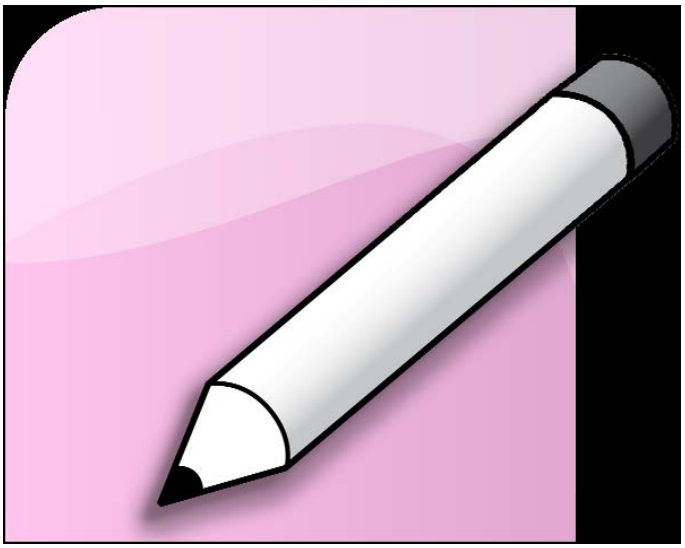
HÖGSKOLAN
I SKÖVDE

User Manual

PalaSSo®

Palasso self-reporting



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This manual

This manual is intended for users at the University of Skövde.

Structure

The user manual is divided into two sections:

- General information on Palasso Self-reporting
- Self-reporting

Glossary

- **ALFA** – General Agreement on Salaries and Benefits (collective agreement for employees of public authorities under the government)

- **Attest** – **Attestation** There are two different functions/authorities for the attestation. Self-reporting made in the system is normally attested by a granting person and an approving person respectively

- **Beviljande** – **Granting** The first step in the attestation chain. The person who considers whether or not time off is possible in terms of the activities, is also a granting person. So is the person who decides on additional salary and sick-leave

- **Egenrapportering** – **Self-reporting** Reporting of basic salary events made directly in the system by the employee

- **Godkännande** – **Approval** The second step in the attestation chain. Approval is given by the manager responsible for deciding whether or not the time off or the additional salary is in line with the collective agreement and other regulations

- **Koncentrerad deltid** – **Concentrated part-time** employees who work less than full-time and concentrate their part-time, i.e., work less than five days per week, for example employees on parental leave or partial pension

- **Sök person** – **Search person** Special authorization that enables an administrator in charge to open the Palasso self-reporting of another person.

- **VAB - Care of sick child**

General information on Palasso Self-reporting

What is Palasso self-reporting used for?

Palasso Self-reporting is a web based system connected to the salary system and is intended for:

- Self-reporting by ***administrative staff*** on salary related events such as time off (holiday, VAB (leave for care of sick child), paid time off), additional salary (overtime and additional hours), paternity leave, sick leave shorter than 8 days, travel expenses.

- Self-reporting by ***teaching staff*** on salary related events such as time off (VAB (leave for care of sick child), paid time off), additional salary (overtime, additional hours and evening teaching), paternity leave, sick leave shorter than 8 days, travel expenses, secondary employment and expertise.

- Attestation of self-reported salary events.

- Looking at an individual payslip, income statements and various balance accounts such as remaining days off.

For any questions about Palasso Self-reporting, please contact the Personnel and administrative department.

Text fields in the Palasso self-reporting system

In Self-reporting there are a number of text fields for entering date and time etc. Depending on the type of reporting being done (e.g., holiday, VAB, Additional salary), the different text fields will be enabled. Normally, it is obligatory to fill in the enabled text fields in order to continue the reporting. The format to be used for the particular reporting is shown if you put the cursor over the text field. Dates should for example be given in the format YYMMDD.

If there are individually reported salary events to attest, the attesting person will receive this information via e-mail at 23:00.

Start Palasso self-reporting

In order to use Palasso self-reporting, you must have authorized access to the system. This authorization is given by the administrator in charge at the Personnel and administrative department.

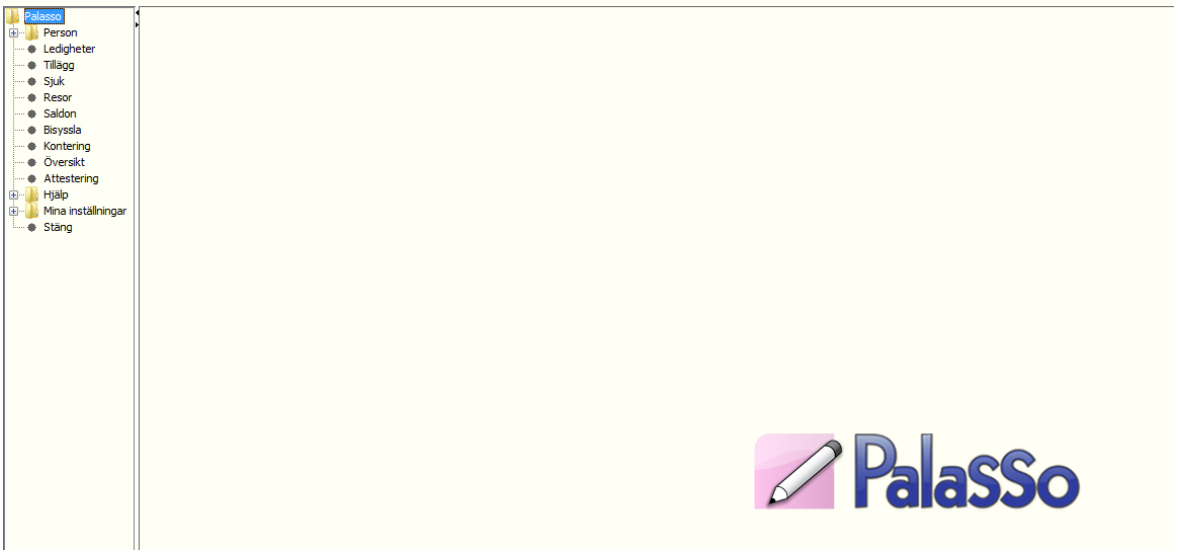
Access the system via www.his.se/ -> Anställd -> Snabblänkar -> Palasso Egenrapportering or https://palweb3.ds.palasso.com:8306/palasso/

This will open the window **Login - Palasso Egenrapportering**

Enter ***Username*** and ***Password***. Click ***Login.***

The login window will be closed and the main self-reporting window will open, showing your personal particulars. If you have several employments, you must choose employment serial number or organizational unit. The text field ***Anstlpnr*** (employment serial number) shows which **designation** the employment is connected to.

There is a menu on the left showing the various features included. These functions are described in more detail later on. This tree functions in the same way as the Explorer in Windows. To move between fields, use the TAB key or mouse. Your authorisation determines which functions you are allowed to access in Palasso self-reporting.



Exiting Palasso self-reporting

Exit Palasso self-reporting by clicking **Stäng** (Close) in the tree. To avoid potential deadlocks, Logica recommends that you not use the **X** in the window to exit the Palasso self-reporting.

When you click **Stäng** in the tree, Palasso self-reporting will check that all changed information has been saved. If the saving has not been completed, a warning message will appear regarding the information you have changed.

When you have been logged out of Palasso self-reporting, a message confirming this will appear saying: *Du är utloggad från Egenrapportering*. You may close this window using the **X.**

Remember to log out once you have finished self-reporting or when you leave your office. To be safe, lock your computer by pressing **Ctrl + Alt + Delete** and then click on **Lås Datorn** (Lock computer). The quickest way to lock your computer is to hold down the Windows key and simultaneously pressing the L key.

Report status

Each report has a current status which shows how far along in the administration process your self-reported salary event is.

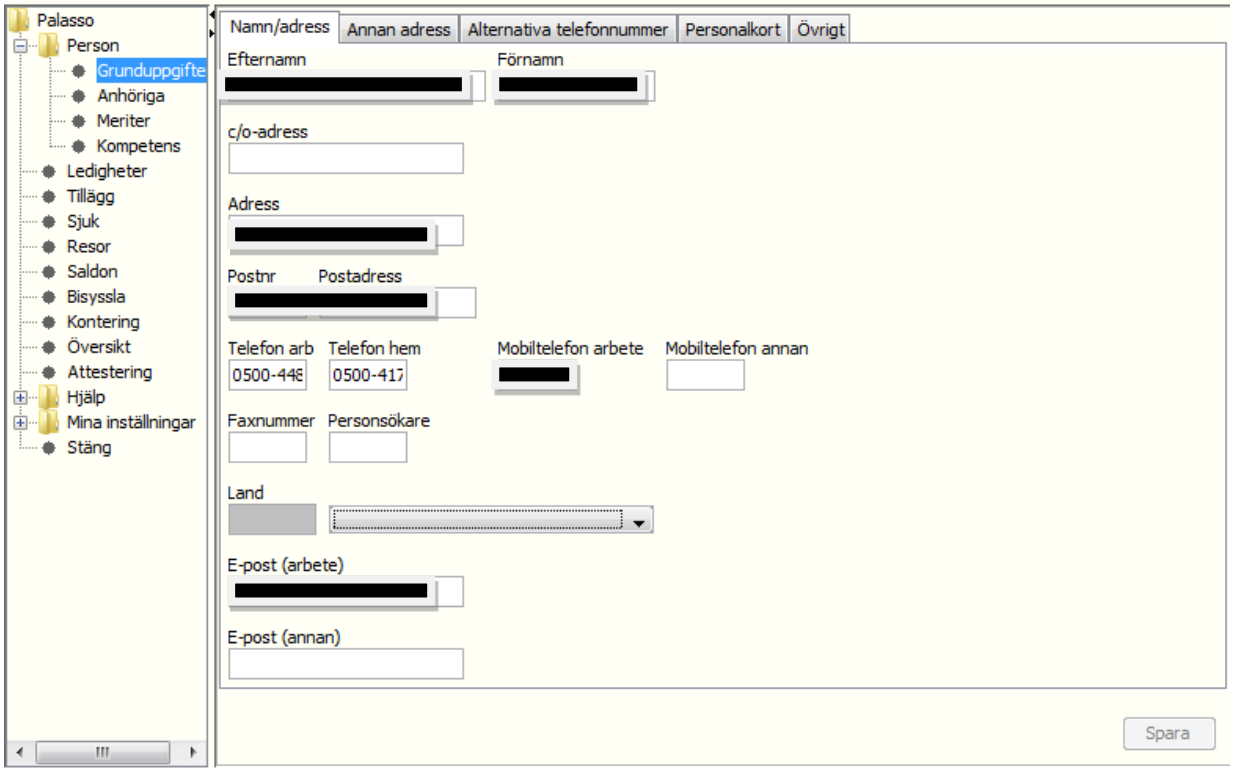
Status	**Description**
Rapporterad (Reported)	The report has been created and saved in Palasso self-reporting
Sparad preliminärt (Saved preliminary)	The report has been created but not completed. This report will not be attested until it has been completed with the necessary information and receives the status Rapporterad.
Framåtrapporterad (Referred)	A granted/approved travel order
Beviljad (Granted)	The report has been attested by the person responsible for personnel in the first step in the attestation chain
Godkänd (Approved)	The report has been approved by the manager in charge.

Överförd (Transferred)	The report has been transferred to the salary system for calculation of salary.
Ej godkänd (Refused)	The report has been refused by the attesting person
För utredning (under investigation)	The report is being investigated by the granting or approving person

Palasso self-reporting

Person *(Personal information)*

Open the folder **Person** by clicking on the + sign, and then click on **Grunduppgifter** (Basic details). In the window below you will find the tabs **Namn/adress** (Name/address), **Annan adress** (Other address), **Alternativa telefonnummer** (Alternative telephone numbers), **Personalkort** (Personnel file) and **Övrigt** (Other).



Namn/adress (Name/address)

The tab **Namn/adress** contains your basic information such as name, address and telephone number. If you change your name, postal address or if you amend your personal details in some other way, you must enter the correct information yourself. Make sure that the information is correct, complete with any information that might be missing. Do not forget to notify the national registration if the amendment is regarding a new address.

Information about E-mail (work) is mandatory and used for messages from different functions in Palasso self-reporting, for example in connection with attestation. ***It is important that you fill in your work e-mail address and click Spara*** (Save).

Under the other tabs in this window, you add information that you want to be saved in the system.

- Annan adress (Other address)
- Alternativa telefonnummer (Alternative telephone numbers)
- Personalkort (Personnel file)
- Övrigt (Other)

Alternativa telefonnummer (Alternative telephone numbers)

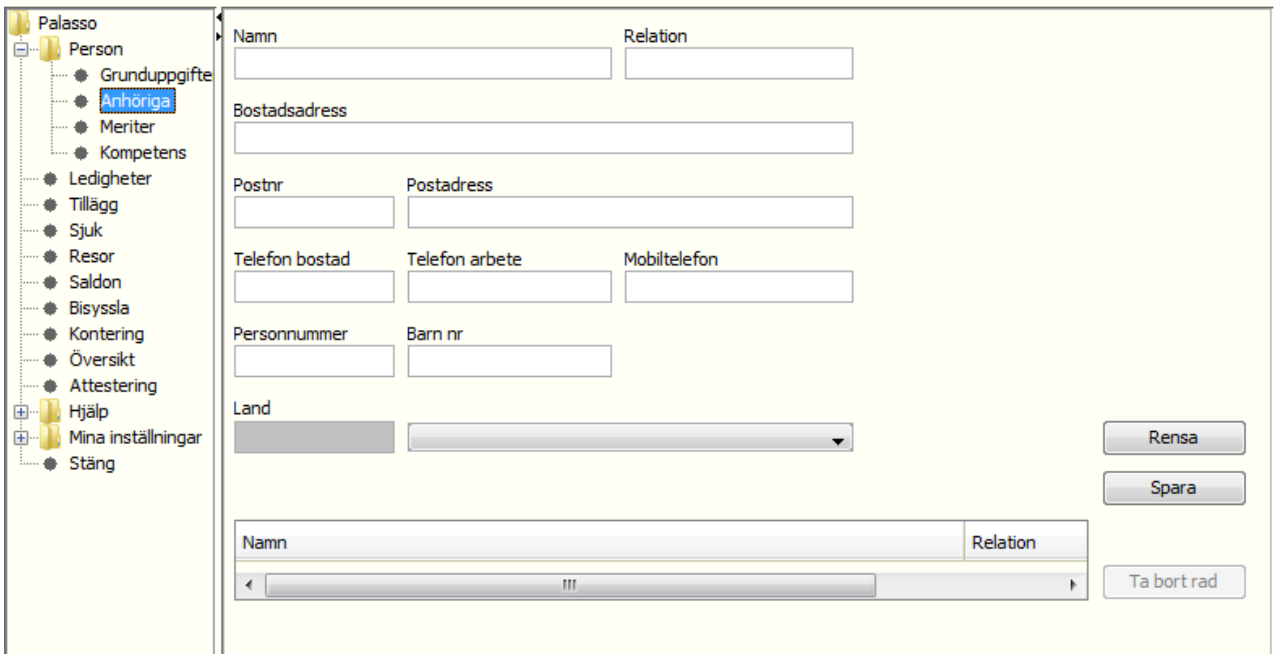
In this tab you can enter the phone number to your summer residence or other alternative or temporary phone numbers

Personalkort (Personnel file)

In this tab you can see the information that is registered about you in the system. Highlight the details you want to print or select **Markera allt** (Select All) and then **Skriv ut** (Print). Your personnel file appears separately on the screen and you can print it out.

