USER MANUAL EMPLOYEES

General manual for those who report as an employee
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Logging in and logging out

Logging in
The Web Report address is http://hr.liu.se.
To log in, use the same username (LiU-ID) and password as when you log on to your computer.
If you do not use a LiU computer, and it does not work to log in as above, try to set AD\ in front of your LIU ID.
If it does not work to log on to the Web Report, contact the helpdesk, LiU-IT, 013-28 28 28.

Logging out
To log out, click the "Log Out" at the top right side. Note that logout then only have occurred from the Web Report, not from LiUs other systems.

Language
To change language, click on either the Swedish or the English flag for preferred language. They could be found on the left side of the screen below the menus.

Personal settings
Click on the tab My page, then click on Personal settings.

1. Mark your selections.
2. Click Save.

Do not send email on new cases
Used when you do not want to get an email the day after a case has been made. There will be a joint email for all cases created. An email are sent every day until the cases are certified.

Do not show personal data
This should be checked if you do not want sensitive data to be displayed on the first page when the Web Report is opened.

Hide pending cases
This should be checked if you do not want pending cases to be displayed on the first page when the Web Report is opened.

Substitute
(this function can be selected only by certain people)
Used when you are away for an extended period, such as on vacation.
In My Roles, select the role and department that you wish to add vicar for.
During Possible substitutes select the one to be vicar, also state From and Until. Click Add.
If you want to put vicar for several roles and departments, you do so after you click Add. Finish by clicking Save.

If the vicar you want is not in the scroll bar, then your HR manager report your vicar according to the normal procedures in Lisam.

**Vacation**

Click on the tab My page, then click on **Vacation**.

**Apply for Vacation**

1. Check that your schedule is correct
2. Enter date, YYMMDD.
3. Click Add.
   Possibly enter additional periods. Note, however, that all periods that are sent with the same request must be approved at the same time.
4. If you change your mind or enter something incorrectly, click Edit.
5. Click Submit
6. Your holiday status will appear: number of days spent and balance of holiday days.

**Change vacation**

A. Click **Note/Att** Enter what you would like to do.

Click Submit. A warning will appear: “Observera att ärendet endast innehåller en anteckning/bilaga. To edit, press Cancel. To submit, press OK.” **Click OK.**
Parental leave

1. Check that the schedule is correct
2. Select cause of leave in the drop-down list
3. Enter from and until dates, and extent of leave.
4. Click Add and the row will appear one row below the previous one.
5. Click Note/Att and enter a message if you want.
6. Click Submit.
Leave of absence

1. Check that the schedule is correct
2. Select cause of leave in the drop-down list
3. Enter from and until dates, and extent of leave.
4. Click Add and the row will appear one row below the previous one.
5. Click Note/Att and enter a message if you want.
6. Click Submit.

Sick leave
Report your period of sickness afterwards if it is not longer than seven calendar days. If you are ill for longer than seven calendar days, you should not web report it. Then you should report it according to the routine of your department and submit a medical certificate.

1. Check that the schedule is correct
2. Register sick leave with date and extent
Travel and expenses
For travel and expenses there are a separate manual.

See information about vacation, tax and your employment
Click on Personal Information in the menu.

Here can you see personal information regarding your employment.
1. Select type of compensation in the dropdown menu.
2. Enter from and until dates, and hours.
3. Click Note/Att and enter the required information.
4. Click Submit.
Look at and print your wage statement

The wage statement from the most recent salary payment will automatically be displayed. After payroll is run sometime between the 16th and 19th of every month, the next month’s salary will be displayed.

Month  201401

Note that this is preliminary information

Previous wage statements (YYMM)

Positions

Date of payment 14-01-25

<table>
<thead>
<tr>
<th>Pos</th>
<th>Text</th>
<th>Extent (%)</th>
<th>From</th>
<th>Until</th>
<th>Quantity</th>
<th>Price each</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Løn</td>
<td>100,00</td>
<td>14-01-01</td>
<td>14-01-31</td>
<td>31,00</td>
<td>1 096,77</td>
<td>34 000,00</td>
</tr>
</tbody>
</table>

GROSS SALARY 34 000,00

Prestimeringskatt 340:1 34000

Fritid skatt 100,00 14-01-01 14-01-31 31,00 0,00 -8 931,00

Frivillig skatt 100,00 14-01-01 14-01-31 31,00 0,00 -1 000,00

AMOUNT PAYABLE 24 069,00

Employee related accumulators

Gross salary 34 000,00

Preliminary taxes paid 9 931,00

Accumulated vacation

Days spent on vacation 0,00
Vacation leave balance (days) 35,00
Accrued vacation 0,00

To see previous wage statements

1. Write date (YYMM) and click on Fetch

Print wage statement

2. Click Create at the bottom of the form
3. Click on the blue link: lonebesked (doc)
Change address
Click on Personal data in the menu.

1. Adjust your personal information in the form.
2. Click on Children. Here you enter your child's social security number if you intend to take parental leave or VAB.
3. If you want voluntarily tax deduction, register the amount and from and to dates.
4. Save and submit when you are done with your adjustments.
My cases
Click on My cases in the menu. Here are all your cases. Ongoing cases appear automatically on the first page.

To see granted/concluded cases:
1. Check the box File Search
2. Enter the case ID if you know it
3. Possibly select type of case
4. Click Search
5. If you would like to look at the request, click Show details
6. To return to the case search, click Return.