



## My page in Primula

Under **My page** you will find personal information, such as your wage statement. Here you can also change your address, apply for vacation, register travel bills, etc.

Log in url: <https://hr.su.se>

Support: [personalsystem@su.se](mailto:personalsystem@su.se)

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My page ▼

Secondary employment ( Bisyssla)

Secondary employment should be reported here (currently not used).

Employment records

Employment history at SU.

Income statement

Income data reported to the Swedish Tax Agency.

My cases

Your cases in the system.

Parental leave

Report leave for temporary care of children (VAB).

Personal data

Change your address, register children if you are going on parental leave.

Personal information

Information about your vacation, taxes, etc

Personal settings

Your settings for Primula web.

Sick leave and recovery

Report sick leave and recovery.

Travel / expenses

Register travel bills and expenses.

Vacation application

Apply for vacation.

Wage statement

Your wage statement.

## Secondary employment (Bisyssla)

Currently not used.

## Employment records

“Employment records” displays a summary of your employment history at Stockholm University. The records have been converted from the University’s previous HR system, and may be incomplete in some cases.

## Income statement

Displays income data reported to the Swedish Tax Agency (Skatteverket).

## My cases

Here you can find and display both open and closed cases.

## Wage statement

Displays past, current and upcoming wage statements.

## Parental leave - Report leave for temporary care of children

- Should be reported on the first day at work after returning from leave.
- The dates should **match the time period you have reported to the Social Insurance Office**



**(Försäkringskassan).**

- If you have an ongoing “Partial leave without parental benefits”, for example 25%, the extent of the temporary leave should be specified as 75%. If you have another form of parental leave with compensation from the Social Insurance Office for a full month, you should specify the extent you were supposed to work.
- Parental leave should be linked to a child. Children are registered under **Personal data** on **My page**.
- If the child is sick for more than seven days, a copy of a certificate from a doctor or nurse should be sent by mail to the payroll officer at the Human Resources Office.

Select from the menu:



- Select cause of leave.
- Select a child.
- Enter a “from” and “until” date, as well as the extent of the leave.

Cause of leave

Children

From:  (YYMMDD)  
 Until:  (YYMMDD)  
 Extent:  (Extent(%))

Add  
 Delete

- Click on “Add”.
- Any certificates should be sent by mail to the payroll officer at the Human Resources Office (Stockholms universitet, Personalavdelningen, Lönesektionen, 10691 Stockholm).

Periods						
Pos	From	Until	Extent	Cause of leave		
1	14-05-20	14-05-22	100,00	Temp. care of children	T	<a href="#">Edit</a>

Note/Att  
 Remove  
 Reset  
 Save

- Click on “Submit” to submit the case for salary calculation.

The case will be sent for review to a payroll officer at the Human Resources Office, and a notification will be sent to a manager at the department.



When the case has been submitted, a confirmation and the case id number will be displayed.

The case has Id-number: **145.765.787**

Write this number on sent documents

You may check status of your cases by clicking [My cases](#).

Case in progress: Leave of absence	Filed at 14-05-26
Type of leave: Temp. care of children	ID: 145.765.787
Period: 14-05-20 - 14-05-22	
Extent: 100.00%	
401 Inst f astronomi	
Official: 401 Inst f astronomi (Lönehandläggare)	
	<a href="#">Show details</a>

### Personal data

Here you can change your address and register your children. Parental leave should be linked to a child that you have registered here.

c/o	<input type="text"/>
Address	<input type="text" value="Stolpvägen 10 lght 5101"/>
Postcode	<input type="text" value="184 43"/>
Town	<input type="text" value="ÅKERSBERGA"/>
Address abroad	<input type="text" value="Addr abroad"/>
Telephone	<input type="text"/>
E-mail	<input type="text" value="andy.kim@astro.su.se"/>
Send wage statement by mail	<input type="checkbox"/>
Children	<input type="text" value="100101"/> <input type="text" value="Amanda"/>
	<input type="button" value="Children"/>
	<input type="button" value="Remove"/> <input type="button" value="Reset"/> <input type="button" value="Save"/> <input type="button" value="Submit"/>

Children should be registered with their birth date and first name. The field "Until" is used to remove the information when it is no longer needed, for example, when the child has turned 12 years old.

