



GUIDE for Staff

|SYSPER|

Declaration of Divorce/Legal Separation Custody Convention

Provided by the PMO SYSPER team¹

¹ Version: January 2020, 1st publication of the Guide for Staff

MENU

1. WHY?	3
2. WHERE?	4
3. HOW?	5
3.1 NAVIGATION AND WORKFLOW STEPS	5
3.1.1 <i>Buttons in the declaration</i>	5
3.1.2 <i>Other buttons</i>	6
3.1.3 <i>Navigation by screen</i>	6
3.1.4 <i>Workflow steps for your declaration</i>	6
3.2 IF YOU HAVE CHILDREN = "CUSTODY CONVENTION" DECLARATION	7
3.2.1 <i>Create the declaration</i>	7
3.2.2 <i>Informations about the other parent/person</i>	9
3.2.3 <i>Selection of the child(ren)</i>	10
3.2.4 <i>Supporting document(s)</i>	10
3.2.5 <i>Summary</i>	10
3.3 DECLARATION "DIVORCE / SEPARATION / END OF PARTNERSHIP" STEP BY STEP	11
3.3.1 <i>Declaration's details</i>	11
3.3.2 <i>Supporting document(s)</i>	11
3.4 SPECIAL CASES.....	12
3.4.1 <i>Declare allowances received from another source</i>	12
3.4.2 <i>Annual travel allowances repartition</i>	12
3.4.3 <i>Other declarations</i>	12
3.4.4 <i>Your Change of Address, Change of Name & Special Identity Card</i>	12
4. USEFUL CONTACTS & LINKS	13
ANNEX	14

1.WHY?

Changes arising in your personal and/or family situation may affect your financial entitlements (family or other allowances, medical coverage). Therefore, it is important to inform the PMO as soon as possible, so that they can update your situation.

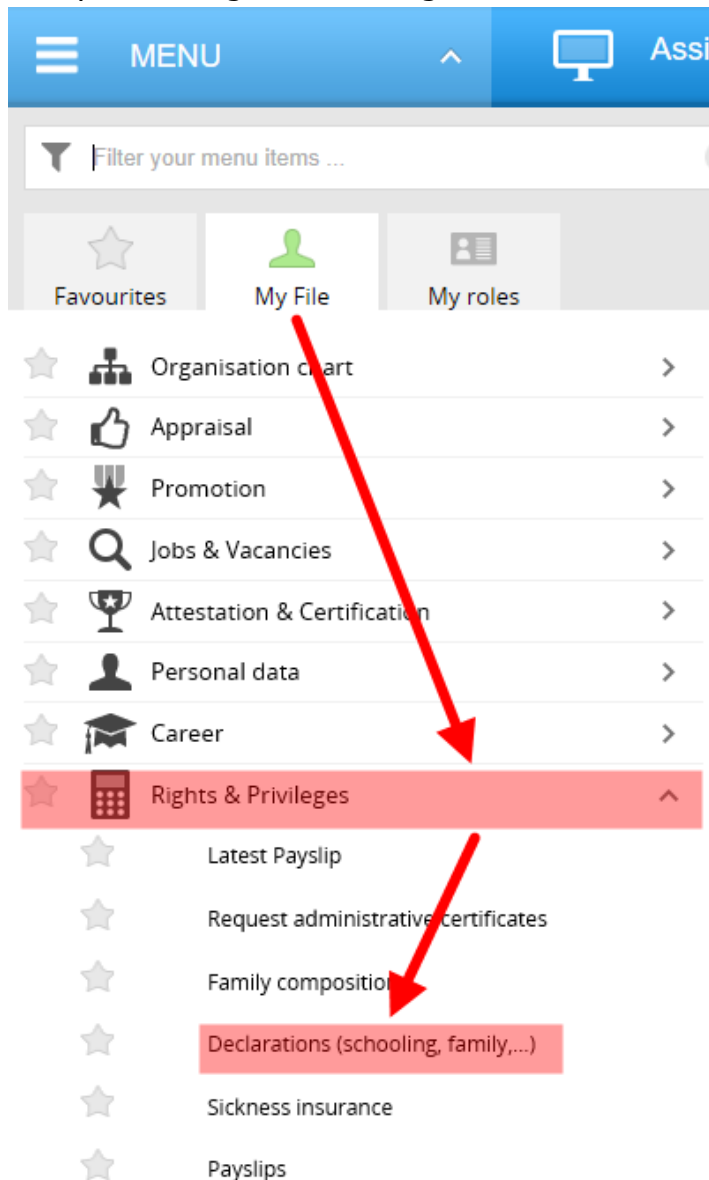
A divorce/legal separation (with or without children) is a situation that will affect your rights.

