Karolinska
Institutet

ONLINE MANUAL

Login and logoff

Logging in
The address of the PA web is **primula.ki.se** (do not type www before). To log in, use the same username (KI ID) and password as for your email account.

Logout
To log out, click on "Log out" at the top right side. Please note that you are only logged out from the PA web, not from KI's login service.

Language selection
To change the language, click on the Swedish or English flag on the left side under the tab system.

Self-reporting
When you log in, you will automatically be directed to the My Page tab. This is the starting point for managing your own matters, e.g. applying for vacation or other leave, filing a health declaration, etc. Your payslip is also available here.

Register vacation
Click the My Page tab, and then click the Vacation heading.

Apply for vacation
_____

1. Make sure the schedule is correct
2. Fill in **date**, YYMMDD.
3. Click ⊕ **Add.**
   You can fill in several periods, but note that all periods submitted in the same matter must be attested at the same time.
4. If you change your mind or made a mistake, click **Change**.
5. Click on [Skicka]
6. This shows the vacation status: days taken and the number of remaining vacation days.

Correct vacation

_____

1. Click on 🖊 **Medd/Car.** Write what you want to do.
2. Click on [Skicka]
   A warning appears: "Note that the matter contains only one note/attachment. To complete yourself, press Cancel. To forward, press OK." **Click on OK.**

Register parental leave
Click the My Page tab, and then click the Parental Leave heading.

_____

If you wish to change something after you have
clicked Add, click Change, the row
will "jump" up again.

Register leave

Click the My Page tab, and then click the Leave heading.

_____

1. Make sure the schedule is correct
2. Select **leave** in the drop-down menu
3. Fill in **from and to date** and **extent.**
4. Click ⊕ **Add** to move the row down one line.
5. After you click Add, an information text will appear. Follow the instructions.
6. Click 📝 **Mess/encl** and fill in the required details.
7. Click on [Skicka]. The matter will be forwarded to your manager for attestation and to your human resources officer for information.

Register health declaration after sick leave

Click the My Page tab, and then click the Sick/health declaration heading. To register a health declaration, the heading Sick/health declaration must have a number in brackets.

Your human resources officer has registered your sick leave. In order for sick leave to have an end date, you must file a health declaration when you are back at work.

_____
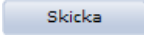
1. Make sure the schedule is correct
2. Check that the **date and extent** of sick leave are correct.
3. If necessary, write a **message** to your human resources

officer or payroll administrator.

4. Fill in **the date** when you started working again.

5. Click on [Skicka]. The matter will be forwarded to your Human Resources Officer for information and to your Payroll Administrator for management.

Record travel and expenses
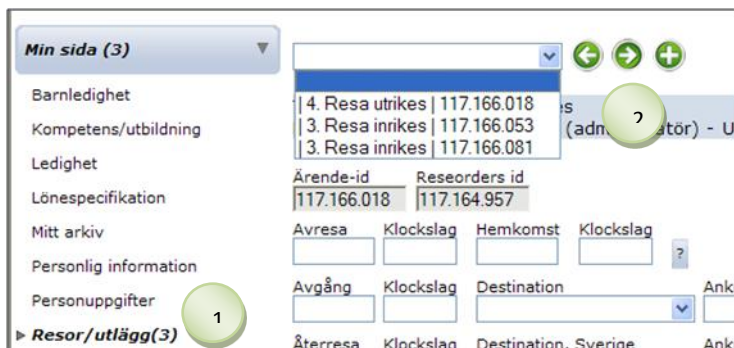
Click the My Page tab, and then click the Travel/expenses heading.

All travel and expenses management is handled here.
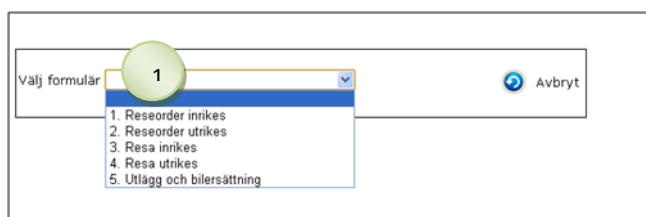
1. Register your matter and attach your receipt under the "Mess/encl" icon
2. The reviewer will approve it and pass it on for attestation
3. Attestation

If you want to **type in your posting** instead of selecting it from the drop-down menu, please go to My Page/Personal Settings. Then select "No list selection when posting" and click save.

