

USER GUIDE

SYSPER POST ACTIVITY

How to declare a removal?

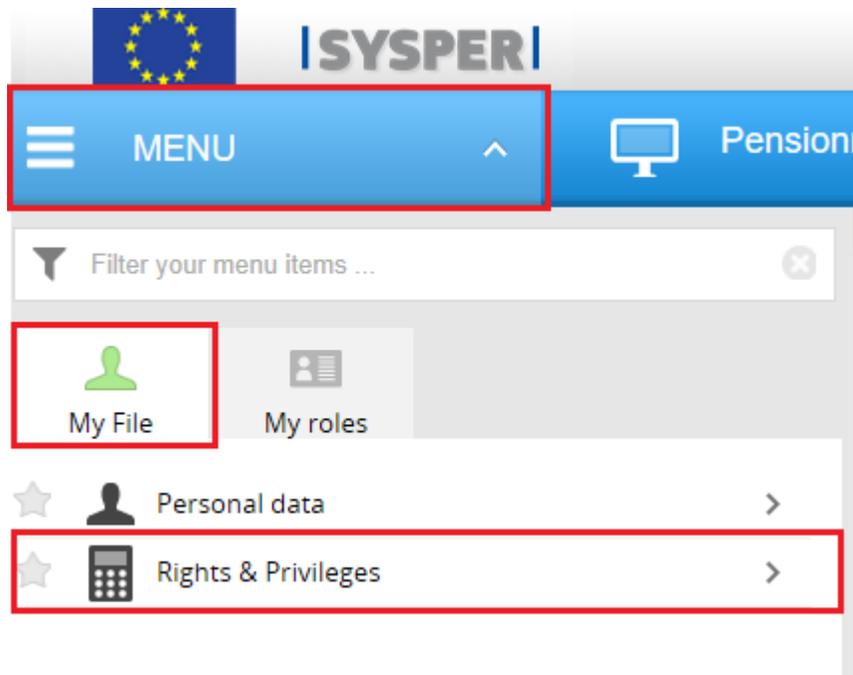
PMO IT
September 2023

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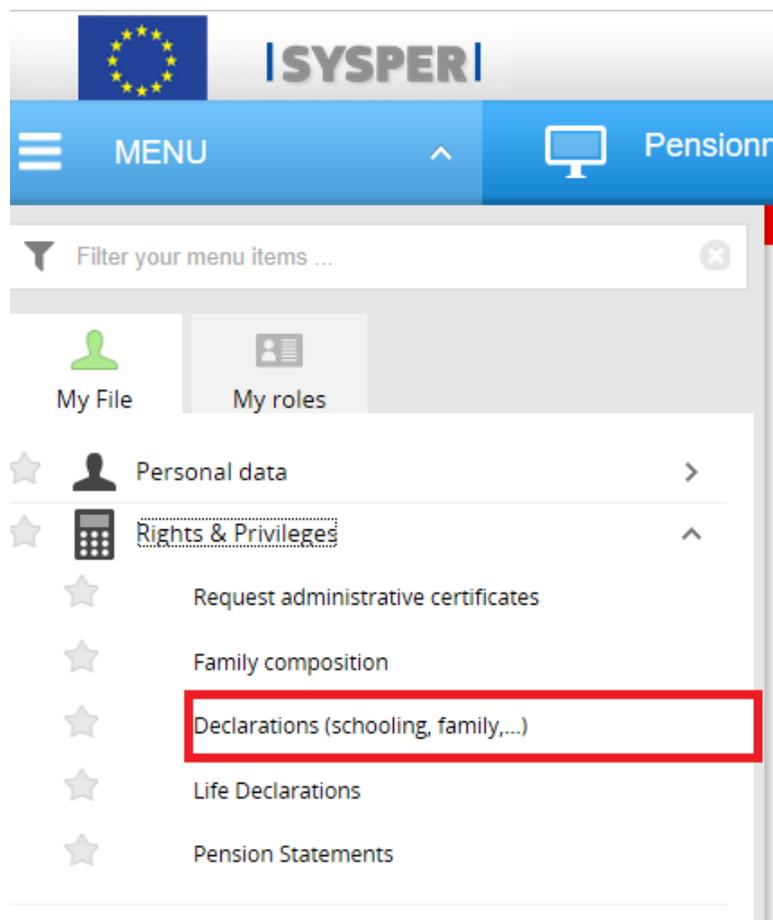
1. How to reach my file?

