



Filosofiska institutionen

**Checklist for New Employees and Visiting Scholars**

Room: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Departmental mailing lists:

[personal@fil.lu.se](mailto:personal@fil.lu.se) (only personnel and visiting scholars)[personal@lucs.lu.se](mailto:personal@lucs.lu.se) (cognitive science group)

The newsletter of the Faculty of Humanities and Theology “HT-bulletin” and the central newsletter of the university are emailed to everyone in the department. Both contain important practical information on central decisions that have been made, places to apply for fundings, etc.

The mailing list “Filosofen” is used to announce conferences, jobs, and doctoral courses in Sweden and the rest of Scandanavia in philosophy. Subscribe by going to <https://lists.liu.se/mailman/listinfo/filosofen> and entering your email address.

The Philos-L mailing list provides information on British, American, and European conferences, jobs, and other matters of interest to philosophers and cognitive scientists. Subscribe by going to <https://listserv.liv.ac.uk/cgi-bin/wa?A0=PHILOS-L>.

**Whom to contact:**LU identity (LUCAT): [Anna Östberg](#)

IT support: The IT Unit is responsible for technical support and equipment. You find them in “FrontDesk” (LUX:C244). Request support from the IT Unit by emailing [it@ht.lu.se](mailto:it@ht.lu.se). The IT Unit Service number: +46 46 222 32 30

Caretaker at LUX: If you want to report an error in the house not connected to IT, for example doors that aren’t working, please contact the caretaker at [vaktmasteri@lux.lu.se](mailto:vaktmasteri@lux.lu.se).

Library: Book an appointment with the librarian [Fredrik Eriksson](#) to receive important information on use of the library.

Finding your way around: Department head [Martin Jönsson](#) or your supervisor.

Finances and salary: [Statens servicecenter \(SSC\)](#) or [Martin Jönsson](#).

Departmental homepage: [Anna Östberg](#)

### **For visting staff**

You can find more information for new staff here,  
<https://www.staff.lu.se/employment/new-employees>.

**Important!** On your arrival in Sweden you need to register with the Swedish Tax Agency (Skatteverket) and apply for a Personal Identity Number (Personnummer) (if staying more than 365 days). You need the "Personnummer" to get your salary and for all official transactions. The application is made at the Tax Office in person. For further details visit the [website of the Swedish Tax Agency](#).

Address  
Skatteverket in Lund  
Folkbokföring (Population registration)  
Stora Södergatan 45

### **Intranet and room booking**

Through the Intranet pages (<https://internt.ht.lu.se/en>) you can update your personal webpage at [www.fil.lu.se](http://www.fil.lu.se), see general documents and book rooms at LUX.

### **LUCRIS research information system**

LUCRIS is the university's system for registering scholarly publications and also contains information on researchers, research groups, projects or research-related activities within external engagement. Log on to edit your information:  
<https://lucris.lub.lu.se>. Keep your LUCRIS updated.

As a new employee you should also go the short online course about **information security** at the university, LUISA. You find the online course at Kompetensportalen:  
<https://www.staff.lu.se/employment/professional-and-careers-development/internal-training-courses>

### **LU card**

The LU Card gives you access to enter university buildings, office room and classrooms. The card needs to be updated daily by holding it in front of the reader. Always carry the card with you. You find your personal PIN code here: <https://lukortet.lu.se/en/mypage>

### **Travel**

Bear in mind that you need to apply for travel funds well in advance when attending conferences, etc. See the links below. In accordance with the university's environmental policy (see below), you should travel by train if time permits. Note that the cost of traveling in first class is sometimes the same or less than traveling in second class. Here you can find information on what you need to consider before, during and after a business trip: <https://www.staff.lu.se/support-and-tools/business-travel>

Any expenses that should be reimbursed by the department must be registered in the university's travel system, SSC Primula: <https://primweb.adm.lu.se/>

SSC Primula can be confusing, so do not hesitate to ask a colleague if you need help.

### **Entertainment**

Here you find information about what entertainment is and what applies concerning taxation of benefits and VAT: <https://www.staff.lu.se/support-and-tools/purchases-invoices-finances/entertainment>

### **Books and purchases**

You should use the bookseller Bokus or Adlibris whenever possible when purchasing books. You order them directly through the university's financial system Lupin. (For information on Lupin and instructions on using it, see <http://www.staff.lu.se/support-and-tools/purchases-invoices-finances/invoice-management>). Once the book has been delivered, you will need to verify the invoice in Lupin.

**Important!** In order to get properly invoiced, you should use the following address:

Lund University  
Department of Philosophy  
*Your name*  
Box 188  
22100 Lund

### **Information for employees**

The university's home page for employees <http://www.staff.lu.se/> contains important information about health and other benefits (including holiday and leave), pedagogical training, and more.

For those of you who are doctoral students or tutors, it is important that you observe the appropriate regulations established by the Faculty of Humanities and Theology.

### **Important links**

Faculty home page: <http://www.ht.lu.se/en/>

Doctoral student info: <http://www.ht.lu.se/en/education/phd-studies/>

<https://www.fil.lu.se/en/research/doctoral-studies/information-for-doctoral-students/>

Info on stipends: <http://www.staff.lu.se/research-and-education/research-support/travel-and-research-grants>

LUPIN purchasing and invoices: <https://www.staff.lu.se/support-and-tools/purchases-invoices-finances/invoice-management>

Staff forms: <http://www.staff.lu.se/staff-forms>

University webmail: <https://webmail.lu.se>

Intranet <https://internt.ht.lu.se/en/>

### **Salary**

Your salary is normally paid out on the 25th every month. You are responsible for providing your account details to the paying bank, which is Nordea.

