

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: 2026, 10

Payment of HOURLY WAGE


 Department (equivalent) _____ Date _____
 Administrative officer: Phone: _____

Surname, first name										Personal identity number												
Address										Email												
Other employment at SLU										Work performed in addition to regular working hours ☐ yes ☐ no												
HOURS WORKED Enter the number of hours in each date cell (example: 2 hours 30 minutes=2,50; 50 minu 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)																						
														Total								
														-								
Student receiving support:																						
Om1	Konto	KST Dim 1	Proj Dim 2					Proj Dim 3	Proj Dim 4					Proj 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