- To start SYSPER Post-Activity, use the link <https://myremote.ec.europa.eu/> and log in with your EU Login account and a second factor of your choice.
- Open Menu > My file > Rights & Privileges > Declarations

1.1 Click on: “MENU” and “Rights & Privileges”

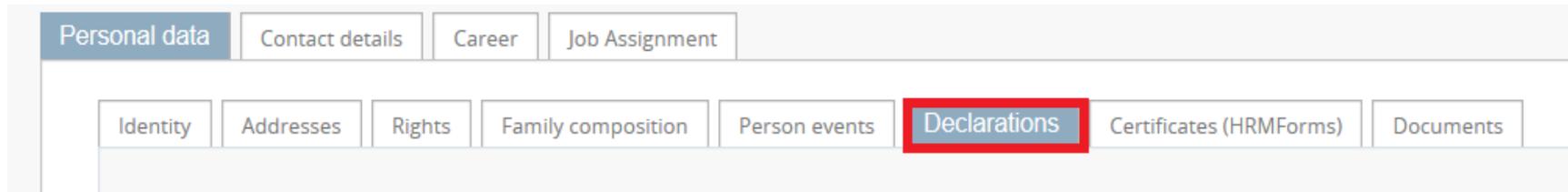


1.2 Click on: “Declaration (schooling, family...)”



HOW TO DECLARE A REMOVAL ?

After clicking on 'Declarations', search navigate to the screen that opened to find the "REMOVAL" declaration and click on the sign "+"



A horizontal navigation bar with several tabs. The tabs are: Personal data (highlighted in blue), Contact details, Career, Job Assignment, Identity, Addresses, Rights, Family composition, Person events, Declarations (highlighted with a red border), Certificates (HRMForms), and Documents.

Removals

[New removal declaration](#) 

- 1) **if it is a new request** for Removal costs, you must start with 'Request for prior authorisation'
- 2) **if you already have created a prior authorisation**, you can create a 'Request for advance and/or reimbursement' (see page 12)

REMOVAL DECLARATION

Request for prior authorisation

Request for advance and/or reimbursement

2. Step-by-step through the declarations

2.1 The 'Request for prior authorization'

2.1.1 Step 1/7 – Create the declaration

Follow the path in point 1. "Where to declare the removal costs in Sysper?" above, and click on **"Request for prior authorisation"** and next on **"New request"**:

The image displays two screenshots of a web interface for 'REMOVAL DECLARATION'. The top screenshot shows a header with 'REMOVAL DECLARATION' and 'PerId : 40515575 | NUP : 0317696700'. Below the header, there are two main sections: 'Request for prior authorisation' (highlighted with a red box) and 'Request for reimbursement'. To the right, there is an 'Other information' section with a minus sign and links for 'Maximum amount reimbursable' and 'Templates for estimate of removal expenses'. The bottom screenshot shows the same header, but with 'REQUEST FOR PRIOR AUTHORISATION' below it. It features two buttons: 'New request' (highlighted with a red box) and 'Replace existing request'. A 'Cancel' button is located at the bottom left of the interface.

Please note: if you have already created a 'Request for prior authorisation' but wish to replace it, then click on 'Replace existing request'

2.1.2 Step 2/7 - Event type

Select **only** the event type "END OF CARREER", and click on "Create".

The other options are not applicable for pensioners and post activity.

REMOVAL DECLARATION
REQUEST FOR PRIOR AUTHORISATION

Event type

- Entry into service
- End of career
- Mobility

als declarations should be entered as the Mobility or
the Entry into service events.

According to this selection, the next screen will appear with the event date filled by default based on your career file.

HOW TO DECLARE A REMOVAL ?

REMOVAL DECLARATION
REQUEST FOR PRIOR AUTHORISATION

Event type:

Event:

In case you are moving to another institution, the removals declarations should be entered as the Mobility or the Entry into service events.

I hereby declare that I am not working or in the process of being recruited as an official, a temporary agent or contract agent in one of the European Institutions or European agencies.

I hereby declare that all the furniture and personal belongings to be moved are my property or that of my immediate family. No items belonging to anyone else have been included.

I understand that, if I ask for settlement of removal expenses in full in another currency than that in which the removal firm has been paid, I will bear any additional costs arising from exchange rate fluctuations and back charges.

