

A STEP BY STEP GUIDE IN SUBMITTING EDUCATION GRANT REQUEST IN GSM



**World Health
Organization**

INTRODUCTION

This step by step guide to submit an education grant request is divided into four parts.

I. Entering Educational Institution Details

- This is a mandatory detail which needs to be entered in order to create the enrolment details.
- Without the educational institution details the enrolment details cannot be created. It is a one-time entry.
- **Please skip this step if the educational institution already exists in GSM.**
- Do not create the same record if the education institution has been created previously.
- The same record can be used repeatedly during the process of creating enrolment details.

II. Enter Enrolment Details

The enrolment details consists of particulars on duration of studies, level of education, type of education grant, boarding status, commuting distance and others.



INTRODUCTION

III. Submitting Advance Request

- Only applicable for staff members holding Fixed Term and Continuing Appointment.
- Advance request can only be requested once for each child for each scholastic year.
- Make sure that the amount requested is for the whole scholastic year and not partial.

IV. Submitting Final Request



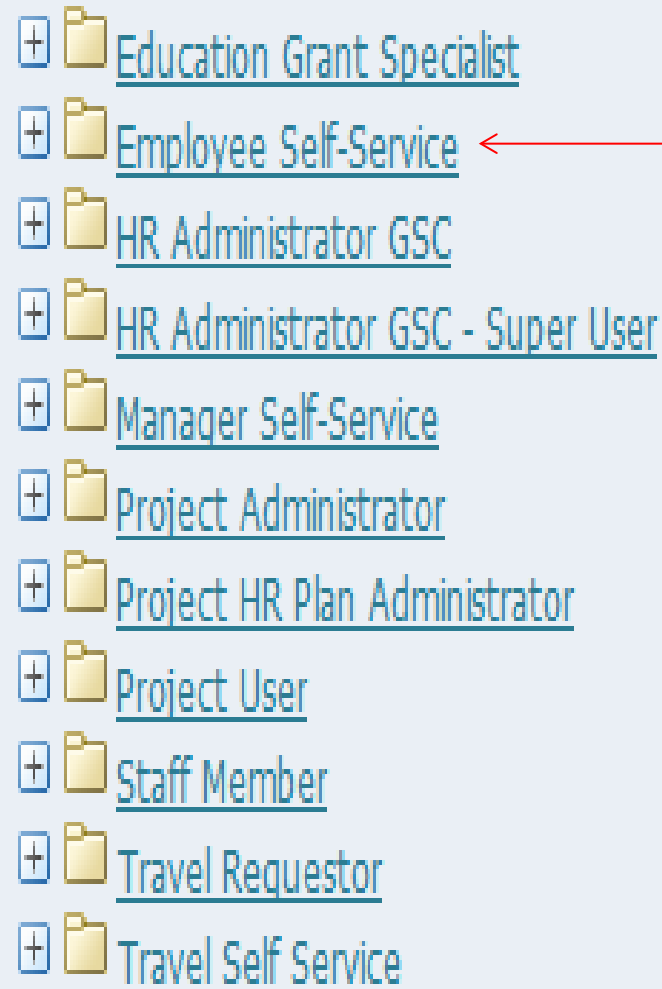
REMINDER

- **This step-by-step guide serves as an aid to facilitate the process of requesting the education grant using Employee Self-Service in GSM. Please approach your HR focal person in case there is anything that needs to be clarified.**



Creating Educational Institution details in GSM.

- **This is mandatory data required for education grant.**
- **It is a one-time record entry.**
- **Do not re-create the same educational institution details if you have them already created it in GSM.**



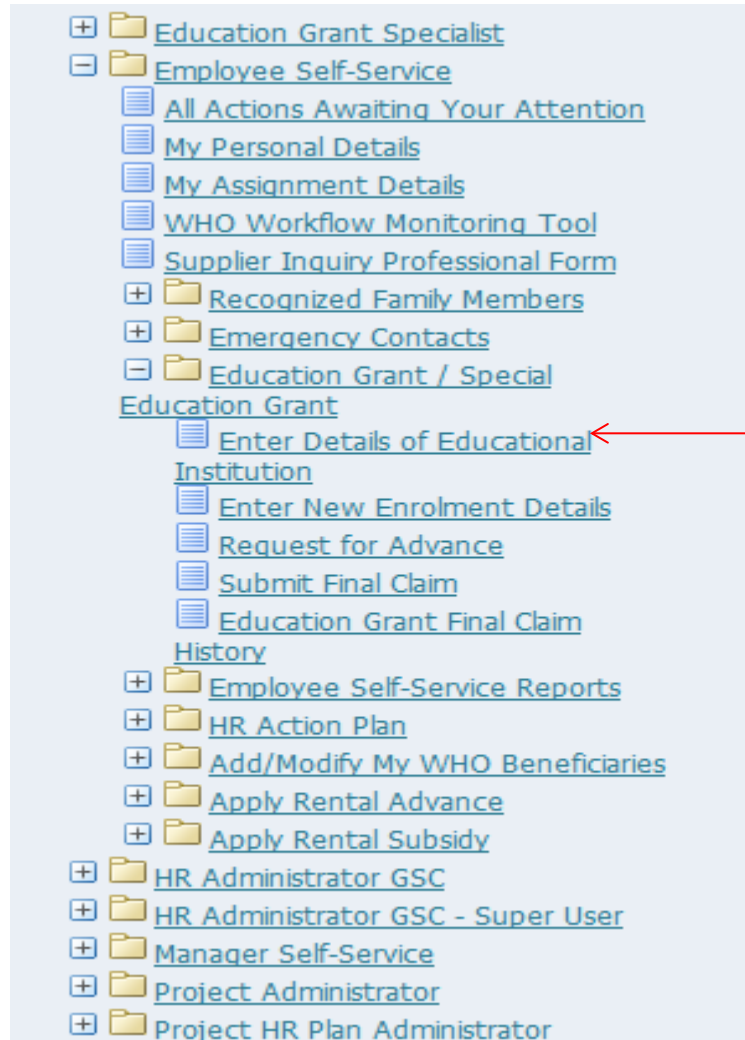
Click
'Employee
Self-Service'.

Creating Educational Institution details in GSM.



Click 'Education Grant/Special Education Grant'.

Creating Educational Institution details in GSM.



Click 'Enter Details of Educational Institution'.

Creating Educational Institution details in GSM.

Enter Details of Educational Institution: Special Information

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan**
 Business Group **World Health Organization and Other Entities**

Employee Number **S007446**

✓ **TIP** Enter a "New" Educational Institution here. Do not re-enter the school if it already exists.

1. Click ADD to enter the new information.
2. Complete carefully the fields on the next screen.
3. Click NEXT to review your information is correct.
4. Click APPLY to record the information.
5. Once completed, Return to the Home page and select Enter Enrolment Details.

Educational Institution Detail													
Select Status	Name of the Educational Institution	Address1 of Educational Institution	Address2 of Educational Institution	Address3 of Educational Institution	Town or City of Educational Institution	State or Region	Postal Code	Country of Educational Institution	Telephone Number1	Telephone Number2	Fax Number	Email	
No results found.													

Click 'Add'.

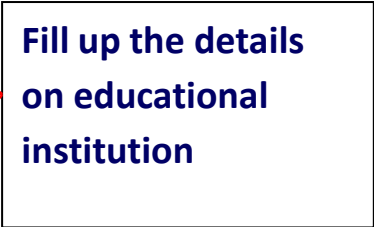
✓ **TIP** This Tip is to test the personalization import from one instance to another.

Creating Educational Institution details in GSM.

Cancel Apply

- Complete the fields below correctly. Once saved this information cannot be updated/deleted. Click APPLY and then Click NEXT to go to the Review Screen.


Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan** Employee Number **S007446**
Organization Email Address Business Group **World Health Organization and Other Entities**

Name of the Educational Institution	<input type="text"/>	
Address1 of Educational Institution	<input type="text"/>	
Address2 of Educational Institution	<input type="text"/>	
Address3 of Educational Institution	<input type="text"/>	
Town or City of Educational Institution	<input type="text"/>	
State or Region	<input type="text"/>	
Postal Code	<input type="text"/>	
* Country of Educational Institution	<input type="text"/>	
Telephone Number1	<input type="text"/>	
Telephone Number2	<input type="text"/>	
Fax Number	<input type="text"/>	
Email	<input type="text"/>	

Cancel Apply


Creating Educational Institution details in GSM.

Educational Institution Detail

-  **TIP** • Complete the fields below correctly. Once saved this information cannot be updated/deleted. Click APPLY and then Click NEXT to go to the Review Screen.

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan**

Organization Email Address

Name of the Educational Institution	ABC School
Address1 of Educational Institution	43 Smart Street
Address2 of Educational Institution	
Address3 of Educational Institution	
Town or City of Educational Institution	Cyberjaya
State or Region	Selangor
Postal Code	63000
* Country of Educational Institution	Malaysia 
Telephone Number1	
Telephone Number2	
Fax Number	
Email	

Employee Number **S007446**
Business Group **World Health Organization and Other Entities**

Cancel Apply

Click
'Apply'.

Cancel Apply



Creating Educational Institution details in GSM.

Enter Details of Educational Institution: Special Information

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan**
 Business Group **World Health Organization and Other Entities**

Employee Number **S007446**

TIP Enter a "New" Educational Institution here. Do not re-enter the school if it already exists.

1. Click ADD to enter the new information.
2. Complete carefully the fields on the next screen.
3. Click NEXT to review your information is correct.
4. Click APPLY to record the information.
5. Once completed, Return to the Home page and select Enter Enrolment Details.

Click 'Next'.



