

Guide to reporting secondary employment in Primula web

This guide is for the use of Primula web to report secondary employment. For information about rules and regulations, etc. see the Lund University website under Staff pages > Terms of employment > Secondary employment: <http://www.staff.lu.se/employment/terms-of-employment/secondary-employment>

Step-by-step guide

Log in to primweb.adm.lu.se with your Lucat ID.

If you want to access Primula web from outside the university network, you must first log in to the VPN service at www.lu.se/vpn.

Click “My page” and select “Secondary employment”. On the next page, there is a help text with information about how to report your secondary employment.

You can always save the form by clicking the  Save button and continue filling in your details at a later date.

Follow the [Secondary employment info](#) link, read the information and regulations.

Close the page and return to Primula web; tick the box to confirm that you have read the information.




Confirm whether or not you have secondary employment by selecting an option from the drop-down list.

If you do not have any secondary employment:


Confirm that your details are complete and correct by ticking the box.

Submit the form for authorisation using the  button.

If you do have secondary employment, fill in the rest of the fields. All fields are compulsory except remuneration in SEK.

- Select the type of secondary employment from the drop-down list:
 - ⁰ “R&D” for Research and Development employment, i.e. work related to your subject
 - ⁰ “Other secondary employment” for all other types of work
- Click  and enter a description of your secondary employment and the type of business. Close the window.
- Enter your employer, your employer’s corporate identification number, hours worked and remuneration in SEK in the appropriate boxes. Please note that you must enter a corporate identification number even if you are the owner/part-owner of the company.
- Tick whether or not there are business transactions between the secondary employer and the University (i.e. any exchange of goods or services for some form of payment).
- Read the information box “I am aware that...”
- Confirm that your details are complete and correct by ticking the box.
- If you want to write a note for your head of department/manager, use  Note/Att
- Send the form for authorisation using the  button.

If you have more than one secondary employment, your report must be sent to all relevant heads of department/equivalents. Choose the recipient in the drop-down list before you send your report, then complete a new report and send it to the next head of department/equivalent as the report can only be sent to one recipient at a time. If you want to copy text or other entries from the first report, use the copy/paste function between your reports.

Specify in  Note/Att that the report is being sent to several recipients, for information to those concerned.

Once you have submitted the form, it goes to the head of department/equivalent for review and authorisation. Reported secondary employment is numbered according to the calendar year it was submitted plus a serial number and the date of submission.

You can view your submitted forms under “My cases”. Before they have been processed, they can be seen on the first page of “My cases” when the page is opened, but once they have been processed by the head of department/equivalent, you can search for them by ticking the “Search archive” box and selecting “Secondary employment” under “Type of case”. Click on “Period in archive search”, followed by “Search”. View the whole form by clicking “Show details”.

Printing out your secondary employment report

If you want to print out your report, click on “Retrieve” at the bottom of the form:

Forms and print out the document. You must have saved the form in order to do this. You can also print out the form at any time under “My pages”. Submitted forms can be retrieved by ticking “Search archive” and selecting “Secondary employment” under “Type of case”. Click on “Period in archive search” and then “Show details” and print as above.

In case of cessation or change to reported secondary employment

If your previously reported secondary employment ceases, you are to make a new report stating that you no longer have this secondary employment. If you previously reported several secondary employment activities, it is appropriate to specify which one is affected by the change, under the "description" tab.

If the circumstances of a reported secondary employment have changed, you submit a new report with correct information. The most recently submitted report is always the applicable one.

Support

For support on rules and regulations for secondary employment, ask the contact person for secondary employment at your faculty/equivalent.

Technical support for Primula web is provided by Servicedesk **Tel:** 046 222 9000,
Email: servicedesk@ldc.lu.se