Personal code	Name	To (YYMMDD)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+ Add"/>
100101	Amanda		<a href="#">Change</a>
			<input type="button" value="X Close"/>



### Personal information

Displays information about income and vacation leave balance.

### Personal settings

Check the box "Do not send E-mail..." if you do not want to receive e-mail notifications of new cases. (Not recommended.)

Check the box "No lists when coding" if you want to disable drop-down lists when coding.

Check the box "Do not show personal data" if you want to hide your personal data on the starting page.

Click on "Save."

Do not send E-mail on new cases	<input type="checkbox"/>
No lists when coding	<input type="checkbox"/>
Do not show personal data	<input checked="" type="checkbox"/>

 Save

### Reporting sick leave and recovery



#### Sick leave

- Sick leave can be reported by the employee or an administrator at the department/equivalent, depending on department procedures.
- Under normal circumstances, sick leave should be reported on the first day of illness. If you fall ill at work and are sick for part of day 1, it is better to report sick leave on day 2.
- The case will be sent to a payroll officer at the Human Resources Office for review, and a notification will be sent to a manager at the department.
- You will receive a reminder by e-mail that there is an open sick leave case.
- **A recovery report should be made when you return to work.**

Select from the menu:



1. Enter a from date.

From	Until	Extent(%)	 Add
<input type="text" value="140521"/>	<input type="text"/>	<input type="text" value="100"/>	 Delete
<small>(YYYYMMDD)</small>	<small>(YYYYMMDD)</small>	<small>(Extent(%))</small>	



2. Enter an until date or leave the field blank.
3. Specify the extent of the sick leave.
4. Click on "Add".

Sick leave				
Position	From	Until	Extent(%)	
1	14-05-21		100,00	<a href="#">Edit</a>

5. Click on "Submit" to send the case to the payroll officer.

Example: If you go home after falling ill at work and remain sick the next day, you should report partial leave for the first day and full leave for the next day.

The first row should contain a from and until date, as well as the extent of the sick leave.

The second row should contain a from date and extent = 100%. The until date should be left blank.

Sick leave

Position	From	Until	Extent(%)	
1	14-05-21		100,00	<a href="#">Edit</a>
1	14-05-20	14-05-20	50,00	<a href="#">Edit</a>

**NB! If you report the entire sick leave when you are back at work, the until date should be the last day of illness. In such cases, no recovery report is needed. Otherwise, see "Recovery report".**

When the case has been submitted, a confirmation and the case id number will be displayed.

The case has Id-number: **145.850.942**

Write this number on sent documents

You may check status of your cases by clicking [My cases](#).

Example of e-mail to the employee:

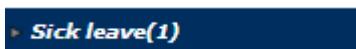
En påminnelse från Primula/A [Reminder from Primula](#)

[no-reply@su.se](mailto:no-reply@su.se)

Du har anmält sjukfrånvaro. Glöm ej att [friskanmäla](#) dig när du är tillbaka i arbete igen.  
 You have notified sick leave. Do not forget to register when you are back at work again.

<https://hr.su.se/primula>

## Recovery report



A recovery report should be made on the first day at work after returning from sick leave. A sick pay deduction will be made from the first sick day until a recovery report has been registered.



A doctor’s certificate is required from the 8th sick day. A **copy** of the certificate should be submitted in person or by mail (not e-mail) to the payroll officer at the Human Resources Office. (Stockholms universitet , Personalavdelningen, Lönesektionen , 10691 Stockholm).

1. Open the sick leave case.
2. Register a date for “first day at work” (not the last sick day).
3. Click on “Submit”.

Open sick leave	
From	Extent (%)
14-05-27	100,00

Message to administrator

[Empty text box for message to administrator]

I returned to work at (YYMMDD)

The following message will be displayed when a recovery report has been submitted: *"The message has been sent to your payroll officer"*.