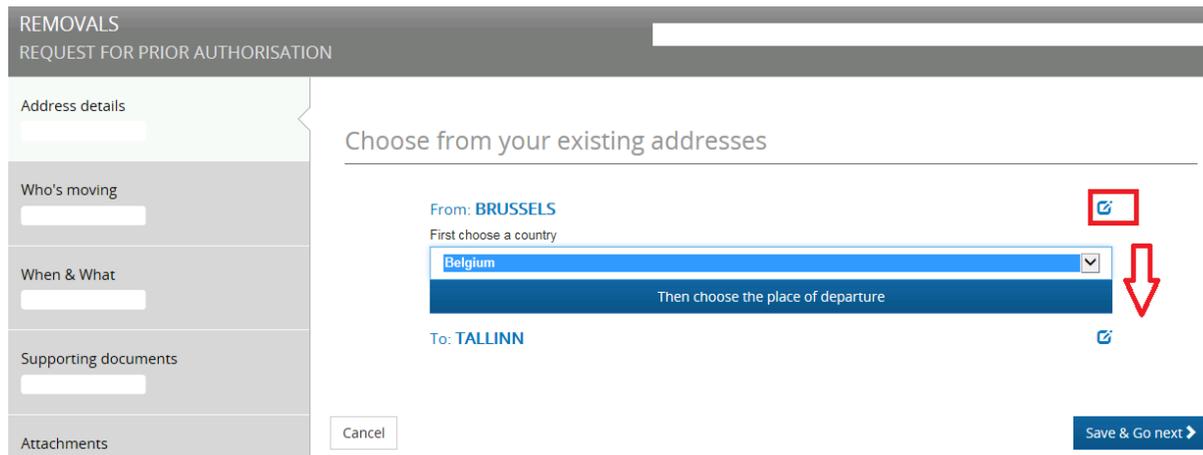
Please read the 3 declarations displayed and tick the 3 check-boxes to activate the button **“CREATE”** and to validate the removal requirements.

Click on **“Create”**

2.1.3 Step 3/7 - Address details

SYSPER will open a screen with the cities from which and to where the removal will take place. Locations will appear by default based on your career file and the Event type selected.

Fields are however editable by clicking on the pencil sign: . A drop-down list will open where you can modify the data:



The screenshot shows the 'REMOVALS' form with a sidebar on the left containing sections: 'Address details', 'Who's moving', 'When & What', 'Supporting documents', and 'Attachments'. The main area is titled 'Choose from your existing addresses'. It displays 'From: BRUSSELS' with a pencil icon. Below it is a dropdown menu for 'First choose a country' with 'Belgium' selected. A red box highlights the pencil icon next to 'BRUSSELS', and a red arrow points down to the dropdown menu. Below the dropdown is the text 'Then choose the place of departure'. At the bottom, it shows 'To: TALLINN' with a pencil icon. There are 'Cancel' and 'Save & Go next >' buttons.

Please note: in case of end , the place of departure should always be your office address, not your private one.

To modify the starting point, you first select the country and then the city. Click on the pencil to reach the drop-down list:



This close-up shows the dropdown menu for 'First choose a country'. The list includes Austria, Belgium, Bulgaria, Croatia, Cyprus, and Czech Republic. 'Belgium' is highlighted with a red box. A mouse cursor is visible over the dropdown bar. A pencil icon is visible in the top right corner of the dropdown area.

HOW TO DECLARE A REMOVAL ?

Once done, click on 'Then choose the place of departure' - a map is displayed from which you select the city of origin. Once the city is found, click on the city name to enable SYSPER to integrate this data in the declaration.

Search place

Administrative division: *

Place name:*

- ANDERLECHT
- AUDERGHEM
- BERCHEM SAINTE AGATHE
- BRUSSELS**
- ETTERBEEK



Do the same steps to select the country and city you are moving to. In our example, we are moving from Brussels to Legnica (Poland):

Administrative division: *

Place name:*

- LEGNICA



At the end of this selection, the declaration tab shows this:

From: **BRUXELLES** 

First choose a country

Belgium 

Then choose the place of departure

To: **LEGNICA** 

First choose a country

Poland 

Then choose the place of arrival

Cancel

Save & Go next 

Click on '**Save & Go next**'

2.1.4 Step 4/7 - Who's moving

SYSPER will display all the people who are included in your family composition.
To select those who will move with you, simply tick the box in front of their names.

