



Practical Guide for Staff

|SYSPER|



Introduce an education declaration

By the PMO School Allowances team & PMO SYSPER

July 2023

PMO

How to introduce an education declaration

A 10-step practical guide

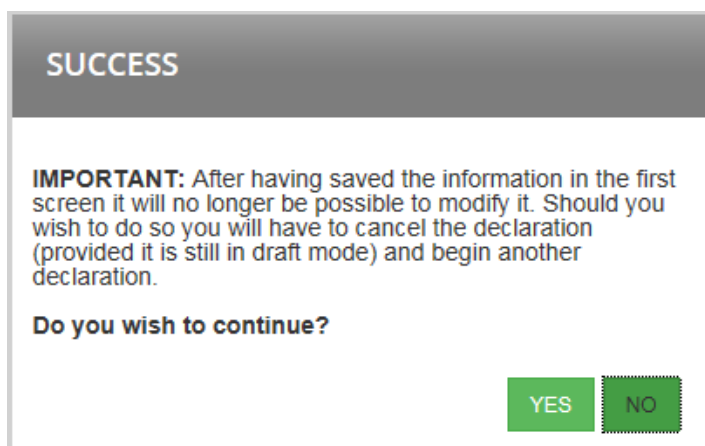
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1. SYSPER: a familiar presentation ...

As an integral part of SYSPER, the education declaration resembles other declaration modules of SYSPER, such as for example a leave request. To help you understand certain new terms in the different screens, information points have been inserted next to some of the labels.

As for any other SYSPER declarations, once you create your type of declaration, you need to confirm this before the system enables you to finalise the declaration:



SUCCESS

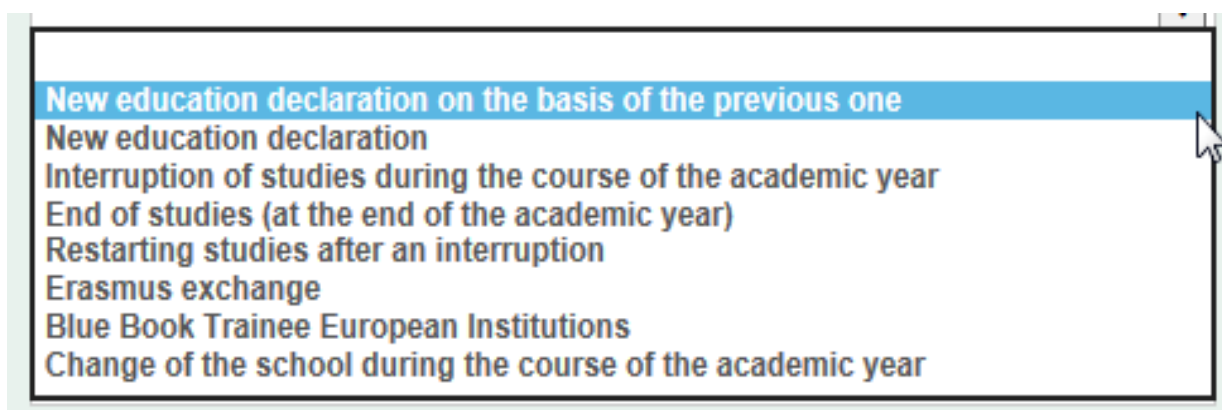
IMPORTANT: After having saved the information in the first screen it will no longer be possible to modify it. Should you wish to do so you will have to cancel the declaration (provided it is still in draft mode) and begin another declaration.

Do you wish to continue?

YES NO

... But focused on the education needs

Several types of education declarations are possible:



- New education declaration on the basis of the previous one
- New education declaration
- Interruption of studies during the course of the academic year
- End of studies (at the end of the academic year)
- Restarting studies after an interruption
- Erasmus exchange
- Blue Book Trainee European Institutions
- Change of the school during the course of the academic year

IMPORTANT NOTE

The type 'New education declaration based on the previous one'