### Vacation application

- Here you can apply for vacation.
- The vacation period should be within your term of employment. Any application for vacation past the end date of your employment will be returned.
- When an application is submitted, a case will be created and sent to an administrator appointed by the department for approval. When the application has been approved, you will receive an e-mail stating whether the vacation has been granted.

1. Enter a “from” and “until” date.

Vacation		<input type="button" value="+ Add"/>
From	Until	<input type="button" value="- Delete"/>
<input type="text" value="140701"/> <small>(YYMMDD)</small>	<input type="text" value="140731"/> <small>(YYMMDD)</small>	

2. Click on “Add”.

Scheduled vacation		<a href="#">Edit</a>
From	Until	
14-07-01	14-07-31	

3. Multiple time periods can be registered in the same application.



4. Click on "Submit".
5. To withdraw a vacation application, a vacation form signed by your manager should be sent to the Human Resources Office.

The bottom window contains information about the current vacation leave balance.

## Travel and expenses

Register a travel bill



Select a travel form.

Select form

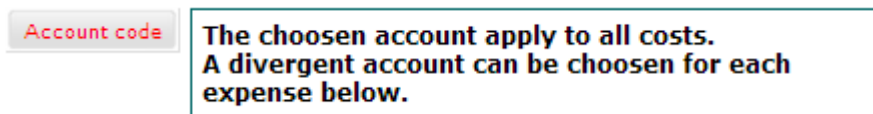
- Expenses and car allowance
- Travel bill - International
- Travel bill - in Sweden

### Expenses and car allowance

Here you can register expenses to be paid by the department.

Select an account to which the expenses apply. Department and Cost carrier are obligatory fields.

- Click on "Account code".



Click on the plus sign to the right inside the "Period (accounts)" header to see your existing coding entries. It is possible to copy one or more rows from the employment coding to the travel coding.

If a "Project" is specified, the "Activity" field should be left blank.



Period (accounts)							
P	From	Until	Extent(%)	Account Project	Dep:t Cost carrier	Unit	Activity
1	09-01-01		100,00	40122 4940152	401 999999	40100	<a href="#">Copy</a>

Saved codings					
Extent(%)	Account Project	Dep:t Cost carrier	Unit	Activity	
100,00	4940154	401 999999	40100		<a href="#">my frequent</a>

Clear

Extent(%)

Account

Dep:t

Unit

Activity

Project

Cost carrier

Once you have registered the coding, click on "Add".

If you frequently use a different coding than your regular one, you may, once you have registered the coding and clicked on "Add", save it by clicking on "Save coding".

- Specify the date and purpose.

Date from  Date until  Purpose

Conference  
 Education  
 Excursion  
 Expenses  
 Fieldwork  
 Lecture  
 Meeting  
 Research  
 Sampling  
 Workshop



- Select the type of expense.
- Register the expense. Registration of V.A.T. is obligatory. If there is no V.A.T. add 0.

Date from: 140512    Date until: 140512    Purpose: Expenses

Expenses in SEK

Refer to	Amount	Of which VAT	
Chemicals	540	28	<input type="checkbox"/> Divergent acc.

New line    Delete line

Expenses in foreign currency

Official entertainment

Car allowance

Calculate    Prel. payment

- Click on “Calculate” to see the result.

Wage code	From	Until	Quantity	Amount	
7761 Expenses chemicals	14-05-12	14-05-12	1,00	512,00	<a href="#">Account</a>
9100 V.A.T.	14-05-12	14-05-12	1,00	28,00	

Calculate    Prel. payment: 540

- Any receipts should be submitted to the reviewer. Use “Preview/print” to print your travel bill. Attache your receipts at the printed document. Receipts can also be scanned and attached to the travel bill as appendices. Files can be attached under “Note/Att”.

- When you are done, click on “Submit” to send the case for review.

### Travel in Sweden

- Select an account to which the travel expenses apply.



