Karolinska Institutet

ONLINE MANUAL

FOR THOSE WHO ARE CERTIFICATIONS, REVIEWERS AND PERSONNEL OFFICERS

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Login and logoff

Logging in

The address of the PA-web is http://ppw.ki.se/. 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. This means that if you open ppw.ki.se within three hours in the same browser as before, no new login is required. *We strongly recommend always closing the browser after logging out.*

Language selection

To change the language, click on the Swedish or English flag on the left side under the headings.

Attestation

The PA web is built with a tab system. First, click one of the tabs to select what you want to do, then click one of the headings to select the type of matter.

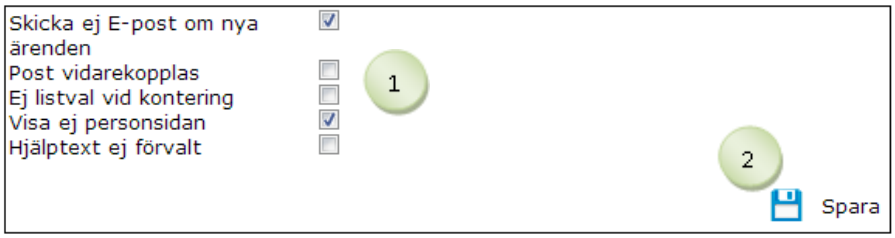
The tabs are as follows:

My Page	employee matters, such as applying for vacation, viewing payslips, etc.
Approve/Read	attestation matters, such as granting vacation and leave. If there are open matters, the number is in brackets.
Services	print lists, such as the absence calendar

Settings

Email about new matters, forwarding matters, not showing the personal page

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



1. Select your selections
2. Click **Save**.

Do not send e-mail about new matters

Use when you DO NOT want to receive an email the day after a matter has been created. A joint email for all matters created the day before will be sent. After that, an email is sent every day until the matters are approved.

Forwarding mail
Use when you are going to be absent for a longer period, e.g. on vacation. Check the box and the matter is directly forwarded to the next level in the organization tree, usually your manager.
Remember that the selection should be removed when you are back again!

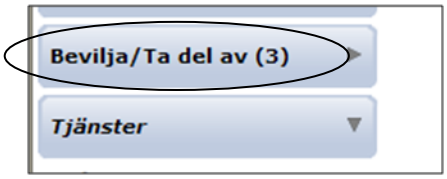
No list selection when posting
Use to enter the posting manually instead of using the drop-down list.

Do not show the personal page
This should always be ticked. This means that sensitive data does not appear on the first page when the PA web is opened.

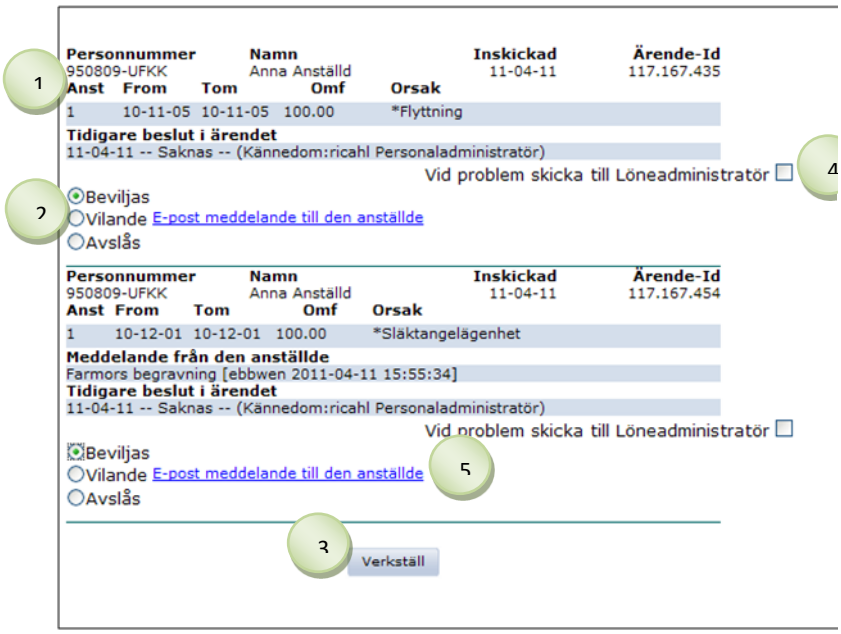
Help text not defaulted
Use if you do not want help texts to appear.