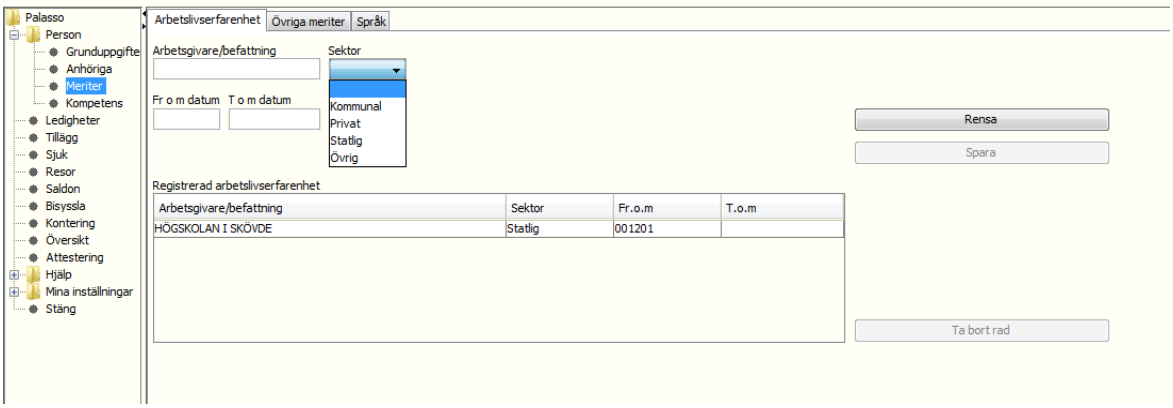
Anhöriga (Next of kin)

Using this function you can add details regarding your next of kin. This information is important from a safety point of view, should the University need to get hold of relatives of employees for any reason. You can add information for more than one next of kin. Save information by clicking the **Spara** button.



Meriter (Qualifications)

This function contains three tabs: Arbetslivserfarenhet (Work experience), Övriga meriter (Other qualifications) and Språk (Languages).



Arbetslivserfarenhet (Work experience)

Information work experience is used among other things to calculate NOR (an award "for diligence and conscientiousness in the service of the realm" given to people who have been employed by the government for at least 30 years).

Övriga meriter (Other qualifications)

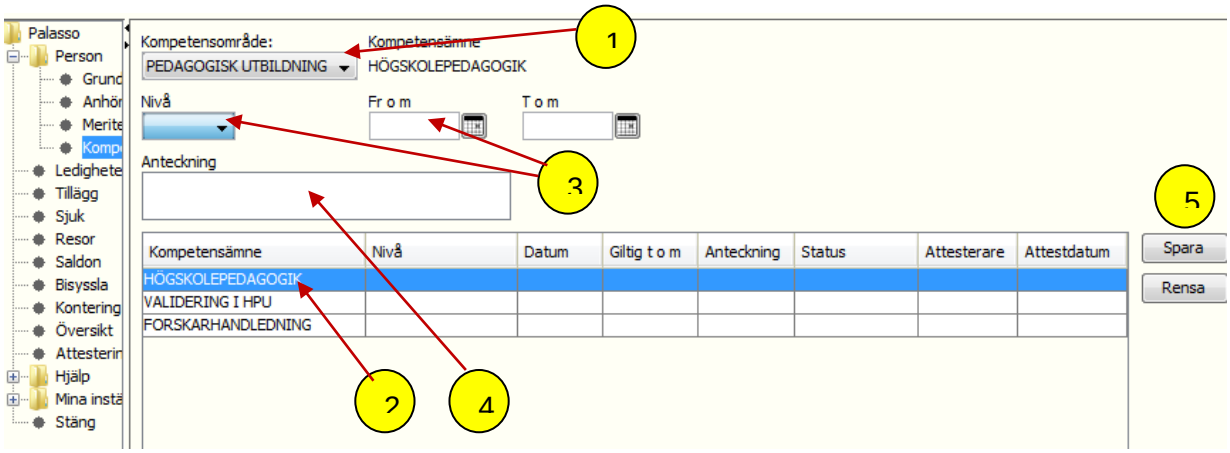
This is where you fill in qualifications other than work experience, language or education.

Språk (Languages)

In this tab you add the language(s) you know and your level of proficiency. Save information by clicking the **Spara** button.

Kompetens *(Expertise)*

You access your expertise profile by clicking **Kompetens** in the folder **Person**.



1. Choose ***kompetensområde*** (area of expertise) using the scroll list. At present you can choose **Pedagogisk utbildning** (Pedagogic education) and **Docent**.
2. Choose ***kompetensämne*** (subject)
3. Then choose ***Nivå*** *(level)* and ***Fr o m datum*** (starting date). The starting date refers to when you reached a certain level of expertise or when a decision was made of academic recognition or docentship.
4. In the text field for notes, you fill in the subject in which you have been made Docent as well as at which institute of higher education.
5. Click on **Spara**.

If you wish to register additional areas of expertise, start again from points 1 and 2 respectively.

Ledigheter *(leave)*

General information on leave

Using this function you can report different types of leave. Choose Ledigheter in the menu

Ledigheter is divided into three categories: In each category you can self-report the following types of leave:

- Holidays (for administrative staff; for teaching staff, holidays are governed by a local agreement).
  - Days taken
- Leave for care of sick child
  - Leave for care of sick child
  - Leave for care of sick child for more than 10 days
- Paid leave
  - Qualifications and examinations

- Family emergency
- Leave to move house, 1 working day

- Paternity leave
  - Application for 10 days of paternity leave in connection with childbirth

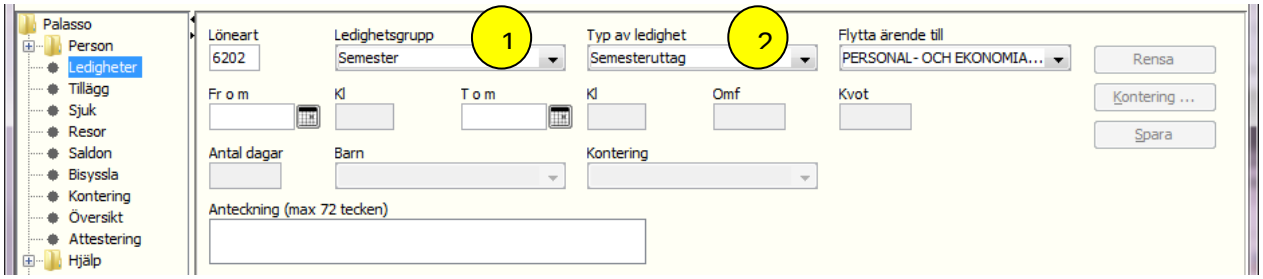
Other leave shall be applied for as per the previous procedures, i.e., by using the application form for leave.

If there are previous cases of leave, this is shown in the scroll list. The standard choices shown will be the types of leave taken over the last 3 months, but you can choose to base them on the last month, the last 12 months or all types of leave.

There is a system in place that warns you if you try to report leave on a date for which some type of leave has already been logged. You can then choose whether you want to continue the reporting or not.

Important To report leave that has taken place over the turn of the month, if you are reporting the number of days, the reporting has to be divided and submitted for each month separately.

Rapportera ledigheter *(Reporting leave)*



1. Choose leave category

2. Choose leave type
   - The type of leave determines what text fields to fill in.

3. Fill in the remaining information in the boxes
   - Dates should be written in the format YYMMDD.
   - Omf (percentage) is given as a percentage of full-time.
   - For some types of leave it is mandatory to state Antal dagar (number of days). Please refer to the 'Antal dagar' section below.
   - If you want to add a comment to your report, you may do so in the text field Anteckning (Comments).
   - If you want to clear all information that you have not yet saved, click the button Rensa (clear)

4. Click on Spara
   - The leave is saved and moved to the scroll list.
   - Your leave is then forwarded to the attesting person.

Holidays

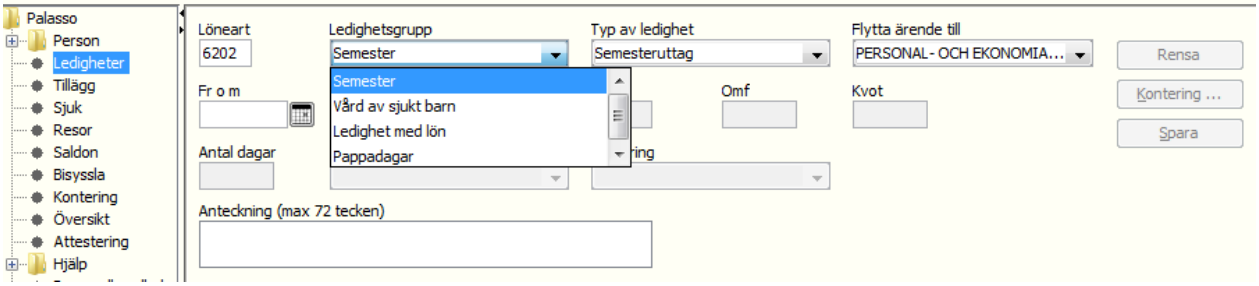
Holiday allocation for teachers

The holiday procedure for teachers is handled in accordance with the local agreement (please refer to the Personnel Handbook), i.e., holidays are taken during the students' vacations or on other non-teaching days.

Note that the holiday application shall always be completed on a form submitted to the University (and not reported in Palasso self-reporting).

Holiday allocations for administrative staff

Technical and administrative staff shall report their holidays in Palasso self-reporting. Information regarding holidays is shown when you click the function **Ledigheter** (Leave).



Leave for care of sick child

Extent

You may take leave for the care of a sick child 100, 75, 50, 25 or 12.5 per cent. If you work full-time, state the percentage of a working day you have been absent in the "Omf" (percentage) text field.

If you are absent one whole day while you are on partial leave of absence, state the percentage that remains after you have deducted your leave of absence. This applies irrespective of whether you work shorter hours 5 days a week or your leave of absence is in the form of full days.

Example 1: You are on 20% partial leave of absence and have been absent for a whole day.

Enter 80 in the “Omf” text field.

Example 2: You are on 20% partial leave of absence and work Monday – Friday. You stay at home to care for a sick child for half a day.

Enter 40 in the “Omf” text field (100-20=80, 80/2=40).

”Vård av sjukt barn” or ”Vård av sjukt barn mer än 10 dgr”?

If your annual salary is less than 7.5 x the base amount

The type of leave is always “Vård av sjukt barn” (Leave for care of a sick child).

If your annual salary is more than 7.5 x the base amount

The type of Leave is “Vård av sjukt barn” for the first 10 days. Starting on day 11, you use ”Vård av sjukt barn mer än 10 dgr” (Leave for care of a sick child for more than 10 days). If the 10-day breakpoint occurs during one and the same period of leave, you must complete your report in two steps.

Example: You have been absent for 8 days earlier in the year due to leave for care of a sick child. Now you are going to report a new period of leave for care of a sick child for the period from 22 February 2011 to 24 February 2011 (3 days).

Step 1 Type of Leave = ”Vård av sjukt barn” 110222 -110223
Step 2 Type of Leave = ”Vård av sjukt barn mer än 10 dagar” 110224 - 110224

If you want to see how many leave days you have taken so far during the year, you can go to Saldon – Ackumulatorer (Balances – Accumulators).

Reporting over the turn of the month
If you are at home due to leave for care of a sick child over the turn of the month, you must submit two reports, one report for each respective month. N.B. In the box “Antal dagar" (number of days) you enter the number of working days that you have been on leave in each month.

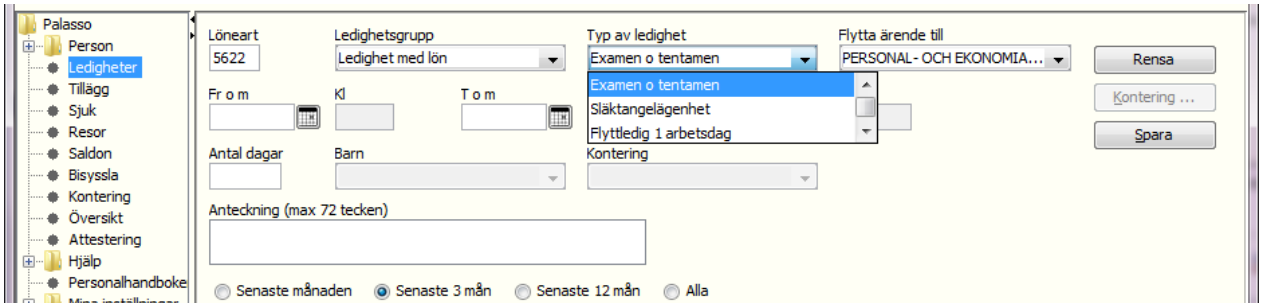
The text field ”Antal dagar”
For leave due to leave for care of a sick child, it is obligatory to enter the number of days. You must always enter the number of working days, not the number of calendar days.

Ledighet med lön (Paid leave)

Examen och tentamen (Qualifications and examinations)
The right to leave in connection with your qualification or examination, maximum 5 working days per calendar year.

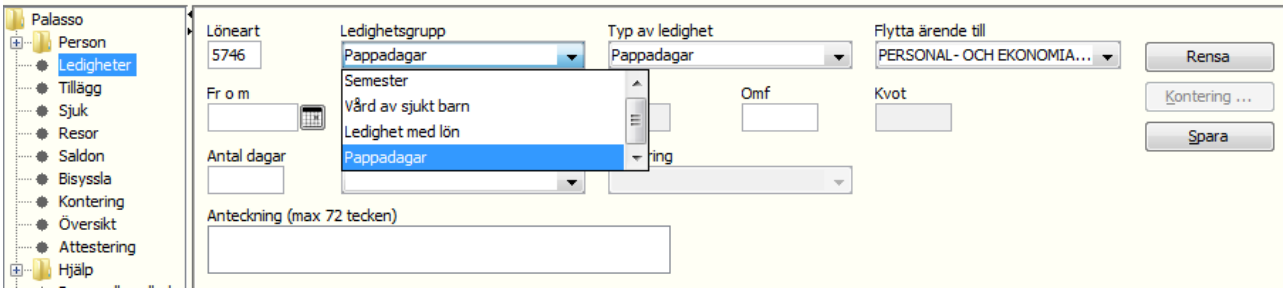
Släktangelägenhet (Family emergency)
Leave for family emergencies is allowed in cases of serious illness, death, contact with funeral directors, funerals, drawing up an estate inventory or distribution of an estate within the employee’s immediate family or among close relatives. You may be absent for a maximum of 10 days per calendar year. For more information, please refer to the Personnel Handbook. It is obligatory in this case to fill in the box for notes, stating the affinity and reason for taking time off.

Flyttledig 1 arbetsdag (Leave to move house, 1 working day)
In accordance with ALFA, you are entitled to 1day’s paid leave for moving.



Pappadagar (Paternity leave)

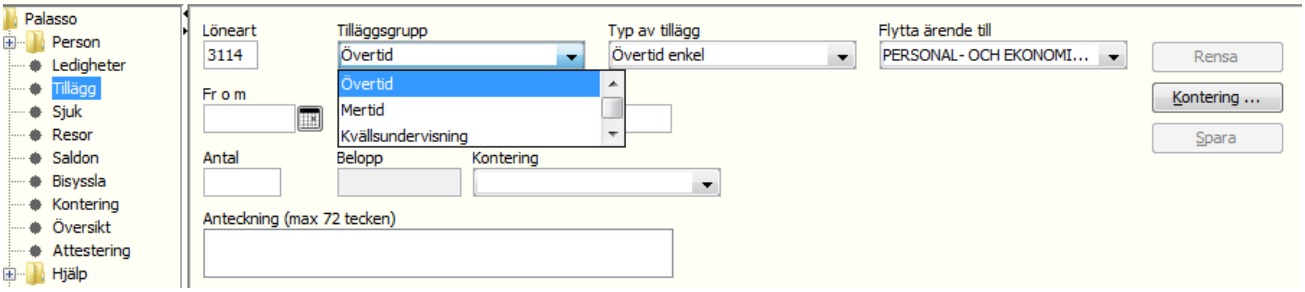
The father or the co-parent of a child has the right to paternity leave with full salary deduction, for ten days in connection to the birth/adoption of the child (even if the mother is on leave and receiving parental allowance for the same child). The parental leave is to be taken within 60 days of the child coming home from the hospital.



Tillägg *(Additional salary)*

When you report in "Tillägg", regarding additional hours or overtime, you must report each occasion individually.

