

TIME SHEETS – DETAILED INFORMATION**TIME**

The daily time to be reported in Maconomy is 7 hours and 57 minutes per day.

When you create a new time sheet this will automatically show for every day, except for holidays and days with reduced hours. For holidays and days with reduced hours, see separate information in the SIPRI Staff Handbook (section 10.3), and on the intranet *Human Resources/Living and working* in Sweden.

You report 7:57 per day, either 100% as Project Number *Core time* and Task *Worked hours*, or split between other projects, depending on your assignment.

If split reporting, you report as follows:

75% CORE = 5:58 per day

25% other project = 1:59 per day

50% CORE = 3:58 per day

50% other project = 3:59 per day

25% CORE = 1:59 per day

75% other project = 5:58 per day

VACATION

Vacation needs to be approved ahead of time. There is a form to use for that purpose, on the intranet under *Human Resources/Applications and Forms*. For further information about Vacation please see the SIPRI Staff handbook section 10 Leave, available on the intranet.

Normally, it is only possible to register vacation as a full day; 7:57 in Maconomy.

If you do otherwise, maybe for a project reason, it will be registered on the salary as a full vacation day anyway.

Another exception from reporting full vacation days, is when you are on sick leave that is not 100%. Please see below, Sick leave and vacation.

SICK LEAVE

The following information is mainly about how to register different kinds of sick leave in Maconomy. For further information about sick leave please, see the SIPRI Staff handbook (section 11.2), available on the intranet.

Sick leave only

Sick leave can be partial or a whole day. You report the leave in Maconomy according to the extent of the sick leave.

100% sick leave = 7:57 per day

0% worked hours = 0:00 per day

75% sick leave = 5:58 per day

25% worked hours = 1:59 per day

50% sick leave = 3:58 per day

50% worked hours = 3:59 per day

25% sick leave = 1:59 per day

75% worked hours = 5:58 per day

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(The hours per percentage is different if you do not work full time. Please contact the salary responsible if this is the case.)

Sick leave for more than seven days requires a doctor's certificate.

From sick day 15, Försäkringskassan is responsible for the sick pay to the employee.

Please note, that therefore it is important to report only the above four types of percentage - according to the doctor's note of course - since the reimbursement from Försäkringskassan is only possible at 25%, 50%, 75% or 100%.

If there is a mismatch, you may not receive full compensation from SIPRI and/or Försäkringskassan!

The deduction for sick leave one month will appear on the salary the following month.

Sick leave and vacation

When you are on sick leave (not 100%) and take vacation at the same time, it needs to be reported as a combination of sick leave and vacation.

100% sick leave = 7:57 per day
75% sick leave = 5:58 per day
50% sick leave = 3:58 per day
25% sick leave = 1:59 per day

0% vacation = 0:00 per day
25% vacation = 1:59 per day
50% vacation = 3:59 per day
75% vacation = 5:58 per day

(This may be different if you do not work full time. Pls contact the salary responsible if this is the case.)

Both the deduction for the sick leave and the vacation pay one month, will appear on the salary the following month.

The registration on the salary will be for, e.g., sick leave 75%:

Sick leave deduction -75%
Vacation deduction-25%

Vacation pay, full payment per day (100%)
Vacation supp., full payment per day (100%)

One full vacation day will be deducted from your vacation balance, per registered vacation day at 75%/50%/25%.

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PARENTAL LEAVE

The following information is mainly about how to register different kinds of parental leave in Maconomy. For further information about parental leave, please see the SIPRI Staff handbook (section 11.6 & 11.7), available on the intranet.

Care of child – VAB (Vård av barn)

Leave for care of child needs to be registered with Försäkringskassan to begin with, according to their instructions.

The different percentages for VAB are 100%, 75%, 50%, 25% or 12,5%, in one day.

Then you register the corresponding percentage/s in Maconomy.

If you work full time, the time to be reported is as follows:

VAB

100%	7:57
75%	5:58
50%	3:58
25%	1:59
12,5%	0:59

Leave of absence at child's birth

Leave of absence in connection of birth of child, needs to be approved ahead of time. There is a form to use for that purpose, on the intranet under *Human Resources/Applications and Forms*.

You report *Tillfällig föräldrapenning* to Försäkringskassan according to their instructions.

Then you report the same days in Maconomy, Task 3330 *10 days of leave at birth of child*.

The deduction will reflect on the salary the month after the leave.

Parental leave – long term

Parental leave long term must also be applied for in advance with HR and approved. There is a form to use for that purpose, on the intranet under *Human Resources/Applications and Forms*.

Parental leave long-term e.g., more than one month, needs as usual to be registered in Maconomy. Contact the salary responsible to agree who should do the registrations.

Unlike short term parental leave – less than four weeks – the long-term leave will be deducted from the salary the month it refers to.

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For example, if you start your parental leave August 15, there will be a deduction on the salary in August, from August 15-August 31.

If you for some reason (approved by HR) disrupt the parental leave and take vacation for a couple of weeks, you need to inform the salary responsible and register the vacation days yourself in Maconomy

The deduction of the vacation days and the supplemental pay will appear on the following month's salary.

LEAVE OF ABSENCE WITH PAY/NO PAY

The following information is mainly about how to register Leave of Absence with pay/no pay in Maconomy. For further information about leave of absence, please see the SIPRI Staff handbook (section 10.4), available on the intranet.

Leave of Absence, with pay

In the Staff Handbook part 10.4 it is mentioned different kinds of leave of absence with pay, (at a max of 10 days per year.)

This should be reported in Maconomy as *Task 3230 Leave of absence with pay*.

A moving day should also be reported as *Task 3230 Leave of absence with pay*. In the column *Description* write Moving Day.

Leave of Absence, no pay

There is also a possibility of leave with a salary deduction.

This should be reported in Maconomy as *Task 3220 Leave of absence, no pay*.

LEAVE FOR STUDIES

Leave for studies equals leave of absence, no pay.

This is also a leave of absence which is planned, and will be deducted the month it refers to, with the percentage for the leave.

For example, if you start your study leave August 15 one day a week, there will be a deduction on the salary in August with 20%, from August 15-August 31, and then it continues as long as you are on study leave.

In case of e.g., leave for studies 20% per week, which equals one day a week, a separate weekly calendar will be created for you for that purpose, and you will not have to report the 20% absence weekly.

The days you do work, you report as usual.

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If you take leave of absence 100% for studies, contact the salary responsible to agree who should do the registrations.

If you have any questions regarding how to report in Maconomy please use salary@sipri.org