Attestation of leave

Click the Approve/Read tab, and then click the Leave heading. Here you will find matters such as parental leave, unpaid leave, leave for moving and family matters, etc.m.



The number of open matters available is indicated in brackets behind the headings. Click on the heading to view the matter.

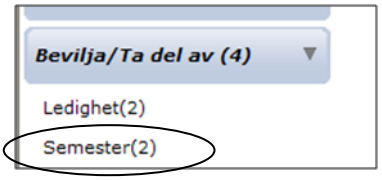


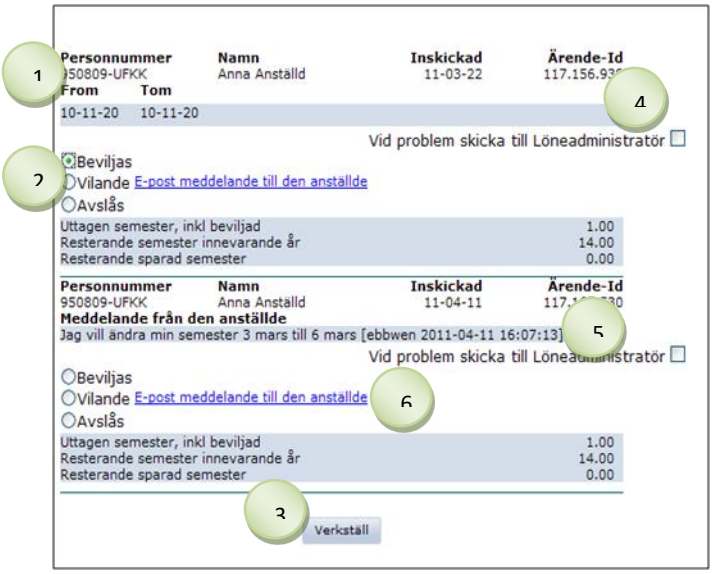
1. At the top, the name of the person to whom the matter relates is displayed. The blue box indicates the date and reason for leave.
2. Select **Approve** or **Reject**. You can select all matters or individual matters. **Dormant** means that the matter remains with you until you mark Approve or Reject.
3. Click on Verkställ
4. If the matter cannot be submitted, select "In case of problems send to Payroll Specialist". Then click Apply.
5. If you want to send an email to the employee, click

"Email message to the employee", to open outlook.

Attestation of vacation

Click the Approve/Read tab. Then click on the Vacation heading.





Tip! In the case of vacation periods such as summer and Christmas, use the absence calendar found under the Services tab. It gives an overview of all employees in the selected unit.

The number of open matters available is indicated in brackets behind the headings. Click on the heading to view the matter.

1. At the top, the name of the person to whom the matter relates is displayed. The grey box indicates the date and any message from the employee.
2. Select **Approve** or **Reject**. **Dormant** means that the matter remains with you until you mark Approve or Reject.
3. Click on Verkställ
4. If the matter cannot be submitted, select "In case of problems send to Payroll Administrator". Then click Apply.
5. If an employee wishes to **correct** their vacation, they will write a notice to that effect. Select Approve/Reject and send to payroll specialist, then click Apply
6. If you want to send an email to the employee, click "Email message to the employee", to open outlook.

Reviewer

The PA web is built with a tab system. First, click one of the tabs at the top of the image to select what you want to do, then click one of the headings to select the type of matter.

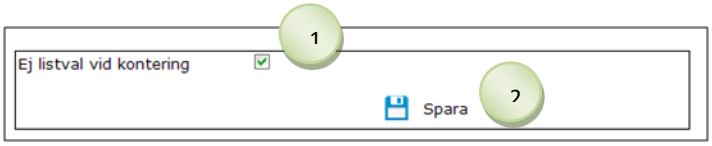
The tabs are as follows:

My Page	employee matters, such as applying for vacation, viewing payslips, etc.
Processing	handling matters as reviewer regarding travel/expenses, the number of matters is indicated in parentheses
Services	printing lists

