

# USER GUIDE

SYSPER POST ACTIVITY

HOW TO CREATE AN EDUCATION DECLARATION?

By PMO Pensions

PMO.2

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## HOW TO CREATE AN EDUCATION DECLARATION?

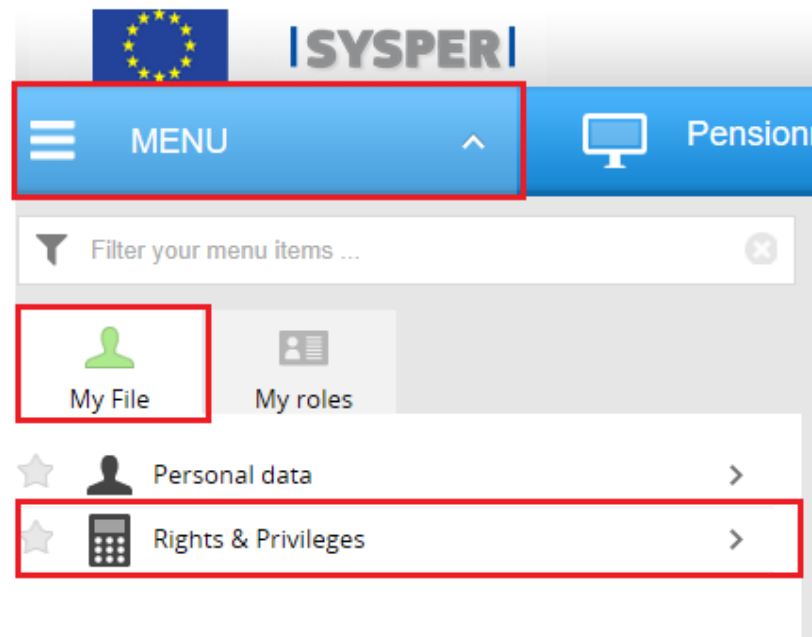
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## HOW TO CREATE AN EDUCATION DECLARATION?

### 1. How to reach my file?

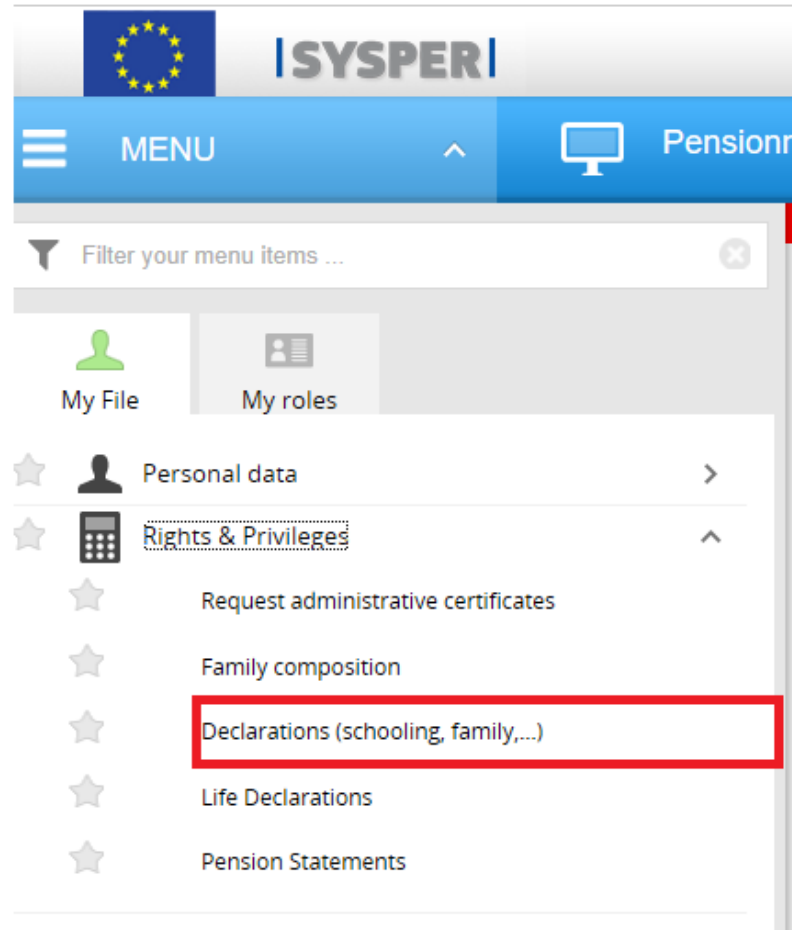
- To start SYSPER, use the link <https://myremote.ec.europa.eu/> and next click on Sysper Post Activity
- Open SYSPER POST ACTIVITY → Menu → My file → Rights & Privileges → Declarations

