Instructions for reporting hours worked in Primula

1. Once you have received a mentor assignment, complete the Agreement on study support mentoring and return it to Disability Support Services or registreringpedstod@stu.lu.se.

2. The source reporter will then register your information in Primula and the directory administrator will create a password for https://passport.lu.se. This will then be sent to you. This can take up to 14 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 on the right.

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

![My page](image)

6. Then click **Personal settings**.

   ![Personal information](image)

   **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 (report of hours worked) will then not be sent for payment.**

![Recipient list](image)

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

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 positions, this menu will not be shown.**

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.

12. You can now report your hours by selecting *Hourly pay* and then enter *date* and *number of hours* you have worked. Click *New row* for each new 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. Select Liselott Eriksson as the reviewer in the list: *Select recipient if the case will not follow the standard process.*

14. Continue by clicking *Submit* and the form will be sent for calculation, review and approval. Ignore the warning message saying the a/c box has not been filled in – this will be reviewed.

15. Then fill in *Confirmation of hours worked* form and ask the student you are working with to sign it to approve the number of hours worked.

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

Once the digital timesheet and signed confirmation form have been received and reviewed, the invoice will be approved. If no signed confirmation form 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. In the case of public holidays, annual leave or illness processing may take longer.

Submit timesheets every other month, so there is no risk that retroactive hours will become invalid. Once the work for a semester is complete, mentors can add a total of eight hours on
any chosen date at the end of the period for recording, planning and reporting. If you have worked part of a semester, the hours are adjusted accordingly.

For questions regarding reporting of hours worked:
Liselott Eriksson
Mentor Coordinator Disability Support Services
infopedstod@stu.lu.se
Telephone hours: Wednesdays 12:00–13:00 (excluding annual leave and public holidays)
+46 46 222 88 26

For questions regarding registration:
Charlotte Marklund
Administrator
registreringpedstod@stu.lu.se

For questions regarding salary payments:
National Government Service Centre (SSC)
www.statensservicecenter.se
+46 771 456 000

For questions regarding technical problems:
LDC Servicedesk
www.ldc.lu.se/lu-servicedesk
+46 46 222 90 00

Disability Support Services
Lund University
Box 117
22100 Lund
Visiting address: Sölvegatan 29B, Lund

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