Settings

Write posting entries

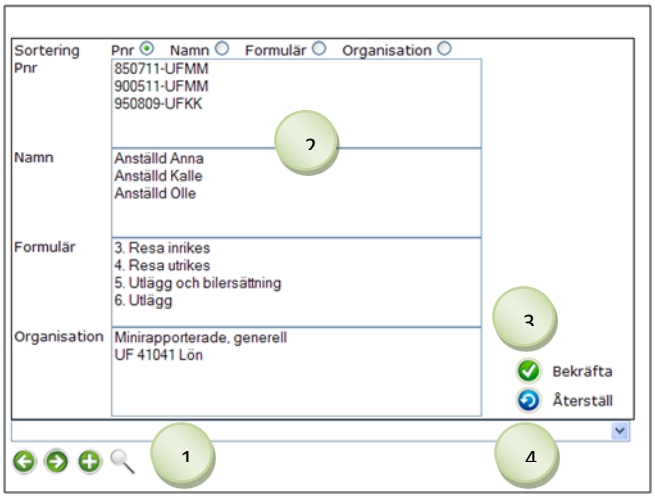
Click the My Page tab, and then click the Personal settings heading.



1. Select "No list selection on posting" if you wish to enter the posting manually instead of selecting from the drop-down list.
2. Click **Save**.

Search travel/expenses

Click the Processing tab, and then click the Travel/expenses heading.



1. Click the magnifying glass,
2. Select what you want to search for, such as a person or unit
3. Click , Confirm. In the drop-down menu, there are now only matters based on the selection you have made.
4. To return to the original selection, click on the magnifying glass, and then click , Reset.

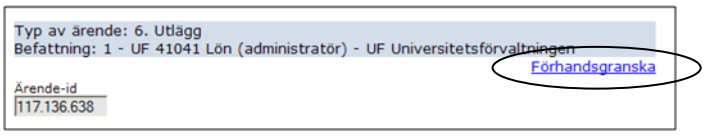
Review travel/expenses

Click the Processing tab, and then click the Travel/expenses heading.

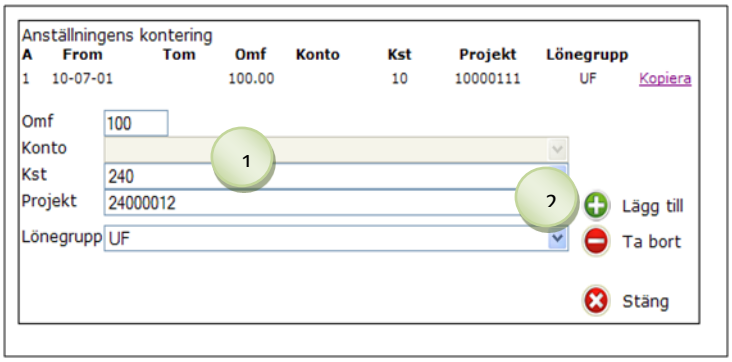
The employee registers the matter in the PA web and sends the case to the reviewer. The reviewer approves (or rejects) and forwards the matter on to the person in charge of attestation.

The number of open matters is indicated in brackets. Click on Travel/Expenses to view the matters.

1. **Select matter** in the drop-down list
2. To move to the next matter, click or
3. To source report, click



Check that all data complies with KI's travel regulations and the Swedish Tax Agency's rules. If necessary, click **Preview,** to view the travel/expense in a separate window.



The first **posting** must be completed. The remaining data will receive the same posting unless you post the respective items differently.

1. Fill in **Omf**, **Kst**, **Project,** and **Salary group.**
2. Click **Add**

Tip! As a reviewer, you can choose to write the data instead of selecting from the scroll-down menu. Go to My Page/Personal Settings and mark "No list selection when posting".

Note that if a reviewer travels or incurs expenses the matter will not be sent to the correct reviewer. Ask your payroll administrator to send the matter to the right person.

1. When everything is ready, select **Approve**
2. Click send
3. If the matter is incomplete, it can always be sent back to the employee by clicking Returnera

Attestation (manager)

The person in charge of attestation approves (or rejects) and executes or returns to the reviewer.

