



USER GUIDE

SYSPER POST ACTIVITY

HOW TO DECLARE A SPOUSE/RECOGNIZED PARTNER'S PROFESSIONAL ACTIVITY INCOME?

By PMO Pensions - Post Activity Team

PMO.4

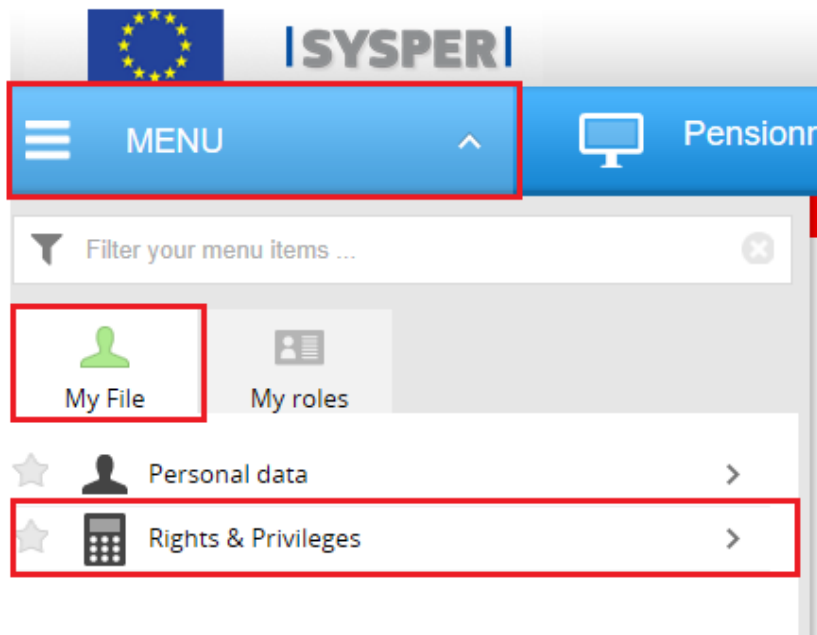
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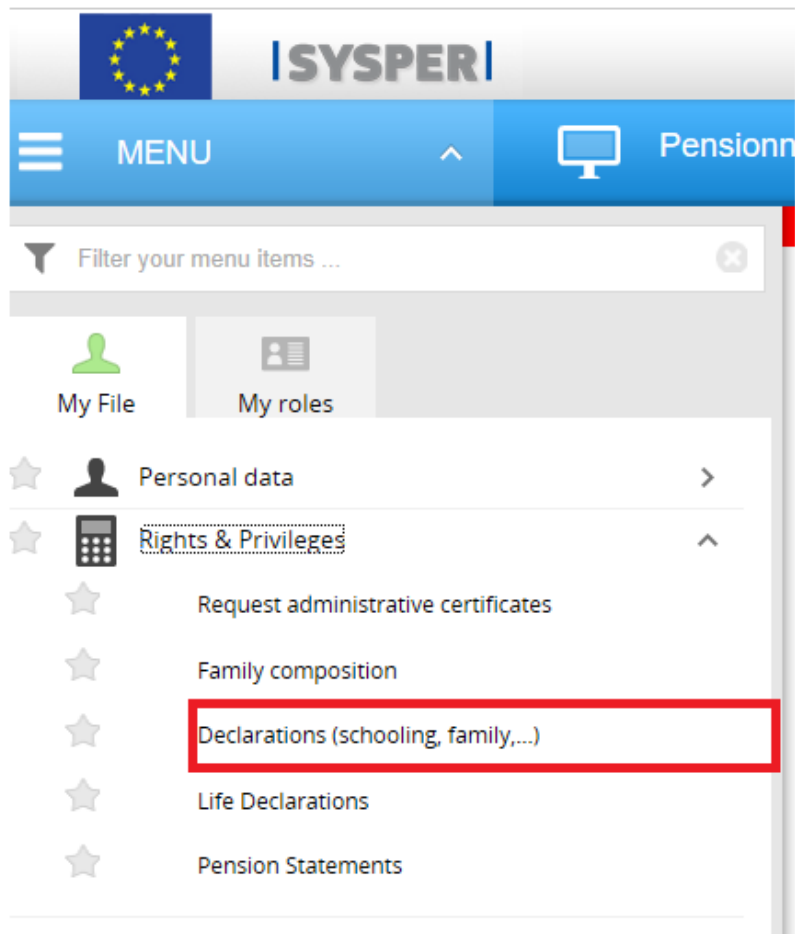
1. How to reach my file?

