



Guide for staff

|SYSPER|

Declaration of allowances received from other sources

Version: 2022

Contents

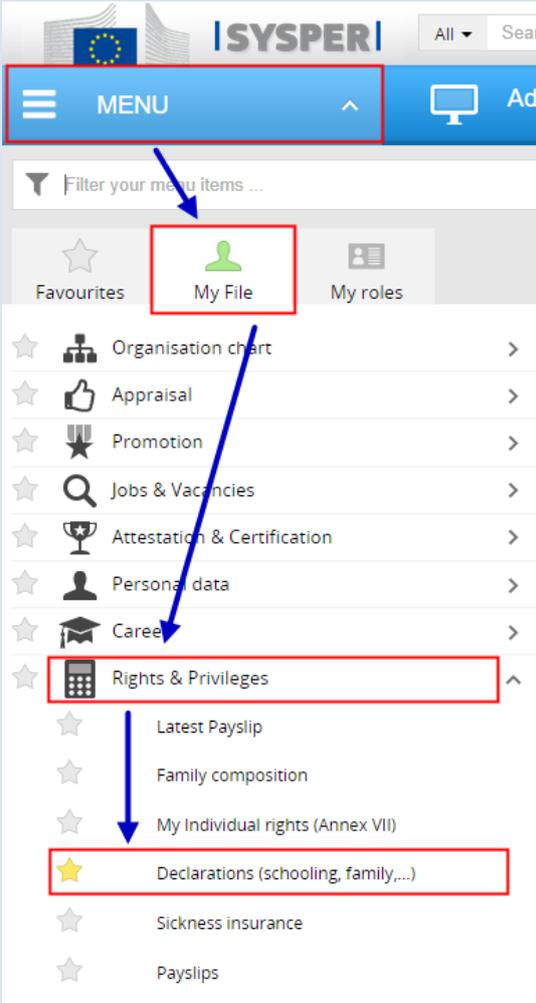
- Where can I encode my declaration?..... 1
- Which sub-type should I use? 2
 - New allowance not yet declared / Update regarding an allowance previously declared 2
 - Step 1: Date of effect..... 2
 - Step 2: Beneficiary..... 3
 - Step 3: Details..... 4
 - Supporting documents 4
 - Comments section..... 4
 - Step 4: Summary 5
 - Decision 5
 - Consultation of your individual rights 7
 - End of an allowance previously declared..... 8
 - No allowances from other sources received..... 8
 - Step: Details..... 8
- Action buttons 9
- Useful Links..... 10
- Contact PMO 10



Where can I encode my declaration?

In SYSPER.

MENU > My file > Rights & Privileges > Declarations (schooling, family, ...)

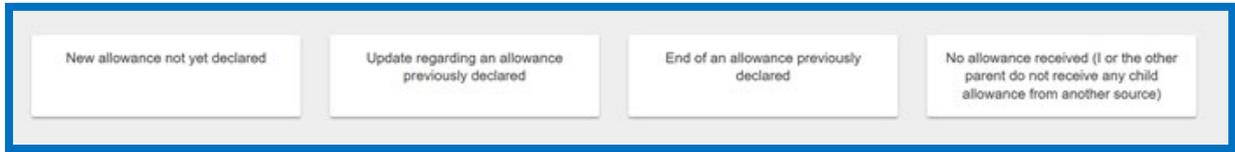
Screen for active staff	Screen for ex-staff (post-activity)
	

Scroll to the section « **Allowances received from other sources** (*national family allowances, household allowances*) ». You can create a new declaration via the button:

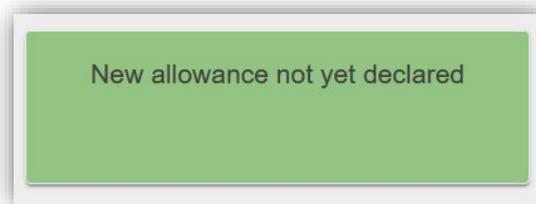


Which sub-type should I use?

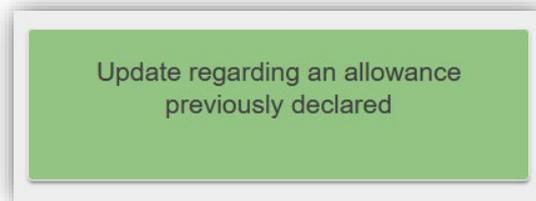
There are 4 « sub-types »:



New allowance not yet declared / Update regarding an allowance previously declared



Select this option if there is no allowance from another source yet declared for your child(ren) or for the household allowance in SYSPER.