Human Resources Officer

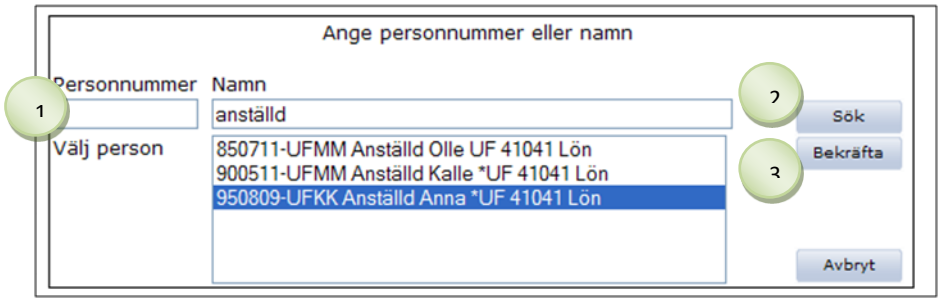
The PA web is built with a tab system. First, click one of the tabs at the top of the image to select what you want to do, then click one of the headings to select the type of matter.

The tabs are as follows:

My Page	employee matters, such as applying for vacation, viewing payslips, etc.
Processing	registering and accessing medical matters
Approve/Read	access information on leave matters
Services	print lists, such as the absence calendar

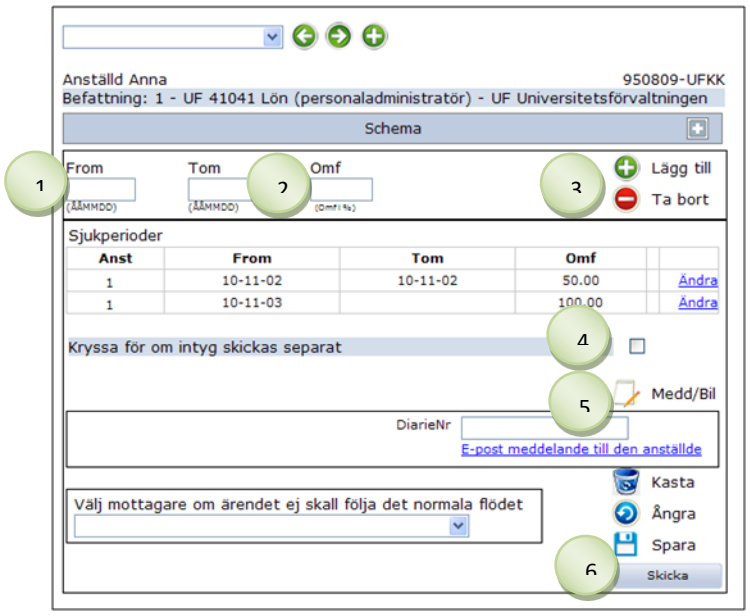
Register sick leave

Click the Processing tab, and then click the Sick/health declaration heading.
The Human Resources Officer reports that the person is sick. When the person is back at work, they submit a health declaration in the PA web.



Tip! You can search by personal identity number or name, they need not be complete. First type the last name then a comma followed by first names.

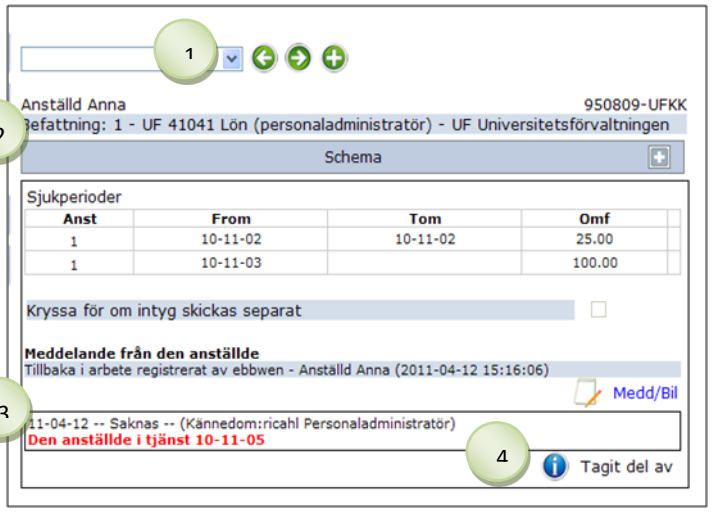
1. **Find** the person. If you have matters for information, click first, and then find the person.
2. Click **Search**.
3. Select the correct person, click **Confirm**.



1. Fill in the **from date**. N.B. To-dates should only be filled in if the withdrawal date has a different extent than other sick leave.
2. Fill in **extent** (100, 75, 50 or 25).
3. Click **Add**
4. Indicate if a **medical certificate** will be sent separately.
5. If applicable, type a **message** by clicking "Mess/Encl".
6. Click Skicka The matter goes to a payroll specialist for management.
7. Primula automatically sends an email to the employee prompting them to submit a health declaration.

