

INTRODUCTION TO THE SALARY PROCESS

TIME REPORTING

1. Each week you need to fill out and submit time sheets in Maconomy. You register worked hours and/or deviations, such as sick leave, vacation etc.
2. It is preferable that you do it after each finished week, to allow your line manager to approve little by little.
3. Every month there is a final deadline for reporting and submitting time sheets, as well for approving time sheets.

Please see the document *Salary - reporting days and payment 20xx*, on the intranet, for the exact dates.

It is essential to report according to the deadlines. One late time sheet can delay the whole salary process.

4. Basic written instructions and a video how to manage time sheets in Maconomy, is found on the SIPRI intranet under *Finance/Maconomy/Manuals*.
 - *2. Manual Reporting Time Absence 28 2020 Aug.*
 - *Tutorial #2 – Register Time & Absence.*
5. More detailed information how to fill out time sheets, is found on the intranet under *Human Resources/Salary and Expenses/Salary*.

EXPENSES

6. Expenses should be registered in Maconomy as well, for reimbursement. Expense Sheets should be registered with an entry date in the month before the payment month. Please see the instructions and tutorials on the SIPRI intranet for more detailed information.

PER DIEM

7. Per Diem claims need to be submitted in Maconomy at the latest, the last day of the month before payment. Please see the instructions and tutorials on the SIPRI intranet for more detailed information.

PAYMENT

8. The standard payment date is the 25 each month but that may vary. The payment dates you'll find on the intranet in the document *Salary - reporting days and payment 20xx*, under *Human Resources/Salary and Expenses*.
9. The salary is transferred to your Swedish bank account on the payment date.
10. Make it a habit to check your pay slip each month, to ensure that correct salary has been paid to you. Information how to access pay slips is sent out when an employment starts. The information can also be found on the intranet under *Human Resources/Salary and Expenses*.

11. If you for some reason haven't obtained a Swedish bank account in time for the first salary payment, there will be a manual payment made to an account in your home country or equivalent.

The salary sum in SEK will be converted to the currency of your account and then deposited into your account. The payment will be made the same day as the payments to the Swedish accounts.

That means that your salary may be delayed 2-3 days before it is visible on your foreign account.

In order to pay to your foreign account, we need the following information:

- Full name and address of your bank
- IBAN number if your country is connected to the IBAN system
- Account number if your country is not connected to the IBAN system
- Currency of the account
- SWIFT/BIC code, is always needed
- If your account is with an American bank, we also need the ABA/Routing number.

There is no need for information about an intermediary bank!

12. When you have obtained your Swedish bank account, please contact the salary responsible at SIPRI. NB! Bank accounts should not be sent via e-mail.

PERSONAL IDENTITY NUMBER

13. As soon as you have been assigned a personal identity number, please inform HR and the salary responsible about it.

PUBLIC HOLIDAYS AND REDUCED WORKING HOURS

14. Public Holidays and reduced working hours are pre-registered in Maconomy and will be reflected on actual time sheets.

If you'd like to see a list of Public Holidays and reduced working hours, please see *Human Resources/Living and Working in Sweden* on the intranet.

CHANGE OF WORKED HOURS

15. If there is a change of your worked hours (endorsed by HR), - for example reducing from 100% to 80% under a certain period of time - please notify the salary responsible at SIPRI well in advance, at least two weeks before the date of the change!

This is important to create a correct starting week, especially if the change starts the 1st of a month!

If you have any questions regarding the above, please send an e-mail to salary@sipri.org

For any other personnel related matters please use human.resources@sipri.org

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