Name	Relation	Birthday
<input checked="" type="checkbox"/> Jane	-	10/
<input type="checkbox"/> A	Spouse	04/
<input type="checkbox"/> E	Child	05/
<input type="checkbox"/> L	Child	01/

Click on **'Save & Go next'**

2.1.5 Step 5/7 - When & What

Enter relevant removal information for the date (*which should be at least 6 weeks before the removal*), volume and estimate costs of the removal based on an estimate provided by a removal firm of your choice:

REMOVALS
REQUEST FOR PRIOR AUTHORISATION

Address details ✓
Who's moving ✓
When & What ✓
Supporting documents
Summary

When & What

The reimbursement shall be divided in two instalments

Removal date
03/03/2019

Volume of removal
m³ 60.00

Estimated amount
10000.00

Currency
EUR - EURO

Cancel Save & Go next

Click on 'Save & Go next'

HOW TO DECLARE A REMOVAL ?

If you select the option 'The reimbursement shall be divided in two instalments', you'll have to indicate two dates for the removal and justify the request:

The reimbursement shall be divided in two instalments

Removal date  30/12/2017

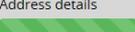
Second removal date  06/01/2018

Reason *
Daughter moves afterwards

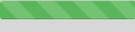
2.1.6 Step 6/7 - Supporting documents

Attach mandatory supporting documents: estimate and inventory

REMOVALS
REQUEST FOR PRIOR AUTHORISATION

Address details  ✓

Who's moving  ✓

When & What  ✓

Supporting documents  ✓

Summary

Supporting documents

Following documents are required to proceed

MANDATORY DOCUMENTS		ATTACHED FILES	
Estimate from independent removal firm	Add document	Pieces justificatives RMV.pdf	
Inventory of the effects to be moved	Add document	Pieces justificatives RMV.pdf	

IMPORTANT: By electronic signature the agent declares on his honour that the information given is correct and that he will keep the original justifying documents in the event of a control during the 5 years following the payment of the allowances relating to this declaration.

[Cancel](#) [Save & Go next >](#)

Click on 'Save & Go next'

2.1.7 Step 7/7 - Summary

The last step is to 'Sign and submit' in the Summary page:

REMOVALS
REQUEST FOR PRIOR AUTHORISATION

Address details ✓
Who's moving ✓
When & What ✓
Supporting documents ✓
Summary

SUMMARY

Basic Information

Event **End of career**
Event date **01/08/2017**

- I hereby declare that I am not working or in the process of being recruited as an official, a temporary agent or contract agent in one of the European Institutions or European agencies.
- I hereby declare that all the furniture and personal belongings to be moved are my property or that of my immediate family. No items belonging to anyone else have been included.
- I understand that, if I ask for settlement of removal expenses in full in another currency than that in which the removal firm has been paid, I will bear any additional costs arising from exchange rate fluctuations and back charges.

Address details

From Place of assignment: BRUSSELS

Sign and submit Delete Close

SYSPER will then display a screen with all the data you entered, and the below message:

REMOVALS REQUEST FOR PRIOR AUTHORISATION

 Success: your declaration has been sent correctly and is now waiting for processing

Like for other declarations in SYSPER, you can follow up the workflow:

Workflow Information

Your declaration is in **Submitted** state

Date/time	Action
01/08/2017	Sign and submit
01/08/2017	Create a removals file

Once processed by PMO and if the request has been approved, you will receive a notification with a final note signed by the designated appointing authority (AIPN).

2.2 The 'Request for advance and/or reimbursement'

2.2.1 Step 1/4 - Declaration

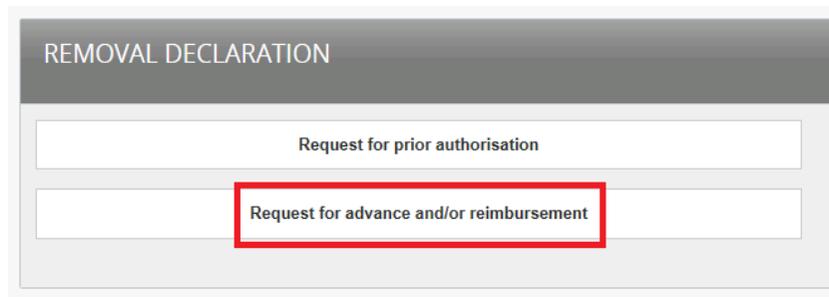
To create the request for reimbursement, there are two ways:

1) In the list of all your declarations in SYSPER, open the 'Request for prior authorisation' which was processed by PMO, and go to the top-right corner. Click on the text shown below (“**Create new reimbursement/advance request**”):



