



USER GUIDE

SYSPER POST ACTIVITY

HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

PMO IT

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HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

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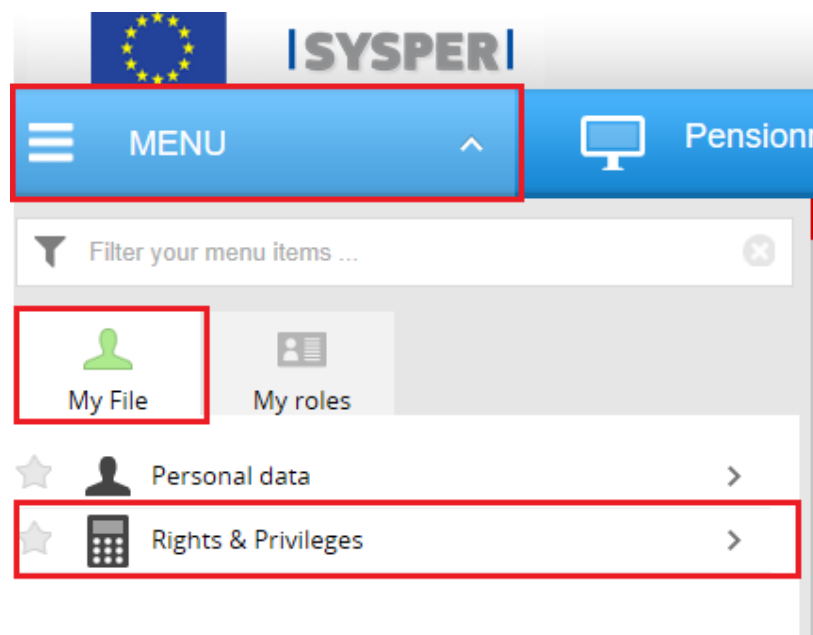
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HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

1 How to reach my file?

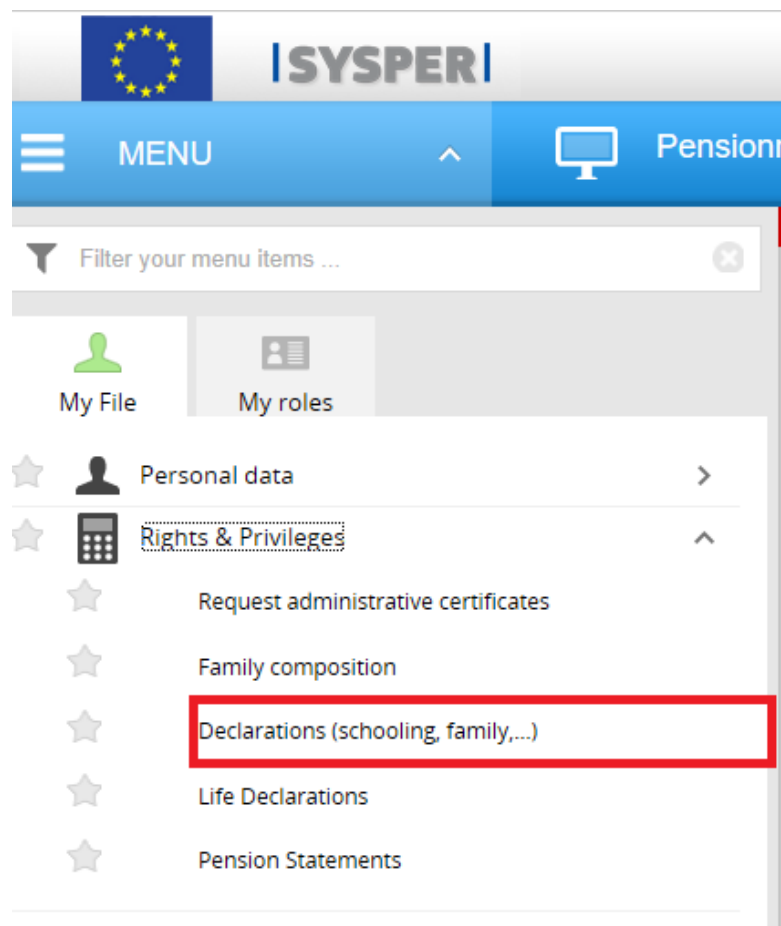
- To start SYSPER Post-Activity, use the link <https://myremote.ec.europa.eu/> and log in with your EU Login account and a second factor of your choice.
- Open Menu > My file > Rights & Privileges > Declarations

