

Datum  
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LTH:s Kansli  
Personalavdelningen

## User manual – How to report the hours and OB-tillägg / Increment for an hourly employee

### Report the hours

#### 1. Activate your account

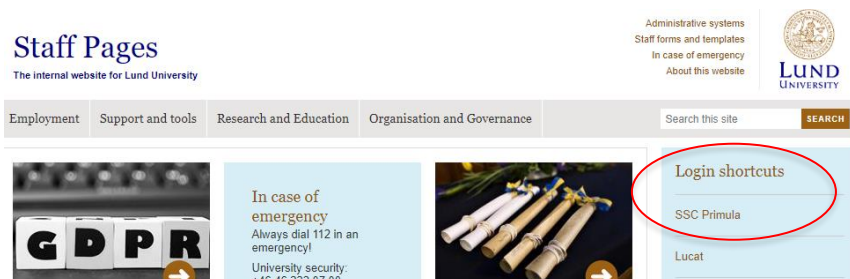
Before you report the hours for the first time, you will need a LUCAT login in order to log into Primula. You will receive a one-time code to activate your account from your contact person. See link below on how to active your account and change your password (only in Swedish):

<https://lucats.blogg.lu.se/files/2015/09/Aktivera-ett-nytt-konto.pdf>

[Here](#) you can find information on how to change language to English in LUCAT.

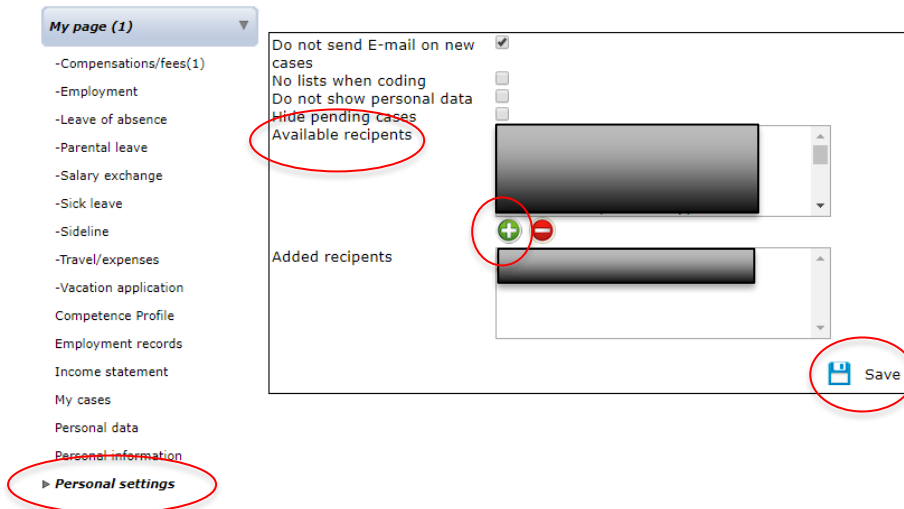
#### 2. Log into Primula

You will reach Primula on the Staff Page: [www.staff.lu.se](http://www.staff.lu.se) under the menu "Login shortcuts". Log into Primula with your username (LUCAT-ID).



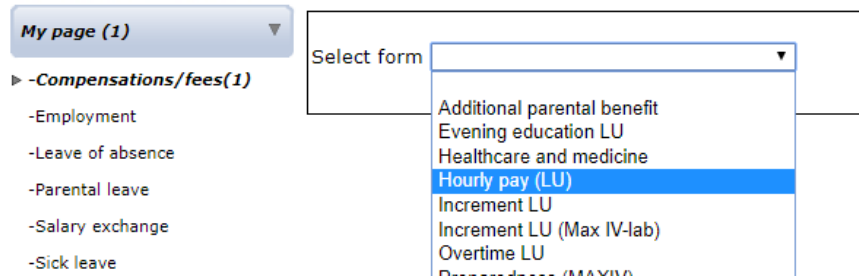
#### 3. Register Recipient

Before reporting the hours, you will need to register who is the recipient "timavstämmande" (usually your contact person). Register under "My Page" and then "Personal settings". Add the person and click "Save".



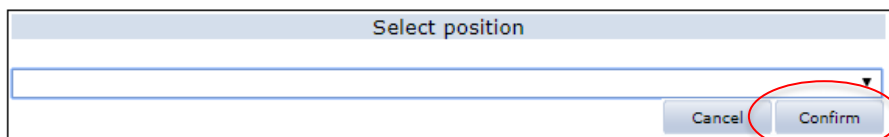
#### 4. Register worked hours

Register the hours under: "My Page" and then "Compensations/fees". Select the form: "Hourly pay (LU)".

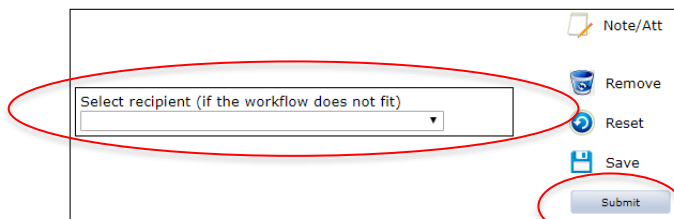


You will find more information on how to report the hours when you have logged in.

If you work at more than one department, you will need to select where you want to register the hours. Select position and then click "Confirm".



N.B! Remember to select recipient before you submit your form.



## Report OB-tillägg / Increment

### Register the hours

If you have worked evenings, nights or weekends you also need to register OB-tillägg (*obekvämtidstillägg*) / Increment – Click on “My page” and then “Compensations/fees”. Select the form: “Increment LU”.

The screenshot shows a web interface. On the left, there is a menu titled "My page" with a dropdown arrow. Below it, the "Compensations/fees" section is expanded, listing various categories: -Employment, -Leave of absence, -Parental leave, -Salary exchange, -Sick leave, -Sideline, and -Travel/expenses. To the right of this menu is a "Select form" dropdown menu. This menu is open, displaying a list of options: Additional parental benefit, Evening education LU, Healthcare and medicine, Hourly pay (LU), **Increment LU** (highlighted in blue), Increment LU (Max IV-lab), Overtime LU, Preparedness (MAXIV), Preparedness LU (vet), and Readiness LU.

If you work at more than one department, you will need to select where you want to register the hours. Select position and then click “Confirm”.

The screenshot shows a dialog box titled "Select position". It contains a text input field for entering a position name. At the bottom right of the dialog, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is circled in red, indicating it should be clicked.

If you need information on which type of Increment (“Typ av ersättning”) you should select, you can click on the Question mark (?). Always pick the ones that starts with “Hourly payed”.

The screenshot shows a dropdown menu titled "Typ av ersättning". The menu is open, showing several options: Hourly payed, increment; Hourly payed, increment major weekends; Hourly payed, increment weekends; Increment; Increment major weekends; and Increment weekends. The first option, "Hourly payed, increment", is circled in red. To the right of the dropdown, there are input fields for "From" and "Number of hours". A question mark icon is visible next to the dropdown arrow.

Fill out the date, time and number of hours

E.g. Number of hours: 1 hour and 15 minutes = 1,25h

1 hour and 30 minutes = 1,5h.

Typ av ersättning

?

Date from    Tid from    Date to    Tid tom    Number of hours

Info to the authorising mana. (ex. time)

N.B! Remember to select recipient before you submit your form.

Select recipient (if the workflow does not fit) ?