USER GUIDE

SYSPER POST ACTIVITY

HOW TO CREATE AN EDUCATION DECLARATION?

By PMO Pensions

PMO.2

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PMO

HOW TO CREATE AN EDUCATION DECLARATION?
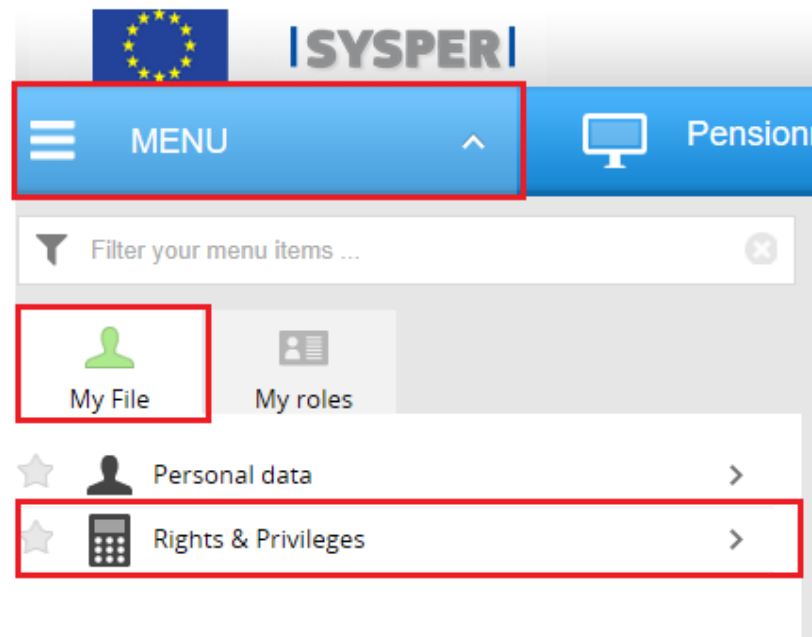
HOW TO CREATE AN EDUCATION DECLARATION?

1. How to reach my file?

- To start SYSPER, use the link https://myremote.ec.europa.eu/ and next click on Sysper Post Activity
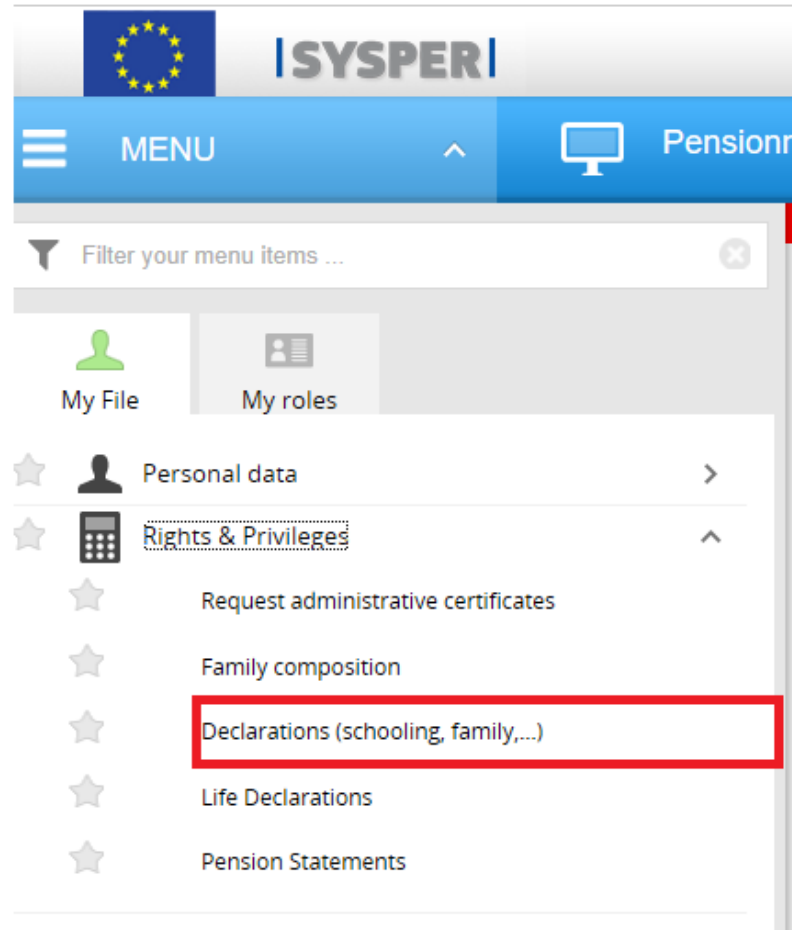
- Open SYSPER POST ACTIVTY → Menu → My file → Rights & Privileges → Declarations

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

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1.1.1 Click on: «Declaration (schooling, family…)»

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1.1.2 «Education → New Education Declaration/End of Studies Declaration (+)»