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



## HOW TO CREATE AN EDUCATION DECLARATION?

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



## HOW TO CREATE AN EDUCATION DECLARATION?

### 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.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Personal data, Contact details, Job Assignment, and Attestation & Certification. Below this is a secondary navigation bar with tabs: Identity, Languages, Addresses, Family composition, Declarations, Certificates (HRMForms), Documents, and Personal File. The 'Declarations' tab is selected and highlighted with a red box. Underneath, there are sections for 'Family' and 'Child(ren)'. The 'Family' section has a sub-section 'Education' with a search filter: 'Period between 01/01/2017 and 31/12/2020' and a 'Search' button. To the right of the search filter is a button labeled 'New Education Declaration/End of Studies Declaration' with a '+' sign, also highlighted with a red box. Below the 'Child(ren)' section, there is a message 'There is no child declaration.' and a button labeled 'New child declaration' with a '+' sign.

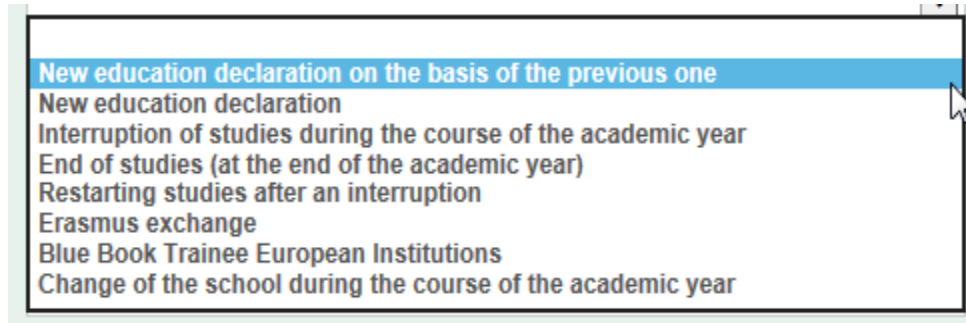
### 2. The «Education» declaration sequence

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.

## HOW TO CREATE AN EDUCATION DECLARATION?

### 2.1 Several types of education declarations are possible



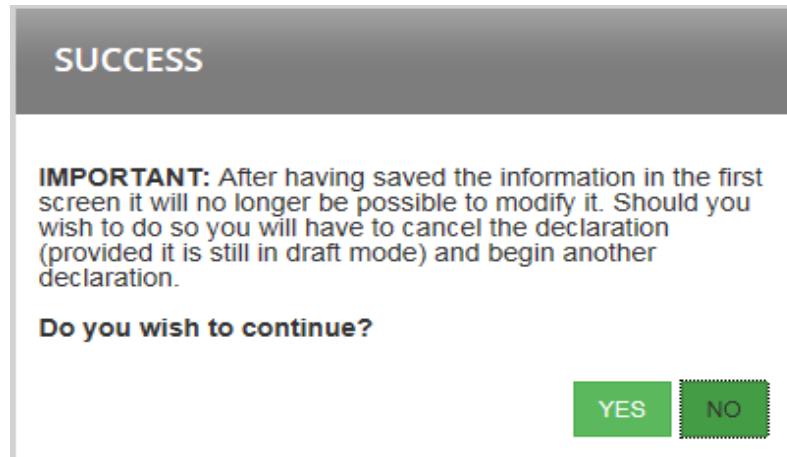
#### **Important notice**

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).