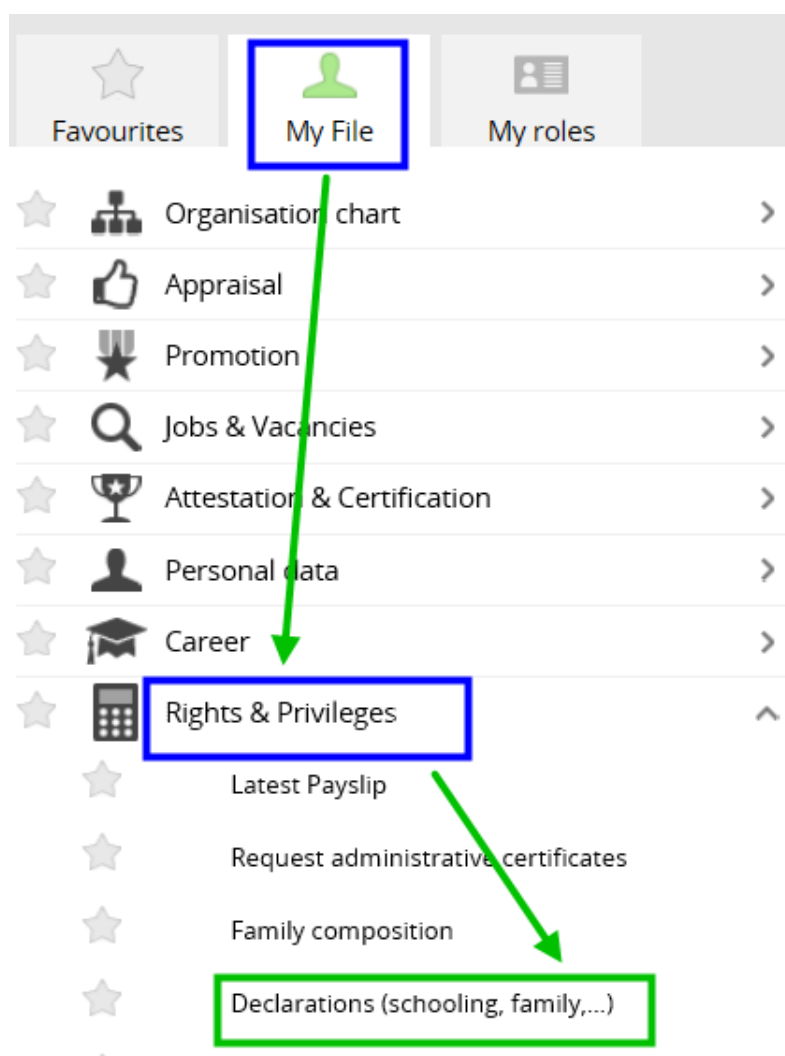
- This function has been implemented to speed up the declaration process.
- You can use it only if you had submitted a 'New education declaration' in SYSPER in the previous year.** If you encode an education declaration **for the**

first time, please select the type '**New Education Declaration**', as described below (section 3.2).

- c. If you never made an education declaration, please use one of the other types (see above)

2. How to access my file?

- To access SYSPER, use the following link:
<https://intracomm.ec.testa.eu/SYSPER2/home/menu.do>
Use the "Start" menu in Windows; or the Top Tools in Myintracomm. Staff members of the European Court of Auditors should open SYSPER according to their internal procedure.
- Open SYSPER → My Files → Rights & Privileges → Declarations



- When you click on 'Declare a change', you will be prompted to the SYSPER screen with the various declarations. Scroll down the screen to find the Education declaration and Click on the '+' sign to create a new declaration

3. Create an 'Education declaration'

All your education declarations will follow the same workflow:

- You create and save the education declaration
- You fill in all the tabs with the necessary information
- You attach the requested supporting documents
- You 'Sign & Submit' the declaration

3.1. Create a new education declaration based on the previous one

Possible only if you had already submitted an education declaration in the previous year for your child! Once you have created the declaration, fill in the fields:

- Create the declaration via SYSPER (see [page 6](#))
- Select the child
- Select the type of declaration as below (see [Annex 1](#)):

SYSPER has prefilled in the fields for the education level:

Education declaration	
Child:	* <input type="text" value="██████████"/>
Type of declaration:	* New education declaration on the basis of the previous one
Education level:	* Secondary level (lower/upper)
Previous declaration:	* ██████████ 01/09/2017 - 30/06/2018 New education declaration
Country of the study of the child:	* Belgium
Date from:	* 01/09/2019 (dd/mm/yyyy)
Date to:	* 30/06/2020 (dd/mm/yyyy)

- Confirm the start and the end dates pre-filled by SYSPER, or indicate new dates

IMPORTANT NOTE


After having saved and confirmed the information in the first screen, it will no longer be possible to modify it. Should you wish to do so, you will have to cancel the declaration (provided it is still in Draft1 mode) and create another one.

