

## Guidance for completing 2025 GSM Annual Single Parent Verification

1. Log in to GSM.
2. Check your GSM Worklist for the Single Parent Verification Notification.

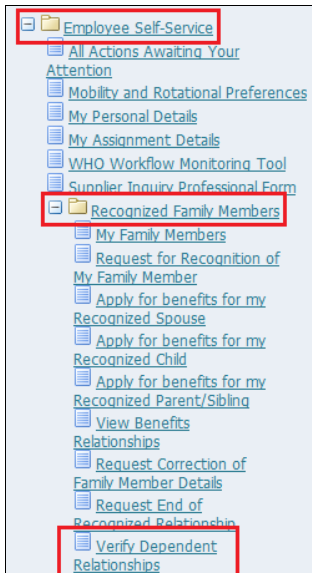
Worklist		
From ^	Type ^	Subject ^
HR Administrator GSC	SingleParent Verification	IMPORTANT - Verification of Single Parent Allowance 2025

- 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.

Verify Single Parent: Special Information		
Employee Name	LAST NAME, Miss First Name	Employee Number
Business Group	World Health Organization and Other Entities	
Verify Single Parent		
Select Object:	Make Declaration ***	
Child	Verification	Status
LAST NAME, Mr First Name	Verification of Single Parent Allowance 2025	Declaration Required by 31-Oct-2026

**Verify Single Parent** Cancel Apply/Review

Employee Name LAST NAME, Miss First Name Employee Number  
 Organization Email Address Business Group World Health Organization and Other Entities

Verification Verification of Single Parent Allowance 2025  
 Child LAST NAME, Mr First Name  
 Periods of Dependency 01 January - 31 December  
 Status Declaration Required by 31-Oct-2026

\* Final declaration on my marital status  
 If applicable, please provide dates and nature of the change(s) in marital status

\* I declare that

\* Final declaration on my child's dependency status

\* Financial support

Amount and currency of financial support & benefits received from all sources

\* Next declaration concerning single parent allowance

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

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

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

**Search and Select: Final declaration on my marital status** X

**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 Final declaration on my marital status  Go

**Results**

Quick Select	Final declaration on my marital status
No search conducted.	

5. Select the applicable declaration.

**Search and Select: Final declaration on my marital status** X

**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 Final declaration on my marital status  Go

**Results**

	Quick Select	Final declaration on my marital status
<input type="radio"/>		during 2025, I was single
<input type="radio"/>		during 2025, I was divorced
<input type="radio"/>		during 2025, I was widowed
<input type="radio"/>		during 2025, I was married
<input type="radio"/>		during 2025, I was in a recognized domestic partnership
<input type="radio"/>		during 2025, I was legally separated
<input type="radio"/>		during 2025, my marital status changed as follows:

Cancel Select

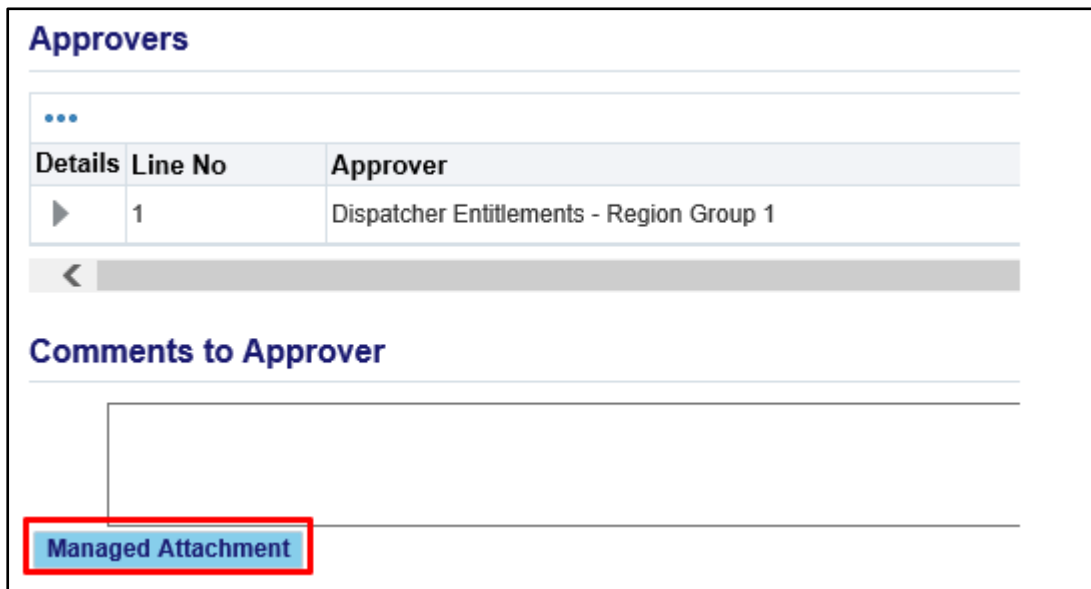
6. Continue until all the fields are completed.

