,288.</p>
4.	<p>Q. How is my spouse’s place of work determined?</p> <p>You will be asked to provide proof of your spouse’s place of work. In situations in which it is difficult to determine the spouse’s place of work (e.g. employment that involves extensive or full-time telecommuting from a different country or location, consultancies in different countries or locations), the UN salary scale of the staff member’s recognized place of residence or duty station, whichever is lower, will be considered to be the spouse’s place of work (WHO eManual III.3.4, paragraph 35).</p>

5.	<p>Q. How much is the allowance for a dependent spouse?</p> <ul style="list-style-type: none"> • For General Service and National Professional Officer: A spouse allowance is established by the UN GS salary scale. • For International Professional: A spouse allowance is equivalent to 6 per cent of net remuneration (base salary scale plus post adjustment)
6.	<p>Q. My spouse was not employed from the beginning of 2025 or was only recognised as my dependent from mid-year of 2025. Should I provide the income statement for the whole year?</p> <p>The income statement for the whole year is required to determine the annual gross income earned for 2025 in accordance with WHO eManual III.3.4 Dependants' allowance paragraph 40.</p>
7.	<p>Q. If the dependency status of my spouse or secondary dependent is ceased as a result of the DVE exercise, what is the impact on the Staff Health Insurance (SHI) coverage?</p> <p>In line with the SHI Rules (Annex E), a dependent spouse is automatically insured by SHI from the date the dependency status is acquired until the date the dependency status ceases. The SHI coverage of your spouse or secondary dependent will remain even after the dependency status ceases and there will not be a retroactive refund of the SHI contributions made for the specific year (2025) to the staff member even if no claims were submitted to SHI by the staff member on behalf of their spouse or secondary dependent for the relevant year.</p> <p>For details information, please contact SHI at: shihq@who.int.</p>
8.	<p>Q. What is the basis for determining eligibility to receive a dependent allowance for my secondary dependent?</p> <p>It must be demonstrated by submission of documentary evidence that the staff member provides more than 50% of the total support and that such contribution is at least twice the amount of the allowance claimed (paragraph 120, Section III.3.4 of the WHO e-Manual). In addition, for locally recruited staff the allowance is payable in accordance with the local salary scale i.e. at selected duty stations only.</p>
9.	<p>Q. How much is the allowance received for a secondary dependent?</p> <ul style="list-style-type: none"> • For locally recruited staff: The allowance is payable monthly at selected duty stations in accordance with the UN local salary scale. • For international professional staff: US\$ 1,025 per annum.
10.	<p>Q. A secondary dependent's allowance is not applicable at my duty station. Should I still provide proof of support for dependency status?</p> <p>Yes. Although the allowance portion is not paid at your duty station, the Staff Health Insurance coverage benefit is received therefore supporting documentation as per Annex 1 is still required.</p>

11.	<p>Q. My parent resides with me. Should I provide proof of support when submitting my declaration?</p>
	<p>No. Proof of support is not required in such situation.</p>
12.	<p>Q. Can periods of leave or teleworking recorded as being at the place of residence of my secondary dependent be considered as my secondary dependent residing with me for that period of time?</p>
	<p>No. A secondary dependent cannot be deemed as residing with the staff member during periods of leave or teleworking. The acceptable supporting documents as per Annex 1 are required for the duration of the year, including during periods of leave or teleworking. Please be mindful to continue obtaining official evidence of financial support during such periods.</p>
13.	<p>Q. What documents are needed as proof of support to claim dependency allowance for either spouse or secondary dependent?</p>
	<p>Clear examples of acceptable documents can be found in Annex 1.</p> <p>Please also check relevant provisions in WHO eManual III.3.4, and SOP documents HR.SOP.III.082 (Dependent Spouse – Request recognition and dependent spouse benefits) and HR.SOP.III.084 (Register, Request Recognition & Apply for Benefits for Secondary Dependent) on the supporting documents relevant to a dependency request that are mandatory and must be uploaded before the deadline for submissions.</p>
14.	<p>Q. Where can I obtain the UN salary scale?</p>
	<p>Please refer to: https://onehr.un.org/salary-survey/#/salary_scale</p>
15.	<p>Q. How can I submit a request to <u>cancel</u> the dependency status of my spouse in GSM?</p>
	<p>Please complete the verification exercise and also request for the cancellation of the dependent status through GSM:</p> <ul style="list-style-type: none"> • Employee self-service/Apply for Benefits for my Recognised Spouse/Spouse- Cancel Dependency Status <p>Note:</p> <p><u>Changes in Spouse status:</u></p> <p>Staff members must inform the Organization immediately of any change in the status of a dependent spouse and request cessation of benefits if appropriate, as follows:</p> <ul style="list-style-type: none"> • earnings increase and are above the limit stipulated in Staff rule 310.5.1.1 • upon divorce; • upon official separation. <p>Staff members should verify their spouse’s earnings for the prior year at latest by 31 March to ensure that the spouse’s gross annual earnings received do not exceed the limit. As soon as the earnings exceed the limit, the staff member must submit a GSM Self-service request to cease dependency benefits.</p>

