

# Quick Reference



**PALASSO**

**EGENRAPPORTERING**

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## Palasso

Palasso is a web-based system linked to the salary system. You access the system through this link: <https://palweb3.ds.palasso.com:8306/palasso>

Palasso is intended for:

- Self-reporting by **administrative staff** of salary events such as time off (holidays, VAB (leave for care of sick child), paid time off), extras (overtime and extra hours) and sick leave shorter than 8 days
- Self-reporting by **teaching staff** of salary events such as time off (VAB (leave for care of sick child), paid time off), extras (overtime and extra hours) and sick leave shorter than 8 days
- Attestation of self-reported salary events
- Viewing one's own salary specification, income statements and various balances, e.g. remaining holiday entitlement.

A special quick reference guide exists for making attestations in Palasso.

In order to be able to use Palasso, you must have a correct and current type of employment in the program.

If you have any questions about Palasso, you are very welcome to contact the Personnel Department.

### ***Exemptions from registering absence and sick leave***

You must not use Palasso in any of the following situations:

- ***Ill for a long period*** (more than 7 days) full-time or part-time.
- Currently ***on parental leave*** with benefit paid by the Swedish Social Insurance Agency (Försäkringskassan).

In either of these two cases you must use the appropriate forms that you fill in by hand to report absence and sick leave. You report extra (overtime and extra hours) in Palasso.

This Quick Reference will show you how to report different salary events in a series of simple steps. If you are on partial leave of absence please refer to the User's Manual, that describes how to self-report in more detail.

## Start Palasso

Palasso has a function tree that contains the program's various functions. This tree functions in the same way as Explorer in Windows. Use the tab key or the mouse to move between fields.

When you have finished your report, quit by clicking **Stäng** (Close). There will be another Palasso window still open that you close by clicking the **x** in the top right corner of the window.



## Personal details

The screenshot displays the 'Personal details' form in the Palasso system. The sidebar on the left shows a tree view with 'Person' and 'Grunduppgifter' (marked with a yellow circle 1). The main area has tabs for 'Namn/adress', 'Annan adress', 'Alternativa telefonnummer', 'Personalkort', and 'Övrigt'. The 'Namn/adress' tab is active, showing fields for 'Efternamn' (LANDIN, marked with a yellow circle 2), 'Förnamn' (KAROLINA), 'c/o-adress', 'Adress' (SKOGSHÖJDSVÄGEN 9), 'Postnr' (H3491), 'Postadress' (KUNGSBACKA), 'Telefon arb', 'Telefon hem' (0-29175), 'Mobiltelefon' (3-429292), 'Faxnummer', 'Personsökare', 'Land', 'E-post (arbete)' (karolina.landin@his.se, marked with a yellow circle 3), and 'E-post (annan)'. A 'Spara' button (marked with a yellow circle 4) is at the bottom right.

1. The first time you log into Palasso, choose **Person – Grunduppgifter** (Person – Basic details).
2. Under the **Namn/adress** (Name/address) tab are basic details such as your name and address. Check that the details are correct and add any information that is missing. If you change your name or move to another address or your personal details change in some other way, you can enter the changes yourself. Do not forget to report your change of address to the national population register (folkbokföringen). This is important as regards your salary specification that is sent to your address in the national register.
3. Your **e-mail address** (to your place of work) is mandatory and is used for messages from different parts of Palasso, e.g. in connection with reporting sick, requests for time off and attestation.
4. Click the **Spara** (Save) button.

Under the other tabs in this window you fill in the details that you want to register in the system.

- Annan adress (Other address)
- Alternativa telefonnummer (Alternative phone numbers)
- Personalkort (Staff file)
- Övrigt (Other)

## Personalkort (Staff file)

Here you can search for the information that is registered about you in the system. You can choose **Markera alla** (Select all) or select item by item. Click the **Skriv ut** (Print) button to view the information on the screen. Then you can choose to print out the information on a printer.

The screenshot shows the 'Personalkort' (Staff file) interface in the Palasso system. The left sidebar contains a navigation tree with the following items: Palasso, Person (expanded), Grunduppgifter (selected), Anhöriga, Meriter, Ledigheter, Tillägg, Sjuk, Resor (expanded), Saldon, Kontering, Översikt, Kontrolluppgift, Hjälp (expanded), Presentationer, Mina inställningar, and Stäng. The main content area has tabs for 'Namn/adress', 'Annan adress', 'Alternativa telefonnummer', 'Personalkort', and 'Övrigt'. The 'Personalkort' tab is active, showing the heading 'Uppgifter som ska visas i personalkort'. Below this heading is a grid of checkboxes for various information categories: Adressuppgifter, Meriter, Löneinformation, Organisat. Placering, Anställning, Utmärkelse, Grundutbildning, Löner, Tjänstledigheter (historik), Utbildning, Fasta lönetillägg, Fasta lönetillägg (historik), Språk, Bestakod, and Kompetens. To the right of the 'Tjänstledigheter (historik)' checkbox is a button labeled 'Markera alla'. Below the grid are buttons for 'Avmarkera alla' and 'Skriv ut'. A 'Spara' button is located at the bottom right of the interface.

