Instructions for reporting hourly pay in Primula

1. Once you have started your role as mentor, or been asked to assist with note-taking, complete the information in the agreement and return it to the Disability Support Services or infopedstod@stu.lu.se. The agreement is available from https://www.lu.se/studera/livet-som-student/service-och-stod/pedagogiskt-stod under the heading mentor, note-taker.

2. The Source Reporter will then register your information in Primula and the Catalogue Administrator will create a password for https://passport.lu.se. These will then be sent to you. This can take up to ten days. **You must have a Swedish personal identity number to be able to register in Primula.**

3. Follow the instructions. Remember to change your password as the login details are only valid for one week.

4. Visit https://www.medarbetarwebben.lu.se/ to find Primula, and click **SSC Primula** from the list of login shortcuts.

5. Once you have logged in, click the **My page** heading.

6. Then click **Personal settings**.

   ![Personal information]

   **Personal settings**

   Wage statement

7. On the **Personal settings** page, select Liselott Eriksson (li2444er) from the list of available recipients and then save. **Be careful** with the spelling so you do not select Liselotte Eriksson as recipient, as the timesheet (hourly pay report) will not be sent for payment.

   ![Recipient list]

8. Then click **Compensation/fees**.
9. The drop-down menu **Select form** will appear. Select **Hourly pay**.

![Select form menu](Image)

10. If you are an employee at another LU department/division, the **Select position** menu will appear. Select the position number that is linked to Study Support and Advising Services, 809910-5. **NB: If you do not have any other tasks, this menu will not be shown.**

![Select position menu](Image)

11. You will now be directed to the Hourly pay page. Ignore the a/c coding box - this will be filled in by the reviewer.

![a/c coding](Image)

12. You can now report your hours by selecting **Type of compensation** and then enter **date** and **number of hours** you have worked. Click **New row** for each date to repeat the process. You can only report one month per form and each report may include a
maximum of around 20 entries.

13. When you have registered all hours and dates, click Note/Att lower down the page to the right of the document.

14. A window will now open showing Note where you can enter the student’s name.

15. Select Liselott Eriksson from the Send case to administrator list as the reviewer.
16. Continue by clicking Submit and the form will be sent for calculation, review and attestation. Ignore the warning message saying the a/c box has not been filled in – this will be reviewed.

17. You can see all of your cases on the start page. If you click Show details your case will open and you can see your timesheet. High up to the right, you will see Outlays Appendix/print, click this. This is the page you must print out and ask the student to sign.

Outlays Appendix/print

18. The signed timesheet is then emailed, posted or handed in to the Disability Support Services. NB: Do not upload as an attachment in Primula.

Once both the digital and signed timesheets have been received and reviewed, the invoice will be attested. If no signed support document has been received, the digital timesheet will be returned after around 14 days. The timesheet is processed in several stages, so it is important that it has been received before the end of the month if the payment is to be made in the following month. If you have any problems getting in touch with your student, contact the Disability Support Services to see if anything else can be done.

Submit the timesheets once every two months so there is no risk that retroactive hours will become invalid. Once the work for a semester is complete, mentors and note-takers can add a total of eight hours on one set day at the end of the registration, planning and timesheet submission period.

If you have any questions about reporting your monthly pay or salary payments, please contact SSC https://www.statensssc.se/

In the event of any technical problems, please contact https://www.ldc.lu.se/lu-servicedesk

For matters related to registrations or your work as a study support mentor/note-taking support, please contact infopedstod@stu.lu.se
Disability Support Services
Study Support and Advising Services
Student Affairs

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