It is important to declare these situations as soon as possible in order to update your file.

2. WHERE?

You can introduce your declaration of divorce / separation and/or custody convention in your SYSPER file.

In My File > Rights & Privileges > Declarations (schooling, family...).



Then, you should click on the  "New divorce/separation/custody convention declaration".

A new page will be displayed and you will be able to complete your declaration.

3. HOW?

In order for the PMO to process your request efficiently and as quickly as possible, it is important to complete your declaration of divorce / separation and/or custody convention by filling in all the tabs and loading all the required supporting documents.

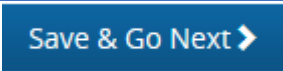
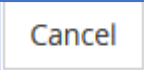


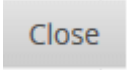
In case of questions, do not hesitate to [contact us](#).

After clicking on "new divorce / separation / custody agreement" declaration, you can select the type of declaration corresponding to your situation:

- [Custody convention declaration](#) ;
- [Divorce / legal separation declaration](#) ;
- [End of partnership declaration](#) ;

3.1 Navigation and workflow steps

3.1.1 Buttons in the declaration

	Navigate from tab to tab in the declaration
	Back to the summary screen of the declarations. None of your changes are saved
	Delete the declaration in draft: this action is definitive and the declaration will no longer be available
	Sign and submit the declaration electronically. Please note that without this action, your declaration will remain in draft and will not be processed by the PMO
	Close the declaration. SYSPER will save your declaration in draft

3.1.2 Other buttons



This "loading bar" shows you that an element in the page is missing or badly encoded

This field is required!
 SYSPER informs you when a field is mandatory but not completed



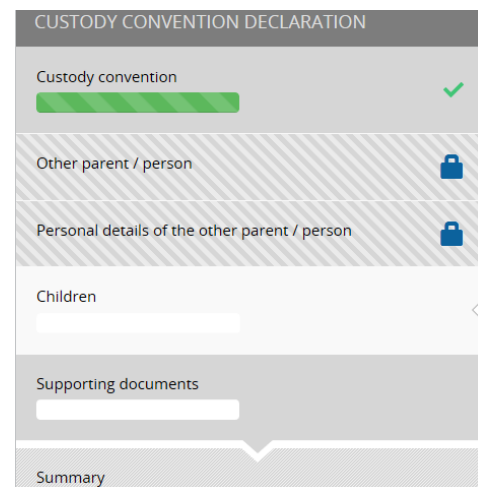
This icon allows you to go directly to the section you want to adapt

3.1.3 Navigation by screen

Depending on the declaration type selected, you will have to complete several "screens" of information. Once you completed a screen, simply click on the next.

SYSPER will indicate you by a "loading bar" and a green "tip" that this screen is correctly completed.

A tab name with a lock means that you do not have access to the tab. The access is unlocked as per your own situation. For example: if the other parent is not in SYSPER, you will be able to open the tab 'Personal details of the other parent'



3.1.4 Workflow steps for your declaration

By opening your declaration, you will be able to check what the processing step is.

