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Login and logoff

Logging in
The address of the PA web is http://ppw.ki.se/. To log in, use the same username (KI ID) and password as for your email account.

Logout
To log out, click on "Log out" at the top right side. Please note that you are only logged out from the PA web, not from KI's login service. This means that if you open ppw.ki.se within three hours in the same browser as before, no new login is required. *We strongly recommend always closing the browser after logging out.*

Language selection
To change the language, click on the Swedish or English flag on the left side under the headings.

Attestation
The PA web is built with a tab system. First, click one of the tabs to select what you want to do, then click one of the headings to select the type of matter.

The tabs are as follows:

- **My Page** employee matters, such as applying for vacation, viewing payslips, etc.
- **Approve/Read** attestation matters, such as granting vacation and leave. If there are open matters, the number is in brackets.
- **Services** print lists, such as the absence calendar

Settings

Email about new matters, forwarding matters, not showing the personal page
Click the My Page tab, and then click the Personal settings heading.

Do not send e-mail about new matters
Use when you DO NOT want to receive an email the day after a matter has been created. A joint email for all matters created the day before will be sent. After that, an email is sent every day until the matters are approved.
Forwarding mail
Use when you are going to be absent for a longer period, e.g. on vacation. Check the box and the matter is directly forwarded to the next level in the organization tree, usually your manager. *Remember that the selection should be removed when you are back again!*

No list selection when posting
Use to enter the posting manually instead of using the drop-down list.

Do not show the personal page
This should always be ticked. This means that sensitive data does not appear on the first page when the PA web is opened.

Help text not defaulted
Use if you do not want help texts to appear.

Attestation of leave
Click the Approve/Read tab, and then click the Leave heading. Here you will find matters such as parental leave, unpaid leave, leave for moving and family matters, etc.

The number of open matters available is indicated in brackets behind the headings. Click on the heading to view the matter.

1. At the top, the name of the person to whom the matter relates is displayed. The blue box indicates the date and reason for leave.
2. Select Approve or Reject. You can select all matters or individual matters. Dormant means that the matter remains with you until you mark Approve or Reject.
3. Click on
4. If the matter cannot be submitted, select "In case of problems send to Payroll Specialist". Then click Apply.
5. If you want to send an email to the employee, click
"Email message to the employee", to open outlook.

Attestation of vacation
Click the Approve/Read tab. Then click on the Vacation heading.

1. At the top, the name of the person to whom the matter relates is displayed. The grey box indicates the date and any message from the employee.
2. Select Approve or Reject. Dormant means that the matter remains with you until you mark Approve or Reject.
3. Click on
4. If the matter cannot be submitted, select "In case of problems send to Payroll Administrator". Then click Apply.
5. If an employee wishes to correct their vacation, they will write a notice to that effect. Select Approve/Reject and send to payroll specialist, then click Apply
6. If you want to send an email to the employee, click "Email message to the employee", to open outlook.

Tip! In the case of vacation periods such as summer and Christmas, use the absence calendar found under the Services tab. It gives an overview of all employees in the selected unit.
**Reviewer**

The PA web is built with a tab system. First, click one of the tabs at the top of the image to select what you want to do, then click one of the headings to select the type of matter.

The tabs are as follows:

- **My Page**
  - employee matters, such as applying for vacation, viewing payslips, etc.
- **Processing**
  - handling matters as reviewer regarding travel/expenses, the number of matters is indicated in parentheses
- **Services**
  - printing lists

**Settings**

**Write posting entries**

Click the My Page tab, and then click the Personal settings heading.

1. Select "No list selection on posting" if you wish to enter the posting manually instead of selecting from the drop-down list.
2. Click **Save**.

**Search travel/expenses**

Click the Processing tab, and then click the Travel/expenses heading.

1. Click the magnifying glass, ![magnifying glass](image1)
2. Select what you want to search for, such as a person or unit
3. Click ![confirm](image2), Confirm. In the drop-down menu, there are now only matters based on the selection you have made.
4. To return to the original selection, click on the magnifying glass, and then click ![reset](image3), Reset.

**Review travel/expenses**

Click the Processing tab, and then click the Travel/expenses heading.
The employee registers the matter in the PA web and sends the case to the reviewer. The reviewer approves (or rejects) and forwards the matter on to the person in charge of attestation.

The number of open matters is indicated in brackets. Click on Travel/Expenses to view the matters.

1. Select matter in the drop-down list
2. To move to the next matter, click or
3. To source report, click

Check that all data complies with KI’s travel regulations and the Swedish Tax Agency’s rules. If necessary, click Preview, to view the travel/expense in a separate window.
The first posting must be completed. The remaining data will receive the same posting unless you post the respective items differently.

1. Fill in Omf, Kst, Project, and Salary group.

2. Click Add

   *Tip*! As a reviewer, you can choose to write the data instead of selecting from the scroll-down menu. Go to My Page/Personal Settings and mark “No list selection when posting”.

1. When everything is ready, select Approve

2. Click send

3. If the matter is incomplete, it can always be sent back to the employee by clicking Returnera.

Attestation (manager)

The person in charge of attestation approves (or rejects) and executes or returns to the reviewer.