Example: You have worked overtime 2 hours per day over the period 28 – 10 February 2010. You report your overtime in the following manner:



1. Choose **Tillägg** (Additional salary).

2. Choose **Tilläggsgrupp** (Additional salary category) and **Typ av tillägg** (Type of Additional salary).
   In each category you can self-report the following types of additional salaries:

Övertid (Overtime)	Övertid enkel (Simple overtime) or Övertid kvalificerad (Qualified overtime).
Mertid (Additional hours)	Mertid or Mertid partiellt tjänstledig (additional hours, partial leave of absence).
Kvällsundervisning (Evening teaching)	Undervisning kvällar/helger (gäller lärare) (teaching nights/weekends, only applies to teachers)

3. Enter dates and times in the formats **YYMMDD** and **HHMM.** In the text field **Antal**, you state the number of hours and minutes that the additional salary refers to. In this box, hours and minutes are divided by a full stop, **HH.MM**

(example 1.30 = one hour and thirty minutes**,** 3.00 = three hours). For evening teaching the time will not be specified.

4. Any information for the consideration of the attesting person, regarding the reasons for the overtime/additional hours, should be given in the text field **Anteckning**.

5. Once you have finished self-reporting, click **Spara** and your additional salary receives the status **Rapporterad**. The additional salary is then made available to the attesting person.

You can only remove your additional salary if it has the status **Rapporterad**. If it has the status **Beviljad/Godkänd,** the attesting person can remove the attestation. When it has the status **Överförd**, you can contact the central salary administration.

Overtime

Övertid enkel (Simple overtime)
All overtime that does not entitle you to qualified overtime, see below. Your hourly remuneration is your monthly salary divided by 94.

Övertid kvalificerad (Qualified overtime)
- Between the hours of 19:00 on Friday and 07:00 on Monday.
- Between the hours of 19:00 on the day before the Epiphany, May Day, Ascension Day or the Swedish National Day and 07:00 the next working day.
- Between the hours of 19:00 on Maundy Thursday and 07:00 the day after Easter Monday.
- Between the hours of 19:00 on the day before Midsummer's Eve, Christmas Eve or New Year's Eve and 07:00 on the first working day after these days.
- All other days between the hours of 22:00 and 06:00.

Your hourly remuneration is your monthly salary divided by 72.

Mertid (Additional hours)
Additional hours are paid for employees who are normally on part-time, and work outside of their regular working hours. This applies to hours up to full-time.

The hourly remuneration for administrative staff is the monthly salary recalculated as a full-time salary divided by 165 (in accordance with ALFA)

The hourly remuneration for teaching staff is the monthly salary recalculated as a full-time salary divided by 140 (in accordance with the local agreement on working hours and hourly remunerations for teachers at the University of Skövde).

Part-time employees
If you are employed part-time and work additional hours, choose “Mertid” (Additional hours) under **Typ av tillägg** (Type of additional salary).

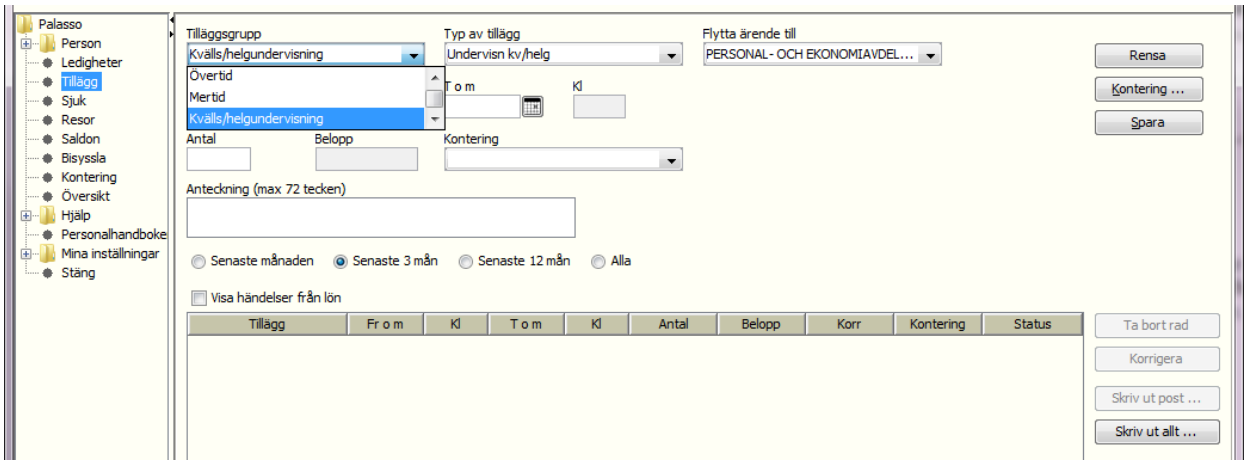
Partial leave of absence

If you are employed part-time and work additional hours, choose “Mertid partiellt tjänstledig” (Additional hours, partial leave of absence) under **Typ av tillägg** (Type of additional salary).

Example: You are on 20 per cent partial leave of absence and normally work Monday – Thursday. You come in to work on Friday - your normal day off.

Kvälls/helgundervisning (Evening/weekend teaching)

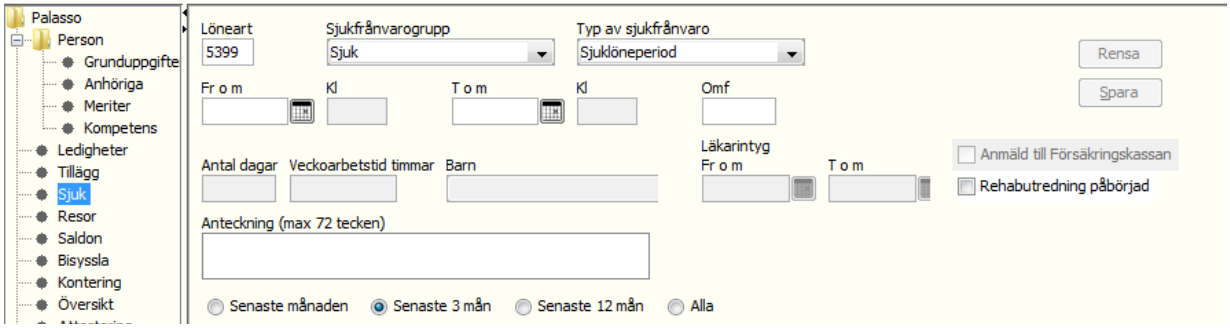
In accordance with the local agreement on working hours and hourly remunerations for teachers at the University, additional salary of SEK 120 per hour will be paid for any teaching that takes place, at least 50 per cent, after 18:00 or on Saturday-Sunday.



Choose Kvälls/helgundervisning (Evening/weekend teaching) under ”Tilläggsgrupp” (Additional salary category) and state “Fr o m datum” (Starting date) and “T o m datum” (Finishing date) as well as the number of hours worked on the day or period in question. The evening/weekend teaching hours can only be reported upon the completion of the work. You can also transfer the matter to another department/institution, if they are to cover the cost.

Sjuk (Sick leave)

Use this function to report sick leave that does not exceed 7 calendar days (and subsequently does not require a doctor’s certificate). You report your sick leave once you return to work and state both ”Fr o m datum” (Starting date) and ”T o m datum” (Finishing date). If you have been sick for less than one whole day, state the percentage of the working day in the “Omf” text field.



Sick leave periods longer than 7 calendar days (which require a doctor's certificate) are dealt with manually by the Personnel and administrative department.

Length of sick leave	Omf
No more than 25% of working hours	25
More than 25% but no more than 50%	50
More than 50 % but no more than 75%	75
More than 75%	100

If you go home due to illness before the end of the working day, you must report your sick leave in two steps:

Example: You leave at 12:00 on day 1 (110117) and stay on sick leave for 3 days (110117-110119)

	Fr o m datum	T o m datum	Omf
Step 1	110117	110117	50
Step 2	110118	110119	100

If you are on partial leave of absence, write the percentage that you work in the "Omf" text field.

Example: Partial leave of absence 20% and on complete sick leave.

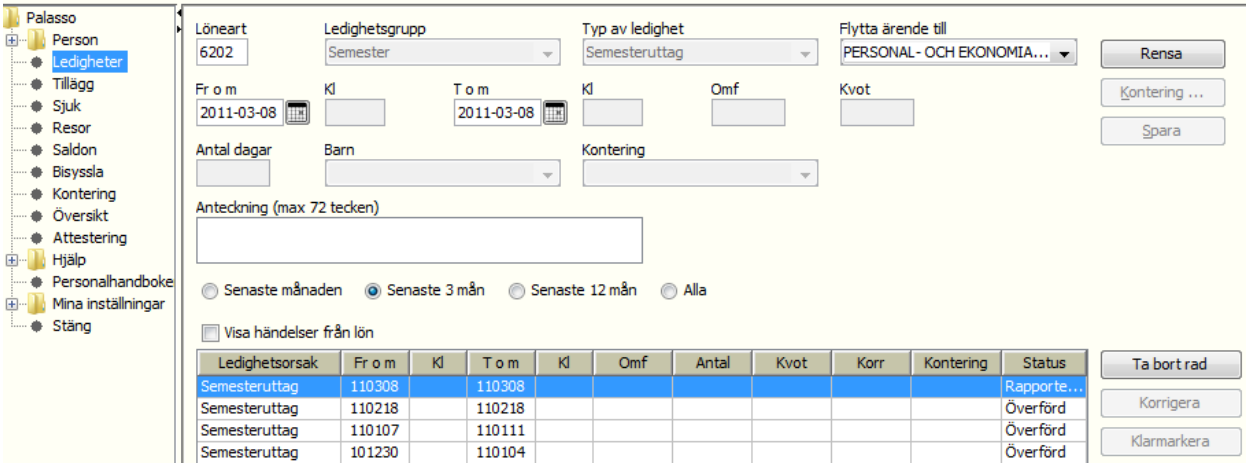
Enter 80 in the "Omf" text field.

Example: Partial leave of absence 20% and 50% on sick leave.

Enter 40 in the "Omf" text field (100-20=80, 80x0.50=40).

Amend leave

You can only amend leave that has the status **Rapporterad.**



1. Click on the event in the scroll list that you wish to amend.

2. Make amendments
3. Click on **Spara**. The amendments will then be saved.

Remove Leave

You can only remove leave that has the status **Rapporterad.**

1. Click on the event in the scroll list that you wish to remove.
2. Click on the button **Ta bort rad** (Remove line).
3. Click on **Spara**.

Amending or removing leave that has the status Beviljad or Godkänd (Granted/Approved)

If you wish to amend or remove leave with the status Beviljad or Godkänd you must contact the attesting person who is authorized to remove the attestation. Once the attestation has been removed, the event receives the status Rapporterad and you can remove it or make amendments.

Rectifying leave that has the status Överförd (Transferred)

You can only amend leave that has the status Överförd**.** If you wish to amend or remove leave with the status Överförd a rectification must be made. The rectification means that you remove the previous report. If this report is to be replaced with new leave, you have to create a new report following the rectification.

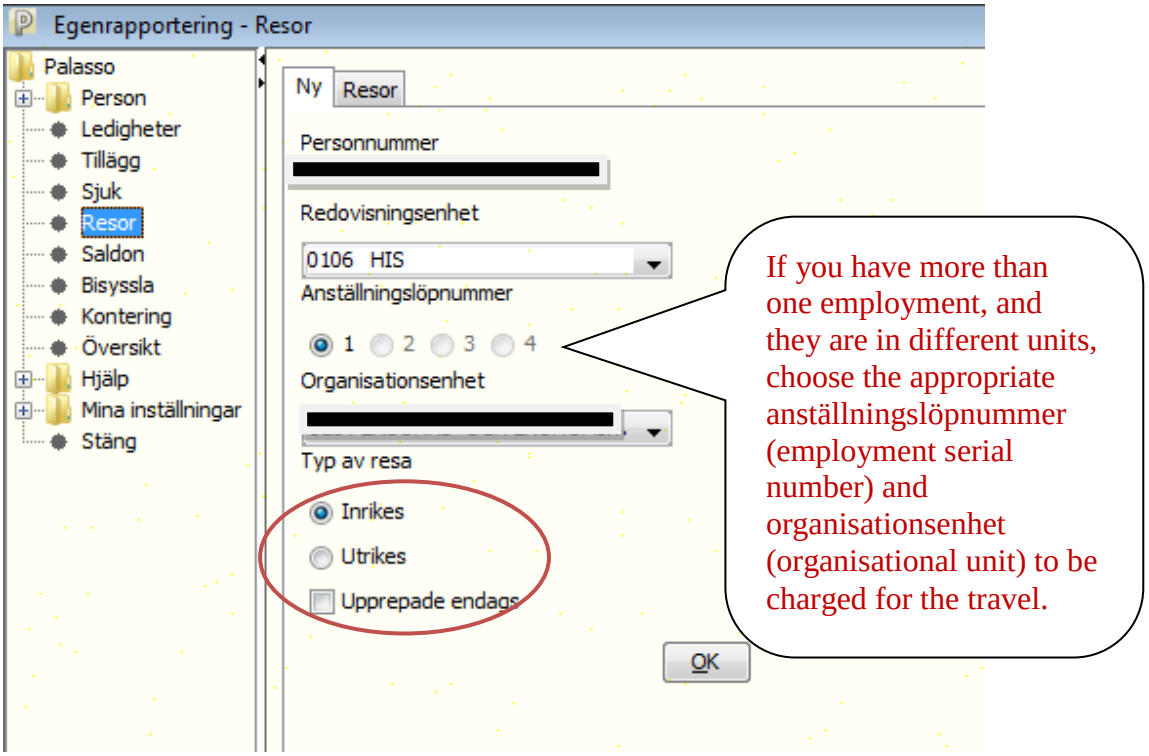
If you wish to amend or remove information with the status **Överförd** a rectification must be made. Click on the line in the scroll list that you wish to remove. The information is shown in the reporting box. Click on the button **Korrigera** (Rectify). Specify the reason for the rectification in the text field for notes. Click on **Spara**, and the **korr** text field will be ticked. Your earlier report will be removed from the salary system and you can add a new one containing the correct information. The rectified information along with the new leave is then forwarded for attestation.

1. Click on the leave you wish to rectify.
2. Click on the button **Korrigera**.
3. Click on **Spara**.

The rectified leave will show up on your payslip.

***Resor** (Travel)*

When you click on Resor, the tab Ny (New) will open, where you can report new travel.



Important!
In this tab you choose whether to report travel inrikes (domestic) or utrikes (abroad). This choice affects which tabs become enabled in the following window.

You can check previous travel under the tab Resor.

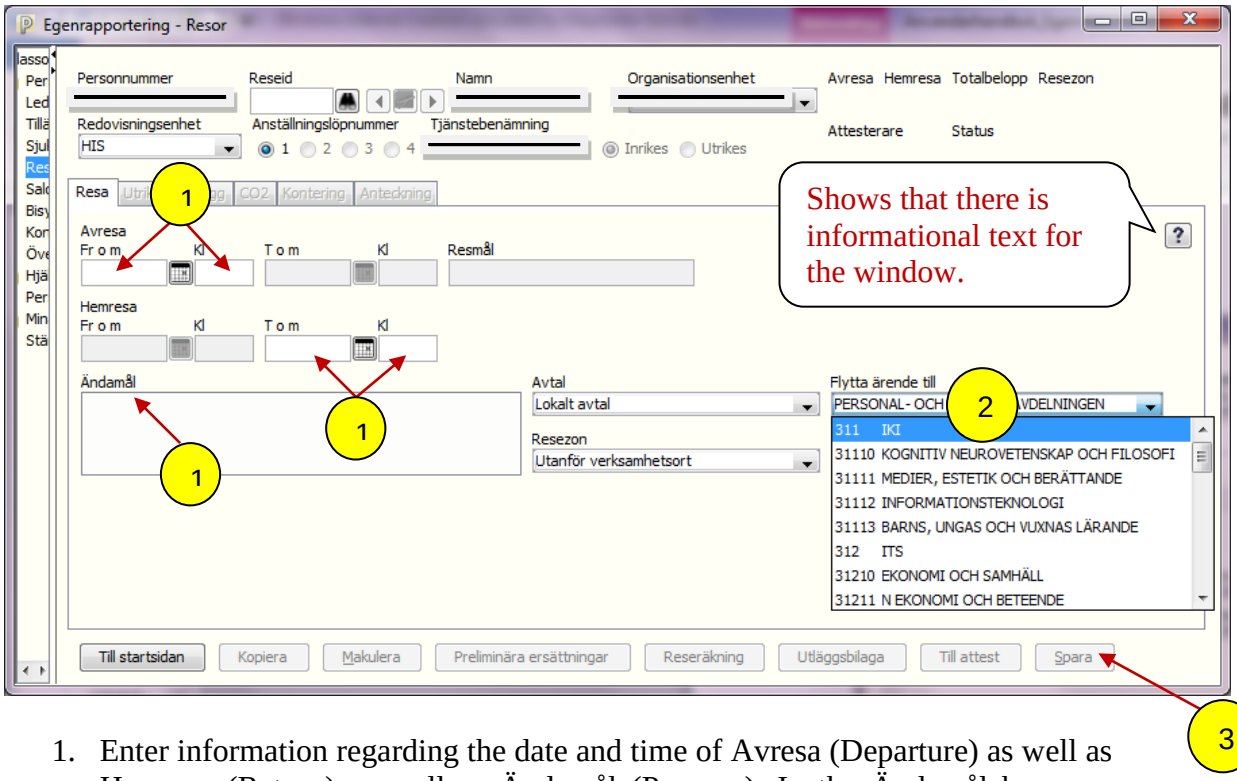
Alla resor för Anders Ask, 680522-9272

Avresa	Hemresa	Ändamål (max 150 tecken)	Resmål	Reseid	Status	Tot bel	Attesterare	Attestdatum
2010-11-15	2010-11-17	Utrikes resa		100326	Sparad av adm	2628,50		
2010-11-11	2010-11-13	Test	Göteborg	100323	Sparad preliminärt			
2010-11-02	2010-11-03	Flera endagsresor		100320	Sparad preliminärt			
2010-10-26	2010-10-26	Endags inrikes		100327	Sparad av adm	318,50		
2010-10-14	2010-10-15	Endagsresa till Falun		100273	Sparad preliminärt	1354,50		

Filter på/av
Öppna

Once you have chosen type of travel and clicked OK, another window will open, making available the tab **Resa**.