Matter for information — sick leave

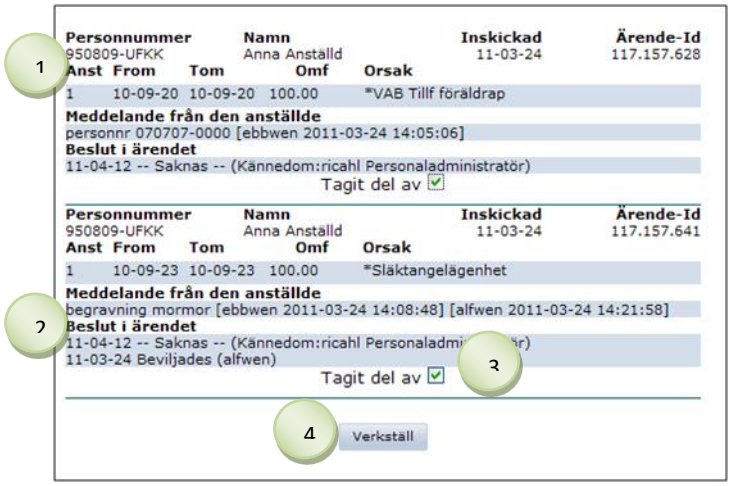
Click the Processing tab, and then click the Sick/health declaration heading. The number of matters for information is in brackets behind the heading.



1. View the **person** the matter relates to
   To change the person, open the drop-down menu or click Options.
2. Make sure it is the correct schedule
3. Check that the date of the health declaration is correct
4. Click **Noted**

Matter for information — leave

Click the Approve/Read tab, and then click the Leave heading. The number of matters for information is in brackets behind the heading.

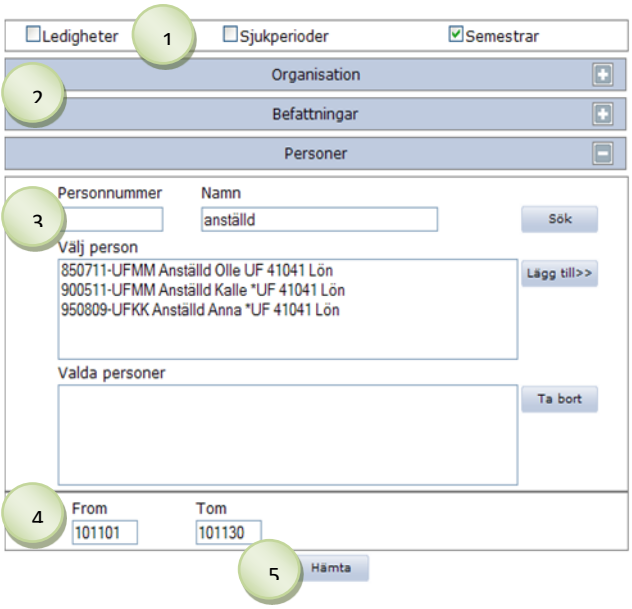


1. View the **person** to whom the matter relates.
2. If the manager has had time to attest, the decision will be shown under "Decision in the matter".
3. Select **Noted**. You can select several matters or individual matters.
4. Click on Verkställ

Matters for information will be received both when an employee applies for leave and when the attestation is completed by the manager.

Absence calendar

Click the Services tab, and then click the Absence Calendar heading. Here you will find information about the staff's approved and upcoming leave.