Educational Institution Detail

Select Status	Name of the Educational Institution	Address1 of Educational Institution	Address2 of Educational Institution	Address3 of Educational Institution	Town or City of Educational Institution	State or Region	Postal Code	Country of Educational Institution	Telephone Number1	Telephone Number2	Fax Number	Email
<input checked="" type="radio"/> New	ABC School	43 Smart Street			Cyberjaya	Selangor	63000	Malaysia				

TIP This Tip is to test the personalization import from one instance to another.

Creating Educational Institution details in GSM.

Enter Details of Educational Institution: Review

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan**

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

Employee Number **S007446**

Review your changes and, if needed, attach supporting documents.

 Indicates Changed Items.

Special Information Types

Educational Institution Detail

	Proposed
Name of the Educational Institution	ABC School
Address1 of Educational Institution	43 Smart Street
Town or City of Educational Institution	Cyberjaya
State or Region	Selangor
Postal Code	63000
Country of Educational Institution	Malaysia
Start Date	27-Feb-2018

Click
'Submit'.

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

Approvers

Details Line No	Approver	Approver Type	Order No	Category	Status	Delete
No Approvers						

Comments to Approver

Creating Educational Institution details in GSM.

- Congratulations! You have completed entering the educational institution details in GSM.

TIPS

Be mindful in entering the record of the educational institution as it may affect the eligibility of education grant. Make sure it is entered correctly.



Entering new enrolment details in GSM.

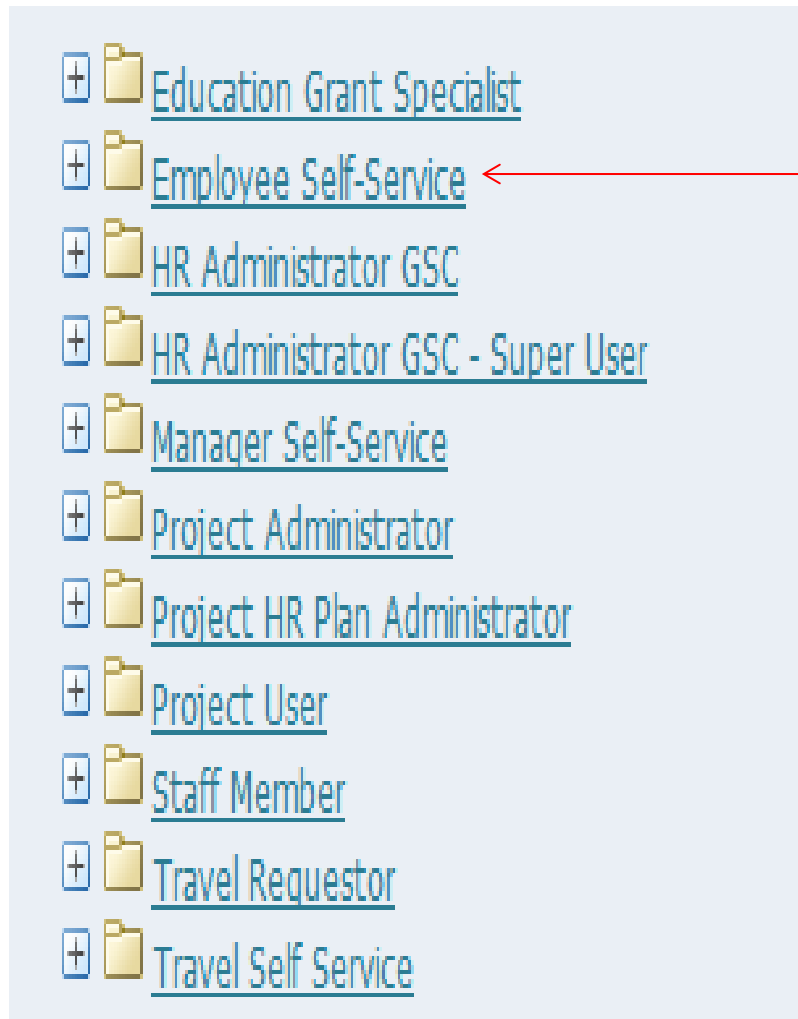
- **NEW ENROLMENT DETAILS MUST BE CREATED FOR EACH CHILD FOR EACH SCHOLASTIC YEAR.**

For staff members that have created the enrolment details during their advance request, please use the same enrolment details for that particular year for the final claim. There is no need to re-create the same enrolment details.

VERY IMPORTANT:

- For a disabled child, please create only enrolment details for the Special Education Grant.**
- The system will not allow you to create the enrolment details for both special EG and normal EG for the same scholastic year or if the dates are overlapping.**

Entering new enrolment details in GSM



Click 'Employee Self-Service'.

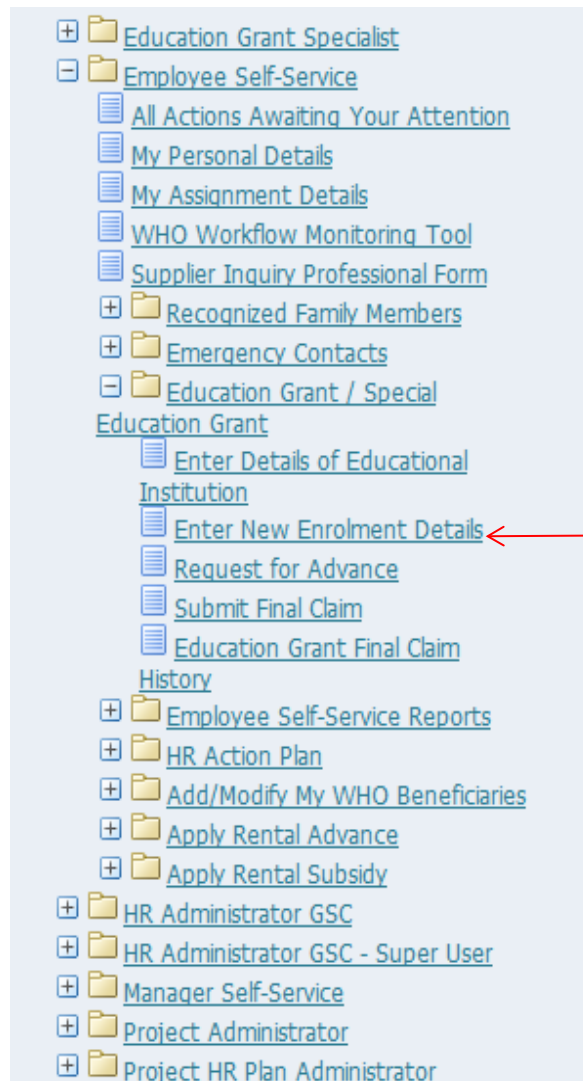


Entering new enrolment details in GSM



Click 'Education Grant/Special Education Grant'.

Entering new enrolment details in GSM



Click 'Enter New Enrolment Details'.



Entering new enrolment details in GSM

Enter New Enrolment Details: Special Information

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan**
 Business Group **World Health Organization and Other Entities**

Employee Number **S007446**

TIP Enter New Enrolment Details (Mandatory step)

1. Click ADD to start.
 2. Complete the data fields in the Enter New Enrolment Details page.
 3. Click on NEXT to return to the main page.
 4. Click on Review before Submit to view your input. For Special Education Grant click on ADD to attach supporting document(s) to your request.
 5. Click SUBMIT. You have saved the New Enrolment Details and may proceed to Request an Advance.
- To request an advance - Click Request Advance; or Click HOME to return to the main menu for other options.

TIP For Special Education Grant you must attach the following supporting documents in PDF format with the Manage Attachments button:

1. Medical Report - in support of your request.
 2. Certificate from the education institute and any other supporting documents required concerning special equipment/needs.
- For more detailed information please consult the WHO e-Manual HR Section III.3.6.
3. Once you have submitted your SEG enrolment details, **await Staff Health & Wellbeing (SHW) approval before requesting an Advance or Final Claim.**

Enter New Enrolment Details

Add

Select	Status	Name of the child	Name of the Educational Institute	Education grant or Special education purposes only)	School type (for statistical purposes)	* Level of Education	* Full Official Year	Scholastic Year Start Date	Scholastic Year End Date	Attendance Start Date	Attendance End Date	Full Time Attendance	Is the Child Boarding at Educational Institution?	Is educational institution within commuting distance of official station ?	Boarding Start date	Boarding End date	* Will the child benefit from any Scholarship, fellowship or grant receivable	Indicate Source	Indicate Amount	Indicate Currency	Complete date of second studies (for post secondary education only)
	No results found.																				

Managed Attachment

TIP This Tip is to test the personalization import from one instance to another.

Click
'Add'.

Entering new enrolment details in GSM

FILL UP ALL RELEVANT INFORMATION CORRECTLY.

First day of the scholastic year until the last day of class for that particular scholastic year.

Only full time study will be considered for education grant.

It is very important to declare this correctly

Please indicate if there was a gap in study and provide the reason.

