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INFORMATION ABOUT PAY SLIPS, CHANGING ADDRESS AND VACATION DAYS IN THE AGDA SYSTEM

All time and expense reporting is done in Maconomy.

However, to retrieve your pay slips you need to log in to another system, called Agda.

The link is; <https://sgi.agdadrift.se>

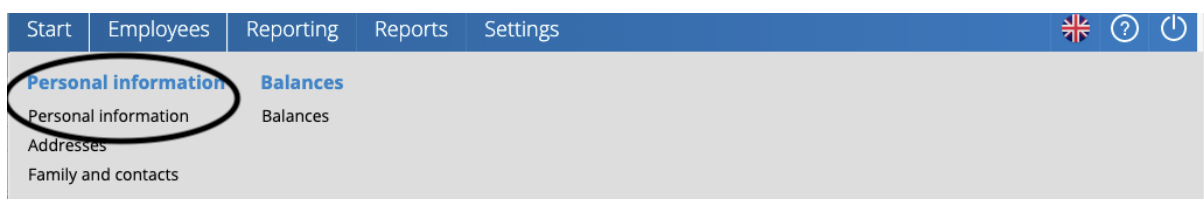
Use Chrome as browser.

Please save the link on your computer for easier access when you are out of the SIPRI office.

The username and password are sent to you when you start your employment at SIPRI.

E-mail address

Once you have logged in, be sure to enter your e-mail address (if not done already) under *Employees/Personal information/e-post*.



Change password

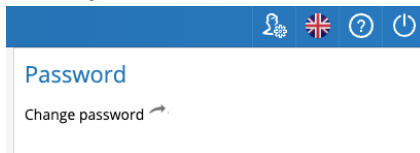
To change your password, click the far left figure below.





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Then you'll see



Click Change password and continue.

Forgotten password

If you have forgotten your password, click *Glömt lösenord?* in the lower right corner of the login box.



Another box will appear.

To reset your password, you need to confirm your identity. Enter the image code in the empty box, then click "Skicka begäran" and follow further instructions.



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The screenshot shows a web form for password reset. At the top is the logo "agda ps by VISMA". Below it is a paragraph in Swedish: "För att återställa ditt lösenord, behöver vi bekräfta din identitet. Ange ditt användarnamn och bildkod och klicka sedan på 'Skicka begäran'." There are two required fields: "Användarnamn" (Username) with a text input containing "sipbac" and "Bildkod" (Image code) with a text input containing "253ce". At the bottom are two buttons: "Skicka begäran" (Send request) in green and "Avbryt" (Cancel) in grey.

If you have tried too many times to enter your password (more than three), the reset function will not work, and you will receive an error message.

To have the password reset then, please e-mail kundsupport@accountor.se

They can also supply you with your Användarnamn/User name.

You can write in English.



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Address

Make sure the correct address is registered in Agda.

If you move to a new address, please update the information in Agda (as well as Hailey).

Click *Addresses* and change/check your address.

The screenshot shows the Agda system interface. At the top is a navigation bar with tabs: Start, Employees, Reporting, Reports, and Settings. On the right of the bar are icons for a flag, a question mark, and a power button. Below the navigation bar, there are two main sections: 'Personal information' and 'Balances'. Under 'Personal information', there are sub-sections: 'Personal information', 'Addresses', and 'Family and contacts'. The 'Addresses' sub-section is currently selected. Below these sections is a dropdown menu labeled 'Välj här'. At the bottom of the interface is a table with the following headers: Adresstyp, C/O Adress, Adress, Postnr, Ort, Land, and Telefon.

Vacation days

Under the header Balances, you'll find the vacation day balance.

Betalda means remaining vacation days for the current vacation year.

Sparad år 1 etc means saved days from previous vacation years.

Semesterrätt means the number of days you are entitled to during a calendar year = vacation year.

The balance for the current year is normally for the full year.

Please note that if you

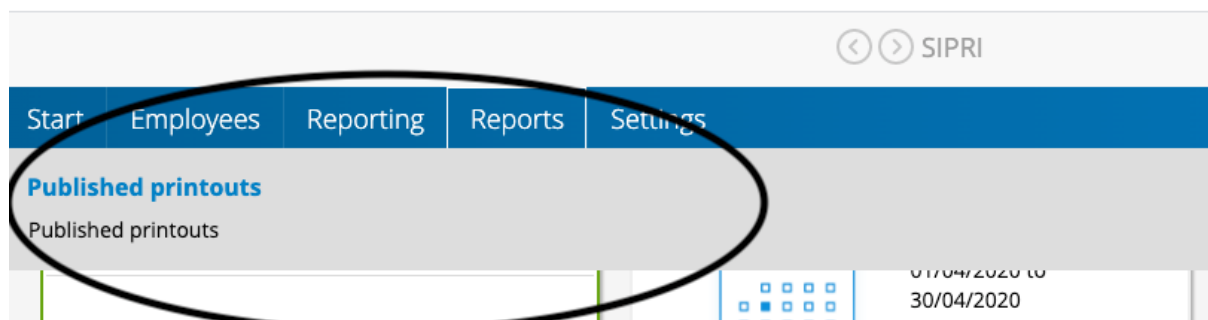
- started during the current year the balance is calculated from the day you started.
- If you leave SIPRI, the balance stated for the current year needs to be recalculated from January 1st until your last day of employment.



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To retrieve your pays slips from Agda

Click *Published printouts* to see your pay slip.



Make it a habit to retrieve your pay slips every month, to check that the posts look OK.

If you have any questions, or thoughts about this information, please send an e-mail to salary@sipri.org

December 11, 2024