

## Staff related forms and routines at Tema T

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The purpose of this document for Tema T staff members is to find forms and routines concerning e.g. parental leave and vacation. Some of the forms you will find on the web page [Staff forms](#). You can also find printed forms in Tema T's post box by the fika room. Some forms, like the one for purchasing goods or receiving emoluments is only accessible in Swedish. Information about the rules for remuneration of national and international guests is available at Tema's website [Verksamhetsstöd](#). General information about the Web Reporting system, Primula, is [here](#).

### **Purchasing of goods, services and emoluments**

1. You fill in [beställningsblanketten](#) and put it in the post box marked *Ekonomihantering Blanketter* outside Tema T's fika room. Head of Unit signs.

You can place an order in three different ways once you have an approval from Head of Unit:

2a. Contact Eva Danielsson who will place an order for you in Raindance<sup>i</sup>. This should be the main way of handling orders. In case your order relates to IT you have to hand in the approved form in the post box marked *Tema IT*.

2b. If you place your order by paying with your own money upfront you can get compensation by reporting your expenses in [Primula](#).

2c. If you place an order requiring credit card details (e.g. conference fees), you can turn to Ann-Charlotte Strand to access a credit card.

### **Arranging your travel – what to consider before you travel**

You can read about ways to book your trips and what to consider when doing so at [LiU:s travel page](#)<sup>ii</sup>.

1. Make sure that before you do the actual purchasing of tickets you fill in this [Beställning av egen tjänsteresa](#) and put it in the post box marked *Ekonomihantering Blanketter* outside Tema T's fika room. Head of Unit signs.

2. Once Head of Unit approves you contact BCD Travel to order your tickets.

### **Reclaiming travel expenses – what to do once you are back home**

1. Register your travel expenses, scan and attach documents, such as itinerary and receipts, in [Primula](#).

2. Print out registered expenses from the Web reporting system and send it with attached documents, such as receipts, to Payroll by internal mail marked *Lön Terra*. Put internal mail in the post box marked *Internt Universitetet* outside Tema T's fika room.

### **Compensation for temporary work or assignment**

1. External guest, such as visiting guest researchers, fills out [Compensation form](#) and [Nordea-blanketten](#) and leaves form to Eva Danielsson.

2. Eva Danielsson leaves form to Eva Johansson-Moren. Head of Unit signs.

3. Eva Johansson-Moren leaves form to Prefect for signature and processes them further.

### **Compensation for temporary work or assignment for foreign guests**

1. [Compensation form](#), if needed travelling expenses, [SINK-ansökan](#) (the 2017 version) and [Nordea-blanketten](#) are filled by guest and left to employer. For further information, please read the [information document](#). All the forms needed are also provided by Eva Danielsson or Eva Johansson-Moren.

2. Employer leaves filled-out forms to Eva Danielsson or Eva Johansson-Moren. Head of Unit signs.

3. Eva Johansson-Moren leaves form to Prefect for signature, sends SINK-application to the Tax Office and relevant form to Nordea. It takes approximately 10 days for Nordea to process the information.

### **Vacation**

Linköping University has a standard holiday scheme for all teachers and doctoral students. The number of days for annual leave depends on your age. The amount of days you earn during your employment is detailed in your wage slip. You can find more information about vacation on [LiU: s holiday page](#).

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<sup>i</sup> For now only Eva Danielsson from Tema T can arrange orders in Raindance. Raindance replaces Proceedo and Agresso.

<sup>ii</sup> Via Egencia Sweden AB takes effect from February 1 2017.

### **Application for leave (studies)**

1. You fill in the [Application for leave](#).
2. Hand in form to Camilla Junström Hammar who then approves.

### **Taking time off due to relocation, family affair, examination etc**

1. You apply for leave in [Primula](#).
2. Head of Unit approves.

### **Application for parental leave – VAB or parental leave**

#### *Care of sick child (VAB)*

1. Apply for parental leave in [Primula](#).
2. Report directly to [Försäkringskassan](#).
3. Notify Head of Unit your expected parental leave (for example via email, [harald.rohracher@liu.se](mailto:harald.rohracher@liu.se)).

#### *Other reasons for parental leave*

1. Fill out the form [Application for Parental leave](#). Head of Unit approves.
3. Head of Unit puts form in post box marked *Personalärenden*, located in the corridor where Administrative staffs are placed.
4. You hand in the form to Camilla Junström Hammar who then approves and send it further to Payroll. You can find detailed information about parental leave on [this page](#).

### **Sick leave**

#### *Sick leave up to 7 days*

1. Contact Head of Unit and Camilla Junström Hammar the first day of staying at home (contact via email, [harald.rohracher@liu.se](mailto:harald.rohracher@liu.se) and [camilla.junstrom.hammar@liu.se](mailto:camilla.junstrom.hammar@liu.se)).
2. When coming back to work, register amount of days on sick leave on [Primula](#).

#### *From day 8 and onwards you need to send in a medical attestation from your doctor*

1. Send attestation, original version, to Camilla Junström Hammar.
2. Camilla Junström Hammar forwards to Payroll.
3. In case you are absent 14 days or more, Payroll will notify Försäkringskassan.
4. When back to work, before day 14, you fill in [Illness Assurance form](#) and send it as internal post marked *Personalärenden* in post box marked *Personalärenden*, located in the corridor where Administrative staffs are placed.
5. Camilla Junström Hammar forwards form to Payroll.

### **Compensation for wellness activities (expenses for gym membership etc.)**

1. Register costs in [Primula](#).
2. Print out registered expenses from Primula, and put in envelope with receipt. Send envelope marked with *Personalärenden* in post box marked *Personalärenden* located in the corridor where Administrative staff is placed.
3. Camilla Junström Hammar approves and forwards to Payroll.

### **Medical reimbursement**

Note that you can only get compensation for medical costs related to high sick pay cost.

1. Register costs in [Primula](#).
2. Print out registered costs from Primula, and put in envelope with receipts. Put envelope marked with *Lön Terra* in post box marked *Internt Universitetet* outside Tema T's coffee room.

### **Guidelines for representation**

All representation must be in connection with the University. Representation must at all times be kept at a reasonable level in relation to the purpose and participants. It is always the underlying purpose of the representation, that is whom it is addressed to, which determines whether it should be considered as external or internal.

- External representation is always addressed to person/persons outside the University.
- Internal representations is always addressed to employees at the University.
- For all activities and events there is a maximum of costs related to representation

You find more detailed information on [LiU:s Riktlinjer](#) (only available in Swedish). To ensure that the representation is in consistency with the University's regulations the host must document the objective, participants, date and where representation takes place. The documentation must be signed by the person who is responsible for financing the event. Fill out the form [Fakturaunderlag/Utlägg](#) when the activity is finished and leave form to Ann-Charlotte Strand. For inquiries and further information, contact Ann-Charlotte Strand.