By working as a mentor for a student who has received a decision for learning support, you help them with their studies and to create new routines. Generally, someone from the Disability Support Services will arrange an introduction, where the mentor and student meet each other for the first time and can get started. Subsequent meetings will be arranged based on both your needs and possibilities. Below is a summary of how to get started with registration and reporting your hourly pay.

- When you start work as a mentor, you need to fill in the mentor agreement and send it to the Disability Support Services.
- The Disability Support Services will register your details in Primula, the Lund University salary system, and you will receive information about how to log in. 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. Remember to write the student’s name in the messages/notes field. 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 submit a digital copy of your timesheet in Primula, print out the compilation of hours and ask the student to sign the bottom of the page.
- Then email the timesheet to info.infopedstod@stu.lu.se, or post it to 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 two hours to any chosen date at the end of the semester in addition to the hours you have worked.

For questions about registration:  
Liselott Eriksson  
Mentor Coordinator, Disability Support Services  
info.infopedstod@stu.lu.se  
+46 46 222 88 26

Questions regarding hourly pay and salary payment:  
Statens Servicecenter  
www.statenssc.se  
+46 771 456 000