

Instructions for Completing the OSLA Intake Form to challenge the pay cut

1. Do not use a tablet or a Mackintosh computer when completing the intake form. The form is only compatible with Windows computers.
2. Right click on the intake form and save it to your desktop without opening it or altering the file name. Then open the document from your desktop.
3. Complete all the fields in the intake form then again save it on your desktop without renaming it:
 - To enter your date of birth or date of entry on duty, left click the square box next to the 2018-03-15 date to enable you edit the year.
 - Edit the year either by putting your cursor on the reflected year then deleting it and entering the correct year, or by highlighting/selecting the reflected year then writing the correct year over the highlighted/selected year (in the first screen shot below, I have changed the year from 2018 to 1975).
 - After changing the year, select the relevant month from the dropdown list that gets revealed when you click the downward-facing triangle that appears on the left side of the year field (see the second screen shot that shows that the month of April has been selected from the drop-down list). Left click once on the selected month to reveal the dates then select the relevant date in the month (see the third screen shot).
4. Create an email to us and attach the form on to the email then send it to us. Do not click on the 'Submit to OSLA' link that appears on page 6 of the intake form because it never works most of the time.

Recording the relevant year

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

UNITED NATIONS		NATIONS UNIES	
			
Request for Assistance			
Office of Staff Legal Assistance (OSLA)			
Room: DC2-0650 United Nations, New York 10017, USA; (Tel) 1-212-963-3957, (Fax) 212-963-0252 (E-mail) osia@un.org			
1. Details of staff member, former staff member or deceased staff member			
Family Name(s)	xxxx		
Given Name(s)	yyyy	Date of Birth	2018-03-15
Gender	Female	Entry on Duty UN	March 2018
UN Index Number	1111	UNJSPF Number	
Nationality	Albania		
Are you requesting assistance on behalf of another (former) staff member?			
(Tick box if YES) <input type="checkbox"/>			
Have you previously contacted OSLA? (if so, when?)			
(Tick box if YES) <input type="checkbox"/>			
2 Who took the decision or action you would like to question or challenge?			

Selecting the relevant month in a year

Osla Intake Form _v13.pdf - Adobe Reader

File Edit View Window Help

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Fill & Sign Comment

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1. Details of staff member, former staff member or deceased staff member

Family Name(s)	xxxx		
Given Name(s)	yyyy	Date of Birth	2018-03-15
Gender	Female	Entry on Duty UN	<div style="border: 1px solid black; padding: 2px;"> March 1975 January February March April May June July August September October </div>
UN Index Number	1111	UNJSPF Number	
Nationality	Albania		
Are you requesting assistance on behalf of another (former) staff member?			
Have you previously contacted OSLA?		(if so, when?)	
		<input type="checkbox"/> (Tick box if YES)	

2. Who took the decision or action you would like to question or challenge?

Selecting the relevant date in a month

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1. Details of staff member, former staff member or deceased staff member

Family Name(s)	xxxx		
Given Name(s)	yyyy	Date of Birth	2018-03-15
Gender	Female	Entry on Duty UN	<div style="border: 1px solid black; padding: 2px;"> April 1975 Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 30 </div>
UN Index Number	1111	UNJSPF Number	
Nationality	Albania		
Are you requesting assistance on behalf of another (former) staff member?			
Have you previously contacted OSLA?		(if so, when?)	
		<input type="checkbox"/> (Tick box if YES)	

2. Who took the decision or action you would like to question or challenge?

Form showing a date of birth as 30 April 1975.

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Highlight Existing Fields



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1. Details of staff member, former staff member or deceased staff member

Family Name(s)	xxxx		
Given Name(s)	yyyy	Date of Birth	1975-04-30
Gender	Female	Entry on Duty UN	2018-03-15
UN Index Number	1111	UNJSPF Number	
Nationality	Albania		
Are you requesting assistance on behalf of another (former) staff member?			<input type="checkbox"/>
			(Tick box if YES)
Have you previously contacted OSLA? (if so, when?)			<input type="checkbox"/>
			(Tick box if YES)

2. Who took the decision or action you would like to question or challenge?