As for the 'stages' and 'financial assistance' tabs: they always require updating (stage: place...date...; study grant: amount...).

3.2. Create a new 'Education declaration'

- Create the declaration via SYSPER (see page 4)
- On the 'Education declaration' screen, insert the principal elements of your declaration:
 - the child to whom the declaration relates,
 - the type of declaration,
 - the level of studies (see page 3),
 - the country in which the child is studying,
 - the start date of study of the current academic year,
 - the end date of study of the current academic year.

¹ See point 7: 'Stages of my declaration'

- Click on 'SAVE' (bottom right-hand side of the page) 
- Confirm the type of declaration you created (see screen in page 3)
- Following confirmation, the 'Education situation' tab will be activated.

IMPORTANT NOTE

After having saved and confirmed the information in the first screen, it will no longer be possible to modify it. Should you wish to do so, you will have to delete the declaration (provided it is still in Draft2 mode) and create another one.

3.3. The selection of "level of studies"

SYSPER will propose you a drop-down list. The most of the time, the choice will be obvious.

Nevertheless, in some cases, it will be useful to refer to the information and links available on [MyIntracomm](https://myintracomm.ec.europa.eu/staff/EN/family/benefits/Pages/education-allowance.aspx) (<https://myintracomm.ec.europa.eu/staff/EN/family/benefits/Pages/education-allowance.aspx>) in particular on the level of "post-secondary" and non-tertiary education that is not considered to be at the "higher" education.

If you are concerned (ie, "neither secondary nor higher"), you will need to select the **"secondary level"**.

² See point 7: 'Stages of my declaration'

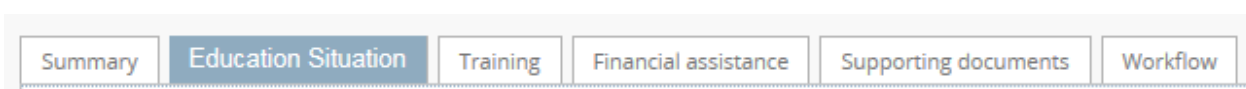
4. How to enter the information and in which order

Once an education declaration is created, SYSPER will propose a series of tabs to be completed depending on the type of declaration you are introducing.

Tabs which are not relevant to your declaration will not be visible. For instance, if you are declaring a higher level education, SYSPER will not propose tabs relating to 'Transport' or 'Accommodation' as a flat-rate education allowance is granted for this level of studies and no account is taken of transport or accommodation costs.

4.1. Examples of tabs

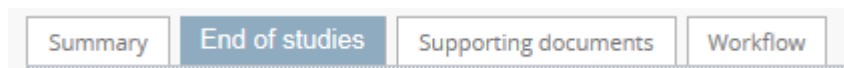
Example of tabs for Higher education level studies:




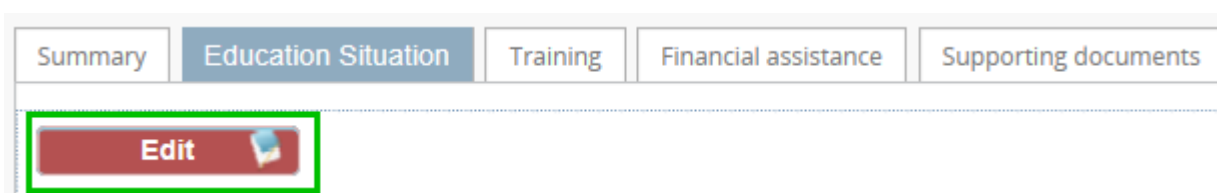
Example of tabs for other primary and secondary level



Example of tabs for 'End of studies' declaration



- You can fill in the tabs in any order. However, it will not be possible to submit the declaration before it is complete and before you have attached scanned copies of all compulsory supporting documents. We suggest you follow the order of the tabs as they are presented.
- The  button exists on every screen where you are required to enter specific information.
- On the 'Education situation' tab, click on the EDIT button to enter data:



4.2. Request of the transfer of the pre-school/school allowance abroad

The transfer of the education allowance related to a dependent child studying in another Member State than in the country of employment.