Reporting domestic travel

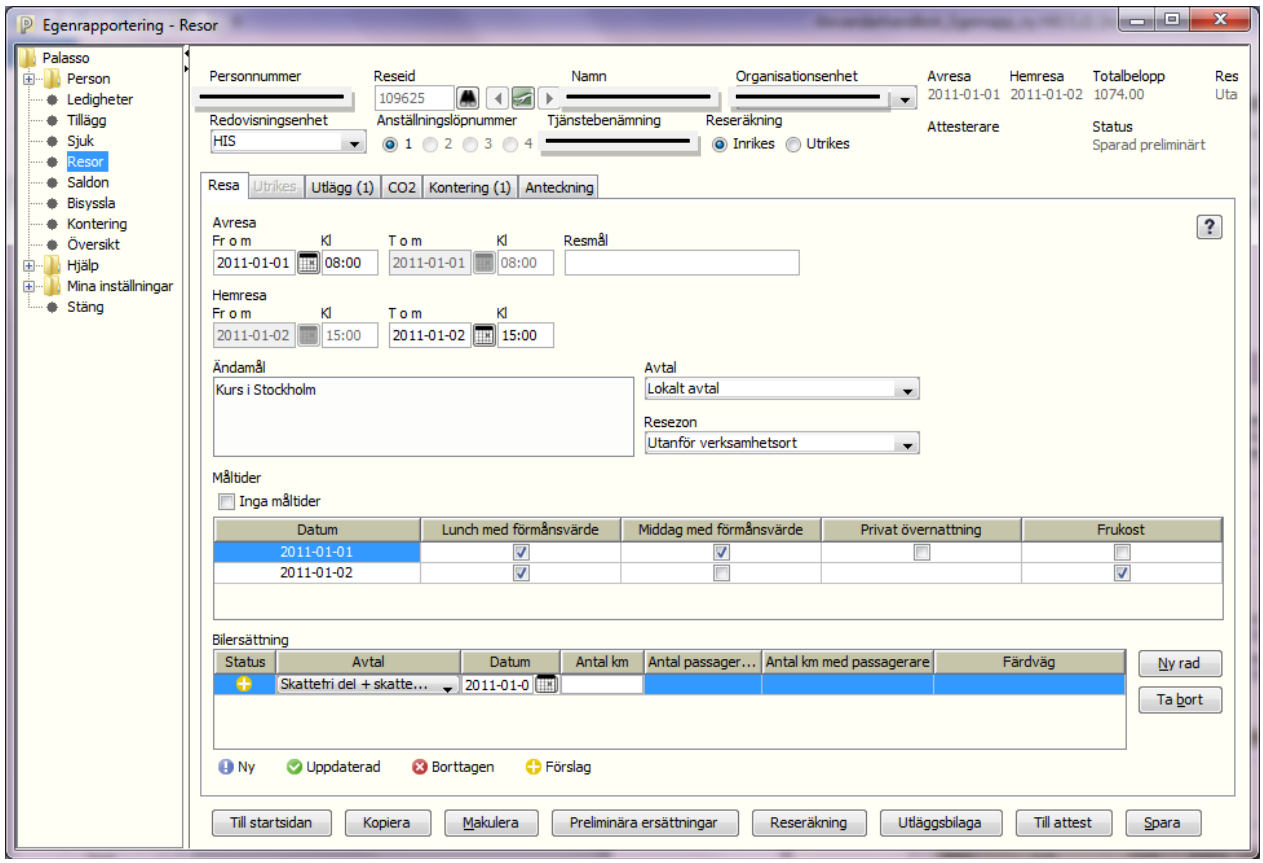


1. Enter information regarding the date and time of Avresa (Departure) as well as Hemresa (Return) as well as Ändamål (Purpose). In the Ändamål box you state the purpose and destination of the journey.

2. In this scroll list you can choose to transfer the matter to another department/institution that is not your regular organisational unit, if they are to cover the cost of the journey.

3. Click on **Spara**. When you save the information, more boxes in this tab become enabled and you also get access to the remaining tabs.

Further explanations are available in the help box in the corner, which you access by clicking the icon.



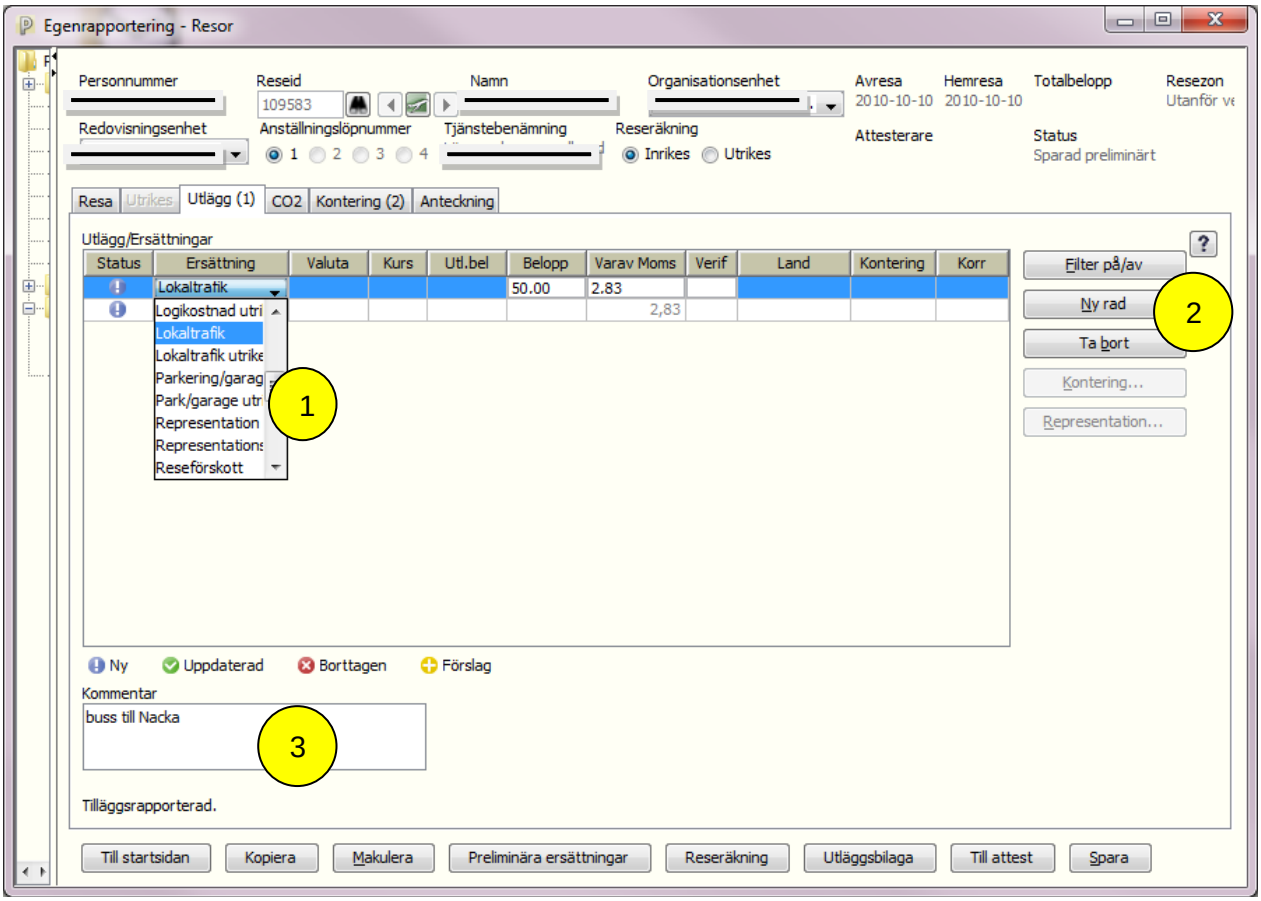
You can also report any meals ("Måltider") included by ticking the appropriate box for the date in question.
Enter obtained meals and any compensation for travel in your private car ("Bilersättning").

For domestic travel, the box “Frukost” (breakfast) is ticked automatically since this is normally included in the cost of the hotel. If it has not been included, untick the box.

If you have used your own private car for the journey, enter this information under ***Bilersättning***.

Continue to the next tab.

Utlägg (Expenses)

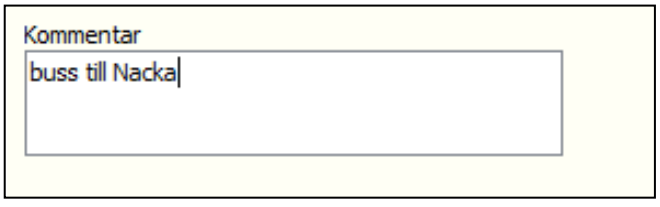


1. Under this tab you report travel expenses such as public transport, train tickets, accommodation etc.
2. If you have had multiple expenses, click "Ny rad" (New line) for each additional cost. The tab header will show the number of expenses reported.

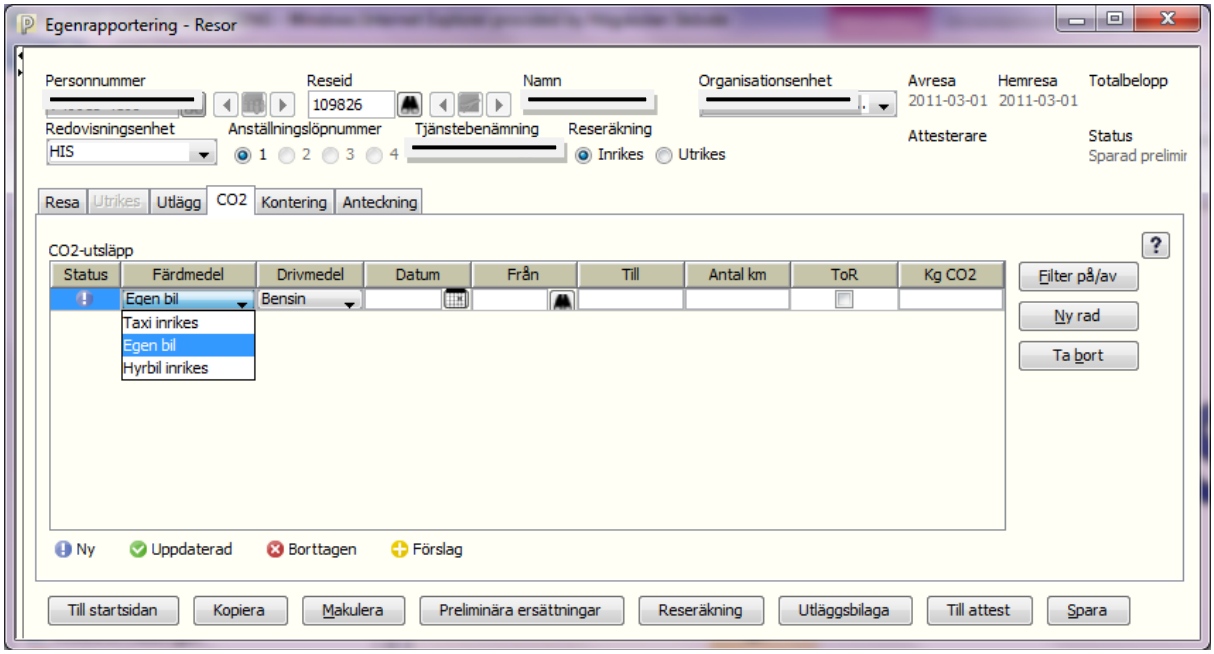
Moms (VAT) is calculated automatically, but may be amended if the receipt shows a different VAT amount.

Reseförskott (Advance travel allowance)
If you have received any advance travel allowance, you report this under expenses as well.

3. By highlighting an expense line in the list and writing in the text field marked ***Kommentar*** (Comment) you connect a message to that expense. When a line is highlighted, the comment reported is shown.



CO2

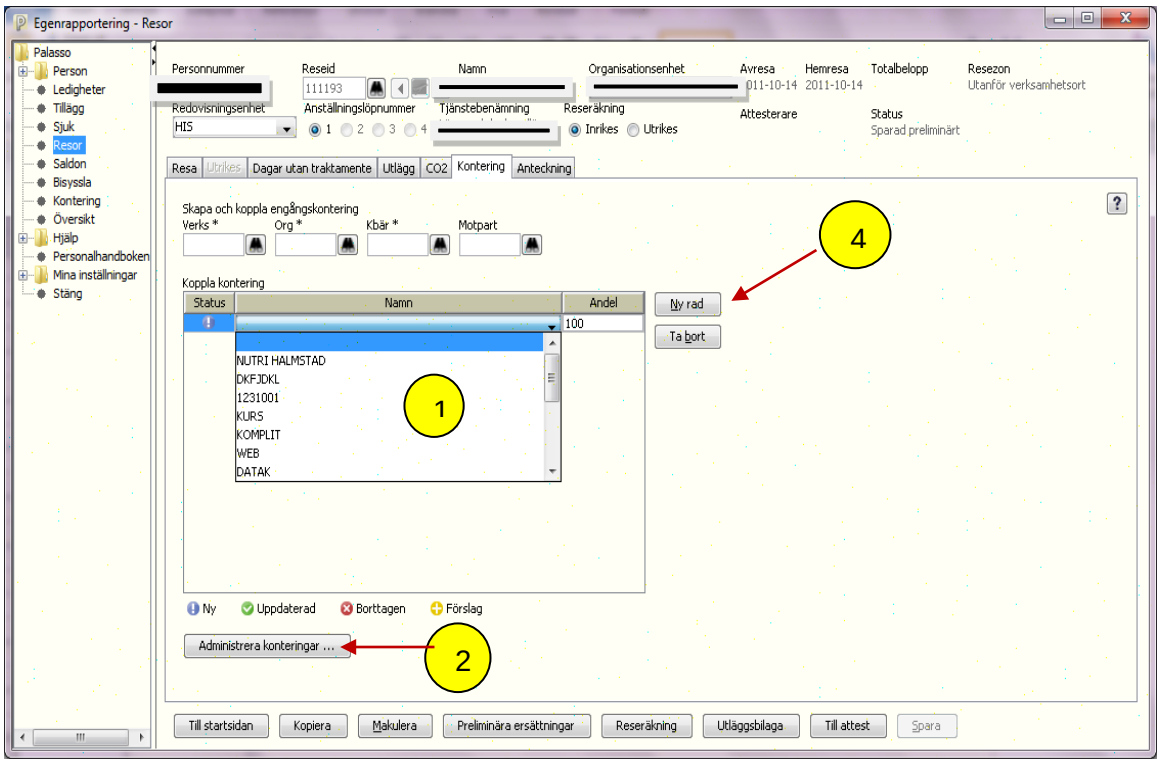


Under this tab you report CO2 emissions. If you select **Egen bil** (Private car), there are different types of fuel. In the boxes **Från** (From) and **Till** (To) you write for example home – station.