## HOW TO CREATE AN EDUCATION DECLARATION?

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:

## HOW TO CREATE AN EDUCATION DECLARATION?

The screenshot shows the top part of the 'Education declaration' form. The 'Child' field is a dropdown menu. The 'Type of declaration' field is a dropdown menu with the selected option 'New education declaration on the basis of the previous one'. Both fields are highlighted with a red border.

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.

The screenshot shows the 'Education declaration' form with several fields pre-filled. A red vertical bar highlights the 'Type of declaration', 'Education level', 'Previous declaration', and 'Country of the study of the child' fields. A red arrow points to the 'MANDATORY INFO' label. The 'Date from' and 'Date to' fields are also pre-filled with dates and marked as 'PREFILLED INFO'.

Child:	
Type of declaration:	New education declaration on the basis of the previous one
Education level:	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)
Date to:	01/02/2016 (dd/mm/yyyy)

- Confirm the type of declaration you created.



## HOW TO CREATE AN EDUCATION DECLARATION?

### 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.

## HOW TO CREATE AN EDUCATION DECLARATION?

Education declaration

Child: \*

Type of declaration: \*

Education level: \* Select first the type of declaration.

Country of the study of the child: \*

Date from: \* (dd/mm/yyyy)

Date to: \* (dd/mm/yyyy)

Save

- 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.

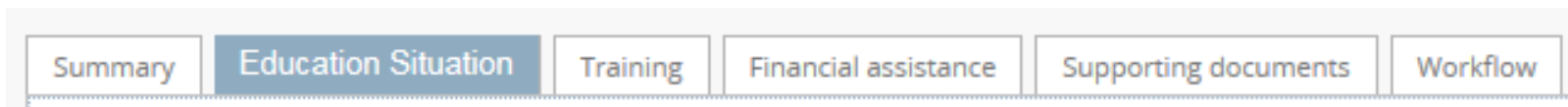
### *4. How to complete the declaration in the best order?*

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.

## HOW TO CREATE AN EDUCATION DECLARATION?

**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:




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.

## HOW TO CREATE AN EDUCATION DECLARATION?

- 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:

**Establishment**

- Non fee-paying school
- Fee-paying school = a school where a registration fee is paid
- European school

## HOW TO CREATE AN EDUCATION DECLARATION?

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

The screenshot shows the 'Establishment' form with the following fields and options:

- Non fee-paying school** (radio button, unselected)
- Fee-paying school** (radio button, selected)
- Name:** Text input field with placeholder text: *Search a «Fee-paying school»*. A **Search** button is to the right.
- Street:** Text input field.
- City / Postal code:** Two text input fields separated by a slash.
- Country:** Text input field containing **Belgium**.
- Total annual registration fees / Currency:** Text input field followed by a dropdown menu showing **EUR**.

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:

The screenshot shows a search window titled 'Establishment' with the following fields and options:

- Country:** Text input field containing **Belgium**.
- Search for an existing school** (radio button, selected)
- City:** Radio button options for **name:** and **postal code:**.
- School name:** Text input field.
- Search** button.
- Schools found:** A large empty text area for search results.
- Declare a new school (if not found)** (radio button, unselected)
- Save** and **Cancel** buttons at the bottom.

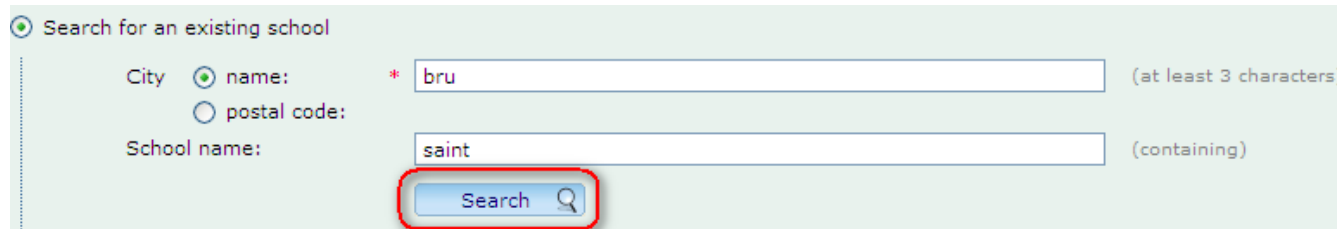
## HOW TO CREATE AN EDUCATION DECLARATION?

