

GUIDE – PrimulaWeb

Log in

To reach PrimulaWeb go to <https://personal.portal.chalmers.se>
You can choose the English version by clicking on the English flag.

Log in with your user ID – CID (Chalmers ID) and your password. If you want to change password you have to do that on CDKS' homepage; <https://cdks.chalmers.se>

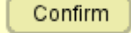


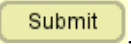
When logged in, your personal data is shown (on this page it is possible to change between Swedish and English version).

My page



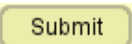
Employment records

When you click on the Employment records you see your own historic information about your employment(s).


Compensations/comp leave

Enter the type of remuneration/compensation and click on . Write the dates (from/through) and then either quantity or amount, according to type of compensation. Finally click on the Add button  and the compensation writes in a list. Repeat this for all compensations. If you want to change something in the list, click on Edit. You can write a message “ Note/Att” to the administrative official. Remember to submit your case .

Leave of absence

Write dates from/through and the extent (in percentage) of the leave of absence. Choose cause and click on Add . Mark if a certificate is sent separately. Several causes of absence with the same workflow can be filed in the same form. It is possible to write a message to the administrative official handling the case  Note/Att. Remember to submit your case .

Wage statement

When clicking on “Wage statement” you can see your latest wage statement. To view another period, state year and month (YYMM) and click on . Accumulators for salary, preliminary tax and vacation are also shown here. If you want to print your wage statement it can be done at the bottom of the page.

My cases


This view shows the status of the cases you have filed through the PrimulaWeb. They can either be handled or not handled. If handled you see the decision (granted/not granted) and the name of the administrative official handling your cases.

Personal settings

Check the box “Don’t show personal data” if you don’t want your personal information to be shown when you log in to the system.

For directors or administrative officials the following selections can be made:

Send e-mail on new cases; if you want a message to the address above when new cases are sent to you.

Forward cases means that cases sent to you will be directly forwarded to the next director in the workflow (one step up) without handling. If not checked, cases forwards after a certain amount of days. Remember to Save  if you have made any changes.



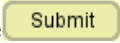
Personal information

Information related to your employment.


Personal data

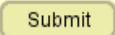
In this view you can change your home address. Remember to submit your case .

Vacation application

Initially you see the status for the paid vacation, including scheduled vacation handled already. Write dates from/through and click on Add . You can give several periods in the same form. It is possible to write a message to the administrative official handling the case . Remember to submit your case .

Sick leave application

If you need to report sick for a shorter period you just write dates from/through and the extent (in percentage) you were unable to work. Click on Add . If you have a doctor’s certificate, mark that the certificate is sent separately. Remember to submit your case

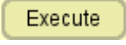
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Help

The manual in Primula is not updated to the current version.

Grant cases/Notifications

As director or administrative official you can grant cases via the PrimulaWeb. Sick leave applications and parental leave for sick children is sent for knowledge to you as director. The case has been sent to the administrative official to be handled.

You click on the type of cases on the left and all cases of that type are shown in a list. The number of cases you have received is shown in brackets. You can approve, grant or deny applications. If you have lots of cases you can handle them all or as many as you want and then click on .

There is a link to the employee's e-mail address the case concerns if you want to send a message.

Services

Absence calendar

As director or administrative official you can find information of the staffs' absence.

Personnel statements

As director or administrative official you can find information such as employment records, employments accounts, compensations, leave of absence, sick leave, vacation of the staff.

Report

As director or administrative official you have access to different reports.

Search case

As director or administrative official you can search for filed cases concerning the staff.

External links

A small assortment of links is shown. E.g. Försäkringskassan, Tur & Retur.

Web address: <https://personal.portal.chalmers.se>

Löne- och reseräkningservice:

E-mail lrs.aos@chalmers.se

Extension: 2632