In the "Education Situation" tab, you can click on "Request for thansfer of School allowance".

The screenshot shows the 'Education Situation' tab with the 'Education information' section. Fields include 'Date from', 'Date to', 'Education level' (set to 'Higher education (university, "écoles supérieures")'), 'Type of course', 'Weekly hours' (selected), and 'Number of credits'. The 'Request for transfer of School allowance' checkbox is highlighted with a blue box.

In case this is an initial request or a new bank account, you will be able to download the financial document to be completed.

The screenshot shows the 'Request for transfer of School allowance' section. The 'New account or first request' checkbox is checked. A dropdown menu is open, showing options: English, Français, and German.

Then, you will have to upload this document in the "[Supporting Documents](#)" tab.

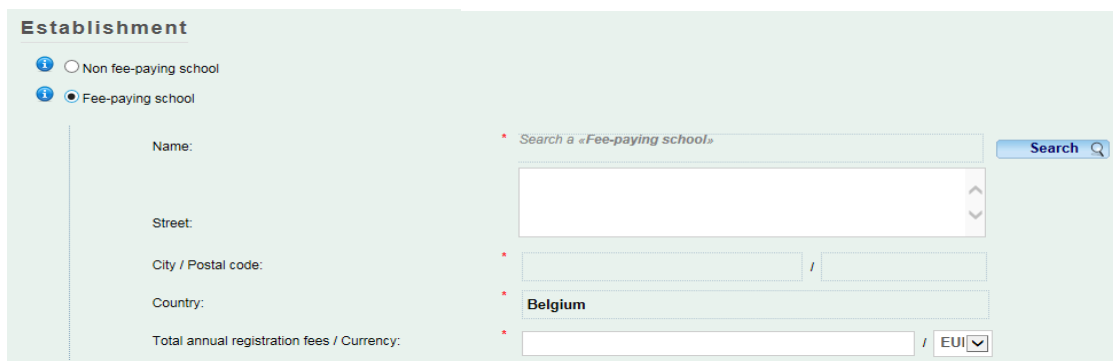
5. Select an existing education establishment or create a new one?

In the 'Education situation' tab, you identify the education establishment attended, as well as its address. We strongly recommend proceeding in the following order:

(1) Once you have filled in the education information, you will have to select one of the three options:

The screenshot shows the 'Establishment' section with three radio button options: 'Non fee-paying school', 'Fee-paying school', and 'European school'. The 'Non fee-paying school' option is highlighted with a green box.

Whatever choice you make, the next step is to identify the establishment attended:



Establishment

Non fee-paying school
 Fee-paying school

Name: * Search a «Fee-paying school» Search

Street:

City / Postal code: *

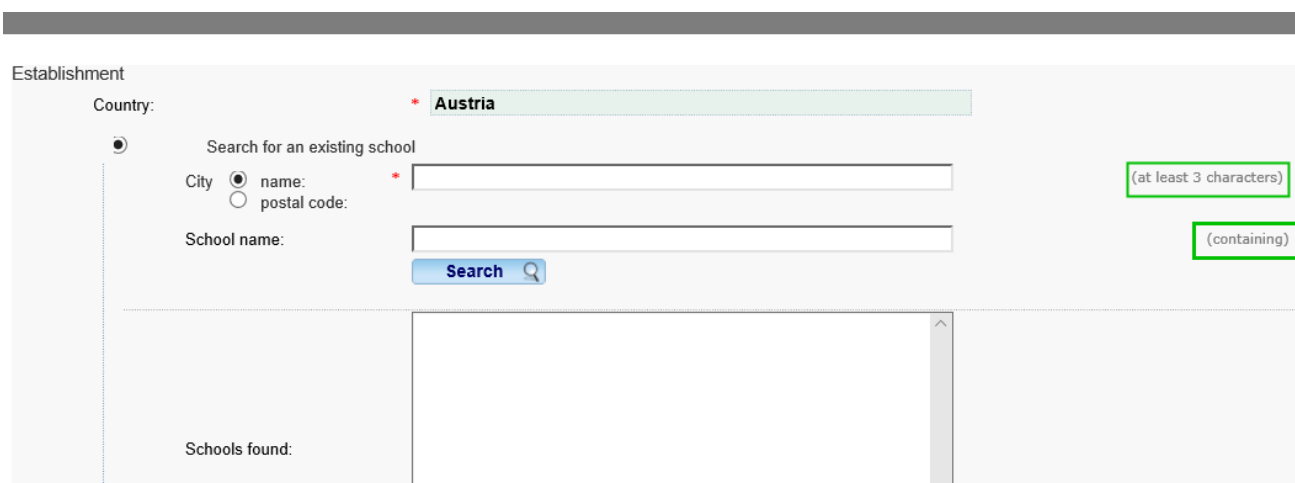
Country: * Belgium

Total annual registration fees / Currency: * EUI

SYSPER already contains a list with a high number of schools/universities/etc. So, please first check if the establishment attended by your child figures in the list.

(2) To check if the establishment already exists in the proposed list:

- Click on the 'Search' button to open a new window:



Establishment

Country: * Austria

Search for an existing school

City name: * (at least 3 characters)
 postal code:

School name: (containing)

Search

Schools found:

PLEASE NOTE:

- ✓ SYSPER has pre-filled the country based on the data you entered when you created the declaration.
- ✓ You can search either from the name of the school (need at least 3 letters),

- Select search by 'name'

Establishment

Country: * **Austria**

Search for an existing school

City name: *

postal code: *

School name:

Search 🔍

or by post code of te school

Search for an existing school

City name: *

postal code: *

School name:

Search 🔍

To select the establishment, simply click on the name in the proposed list and save.

Establishment

Country: * **Belgium**

Search for an existing school

City name: * **Bru**

postal code:

School name: **Saint**

Search 🔍

Schools found:

- Bruxelles - Facultés universitaires Saint louis [Brussels / 1000]
- Centre Scolaire Saint Michel [Etterbeek (Brussels) / 1040]
- Centre Scolaire Saint Michel [Etterbeek (Brussels) / 1040]
- Collège Saint-Pierre [Uccle (Brussels) / 1180]
- Collège Saint-Pierre [Uccle (Brussels) / 1180]
- Ecole Notre-Dame Sainte-Espérance [Ixelles (Brussels) / 1050]
- Ecole Notre-Dame Sainte-Espérance [Ixelles (Brussels) / 1050]
- Facultés universitaires Saint-Louis [Brussels / 1000]
- Facultés universitaires Saint-Louis [Brussels / 1000]
- Institut Saint-Vincent-De-Paul [Uccle (Brussels) / 1180]
- Institut Saint-Vincent-De-Paul [Uccle (Brussels) / 1180]
- SAINT-ADRIEN [Ixelles (Brussels) / 1050]
- SAINT-ADRIEN [Ixelles (Brussels) / 1050]

TIP: 'BRU' gives you all the establishments in Brussels (19 communes).

- If necessary, enter an address.

Name: * Universite de Saint Louis

Street: Avenue

City / Postal code: / 1000

Country: * Belgium

(3) If you did not find the establishment in the proposed list, you need to create it. The school will then be registered in your declaration only³.

Establishment

Country: * Belgium

Search for an existing school

City name: * College XYZ

postal code:

School name:

Schools found:

No schools matching your search criteria were found.

Declare a new school (if not found)

Simply fill in the required fields, and 'Save' your data:

Establishment

Country: * Belgium

Search for an existing school

Declare a new school (if not found)

Name: *

City / Postal code: * /

Please note: SYSPER has again pre-filled the country based on the data you entered when you created the declaration.

³ Please notice that the new establishment will not be included in the list of schools visible to all users,

6. Supporting documents to add to my declaration




IMPORTANT NOTE

Staff members **do not need to send the original documents** (even for staff working in a delegation outside the EU who should nevertheless follow the instructions in the [EU Delegations' Guide](#)), but must keep them for 5 years for audit purposes.