If you are a Nordea client, your salary is automatically paid into your personal account. If you have mobile bank ID, you can register a different bank account via Nordea's website [www.nordea.se](http://www.nordea.se). Select the tab: Våra tjänster/Konton och betalningar/Personkonto/Anmäl ditt konto för lön, pension eller annan ersättning (Our services/Accounts and payments/Personal Account/Register your account for salary, pension or other payments). Then log in with your mobile bank ID and follow the instructions (available in English as of "Register your account"). For security reasons, we cannot publish Nordea's employer identification number for Lund University here. Please contact your HR office to obtain the employer identification number.

If not, you are responsible for providing your bank account details for payment to the bank, on the form Application/Change of employee information.

Application/Change of employee information (Nordea's form):

<https://www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/utbetalning-lon-pension-till-utlandet-180730.pdf>

If you have a bank account or right to a pension abroad, you must send an international form to Nordea.

Nordea's form of Payment of salary/pension outside Sweden:

<https://www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/utbetalning-lon-pension-till-utlandet-180730.pdf>

### **Annual leave**

Apply for annual leave in good time. Your line manager is responsible for ensuring you take annual leave, and can both refuse an application for leave and order you to take leave. Normally, you have the right to four weeks of consecutive annual leave in the period June–August.

The number of days of annual leave you have is determined by your age:

- You have 28 days up to and including the year you turn 29.
- You have 31 days from the year you turn 30.
- You have 35 days from the year you turn 40.

Apply for annual leave in SSC Primula, <https://primweb.adm.lu.se/>.

### **Sick leave**

You should enter your declaration of illness for the entire period you were away from work in SSC Primula, <https://primweb.adm.lu.se/>. If a short period, this can be done retroactively.

If you are ill for more than 7 calendar days, you must submit a copy of your doctor's certificate to [Martin Jönsson](#). A doctor's certificate must also be sent to Försäkringskassan (the Swedish Social Insurance Agency).

Read more about annual leave here: <https://www.staff.lu.se/employment/annual-leave-leave-of-absence-and-sick-leave/annual-leave>

### **Work environment and health**

On this page you will find important information about work environment and health at the University, such as health and wellness, glasses for computer work, Lund University's work against victimisation or harassment, and how to report occupational injuries and incidents: <https://www.staff.lu.se/employment/work-environment-and-health>

## **A Few Things to be Aware Of**

### **Mail**

If you're expecting mail, don't forget to take a look in the caretaker's room on the first floor. This is also where you leave your outgoing mail. The pigeon holes on floors 4 and 5 are for internal post between colleagues.

### **Environmental awareness and recycling**

Recyclable paper, cartons, plastic packaging, metal, glass, used batteries, and toner cartridges, should be placed in the labeled bins near the copier on the 5<sup>th</sup> floor. There are recycling bins in the kitchen for plastic packaging, cartons and compostable waste.

All employees should consider it their own responsibility to take their recyclable paper to the paper recycling bins on the 4<sup>th</sup> and 5<sup>th</sup> floors. Burnable rubbish may be tossed in the small plastic bags next to the paper recycling bins in every room.

*It is extremely important to sort your waste* as well as continually work to reduce your paper consumption. Remember to have the printer configuration on your computer set to print on both sides of the paper. If you need help with this, contact the IT support. When you are using the copier, set the copier to do double-sided copying whenever possible.

### **The kitchen**

Coffee, tea, and associated things (cow- and oat milk, sugar etc.) are provided by the department. Once a week a basket of organic fruit is delivered.

*It is important to clean up after yourself*, and it is everyone's responsibility to load, run, and unload the dishwasher. Do not leave it for the next person. A couple times per year the fridge and cupboards are cleared of old food. Be aware that this will happen, so you can hold onto what you don't want thrown out. It might be useful to label your food.

### **Office supplies**

You find a basic service of office supplies in the cupboard near the copier on the 5<sup>th</sup> floor. There are also office supplies by LUX caretaker's room on the 1<sup>st</sup> floor, the door on the right hand side in the post room. If you need something that you cannot find there you can send an e-mail to [Annah Smedberg-Eivers](#).

**Bikes**

There are four bikes at LUX to borrow for employees. Key and helmet can be borrowed in the reception. The bikes are placed in House D, the door to the right. Everyone has access to this door. Do not forget to lock the door.

**Security**

Never leave the door to your room open or unlocked when you are out, even for a moment! The doors to the Department are locked after 5 p.m. Employees have always access to LUX with LU-card and pin.

**Fire safety**

The building evacuation plan can be found prominently displayed on each floor. Learn the evacuation routes and where to find the fire extinguishers.

All employees shall complete the University's basic fire safety training within eight weeks of starting their employment. The course is an online training course (Basic fire safety training for employees) in Kompetensportalen:

<https://luvit.education.lu.se/Kompetensportalen/activities/onlinecoursedetails.aspx?inapp=1&courseid=14789>

All employees, who are employed for six months or longer, shall supplement the basic fire safety training with a practical exercise in fire extinguishing. This shall be completed within 18 months of starting employment.

