

**LUNDS UNIVERSITET****BILL**

Additional hours, overtime and supplement for inconvenient working hours

Department (equiv.)	
	Internal mailing code
	Cost centre

Personal identity number	
Surname	First name
Address	
Postal address	

Date	Duty		Additional hours		Overtime				Inconvenient working hours				Major holiday	
	from	to	hours	mins	simple		qual.		simple		qual.		hours	mins
Total time:														
Rounded off to:														

Signature		Date	
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DECISION

On behalf of the University		Date	
Signature		Name in print	

Cost centre	Account	Area of activity	Activity	Free field
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The number of hours is rounded off to the nearest whole number for inconvenient working hours and to the nearest lower ¼ hour for overtime and additional hours.

Additional working time that covers less than 15 minutes is not to be counted.