- To start SYSPER, use the link <https://myremote.ec.europa.eu/> and next click on “**Sysper Post Activity**” (previously “Sysper Pensions”)
- Open SYSPER → Menu → My file → Rights & Privileges → Declarations

1.1. Click on «MENU» and «Rights & Privileges»

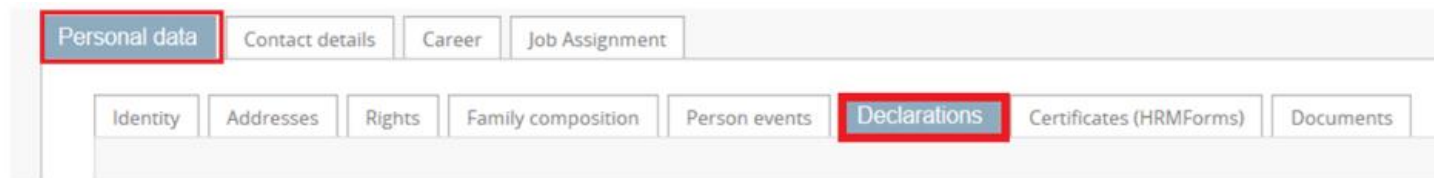


1.2. Click on «Declarations (schooling, family...)»



1.3. «Spouse/recognized partner's professional activity income - Create declaration (+)»

When you click on 'Declarations' tab, you will be prompted to the SYSPER screen with various declarations.



Please scroll down the screen and open "Spouse/recognized partner's professional activity income" declaration by clicking on the blue "+" icon contained in "New declaration +"



Please note:

You can fill in the tabs in any order. **However, sending the declaration is only possible if you have completed your entire declaration, and uploaded all the required supporting documents.** For this reason, we would recommend you follow the order of the tabs as presented by SYSPER.

All boxes preceded by a red star must be filled in. The  button is present in all screens where data entry is required.

After clicking on the “+” sign, you reach the declaration form itself. The name of your spouse/recognized partner appears on the first line.

STEP 1: you must choose between declaring a change in the professional situation of your spouse or declaring the annual income for a specific year

STEP 2: based on the choice in step 1, go through each tab of the declaration

The screenshot shows a web form titled "Professional activity of the spouse/recognized partner declaration". The form is set against a light green background and contains the following fields and options:

- Title:** Professional activity of the spouse/recognized partner declaration
- Header:** Professional Activity declaration (with sub-headers "perId" and "NUP")
- Instruction:** Please enter the following information regarding spouse/partner [Name] :
- This is:** a declaration for a change; my annual declaration for a past year
- Origin of income:** [Dropdown menu]
- Primary activity:** [Dropdown menu]
- Multiple work countries:**
- Country of income:** [Dropdown menu]
- Country of fiscal documents:** [Dropdown menu]
- Level of income:** [Dropdown menu]

At the bottom right of the form, there are two buttons: "Save" and "Cancel".

2. Create the annual declaration of income

2.1. Encoding of the mandatory data:

For this purpose, we made a declaration for the annual income of the year 2019.