Account code

The chosen account apply to all costs. A divergent account can be chosen for each expense below.

Select coding from the drop-down lists. If a "Project" is specified, the "Activity" field should be left blank.

- Specify the purpose and duration of the trip. "Start of trip" is when you left home, and "End of trip" is when you arrived back home after the trip.

Purpose: Conference Destination: Alingsås

Start of trip: 140505 Time: 07:00 End of trip: 140512 Time: 19:05

- Specify if you arranged your own accommodation (e.g. if you stayed with a relative).

Private accomm. ?

Date	Enter the nights with own accommodation
Mo 14-05-05	<input type="checkbox"/>
Tu 14-05-06	<input type="checkbox"/>
We 14-05-07	<input type="checkbox"/>
Th 14-05-08	<input type="checkbox"/>
Fr 14-05-09	<input type="checkbox"/>
Sa 14-05-10	<input checked="" type="checkbox"/>
Su 14-05-11	<input checked="" type="checkbox"/>

Clear All Close

- Specify how meals were paid for.

Meals  All meals paid by traveller ?

Date	From	Until	No Diet Allowance			Diet Allowance		
			Breakfast	Lunch	Dinner	Breakfast	Lunch	Dinner
Mo 14-05-05	07:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tu 14-05-06	06:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We 14-05-07	06:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Th 14-05-08	06:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fr 14-05-09	06:00	24:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sa 14-05-10	06:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Su 14-05-11	06:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mo 14-05-12	06:00	19:05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meals every day

Clear Internat Close

Below the "Meals" button, check the meals you were offered at no cost. Exceptions are meals on board public transport that are included in the ticket price.

With or without food benefits?



The **general rule** is that meals **paid for by SU** should be checked as **“Diet allowance”**. Exceptions to this are representation, internal courses/training/conferences, and hotel breakfasts included in the price of the hotel.

When someone **other than SU** paid for the meal, **“No Diet allowance”** should be checked.

Use the “Internat” button if SU paid for all meals, for example, at an external conference where meals were included in the conference fee.

Check the box “All meals paid by traveller” if you paid for all meals yourself, including breakfast.

- If you do not want to claim wage supplement, check the box “No wage supplement”.

No wage supplement

- If you want to waive or reduce the subsistence allowance to a specific amount, the amount to be paid should be specified in the field “Reduced allowance”.

Reduce allowance

- Specify any Interruption of trip, Expenses, Official entertainment and Car allowance.

Interruption in travel +

If you have interrupted your business trip, for example for vacation, specify the date and time of the vacation. If the interruption lasted a full day, specify the time as 0600 to 2359. If you have had several interruptions, click on “New row. Any interruption in travel will reduce your subsistence allowance.

Interruption in travel -

Interruption in travel	Date from	Time	Date until	Time	
Other reason ▼	140510	06:00	140511	23:59	?

New line Delete line

Expenses -

Refer to	Amount	Of which VAT		
Train tickets in Sweden loca ▼	890	106.8	?	Divergent acc. ?

New line Delete line

NB! VAT must be entered manually.

- Click on “Calculate” to see a summary of the travel bill.



7150 Private accomm. SE	14-05-05	14-05-12	2,00	220,00	<a href="#">Acc</a>
7110 Dom. wage suppl >1 day	14-05-05	14-05-12	6,00	1 029,00	<a href="#">Acc</a>
8570 Food benefit	14-05-05	14-05-12	5,00	210,00	<a href="#">Acc</a>



- The amount in “Prel. payment” is what you will receive.
- Any receipts should be submitted to the reviewer. Use “Preview/print” to print your travel bill. Attach your receipts at the printed document. Receipts can also be scanned and attached to the travel bill as appendices. Files can be attached under “Note/Att”.
- Click on “Submit” to send the case for review.

### International travel

- **Travel advances** should be applied for through the Human Resources Office at least 14 days prior to travel. The advance will be paid through Raindance. When a travel advance has been registered, the “Travel advance” button will have red text. Click on the “Travel advance” button to see the paid amount.