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

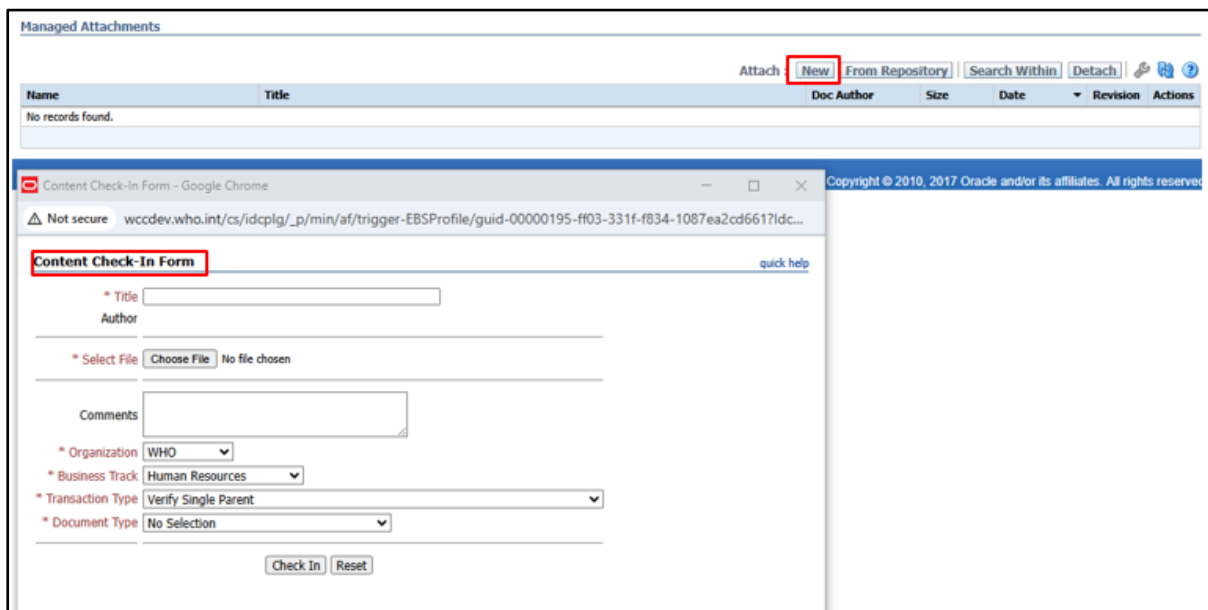
8. Where no supporting document is required, click on “Submit”. If supporting documentation is required, scan and upload the relevant document(s). See **Annex 1 for acceptable documents**.