## Anhöriga (Next of kin)

This is where you fill in details of your next of kin. This information is important from the point of view of security if the university for some reason needs to contact an employee's next of kin. You can register more than one person. Save the information you have entered by clicking **Spara** (Save).

The screenshot shows the Palasso web application interface. On the left is a sidebar menu with the following items: Palasso, Person, Grunduppgifter, Anhöriga (highlighted), Meriter, Ledigheter, Tillägg, Sjuk, Resor, Saldon, Kontering, Översikt, Kontrolluppgift, Hjälp, Presentationer, Mina inställningar, and Stäng. The main content area contains a form for adding a next of kin. The form has the following fields: Namn (Name) and Relation (Relation) as a pair of input fields; Bostadsadress (Residential address) as a single input field; Postnr (Postal code) and Postadress (Post address) as a pair of input fields; Telefon bostad (Home phone), Telefon arbete (Work phone), and Mobiltelefon (Mobile phone) as a pair of input fields; and Land (Country) as a dropdown menu. There are 'Rensa' (Clear) and 'Spara' (Save) buttons to the right of the Land field. Below the form is a table with the following data:

Namn	Relation
PETER LANDIN	MAKE
ANNIKA SYDBERGER NORRMAN	MAMMA

At the bottom right of the table area is a 'Ta bort rad' (Remove row) button.

## Meriter (Qualifications)

This function has three tabs: Arbetslivserfarenhet (Work experience), Övriga meriter (Other qualifications) and Språk (Languages).

### Arbetslivserfarenhet (Work experience)

This is where you fill in details of your work experience. Work experience information is used, among other things, for calculating NOR (a special award “for diligence and conscientiousness in the service of the realm”). Save the information you have entered by clicking **Spara** (Save).

Arbetslivserfarenhet Övriga meriter Språk

Arbetsgivare/befattning Sektor

Fr o m datum T o m datum

Kommunal  
Privat  
Statlig  
Övrig

Rensa

Spara

Registrerad arbetslivserfarenhet

Arbetsgivare/befattning	Sektor	Fr.o.m	T.o.m
HÖGSKOLAN I SKÖVDE	Statlig	001201	

Ta bort rad

### Övriga meriter (Other qualifications)

Here you fill in any qualifications that you have other than work experience, languages or basic education.

Arbetslivserfarenhet Övriga meriter Språk

Benämning År

Rensa

Spara

Registrerade övriga meriter

Benämning	År
ARBETSRÄTT 10 P	2003
STYRELSEMEDLEM	2002
ORDFÖRANDE I GOLFKLUBBEN	2005

Ta bort rad

## Språk (Languages)

Here you fill in what language(s) you know and at what level. Save the information you have entered by clicking **Spara** (Save).

Språk	Språknivå
ITALIENSKA	GYMNASTIAL
JAPANESKA	HEMSPRÅK
KANTONESISKA	ANNAT
MAKEDONISKA	
NEDERLÄNDISKA	
NORDKURDISKA	
NORSKA	
SPANISKA	

## Ledigheter (Absence)

Ledighetsorsak	Fr o m	Kl	T o m	Kl	Omf	Antal	Korr	Kontering	Status
Semesteruttag	070921		070921						Överförd

1. Choose **Ledigheter** (Absence).
2. Choose **Ledighetsgrupp** (Absence category) and **Typ av ledighet** (Type of absence) In each category you can self-report the following types of absence:

Semester (Holiday)	Semesteruttag (Days requested/taken)
Vård av sjukt barn (Leave for care of sick child)	Vård av sjukt barn (Leave for care of sick child) and Vård av sjukt barn mer än 10 dagar (Leave for care of sick child in excess of 10 days)
Ledighet med lön (Time off with pay)	Släktangelägenhet (Family emergencies) and Flyttledig 1 dag (Leave to move (1 working day))
3. Fill in the date of your absence (YYMMDD).