Select this option if an allowance from another source is already encoded in your file, and you wish to update the amount (or something else like the currency, country or region).

Next, you will be required to complete the following information:



Step 1: Date of effect

The date of effect corresponds to the date when you begin to receive the other allowances, or if there has been an update of the current allowances already encoded.

For **Belgium**, if you are entitled to an age supplement, the effect date to encode is as follows:

Brussels Capital and Walloon Regions	The first day of the next month following the event. <i>For example, your child changes age group on 4 November. The effect date to encode would be 1 December.</i>
Flemish Region	The first day of the month of the event. <i>For example, your child turns 12 years old on 10 October. The effect date to encode would be 1 October.</i>



The annual indexation in the Flemish region occurs every September, so the effect date to encode is 1 October (since the payment for September is made in October).



Step 2: Beneficiary

SYSPER will propose **two types of beneficiary**:

Child(ren)
(Only for child allowances)

This is the most common situation. Even if the right to the national family allowances is requested by your spouse/partner/other parent/third-person, the beneficiary to be selected in the declaration would be the child.

You will be required to select the child or children concerned.

Spouse / Ex-spouse / Other
(Only for household allowances)

This is for a spouse/partner/third person that receives a **household allowance** from another source.



Step 3: Details

In this step, you are required to complete information regarding the amounts, country, frequency of the payments, etc. All fields marked with a red asterisk (*) are obligatory.

 Duplicate from child on the top

If you have selected multiple beneficiaries, and once you have completed the information for the first child, this button duplicates the information from the first child to the second child, and so forth. You will only have to fill in the amount for each child.



For the Belgian national family allowances, the amount to declare corresponds only to the base amount + the age supplement.

For ex-staff (in post-activity): if the child is an orphan and receives an orphan supplement, this must be declared as an allowance of a similar nature.

Supporting documents

You will be required to upload supporting documents to your declaration.

The **Save & Go next** button will only be active when all the obligatory fields and supporting documents are uploaded.



NOTE: If you modify your selection, all the encodings and documents already uploaded will be removed!

Comments section

Depending on your situation, the comments section will be either optional or obligatory, thus allowing your file handler to process your declaration.



Step 4: Summary

The final step in the declaration provides an overview of what has been encoded in the previous steps.

If you wish to edit certain information, you will be redirected to the appropriate step. Don't forget to save your changes before proceeding.

Once you are satisfied that everything is complete and correct, click on « **Sign & submit** ». This step is necessary in order to submit your declaration to the PMO for processing.

