

## **Script 10: Preparing to Leave your Job**

So you are working for the Department of Peacekeeping Operations and you are getting ready to retire or to leave your job –

If you are able, it is advisable that you visit the UNJSPF website and understand as best you can your options (see “whiteboard” video No. 4) or look for Benefit Options under Topics.

It is also suggested that you register on the member self-service site.

And it is advisable that you talk with the administration and human resource offices of your employer – and begin to prepare for your checkout at least two or three months before you are separating.

Keep in mind many UNJSPF Member Organizations have complicated hiring, separating and retiring processes. Often member organizations take between 4 – 8 weeks to complete a checkout process and to pay the last salary of a separating staff member. It can be faster, or slower. Preparation is key.

The Fund cannot begin processing your case until it receives a separation document from your employer (known as a PF4 for the UN family and a PENS E4 for a specialized agency) and a Payment Instruction from you, known as a PI.

BB: The Separation Document from the Employer lets the Fund know that the employing organization signs off on your leaving the Fund; and the payment instruction tells the Fund what you want to do when you separate. The original Payment instruction **MUST** be sent to the Fund with your original signature on it. A copy will not do.

Once this information has been registered in the new IPAS (Integrated Pension Administration System) the case is released to specialized personnel from the Fund who can Calculate, Audit and Release your benefit.

It is also strongly suggested that you sign up for Member Self-Service before you separate. Under the proof document tab you can track whether and when the Fund received your required three separation documents and whether they are acceptable for processing. And it will make it possible for the fund to contact you at a private e-mail address in case more information is needed.

If you are electing a retirement benefit, you must also submit copies of birth certificates or equivalent documents for yourself, spouse and each child under age 21, your marriage certificate and divorce decree or whatever is applicable to your case. The Fund must receive these documents from your employer or you. You should make sure that the Fund has them.

There was a slow-down at the end of 2015 and in early 2016 when the new IPAS computer system was installed, but today the Fund is processing between 80-85% of all actionable cases (meaning cases that have all of the relevant documents in order) within the same month.

Beware: Between your employer and the Fund the entire separation process, from leaving to receiving a benefit, can take up to four months or more.

For more information on the Separation Process, visit [UNJSPF.org](http://UNJSPF.org).