



**LUNDS**  
UNIVERSITET  
HR Division

13 December 2021

## Quick guide to reporting secondary employment in Primula

*At Lund University, all teaching staff are to report annually as to whether they have secondary employment. This also applies to the few managers who are covered by the local agreement on central management positions. Other employees are to submit a report on secondary employment if required to do so by their manager or if the employee wants an assessment of their secondary employment on their own initiative. As an employee, you are responsible for ensuring that your secondary employment does not damage credibility. Secondary employment and your work at the University are always to be clearly separate and all secondary employment is to be conducted completely outside your position at the University, in terms of both content and time.*

Read more [Secondary employment | Staff Pages \(lu.se\)](#)

Use your Lucat ID to log in to Primula.

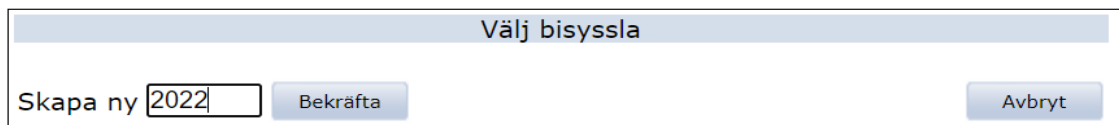
Click "My Page" and select "Sideline". On the page that opens, you will find information in the right-hand column on how to report new secondary employment and how to copy or modify during the year any previously reported secondary employment. You can only report one secondary employment at a time. If you have several such positions, complete a new report for each one.

If you have more than one position at Lund University, your secondary employment report is to be sent to all the heads of department/equivalents concerned. When your first report has been approved by the recipient, you are to copy it and send it as a new case to the next head of department/manager.

Reported secondary employment is numbered with the calendar year in which it is reported plus a serial number and the date on which it was reported.

**How to report:**

Create a new report by selecting “Confirm” as per the image below:

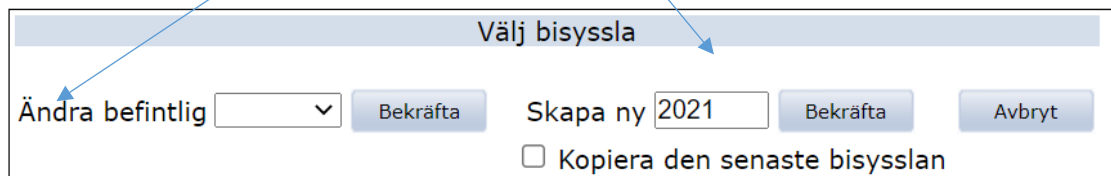


The screenshot shows a form titled "Välj bisyssla". It contains a text input field with "Skapa ny" followed by a text box containing "2022". To the right of this text box is a blue button labeled "Bekräfta". Further to the right is another blue button labeled "Avbryt".

If you have previously reported secondary employment, you can choose to copy the most recent report and reuse parts of it in your new report. Remember to select the correct year before continuing with your report.

This step also enables you to amend a current secondary employment if it has changed during the year.

Confirm your selection as below:



The screenshot shows a form titled "Välj bisyssla". It contains a dropdown menu labeled "Ändra befintlig" with a downward arrow. To the right of this dropdown is a blue button labeled "Bekräfta". Further to the right is a text input field with "Skapa ny" followed by a text box containing "2021". To the right of this text box is a blue button labeled "Bekräfta". Further to the right is another blue button labeled "Avbryt". Below these elements is a checkbox labeled "Kopiera den senaste bisysslan".

In your report, you are to confirm that you have read Lund University's information and regulations on secondary employment. You can find the link to the information under external links on the left side of the Primula page:

**Externa länkar** ▶

Användarstöd (manual/film)

**Bisyssla**

Forskningsämnesgrupper

Information om bisyssla

SSC portal/support

Skatteverket

Tidplan Primula 2021

Valutaomvandlare

Once you have read the information, confirm it by ticking the Yes box:

Jag har tagit del av myndighetsspecifik information om bisyssla:

 Ja**If you do not have any secondary employment**

If you do not have any secondary employment, tick the No box accordingly. Once you submit your report by clicking Submit, your case is complete. If you want to view your case, you will find it under My Cases.

Har du någon bisyssla:

 Ja  Nej

Skicka

**If you have secondary employment**

If you have secondary employment, tick the box to confirm this and continue to enter the remaining information.

Har du någon bisyssla:  Ja  Nej

Fyll i de bisysslor du har (om du markerat att du inte har några bisysslor kan du skicka ärendet direkt).

Typ av bisyssla	Omfattning (timmar/år)
<input type="text" value="v"/>	<input type="text"/>
Uppdragsgivare (namn, org.nr)	
<input type="text"/>	
Ekon.trans. mellan bisyssla - myndighet	
<input type="text" value="v"/>	<input style="background-color: #e0e0e0; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="?"/>
Beskrivning	
<input type="text"/>	

Select the type of secondary employment in the drop-down menu:

- R&D – for secondary employment in research and development, i.e. subject-linked secondary employment
- Other – for all other secondary employment

Enter the estimated time you intend to dedicate to your secondary employment during the year, in hours/year.

Enter the client (name, corporate identity number). If you do not have a registered company, enter your own name and personal identity number as the client.

State whether any business/financial transactions occur between the secondary employment and Lund University. This is about whether the organisation where you have your secondary employment sells or buys goods/services to/from Lund University and whether this relates to your secondary employment. The reason why this must be reported is that transactions to or from companies connected to the public authority's employees or people close to them could potentially damage credibility. These transactions therefore need to be carefully reviewed.

Financial transactions occur between Lund University and Region Skåne/other major public authorities or companies, for example, but unless these relate to your secondary employment, you are to state that there are no financial transactions between the public authority and your secondary employment. The fact that you receive a salary for your secondary employment from another public authority/company does not automatically entail that transactions occur between *the secondary employment* and *Lund University*.

Under description, describe your secondary employment so as to enable an assessment of whether or not it could damage credibility/interfere/compete with your University employment.

When you are ready, submit your case using the "Submit" button at the bottom of the page.

A small, light blue rectangular button with the word "Skicka" in a dark grey font.

The case is sent to the head of department/manager for assessment. To view a current case, go to My Cases.

To view closed cases (approved by the head of department/manager) click the Search Archive box. Enter the date interval for the cases you wish to find. You can specify a maximum interval of 6 months per search. The date interval you enter concerns the date on which you created the case in question.

**Questions about secondary employment**

If you have any questions concerning the regulations for secondary employment that are not answered in the information available on the Staff Pages, please address them primarily to your head of department/manager.

Questions on how to complete the form can be addressed to the National Government Service Centre (SSC) via the SSC portal or by calling 2 90 00 (select 3).