



Information for employees with Egenrapportering

You are a registered user in Egenrapportering. It is a service on the Web which means that you as an employee must report certain types of holidays and travel your self. You can also see your balances.

Link to egenrapportering www.miun.se/egenrapportering

Login: Användarnamn (Username): your mail address
 Lösenord (Password): the same as in your computer

To get the link to egenrapportering to function, you must have Java installed on your computer. If you are running Mac you need to use Safari.

Contact Helpdesk if it is not installed.

The following you can report by your self:

- Vacation
- Caring for sick children
- Family matters
- Change of residence
- Assignment for labor union
- Sick leave shorter than 8 days
- Travel (travel claims domestic and abroad)
- Change address
- Adding information about relatives
- Leave for child birth or adoption

You can also see:

- List of qualifications
- Balances (for example gross wages so far this year)
- Specification of salary
- Accumulators (vacation days, used days for care of sick child)
- Salary specification – retrieves the staff in the Egenrapportering

If you do not work 5 days/week a schedule shall be submitted to your payroll administrator. Annual working time and schedule is linked to person for correct vacation and salary deductions.

For more information on [Egenrapportering](http://www.miun.se/egenrapportering)

If questions?

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