

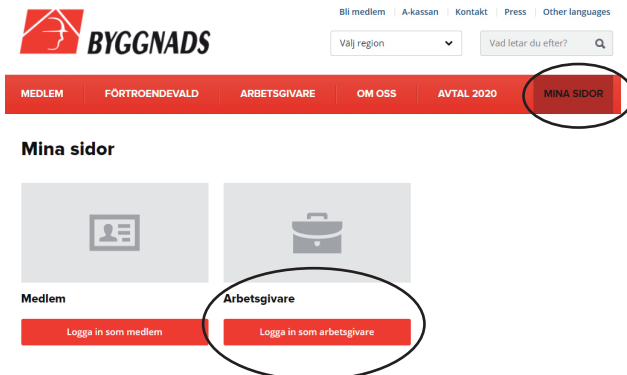
Reporting payroll information

Instructions for companies

Salary review **via file** (through payroll programme)

*This information is aimed at companies with substitute agreements.
Companies that are members of the employer organisation should go to
the page www.losenrapportering.se*

1. Enter your payroll system and create a LÖSEN file.
[If you have any problems, please contact your payroll system support.]
2. Save the file where you can easily find it.
3. Go to www.byggnads.se



4. Select "Mina sidor"
5. Select "logga in som Arbetsgivare"
6. Select User Name and Password [per Company]
7. Fill in the login details you have received. [Please note! Don't forget the hyphen in the organisation number.]
If you do not have any login details, please contact your Region.
8. On the left side of the image, click "Rapportera Tidlön"
9. Scroll down a bit on the page and select "Redovisa via fil"
10. Select the relevant file
11. Click "Ladda upp"

NOW the accounting is complete!

IF YOU HAVE ANY questions, you are very welcome to contact Byggnads.

Payroll review **on the website** (accounting in the web form)

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Companies that are members of the employer organisation should go to
the page www.losenrapportering.se*

1. Go to www.byggnads.se
2. Select "Mina sidor"
3. Select "logga in som Arbetsgivare"

4. Select a User Name and
Password [per Company]

Mina sidor

Här loggar du in som arbetsgivare till förbundets webbtjänster. Välj
inloggningssätt nedan.

Användarnamn och lösenord (per företag) Användarnamn och lösenord
SMS-inloggning

5. Fill in the login details you
have received. [Please note!
Don't forget the hyphen in
the organisation number.]
If you do not have any login
details, please contact your
Region.

Arbetsgivare anonym lösenordsinloggning

Organisationsnummer

Lösenord

(Lösenord är minst 6 tecken, varav minst
2 bokstäver och 2 siffror)

Logga in

Avbryt

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6. On the left side of the image, click “Rapportera Tidlön”

Arbetsgivare

Kontaktperson för Lösen-frågor

Rapportera tidlön

7. Scroll down a bit on the page and select “Redovisa via formulär”

Via fil

Du kan rapportera din tidlön genom att bifoga en fil.

Redovisa via fil

Via formulär

Du kan rapportera din tidlön via webbformulär.

Redovisa via formulär

Now you see the form in front of you and it’s time to fill in the details

1. Municipality code - When you start entering the applicable municipality, a municipality code will automatically appear. Click on it.
2. Town/city - Enter the town or city where the work was performed.
3. Pay period - From-until, for example: 2015-05-22, 2015-06-21. [keep in mind that a pay period may not exceed a payroll period]
4. Name - First and last name of the employee
5. Personal identity number - 10 digits [without hyphen]
6. Professional code - Move the cursor into the box, click the arrow and select the professional code that matches the person in question.
7. Time worked - The number of hours actually worked during the period, including overtime hours.
8. Of which overtime - The number of overtime hours worked
9. Payroll expense - Gross salary for the hours worked, excluding overtime pay. [i.e., hourly pay x number of hours worked]. No holiday sick pay or other supplements should be reported, only the amount paid for the hours worked.
10. Distribution rate - 100 = professional worker with a professional certificate. [The rest is described in the Chapter 3 of the Construction Agreement. Keep in mind that in the agreement the distribution number 100 is specified as 1.0, 88 as 0.88, etc. This doesn’t work in the system.]

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- 11.** OB compensation- compensation for any inconvenient working hours.
- 12.** Overtime surcharge- The amount paid for overtime hours (in addition to the regular hourly pay).
- 13.** Agreed Monthly Salary- If monthly salary is applied, the agreed monthly salary is filled in here. (if hourly pay with monthly payment is used, the figure "0" is filled in here)
- 14.** Once the person has been filled in, click "lägg till" and fill in the other employees in the same way (if there is only one employee, click "lägg till" after the details are filled in, then click "Redovisa")
- 15.** Once all the employees are filled in and added, click "Redovisa".

IF THERE ARE NO figures to report in any of the columns, the number "0" is entered. The exceptions to this rule are the number of hours worked and payroll expense sections. If there is nothing to report here, the person should not be included in the report.

NOW the accounting is complete!

IF YOU HAVE ANY questions, you are very welcome to contact us.

Reporting time wages via the web form

Please note that the Pay Period from – until refers to the vesting period and not the payout period.

Registrering av granskningsunderlag

Kommunkod **Postort**

Löneperiod från (Senast dagens datum) **Löneperiod till (Senast dagens datum)**

Lägg till anställda

Namn * **Personnr *** **Yrkeskod ***

Arbetad tid * **Varav övertid** **Lönesumma *** **Fördelningstal ***

OB ersättning **Övertid tillägg** **Avtalad månadslön ***

Lägg till

Namn **Personnr** **Lönesumma** **Arbetad tid**

Redovisa

NOW YOU ARE DONE If you have any questions, you are welcome to contact Byggnads Väst.

Byggnads Väst's Lösen team

Head of Unit



**BJÖRN
MIKKELSEN**

losen.vast@byggnads.se

Ombudsman



**KENT
NORBERG**

losen.vast@byggnads.se

Ombudsman



**NIKLAS
SJÖLIN**

losen.vast@byggnads.se

Administrator



**MARIA
NILSSON**

losen.vast@byggnads.se

Offices of Byggnads Väst

GOTHENBURG (regional office)

Olof Palmes Plats 1
413 04 GOTHENBURG

BORÅS

Norrby Tvärgata 3, Stairwell 2
504 37 BORÅS

HALMSTAD

Andersbergssringen 104
302 55 HALMSTAD

SKÖVDE

Torggatan 18, Floor 3
541 28 SKÖVDE

TROLLHÄTTAN

Swedenborg Center
Lasarettsvägen 9
461 52 TROLLHÄTTAN

CONTACT

All offices: 010-601 10 09
Member services:
010-601 14 14
vast@byggnads.se
byggnads.se/vast

**Byggnads member centre:
010-601 10 00**