

Information: in the case where there is a "Nil" self-assessment, the file is not necessary and you can move directly to stage 3.

1. Review of the background

Pursuant to decree no. 2021-570 of 10 May 2021, partial periods of employment **as from 2021** give rise to the inclusion of a **reconstituted gross salary**, added to the limited gross salary subject to contributions.

Employers must declare the A and T parameters for the calculation formula of this reconstituted gross salary as provided for by the decree:

Residual gross salary = A x min ($\frac{Gross salary(SB)}{T}$; 3.15 x S)

A corresponds to the difference between the non-employment days recorded over the year and the non-employment days guaranteed over the year

➡ In other words, this is the number of days of partial employment over the year for which compensation was paid. This number is in principle indicated on the pay slips of the air crew employees in question.

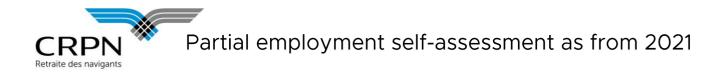
Example: an air crew employee who has been compensated for 5 days of partial employment per month must be declared with A = 60 days (5 days of partial employment compensated x 12 months)

T corresponds to the number of days of employment each year

➡ In other words, this concerns the number of days corresponding to the working time applicable to air crew employees over the year (all paid periods in respect of holiday and sick leave being recognised as employment), prorated in the case of a partial year, and deductions made for days of partial employment compensated over the year (A)

Example: an air crew employee for which the planned working time is 18 days of employment per month, who had 1 month of unpaid holiday leave and 55 days of partial employment over the year, must be declared with T = 143 jours (18 days ON x 12 months – 18 days in respect of one month of unpaid leave – 55 days of partial employment)

The SB and S parameters are already known to the CRPN. They correspond respectively to the gross salary and to the minimum wage.



2.Download the file template

You will find the file template for download in the dashboard section of your <u>employer account</u>:

DÉCLARATIF D'ACTIVITÉ	Télécharger la notice d'utilisation	
1. Téléchargez le modèle de fichier CSV avec séparateur point-virgule.	2. Déposez vos déclaratifs d'activité partielle au format CSV, en respectant le modèle	3. Consultez votre historique des déclaratifs envoyés
Télécharger le modèle	DÉPOSER UN DÉCLARATIF EN LIGNE	CONSULTER VOTRE HISTORIQUE

3. Input file data template

SÉLECTION DE L'ANNÉE D'EXERCICE ET DU FICHIER CSV
Le déclaratif déposé sera automatiquement attribué à l'année d'exercice sélectionnée. Un nouveau dépôt dans la même année annule et remplace le précédent. En cas d'établissements multiples, merci de regrouper les informations de l'ensemble des navigants sur un même fichier.
ANNÉE D'EXERCICE DU DÉPÔT
2021 🗸
○ JE N'AI AUCUN DÉCLARATIF POUR CET EXERCICE
(Annule un éventuel précédent dépôt pour cet exercice)
O JE SOUHAITE DÉPOSER UN FICHIER CSV POUR CET EXERCICE
(Remplace un éventuel précédent dépôt pour cet exercice)
ANNULER

The file sent must be in CSV format with semicolon deliimiters. Here are the details of the data structure:

Title	Format	Description
Social security number (NIR)	CHARACTERS (13)	Social security number over 13 characters
Name*	CHARACTERS (30)	Without special characters
First name*	CHARACTERS (30)	Without special characters
Date of birth*	DATE	DD/MM/YYYY or YYYY-MM-DD
A	DIGITAL (3)	Number of days of partial employment over the year for which compensation was paid
Т	DIGITAL (3)	Number of days of employment over the year (cf. point 1 for explanation)

* Mandatory fields

Page 2 of 4

Updated in June 2024



4. Filing of the self-assessment

Once the data has been entered in the file, you can file your self-assessment for the period of nonemployment online.

The filed self assessment shall be allocated automatically to the selected financial year. A further filing over the same year cancels and replaces the previous one. In the case of multiple establishments within the same CRPN employer account, please group all of the air crew information together in the same file.



When importing a file, a check of the file structure is carried out. A screen summarises your data, please check before clicking on the "VALIDATE" button to finalise the filing (available only if the file is valid).

If an anomaly is detected, a screen will be displayed with the cells concerned indicated in red. The details of each error are displayed when hovering over them with the mouse or in the detailed list under the table.

CONTRÔLE DE L'IMP	ORTATION					
					Rechercher	
ŧ v NIR	♦ Nom*	Prenom*	Date Naissance*	\$ A	• т	÷ +
1 000000000000	ААААА	BBBB	LL-MM-AAAA	0	0	0
						1
Le fichier comporte 2 erreur(s). Vous	s pouvez consulter l'erreur en s	urvolant les champs conce	nés en rouge ou dans le log ci-dessous.			
Merci de corriger et de renvoyer le fi						
	10000					
#1[NIR] : Le NIR est incohérent (AAAA/ #1[Date Naissance*] : Le NIR et la date	e de naissance sont incohérent:	s (AAAAA BBBB)				
						h

Updated in June 2024



5. Filing history

Your partial employment self-assessment filings can be viewed in the history:

DÉCLARATIF D'ACTIVITÉ	121 Télécharger la notice d'utilisation	
1. Téléchargez le modèle de fichier CSV avec séparateur point-virgule.	2. Déposez vos déclaratifs d'activité partielle au format CSV, en respectant le modèle	3. Consultez votre historique des déclaratifs envoyés
Télécharger le modèle	DÉPOSER UN DÉCLARATIF EN LIGNE	

Reminder: in the case of mulitiple filings for the same year, only the last filing will be taken into account (green checkmark).

HISTORIQUE DES IMPORTATIONS

Dépôt	Date de chargement	Nom du fichier chargé	Année d'exercice	Lignes enregistrées	Statut
5	2023-06-16 12:51:59	MODELE_CRPN_DECLARATIF_ACTIVITE_PARTIELLE_AT2.csv	2022	ĩ	0
4	2023-06-16 12:51:54	MODELE_CRPN_DECLARATIF_ACTIVITE_PARTIELLE_AT2.csv	2022	1	0

INFORMATIONAL GUIDE