



LUNDS
UNIVERSITET

HR Division

Registering an application for health promotion reimbursement, for Lund University employees

Lund University applies the Swedish Tax Agency's regulations in the assessment of whether an activity can be approved for reimbursement of health promotion costs.

<https://www.skatteverket.se/foretag/arbetsgivare/lonochersattning/formaner/personalvardsforman/motionochfriskvard.4.3016b5d91791bf546791431.html>

Log in to Primula using your Lucat ID WITHOUT the "@lu.se" extension.

The screenshot shows a web browser window with the URL <https://idpv3.lu.se/idp/profile/SAML2/Redirect/SSO?sessionid=1bmawa771u927zle0u7cok9j2?execution=e1s1&lang=en>. The page features the Lund University logo and the text "LUND UNIVERSITY". Below the logo, it states: "You are about to login to **Ekonomi- och lönetjänster för anställda på svenska myndigheter**". A note instructs users to "Enter your Lucat userid below **WITHOUT** '@lu.se' at the end in order to login". There are two input fields: "Username:" and "Password:". A "LOGIN" button is positioned below the fields. At the bottom, there is a disclaimer: "This is Lund University Identity Provider (IdP) and is used to access most of the web based IT Services at the University. The Identity Provider supports Single Sign On. As a user you will only have to enter your credentials (userid and password) once and after that you can access other web based IT Services without having to re-enter your credentials. In order to login using another set of credentials (userid and password) please use the web browser to start a new private browsing session. When you have finished using web based IT Services please close the web browser, especially if you have used a public computer." A footer note reads: "If you are experiencing problems using the Identity Provider please contact ITU Servicedesk +46 46".

The following page will appear:

 LUNDS UNIVERSITET

[Log out](#)

My page ▾

Process Cases ▶

Services ▶

External links ▶





Privacy policy

Cookies

Welcome to personnel administration self service

To use Primula when payroll is running:
You cannot approve cases after the last day for approval in the month and until the payroll has run. When the payroll is running the cases cannot be sent nor approved. You can find the timetable with the dates when payroll is running under "external links".

My page: My page is an employee self-service for common payroll related transactions. Here you can change your own contact details, vacations, travels, request overtime payment, voluntary tax, submit reimbursement slips... Click on the question mark icons to get help.

Process Cases: You can only see this menu if you have the access rights. This menu enables you to review and approve absence and overtime for your staff. You can also record requests on behalf of your staff.

Services: If you are authorizer or administrators you can also print various reports, absence calendar and other information in the Services menu.

Information ? In this table you see the next date of payment and every historical salary that has been paid out before that.
Your records regarding available payroll data is also here.

Support
[National Government Servicecenter](#)
[Client web](#)

Click the My page menu button on the left.

 LUNDS UNIVERSITET

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My page ▼

- Compensations/fees
- Employment
- Leave of absence
- Parental leave
- Salary exchange
- Sick leave
- Sideline
- Travel/expenses
- Vacation application
- Competence Profile
- Employment records
- Income statement
- My cases
- Personal data
- Personal information
- Personal settings
- Wage statement



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Process Cases () ▶

Then click the downward arrow stating: Select form
Select: Wellness LU

Lunds universitet

lu.hr.evry.se/primula/bemanningar.jsp?org.apache.catalina.filters.CSRF_NONCE=8D

Appar

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My page

Compensations/fees

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Process Cases ()

Select form

- Additional parental benefit
- Evening education LU
- Healthcare and medicine
- Hourly pay (LU)
- Increment LU (common)
- Overtime LU
- Preparedness (MAXIV)
- Preparedness LU (vet)
- Readiness LU
- Readiness LU (KONFERENS)
- Readiness LU (LDC)
- Readiness LU (Lokalservice)
- Taxable benefit 1
- Wellness LU**

Information

In this table you report increments, for example you have been working you got compensation in you report to use it a payment. Employed employees can also report in here.

Withdraw request
If you have a request and you want to withdraw

1. If the grounds of your request still has not been calculated you can withdraw the request up in **My cases** and **Withdraw**. If you or parts of your case you withdraw it and instead of a new request.
2. If your required correction already has been calculated you have to make a **new** request. For further information please click the question mark to the correction box.

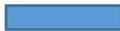
Enter the following:

- **Type of expense** = Health promotion tax-free max SEK 1870
- **Date** = date of payment on the receipt/date of invoice payment
- **Amount** = amount paid, although not exceeding **SEK 1870**

If you have several receipts, click the button for a **New row**, under the fields you have just completed.

Continue in this manner until all your receipts have been registered or until you have reached the maximum amount of SEK 1870. The last entry may need to be adjusted to a lower value than that stated on the receipt, so that the total amount applied for is SEK 1870.

If you have monthly direct debit payments for your gym membership card, you are permitted to register a single row with the *total amount*. State the *last* payment date. This is to avoid having to register each monthly payment separately.