OR

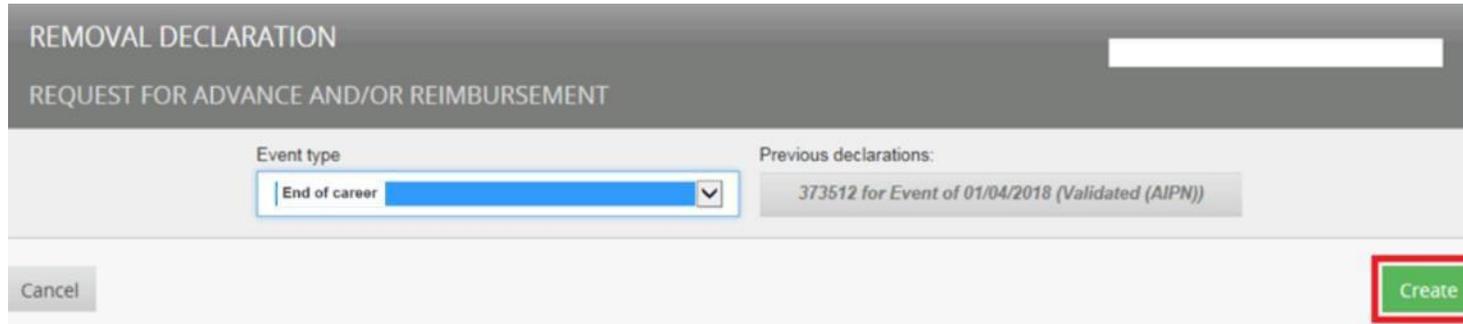
2) Create a new declaration 'Request for advance and/or reimbursement' (see page 4):



HOW TO DECLARE A REMOVAL ?

Like for the previous declaration (Request for prior approval), you must choose the event type corresponding to your situation.

In our example, we chose 'Mobility', and SYSPER displays the existing declaration for prior authorisation for this event:



REMOVAL DECLARATION

REQUEST FOR ADVANCE AND/OR REIMBURSEMENT

Event type: End of career

Previous declarations: 373512 for Event of 01/04/2018 (Validated (AIPN))

Cancel Create

Click on '**Create**'

2.2.2 Step 2/4 – Reimbursement information & advance request

Reimbursement:

Some data is already pre-filled from your “Request for Prior authorisation” which you created and which has been processed by PMO (i.e. the date, volume of removal and the amount to be reimbursed).

If, after the removal, the information is no longer accurate, you should updated it accordingly.

REMOVALS
REQUEST FOR ADVANCE AND/OR REIMBURSEMENT

Reimbursement information

Advance payment

Supporting documents

Summary

Reimbursement information

The reimbursement shall be divided in two instalments: No

Removal date ✔

Volume of removal ✔

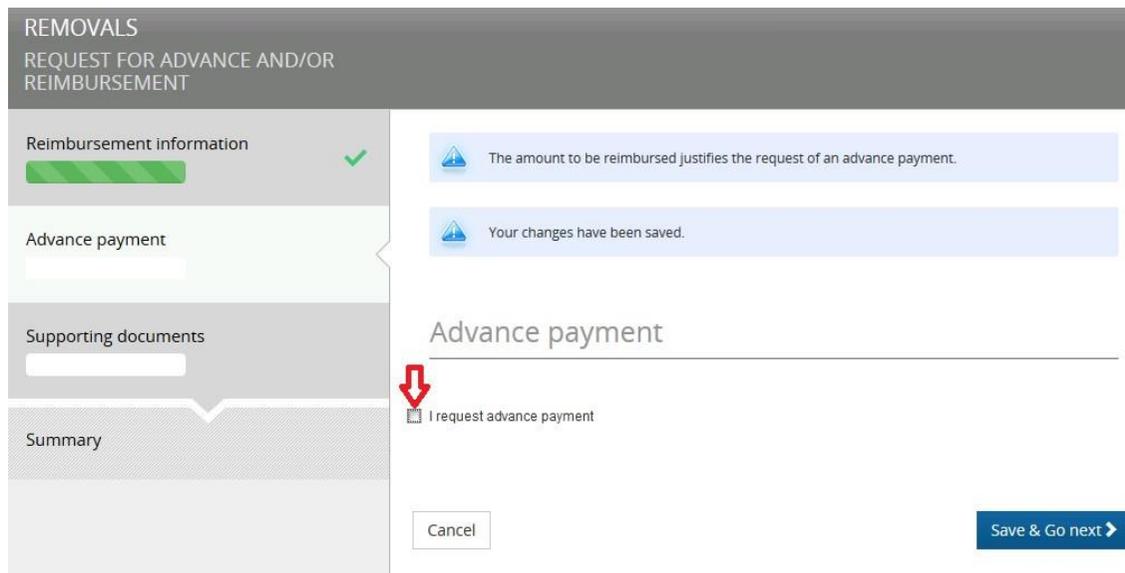
Amount of the invoice ✔ Currency ✔

Click on '**Save & Go next**'

Advance request:

If the amount of the removal approved in the “Request for prior authorisation” is twice your basic salary or higher, then you may request an advance payment, and SYSPER will unlock the tab ‘Advance payment’.