### 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'



Search for an existing school

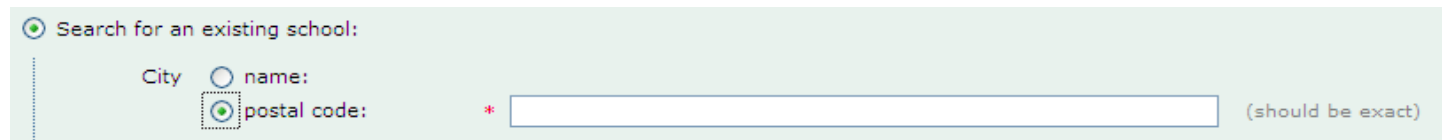
City  name: \* bru (at least 3 characters)

postal code:

School name: saint (containing)

Search

- or by postal code of the school



Search for an existing school:

City  name:

postal code: \* (should be exact)

- 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).

## HOW TO CREATE AN EDUCATION DECLARATION?

→ **Establishment**

Country: \*

Search for an existing school

City  name: \*   
 postal code:

School name:

Schools found:

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

Declare a new school (if not found)

- If necessary, enter an address.

\* **Collège Saint-Hubert**

\* **Watermael-Boitsfort (Brussels)** / **1170**

\* **Belgique**

## HOW TO CREATE AN EDUCATION DECLARATION?

- (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.

Search for an existing school

City  name: \*

postal code:

School name:

Schools found:

Declare a new school (if not found)

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

Establishment

Country:

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.



## HOW TO CREATE AN EDUCATION 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	<a href="#">Add scanned document</a>
Copy of invoice of boarding school costs or Document proving the annual accomodation costs	<a href="#">Add scanned document</a>
Proof of payment of boarding costs	<a href="#">Add scanned document</a>

- 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.

## HOW TO CREATE AN EDUCATION DECLARATION?

 = 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	<a href="#">Add scanned document</a>
★		Copy of invoice of school fees	<a href="#">Add scanned document</a>

### 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.

## HOW TO CREATE AN EDUCATION DECLARATION?

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

ATTACHED FILES		
<a href="#">planning_25062014_140114.jpg</a>	28/07/2014 11:20:58	
<a href="#">SP2R_SC_oj_20140626.pdf</a>	28/07/2014 11:20:46	

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

- indicate 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/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.

## HOW TO CREATE AN EDUCATION DECLARATION?

### 6. Process status of your declaration – «workflow»


<b>Draft</b>	As long as you work on your declaration, it remains in <b>“draft”</b> allowing you to modify data (except for general data).
<b>Submitted</b>	After the <b>&lt;Sign and Submit&gt;</b> , your declaration will go into <b>"Submitted"</b> status. If you want to change it, you can <b>&lt;Retract&gt;</b> . The Status will then return to <b>"Draft"</b> , and you will still be able to modify your declaration (except the general data "Declaration of Schooling") before to <b>&lt;Sign and Submit&gt;</b> again.
<b>Under processing</b>	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.
<b>Processed</b>	The PMO officer took over the declaration. The declaration can still be sent back to you in case of problem.

## HOW TO CREATE AN EDUCATION DECLARATION?

### 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

New education declaration N° [Secondary level (lower/upper)] - State **Draft**  
Child [  ] perId - Agent perId

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.

Check before submitting

Sign and submit

Delete

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.

## HOW TO CREATE AN EDUCATION DECLARATION?

### *9. Whom to Contact?*

For any technical issue, please contact the DIGIT HELPDESK by email: [EC-CENTRAL-HELPDESK@ec.europa.eu](mailto: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](mailto: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).