My page (1)

-Compensations/fees(1)

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Process Cases ()

Services

External links



Type of case: Wellness LU
Position:

ID-number

[Outlays Appendix/print](#)

Review of health promotion is performed by Human Resources. The expense report and original receipts must be submitted to internal mailing code 31, HR Division and be marked "granskning" (review) or alternatively to the address: Box 117, 221 00 Lund. If you have questions, please write to: friskvard@hr.lu.se.

1. Select "Wellness taxfree max 1870" in the "Type of compensation" box, enter the payment date/receipt date and amount paid, but maximum SEK 1870.
2. Click on "Outlays/Appendix/print", and attach your receipts to the expense report.
3. Finish by clicking the "Submit" button.

You can receive a maximum of SEK 1 870/year and you will be reimbursed for receipts registered in Primula no later than 15 January the year after the payment was made. Purchases made in 2020 must therefore be registered no later than 15 January 2021. If you have reported health promotion expenses previously the same year, your current balance will be displayed on your home page in Primula.

The original receipt must state the employee's name, the name of the vendor, activity, amount paid (VAT specified), date and period of validity.

Type of compensation

Date	Sum
<input type="text"/>	<input type="text"/>

To pay

Information

In this table you report all your salary increments, for example overtime. If you have been working overtime and got compensation in time, it is here you report to use it as leave with payment. Employed by the hour employees can also report their hours in here.

Withdraw requested compensation

- If you have a requested compensation and you want to withdraw or change it:
1. If the grounds of your compensation still has not been calculated in payroll you can withdraw the case by looking it up in **My cases** and by clicking **Withdraw**. If you only want to change parts of your case you still have to withdraw it and instead make a new case.
 2. If your required compensation already has been wage calculated you have to make a **new case**. Specify the dates you want to change then click **Correction**. For further information please click the question mark (?) next to the correctionbox.

Once you have completed all fields, click the **Calculate** button (beside the To pay box).

The next step is to click the **Outlays appendix/print** button.

*All original receipts are to be stapled to the outlays appendix to be **sent in by post**, see address on the last page.*

We recommend that you attach small receipts to white sheets of paper or directly to the outlays appendix.

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My page (1)

► -Compensations/fees(1)

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Services

External links

Type of case: Wellness LU
 Position:

ID-number
 5.497.353.459

[Outlays Appendix/print](#)

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3. Finish by clicking the "Submit" button.

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Type of compensation

Date	Sum
<input type="text"/>	<input type="text"/>

New row Remove row

Calculate To pay

[Outlays Appendix/print](#)

Note/Att

Information

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2. If your required compensation already has been wage calculated you have to make a **new case**. Specify the dates you want to change then click **Correction**. For further information please click the question mark (?) next to the correctionbox.

You can write a message in the case and attach receipts, but we currently still need to receive **the original paper copies of the receipts by post.**

To do this, click the symbol in front of the text **Note/Att.**

Income statement
My cases
Personal data
Personal information
Personal settings
Wage statement

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Type of compensation
Wellness taxfree max 1870

Date: 210325 Sum: 1870

New row Remove row

Wage code	From	Until	Quantity	Price each	Occasions	Amount	
4090 Wellness taxfree max 1870	21-03-25	21-03-25	1,00			1 870,00	Account

Close

To pay: 1870

Calculate

Privacy policy
Cookies

Outlays Appendix/print

Note/Att
Remove
Reset
Save
Submit

Finally, when all fields are completed, click the Submit button.

This will send your case to the reviewing officers for processing.

If you cannot see the Submit button, try switching the web browser to Google Chrome or Microsoft Edge.

Remember that Primula does *not* work as a mailbox.

The reviewing officers do not get a message informing them that you have entered something on the form, but will only see your message when the case is being processed.

The processing only starts once the paper documents have been received by the HR Division.

If you have any questions concerning health promotion, please enter them in the form to be found on the HR Division's page [Finding the right HR information and support | HR website \(lu.se\)](#)

Before submitting your outlays appendix with all receipts and documentation attached: Remember that you are to send in your *original receipts/original invoices etc.*

Check that your original receipt specifies:

- your name as the service user
- the amount
- membership/activity period
- seller's name and details
- type of activity

- seller's corporate identity number
- VAT amount

If the original receipt does *not* include the details above, *request a complementary receipt from the seller*. Receipts written on a **receipts pad require a stamp or attached cash register receipt**.

If you paid for your activity via invoice:

Attach the invoice and the bank statement showing that you have paid. A payment confirmation from the seller is also acceptable.

If you paid for your activity via direct debit:

Reimbursement can only be requested for payments that have already occurred. Ask the seller for a payment certificate, or attach a copy of the bank statements and a copy of the agreement from the health promotion company showing your name as the service user, the price and the membership/activity period covered.

Deadline for sending in receipts:

Original receipts, together with the outlays appendix and any complementary receipts, are to be sent in to the HR Division **no later than 31 January** of the year following that of the purchase.

Send the documentation via internal mail to:

Internal mailing code 31
HR Division
Mark the envelope "For review"

Send the documentation via regular post to:

Lund University
HR Division
Box 117, 221 00 Lund
Mark the envelope "For review"