

## REPORTING PAY INFORMATION

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### How to report pay information via our website.

**Note:** You only report employee that has been working during the current period, regardless of the numbers of hours.

- 1) Go to [www.byggnads.se](http://www.byggnads.se)
- 2) Click on "Mina sidor".
- 3) Click on "logga in som arbetsgivare".
- 4) Click on "Användarnamn och Lösenord (per företag)".
- 5) Fill in your **username** (Användarnamn) and **password** (Lösenord)

**Note:** You must include a hyphen in your organisation number.

- 6) On the left side of the screen, click on "Rapportera tidlön" (Report salary).
- 7) Scroll down a bit, and click on "Redovisa via formulär" (Report via a web form)

When the web form has opened, it is 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) Enter the start date and the finish date for the payroll period.

Dates must be in the format YYYY-MM-DD. For example: 2015-05-22, 2015-06-21.

**Note:** The reporting period must not be longer than one month.

- 4) "Namn"- (name) first name and last name on the employee.
- 5) "Personnummer"- (Personal ID) 10 digits, (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"- (Time worked) The number of normal hours that the employee actually worked during the period.
- 8) "Varav övertid"- (Overtime worked) The number of hours of overtime actually worked during the period.
- 9) "Lönesumma"- (Wage and salary) Gross salary for the worked hours.

**Note:** Vacation- sick-pay, or other supplement should not be reported here.

- 10) "Fördelningstal"- (Distribution number) This is described in Chapter 3 of the Collective Agreement (Byggavtalet).

**Note 1:** in the Collective Agreement, specific numbers are given. These must be used.

**Note 2:** the numbers shown in the Collective Agreement must be multiplied by 100. For example, a distribution number of '1' must be entered as '100' and 0,88 must be entered as 88 and so on.

- 11) "OB-ersättning"- (Pay for anti-social work hours).
- 12) "Övertid tillägg"- (Overtime Pay) The additional pay for overtime hours worked.

13) “Avtalad månadslön”- (Agreed monthly salary) If you pay agreed basic monthly salaries, you fill in this information here.

**Note:** do not enter hourly salary information here. Enter number 0 (zero) if there are no agreed basic monthly salaries.

14) When you have 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 have been completed you click “lägg till”, then “Redovisa” (Complete).

Now you're done!