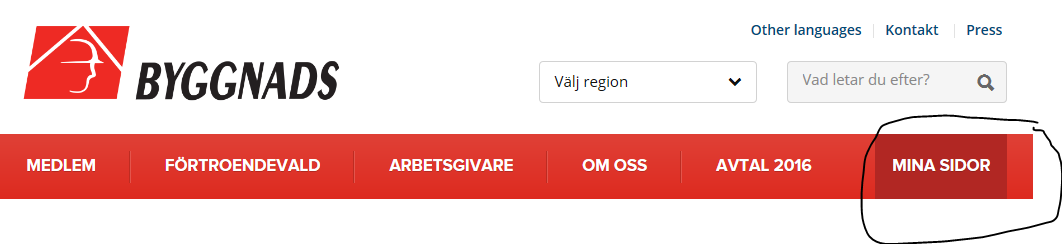
Lönegranskning, How to rapport in the Webbform

1. Go to [www.byggnads.se](http://www.byggnads.se)
2. Chose **”Mina sidor” (My pages)**



1. Chose **”logga in som arbetsgivare” (log in as an employer)**



1. Chose **”Användarnamn och Lösenord (per företag)”**



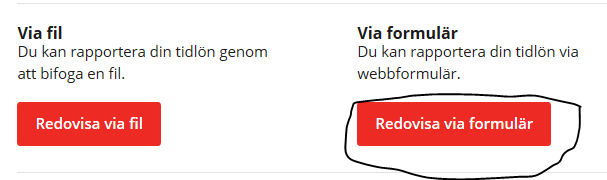
1. Fill in your username (Användarnamn) and password (Lösenord) OBS! Don’t forget the hyphen in your organizationsnumber.



1. On the left side of the screen, click on **“Rapportera tidlön”** (**report time wages)**



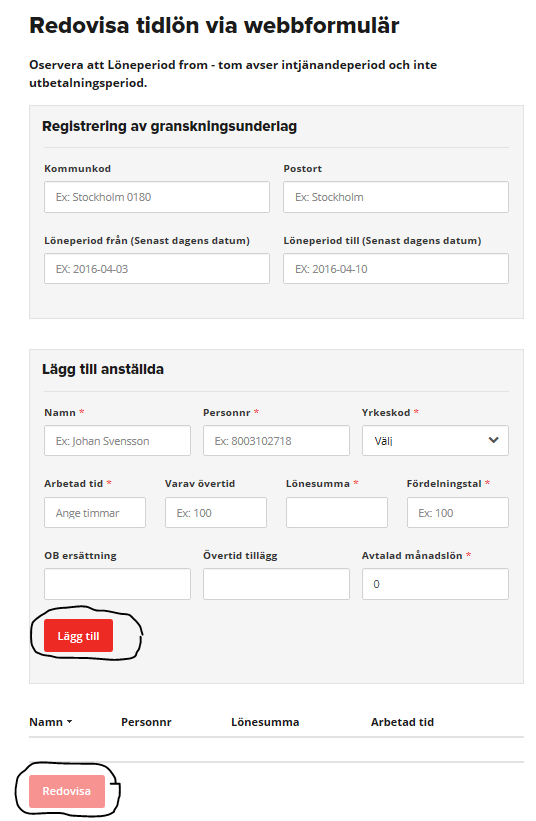
1. Scroll down a bit, and click on **“Redovisa via formulär”** (Demonstrate through form)



**Now you got the form in front of you, and it’s time to fill in your data**.

1. **“Kommunkod”**- (Municipality code) Start to fill in the county where the work has been conducted, and the code comes up automatically. Click on the code.
2. **“Postort”**- (City) Write down the city where the work has been conducted.
3. **“Löneperiod”**- (payroll period) From – To. Ex. 2015-05-22, 2015-06-21 (observe that a rapport is not allowed to be longer than one month)
4. **“Namn”**- (name) first name and last name on the employee.
5. **“Personnummer”-** (Personal ID) 10 numbers, (without hyphen.)
6. **“Yrkeskod”** –(Occupational code) put the marker in the box, click on the arrow and mark the occupational code that fits on the employee.
7. **“Arbetad tid”**- (Working time) The number of hours that the employee actually worked during the period.
8. **“Varav övertid”**- (Including overtime) The number of hours of overtime.
9. **“Lönesumma”**- (Wages) Gross salary for the worked hours. No vacation- sick-pay, or other supplement should be reported.
10. **“Fördelningstal”**- (distribution ratio) 100 = worker with certificate, the rest distribution keys is described in Byggavtalet chapter 3. Observe that in Byggavtalet the distribution key 100 is wrote as 1 and 88 as 0,88 and so on.
11. **“OB-ersättning”**-(OB Compensation) Compensation for inconvenient work hours.
12. **“Övertid tillägg”**-(Overtime additional) Compensation for overtime hours
13. **“Avtalad månadslön”**- (Contracted monthly salary) If you have contracted month salary, you fill in that here. ( Put the number 0 (zero) here if you have hourly salary)
14. When you filled in one employee, you click “**Lägg till”** (add), then you fill in the next employee, click “**lägg till”** and so on.
15. When all of the employees is completed you klick “**lägg till”**, then “**Redovisa”** (present)

*If there is no numbers to fill in, always write the number 0 in that box*.



**Now you’re done!**

If you got any questions please contact us.