If you tick the box to show that this is a return trip (text field marked **ToR**), the number of kilos of CO2 is automatically doubled.

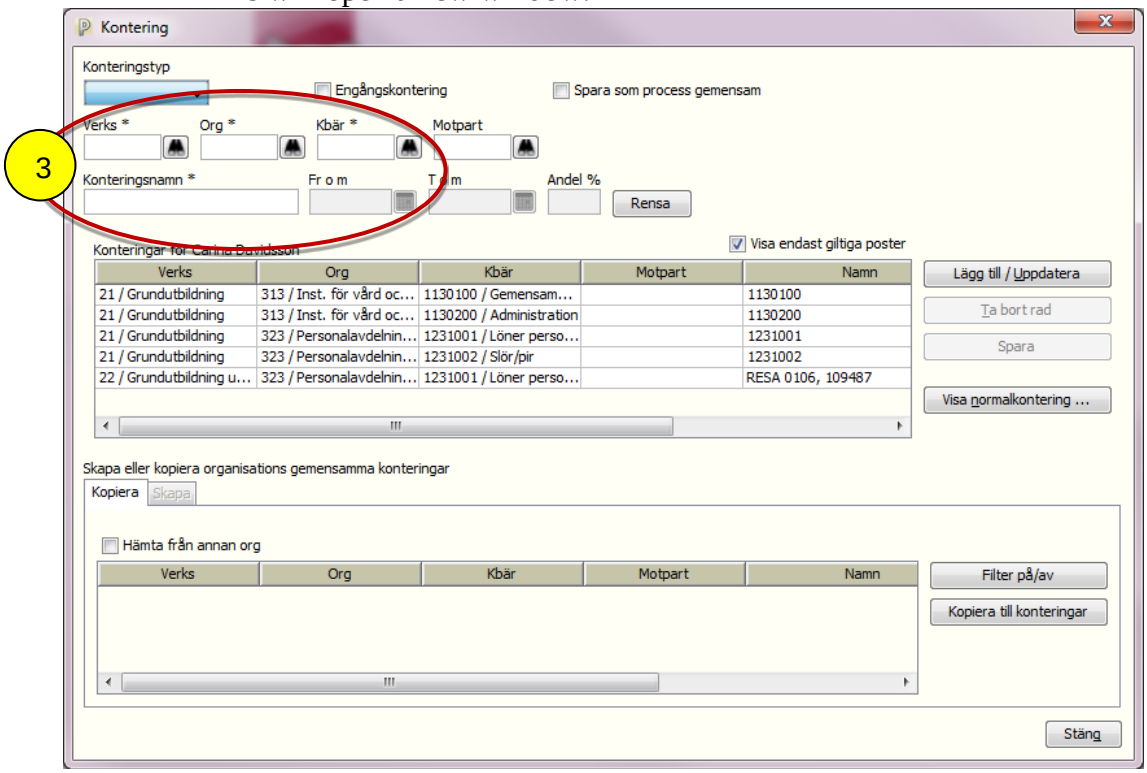
Kg CO2 is automatically calculated when you press the TAB key.

Kontering (Account coding)

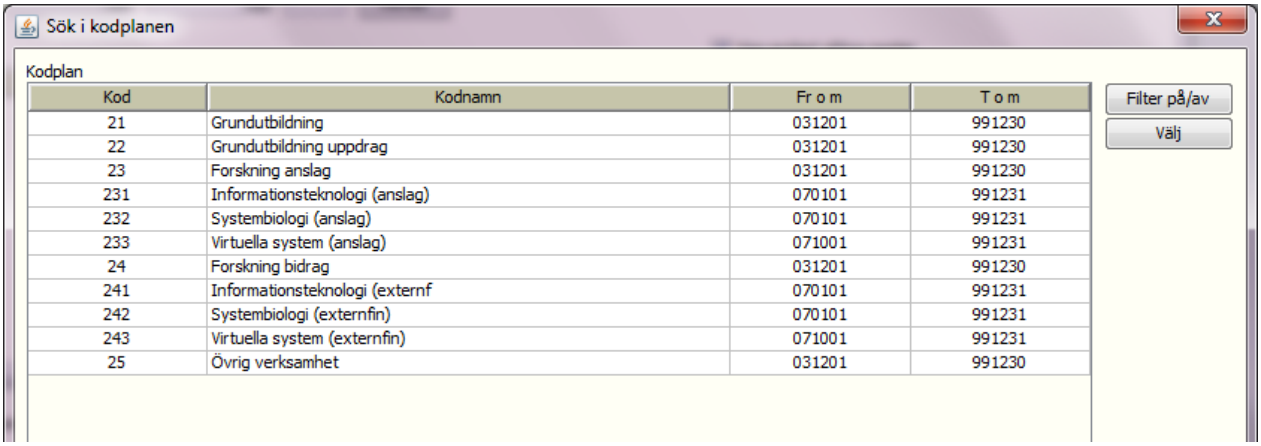


1. If there are previously uploaded account codes, you can choose one of these by clicking the text field **Namn** (Name) in the scroll list.

2. If there are no previously uploaded account codes, or if you want to create a new code, click **Administrera konteringar** (Manage account codes). This will open a new window.

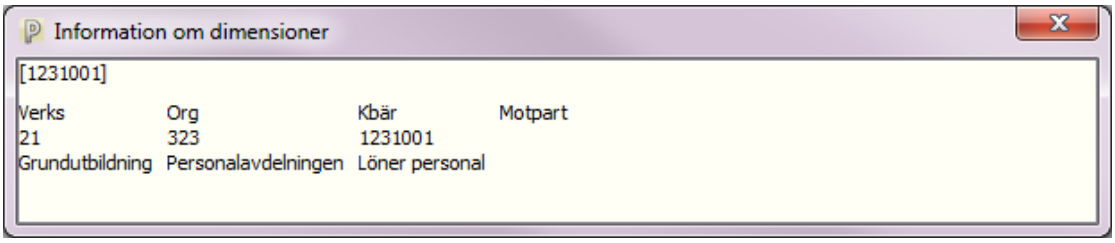


3. Using these text fields you create new account codes. Choose ***Verks, Org, Kbär*** (Activity, Organization, Code) by clicking on in each respective scroll list (see image below) and name your account code using ***Konteringsnamn***. Click **Lägg till/Uppdatera** (Add/Update), **Spara** and **Stäng**. This will get you back to the original view.

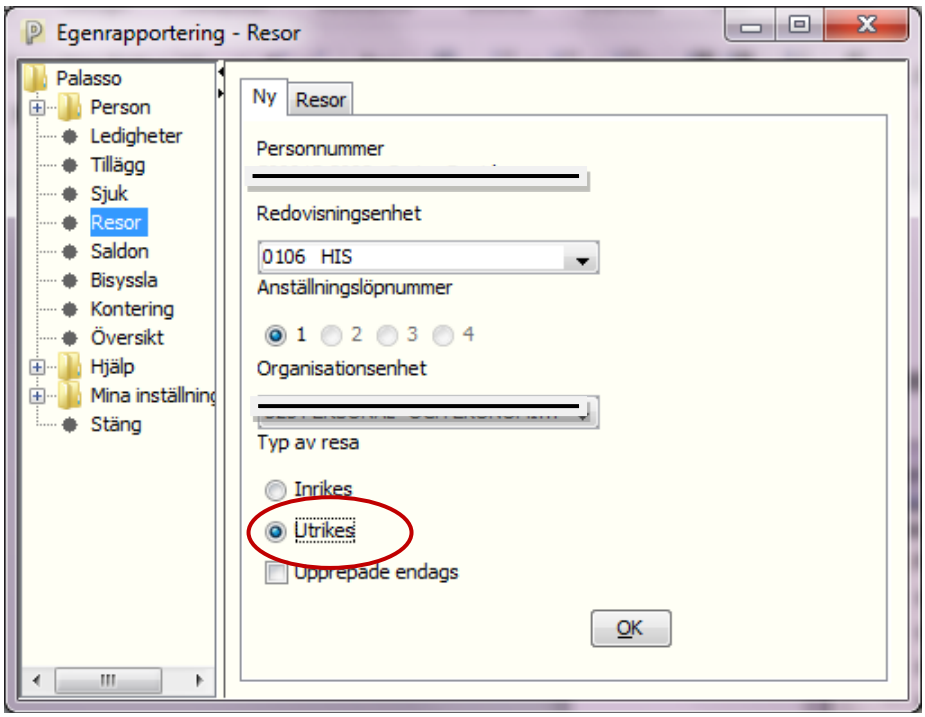


4. Travel expenses can be divided over several account codes by stating the division in % in the text field marked **Andel** (Share). Click on "Ny rad" for adding additional coding lines. N.B. The final sum must be 100%. The account coding is mandatory.

When you return to the tab Kontering, you can highlight a line and click on **Info.** This will allow you to see all the information on account coding uploaded for this particular line.



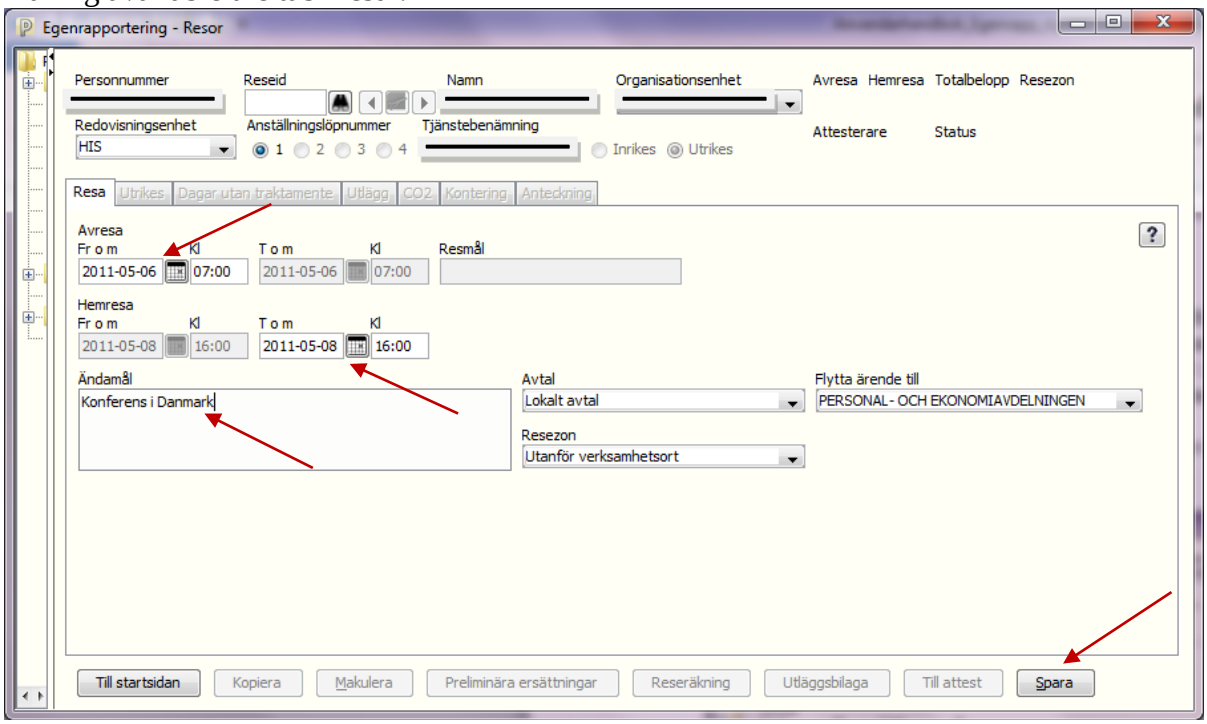
Reporting travel abroad



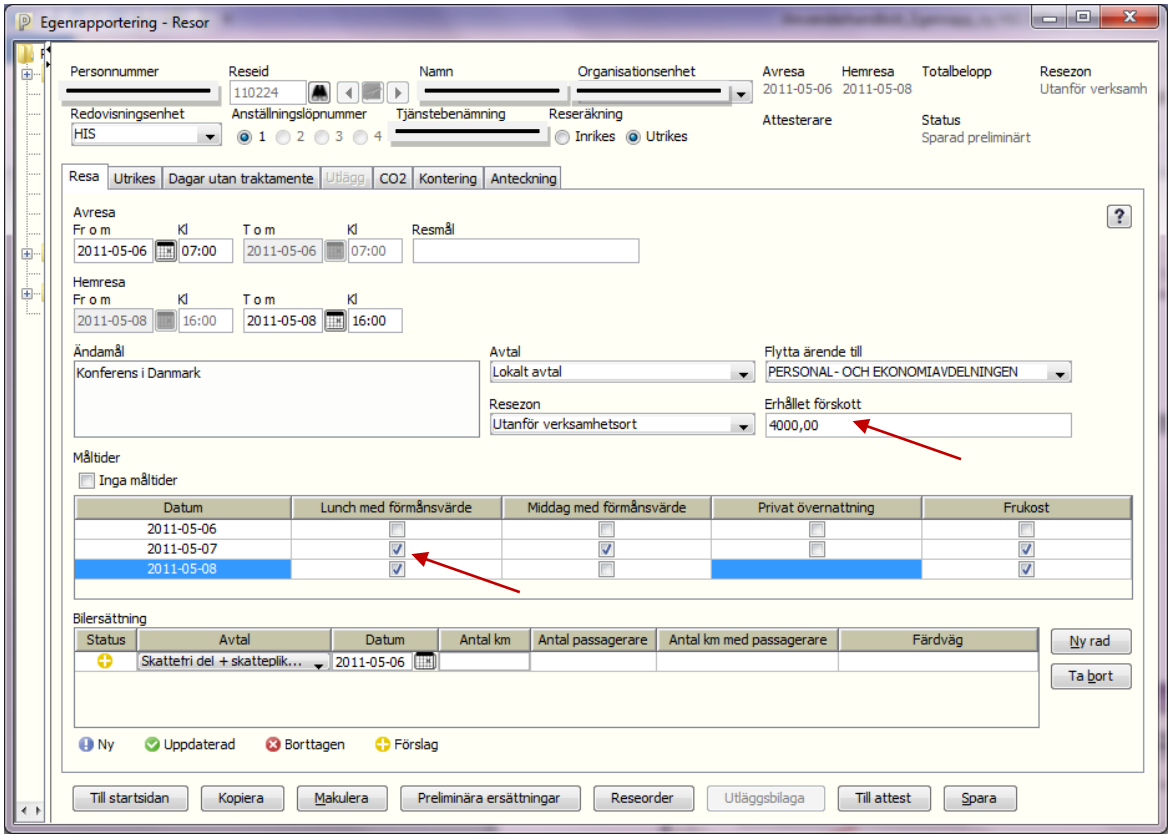
Travel order

When travelling abroad, the employee must always report a travel order which is then attested by the head of school/department/research manager/project manager/operations manager or equivalent. The travel order must be reported and approved in advance before the journey takes place. For the Government's business travel insurance to apply, there must be a travel order.