Professional activity of the spouse/recognized partner declaration

Please enter the following information regarding spouse/partner :

This is:

a declaration for a change
 my annual declaration for a past year

Fiscal doc date: 01/01/2020 (dd/mm/yyyy)
 Year of income: 2019

Date from	Date to	Origin of income	Primary activity	Country of income	Country of fiscal documents
01/09/1988		Private or Public sector	Employee/worker		

Do you confirm that the professional situation of your spouse displayed above is correct? If not, please correct it by creating a declaration for a change, before you create your annual declaration for a past year

Multiple work countries:

Level of income: [dropdown menu]

Annual ceiling to get sickness coverage(JSIS): EURO

Save **Cancel**

Please click on 'Save' once you have filled in all the fields and confirm the type of declaration you just created.

SYSPER displays the information related to your spouse's professional situation for the income of the year concerned. If this information is correct, please tick the sentence **"Do you confirm..."** If this information is not correct, you cannot change it in the annual declaration and **must do a "Declaration for a change"**.

In case of your spouse/partner worked in several countries during the declared year, do not forget to tick on **"Multiple work countries"**.
 To finish the encoding, you should set the level of income, using the options available.

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?

Please note: the following page may take a little time to load. Please be patient and do not click several times on the button.

Important notice

After saving the information from this first screen, **you will not be able to edit it.** If you need to do this, you will have to delete the declaration (as long as it is in **Draft** status) and recreate a new one.

2.2. Update "professional activity of the spouse":

The declaration now contains several tabs which you must go through:

Summary Professional activity of the spouse Household allowances received from other sources Supporting documents Workflow

Edit

Professional activity of the spouse / recognized partner

Spouse/Partner: _____

Triggering event: **Annual Declaration**

Event Date: **01/01/2019**

1 Fiscal doc date: **01/01/2020**

Year of income: **2019**

Professional activity details for 2019

Date from	Date to	Origin of income	Primary activity	Country of income	Country of fiscal documents	Employer
		Private or Public sector	Employee/worker			

If the professional situation of your spouse displayed above is not correct, please correct it by creating a declaration for a change, before submitting this annual declaration

1 Multiple work countries: **No**

1 Level of income: **Below JSIS ceiling**

Annual ceiling to get sickness coverage(JSIS): **EURO**

Comments:

Click on the button « **update** » to modify or enter additional information.
You can also add comments to allow for a better understanding.

2.3. Add "The "Household allowance received from other sources":

You confirm either that your spouse does not benefit from a household allowance, or you declare one by clicking on the "Add a household allowance" which opens the following screen:

Annual Declaration N° perId NUP

Household allowances received from other sources

I certify that my partner/spouse does not receive any household allowances
No allowances from other sources declared.

Add a household allowance +

Household allowances received from other sources

Add a household allowance

Allowance type: *

Start date: *

End date: *

Amount: *

Currency: *

Frequency of payment:

Name of body granting financial assistance:

Country of the body granting financial assistance:

Comment:

Household allowance (FO)

EUR - EURO

Monthly

Encode the mandatory fields such as date, amount and currency and click on "Save" to register your data.

Save Cancel

2.4. The "Supporting document" tab:

The supporting document tab enables you to upload the requested document(s), click on **"Add document"** to upload a document.

Summary Professional activity of the spouse Household allowances received from other sources **Supporting documents** Workflow

Supporting documents

Following documents are required to proceed

MANDATORY DOCUMENTS	ATTACHED FILES
Tax declaration <input type="button" value="Add document"/>	File name: Tax certificate 2019 All files <input type="button" value="Open"/> <input type="button" value="Cancel"/>
OR	
Annual sheet of salary (nr 281.10 in BE) <input type="button" value="Add document"/>	

If you receive the household allowance on behalf of your child, upload only the Annual sheet of salary (nr 281.10 in BE).

Click on **"Browse"**, select the supporting document and upload it.

Summary Professional activity of the spouse Household allowances received from other sources **Supporting documents** Workflow

Supporting documents

Following documents are required to proceed

MANDATORY DOCUMENTS	ATTACHED FILES
Tax declaration <input type="button" value="Add document"/>	Tax certificate 2019.pdf <input type="button" value="Delete"/>
OR	
Annual sheet of salary (nr 281.10 in BE) <input type="button" value="Add document"/>	

If you receive the household allowance on behalf of your child, upload only the Annual sheet of salary (nr 281.10 in BE).