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

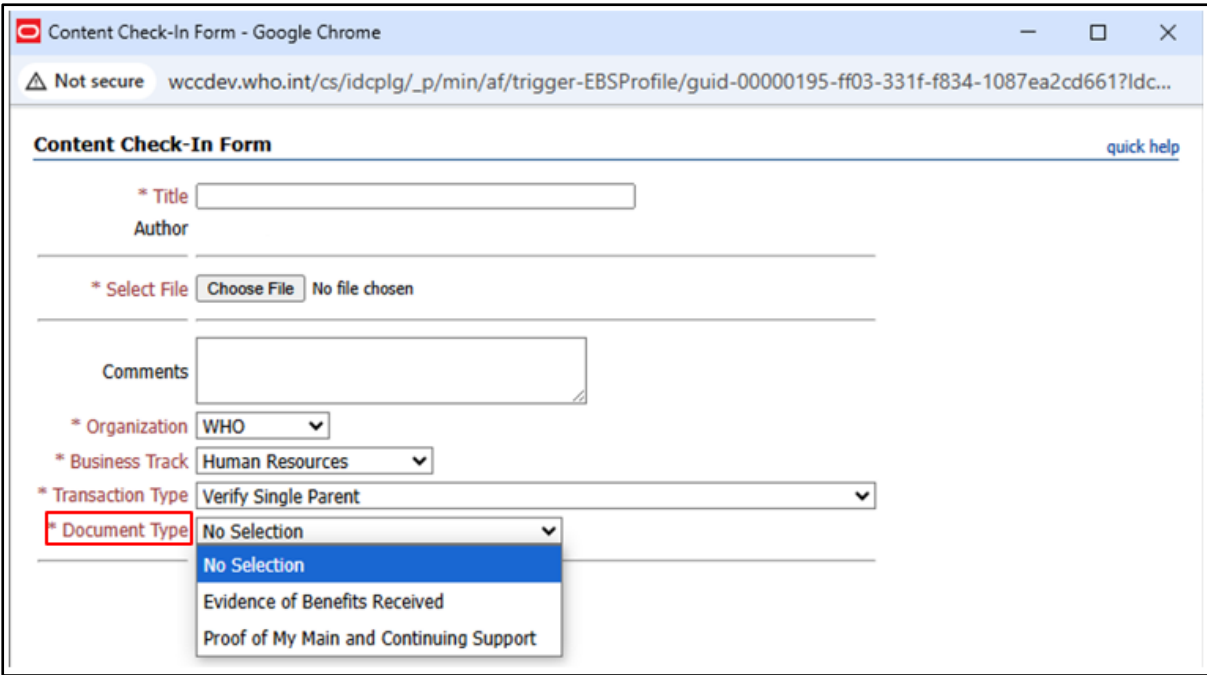
- Click on “Managed Attachment”.