4. Some types of absence require you to fill in specific fields, for example **antal dagar** (number of days) and **omf** (length of absence). Compulsory fields are active.
5. Some types of absence require you to fill in the **Anteckningsrutan** (Comments) field. The program will tell you if this is the case. You can also use the field to provide information in connection with an absence that you wish the attester to know or consider when making a decision.
6. You use the **Rensa** (Clear) button if you enter something that you change your mind about and wish to delete.
7. When your report is complete, click the **Spara** (Save) button and your application is then given the status **Rapporterad** (Reported). Your application is then available to your attester.
8. Absences that you have reported yourself are shown in this list pane. The Status column shows how far the administration of your application has progressed with the attester.
9. If you wish to change or delete an absence that has **Överförd** (Transferred) status, you must make a correction first. Click on the row you wish to change or delete. The information appears in the reporting field. Click the **Korrigera** (Correct) button. State the reason for the correction in the **Anteckning** (Comments) field. Click the **Spara** (Save) button and a tick appears in the **korr** field. Your earlier report is deleted from the salary system and you can register a new report with the correct information. Both your corrected details and your new absence are now sent for attestation.

### **Status**

Rapporterad (Reported)

### **Description**

Your absence is saved but you can make changes or delete it yourself.

Beviljad (Authorised)

Your absence has been attested at the first stage and you can not change or delete items that have Beviljad (Authorised) status. If you should need to change or delete items, your attester can remove the attestation to revert the status to Rapporterad (Reported).

Godkänd (Approved)

Your absence has been attested and you can not change or delete it. If you should need to change or delete an item that has Godkänd (Approved) status, your attester can remove the attestation to revert the status to Rapporterad (Reported). Your attester can also remove salary events directly.

Överförd (Transferred)

Your absence has been transferred to the salary system. It is possible to make corrections.

Ej godkänd (Refused)

Your absence has been refused by your attester.

För utredning (Under investigation)

Your absence is under investigation by your attester.

## Tillägg (Extras)

1. Choose **Tillägg** (Extras)
2. Choose **Tilläggsgrupp** (Extras category) and **Typ av tillägg** (Type of extra).  
You can self-report the following types of extras:  

Övertid (Overtime)	Övertid enkel (Simple overtime) or Övertid kvalificerad (Qualified overtime)
Mertid (Extra hours)	Mertid (Extra hours) or Mertid partiellt tjänstledig (Extra hours, partial leave of absence)
3. Fill in the date (**YYMMDD**) and the time (**HHMM**). In the **Antal** (No.) field, state how many hours and minutes the extra is for. Use a full stop to separate hours and minutes (e.g. 1.30 = 1 hour and thirty minutes, 3.00 = three hours).
4. In the **Anteckning** (Comments) field, you fill in details of the reason for the extra that you wish your attester to take into consideration.
5. When your report is complete, click the **Spara** (Save) button and your extra is then given the status **Rapporterad** (Reported). The extra is now available to your attester.
6. You can only delete an extra that has **Rapporterad** (Reported) status. If the extra has **Beviljad** (Authorised) or **Godkänd** (Approved), your attester can remove the attestation. If the status is **Överförd** (Transferred), contact the central salary information office.

## Sjuk (Sick leave)

The screenshot shows the Palasso system interface for reporting sick leave. The interface is divided into a left-hand navigation menu and a main form area. The navigation menu includes options like 'Person', 'Grupprapportering', 'Ledigheter', 'Sjuk', 'Saldon', 'Kontering', 'Översikt', 'Kontrolluppgift', 'Attestering', 'Hjälp', 'Presentationer', 'Mina inställningar', and 'Stäng'. The main form area contains the following fields and controls:

- Löneart:** \$599
- Typ av sjukfrånvaro:** Sjuklöneperiod
- Fr o m:** 07-10-02
- T o m:** 07-10-02
- Omf:** 25%
- Antal dagar:** (empty)
- Veckoarbetstid timmar:** (empty)
- Anteckning (max 72 tecken):** (empty)
- Senaste månaden:** (selected)
- Senaste 3 mån:** (unselected)
- Senaste 12 mån:** (unselected)
- Alla:** (unselected)
- Visa händelser från lön:** (checked)
- Buttons:** Rensa, Spara, Anmald till Försäkringskassan, Rehabilitering påbörjad, Ta bort rad, Skriv ut posten, Skriv ut allt...