Step	Signification
Draft	You created a new draft declaration. You can still modify it (upload of supporting documents). At this stage, the PMO file handler cannot process your declaration.
Submitted	Your declaration is now signed and submitted for validation. You can no longer modify it, and your file handler can process it.
Under processing	Your file handler opened the declaration for processing. This is ongoing. This step takes more or less time depending on the complexity of your file and / or the informations you have provided.
Waiting for supporting document	Supporting documents are missing in your declaration. The PMO file handler puts it on hold so that you can upload additional supporting documents needed to process your declaration. In such case, you receive, by email, an automatic an automatic SYSPER notification with instructions.
Rejected	An information in your declaration is not correct. The PMO file handler

rejected it so that you can modify the declaration and submit again for validation.

Processed Your file handler has processed your declaration. Your profile / situation is now updated in SYSPER.

3.2 If you have children = "custody convention" declaration

3.2.1 Create the declaration



This declaration is only available if you have one or more children in SYSPER.

Select the declaration type:

DIVORCE/SEPARATION/CUSTODY CONVENTION

I want to declare a Custody Convention

AND / OR

I want to declare a Legal Separation

If several children are concerned by the custody agreement, you will be able to select them in your declaration (thus avoiding creating a declaration for each child).

Date of Effect *




You must encode a date of effect for the custody convention that appears in your document.




This is mandatory and it is important to fill it in correctly. In case of an encoding error, your file handler can adapt it accordingly.


Click on Create:

Custody agreement: how to encode?

Custody convention 

Other parent / person 

Personal details of the other parent / person 

Children 

Supporting documents

Attachments

Summary

Custody convention

Informative text

If you selected also to encode a Divorce/separation declaration, you will be redirected after submitting the custody convention declaration

Date of Effect ^g

01/01/2020 

Important information:
Please enter the date on which the custody convention takes effect.

Date is prefilled based on the date of effect you encoded when creating the declaration

Other parent / Other person concerned by the custody convention*

Please chose the other parent concerned by the custody convention. If the name doesn't appear in the list, you need to select 'New person'

 This field is required!

Comments (optional)

Don't hesitate to add any additional information that will help the file handler process your declaration (for example percentages of shared custody)

Repartition of shared custody

Please note that the **file handler will complete this information in your file** after analysis of your custody convention. However, **you can complete the "Comment" field** if you wish to provide additional information relevant to the processing of your declaration.

Example of custody agreement's repartition available to the file handler:

%	Situation(s)
100%	You have sole custody. The custody agreement indicates that you have 100% custody of the child(ren) (therefore 100% of family allowances for the child(ren))
50%	The custody is shared. The custody agreement indicates that each parent has 50% of the custody (therefore 50% of family allowances for the child(ren))
0%	The other parent has sole custody. The custody agreement indicates the other parent has 100% custody of the child(ren) (therefore 100% of family allowances for the child(ren))
Xx,xx %	It is a shared custody allocation such as 70/30, 60/40 etc...

3.2.2 Informations about the other parent/person

1) If the other parent/person is already in SYSPER

If the other parent/person working for an institution/agency (and his/her data is in SYSPER), SYSPER will directly lead you to the tab 'Children'

2) If the other parent / person is not known in SYSPER:

You will be asked to enter the necessary information so that the file handler can process your file.

3.2.3 Selection of the child(ren)

By default, SYSPER will display **all the children** who appear in your family composition (dependent or not).