After clicking on 'Declarations', search for the "Education" declaration entitled tab, then click on "New Education Declaration" and on the "+" sign on the right-hand side.
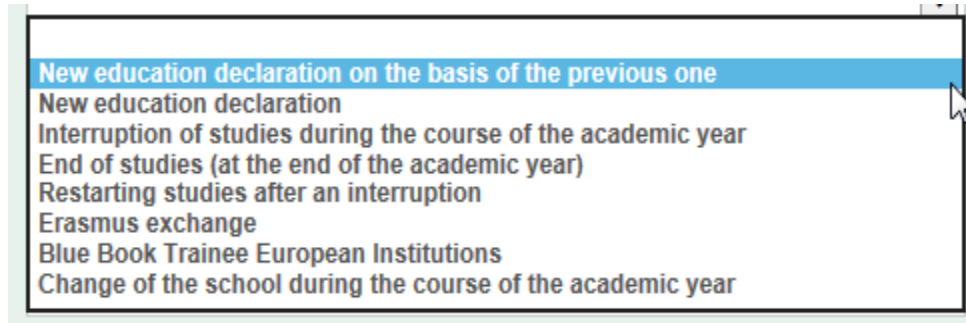

2. The «Education» declaration sequence

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.

2.1 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 notice

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

a. This function has been implemented to speed up the declaration process.
b. You can use it only if you had submitted a 'New education declaration' in SYSPER in the previous year.
   If this was not the case, please choose the 'New Education Declaration/End of Studies Declaration' type, as described below (section 3.2).
c. If you never made any education declaration, please use one of the other types (see above).

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As for any other SYSPER declarations, once you create your type of declaration, you need to confirm this before the system enables you to finalize the declaration:
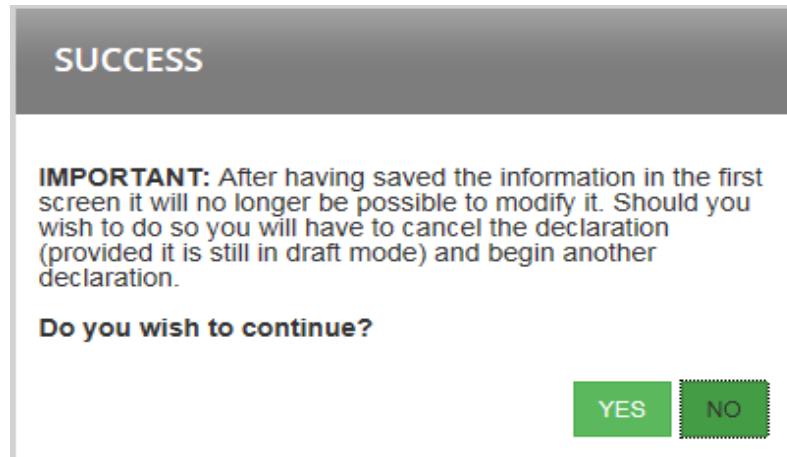
3. Create a new education declaration based on the previous one

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,
- Select the child,
- Select the type of declaration as below:

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Education declaration

Child:		⌄
Type of declaration:	New education declaration on the basis of the previous one	⌄

SYSPER has prefilled in the fields for the education level, the reference of the previous declaration, the country of studies. You cannot update those fields.

Education declaration

Child:

Type of declaration: New education declaration on the basis of the previous one

Education level: **MANDATORY INFO** ➡ Secondary level (lower/upper)

Previous declaration: 02/09/2014 - 01/02/2015 New education declaration

Country of the study of the child: Belgium

ⓘ Date from: 02/09/2015 📅 (dd/mm/yyyy) ⬆ **PREFILLED INFO**

ⓘ Date to: 01/02/2016 📅 (dd/mm/yyyy)

- Confirm the type of declaration you created.

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IMPORTANT NOTICE

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 Draft mode) and create another one.

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

3.1 Create a new 'Education declaration'

- Create the declaration via SYSPER.
- 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,
    - the country in which the child is studying,
    - the start date of studies of the current academic year,
    - the end date of studies of the current academic year.

- 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 NOTICE

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 Draft mode) and create another one.
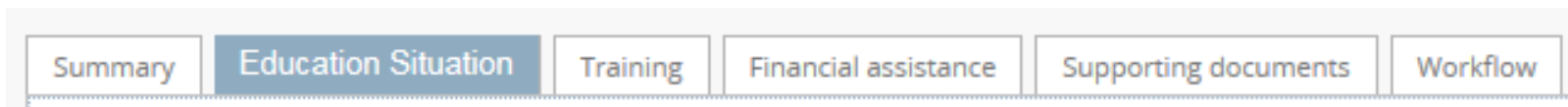
4. How to complete the declaration in the best order?

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.

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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.