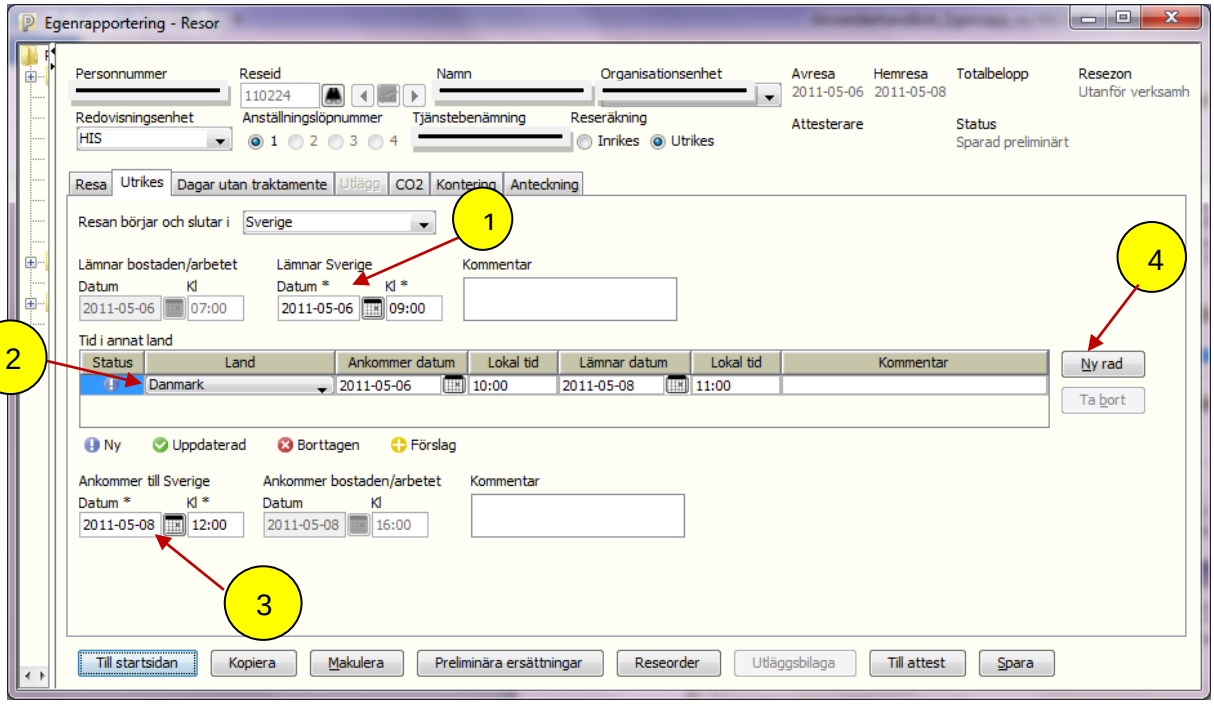
Once you have chosen type of travel and clicked **OK**, another window will open, making available the tab **Resa** .



Enter information regarding the starting and finishing time of the journey as well as its purpose. In the Ändamål text field you state the purpose and destination of the journey. Click on **Spara**. When you save the information, more text fields in this tab become enabled and you also get access to the remaining tabs.



If you have received any advance travel allowance, you fill in the amount received in the box "Erhållet förskott".
Enter meals you know in advance that you will receive and any compensation for travel in your private car (see explanation on page 19).
Continue to the tab **Utrikes**.

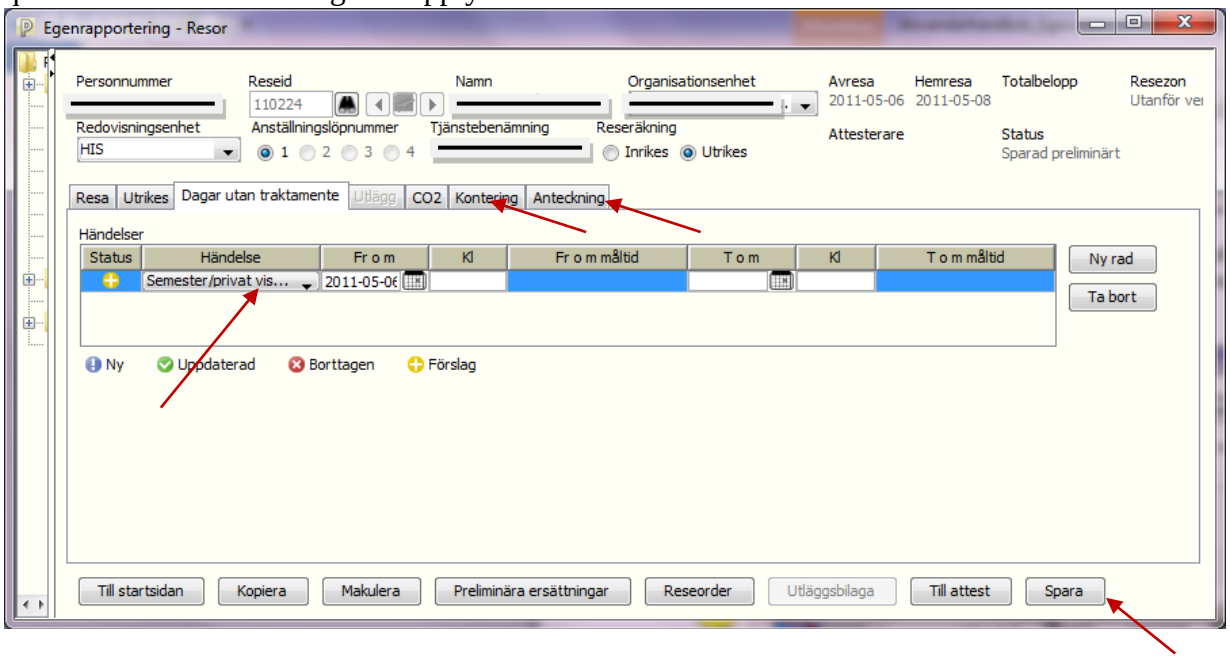


The system will obtain the Swedish starting and finishing time from the times specified in the tab **Resa**.

1. State the date and time you plan to leave Sweden.
2. Choose "Land" (Country), "Ankommer datum" (Arrival date) and "Lokal tid" (Local time) of departure.
3. State the date and time you plan to return to Sweden.
4. If you travel to several countries, choose "Ny rad" (New line) list them in chronological order. **N.B. Transfers should not be reported.**

The system will check that there is at least **one** line reported for time spent in another country.

Continue to the tab **Dagar utan traktamente** (Days without allowance for expenses) if you plan to stay abroad in addition to your official duties and fill out the times in question. N.B. Do not forget to apply leave in the usual manner.



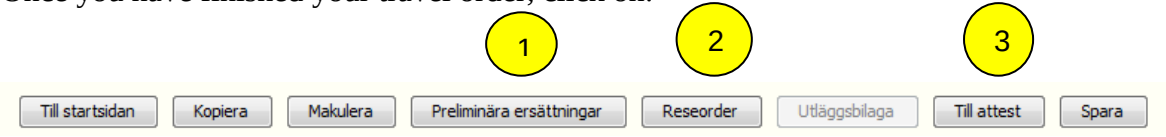
The tab **Utlägg** is not enabled in the travel order. This information is to be filled out on your return and should complete/finish your travelling expense specification.

Continue your reporting in the tab **Kontering**. Account code your journey as per the instructions on page 23.

Write any comments you may have under the tab **Anteckning**.

Click on **Spara**.

Once you have finished your travel order, click on:

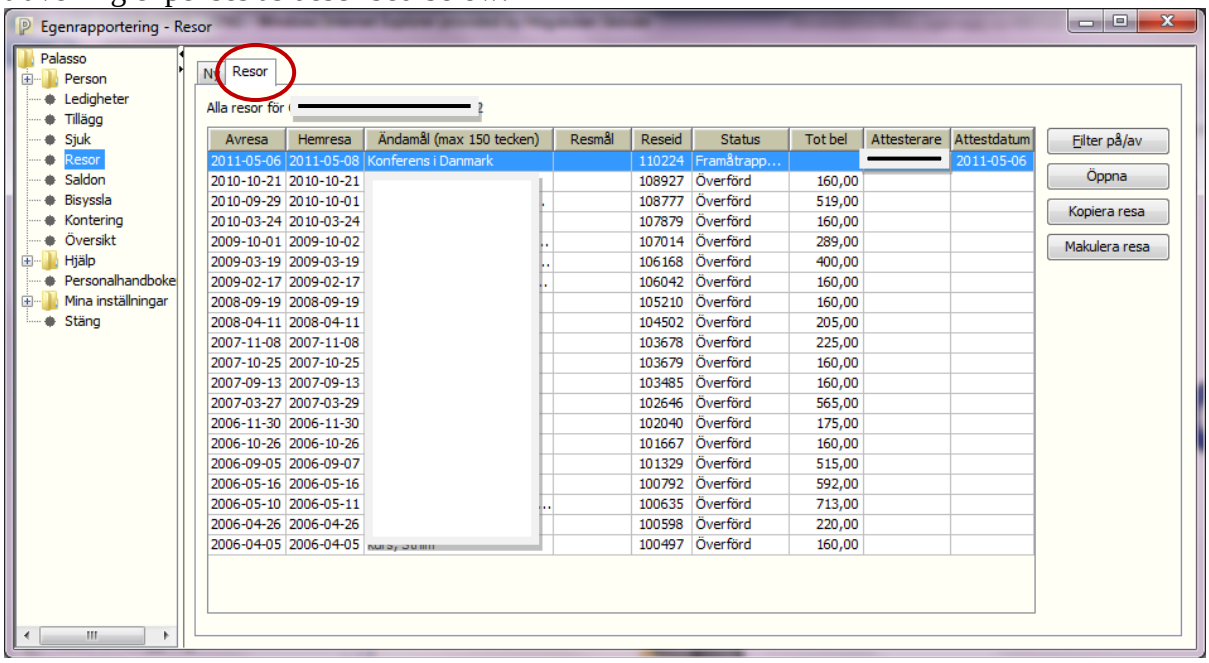


1. **Preliminära ersättningar** - To calculate and view your preliminary remuneration. May be printed for your own use.
2. **Reseorder** – Print out and send/submit to your head of school/department/research manager/project manager/operations manager or equivalent.

3. **Till attest** – To finish the travel order and forward it to attesting person

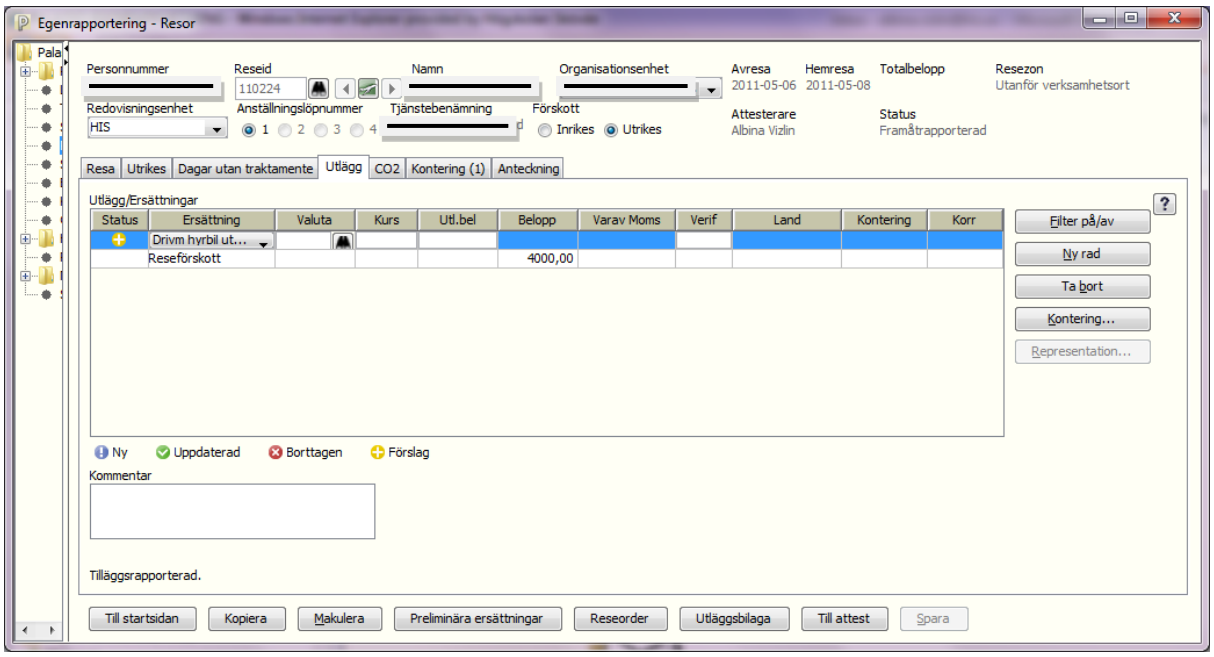
The travel order will get the status *rapporterad* once it has been forwarded for attestation. Once the attesting manager has attested the travel order, it will have the status *framåtrapporterad* (referred). After a journey, at the earliest the day after the stated return date, the travel order/travelling expense specification should be completed with any expenses or other things that may have arisen or been changed.

Go to your current journey which you wish to supplement, by selecting the tab **Resor.** Highlight the journey, and click on **Öppna** (Open). Complete the reporting of travelling expenses as described below.

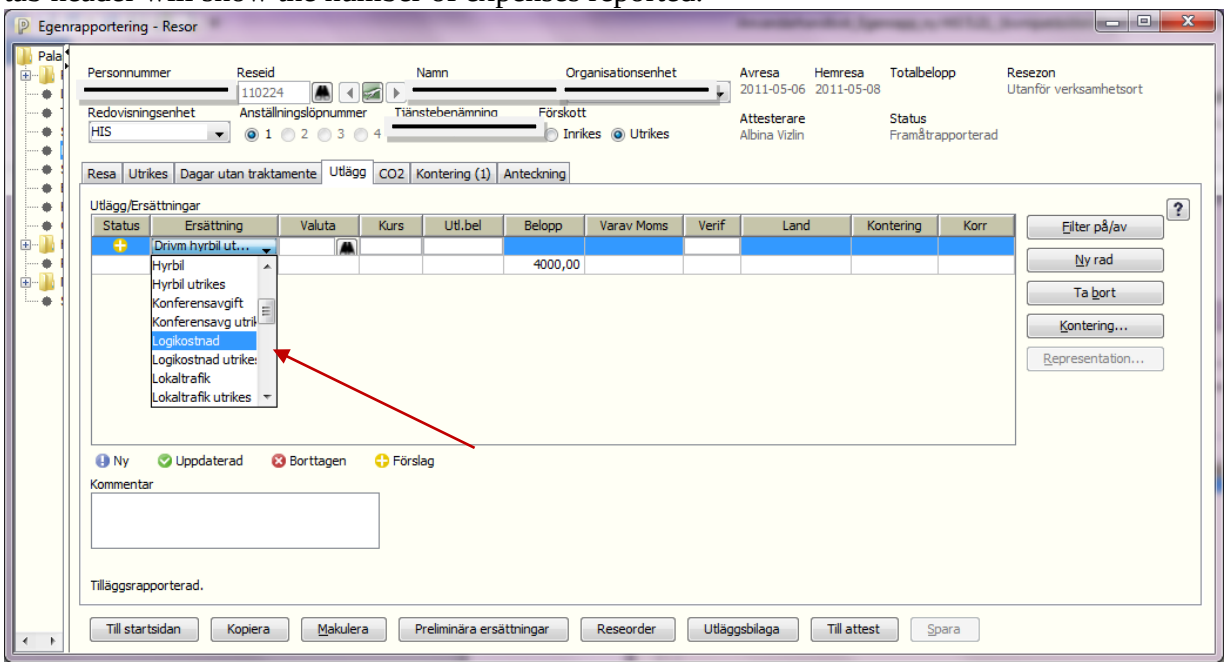


Utlägg (Expenses)

If you have indicated you have taken out an advance travel allowance in the text field "Erhållet förskott" the stated amount will be displayed in the tab **Utlägg** when you complete your travelling expense specification after the journey. If you have not previously stated an amount but have received an advance travel allowance, state the amount in this text field.



This is also where you report and requests reimbursement for other expenses you have incurred in connection with the journey. Select type of expense and indicate "Kurs" (Currency exchange) and "Belopp" (Amount) in the currency of the country. If you have had multiple expenses, click "Ny rad" (New line) for each additional cost. The tab header will show the number of expenses reported.