* Name of the child	<input type="text"/>	
* Name of the Educational Institute	<input type="text"/>	
* Education grant or Special education grant	<input type="text"/>	
School type (for statistical purposes only)	<input type="text"/>	
* Level of Education	<input type="text"/>	
* Full Official School Year	<input type="text"/>	
* Scholastic Year Start Date	<input type="text"/>	
* Scholastic Year End Date	<input type="text"/>	
* Attendance Start Date	<input type="text"/>	
* Attendance End Date	<input type="text"/>	
* Full Time Attendance	<input type="text"/>	
* Is the Child Boarding at Educational Institution?	<input type="text"/>	
* Is educational institution within commuting distance of official duty station ?	<input type="text"/>	
Boarding Start date	<input type="text"/>	
Boarding End date	<input type="text"/>	
* Will the child benefit from any Scholarship, fellowship or grant receivable	<input type="text"/>	
Indicate Source	<input type="text"/>	
Indicate Amount	<input type="text"/>	
Indicate Currency	<input type="text"/>	
Completion date of secondary studies (for post secondary education only)	<input type="text"/>	
Has the child ever requested for post-secondary education? If 'yes' attach secondary certificate	<input type="text"/>	
Indicate gaps in studies and explain child's activities during gap period.	<input type="text"/>	

Entering new enrolment details in GSM

Example of a complete enrolment details

* Name of the child	Mohd Rafizan, Mr Muhammad	
* Name of the Educational Institute	ABC School/43 Smart Street//	
* Education grant or Special education grant	Education Grant	
School type (for statistical purposes only)	Private International School	
* Level of Education	Post-Secondary	
* Full Official School Year	2018 / 2019	
* Scholastic Year Start Date	01-Aug-2018	
* Scholastic Year End Date	30-Jun-2019	
* Attendance Start Date	01-Aug-2018	
* Attendance End Date	30-Jun-2019	
* Full Time Attendance	Yes	
* Is the Child Boarding at Educational Institution?	Yes	
* Is educational institution within commuting distance of official duty station ?	No	
Boarding Start date	01-Aug-2018	
Boarding End date	30-Jun-2019	
* Will the child benefit from any Scholarship, fellowship or grant receivable	No	
Indicate Source		
Indicate Amount		
Indicate Currency		
Completion date of secondary studies (for post secondary education only)	30-Nov-2017	
1st request for post-secondary education? If 'yes' attach secondary certificate	Yes	
Indicate gaps in studies and explain child's activities during gap period.	No gap	
I declare that my child has not attained a first post-secondary degree	Yes	

Entering new enrolment details in GSM

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan** Employee Number **5007446**

Organization Email Address **abduhrahman@who.int** Business Group **World Health Organization and Other Entities**

✔ TIP Complete carefully the fields below using the icons and drop down menus whenever available. *Indicates mandatory fields

Lump Sum for Boarding-related expenses - Paid only for a child attending primary or secondary school outside the country or commuting distance of the staff member's duty station (A-E only). Payment is automatic. This lump sum is the only compensation for boarding-related expenses.
Commuting distance - Distance from official station to the educational institution is established in accordance with local transportation and travelling conditions from the staff member's home to the educational institution. Normally travel time up to 1.5 hours each way is considered reasonable.
Post-secondary studies - are the first four years of higher education studies required to receive a recognized academic degree. Normally, post-secondary studies are those that require as a minimum entry level a certificate of completion of secondary level studies, e.g. A-levels in the British system, Maturité Fédérale in the Swiss system, International Baccalaureat (IB) from an International School.
Will the child benefit from any Scholarship, fellowship or grant - Complete this field only if you/your child will receive directly a payment - do not indicate if the amount you will claim excludes the Scholarship, Fellowship or Grant or if the amount has already been deducted from the invoice.

* Name of the child

* Name of the Educational Institute

* Education grant or Special education grant

School type (for statistical purposes only)

* Level of Education

* Full Official School Year

* Scholastic Year Start Date

* Scholastic Year End Date

* Attendance Start Date

* Attendance End Date

* Full Time Attendance

* Is the Child Boarding at Educational Institution?

* Is educational institution within commuting distance of official duty station?

Boarding Start date

Boarding End date

* Will the child benefit from any Scholarship, fellowship or grant receivable

Indicate Source

Indicate Amount

Indicate Currency

Completion date of secondary studies (for post secondary education only)

1st request for post-secondary education? If 'yes' attach secondary certificate

Indicate gaps in studies and explain child's activities during gap period.

I declare that my child has not attained a first post-secondary degree

Click 'Next.'

Entering new enrolment details in GSM

Enter New Enrolment Details: Special Information

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan**
 Business Group **World Health Organization and Other Entities**

Employee Number **S007446**

Cancel Review before Submit

TIP Enter New Enrolment Details (Mandatory step)

1. Click ADD to start.
 2. Complete the data fields in the Enter New Enrolment Details page.
 3. Click on NEXT to return to the main page.
 4. Click on Review before Submit to view your input. For Special Education Grant click on ADD to attach supporting document(s) to your request.
 5. Click SUBMIT. You have saved the New Enrolment Details and may proceed to Request an Advance.
- To request an advance - Click Request Advance; or Click HOME to return to the main menu for other options.

TIP For Special Education Grant you must attach the following supporting documents in PDF format with the Manage Attachments button:

1. Medical Report - in support of your request.
 2. Certificate from the education institute and any other supporting documents required concerning special equipment/needs.
- For more detailed information please consult the WHO e-Manual HR Section III.3.6.
3. Once you have submitted your SEG enrolment details, **await Staff Health & Wellbeing (SHW) approval before requesting an Advance.**

Click 'Review before Submit.'

Enter New Enrolment Details

Add

Select	Status	Name of the child	Name of the Educational Institute	Education grant or Special education grant	School type (for statistical purposes only)	* Level of Education	* Full Official School Year	Scholastic Year Start Date	Scholastic Year End Date	Attendance Start Date	Attendance End Date
<input checked="" type="radio"/>	New	Mohd Rafizan, Mr Muhammad Aiman Haziq Bin	ABC School/43 Smart Street//MY/Cyberjaya/63000	Education Grant	Private International School	Post-Secondary	2018 / 2019	01-Aug-2018	30-Jun-2019	01-Aug-2018	30-Jun-2019

Managed Attachment

TIP This Tip is to test the personalization import from one instance to another.

Cancel Review before Submit

Entering new enrolment details in GSM

Enter New Enrolment Details: Review

Cancel Back Submit

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan**

Employee Number **S007446**

Review your changes and, if needed, attach supporting documents.

● Indicates Changed Items.

Special Information Types

Enter New Enrolment Details

	Proposed
Name of the child	Mohd Rafizan, Mr Muhammad Aiman Haziq Bin
Name of the Educational Institute	ABC School/43 Smart Street//MY/Cyberjaya/63000
Education grant or Special education grant	Education Grant
School type (for statistical purposes only)	Private International School
* Level of Education	Post-Secondary
* Full Official School Year	2018 / 2019
Scholastic Year Start Date	01-Aug-2018
Scholastic Year End Date	30-Jun-2019
Attendance Start Date	01-Aug-2018
Attendance End Date	30-Jun-2019
Full Time Attendance	Yes
Is the Child Boarding at Educational Institution?	Yes
Is educational institution within commuting distance of official duty station ?	No
Boarding Start date	01-Aug-2018
Boarding End date	30-Jun-2019
* Will the child benefit from any Scholarship, fellowship or grant receivable	No
Completion date of secondary studies (for post secondary education only)	30-Nov-2017

Click
'Submit.'

Entering new enrolment details in GSM

- For **Special Education Grant**, the enrolment details will be routed to Staff Health and Wellbeing Services (SHW) for approval.
- As per eManual III.3.6 pr.100 Supporting documentation justifying the request for special education grant must be submitted at the same time the Enrolment Details for Special Education Grant are completed. In order to assess what costs can be accepted as “special educational expenses” as per Staff Rule [355.3](#), the following must be attached 1/ a recent medical report and/or psychological or other appropriate assessment, addressing also the need for the (special) teaching services/equipment the staff member asks to be covered as special educational expenses; 2/ a document from the institution or a duly qualified professional outlining the special teaching services/equipment provided by them. Standard educational expenses included in the claim will be reimbursed at the relevant reimbursement rate. Global Human Resources (GHR)/Regional Human Resources Manager (RHRM) or the Staff Counsellor is available to provide assistance to staff members who are making their first special education grant request.
- Staff members will receive a notification upon approval from SHW.
- Only with the approval from SHW, the staff members can submit the request of either advance or final claim for education grant.
- Please contact SHW, shws@who.int if you require more information regarding supporting documents and categories of special education grant.

Entering new enrolment details in GSM

Congratulations! You have completed entering the new enrolment details in GSM

TIPS

If there was any error in the enrolment record, kindly inform your HR focal person to contact GHR. This must be done before any advance or final claim is made.