16.	<p>Q. How can I submit a request to cancel the dependency status of my secondary dependent in GSM?</p> <p>Please complete the verification exercise and also request for the cancellation of the dependent status through GSM:</p> <ul style="list-style-type: none"> Employee self-service/ Apply for benefits for my Recognized Parent/Sibling / Parent - Cancel Dependency Status
17.	<p>Q. What is the outcome if I am non-compliant to the DVE 2025 exercise?</p> <p>Staff members will receive from GHR three (3) GSM automated reminders and a final notification to announce the closure of the exercise. Please note that these reminders will not be sent by email but will be sent directly to staff member’s GSM Worklist.</p> <p>Staff members who do not submit their 2025 declaration before the deadline for submissions or who provide only partial as requested by GHR within two weeks (14 calendar days) from the date of the request, will have their dependency allowances recovered.</p>
18.	<p>Q. Who can I contact should I have any queries?</p> <ul style="list-style-type: none"> For technical problems and GSM system related issues (i.e., if you are unable to submit the declaration, or to upload documents), please send an e-mail to: globalservicedesk@who.int stating in the subject line “Verification of dependency 2025”. For other queries (if the answer is not found in the WHO eManual, relevant SOPs, or this FAQ) please reach out to your HR Business Partner or send an e-mail to: gscdep-ver-2025@who.int.

ANNEX 1: EXAMPLES OF ACCEPTABLE and UNACCEPTABLE SUPPORTING DOCUMENTS

<p>DEPENDENT SPOUSE ALLOWANCE</p>	<p>Accepted</p>  <ul style="list-style-type: none"> • Payslip/salary statement with gross income. • Tax Statement with gross income. • Proof of total unemployment benefits. • Proof from spouse employer of work location (if spouse is based in a different location from the place of employment/recognised place of residence). 	<p>Not Accepted</p>  <ul style="list-style-type: none"> • Affidavits. • Self-declaration by staff member or spouse of income earned. • Unofficial documents, such as excel sheet calculations of income earned. • Hand-written documents. • Any record that does not refer to/include the spouse's name.
<p>SECONDARY DEPENDENT ALLOWANCE</p>	<p>Accepted</p>  <ul style="list-style-type: none"> • Official bank statement/money transfer from staff member to the secondary dependent. • Bank statement or money transfer receipt/credit statement from the secondary dependent's bank account. <p>As proof of secondary dependent's annual income:</p> <ul style="list-style-type: none"> • tax statement/declaration other proof of income/earnings. 	<p>Not Accepted</p>  <ul style="list-style-type: none"> • Affidavits. • Self-declaration by staff member on direct cash payments. • Personal receipts between the staff member and secondary dependent. • Receipt of money transfer by a third party. • Hand-written documents. • SHI reimbursement related to medical care of the dependent. • SHI contribution as part of financial support to the dependent. • Any record that does not refer to/include the dependent's name.

For further information, please refer to the link to the eManual below:
<https://emanual.who.int/p03/s03/Pages/III34Dependants'allowances.aspx>