Select:  I request advance payment



REMOVALS
REQUEST FOR ADVANCE AND/OR REIMBURSEMENT

Reimbursement information 

Advance payment

Supporting documents

Summary

 I request advance payment

Cancel

Save & Go next 

The amount to be reimbursed justifies the request of an advance payment.

Your changes have been saved.

Advance payment

Click on '**Save & Go next**'

2.2.3 Step 3/4 – Supporting documents

Attach mandatory supporting documents: the invoice, proof of delivery, proof of payment

REMOVALS
REQUEST FOR ADVANCE AND/OR REIMBURSEMENT

Reimbursement information

Advance payment

Supporting documents

Summary

Supporting documents

Following documents are required to proceed

MANDATORY DOCUMENTS	ATTACHED FILES
The invoice	<input type="button" value="Add document"/>
Proof of delivery	<input type="button" value="Add document"/>
Proof of payment	<input type="button" value="Add document"/>

Following documents are required to proceed

MANDATORY DOCUMENTS	ATTACHED FILES
The prior authorisation decision by the Appointing Authority	<input type="button" value="Add document"/>

OPTIONAL DOCUMENTS	ATTACHED FILES
Other supporting document	<input type="button" value="Add document"/>

IMPORTANT: By electronic signature the agent declares on his honour that the information given is correct and that he will keep the original justifying documents in the event of a control during the 5 years following the payment of the allowances relating to this declaration.

Click on 'Save & Go next'

2.2.4 Step 4/4 – Summary

The summary page will reflect all the data of your request

REMOVALS
REQUEST FOR ADVANCE AND/OR REIMBURSEMENT

Reimbursement information

Advance payment

Supporting documents

Summary

SUMMARY

Basic Information

Event **End of career**
Event date **01/10/2018**

Address details

From **Place of recruitment: DIDCOT**
To **Place of assignment: BRUSSELS**

Who's moving

Name	Relation	Birthday
Federico	-	07/05/1982

Reimbursement information

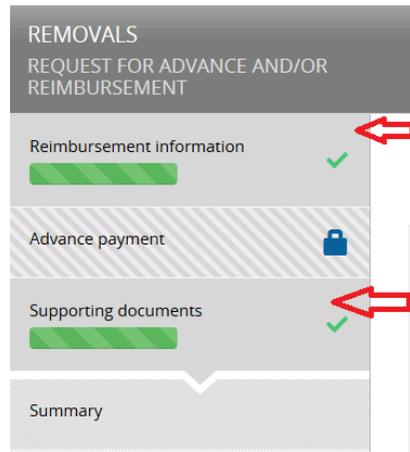
Removal date **15/02/2019**
Volume of removal **15**
Amount of the invoice **5,000.00 EUR**

Advance payment

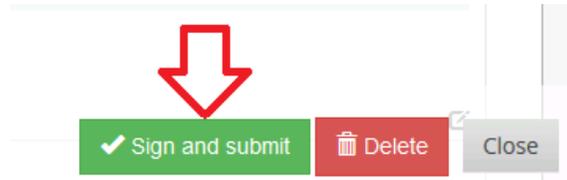
Sign and submit Delete Close

HOW TO DECLARE A REMOVAL ?

If you want to modify the information, you can return to the tabs by clicking on them



The last step is to **“Sign and submit”** in the Summary page:



3. Whom to contact?

•For all your **questions**, please address them via Staff Matters:

- *While still in active service:* [Staff Matters \(europa.eu\)](#);
- *After your active service,* you can access **Staff Matters** via [MyRemote](#).

•For **IT-related issues** as accessibility problems, EU Login or any issue in one of the IT applications, please use:

- *While still in active service:* [Staff Matters \(europa.eu\)](#) or the [PMO IT Forms in My IT Support](#) (only EC staff);
- *After retirement/end-of-contract,* you can use:
 - **Staff Matters** via [MyRemote](#) if you have an EU Login account;
 - E-mail: PMO-IT-APPLICATIONS@ec.europa.eu;
 - Phone : +32 229 11111 – (from 9:30-12:30, from Monday to Friday).