Human Resources Officer

The PA web is built with a tab system. First, click one of the tabs at the top of the image to select what you want to do, then click one of the headings to select the type of matter.
The tabs are as follows:

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Page</td>
<td>Employee matters, such as applying for vacation, viewing payslips, etc.</td>
</tr>
<tr>
<td>Processing</td>
<td>Registering and accessing medical matters</td>
</tr>
<tr>
<td>Approve/Read</td>
<td>Access information on leave matters</td>
</tr>
<tr>
<td>Services</td>
<td>Print lists, such as the absence calendar</td>
</tr>
</tbody>
</table>

**Register sick leave**

Click the Processing tab, and then click the Sick/health declaration heading. The Human Resources Officer reports that the person is sick. When the person is back at work, they submit a health declaration in the PA web.

---

1. Find the person. If you have matters for information, click + first, and then find the person.
2. Click Search.
3. Select the correct person, click Confirm.

*Tip! You can search by personal identity number or name, they need not be complete. First type the last name then a comma followed by first names.*
1. Fill in the **from date**. N.B. To-dates should only be filled in if the withdrawal date has a different extent than other sick leave.

2. Fill in **extent** (100, 75, 50 or 25).

3. Click + **Add**

4. Indicate if a **medical certificate** will be sent separately.

5. If applicable, type a **message** by clicking + "Mess/Encl".

6. Click **Skicka** The matter goes to a payroll specialist for management.

7. Primula automatically sends an email to the employee prompting them to submit a health declaration.

---

**Matter for information — sick leave**

Click the Processing tab, and then click the **Sick/health declaration heading**. The number of matters for information is in brackets behind the heading.

---

1. View the **person** the matter relates to

To change the person, open the drop-down menu or click + **Options**.

2. Make sure it is the correct schedule

3. Check that the date of the health declaration is correct

4. Click + **Noted**
Matter for information — leave

Click the Approve/Read tab, and then click the Leave heading. The number of matters for information is in brackets behind the heading.

1. View the person to whom the matter relates.
2. If the manager has had time to attest, the decision will be shown under "Decision in the matter".
3. Select Noted. You can select several matters or individual matters.
4. Click on

Matters for information will be received both when an employee applies for leave and when the attestation is completed by the manager.

Absence calendar

Click the Services tab, and then click the Absence Calendar heading. Here you will find information about the staff’s approved and upcoming leave.
Tip! If you want to select almost all units, click "Select All" and uncheck the units to be removed by holding down "ctrl" and clicking on the ones that should not be included.

1. Select one or more leaves by selecting the respective box.
2. Select the unit to be displayed. To display multiple units; drag the mouse pointer over the units to be selected or hold down "ctrl" and click on the units.
   Select the positions to be displayed. If you don't make a selection, all positions are displayed.
3. If you want to search for an individual, search using their personal identity number or name, they do not need to be complete. First type the last name then a comma followed by first names.
   Click Search
   If applicable, select the person to be displayed, click Add
4. Fill in from and to date
5. Click Download
   Matters with completed attestation are in black print, matters waiting for attestation are in green and italics.

Staff report
Click the Services tab, and then click the Staff report heading. A staff report contains information about the staff of the selected unit.
1. **View:** choose what to display
   - Employment = compulsory
   - Salary events = mandatory if remuneration, leave, sick periods or vacation are selected
   - Separate employments = always pre-selected, can be de-selected
   - List layout = not used
   - Employment data = shows all employment data
   - Employment posting = accounting data per person
   - Employment history = shows employment history
   - Remuneration = e.g. salary supplement
   - Leave = parental and unpaid leave
   - Sick periods = periods of illness with extent as a percentage
   - Vacation = shows vacation

2. **Sort by:** select how the data should be sorted, name is defaulted.

3. Select the **unit** to be displayed.
   To display multiple units; drag the mouse pointer over the units to be selected or hold down "ctrl" and click on the units.
   Click **Positions** to display specific positions. If you don't make a selection, all positions are displayed.

4. If you want to search for an **individual**, search using their personal identity number or name, they do not need to be complete. First type the last name then a comma followed by first names.
   Click **Search**
   Select the person to be displayed, click **Add**

5. Click **Download**

6. Click the file under "Lists in this session" to open the Staff report.

---

**Tip!** If you want to select almost all units, click "Select All" and uncheck then the devices to be removed by holding down "ctrl" and clicking on the ones that should not be included.
Report generator
Click the Services tab, and then click the Report generator heading. Here you will find reports of various kinds, e.g. address list, vacation status, etc. Select the report in the drop-down menu and click Download.

Address list

1. Select the applicable unit. To display multiple units; drag the mouse pointer over the units to be selected or hold down “ctrl” and click on the units.
2. Click Download
3. Click the file under "Lists in this session" to open the report

Personnel and employment details
Click the Services tab, and then click the Personnel/employment details heading. The page contains personnel and employment details, such as position, salary, length of employment, vacation, etc.

1. Name and personal identity number is displayed at the top. Below there are various boxes to click for more information.
2. You can sort either by Employment or by Date. Select the desired sorting.
Finding a person
Click the Services tab, then click Find Person

Here you can search for individuals by personal identity number or name. Regardless of your permissions, you can see whether or not the person is at KI.

Find a matter
Click the Services tab, and then click the Matter search heading.

1. Fill in a personal identity number or name.
2. If applicable, fill in the matter ID or select the type of matter.
3. To search for matters that are closed, select Archive Search. Fill in from and to date. N.B. Dates should indicate when the case is registered, for example 091120 applied for vacation 091227 = write date for November. Without a date, all matters are retrieved.
4. Click Search
5. To view the matter in more detail, click View Details. Here you can print certain forms, e.g. on travel/expenses.
6. To return to the matter search, click Return.