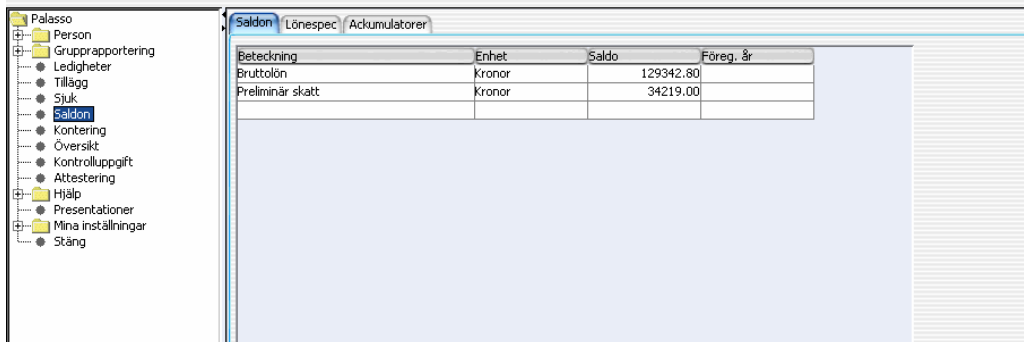
At the bottom of the form, there is a table with the following columns: Sjukfrånvaro, Fr o m, kl, T o m, kl, Omf, Antal, Status. The table is currently empty.

Illness is to be reported to the switchboard and the place of work concerned. When you come back to work, you self-report your own sick leave. However, any sick leave longer than seven days is not self-reported in Palasso, but is reported using the previous procedures (please refer to the Personnel Handbook).

1. Choose **Sjuk** (Sick leave)
2. Enter the beginning and end dates of your sick leave period in the **Fr o m datum** and **T o m datum** fields respectively. Write the date using the format **YYMMDD**.
3. In the **Omf** field, enter the length of your sick leave as a percentage of working time. The percentage can be 25%, 50%, 75% or 100%. If you go home for part of a day, please refer to the section on *vård av sjukt barn* (leave for care of sick child) in the User's Manual.
4. In the **Anteckning** (Comment) field, fill in the reason for your sick leave. Note that this is voluntary information that you can provide if you wish your attester to know the reason for your absence.
5. When your report is complete, click the **Spara** (Save) button. Your notification of illness is now available to your attester.
6. If you wish to change or delete a sick leave report that has **Beviljad** (Authorised) or **Godkänd** (Approved) status, you must contact your attester.

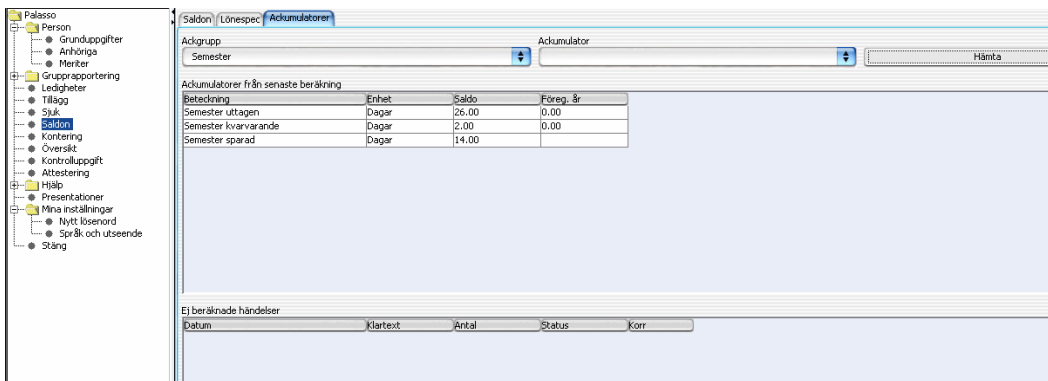
## Saldon, lönespec och ackumulatorer (Balances, salary spec. and accumulators)

In the self-reporting system you can also search for information about different balances, your salary specifications and income statements.



Beteckning	Enhet	Saldo	Föreg. år
Bruttolön	Kronor	129342.80	
Preliminär skatt	Kronor	34219.00	

The **Ackumulatorer** (Accumulators) tab shows your taken overtime, extra hours and holiday entitlement. You can also see reports that will be calculated next month.



Beteckning	Enhet	Saldo	Föreg. år
Semester uttagen	Dagar	26.00	0.00
Semester kvarvarande	Dagar	2.00	0.00
Semester sparad	Dagar	14.00	

Datum	Klartext	Antal	Status	Korr
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1. Open the **Ackumulatorer** (Accumulators) tab in the **Saldon** (Balances) menu.
2. Choose **Ackgrupp** (Accumulator group); Övertid (Overtime), Mertid (Extra hours) or Semester (Holiday).
3. Choose the accumulator you wish to view.
4. Click **Hämta** (Fetch).
5. Under **Ackumulatorer från senaste beräkning** (Accumulators from last calculation), you can for example see how much holiday you have left.
6. In the **Ej beräknade händelser** (Events not calculated), you can see events that have not been counted in the balance.