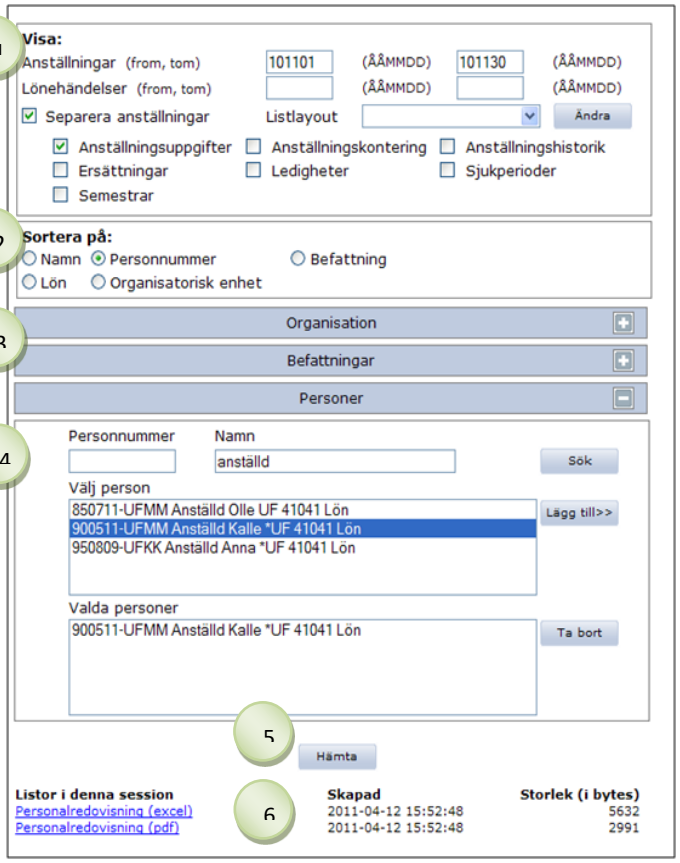


Tip! If you want to select almost all units, click "Select All" and uncheck the units to be removed by holding down "ctrl" and clicking on the ones that should not be included.

1. Select one or more **leaves** by selecting the respective box.
2. Select the **unit** to be displayed. To display multiple units; drag the mouse pointer over the units to be selected or hold down "ctrl" and click on the units.
   Select the **positions** to be displayed. If you don't make a selection, all positions are displayed.
3. If you want to search for an individual, search using their personal identity number or name, they do not need to be complete. First type the last name then a comma followed by first names.
   Click **Search**
   If applicable, select the person to be displayed, click **Add**
4. Fill in **from and to date**
5. Click **Download**
   Matters with completed attestation are in black print, matters waiting for attestation are in green and italics.

Staff report

Click the Services tab, and then click the Staff report heading. A staff report contains information about the staff of the selected unit.



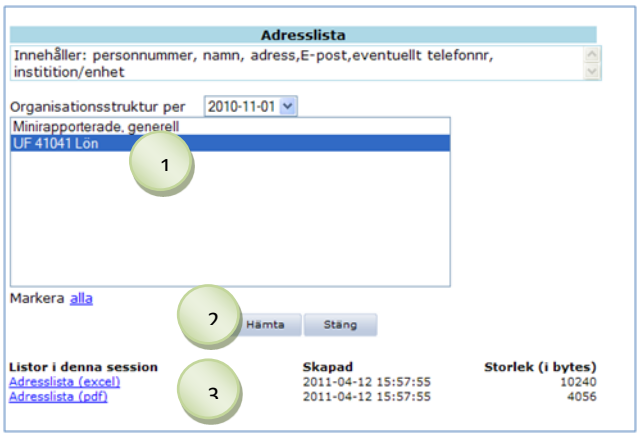
Tip! If you want to select almost all units,
click "Select All" and uncheck
then the devices to be removed by
holding down "ctrl" and clicking on the ones that should not be included.

1. **View**: choose what to display
   * Employment = compulsory
   * Salary events = mandatory if remuneration, leave, sick periods or vacation are selected
   * Separate employments = always pre-selected, can be de-selected
   * List layout = not used
   * Employment data = shows all employment data
   * Employment posting = accounting data per person
   * Employment history = shows employment history
   * Remuneration = e.g. salary supplement
   * Leave = parental and unpaid leave
   * Sick periods = periods of illness with extent as a percentage
   * Vacation = shows vacation
2. **Sort by**: select how the data should be sorted, name is defaulted.
3. Select the **unit** to be displayed. To display multiple units; drag the mouse pointer over the units to be selected or hold down "ctrl" and click on the units.
   Click **Positions** to display specific positions. If you don't make a selection, all positions are displayed.
4. If you want to search for an **individual**, search using their personal identity number or name, they do not need to be complete. First type the last name then a comma followed by first names.
   Click **Search**
   Select the person to be displayed, click **Add**
5. Click **Download**
6. Click the file under "**Lists in this session**" to open the Staff report.

