Note-Taking Support
Disability Support Services, Lund University

Working as a note-taker for student/s who have received a decision for learning support involves sharing your lecture notes with one or more students. You email the notes directly after the lecture. Compensation is SEK 45 per hour, regardless of how many students you will send your notes to.

Reporting hours worked:

- When you start work as a note-taker, you need to complete the Note-taker Agreement and send it to the Disability Support Services or infopedstod@stu.lu.se.
- The Disability Support Services will then register your details in Primula, the Lund University salary system, and you will receive information about the log in process. The password is temporary so you must log in and change it as soon as possible.
- You will now be able to report your hours in Primula, see Instructions for reporting hourly pay in Primula. It is important that all steps of the instructions are completed if your salary is to be paid out. You can only report one month per form and each report may include a maximum of around 20 posts. Submit your timesheet (hourly pay) every month.
- Once you have submitted a digital copy of your timesheet in Primula, print out the compilation of hours and ask the student you have worked with to sign the bottom of the page. If you have any problems printing out the timesheet, you can submit a handwritten list of your hours signed by the student.
- Once this has been done, email or post your timesheet and relevant course timetable to infopedstod@stu.lu.se or Disability Support Services, Box 117, 221 00 Lund. You can also deliver the form in person to the office on Sölvegatan 29b or leave it with the reception at Campus Helsingborg.
- Remember to register your bank account with Nordea so your salary can be paid directly into your account. The Lund University employer number is 85641.
- Your timesheet will be reviewed before it is sent for attestation and then payment. As a rule, all invoices that have been reviewed and attested at the end of the month are paid out at the end of the following month, with exceptions being during vacation, Christmas, Easter and other public holidays, or in the event of a high workload or illness.
- Submitting reports in Primula can be a time-consuming process. Therefore you can include a further eight hours to any chosen date at the end of the semester in addition to the hours you have worked.

Updated 28 August 2019
For questions about registration:
Liselott Eriksson
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Questions regarding hourly pay and salary payment
Statens Servicecenter
www.statensssc.se
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