FACTS

In 2017, 10% of rejections were due to incorrect enrolment details



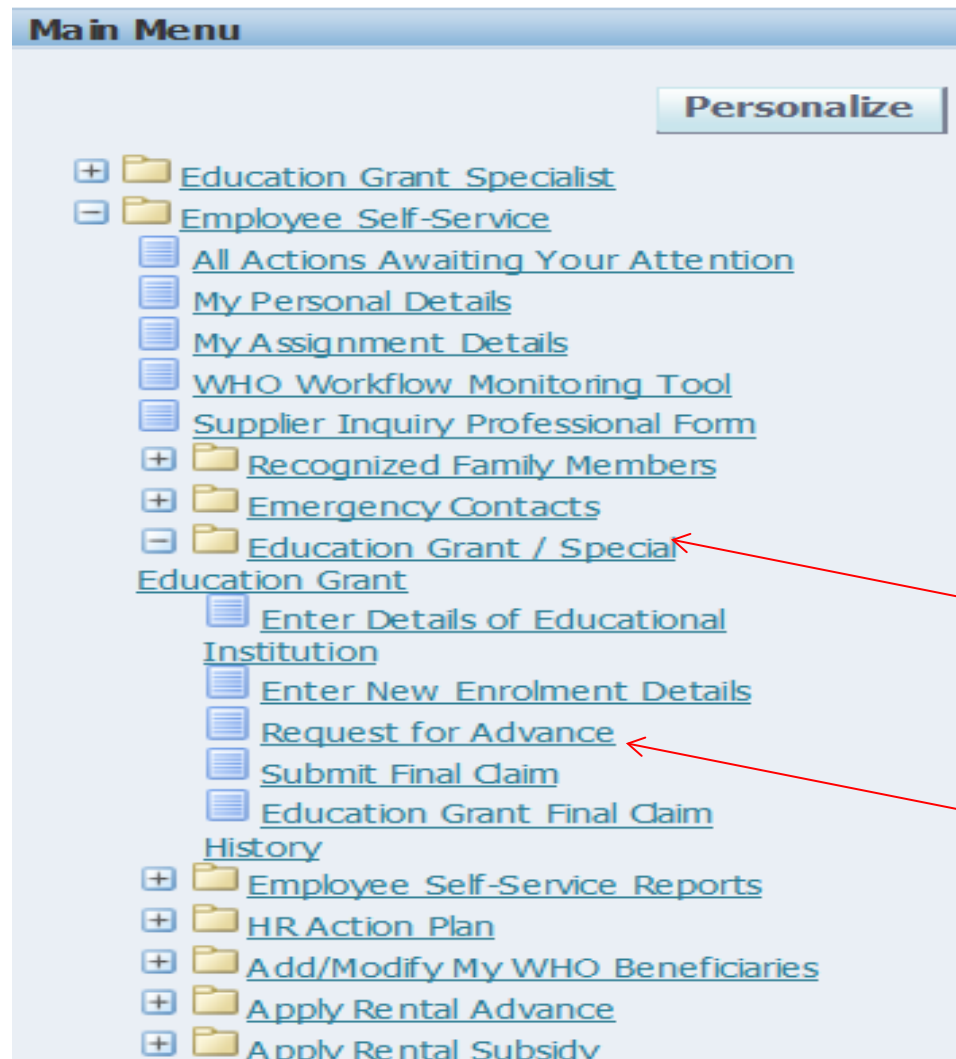
Submitting an advance request

REMINDER:
Only for staff
members holding
Fixed Term or
Continuing
Appointment.



Click
'Employee
Self-Service'.

Submitting an advance request



1

Click 'Education Grant/Special Education Grant'.

2

Click 'Request for Advance'.



Submitting an advance request

Request for Advance: Special Information

Cancel Review before Submit

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan**
 Business Group **World Health Organization and Other Entities**

Employee Number **S007446**

- ✔ **TIP** All your active bank accounts set up in GSM are available for selection for the payment of education grant advance. To set-up a bank account in GSM go to Staff member Self-Service/Staff Bank Account Details. It is essential to attach an enrolment certificate or a copy of the first bill to your education grant advance request. Once submitted, this advance request cannot be updated or deleted. If the child changes schools or does not complete the full attendance period, you must submit a final claim to close this advance.
- ✔ **TIP How to submit your education grant advance request:**
 1. Click on ADD to Request an Advance. (Use 'Update' only if your 'Education Grant Advance' is returned for correction)
 2. Complete the data fields as appropriate.
 3. Click NEXT to return to the overview page.
 4. Click on Review before Submit.
 5. Your Advance Request appears for review, check for correctness.
 6. Click on the **Managed Attachment** button to ADD one PDF document in support of your request.
 7. Click on Submit – your request is submitted to GSC/GHR for processing.
- ✔ **TIP Special Education Grant advance requests** - Please await a GSM Notification that your SEG enrolment details are approved by Staff Health & Wellbeing Service (SHW), before proceeding to Request an Advance.
- ✔ **TIP Education Grant entitlements effective as from the school year in progress on 1 January 2018 :**
 - Transportation Costs are not reimbursable under the education grant. For Special education grant Transportation Costs are reimbursable if pre-approved by SHW and should be entered in the 'Other Estimated Costs' field.
 - Boarding-related expenses are payable only in form of a lump sum and only to staff in A-E duty stations for primary or secondary level education if the child is boarding outside the country or area of the staff member's duty station. For Special education grant, depending on the scope of approval given by SHW, boarding-related expenses may be payable based on actual cost and at all duty stations and levels of education, including post-secondary.
- ✔ **TIP** Capital assessment fee is a one-time non-refundable amount charged by educational institutions upon initial enrolment of a child as a pro capita or family contribution to cover the cost for building and maintaining their premises and infrastructure.
 First registration of the child for a given school type (i.e. primary, secondary or post-secondary) is considered capital assessment fee and reimbursed at 75% of the relevant non-refundable amount charged by the educational institution. The fee is reimbursed only once per duty station and school type.

Request Ed Grant Advance New

Click 'Add'.

Select	Status	Enrolment Reference	Estimated Tuition cost	Estimated Boarding cost	Estimated Mother Tongue Tuition	Estimated Re-enrolment Fee	Estimated Capital Assessment Fee	Other Estimated Costs based on supporting documents	Teaching or Training Services	Estimated Special Equipment	Estimated Transportation cost	* B: Currency Det
	No results found.											

Managed Attachment

- ✔ **TIP** This Tip is to test the personalization import from one instance to another.

Submitting an advance request

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan**
 Organization Email Address

Employee Nu
 Business C

Estimate each cost type reasonably - an over-estimation will result in recovery when the final claim is submitted.

Education Grant entitlements effective as from the school year in progress on 1 January 2018 :

- Transportation Costs are not reimbursable under the education grant. For Special education grant Transportation Costs are reimbursable if pre-approved by SHW and
- Boarding-related expenses are payable only in form of a lump sum and only to staff in A-E duty stations for primary or secondary level education if the child is boarded. For Special education grant, depending on the scope of approval given by SHW, boarding-related expenses may be payable based on actual cost and at all duty stations.

Capital assessment fee is a one-time non-refundable amount charged by educational institutions upon initial enrolment of a child as a pro capita or family contribution to cover the cost for building and maintaining its premises and infrastructure.

First registration of the child for a given school type (i.e. primary, secondary or post-secondary) is considered capital assessment fee and reimbursed at 75% of the relevant fee. The fee is reimbursed only once per duty station and school type.

Ensure you have submitted your final claim for last year before submitting an advance request. If you have not done so, this request will not be transmitted.

* Enrolment Reference	<input type="text"/>
Estimated Tuition cost	<input type="text"/>
Currency	<input type="text"/>
Estimated Mother Tongue Tuition	<input type="text"/>
Currency	<input type="text"/>
Estimated Re-enrolment Fee	<input type="text"/>
Currency	<input type="text"/>
Estimated Capital Assessment Fee	<input type="text"/>
Currency	<input type="text"/>
Other Estimated Costs based on supporting documents	<input type="text"/>
Currency	<input type="text"/>
* Bank Details	<input type="text"/>
Transaction Date	28-FEB-2018

Please ensure that correct enrolment details is chosen

Indicate the amount and currency according to the type of cost

The capital assessment fee is the one-time non-refundable amount charged by educational institutions upon initial enrolment of a child as a pro capita or family contribution to cover the cost for building and maintaining its premises and infrastructure

Recurring yearly payment of enrolment fee is NOT a Capital Assessment Fee.

Please make sure that bank account is active until the process of this request is completed.

Submitting an advance request

Request Ed Grant Advance New

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan** Employee Number **S007446**
Organization Email Address Business Group **World Health Organization and Other Entities**

Cancel Next

✔ **TIP** Estimate each cost type reasonably - an over-estimation will result in recovery when the final claim is submitted.
✔ **TIP** Education Grant entitlements effective as from the school year in progress on 1 January 2018 :

- Transportation Costs are not reimbursable under the education grant. For Special education grant Transportation Costs are reimbursable if pre-approved by SHW and should be entered in the 'Other Estimated Costs' field.
- Boarding-related expenses are payable only in form of a lump sum and only to staff in A-E duty stations for primary or secondary level education if the child is boarding outside the country or area of the staff member's duty station. For Special education grant, depending on the scope of approval given by SHW, boarding-related expenses may be payable based on actual cost and at all duty stations and levels of education, including post-secondary.

✔ **TIP** Capital assessment fee is a one-time non-refundable amount charged by educational institutions upon initial enrolment of a child as a pro capita or family contribution to cover the cost for building and maintaining their premises and infrastructure.
First registration of the child for a given school type (i.e. primary, secondary or post-secondary) is considered capital assessment fee and reimbursed at 75% of the relevant non-refundable amount charged by the educational institution. The fee is reimbursed only once per duty station and school type.

✔ **TIP** Ensure you have submitted your final claim for last year before submitting an advance request. If you have not done so, this request will not be transmitted.

* Enrolment Reference
Ref: EDG33173576

Estimated Tuition cost
Currency
USD

Estimated Mother Tongue Tuition
Currency

Estimated Re-enrolment Fee
Currency

Estimated Capital Assessment Fee
Currency
USD

Other Estimated Costs based on supporting documents
Currency

* Bank Details
MYR Salary Direct Deposit

Transaction Date

Click 'Next'.

Cancel Next

Submitting an advance request

MOST IMPORTANT:

Please upload the supporting documents.

Advance requests must be accompanied by

evidence from the school (normally a copy of the invoice for the first term) of the level of tuition fees and other charges payable for the scholastic year concerned.

- A certificate of enrolment and tuition estimate are also acceptable.

- It is best to provide a pro-forma invoice for annual tuition fees and a brochure with financial conditions instead of 1st term invoice because 1st term invoice usually has higher fees and different schools in different countries have different numbers of terms.

Click 'Managed Attachment'

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan**

Employee Number **S007446**

Business Group **World Health Organization and Other Entities**

✓**TIP** All your active bank accounts set up in GSM are available for selection for the payment of education grant advance. To set-up a bank account in GSM go to Staff member Self-Service/Staff Bank enrolment certificate or a copy of the first bill to your education grant advance request. Once submitted, this advance request cannot be updated or deleted. If the child changes schools or does must submit a final claim to close this advance.