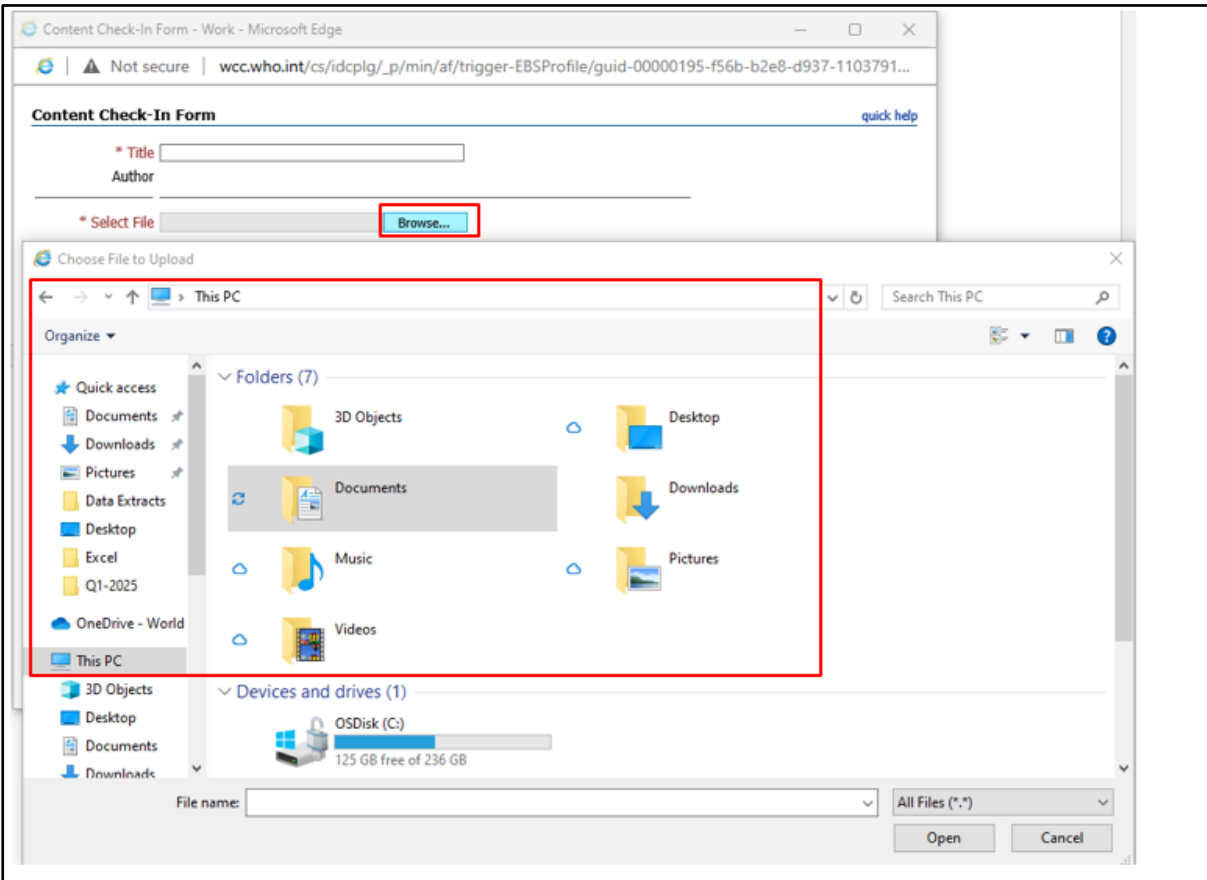
- Click on “New”. The “Content Check-In Form” screen opens.



- 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: S048116 | Verify Single Parent | Proof of My Main and Contir

Author: \_\_\_\_\_

\* Select File:  test.pdf

Comments:

\* Organization: WHO

\* Business Track: Human Resources

\* Transaction Type: Verify Single Parent

\* Document Type: Proof of My Main and Continuing Support

Date Request Submitted:

Contact Name: \_\_\_\_\_

Employee Number: S048116

- 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 'S048116 | Verify Single Parent | Proof of My Main and Continuing Support'**

Content ID: WCCQA20884926 [\[Content Info\]](#)

Title: S048116 | Verify Single Parent | Proof of My Main and Continuing Support

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><b>Q. What is the definition of a single parent for the purposes of receiving a single parent allowance?</b></p> <p>A single parent is a professional staff member who meets the following criteria:</p> <ol style="list-style-type: none"> <li>1. has a dependent child under 18 years of age OR if in full-time attendance at school or university, is under the age of 21 years as defined in Staff Rule 310.5.2;</li> <li>2. does not have a spouse;</li> <li>3. is not cohabitating with the other parent of the child;</li> <li>4. if the child does not reside with the staff member, the staff member provides main and continuing support to the child in an amount at least equivalent to twice the amount of the allowance received by the staff member.</li> </ol> <p>Staff may also refer to WHO eManual III.3.2. paragraph 190 as well as Revised Compensation Package <a href="#">Update #5</a> on Single Parent Allowances issued on 13 April 2017.</p>
2	<p><b>Q. What is the basis for determining eligibility to receive the “single parent allowance” defined for the purposes of this exercise.</b></p> <p>A Professional staff member who has dependent child but no spouse, and is not cohabitating the other parent of the child. In addition, if a child does not reside with the staff member, the staff member needs to provide main and continuing support to the child in the amount at least equivalent to twice the amount of allowance received.</p> <p>No single parent allowance will be paid to a staff member who receives financial support in respect of a dependent child higher than the lowest entry level of the United Nations General Service gross salary scale in force on 1 January of the year concerned at the staff member’s duty station, or the gross salary for the lowest entry level of the scale in force on 1 January of the year concerned at the base of the United Nations common system (G-2, step I, for New York), whichever is higher. For 1 January 2025, the gross annual salary for G2, step 1 in force for New York was US\$ 52,288.</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><b>Q. How much is the single parent allowance for Professional staff?</b></p> <p>The allowance is a monthly amount equivalent to 6 per cent of net remuneration (net base salary plus post adjustment).</p>
4.	<p><b>Q. What evidence do I have to provide for my child/children who does not reside with me?</b></p> <p><b>If your child does not reside with you</b>, you must provide documentary financial evidence that you provide an amount to the parent or person with whom the child resides at least equivalent to twice the amount of the child allowance received in the year 2025. Please refer to the examples of acceptable documentation listed in Annex1.</p> <p><b>If your child resides with you</b>, no documentary evidence is required.</p>