2.5. The "Workflow" tab:

Once you have filled in all the tabs, click on the "Sign and submit" button and also click "ok" on the additional confirmation message to send your declaration to PMO.

The screenshot displays the 'Workflow' tab of a tax declaration system. At the top, there are tabs for 'Summary', 'Professional activity of the spouse', 'Household a', 'Supporting documents', and 'Workflow'. A red arrow points from the text above to the 'Sign and submit' button. Another red arrow points from the text above to the 'OK' button in a confirmation dialog box. The dialog box contains the text: 'This site says... Are you sure that you want to perform this action?' and a checkbox labeled 'Don't let this page create more messages'. Below the dialog box, there is an information message: 'Info: declaration is complete'. At the bottom, there is a section titled 'Workflow information for «Annual Declaration»' containing a table with the following data:

DATE/TIME	ACTION	AUTHOR	STATE	COMMENT
13/02/2020 11:20:05	Create a professional activity file		Draft	

3. The declaration for a change

On this first screen, you need to define the professional situation of your spouse/partner. Once you click on 'Save', you will not be able to change those options. So, it is very important to clearly understand those choices. Here are a few explanations on the fields you see:

Professional activity of the spouse/recognized partner declaration

Professional Activity declarat
perId NUP

Please enter the following information regarding spouse/partner

This is:
 a declaration for a change
 my annual declaration for a past year

Type of change:

When did the change take place?
 (dd/mm/yyyy)

i Origin of income:

Primary activity:

i Multiple work countries:

i Country of income:

Country of fiscal documents:

i Level of income:

- In **“Origin of income”**, you define if your spouse has an income or not, and if he/she has one from which source. You will have 4 choices: (1) European institution or other community body; (2) International organisation; (3) Private / public; (4) Without income
 - If you choose **“European institution”** or **“International organisation”**, a third field will appear enabling you to choose which institution/community body or which international organisation your spouse works in.
 - In **“Primary activity”**, you further define the professional situation. A number of choices are available according to the choice you made for the 'Origin of income'. **See Annex 1 for details.**
 - **“Multiple work countries”** refers to a situation in which your spouse receives income from several countries. If you tick this field, SYSPER will not display the two ceilings (1 for the household allowance (AFO) and one for the JSIS cover). Also, based on all the documents uploaded, PMO will assess the global income for the period concerned.
 - Level of income: it can be : Above both ceilings (JSIS and AFO), below JSIS ceiling (means also below AFO ceiling), Above JSIS but below AFO ceiling. If you don't know, you can choose 'I cannot assess. Need assistance' and, based on the documents in the declaration, PMO will assess the level.
1. Chose the event which leads to the reason to declare a change in the professional situation of the spouse:



2. Fill the other fields according to the reason chosen.

Professional activity of the spouse/recognized partner declaration

Professional Activity declara
perid : NUP

Please enter the following information regarding spouse/partner :

This is:

Type of change:

When did the change take place?

Origin of income:

Primary activity:

Multiple work countries:

Country of income:

Country of fiscal documents:

Level of income:

a declaration for a change
 my annual declaration for a past year

Marriage/assimilated partnership
Non-assimilated partnership
Last child at charge
Spouse/partner starts working
Change of professional situation
Retirement
Loss of employment / resignation

Save Cancel

The event called 'Change in professional situation' means, for example, that your spouse was working but now starts studying; or a change in the employer; or her/his status changes from employee to self-employed, etc.

If you have a doubt regarding the encoding, please see Annex 1.

Click on “save” to finalize your file.

and on the additional confirmation message.