✓**TIP** **How to submit your education grant advance request:**

1. Click on ADD to Request an Advance. (Use 'Update' only if your 'Education Grant Advance' is returned for correction)
2. Complete the data fields as appropriate.
3. Click NEXT to return to the overview page.
4. Click on Review before Submit.
5. Your Advance Request appears for review, check for correctness.
6. Click on the **Managed Attachment** button to ADD one PDF document in support of your request.
7. Click on Submit – your request is submitted to GSC/GHR for processing.

✓**TIP** **Special Education Grant advance requests** - Please await a GSM Notification that your SEG enrolment details are approved by Staff Health & Wellbeing Service (SHW), before proceeding to

✓**TIP** **Education Grant entitlements effective as from the school year in progress on 1 January 2018 :**

- Transportation Costs are not reimbursable under the education grant. For Special education grant Transportation Costs are reimbursable if pre-approved by SHW and should be entered
- Boarding-related expenses are payable only in form of a lump sum and only to staff in A-E duty stations for primary or secondary level education if the child is boarding outside the country. For Special education grant, depending on the scope of approval given by SHW, boarding-related expenses may be payable based on actual cost and at all duty stations and levels of education.

✓**TIP** Capital assessment fee is a one-time non-refundable amount charged by educational institutions upon initial enrolment of a child as a pro capita or family contribution to cover the cost for building infrastructure.

First registration of the child for a given school type (i.e. primary, secondary or post-secondary) is considered capital assessment fee and reimbursed at 75% of the relevant non-refundable amount. The fee is reimbursed only once per duty station and school type.

Request Ed Grant Advance New

Select Object: |

			Estimated Tuition cost	Currency	Estimated Boarding cost	Currency Tu	Es	M	Tc
<input checked="" type="radio"/>	New	Mohd Rafizan, Mr Muhammad Aiman Haziq Bin/ABC School/Education Grant/01-AUG-2018 to 30-JUN-2019/01-AUG-2018 to 30-JUN-2019	25000	USD					
		Ref: EDG33173576		USD					

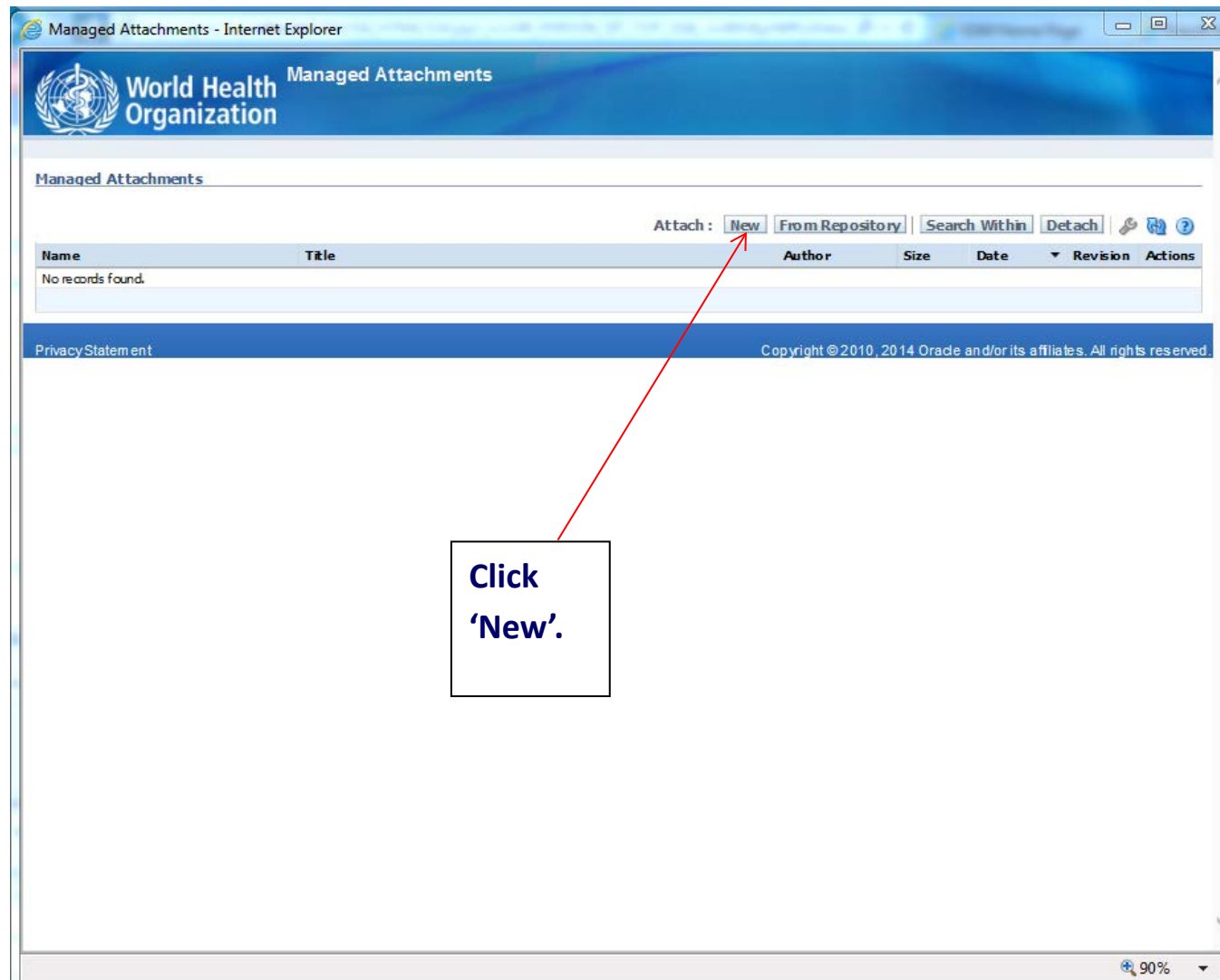
Managed Attachment

✓**TIP** This Tip is to test the personalization import from one instance to another.

Please check your GSM main worklist notification, or the screen for Employee Self-Service > All Actions Awaiting Your Attention for important messages regarding the status of your education grant transaction.



Submitting an advance request



Managed Attachments - Internet Explorer

World Health Organization Managed Attachments

Managed Attachments

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

Name	Title	Author	Size	Date	Revision	Actions
No records found.						

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Click 'New'.

Submitting an advance request

The screenshot shows a web browser window titled "Managed Attachments - Internet Explorer" with a sub-window titled "Content Check-In Form - Internet Explorer". The form contains the following fields and controls:

- * Title:
- Author: abdulrahmanm
- * Select File: Browse... (Callout 1 points to this button)
- Comments:
- * Organization: WHO (dropdown)
- * Business Track: Human Resources (dropdown)
- * Transaction Type: Education Grant: Request Advance (dropdown)
- * Document Type: No Selection (dropdown) (Callout 2 points to this dropdown)
- Check In and Reset buttons

Callout 1: **1 Upload supporting document**

Callout 2: **2 Select document type from the drop down list**

Submitting an advance request

Managed Attachments - Internet Explorer

Managed Attachments

Content Check-In Form - Internet Explorer

* Title: S007448 | Education Grant Advance - Fee Estimate | | 01

Author: abdulrahman

* Select File: F:\Supporting Documents .docx [Browse...]

Comments: [Text Area]

* Organization: WHO [Dropdown]

* Business Track: Human Resources [Dropdown]

* Transaction Type: Education Grant: Request Advance [Dropdown]

* Document Type: Education Grant Advance - Fee Estimate [Dropdown]

Scholastic Year: 01-Aug-2018 to 30-Jun-2019

Student's Name: [Text Field]

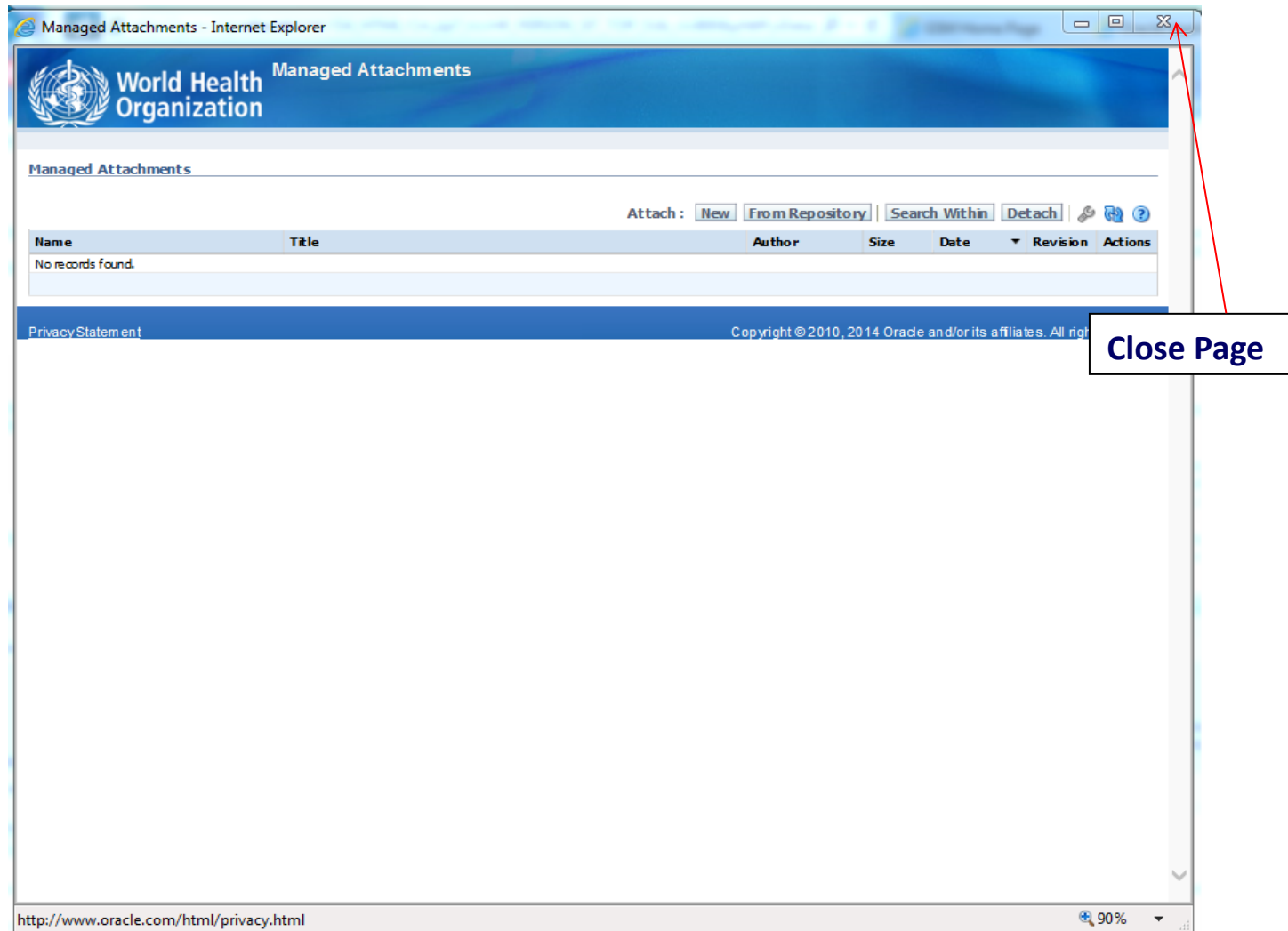
ERN: Mohd Rafizan, Mr Muhammad
Aiman Haziq Bin/ABC
School/Education Grant/01-Aug- [Dropdown]