Select form

_____

1. If there are **pending matters** that have not been sent, this will appear behind the heading Travel/expenses. The number of matters is provided in brackets.

2. To create a new matter, click ⊕ **New**. To go to another matter, click ➡ **Next** or select from the drop-down menu.

1. Click the arrow in the drop-down menu and select the correct **form**

If applicable, select employment

_____

Välj anställning

1 - UF 41041 Lön (personaladministratör) - UF Universitetsförvaltningen
4 - Minirapporterade, generell (arvodist) - K9 Folkhälsovetenskap

1. Click the arrow in the drop-down menu and select the correct **employment**
2. Click the **Confirm** button (above the Cancel button)

Domestic travel

_____

Typ av ärende: 3. Resa inrikes
Befattning: 1 - UF 41041 Lön (personaladministratör) - UF Universitetsförvaltningen

Förhandsgranska

Ärende-id Reseorders id
117.166.540

Avresa Klockslag Förrättningsort Hemkomst Klockslag Privat logi
101102 06:45 Sala 101104 18:30 N X

Resebyrå Ändamål
1. Ticket Affärsresor AB Möte

Kontering Syfte ?

Avbrott i resa

MÅLTIDSAVDRAG ska göras för alla måltider som KI eller annan organisation har betalat. Dessa avdrag görs med eller utan kostförmån. Undantag är måltider ombord på allmänna transportmedel då varken avdrag eller förmånsbeskattning sker.

Kryssa för **MED KOSTFÖRMÅN** för alla måltider som KI har betalat. Detta gäller även vid lunch/middag på kurs där KI har betalat kursen. Kryssa för **INGEN KOSTFÖRMÅN** om det är frukost som ingår i hotellpriset samt vid måltid på intern kurs/utbildning eller vid representation.

Måltider ☑ Alla måltider betalda av resenär ?

☐ Inom verksamhetsort ☐ Ej lönetillägg ☐ Ej traktamente

S:a måltidsavdrag S:a kostförmån S:a lönetillägg S:a traktamente Lägre traktan
  341.5 525

Utlägg

Representation

Bilersättning

UTBETALNING. Klicka på Beräkna för att se preliminär summa.

Beräkna För preliminär utbetalning 695.75

KOM IHÅG ATT SKRIVA UT BLANKETT SAMT ATT KLICKA PÅ SKICKA

Medd/Bil
Kasta
Ångra
Spara
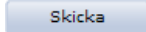Skicka

The question marks contain help texts

1. **The date** is written YYMMDD. **Time** refers to when you left or arrived at the home/place of work. **Private accommodation** = specify number of nights
2. **N** = new row
   X = delete row
3. Fill in **travel agency** and **purpose**
   The first **posting** <u>must</u> be completed.
   NB: The remaining data will receive the same posting unless you post the respective items differently

Anställningens kontering
A From Tom Omf Konto Kst Projekt Lönegrupp
1 10-07-01   100.00   240 24000083 UF Kopiera
Omf 100
Konto
Kst 240
Projekt 24000083
Lönegrupp UF
Lägg till
Ta bort
Stäng

   o Fill in **Omf**, **Kst**, **Project** and **Salary group**
   o Click ➕ **Add**
   Fill in **Purpose** by clicking the button
4. **Travel interruptions**: click the button and fill in the details
5. Select any **meals** that someone other than you paid for – see the fact box regarding food allowance. Select "**All meals paid for by traveller**" if you paid for all meals yourself.
6. **Within place of business**: mark if the trip was within 50 km of the work place/residence. Mark **no salary supplements** and **no subsistence allowance** if these are not payable
7. Fill in **a lower allowance** if you will receive a lower allowance than the estimated