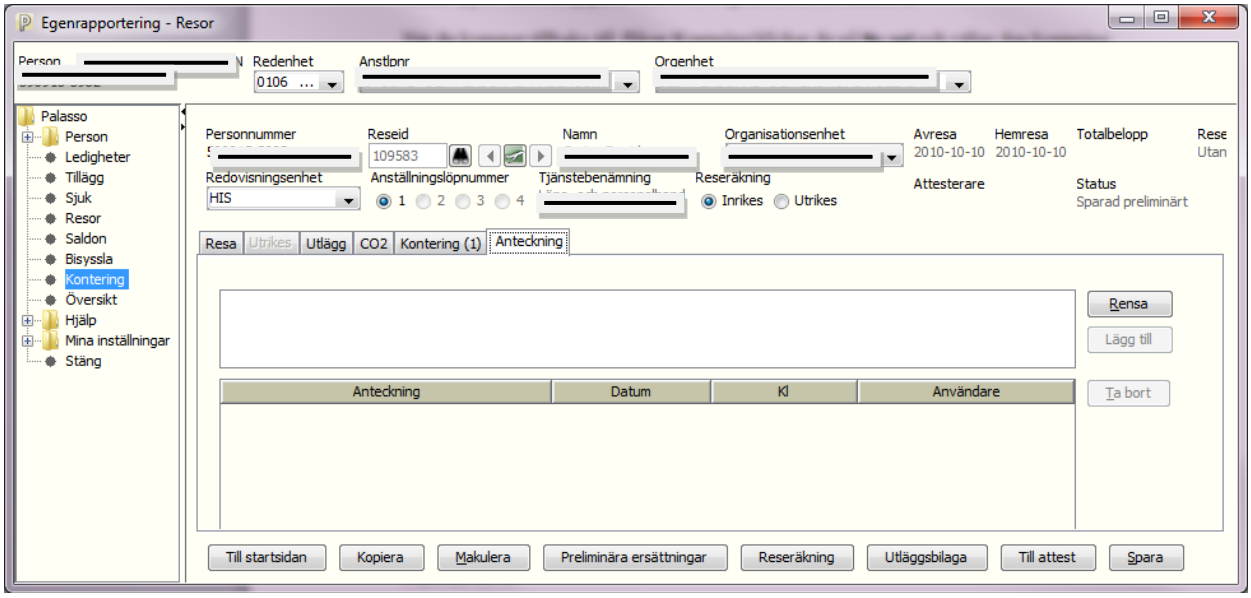
CO2

Under this tab you report CO2 emissions. If you select **Egen bil** (Private car), there are different types of fuels to choose from. In the text fields **Från** (From) and **Till** (To) you write for example home – station.

If you tick the box to show that this is a return trip (text field ToR), the number of kilos of CO2 is automatically doubled.

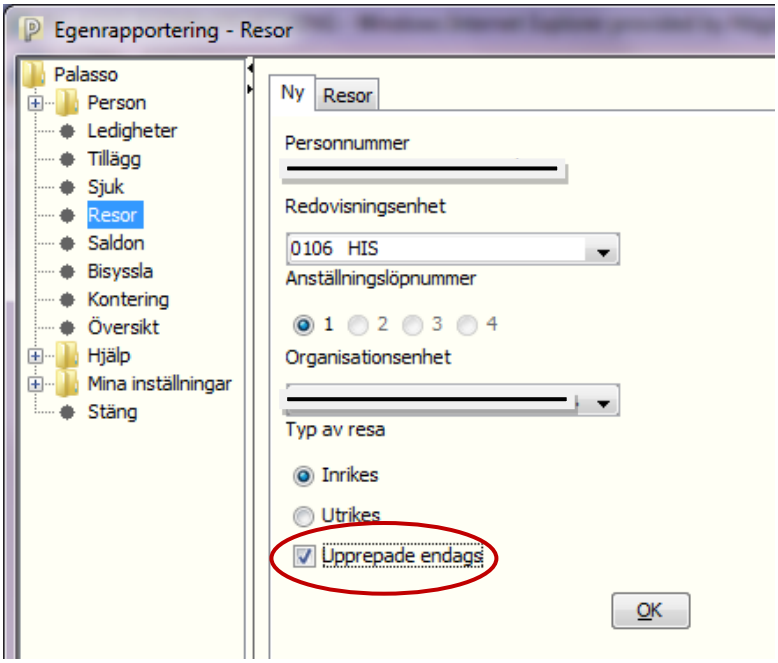
Kg CO2 is automatically calculated when you press the TAB key.

Anteckning (Notes)

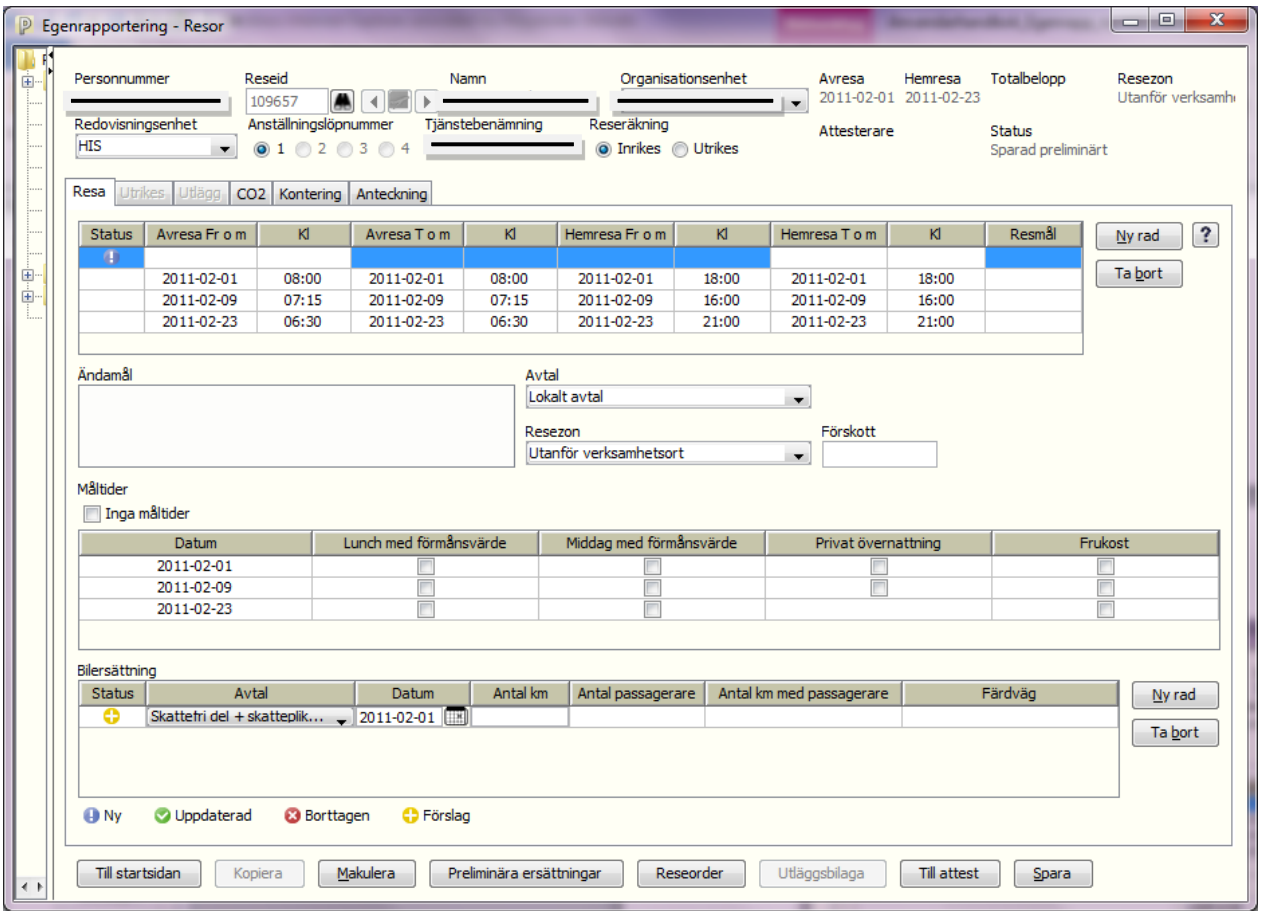


In this box you can leave comments regarding the journey for the attesting person.
Once you have finished self-reporting, finish your travelling expense specification according to the instructions on page 31, look under "Underlag till attest" (Basis for attestation).

Reporting of repeated one-day journeys



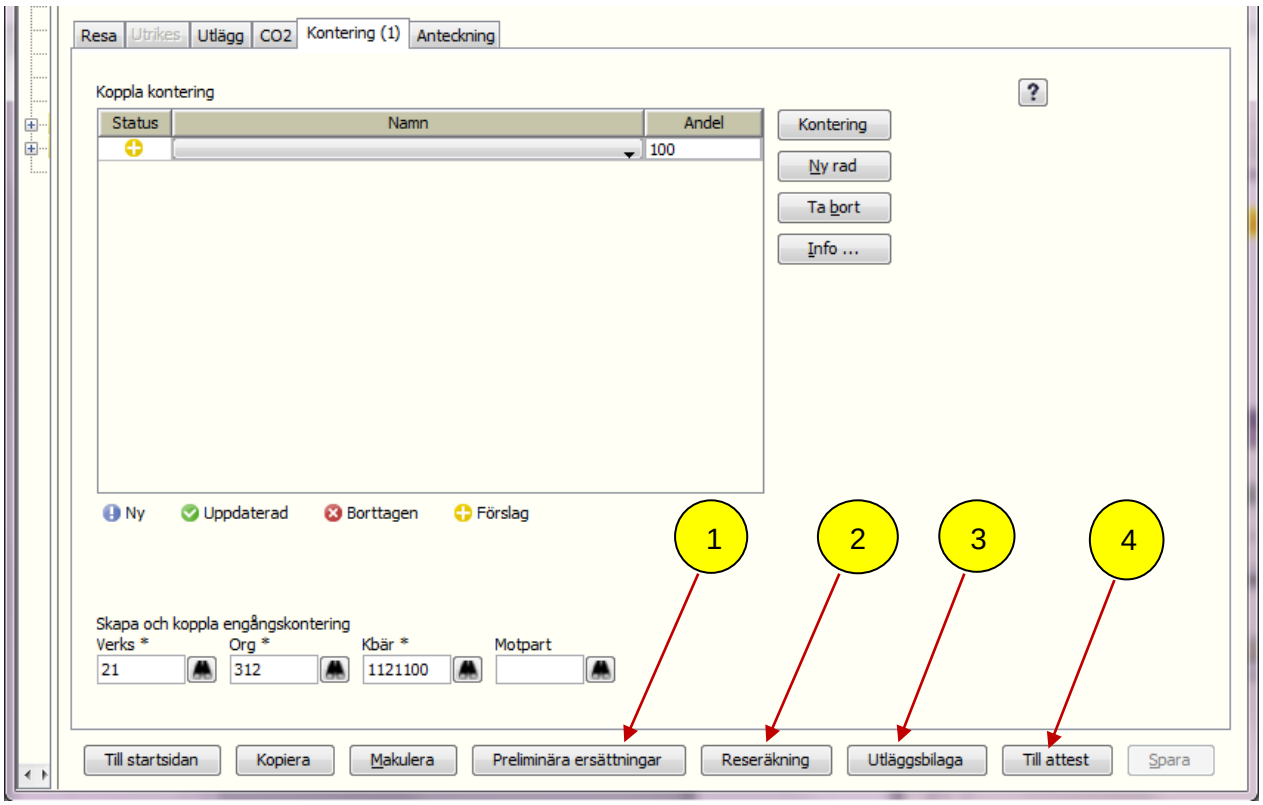
This is how to report up to 10 one-day journeys. Tick the box **Upprepade endags,** then click **OK**. Add journeys in the view that comes up as shown below.



Select **Ny rad** for each new day of travel that you wish to report. State the date and time of departure and return as well as purpose. Meals need not be entered for one-day trips. State if you have used your private car.

Important The button Upprepade endags is only enabled for the same account code. If you do not want to report them in the same journey (if the account code is different) you must create a new travelling expense specification for each one-day journey.

Underlag till attest (Basis for attestation)



Once you have finished your travelling expense specification, before you forward it for attestation, you must click the following:

1. Preliminära ersättningar To calculate and view your preliminary remuneration. May be printed for your own use.

2. Reseräkning Print out and send/submit to your head of school/department/research manager/project manager/operations manager or equivalent along with any expense appendices.

3. Utläggsbilaga If you have incurred any expenses during the journey, for which you are claiming compensation, print out the appendix and attach your tickets and receipts to it.

4. Till attest Click on this button once you have finished printing. Send/submit your travelling expense specification to your operations manager/head of school/department/research manager/ at the same time.

Palasso

Preliminär ersättning

2011-01-28
13:57:22

Personuppgifter

Namn:
Adress:

Reseid: 109564
Personnr:

Ersättningar/Avdrag

Benämning	Antal	Kurs	Apris	Belopp	Moms	Landkod	Verif
Dagtraktamente Hel	1.00		210.00	210.00			
Dagtraktamente Halv	1.00		105.00	105.00			
Lunchavdrag	1.00		74.00	-74.00			
Middagsavdrag	1.00		74.00	-74.00			
Frukostavdrag Halv	1.00		21.00	-21.00			
Lunchavdrag Halv	1.00		37.00	-37.00			
Lokaltrafik			180.00	169.81	10.19		
Moms				10.19			
Summa skattefri ersättning				**289.00**			
Förr.tillägg Dag Hel	1.00		120.00	120.00			
Förr.till. Halv Dag	1.00		60.00	60.00			
Summa skattepliktig ersättning				**180.00**			
Totalt				**469.00**			
Lunch Förmvärde	2.00		76.00	152.00			
Middag Förmvärde	1.00		76.00	76.00			

Palasso

Reseräkning

2011-01-28
14:12:16

Personuppgifter

Namn:
Adress:

Reseid: 109564
Personnr:

Kontering

Andel %	Verks	Org	Kbär	Motpart
100	21/	323/	1231001/	
	Grundutbildning	Personalavdelningen	Löner personal	

Resans ändamål

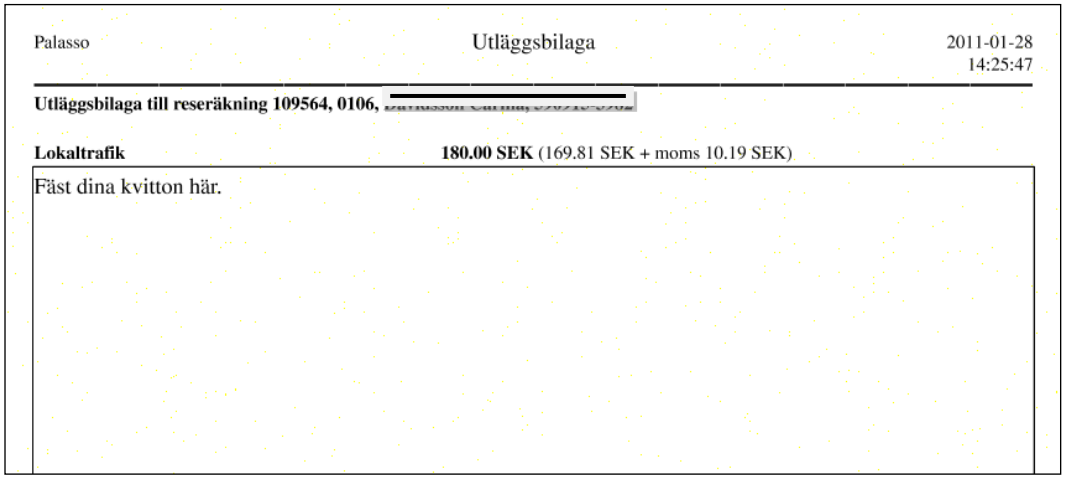
Konferens Stockholm

Resa Utanför verksamhetsort

	From	Tom	Resmål
Avresa	110103 08:00	110103 08:00	
Hemresa	110104 18:00	110104 18:00	

Ersättningar/Avdrag

Benämning	Antal	Kurs	Apris	Belopp	Moms	Landkod	Verif	Proddat	Anteck
Dagtraktamente Hel	1.00		210.00	210.00					
Dagtraktamente Halv	1.00		105.00	105.00					
Lunchavdrag	1.00		74.00	-74.00					
Middagsavdrag	1.00		74.00	-74.00					
Frukostavdrag Halv	1.00		21.00	-21.00					
Lunchavdrag Halv	1.00		37.00	-37.00					
Lokaltrafik			180.00	169.81	10.19				
Moms				10.19					
Summa skattefri ersättning				**289.00**					
Förr.tillägg Dag Hel	1.00		120.00	120.00					
Förr.till. Halv Dag	1.00		60.00	60.00					
Summa skattepliktig ersättning				**180.00**					
Totalt				**469.00**					
Lunch Förmvärde	2.00		76.00	152.00					
Middag Förmvärde	1.00		76.00	76.00					
Summa förmånsvärde				**228.00**					


