

PHD STUDENT QUICK REFERENCE GUIDE

Primula

My page:

- Salary statement
- Sick leave
- Leave of absence (sick child - VAB / 10 days off at child birth)
- Travel / expenses

<https://primweb.adm.lu.se/>

When you are sick (or need to stay at home with your child/children) always inform the head of department the first day of your sick leave (or VAB) by e-mail or call. Register in Primula when you are back at work again.

Travel / Expenses

- Select form
 - o Travel domestic – (with per diem, remember to have correct meal reduction)
 - o Travel international – (with per diem, remember to have correct meal reduction)
 - o Car allowance / **Expenses** – (Konferensavg.vetenskaplig, Books, Resa Hyrbil, Varor köpta... et cetera)
 - o Travel advance
- Select position
 - o 1 - 263041 Economic History
 - o 9 - 888888 Systemkod (CED)
- Manage account: Cost center (EKH - 263041 or CED - 263401) + Area of act + Activities
- Describe trip/expense
- Fill in information about expenses/entertainment/trips
- Calculate
- Create → Print
- Send case to administrator at... (EKH or CED. Type 26 enter to find it quicker)
- Send
- Give signed printed case to Birgit (EKH) or Kristin (CED). Include OK from project PI, tickets, receipts, conference program et cetera.

LUCAT

Changing personal data

This is where you update your own personal data page, including contact information, phone number, personal web-page address etc. You can also alter your private address information and choose or decline to receive the staff magazine LUM (which is free of charge) and change your password for your personal data page. When you have a new private address you should also inform Birgit.

Please note! Changing your password here also changes your e-mail password.

Lucat's catalogue manager at EKH is Kristin

<http://www5.lu.se/anstaeld/foer-mitt-arbete/lucat/lucat-login-in-english->

Forms (staff pages)

- Health Promotion Reimbursement (maximum 1 870 SEK/year). **Attach the receipt!**
- Application for leave

<http://www5.lu.se/o.o.i.s/4779>

- Salary levels (Etapplyft). Remind supervisor when updating the individual study plan.

http://www5.lu.se/upload/Anstalldsidan/Etapplyft_eng.pdf

Staff pages

Here you will find information and forms relating to your employment and day-to-day work.

- Webmail
- Service desk
- Primula res
- In case of emergency
- Research Services
- International Researchers & Scholars Office

<http://www5.lu.se/staff-pages>

Purchases and traveling

You must always have an approval from the PI of the project funding the purchase (or the head of department) before making any purchases.

As much as possible should be bought through our Inköpsportal –Lupin/Procedo. Ask Birgit (EKH) or Kristin (CED) when you would like to order e.g. books, posters. If you want to do the purchase yourself ask Birgit to give you access.

Info about Lupin: <http://www5.lu.se/staff-pages/resources/purchasing-and-procurement/lupin>
Logon Procedo: <http://www.procedo.net/>

Travel

Always book your trips through our travel agencies

- Via Egencia

For personal service: lu@viaegencia.com / 040-608 57 50

- The price is important? Make it clear!
- Be as specific as you can if you have hotel, connecting train, bus, taxi, etc.

Self-booking: In order for you to book your own trips in the booking system a traveler profile is required. It is created the first time you logon. Reservation in the self-booking system has a lower booking fee. For more information and login details please contact inkop@eken.lu.se

- Kilroy (< 33 y)

vip@kilroy.se / 08-402 93 18

Cost center (kostnadsställe): 263041 (EKH) / 263401 (CED)

Reference: Birgit Olsson (EKH) / Kristin Fransson (CED)

Invoice to: Lunds universitet
Department (Ekonomisk historia or CED)
Box 188
221 00 Lund

Företagshälsovården

Företagshälsovården/The Occupational Health Service is an independent service which exists to offer specialist knowledge of work-related issues at Lund University. It has expertise in work-related healthcare, ergonomics and work psychology.

046-222 32 89

<http://www5.lu.se/anstaelld/min-anstaellning/foeretagshaelsovaarden>

<http://www5.lu.se/staff-pages/terms-of-employment/occupational-health-service>

Remember:

Register as a PhD student every semester at <http://www.student.lu.se>

Information and guidelines are sent by e-mail in advance. Tina Wueggertz helps out if necessary.

Find helpful information at <http://www.ekh.lu.se/en/study/phd-program/about>

Computer related problems contact LDC 290 00 or servicedesk@lu.se

When the date of your dissertation is set contact Kristin.