5.	<b>Q. My situation has changed during the year, and I no longer provide financial support, what should I do?</b>
	Kindly complete the exercise and also request cancellation of the single parent allowance through <i>GSM/Employee self-service/Apply for Single Parent Allowance for my Dependent Child/Cancel Single Parent Allowance</i> function.
6.	<b>Q. What are the documents needed as proof of support to claim the single parent allowance?</b>
	Examples of acceptable documents can be found in Annex 1.
7.	<b>Q. Where can I obtain the UN GS salary scale for the thresholds?</b>
	Please refer to: <a href="https://onehr.un.org/SALARY-SURVEY/#/home">https://onehr.un.org/SALARY-SURVEY/#/home</a>
8.	<b>Q. Who can I contact should I have any queries?</b>
	<ul style="list-style-type: none"> <li>• For technical problems and GSM system related issues (i.e., if you are unable to submit the declaration or unable to upload documents), please send an e-mail to: <a href="mailto:globalservicedesk@who.int">globalservicedesk@who.int</a> stating in the subject line “<u>Single Parent</u> Verification - 2025”.</li> <li>• For other queries (if the answer is not found in the WHO eManual, relevant SOP’s or this FAQ), please reach out to your HR Business Partner or send an e-mail to: <a href="mailto:gscdep-ver-2025@who.int">gscdep-ver-2025@who.int</a>.</li> </ul>
9.	<b>Q. What is the outcome if I am non-compliant to the DVE 2025 exercise?</b>
	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. 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 systematically recovered.

**ANNEX 1: EXAMPLES OF ACCEPTABLE and UNACCEPTABLE SUPPORTING DOCUMENTS**

<p style="text-align: center;">Accepted</p> <p style="text-align: center;"></p>	<p style="text-align: center;">Not Accepted</p> <p style="text-align: center;"></p>
<ul style="list-style-type: none"> <li>• Official bank statement(s) /money transfer from staff member to the other parent or person with whom the child resides.</li> <li>• Bank statement or money transfer(s) receipts/credit statements from the other parent or person with whom the child resides</li> <li>• Official document showing proof of any financial support received or provided in respect of the dependent child(ren).</li> <li>• Evidence of any state benefit received.</li> </ul>	<ul style="list-style-type: none"> <li>• Affidavits.</li> <li>• Self-declaration by staff member on direct cash payments or other support.</li> <li>• Personal receipts of money transfers to the other parent or person with whom the child resides.</li> <li>• Receipt of money transfer by a third party other than the other parent or person with whom the child resides.</li> <li>• Unofficial documents, such as excel sheet calculations of proof of support.</li> <li>• Hand-written documents.</li> <li>• Any documents that do not refer to/include the name of the other parent or person with whom the child resides.</li> <li>• Personal receipts like groceries, house renovation.</li> </ul>

For further information, please refer to the link to the e-manual below:

<https://emanual.who.int/p03/s03/Pages/III32Personalstatus.aspx>