

# How to fill in the timesheet

NOTE! Only the blue fields are to be completed, and the number of hours worked.

Enter surname and first name:

Ex: Andersson, Anna

Enter postal address, postal code and city:

Ex: Kanalgatan 1, 234 56 Umeå

Enter year and month for which the timesheet applies. Month should be converted into numbers:

- January: 1
  - February: 2
  - March: 3
  - April: 4
  - May: 5
  - June: 6
  - July: 7
  - August: 8
  - September: 9
  - October: 10
  - November: 11
  - December: 12
- Ex: 2022, 10



Department (equivalent)

Division of Educational Affairs

Administrative officer: Phone:

Payment of HOURLY WAGE

Date

2022- -

Christina Hägnebo 1224

Surname, first name		Personal identity number														
Address		Email														
Other employment at SLU		Work performed in addition to regular working hours														
		<input type="checkbox"/> yes <input type="checkbox"/> no														
<b>HOURS WORKED</b>																
Enter the number of hours in each date cell (example: 2 hours 30 minutes=2,50; 50 min Deduct any time used for breaks)																
Year, month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Number of hours worked (hourly wage includes holiday pay)		Number of hours	Hourly wage													
		0,00														
Other reimbursements (receipts must be included)		<b>Total</b>														
		-														
Student receiving support:																
Omnr	Konto	KST Dim 1	Proj Dim 2	Proj Dim 3	Fritt Dim 4	PHR Dim 5										
	5010	1005001	9600	Leave blank	1005417	Leave blank										
	5010			Leave blank		Leave blank										
	5010			Leave blank		Leave blank										
Authorisation																
Payment order																

Enter your personal identity number, 10 digit numbers:

YY-MM-DD - ID digits

Enter Email address

Choose an email address you check often.

Fill in the number of hours worked in the relevant date box. Breaks should be deducted. State time as a decimal, for example one hour and fifteen minutes as 1.25.

Calculation example:  
 60 min = 1  
 30 min = 0,5  
 50 min = 50 min/60 min = 0,83  
 45 min = 45 min/60 min = 0,75

Use commas (not period)

Enter surname and first name of the student receiving support.

Ex: Mats Mattsson