DIVORCE/SEPARATION/CUSTODY CONVENTION
CUSTODY CONVENTION DECLARATION

Declaration N° : [REDACTED] | Agent : [REDACTED]

Custody convention [Green bar] ✓

Other parent / person [Grey bar] 🔒

Personal details of the other parent / person [Green bar] ✓

Children [Input field]

Supporting documents [Input field]

Attachments [Input field]

Summary

Children concerned by the current custody convention

Please tick only the child(ren) concerned by this custody convention declaration

Name	Relation with Agent	Relation between child and other parent / person
<input type="checkbox"/> [REDACTED]	Child	Please select
<input checked="" type="checkbox"/> [REDACTED]	Child	<ul style="list-style-type: none">Please selectAdopted childSpouse's childEx-spouse's childChild under guardianshipChildBiological child

Cancel

You must select the child(ren) concerned by the custody convention.
By doing so, SYSPER unblocks the field 'Relation between child and other parent/person' which you must specify

3.2.4 Supporting document(s)

According to the information provided in the previous screens, SYSPER will display the mandatory and/or optional supporting document(s) to attach to your declaration.

→ Find out the list of supporting documents in the [Annex](#) to this document.

3.2.5 Summary

This page recaps all the elements of your declaration.

At this stage, several actions are available, as **Navigate** in the different pages of your declaration to adapt it if necessary.

Check out the section [Navigation and Workflow steps](#).

3.3 Declaration "Divorce / Separation / End of partnership" step by step

The type of declaration depends on your civil status in SYSPER when you encode your declaration.

Example :

Your civil status	Type of available declaration(s)
Married	Divorce, Legal separation
Assimilated partnership, Legally separated	Legal separation
Non assimilated partnership (ex. Cohabitation, « pacs »)	End of partnership

3.3.1 Declaration's details

You are invited to complete the elements of the declaration..



Divorce date of effect:

Be careful! The date to encode is that indicated in the judgment and when the decision becomes "official".

(Ex. In Belgium, the act in question will explicitly mention that the "divorce became final").

The Spouse

By default, SYSPER proposes your current "spouse" in your file.

If you find that the information is not correct in the declaration, it is certainly an encoding error in your family composition.

You must therefore contact the [PMO](#) beforehand for correction before finalizing your divorce declaration.

3.3.2 Supporting document(s)

Depending on your situation, you will need to provide one or more types of documents.

Find out the list of supporting documents in the [Annex](#) to this document.

3.4 Special cases

3.4.1 Declare allowances received from another source

According to the statutory provisions, you must declare to your administration, the family allowances paid elsewhere. Such allowances will be deducted from those paid by the European Union.

It is important to communicate this information.

3.4.2 Annual travel allowances repartition

- If each parent receives its own annual travel costs (calculated according to their own conditions (distances, periods, units), the application of **Conclusion 220/04**² implies that those travel costs be shared at 50% if one of the two parents does not have full/sole custody.
- Both parents have the right to decide which of the two receives payment for the children's annual travel expenses. However, it is necessary to submit a joint request from both parents.

3.4.3 Other declarations...

Depending on your situation, your file handler may ask you for additional documents in order to update your situation, in particular with regard to the professional activity of your ex-spouse/partner for the period preceding your divorce/separation (Taxation notice, etc.).

3.4.4 Your Change of Address, Change of Name & Special Identity Card

You have to encode these changes via the declarations provided for this purpose in SYSPER.

² Conclusion 220/04 : <https://myintracomm.ec.europa.eu/staff/Documents/family/benefits/conclusion-220-04.pdf>

4. Useful contacts & links

Informations on Staff Matters Portal

<https://myintracomm.ec.europa.eu/staff/EN/family/spouse-partner/Pages/divorce-separation.aspx?ln=en>

Staff contact form:

<https://webgate.ec.europa.eu/staffcontact/app/#/staff/Divorce%20and%20separation/form>

Whom to contact ?

For the Commission and the EEAS staff working within the EU (except in Luxembourg), EDPS staff, Agencies staff (except in Luxembourg), Council:

HELPDESK Salaries & Individual Rights - Unit PMO.1

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

[Staff contact](#)

For the Commission staff, the CHAFEA Agency staff and the Court of Auditors staff working in Luxembourg

[Staff contact](#)

For non-executive Agencies:

Please refer to your Human Resources service.

List of supporting documents by declaration