Case-id

- Select **coding** from the drop-down lists. If a “Project” is specified, the “Activity” field should be left blank.

**The chosen account apply to all costs.  
A divergent account can be chosen for each expense below.**



Period (accounts) <span style="float:right">+</span>	
Saved codings <span style="float:right">+</span>	
Extent(%)	100
Account	
Dep:t	401 INSTITUTIONEN FÖR ASTRONOMI
Unit	
Activity	
Project	4006001 Time & Space
Cost carrier	401001 Forskarutbildning

+ Add  
- Delete

- Specify the **purpose**, date, time, and destination of the trip.

Start of trip:

In the field "Start of trip", enter the date and time when you left home.

In the field "End of trip", enter the date and time when you arrived back home after the trip.

Departure:

In the "Departure" field, enter the time when, for example, the aircraft departed.

In the "Arrival" field, enter the time when the aircraft landed at the destination.

Return:

In the "Return" field, enter the time when the aircraft departed for the return flight.

In the "Arrival" field, enter the time when the aircraft landed in Sweden.

**Purpose**  
 Meeting Continuing a travel bill ?

**Start of trip**    Time    **End of trip**    Time  
 140414    07:00    140417    21:00    ? Information travelling times

**Departure**    Time    **Destination**    **Arrival**    Time  
 140414    09:00    Belgien    140414    12:30    New line X

**Return departure**    Time    **Destination (Sweden)**    **Arrival**    Time  
 140417    16:00    Sverige    140417    18:00

- Specify any **private accommodation**.

Private accomm. ?



If you have not had any expenses for accommodation during your business trip, you are entitled to night allowance. Tick the boxes for the nights when you arranged private accommodation. You are not entitled to night allowance if you spent the night on public transport.

- Specify meals.

Meals

- Below the "Meals" button, check the meals you were offered at no cost. Exceptions are meals on board public transport that are included in the ticket price.

With or without food benefits?

The **general rule** is that meals **paid for by SU** should be checked as **"Diet allowance "**. Exceptions to this are representation, internal courses/training/conferences, and hotel breakfasts included in the price of the hotel.

When someone **other than SU** paid for the meal, **"No diet allowance"** should be checked.

Use the "Internat" button if SU paid for all meals, for example, at an external conference where meals were included in the conference fee.

Check the box "All meals paid by traveller" if you paid for all meals yourself, including breakfast.

Meals  All meals paid by traveller ?

	Date	From	Until	No Diet Allowance			Diet Allowance		
				Breakfast	Lunch	Dinner	Breakfast	Lunch	Dinner
Mo	14-04-14	07:00	24:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tu	14-04-15	06:00	24:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We	14-04-16	06:00	24:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Th	14-04-17	06:00	21:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Meals every day</b>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear Internat

Interruption in travel

- Specify any **interruptions** that occur during your business trip. If you have interrupted your business trip, for example for vacation, specify the date and time of the vacation. If the interruption lasted a full day, specify the time as 06:00 to 23:59. If you have had several interruptions, click on "New row". The purpose of "Interruption of trip" is to report time for which no subsistence allowance should be paid.



A vacation application must be submitted when taking vacation during a business trip.

Interruption in travel	Date from	Time	Date until	Time	
Vacation	140416	0600	140416	2359	?

Expenses in foreign or Swedish currency

- Specify **expenses** in foreign or swedish currency .  
Choose what the expense refers to and fill in the amount stated on the receipt. Choose currency code and fill in the exchange rate valid att the time of the expense. If you have more than one expense, click on "New line". If you had expenses in Swedish currency choose SEK in the dropdown list and add 1 in "exchange rate"

Refer to	Amount	Of wich VAT	
Train tickets in Sweden loca	480	96	
Currency code	Exchange rate	Amount in SEK	
SEK, Sverige	1	384	Divergent acc.