The screenshot shows a web form titled "Professional activity of the spouse/recognized partner declaration". The form includes several sections: "Please enter the following information regarding spouse/partner", "This is:" with radio buttons for "a declaration for a change" (selected) and "my annual declaration for a past year"; "Type of change:"; "When did the change take place?"; "Origin of income:"; "Primary activity:"; "Multiple work countries:"; "Country of income:"; "Country of fiscal documents:"; and "Level of income:". A "SUCCESS" dialog box is overlaid on the form, containing the text: "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?" with "YES" and "NO" buttons. On the right side of the form, there is a field for "Annual ceiling to get sickness coverage(JSIS):" with the value "40456 EURO".

The declaration now contains several tabs which you must go through

The screenshot shows a navigation bar with five tabs: "Summary", "Professional activity of the spouse" (which is highlighted in blue), "Household allowances received from other sources", "Supporting documents", and "Workflow".

In order to complete your declaration, please follow the steps as per the explanation above from point 2.2.

4. Steps in the workflow of your declaration

Draft: Your declaration remains in Draft mode as long as you are still working on it, allowing you to make changes (apart from general data changes).

Submitted: Once you have pressed <Sign and send>, your declaration moves to the Submitted stage. If you wish to make changes, you need to press <Withdraw>. It now returns to "Draft" where you can make your changes (apart from general data and schooling declaration) before pressing <Sign and send > once again.

Ongoing: Your declaration has been sent to PMO. At this stage only the PMO case manager (see section 'Whom to contact') is able to send the declaration back to you so that you can make any necessary changes.

Dealt with: The PMO case manager is dealing with your declaration. It can still be returned to you if a problem has been found.

4. Whom to contact?

For any technical issue, please contact DIGIT HELPDESK:

EC-CENTRAL-HELPDESK@ec.europa.eu

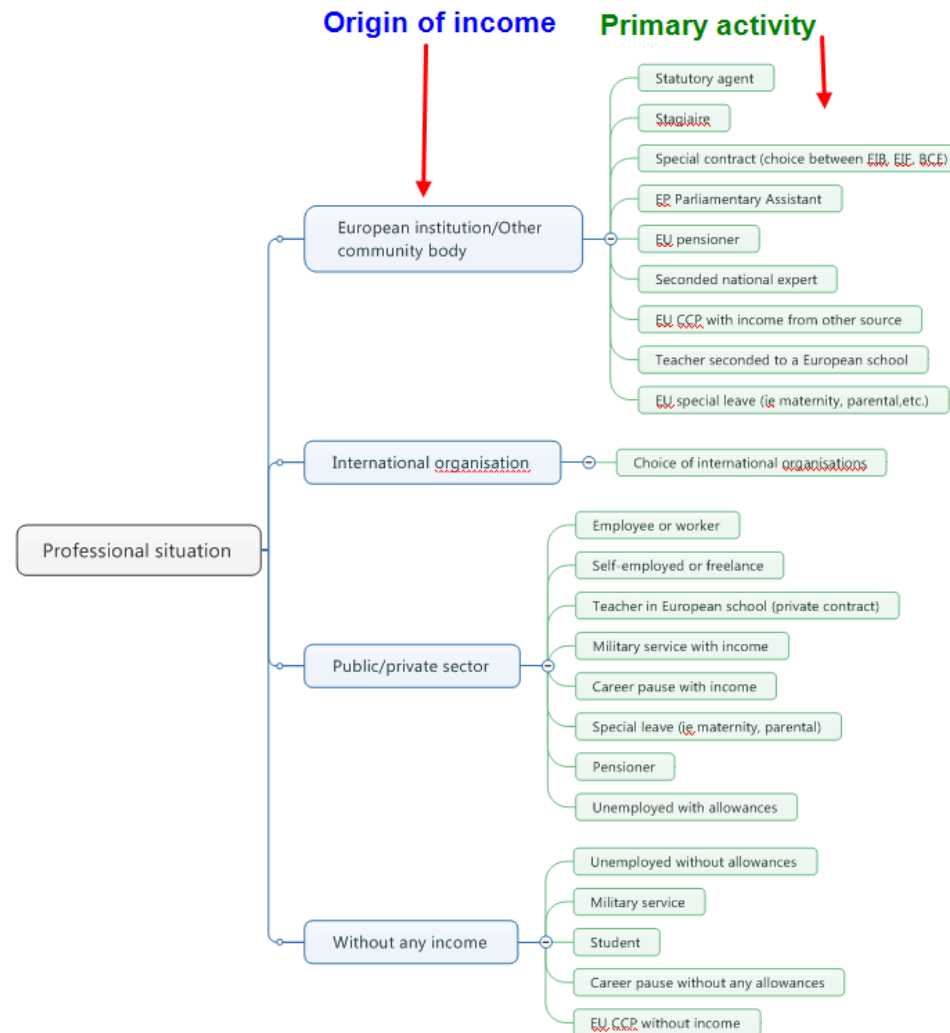
For any declaration-related issue, please contact:

PMO-PENSIONS@ec.europa.eu

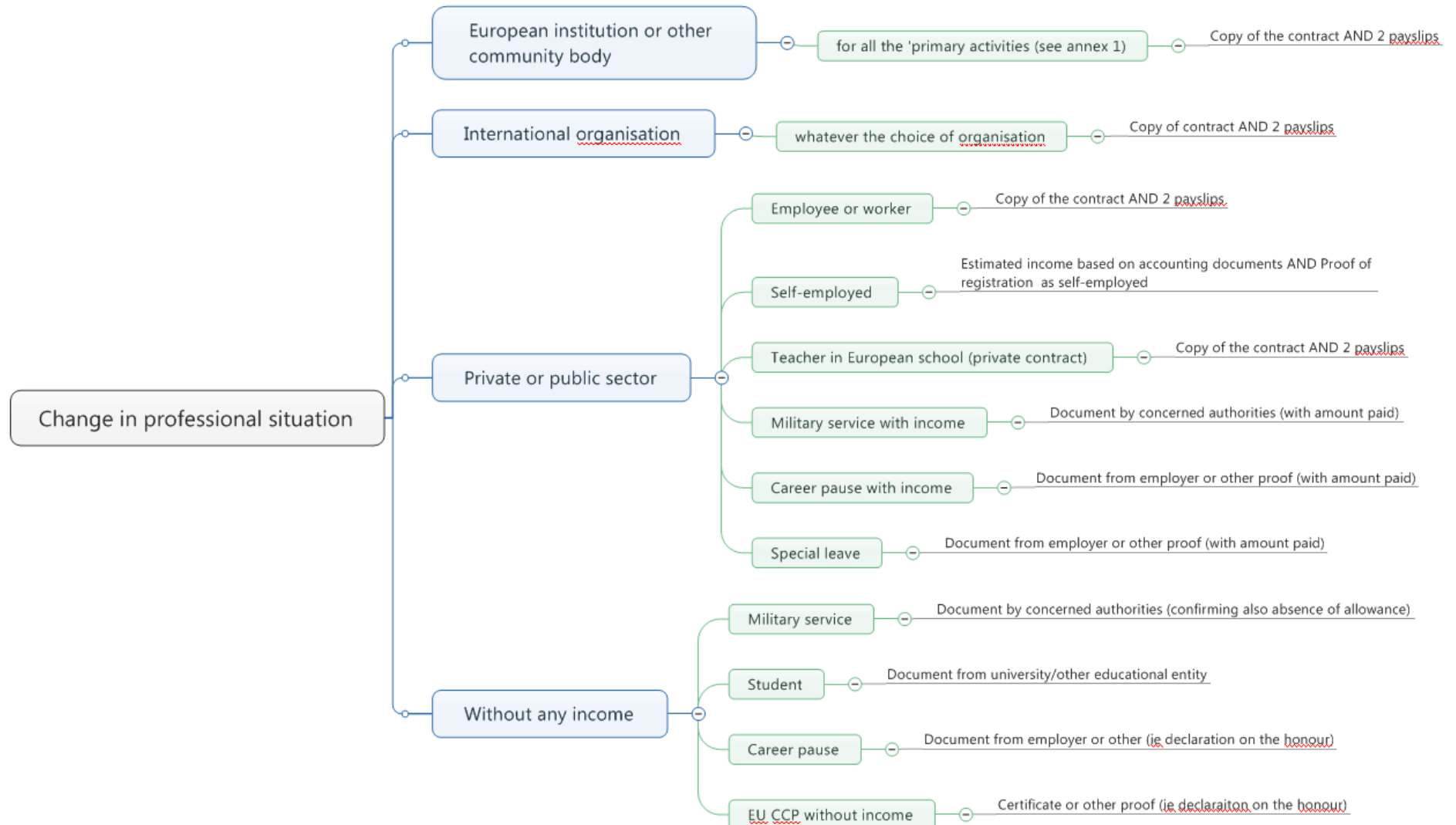
Tel: + (32-2)-297 88 00.