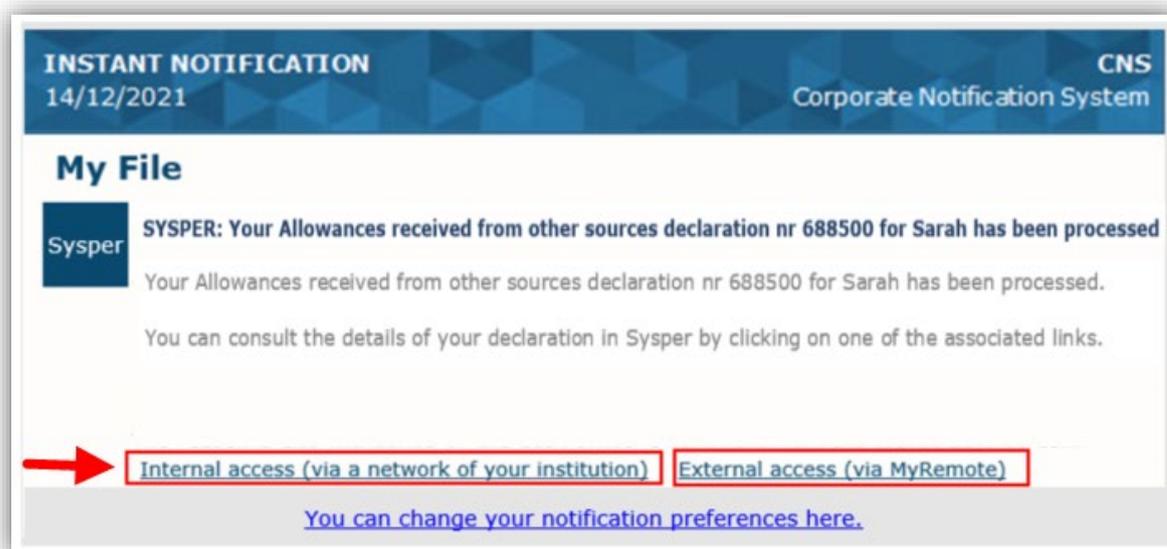


Decision

Once the AA/ARCC¹ has validated the final decision of the declaration, you will receive an automatic notification **by e-mail**.

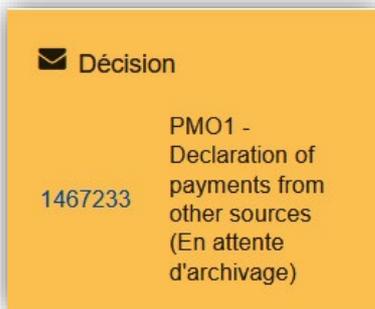
You can consult the decision letter in three different ways:

- i. By clicking on the link in the notification:



¹ Appointing Authority/Authority Responsible for Concluding Contracts

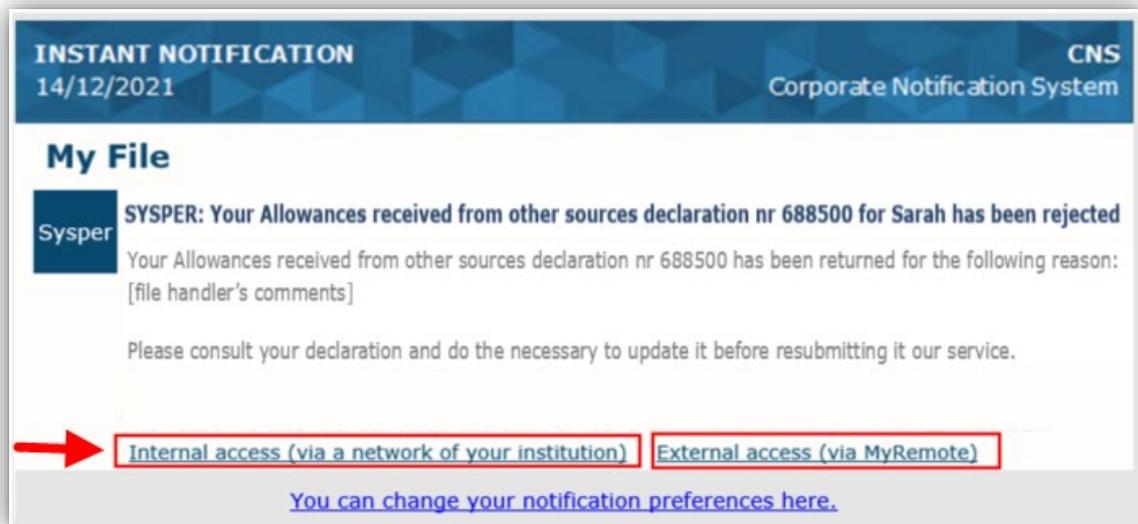
ii. In the declaration:



iii. In SYSPER: **My File > Personal Data > Documents**



If your declaration has been **REJECTED**, it could be that there are documents missing or unclear. The notification will contain the reason for the rejection:



You can also see the reason encoded under the « **Comments** » section in the declaration: **Workflow information > View all**.



Workflow Information  [View all](#)

 Your declaration is in **Rejected** state

Date/time	Action
24/11/2021 16:01:34	Reject to declarant
24/11/2021 15:51:33	Open for processing
30/10/2021 19:33:16	Sign and submit
30/10/2021 19:00:18	Create a place of origin file

Workflow Information 

Date/time	Action	Author	State	Comment
24/11/2021 16:01:34	Reject to declarant	Valerie HERION	Under processing	 View
24/11/2021 15:51:33	Open for processing	Valerie HERION	Submitted	
30/10/2021 19:33:16	Sign and submit	Kamil KILJANSKI	Draft	
30/10/2021 19:00:18	Create a place of origin file	Kamil KILJANSKI	Initial	