Employee Number: S007448

[Check In] [Reset]

Click 'Check in'.

Submitting an advance request



Submitting an advance request

Request for Advance: Special Information

Cancel Review before Submit

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan**
 Business Group **World Health Organization and Other Entities**

Employee Number **S007446**

- ✓ **TIP** All your active bank accounts set up in GSM are available for selection for the payment of education grant advance. To set-up a bank account in GSM go to Staff member Self-Service/Staff Bank Account Details. It is essential to attach an enrolment certificate or a copy of the first bill to your education grant advance request. Once submitted, this advance request cannot be updated or deleted. If the child changes schools or does not complete the full attendance period, you must submit a final claim to close this advance.
- ✓ **TIP How to submit your education grant advance request:**
 1. Click on ADD to Request an Advance. (Use 'Update' only if your 'Education Grant Advance' is returned for correction)
 2. Complete the data fields as appropriate.
 3. Click NEXT to return to the overview page.
 4. Click on Review before Submit.
 5. Your Advance Request appears for review, check for correctness.
 6. Click on the **Managed Attachment** button to ADD one PDF document in support of your request.
 7. Click on Submit – your request is submitted to GSC/GHR for processing.
- ✓ **TIP Special Education Grant advance requests** - Please await a GSM Notification that your SEG enrolment details are approved by Staff Health & Wellbeing Service (SHW), before proceeding to Request an Advance.
- ✓ **TIP Education Grant entitlements effective as from the school year in progress on 1 January 2018 :**
 - Transportation Costs are not reimbursable under the education grant. For Special education grant Transportation Costs are reimbursable if pre-approved by SHW and should be entered in the 'Other Estimated Costs' field.
 - Boarding-related expenses are payable only in form of a lump sum and only to staff in A-E duty stations for primary or secondary level education if the child is boarding outside the country or area of the staff member's duty station. For Special education grant, depending on the scope of approval given by SHW, boarding-related expenses may be payable based on actual cost and at all duty stations and levels of education, including post-secondary.
- ✓ **TIP** Capital assessment fee is a one-time non-refundable amount charged by educational institutions upon initial enrolment of a child as a pro capita or family contribution to cover the cost for building and maintaining their premises and infrastructure.
 First registration of the child for a given school type (i.e. primary, secondary or post-secondary) is considered capital assessment fee and reimbursed at 75% of the relevant non-refundable amount charged by the educational institution.
 The fee is reimbursed only once per duty station and school type.

Click 'Review before Submit.'

Request Ed Grant Advance New

Select Object: Update Add

Select Status	Enrolment Reference	Estimated Tuition cost	Currency	Estimated Boarding cost	Currency	Estimated Mother Tongue Tuition	Currency	Estimated Re-enrolment Fee	Currency	Estimated Capital Assessment Fee	Currency
<input checked="" type="radio"/> New	Mohd Rafizan, Mr Muhammad Aiman Haziq Bin/ABC School/Education Grant/01-AUG-2018 to 30-JUN-2019/01-AUG-2018 to 30-JUN-2019 Ref: EDG33173576	25000	USD USD								500

Managed Attachment

- ✓ **TIP** This Tip is to test the personalization import from one instance to another.

*Please check your GSM main worklist notification, or the screen for Employee Self-Service > All Actions Awaiting Your Attention for important messages regarding the status of your education grant transaction.

Submitting an advance request

Request for Advance: Review

Employee Name **ABDUL RAHMAN, Mr Mohd Rafizan** Employee Number **S007446**

Review your changes and, if needed, attach supporting documents.
● Indicates Changed Items.

Special Information Types

Request Ed Grant Advance New

	Proposed
Enrolment Reference	Mohd Rafizan, Mr Muhammad Aiman Haziq Bin/ABC School/Education Grant/01-AUG-2018 to 30-JUN-2019/01-AUG-2018 to 30-JUN-2019
Estimated Tuition cost	25000
Currency	USD
Estimated Capital Assessment Fee	5000
Currency	USD
Transaction Date	28-FEB-2018
* Bank Details	MALAYAN BANKING BERH...
Start Date	28-Feb-2018

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	Dispatcher Entitlements - Region Group 1	FND Responsibilities	1	Approver		

Comments to Approver

Home Logout Preferences

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Cancel Back **Submit**



Click
'Submit'.

TIPS

Advance request can only be requested once for each child for each scholastic year. Make sure that the amount requested is for the whole scholastic year and not partial.

FACTS

Payment will be pro-rated if the duration of staff member's contract against the school days is less than two-third (67%).



Submitting a final claim

REMINDER:

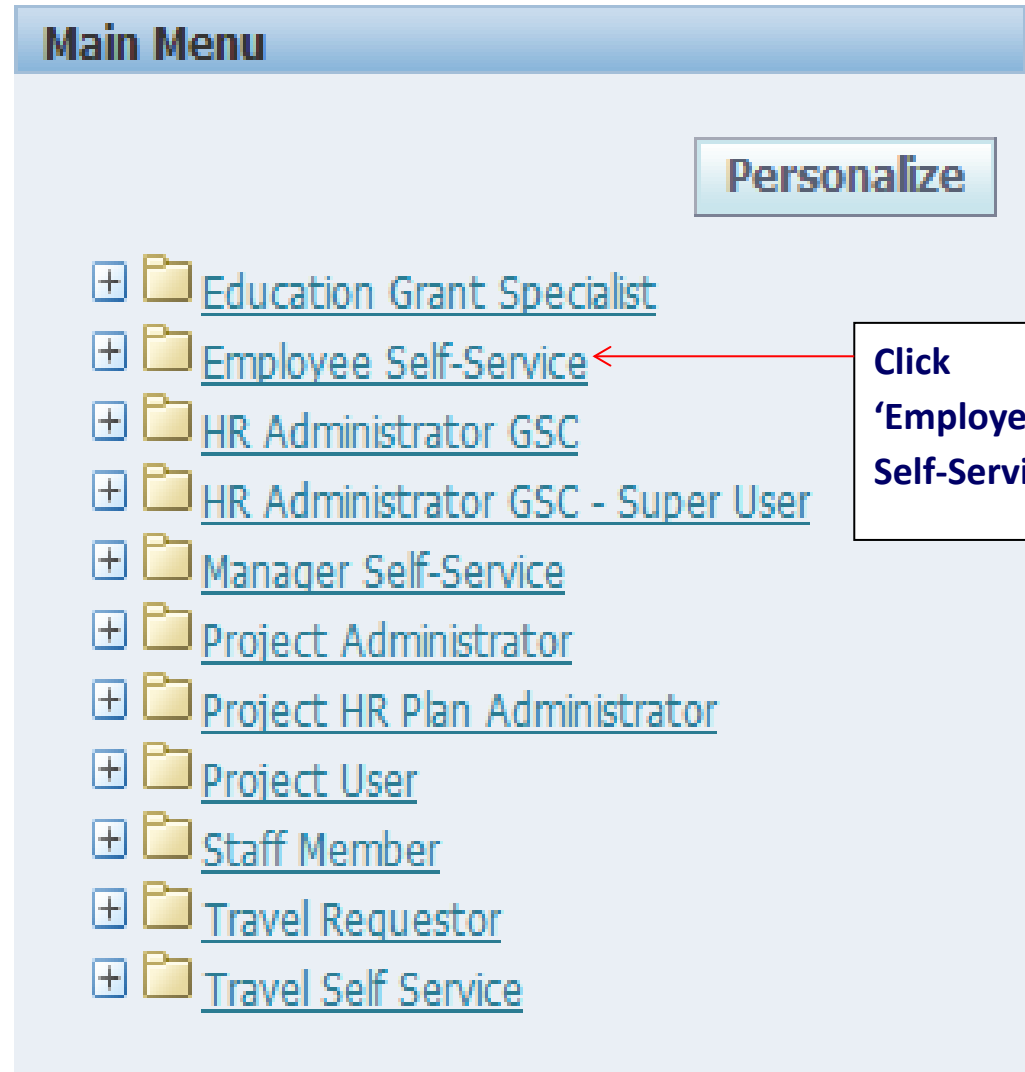
A final claim can only be submitted once for each child for each scholastic year.