[Currency converter](#)

Refer to	Amount	Of wich VAT	
Ferry	50		
Currency code	Exchange rate	Amount in SEK	
EUR, Euro	8,99	449,5	Divergent acc.

[Currency converter](#)

Official entertainment

- Specify official entertainment.  
Shortly describe the reason for your official entertainment under "Description". Choose what the official entertainment refers to in the drop box and fill in the amount from the receipt. State the total number of participants and specify their names and the organization/company they represent. You can also attach a list of the participants by clicking "Note/Att" at the end of the page. Write a notification about attaching the file under "Name/Company". If you have more





than one expense, click on "New line".

---

Description  
Dinner  Enter the reason for your claim

Refer to	Amount	Currency code	Exchange rate
Ext representation abroad <input type="button" value="v"/>	225	EUR, Euro <input type="button" value="v"/>	8,995

N:o of participants    Total amount

---

Car allowance

- Specify **car allowance**.

Choose tax-free compensation in the drop box. If travelling by car is the most suited way of transport, you can also claim taxable compensation by ticking the box "Include taxable compensation". If you want to register more than one car trip, click on "New line".

You can not claim taxable compensation when travelling by own car abroad.

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Car allowance   Include taxable compensation

Route	Kilometers	Amount	<input type="button" value="Divergent acc."/>
<input type="text"/>	<input type="text"/>	0	

Prel. payment



Wage code	From	Until	Quantity	Amount	
7602 Train tickets in SE	14-04-14	14-04-17	1,00	384,00	<a href="#">Account</a>
9100 V.A.T.	14-04-14	14-04-17	1,00	96,00	
7616 Ferry	14-04-14	14-04-17	1,00	449,50	<a href="#">Account</a>
7730 Cost reimbursement	14-04-14	14-04-17	1,00	1 573,87	<a href="#">Account</a>
7710 Representation abroad	14-04-14	14-04-17	1,00	450,00	<a href="#">Account</a>
7300 Subsistence allow. abroad	14-04-14	14-04-17	4,00	1 000,00	<a href="#">Account</a>

Close

Reduction of subsistence allowance

- In the field "Reduce allowance", enter the **amount to be paid** instead of the calculated value in "Sum, allowance".

Sum, meal deduct	Sum, meal benefit	Sum, allowance	Sum, wage suppl	Reduce allowance
786,8	0	1461,2	0	1000

- Click on "Calculate". The reduced amount will now be displayed.

Sum, meal deduct	Sum, meal benefit	Sum, allowance	Sum, wage suppl	Reduce allowance
786,8	0	1000	0	1000

Wage code	From	Until	Quantity	Amount	
7602 Train tickets in SE	14-04-14	14-04-17	1,00	384,00	<a href="#">Account</a>
9100 V.A.T.	14-04-14	14-04-17	1,00	96,00	
7616 Ferry	14-04-14	14-04-17	1,00	449,50	<a href="#">Account</a>
7730 Cost reimbursement	14-04-14	14-04-17	1,00	1 573,87	<a href="#">Account</a>
7710 Representation abroad	14-04-14	14-04-17	1,00	450,00	<a href="#">Account</a>
7300 Subsistence allow. abroad	14-04-14	14-04-17	4,00	1 000,00	<a href="#">Account</a>

Close

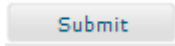
<input type="button" value="Calculate"/>	Prel. payment
	3953,37

- When you have registered your travel bill, click on Calculate. Then click on Preview/Print and print the travel bill. Attach the original receipts, tickets and the itinerary and send it to the reviewer at your department.
- Receipts can also be scanned and attached to the travel bill as appendices. Files can be



attached under “Note/Att”.

- Click on “Submit”.



The travel bill will now be sent for review.

## Services

### Reports

There are two reports available:

“Visa framåtrapperad semester” - shows approved and registered vacation.

“Visa frånvaro” – shows absence from the selected date.

Visa framåtrapperad semester ▼  
Visa framåtrapperad semester  
Visa frånvaro

Visa framåtrapperad semester ▼



## External links

Links to manual in English and Swedish