## Hjälp (Help)

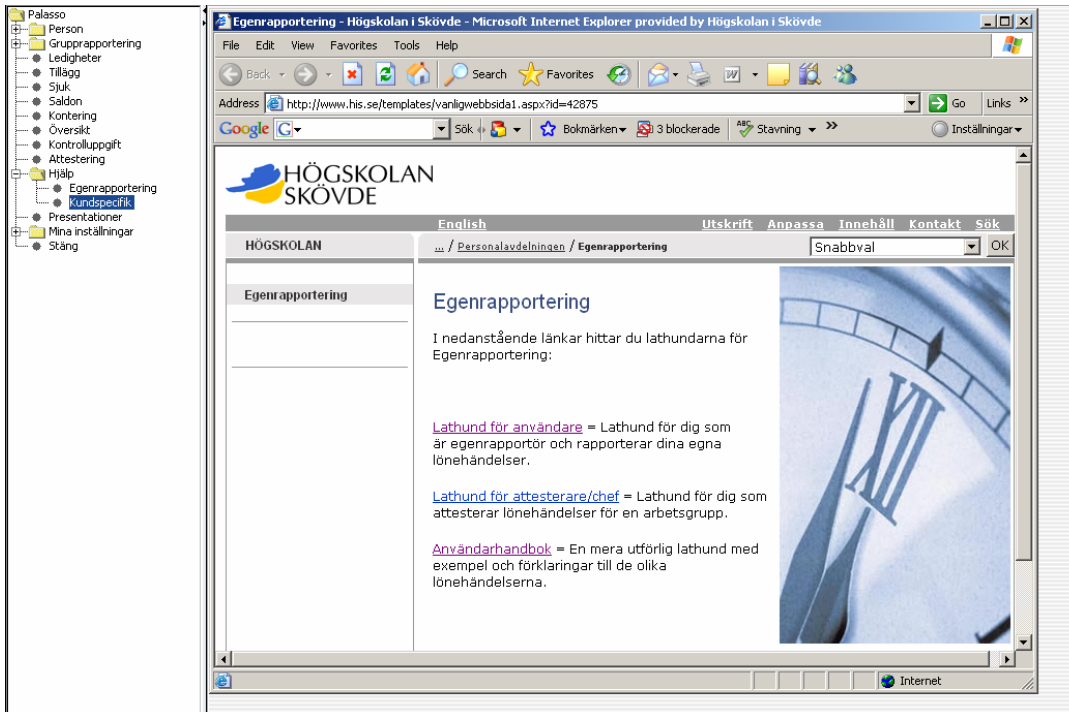
The **Hjälp** (Help) function contains two tabs: Egenrapportering and Kundenspecifik.

### **Egenrapportering** (WM-data's Palasso manual)

This takes you to WM-data's User's Manual for Palasso.

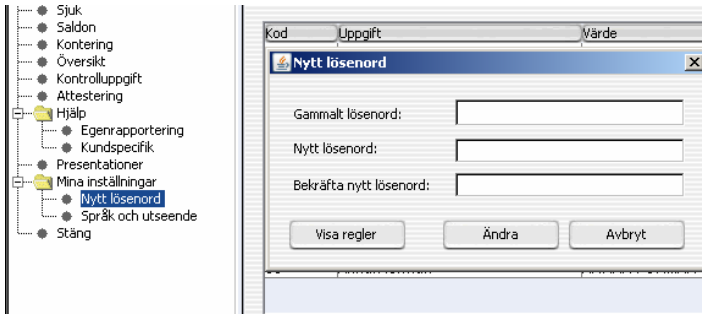
### **Kundspecifik** (Local adaptation)

This tab takes you to the Personnel Department's web-site where you can find quick references and a shorter version of WM-data's User's Manual that has been customised for the University of Skövde.



## Mina inställningar (My settings)

If you wish to change your password, click on the **Nytt lösenord** (New password) button. Enter your old password, enter a new one and confirm your new password. If you have forgotten your password, contact your salary administrator for a new one.



## Språk och utseende (Language and appearance)



### Språk (Language)

Palasso only exists in a Swedish version.

### Utseende (Appearance)

You can choose how you want the program to look. The two alternatives that you can choose are Aqua (=blue) or System (=standard).

### Loggnivå (Log level)

This function is not used in Palasso today, but is a preparation for the future.