It has to be supported by proof of payment.

Claims for final payment of the education grant may only be submitted at the end of the school year.

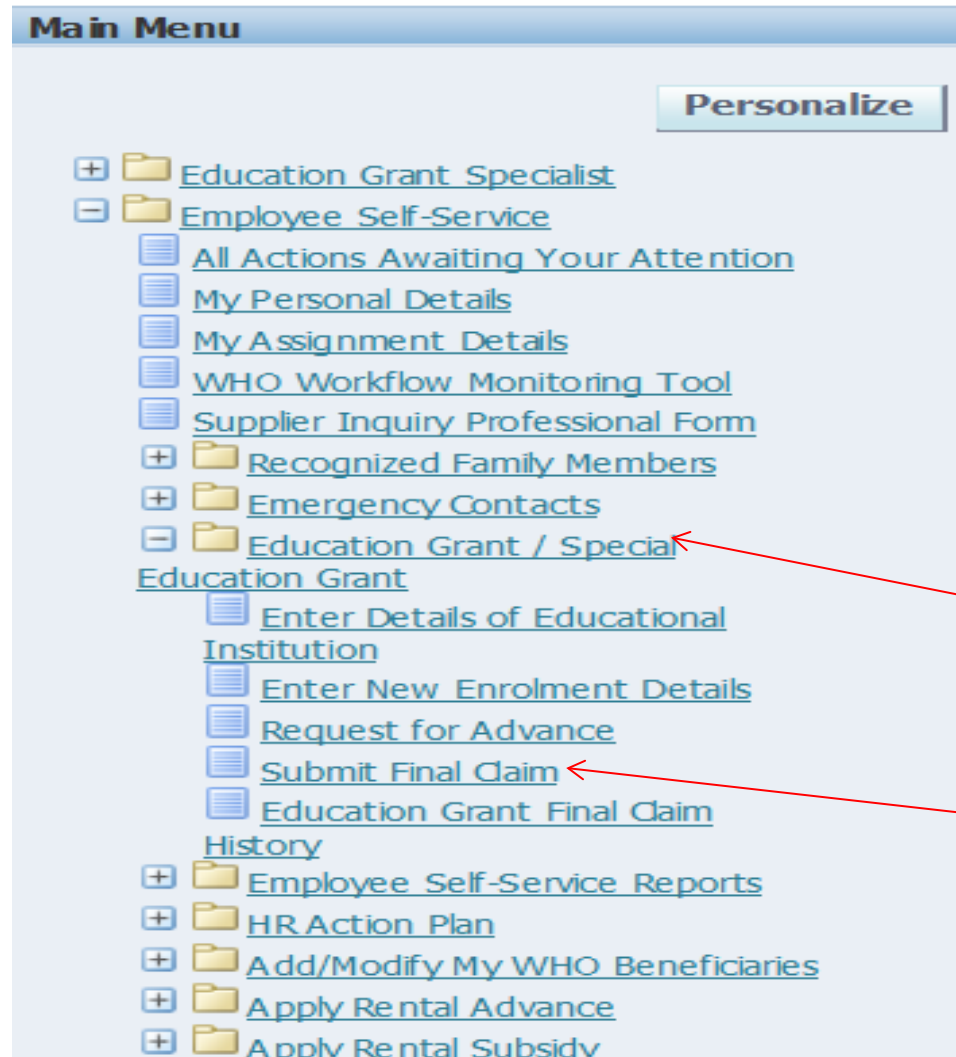
However, a request may be submitted when at least two-thirds of the school year has been completed, provided that the request is final.

No supplementary request for further payments may be made.



The screenshot shows a 'Main Menu' interface. At the top right is a 'Personalize' button. Below it is a list of menu items, each with a folder icon and a plus sign in a square: Education Grant Specialist, Employee Self-Service, HR Administrator GSC, HR Administrator GSC - Super User, Manager Self-Service, Project Administrator, Project HR Plan Administrator, Project User, Staff Member, Travel Requestor, and Travel Self Service. A red arrow points from a callout box to the 'Employee Self-Service' item. The callout box contains the text: 'Click 'Employee Self-Service'.'

Submitting a final claim



1

Click 'Education Grant/Special Education Grant'.

2

Click 'Submit Final Claim'.



Submitting a final claim

Employee Name **ABDUL RAHMAN, Mohd Rafizan**

Employee Number **S007446**

TIP Before completing this information prepare your invoices and receipts in ONE PDF file ready to attach via the Manage Attachments button.
Complete the information carefully to reflect the child's actual school attendance.
Click next to proceed further and follow prompts to Submit.

* Enrolment Reference

* Educational Institution Information

* Confirmation of Attendance Start Date

* Confirmation of Attendance End Date

* Confirmation of full Time Attendance

* Is the institution within commuting distance of your duty station?

* (Did) the Child board at the Educational Institution?

Confirmation Of Boarding Start Date

Confirmation Of Boarding End Date

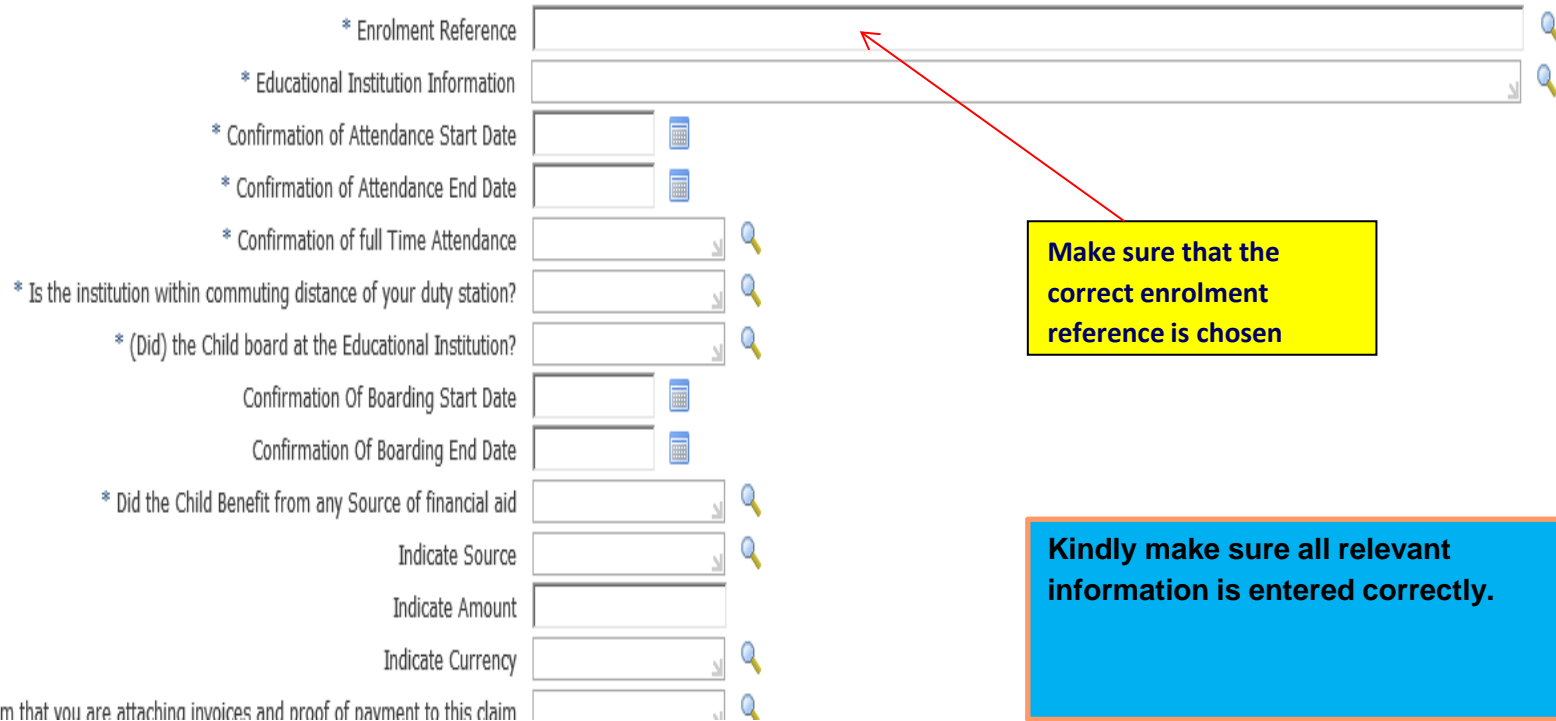
* Did the Child Benefit from any Source of financial aid

Indicate Source

Indicate Amount

Indicate Currency

Please confirm that you are attaching invoices and proof of payment to this claim



Make sure that the correct enrolment reference is chosen

Kindly make sure all relevant information is entered correctly.

Submitting a final claim

REMINDER

If you have any query in entering the data, kindly inform your local HR focal person (*i.e. cluster HRA, regional HRO, WR Office Administrative Officers in countries*). This must be done before final claim is submitted to avoid any problem. Please consult your HR focal person if there is an issue while updating the details. Incomplete or incorrect data may result to rejection or incorrect total payable.



Submitting a final claim

Submit final claim Step 1

Cancel Next

Employee Name **ABDUL RAHMAN, Mohd Rafizan**

Employee Number **S007446**

Click 'Next'.

TIP Before completing this information prepare your invoices and receipts in ONE PDF file ready to attach via the Manage Attachments button.
Complete the information carefully to reflect the child's actual school attendance.
Click next to proceed further and follow prompts to Submit.