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



HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

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



HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

1.1.2 «Allowances received from other sources → New declaration (+)»

After clicking on 'Declarations', search for "Allowances received from other sources" entitled tab then click on "New declaration +"

The screenshot displays a web application interface with a navigation menu at the top. The 'Personal data' tab is selected and highlighted with a red box. Below it, the 'Declarations' tab is also highlighted with a red box. The main content area is divided into several sections: 'Family', 'Education', 'Child(ren)', 'Marriage/partnership', and 'Allowances received from other sources'. The 'Allowances received from other sources' section is highlighted with a red box and contains the text 'There is no declaration of allowance received from other sources' and a 'New declaration +' button, which is also highlighted with a red box. The 'Education' section includes a search bar with the dates '01/01/2017' and '31/12/2020' and a 'Search' button. The 'Child(ren)' section includes a 'New child declaration +' button. The 'Marriage/partnership' section includes a 'You are already in a marriage/recognized partnership relation' message.


HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

2. The «Allowances received from other sources» declaration sequence

All declarations follow the same circuit:

1. Create and save the declaration
2. Add in all tabs the requested information
3. Upload the supporting documents
4. Sign and validate the 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.
- The  button is present in all screens where data entry is required.

HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

3. Create a declaration step by step.

ALLOWANCES RECEIVED FROM OTHER SOURCES
(NATIONAL FAMILY ALLOWANCES, HOUSEHOLD ALLOWANCES)

Name: [REDACTED] | Period: [REDACTED] | NUP: [REDACTED]

Create Beneficiary Details Summary

Information

Articles 67 § 2 and article 68 § 2 of the Staff Regulations
General Implementing Provisions for giving effect to articles 67 and 68 of the Staff Regulations and articles 1, 2 and 3 of Annex VII thereto
Staff Matters on My IntraComm

Please make a selection
Click on the save and go next button to record your selection and proceed to the next step

New allowance not yet declared Update regarding an allowance previously declared End of an allowance previously declared No allowance received (I or the other parent do not receive any child allowance from another source)

Asterisks (*) indicate fields required to complete this declaration

First, choose the type of allowance: new, update a previous one, end or simply notify HR services that you didn't receive an allowance.

HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

Asterisks (*) indicate fields required to complete this declaration

Date of the new allowances *

dd/mm/yyyy



dd/mm/yyyy



(If it's not possible to apply the same date for all beneficiaries in this declaration, please introduce separate declarations, one for each date)

This is the first time you are providing information about an allowance that you receive from an external organisation (national child benefit fund, international organisations such as the United Nations, NGOs, Eurocontrol, EIB, ICO, etc.) for this/these child(ren).

You can check in SYSPER if an allowance of this type is already deducted (only child allowance):

MENU > My file > Rights & Privileges > My Individual rights (Annex VII)

During the encoding of your declaration, you will be asked to provide the certificate from the child benefit fund.

Please note :

School allowances from another source must be declared via the schooling declaration.

Second, enter the date the new, update or end of the allowance, takes off.
Click "Save & Go next".

HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

The screenshot shows a progress bar at the top with four steps: 'Create', 'Beneficiary', 'Details', and 'Summary'. The 'Beneficiary' step is currently active. Below the progress bar is a yellow banner with the heading 'Useful information' and three bullet points: 'Articles 67 § 2 and article 68 § 2 of the Staff Regulations', 'Staff Matter on Myintracomm', and 'For active staff of the European Committee of the Regions' and 'For active staff of the European Economic and Social Committee'. Below this is a text input field labeled 'Beneficiary *'. A note below the field states: 'Asterisks (*) indicate fields required to complete this declaration'.

The screenshot shows a dropdown menu with the title 'Spouse / Ex-spouse / Other'. The selected option is 'Selected', which is highlighted in green and features a green checkmark icon.

Click on the 'Save and Go' next button to record your selection and proceed to the next step

Third, choose the beneficiary of the allowance.

The screenshot shows a navigation bar with four buttons: 'Delete' (red), 'Close' (white), 'Save' (blue), and 'Save & Go next' (green with a right-pointing arrow).

Note that you have several options at these stages. For now, click "Save & Go next".

HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

Now you are asked to enter the details.

ALLOWANCES RECEIVED FROM OTHER SOURCES
(NATIONAL FAMILY ALLOWANCES, HOUSEHOLD ALLOWANCES)

New allowance not yet declared | N° 895313 | State: Draft
Name: _____ | Perid: _____ | NUP: _____

Create Beneficiary **Details** Summary

Useful information

- » Articles 67 § 2 and article 68 § 2 of the Staff Regulations
- » Staff Matter on MyIntracomm
- » For active staff of the European Committee of the Regions
- » For active staff of the European Economic and Social Committee

Details

Asterisks (*) indicate fields required to complete this declaration

Date of the new allowances

01/09/2023

Amount * Currency * Frequency *

Country * Name of the body granting allowance

Encode at least all mandatory fields: Amount of the allowance you receive, Currency, Frequency and the Country which gives it.


HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

Supporting Documents *

Please attach legible and clear documents to your declaration.
The PMO or your local Individual Rights service (for the active staff of the EESC, CoR, CURIA or Agencies for which the PMO does not manage the entitlements) reserves the right to ask you for further supporting documentation or the originals of scanned papers. Please keep the originals for five years.

Information

Please attach several documents if necessary.
Before submitting your documents online, could you please check their scanning quality.

DOCUMENTS	ATTACHED FILES (Supported files: .pdf, .tif, .tiff, .gif, .png, .jpg, .jpeg, .msg, .doc, .docx)	
The official document from paying organisation	<input type="button" value="Upload"/>	

Comments

And add the official documents. You can also introduce some comments to make it easier for the validating services to judge on your declaration. Click “Save & Go next”.

HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

That's all. The final step shows you an overview for a final verification.

ALLOWANCES RECEIVED FROM OTHER SOURCES
(NATIONAL FAMILY ALLOWANCES, HOUSEHOLD ALLOWANCES)

New allowance not yet declared | N° 895313 | State: Draft
Name: Johan MATHEVE | PerId: 90003791 | NUP: 0317078800

Create Beneficiary Details Summary

Useful information

- » Articles 67 § 2 and article 68 § 2 of the Staff Regulations
- » Staff Matter on Myintracomm
- » For active staff of the European Committee of the Regions
- » For active staff of the European Economic and Social Committee

Summary of your declaration

You have completed all steps: you can now sign and submit your declaration
Scroll down if you need to edit/modify your declaration

Beneficiary

Edit

Spouse / Ex-spouse / Other - Selected • Dunja DE WILDE

Close Sign and submit Delete

Workflow Information

Click "Sign and submit" if the data are correct. If not, you can navigate to the concerned section by clicking the step which contains wrong information (Create, Beneficiary, Details). From here you can also cancel/delete your entire declaration.

Create Beneficiary Details Summary

HOW TO MAKE A DECLARATION FOR ALLOWANCES RECEIVED FROM OTHER SOURCES?

4. 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 : +32 229.76.888 (9:30 – 12:30; Summer 10:00 – 12:00).