HOW TO DECLARE A SPOUSE/RECOGNIZED PARTNER'S PROFESSIONAL ACTIVITY INCOME?

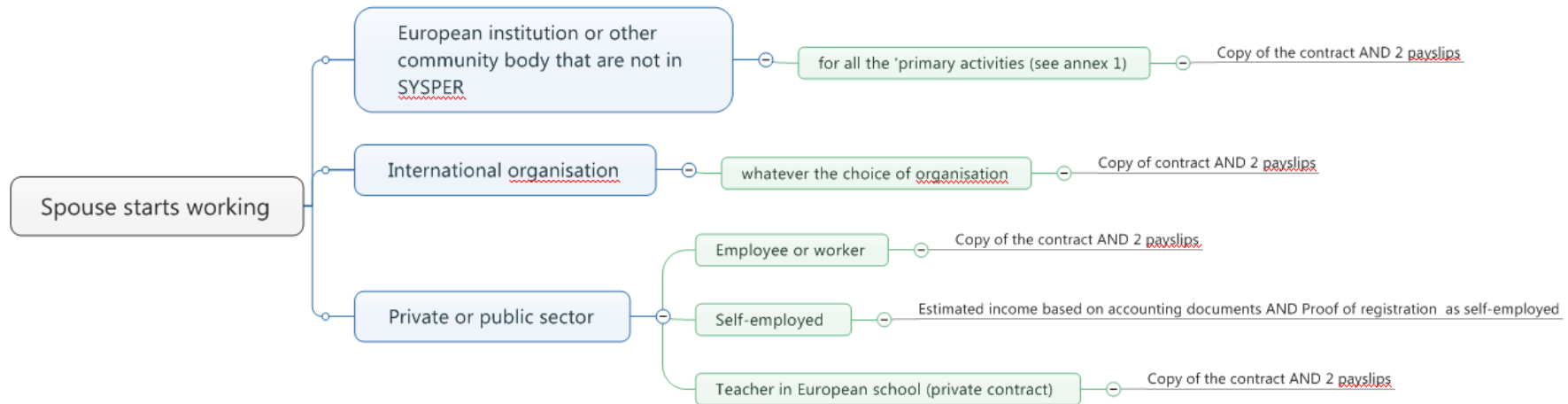
Annex 1 – list of professional documents