Example of tabs for Higher education level studies:

Summary	Education Situation	Training	Financial assistance	Supporting documents	Workflow

Example of tabs for other primary and secondary level:

Summary	Education Situation	Accommodation	Transport	Financial assistance	Supporting documents	Attachments	Workflow

Example of tabs for 'End of studies' declaration:

Summary	End of studies	Supporting documents	Workflow

- 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 **Save** 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:

4.1 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:

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

No matter what choice you make, the next step is to identify the establishment attended:

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.

(1) To check if the establishment already exists in the proposed list:
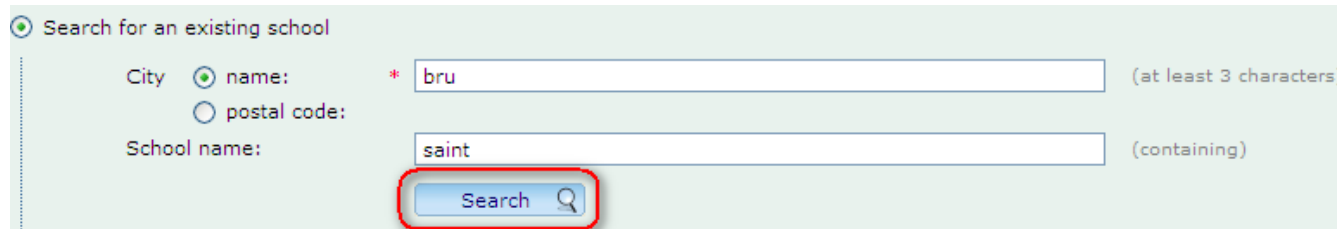
- Click on the 'Search' button to open a new window:

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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 (it needs at least 3 letters),
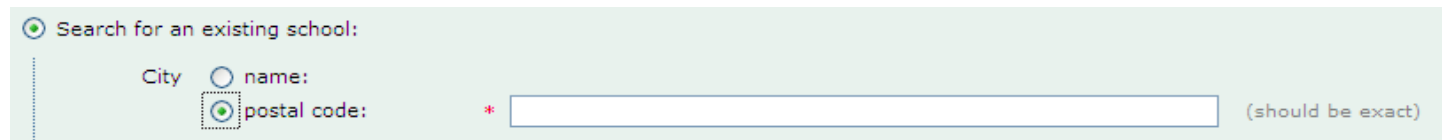
Select search:
- by 'name'

- or by postal code of the school

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

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

- If necessary, enter an address.

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(2) 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 only.

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

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

5. Supporting documents

IMPORTANT NOTICE

The original documents have no longer to be sent. Nevertheless you have the obligation to keep them for 5 years for control purposes.

The 'Supporting documents' tab indicates the type of documents required, and enables you to upload scanned 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

  ⭐ = 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.

- To add a supporting document, click on 'Add scanned document':

Supporting documents

	DEADLINE	SUPPORTING DOCUMENTS	
★		Certificate of attendance	Add scanned document
★		Copy of invoice of school fees	Add scanned document

IMPORTANT NOTICE

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.

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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	X
SP2R_SC_oj_20140626.pdf	28/07/2014 11:20:46	X

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

- o indicate the full name and date of birth of the child and the academic year,

- o be issued by the education establishment attended.

- o 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/education-allowance/Pages/index.aspx

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. In view of ensuring the proper handling of files, please introduce and submit your declaration as soon as you are in possession of a school certificate. After treatment, it will be returned to you with the "waiting for supporting documents" status to allow you to complete your file and to finalize its treatment.

6. Process status of your declaration – «workflow»

Draft	As long as you work on your declaration, it remains in **"draft"** allowing you to modify data (except for general data).
Submitted	After the **<Sign and Submit>**, your declaration will go into **"Submitted"** status. If you want to change it, you can **<Retract>**. The Status will then return to **"Draft"**, and you will still be able to modify your declaration (except the general data "Declaration of Schooling") before to **<Sign and Submit>** again.
Under processing	Your declaration has been sent to the PMO. At this stage, only the PMO office (see section 10 "Whom to contact?") can reset the status of your declaration in order to give you access for correction.
Processed	The PMO officer took over the declaration. The declaration can still be sent back to you in case of problem.

7. '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 if your declaration is complete before submitting it.

8. Send your declaration

From the "Summary " tab, before signing and submitting your file for validation, you can verify the consistency of data by pressing the "Check before submitting" button.

Once all the tabs of your declaration have been completed, you must 'Sign and submit' your file. Your declaration is now in the "Submitted" status. It is now up to PMO to check and validate your file.

9. Whom to Contact?

For any technical issue, please contact the DIGIT HELPDESK by email: **EC-CENTRAL-HELPDESK@ec.europa.eu**

For any information concerning your rights to the school allowance, please contact the family allowances Team:

- by email: PMO-PENSIONS-ALLOCATIONS-FAMILIALES@ec.europa.eu
- by telephone: **+32 (0)2-297 88 00** – extension nr 7 (on Monday, Wednesday and Friday from 9:30 till 12:30).