USER MANUAL

User manual for the deciding role, reviewer and for those who comment on a matter
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 it does not work to log on to the Web Report, contact the helpdesk, LiU-IT, 013-28 98 98.

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 E-mail about 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 HR Web opens.

Hide pending cases
Checked if you do not want to see your pending cases on the first page when the HR Web opens.

Substitue
(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.
**Authorizers**
The Web Report is based on a tab system. First click on one of the tabs to choose what you want to do. Select type of case by clicking on one of the headings to the left.

The tabs are:

- **My page** make requests as an employee; for example, apply for holiday, look at wage statements, etc.
- **Grant cases/Notifications** process requests as an authorizer; for example, approve holidays and leaves of absence. If there are requests waiting to be processed, the number waiting will be enclosed in parentheses.
- **Services** produce lists such as the Absence calendar

**Authorizers/comment leave of absence**
Click on the tab Grant /Notifications, then click on Leave of absence.

1. Top of the page displays the name of the person the case concerns.
2. Select **Approved** or **Denied**.
3. In the absence of information from the employee or if something is not correctly filled check **Not correct**. Write your reason for returning the application in the text field.
4. Once you have made your selection, click Submit
5. If you want to send an email to the employee click "E-mail to employee". Outlook will then open.
Authorizers vacation

Click on the tab Grant /Notifications, then click on Vacation.

1. Top of the page displays the name of the person the case concerns.
2. Select Approved or Denied. Dormant means that the case is still with you until you check Approved or Denied.
3. In the absence of information from the employee or if something is not correctly filled check Not correct. Write your reason for returning the application in the text field.
4. Once you have made your selection, click Execute
5. If you want to send an email to the employee click "E-mail to employee". Outlook will then open.
1. Top of the page displays the name of the person the case concerns.
2. Select Approved or Denied.
3. In the absence of information from the employee or if something is not correctly filled check Not correct. Write your reason for returning the application in the text field.
4. Once you have made your selection, click Execute.
5. If you want to send an email to the employee click "E-mail to employee". Outlook will then open.
Certifying travel claims, click on the tab Process cases, then click on Travel/expenses

Choose expenses to be decided in the scroll bar, or if there is only one, you will see it automatically.

1. Check that the coding is correct.
2. All document is scanned. You see them here. Use them for your certifying.
3. Check that the time for the trip consistent with the time of the official journey.
4. Make sure that the costs are reasonable and are what they intend, look at the scanned document.
5. At the “Calculate” button, you will see the provisional amount that will be paid.
6. Here you can see who got the travel claim for approval. When any of you have approved, it will go to payment. If it’s more than one cost center, it goes to multiple approvers, and when someone in each cost center has approved, it will go to payment.
7. To approve click on “bifalles” (Upheld) and click on “Notified”.

8. If something is wrong, click on “Motivation” and write a message about why it is returned. Click the “bifalles ej” (Not upheld) and click on “Notified”. Then it goes to the reviewer (payroll administrator) who passes it to the traveler.
Cases for information – sick leave (max 7 days), Temporary parental benefit for care of children, Temporary parental benefit in connection with the birth of a child or adoption

The cases in the heading above are cases that directly goes to the manager for information. You as manager finds the under Process cases.

1. Look who the cases involving
2. Make sure it's correct schedule
3. Make sure that the date is correct
4. Click on Submit without measure
5. Once you have made your selection, click Execute.