Consultation of your individual rights

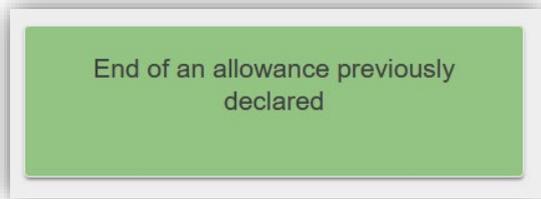
→ **Only for active staff:** You can consult an overview of your individual rights as well as the amounts deducted here: [MENU > My file > Rights & Privileges > My individual rights \(Annex VII\)](#). NOTE: Deductions for household allowances perceived from other sources are not visible on this page.



Favourites My File My roles

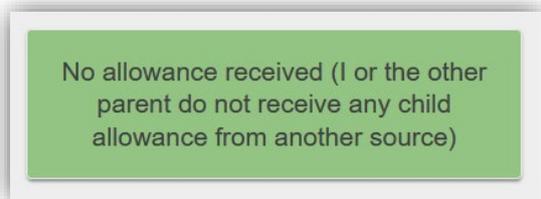
- Jobs & Vacancies
- Attestation & Certification
- Personal data
- Career
- Rights & Privileges**
 - Latest Payslip
 - Family composition
 - My Individual rights (Annex VII)**
 - Declarations (schooling, family,...)

End of an allowance previously declared



Choose this sub-type if you want to declare the end of an allowance received from other sources.

No allowances from other sources received



With this sub-type, you must declare that you are not entitled to any family or household allowance from your national authority.

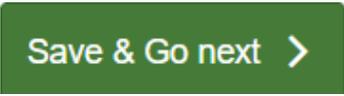
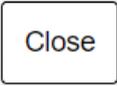
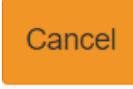
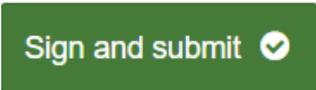
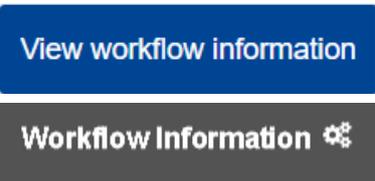


Step: Details

You will be required to select the reason for which you do not have the right to national family allowances.

If you do not see your reason in the drop-down list, select « Other » and then complete the « Comments » section.

Action buttons

	<p>This button will turn green only once you have completed all the required fields. You can save your work and proceed to the next step.</p>
	<p>Allows you to save your progress in case you need to continue the declaration at a later stage.</p>
	<p>You can close the declaration and return to it at a later stage. It will remain in draft status.</p>
	<p>This button will delete your declaration. Attention: this action is definitive and irreversible.</p>
	<p>This button allows you to cancel all changes made after the last save. It does not delete the declaration.</p>
	<p>On the Summary page, you may edit some information. You will be redirected to the step concerned. Do not forget to save your changes.</p>
	<p>This is the electronic signature and submission of your declaration. If you do not click on Sign and submit, your declaration will remain in draft status and cannot be processed.</p>
	<p>So long as a file handler has not started processing your declaration, you may retract it.</p> <p>The reason for the retraction is obligatory.</p> <p>The declaration will return to draft status where you can edit or delete it.</p> <p>You will have to click on Sign and submit again so that the declaration can be processed.</p>
	<p>Allows you to consult each step of the workflow processing from start to finish.</p> <p>This is where the file handler will insert comments/information concerning your file.</p>

Useful Links

Staff Matters

<https://myintracomm.ec.europa.eu/staff/EN/family/benefits/Pages/allowances-from-other-sources.aspx?ln=en>

Contact PMO

In writing:

Staff Contact

<https://webgate.ec.europa.eu/staffcontact/app/#/staff/Allowances%20from%20other%20sources/form?lang=en>

By telephone:

Active staff in Brussels, in Member States, the JRC sites:

HELPDESK Salaries and individual entitlements – Unit PMO.1

Tel: +32-2-29 93333 (from 9:30 till 12:30)

Ex-Staff (post-activity):

Family Allowances Team – Unit PMO.2

Tel: +32-2-29 78800 (Monday, Wednesday, Friday from 09:30 till 12:30)