Manual for Primula Web

Primula web is a web based module of the Lund University human resources- and salary system. In Primula web you can do the following things:

Change your address
See and print your wage statement
Register vacation
Register sick leave
Register “VAB”
Register “tillfälliga pappadagar”

Log in in Primula web

Log in in Primula web with your Lucat-id. Go to www.lunduniversity.lu.se click on “current staff” in the top menu. Click on “terms of employment” in the top menu. Click on “Primula Web” under frequented websites.

Before you log in you choose English by clicking on the English flag in the left hand top corner.

Change your address

- Once you have logged in you click on “My Page” in the left hand menu.
- Choose “personal information” in the list.
- Fill out your new address
- Click on “send”

Your address has now been changed in Primula. Do observe that the address has not been changed in any other of the university computer systems, for example Lucat or Ladok. You have to change your address all the respective systems.

See and print your wage statements

- Once you have logged in you click on “My Page” in the left hand menu.
- Choose “wage statement”
- The wage statement that is shown on the screen is the last one paid by the university or the coming one if the salaries have already been calculated for the current month.
- Click on “create” at the bottom of the page where it says “forms”. You will now see a link that will open a word document with your wage statement that you can now print.
If you wish to see a previous wage statement you do as follows:

- At the top of the page you fill out year and month for the wage statement that you want to see where it says “Previous wage statements”.
- Click on “create”
- The summery that you now see on your screen is the wage statement for the month you have filled out.
- To be able to print this wage statement you click on “create” at the bottom of the page where it says “forms”. You will now see a link that will open a word document with your wage statement that you can now print.

The information under the head line “Employee related accumulators” is your total gross salary and taxes paid for the current year.

The information under the head line “accumulated vacation” is where you can see how many vacation days you have for the current year, how many you have saved from previous years and how many you have taken out of the current year’s vacation days. Please observe that if you have registered vacation and it has not yet been approved it has not been drawn from the yearly vacation days and transferred to the days you have taken out.

**Register vacation**

- Once you have logged in you click on “My Page” in the left hand menu.
- Choose “vacation application” in the list
- Choose From and Until dates
- Click on + Add
- Click on “Note/att” in the right hand menu and write any information that might be necessary.
- Click on “Submit”

The application has now been sent to the prefekt for approval. If you want to know the status of your application, go to “my cases” in the left hand menu. When the application has been approved you will get an email stating that it has been approved.

**Register sick leave**

- Once you have logged in you click on “My Page” in the left hand menu.
- Choose ”sick leave” in the list
- Choose From and Until dates and extent
- Click on + Add
- Click on ”Note/att” in the right hand menu and write any information that might be necessary.
- Click on “Submit”

Please observe that you have to register an Until date when registering sick leave. It is therefore recommended that you register your sick leave when you are back
at work. If you are sick more than 7 calendar days you have to have a doctor’s note. Register the days that you have been sick before your doctor’s certificate start, the rest of the sick leave will be registered by the pay roll office when they get a copy of your doctor’s certificate.

If you are sick a whole day the extent of your sick leave is 100%. If you are sick part of the day the extent will be the same percentage as the percentage of the work day that you had to leave. If you are employed part time and is sick the whole time you should have been at work your extent is 100%. This since you are sick 100% of the time you should have been to work.

Register ”VAB”
- Once you have logged in you click on “My Page” in the left hand menu.
- Choose ”leave of absence” in the list
- Choose “tillf föräldrap, vab” from the list below “cause of leave”
- Choose From and Until dates and extent
- Click on + Add
- Click on ”Note/att” in the right hand menu and write any information that might be necessary.
- Click on ”Submit”

Register ”tillfälliga pappadagar”
- Once you have logged in you click on “My Page” in the left hand menu.
- Choose ” leave of absence” in the list
- Choose “tillf föräldrap, pappadagar” from the list below “cause of leave”
- Choose From and Until dates and extent
- Click on + Add
- Click on ”Note/att” in the right hand menu and write any information that might be necessary.
- Click on ”Submit”