Report generator

Click the Services tab, and then click the Report generator heading. Here you will find reports of various kinds, e.g. address list, vacation status, etc. Select the report in the drop-down menu and click Download.

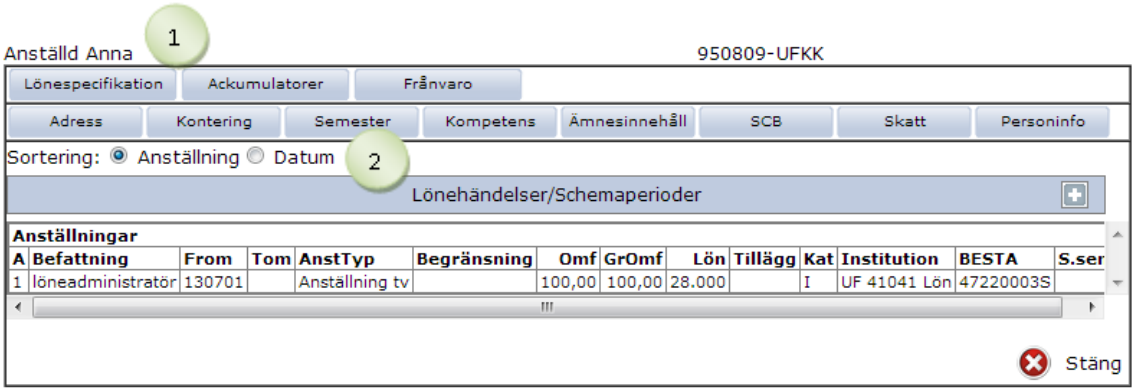
Address list



1. Select the **applicable unit.** To display multiple units; drag the mouse pointer over the units to be selected or hold down "ctrl" and click on the units.
2. Click **Download**
3. Click the file under "**Lists in this session**" to open the report

Personnel and employment details

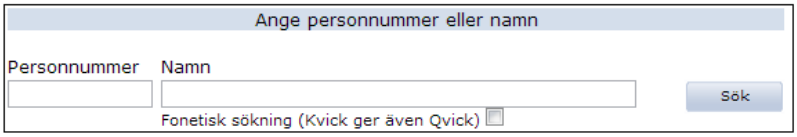
Click the Services tab, and then click the Personnel/employment details heading. The page contains personnel and employment details, such as position, salary, length of employment, vacation, etc.



1. Name and personal identity number is displayed at the top. Below there are various boxes to click for more information.
2. You can sort either by Employment or by Date. Select the desired sorting.

Finding a person

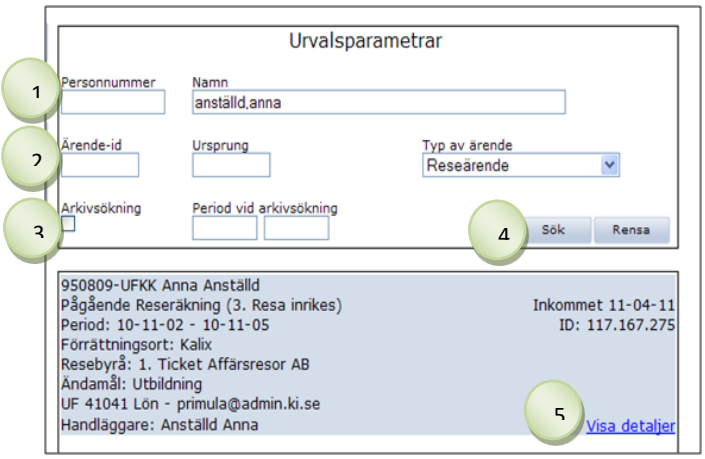
Click the Services tab, then click Find Person



Here you can search for individuals by personal identity number or name. Regardless of your permissions, you can see whether or not the person is at KI.

Find a matter

Click the Services tab, and then click the Matter search heading.



1. Fill in a **personal identity number** or **name**.
2. If applicable, fill in **the matter ID** or select the type of **matter**
3. To search for matters that are closed, select **Archive Search**. Fill in **from and to date.** *N.B. Dates should indicate when the case is registered, for example 091120 applied for vacation 091227 = write date for November. Without a date, all matters are retrieved.*
4. Click **Search**
5. To view the matter in more detail, click **View Details.** Here you can print certain forms, e.g. on travel/expenses.
6. To return to the matter search, click , **Return**