* Enrolment Reference	Mohd Rafizan, Mr Muhammad Aiman Haziq Bin/ABC School/Education Grant/01-AUG-2018 to 30-JUN-2019/01-AUG-2018 to 30-JUN-2019
* Educational Institution Information	ABC School/43 Smart Street//MY/Cyberjaya/63000
* Confirmation of Attendance Start Date	01-Aug-2018
* Confirmation of Attendance End Date	30-Jun-2019
* Confirmation of full Time Attendance	Yes
* Is the institution within commuting distance of your duty station?	No
* (Did) the Child board at the Educational Institution?	Yes
Confirmation Of Boarding Start Date	01-Aug-2018
Confirmation Of Boarding End Date	30-Jun-2019
* Did the Child Benefit from any Source of financial aid	No
Indicate Source	
Indicate Amount	
Indicate Currency	
Please confirm that you are attaching invoices and proof of payment to this claim	Yes

Home Logout Preferences

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Submitting a final claim

Submit final claim Step 2

Cancel Next

Employee Name **ABDUL RAHMAN, Mohd Rafizan** Employee Number **S007446**

TIP Insert the "total amount" for each invoice type, e.g. if Tuition fees per semester are USD 5000, insert USD 10000.

* Enrolment Reference Mohd Rafizan, Mr Muhammad Aiman Haziq Bin/ABC School/Education Grant/01-AUG-2018 to 30-JUN-2019/01-AUG-2018 to 30-JUN-2019

Educational Institution Information ABC School/43 Smart Street//MY/Cyberjaya/63000

* Bank Details MALAYAN BANKING BERHAD (MAYBANK)/26430461/MOHD RAFIZAN BIN ABDUL RAHMAN/162759021202/

TIP Bank Details used for an advance appear as a default. You may change bank details provided you have other designated education grant bank accounts.

TIP Nature of Invoices are pre-defined and should not be modified.

Nature Of Invoices	Total Amount of Invoices	Currency	Comments
Tuition	30000.0	USD	
Private Tuition	1000.0	USD	
Tuition in Mother Tongue	500.0	USD	
Re enrolment	0.0	USD	
Capital Assessment Fee	0.0		
Others	0.0		

1. Click the magnifying glass to search for bank details available in GSM.

4 – Do not enter any amount for 'Others'. It is for GSC use only.

2- Enter amount of costs and currency

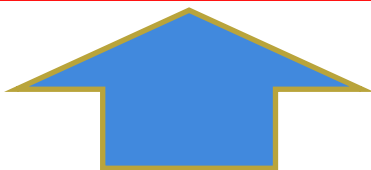
3- Click 'Next' upon completion.

Submitting a final claim

Do not forget to attach the proof of payment. The receipt should show the itemised billing which indicates clearly the cost and nature of payment .

(Example: tuition = USD 30,000 and private tuition = USD1,000) .

Claim without supporting document will not be reimbursed.



2- Click 'Managed Attachments'.

Submit Final Claim: Review

Submit Cancel

Employee Name: ABDUL RAHMAN, Mohd Rafizan

Employee Number: 5007446

Submit final claim step 1 – Confirm Child Attendance Details

Enrolment Reference: Mohd Rafizan, Mr Muhammad Aiman Haziq Bin/ABC School/Education Grant/01-AUG-2018 to 30-JUN-2019/01-AUG-2018 to 30-JUN-2019
Educational Institution Information: ABC School/43 Smart Street//MY/Cyberjaya/63000
Confirmation of Attendance Start Date: 01-Aug-2018
Confirmation of Attendance End Date: 30-Jun-2019
Confirmation of full Time Attendance: Yes
Is the institution within commuting distance of your duty station? No
(Did) the Child board at the Educational Institution? Yes
Confirmation OfBoarding Start Date: 01-Aug-2018
Confirmation OfBoarding End Date: 30-Jun-2019
Did the Child Benefit from any Source of financial aid: No
Indicate Source:
Indicate Amount:
Indicate Currency:
Please confirm that you are attaching invoices and proof of payment to this claim: Yes

Submit final claim step 2 – Invoices and Amounts Claimed

Nature of Invoice	Invoice Amount	Currency	Comments
Tuition	30000.0	USD	
Private Tuition	1000.0	USD	
Tuition in Mother Tongue	500.0	USD	

Bank Details: MALAYAN BANKING BERHAD (MAYBANK)/26430461/MOHD RAFIZAN BIN ABDUL RAHMAN/162759021202/

Approval Details

Approver	Approver Level	Position / Responsibility Name	Approver Name	Approval Status	Comments	Category
1	INITIATOR	HQ.328694/HR Officer/HQ/GHR Global Human Resources	ABDUL RAHMAN, Mr Mohd Rafizan			Not Applicable
2	APPROVER_1	Dispatcher Entitlements - Region Group 1				Approver

Comments to Approver

Managed Attachments

Submitting a final claim

Managed Attachments - Internet Explorer

World Health Organization Managed Attachments

Managed Attachments

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

Name	Title	Author	Size	Date	Revision	Actions
No records found.						

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90%

Click 'New'.

Submitting a final claim

The screenshot shows a web browser window titled "Managed Attachments - Internet Explorer" containing a "Content Check-In Form". The form has the following fields and elements:

- * Title:
- Author: abdulrahmann
- * Select File:
- Comments:
- * Organization: WHO (dropdown)
- * Business Track: Human Resources (dropdown)
- * Transaction Type: Education Grant: Submit Final Claim (dropdown)
- * Document Type: No Selection (dropdown)
- Buttons: Check In, Reset

Two callout boxes with yellow backgrounds and black borders provide instructions:

- 1 Upload supporting document**: A red arrow points from this box to the "Browse..." button in the "Select File" field.
- 2 Select document type from the drop down list**: A red arrow points from this box to the "Document Type" dropdown menu.

Submitting a final claim

The screenshot shows a web browser window titled "Content Check-In Form - Internet Explorer". The URL is http://gsm-sup.who.int:8200/OA_HTML/OA.jsp?page=/who/oracle/apps/per/selfservice/specialinfor. The form is titled "Content Check-In Form" and includes a "quick help" link. The form fields are as follows:

- * Title: S007446 | Education Grant Final Claim- Invoices and Pro
- Author: abdulrahmann
- * Select File: F:\Supporting Documents .docx (Browse...)
- Comments: (empty text area)
- * Organization: WHO
- * Business Track: Human Resources
- * Transaction Type: Education Grant: Submit Final Claim
- * Document Type: Education Grant Final Claim - Invoices and Proof of Payment
- Scholastic Year: 01-AUG-2018 to 30-JUN-2019
- Student's Name: (empty)
- ERN: Mohd Rafizan, Mr Muhammad / Aiman Haziq Bin/ABC / School/Education Grant/01-AUG-
- Employee Number: S007446

At the bottom of the form, there are two buttons: "Check In" and "Reset". A red arrow points to the "Check In" button, and a callout box next to it contains the text "Click 'Check In'".

Submitting a final claim

Check-In Confirmation for 'S007446 | Education Grant Final Claim - Invoices and Proof of Payment | | 01-AUG-2018

Content ID: WCCSUP 539 1719 [\[Content Info\]](#)

Title: S007446 | Education Grant Final Claim - Invoices and Proof of Payment | | 01-AUG-2018 to 30-JUN-2019

Checked in by: abdulrahmanm

Close Page

Approver	Approver Level	Position / Responsibility name	Approver name	Approval Status	Comment
INITIATOR	UN 23604	UN Officer UN/CIU Global Human Resources	ABDUL RAHMAN, Mr. Mohd Rafiq		



Submitting a final claim

Submit Final Claim: Review

Submit Cancel

Employee Name: ABDUL RAHMAN, Mohd Rafizan Employee Number: 5007446

Submit final claim step 1 – Confirm Child Attendance Details

Enrollment Reference: Mohd Rafizan, Mr Muhammed Aiman Haziq Bin/ABC School/Education Grant/01-AUG-2018 to 30-JUN-2019/01-AUG-2018 to 30-JUN-2019
Educational Institution Information: ABC School/43 Smart Street/ /MY/Cyberjaya/63000
Confirmation of Attendance Start Date: 01-Aug-2018
Confirmation of Attendance End Date: 30-Jun-2019
Confirmation of full Time Attendance: Yes
Is the institution within commuting distance of your duty station? No
(Did) the Child board at the Educational Institution? Yes
Confirmation Of Boarding Start Date: 01-Aug-2018
Confirmation Of Boarding End Date: 30-Jun-2019
Did the Child Benefit from any Source of financial aid: No
Indicate Source:
Indicate Amount:
Indicate Currency:
Please confirm that you are attaching invoices and proof of payment to this claim: Yes

Submit final claim step 2 – Invoices and Amounts Claimed

Nature of Invoice	Invoice Amount	Currency	Comments
Tuition	30000.0	USD	
Private Tuition	1000.0	USD	
Tuition in Mother Tongue	500.0	USD	

Bank Details: MALAYAN BANKING BERHAD (MAYBANK)/26430461/MOHD RAFIZAN BIN ABDUL RAHMAN/162759021202/

Approval Details

Approver	Approver Level	Position / Responsibility Name	Approver Name	Approval Status	Comments	Category
1	INITIATOR	HQ_328694-HR Officer, HQ/GHR Global Human Resources	ABDUL RAHMAN, Mr Mohd Rafizan			Not Applicable
2	APPROVER_1	Dispatcher Entitlements - Region Group 1				Approver

Comments to Approver

Managed Attachments

1 Click 'Manage Attachments' to add another supporting documents.

2 Click 'Submit' if all supporting documents have been attached.



- THE END -