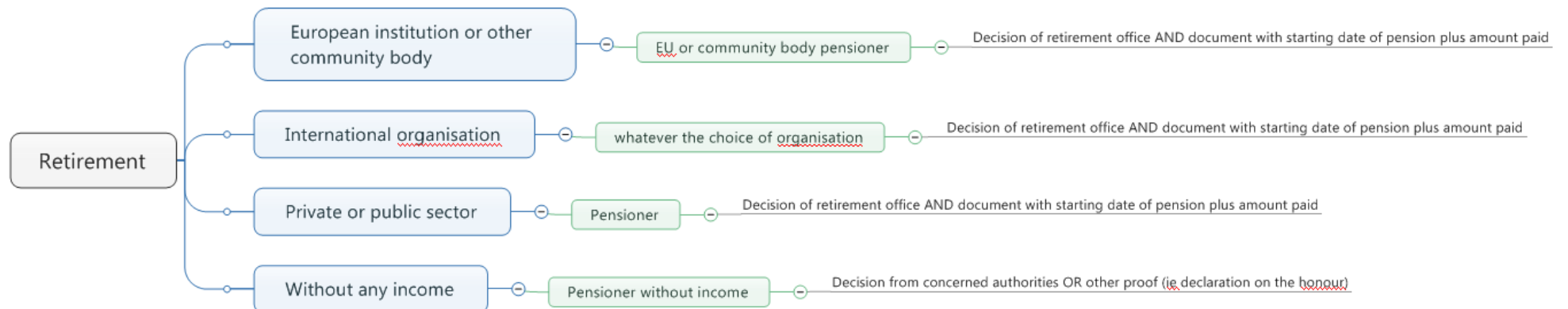
Annex 2 – List of supporting documents for the **declaration "Change in professional situation"**



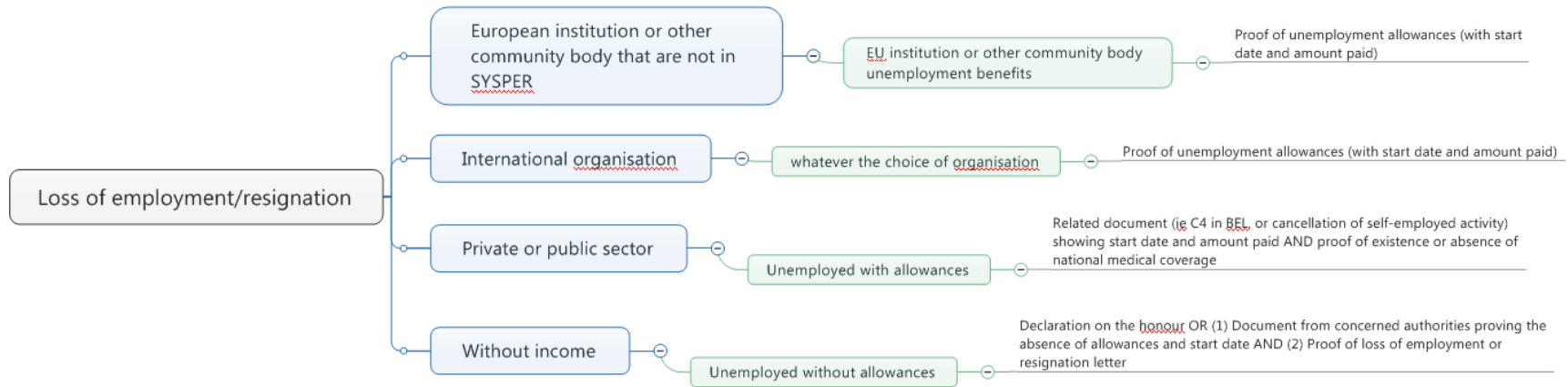
List of supporting documents for the declaration **"My spouse starts working"**



List of supporting documents for the declaration **"Retirement"**



List of supporting documents for the declaration "Loss of employment"



For the case 'Without income', here is how it looks in SYSPER:

Following documents are required to proceed

MANDATORY DOCUMENTS	
Declaration on the honour	Add document

OR

MANDATORY DOCUMENTS	
Proof of absence of unemployment allowances	Add document
Proof of loss of employment (i.e. C4 in BEL)	Add document

OR

MANDATORY DOCUMENTS	
Proof of absence of unemployment allowances	Add document
Resignation letter	Add document

List of supporting documents for the declaration "Marriage/partnership" and "Last dependent child"