8. Fill in **expenses, representation and car allowance** by clicking the respective button.
9. Click **Calculate**
10. **Attach** receipt under Mess/encl
11. Click on ▭ Skicka

International travel

_____

The question marks contain help texts
1. **Departure & Return**: fill in the dates, YYMMDD, for the whole trip. Time = when you left alt. arrived at home/ place of work.
   Departure & Return = date YYMMDD.
   Time = time when flight/trains left or arrived at the airport/train station.
   Private accommodation = specify number of nights.
2. **N** = new row
   X = delete row
3. Fill in **travel agency** and **purpose**
   The first **posting** <u>must</u> be completed. *NB: The remaining data will receive the same posting unless you post the respective items differently.*
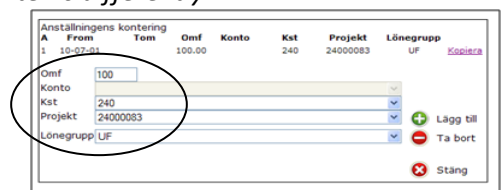
Typ av ärende: 4. Resa utrikes
Befattning: 1 - UF 41041 Lön (personaladministratör) - UF Universitetsförvaltningen

Förhandsgranska

Ärende-id **Reseorders id**
117.166.684

(1)
Avresa   Klockslag   Hemkomst   Klockslag
101102   05:45   101110   23:30   ?

Avgång   Klockslag   Destination   Ankomst   Klockslag   Priv. logi
101102   08:00   Danmark   101102   09:00   N X   **(2)**

Återresa Klockslag   Destination, Sverige Ankomst   Klockslag
101110   20:00   Sverige   101110   21:00

Resebyrå   Ändamål
(3) 1. Ticket Affärsresor AB   Konferens

Kontering   Syfte   ?

(4)   Avbrott i resa   [+]

MÅLTIDSAVDRAG ska göras för alla måltider som KI eller annan organisation har betalat. Dessa avdrag görs med eller utan kostförmån. Undantag är måltider ombord på allmänna transportmedel då varken avdrag eller förmånsbeskattning sker.

Kryssa för MED KOSTFÖRMÅN för alla måltider som KI har betalat. Detta gäller även vid lunch/middag på kurs där KI har betalat kursen. Kryssa för INGEN KOSTFÖRMÅN om det är frukost som ingår i hotellpriset samt vid måltid på intern kurs/utbildning eller vid representation.

(5) Måltider   ☑ Alla måltider betalda av resenären ☐ Ej lönetillägg ☐ Ej traktamente ?

S:a måltidsavdrag S:a kostförmån S:a lönetillägg S:a traktamente Lägre traktament **(6)**
                                                     6588

(7)   Utlägg   [+]
                            Representation   [+]
                            Bilersättning   [+]

UTBETALNING. Klicka på Beräkna för att se preliminär summa.

Preliminär utbetalning
(8) Beräkna   6588

KOM IHÅG ATT SKRIVA UT BLANKETT SAMT ATT KLICKA PÅ SKICKA

(9)   Medd/Bil
               Kasta
               Ångra
(10)   Spara
               Skicka

o Fill in **Omf**, **Kst**, **Project** and **Salary group**
o Click ⊕ **Add**
Click **Purpose** and fill in the purpose
4. **Travel interruptions**: click the button Expand and fill in the details
5. Select any **meals** that someone other than you paid for – see the fact box regarding food allowance. Select "**All meals paid for by traveller**" if you paid for all meals yourself. Mark **no salary supplements** and **no subsistence allowance** if these are not payable.
6. If necessary, fill in the amount **of lower subsistence allowance**
7. Fill in **expenses, representation** and **car allowance** by clicking the respective button
8. Click **Calculate**
9. **Attach** receipt under "Mess/encl"
10. Click on   Skicka

Expenses and car allowance
_____

The question marks contain help texts
1. The first **posting** must be completed. *NB: The remaining data will receive the same posting unless*

Typ av ärende: 5. Utlägg och bilersättning
Befattning: 1 - UF 41041 Lön (personaladministratör) - UF Universitetsförvaltningen

Förhandsgranska

Ärende-id
117.166.812

1 Kontering   ?

Utlägg	➕
2 Representation	➕
Bilersättning	➕

UTBETALNING. Klicka på Beräkna för att se preliminär summa.