The 'Supporting documents' tab indicates the type of documents required, and enables you to upload scanned⁴ copies in your declaration. Without the scanned copies of the required documents, your declaration cannot be processed.

SUPPORTING DOCUMENTS	
Certificate of attendance	Add scanned document
Copy of invoice of boarding school costs or Document proving the annual accomodation costs	Add scanned document
Proof of payment of boarding costs	Add scanned document

- Click on 'Add scanned document' to attach a supporting document (only formats pdf, tif, tiff, gif, jpg and jpeg).



	the supporting document is compulsory. You will not be able to send your declaration without having attached the required document.
	you will be able to submit your declaration, but you must attach the scanned copy of this document at a later date.
	the document has been successfully attached. N.B. The colour of the star(s) will not change.

⁴ In principle, in your immediate working environment you have the possibility to scan documents in various formats. Your secretariat or local Help Desk can provide information on this.

IMPORTANT NOTE

It is possible to upload several scanned copies for one type of requested document: simply click again on 'Add scanned document' after you have uploaded the previous one.

If you want to delete one uploaded document, simply click on the 'X' besides the name of the document.

ATTACHED FILES		
planning_25062014_140114.jpg	28/07/2014 11:20:58	
SP2R_SC_oj_20140626.pdf	28/07/2014 11:20:46	

If a Certificate of attendance is required, such a document, must

- indicating the full name and date of birth of the child and the academic year
- be issued by the education establishment attended.
- Alternatively, a template to be completed by the education establishment is available on My IntraComm via the following link (see 'The procedure' – 'Templates'):

<https://myintracomm.ec.europa.eu/staff/EN/family/benefits/Pages/education-allowance.aspx>

For the Court of Auditors: See Contacts [Page 16](#).

In the case of internships or scholarships, you have the option to mention in the respective tabs that they will be declared by you at a later stage. With a view to ensuring the proper handling of files, thank you for introducing and submitting your declaration as soon as you are in the possession of a school certificate. After treatment, it will be returned to you with the status "waiting for supporting documents" to allow you to complete your file and to finalize its treatment.

7. The workflow - stages of my declaration

Draft

As long as you work on your declaration, it remains in draft mode. With the exception of the general <Education information>⁵, at this stage you can still modify your declaration.

⁵ See point 3: 'Create an Education declaration'

Submitted	After clicking <sign and submit>, your declaration passes to the Submitted stage. If you wish to modify it, you have the possibility of choosing <withdraw>. Your declaration then reverts to the Draft stage, and you can modify it (with the exception of the general <Education information> ⁶) before clicking <sign and submit> once more.
Under processing	Your declaration has entered the processing stage. At this stage, only the desk officer (see point 10: 'Whom to contact?') can send it back to you for correction. The request can be put on hold until you upload the missing supporting documents or be rejected, returned to the declarant.
Processed	The desk officer has accessed your declaration. He/she can still return it to you if a problem is detected.

8. 'Summary' tab

This tab gives you an overview of your declaration: it displays on the same screen all the information you have entered in every tab.

You can go back to the 'Summary' tab at any time to check that your declaration is complete before submitting it.

9. Submitting my declaration

New education declaration N° [redacted] [Higher education (university, "écoles supérieures")] - **State Draft**
 Child [redacted] [redacted] perld [redacted] - Agent [redacted] perld [redacted] NUP [redacted]

Having completed all the elements of your declaration, you have to click 'Sign and submit' in the 'Summary' tab.



The status of the file then passes from 'Draft' to 'Submitted' and will be dealt with by a desk officer as soon as possible.

⁶ See point 3: 'Create an Education declaration'

10. Contact and assistance

Please send us your questions and requests via Staff Contact on the [Staff Matters portal](#).

[More about Staff Contact](#) and the management of your requests.

HELPDESK Salaries & Individual Rights - Unit PMO.1

Tel: +32-2-29 93333 workdays, from 9:30 to 12:30

(July and August from 10:00 to 12:00).

Annex 1 – Types of declarations and level of studies