Palasso Utläggsbilaga 2011-01-28 14:25:47

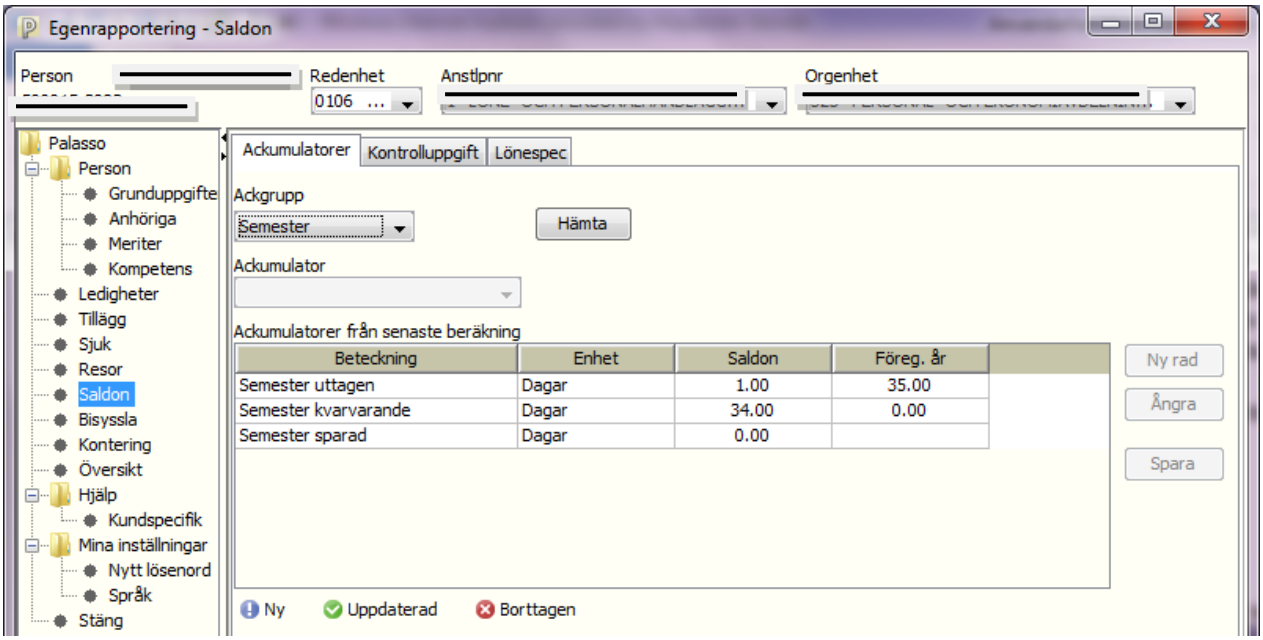
Utläggsbilaga till reseräkning 109564, 0106, [redacted]

Lokaltrafik **180.00 SEK** (169.81 SEK + moms 10.19 SEK)

Fäst dina kvitton här.

Saldon *(Balances)*

This function allows you to view balances for different accumulators, as well as view and print your payslip for any given period.



Tab Ackumulatorer (Accumulators)

The tab Ackumulatorer shows all the accumulators from your last calculation of salary. Even reports that have been made but not yet calculated in the salary system are shown.

Tab Kontrolluppgift (Income statement)

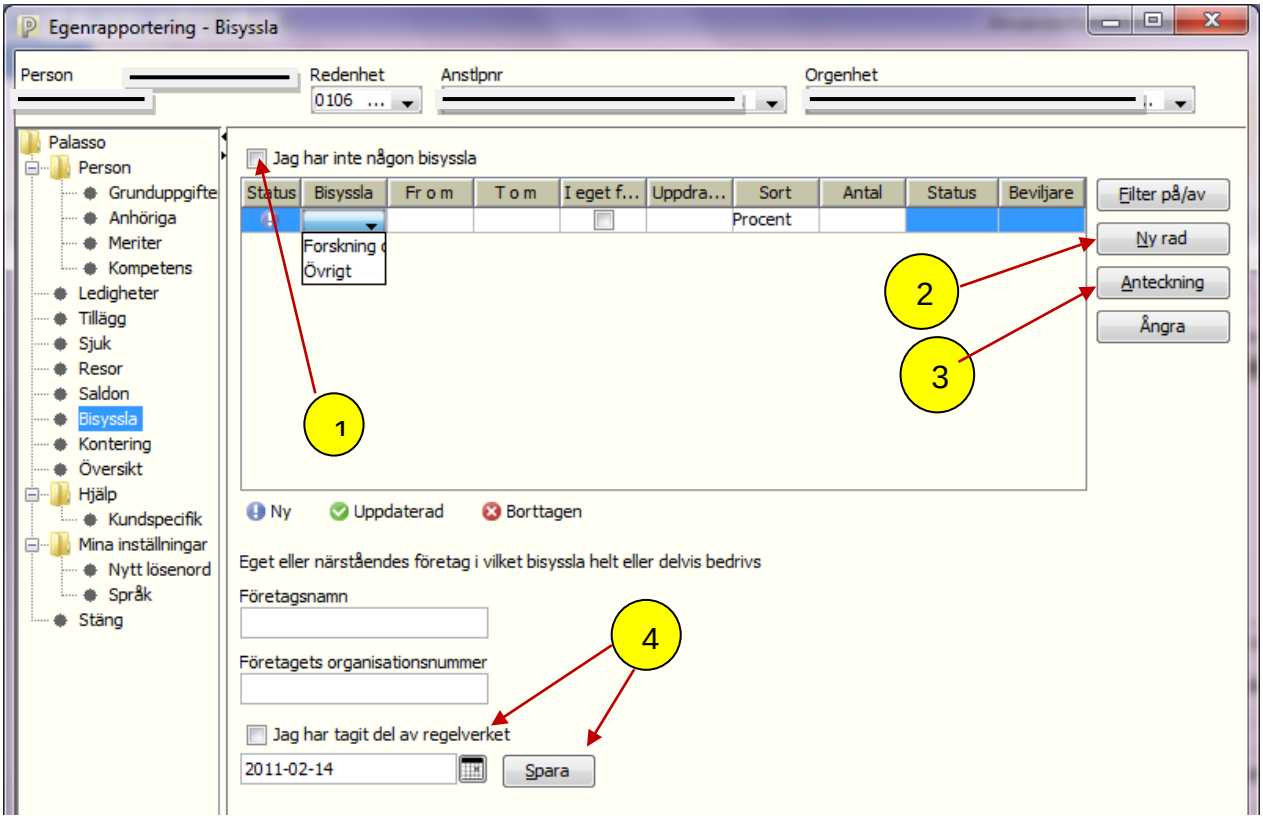
You can print your income statement through Palasso self-reporting. The codes on the income statement are the ones that are reported to the Swedish Tax Agency (equivalent to those on the income statement form).

Tab Lönespec (Payslip)

Under the tab Lönespec, you can view your payslips. Specify the month and year for the payslip you wish to see and then click **Hämta spec**. (Find payslip). If you wish to print the payslip, click **Skriv ut** (Print). The payslip is the shown on the screen and can be printed by clicking on the print icon. Your holiday balance is also shown on the print-out.

***Bisyssla** (Secondary employment)*

The function Bisyssla constitutes a support for the registration and administration of the employee's secondary employment, i.e., assignments that are outside of the regular employment.

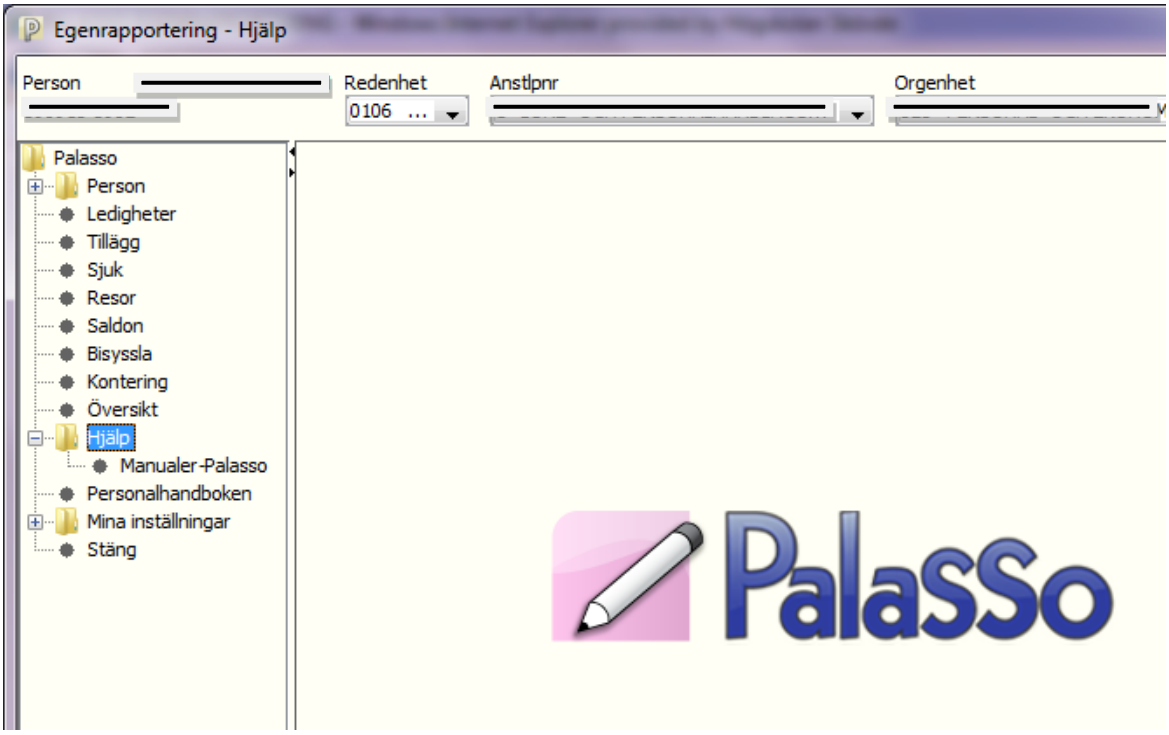


1. If you do not have secondary employment, check the box "**Jag har inte någon bisyssla**".
2. If you do have secondary employment, choose "**Ny rad**" and report the nature of the secondary employment (bisyssla), starting and finishing date, whether it is carried out for your own company and if so which (eget företag), or if it is with another employer (uppdragsgivare) and the percentage or number of hours (sort, antal) per period.
3. Describe the activity in the text field for notes.
4. Check the box "**Jag har tagit del av regelverket**" and click **Spara.**

The attesting manager assesses the application, makes a decision and attests it in Palasso.

Hjälp (Help)

The function **Hjälp** contains the tabs Manualer-Palasso (User Manual) and Personalhandboken (Personnel Handbook).



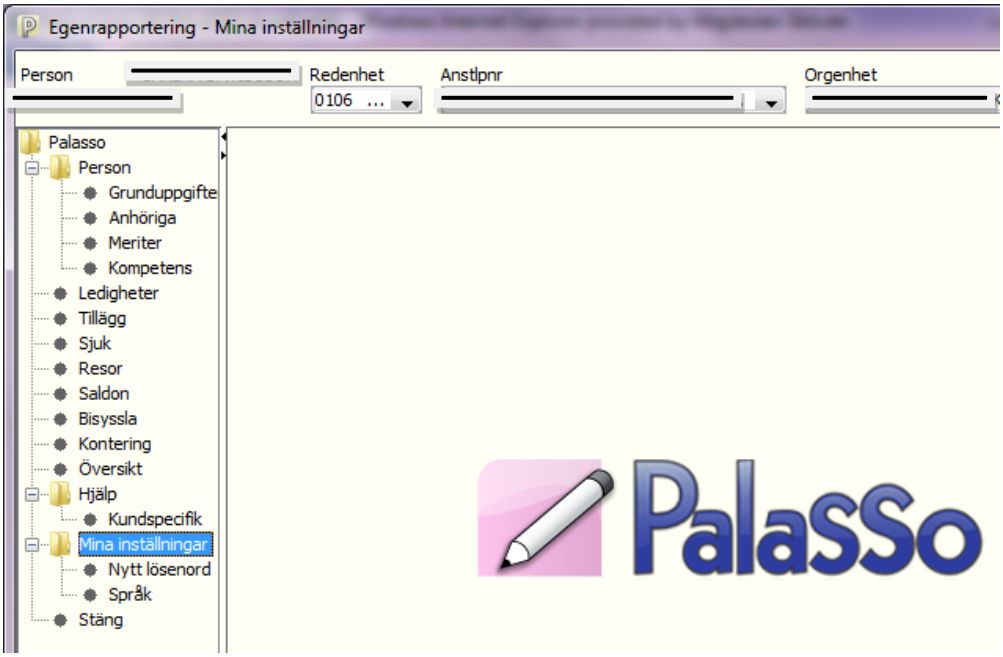
Manualer-Palasso

This tab directs you to the website where you will find the user manual for the Palasso Self-reporting.

Personalhandboken

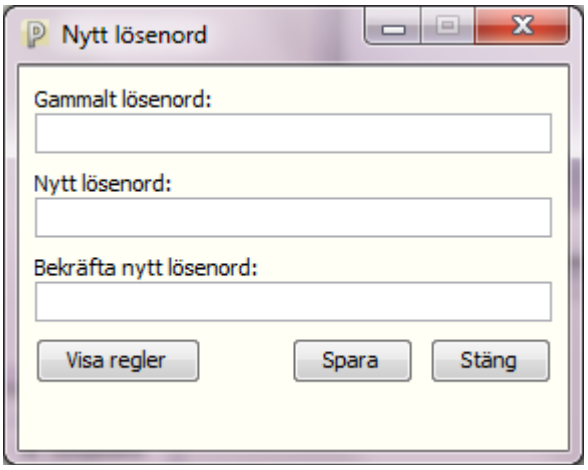
This tab directs you to the website where you can find the Personnel Handbook of the University. The handbook contains routines, regulations and miscellaneous information regarding personnel administration.

Mina inställningar *(Personal settings)*



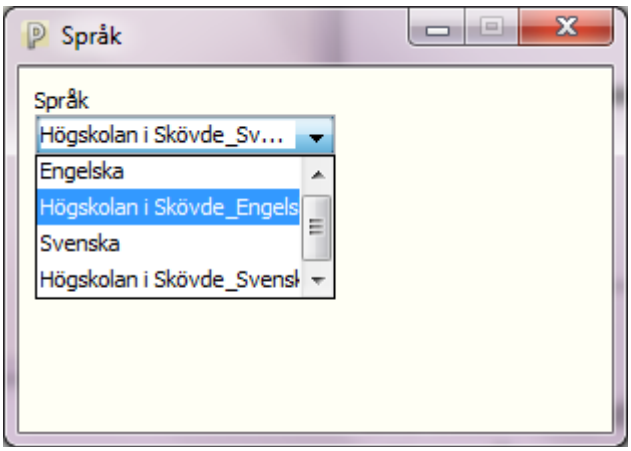
Nytt lösenord (New password)

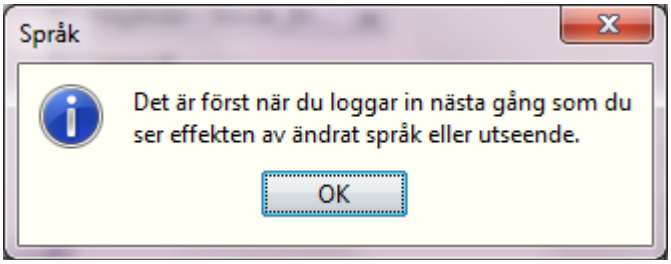
In order to change your password, first choose **Mina inställningar**, then **Nytt lösenord**.



Enter your current password in ***Gammalt lösenord***.
Enter your new password.
Re-enter your new password in ***Bekräfta nytt lösenord***.
Click on **Spara**.
Your password is changed and the window closes automatically.

Språk (Languages)



Non-Swedish speaking staff may choose to have the system in English.

Select **Språk**
Select **Högskolan i Skövde_Engelska** in the scroll list
Click on **Spara**.