För preliminär utbetalning

3 Beräkna 5000

KOM IHÅG ATT SKRIVA UT BLANKETT SAMT ATT KLICKA PÅ SKICKA

4 📝 Medd/Bil
🗑 Kasta
🔄 Ångra
5 💾 Spara
Skicka

you post the respective items differently.

Anställningens kontering
| A | From | Tom | Omf | Konto | Kst | Projekt | Lönegrupp |
| 1 | 10-07-01 | | 100.00 | | 240 | 24000083 | UF Kopiera |

Omf 100
Konto
Kst 240
Projekt 24000083
Lönegrupp UF

➕ Lägg till
➖ Ta bort
❌ Stäng

- o Fill in **Omf**, **Kst**, **Project** and **Salary group**
- o Click ➕ **Add**
2. Fill in **expenses, representation, purpose** and **car allowance** by clicking the respective button
   N = new row
   X = delete row
3. Click **Calculate.**
4. **Attach** receipt under "Mess/encl"
5. Click on   Skicka

See data on holidays, gross salary, tax and employment
Click the My Page tab, and then click the Personal details heading.

Here you will find information about vacation days, total gross salary during the year, tax data and all employments.

View and print payslips
Click the My Page tab, and then click the Payslip heading.

The payslip from the last payroll payment is automatically displayed. After the salary payment, which takes place around the 16th – 19th of each month, next month's salary is shown.
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Period 200807

Tidigare lönespecifikation (ÅÅMM)   [0807] [Hämta]

Anställningar1 - UF 41041 Lön (systemadministratör) - UF Universitetsförvaltningen

Utbetalningsdag   08-07-25

Anr	Text	Omf	From	Tom	Antal	Á-pris	Belopp
1	Anställning tv	100.00	08-07-01	08-07-31	31.00	835.48	25,900.00
1	Semestertillägg	100.00	08-07-14	08-07-31	14.00	0.00	1,595.40
	Semester	100.00	08-07-14	08-07-31	14.00	0.00	0.00
	Prel A-skatt 320:1 27495	100.00	08-07-01	08-07-31	1.00	0.00	-7,333.00

BRUTTOLÖN	27,495.40
ATT UTBETALA	20,162.40

Personackumulatorer
Bruttolön   183,235.50
Inbetald preliminär skatt   48,481.00

Semesterackumulatorer
Uttagen semester   17.00
Resterande semester innevarande år   14.00
Sparad semester   1.00

Blanketter [Lönebesked ▾] [Hämta]

Listor i denna session	Skapad	Storlek (i bytes)
lonebesked2 (doc)	2011-04-01 13:02:55	285193

To view previous salary payslips:

1. Fill in **year and month** (YYMM)
2. Click on [Hämta]

To print a payslip:

1. Click on [Hämta]
2. Click on the file under "**Lists in this session**" to open the payslip.

Change address

Click the My Page tab, and then click the Personal details heading.

_____

C/o   [   ]
Adress   [Testvägen 4   ]
Postnummer   [12345]
Ort   [Teststad   ]
Telefon   [   ]

                                                🗑 Kasta

Välj mottagare om ärendet ej skall följa det normala flödet
[▾]   [Skicka]

1. Type in the new **address details**
   If an overseas address is to be registered, contact your payroll administrator
2. Click on [Skicka]
3. To clear the form, click 🗑 **Reset**

Search for matters

Click the My Page tab, and then click the My archive heading. Here you will find all the matters that have been completed. Pending matters automatically appear on the first page.

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To view approved/closed matters:

1. Fill in the **matter ID** if you know it
2. Select the **type of matter**
3. Check the box **Archive search** and fill in **from and to date** (YYMMDD). *NB! the date when the matter was registered should be specified, for example 071120 applied for vacation on 071227 = write date in November*
4. Click **Search**
5. To view the matter and potentially print a form, click **View Details**
6. To return to the matter search, click 🔵, **Return**