



## Work schedule for part-time employees

In order for the correct deduction/supplement can be calculated due to leave of absence, sick leave, etc, we require that a work schedule be submitted in order to calculate your salary correctly.

It is necessary for those who do **not** work 8 hours/day each week, Monday to Friday, fill in this form in order for the information in the salary system to be as correct as possible.

Last name, first name	Personnummer								
Part time employment in %	Starting from								
Amount of hours you work per day	Working irregular hours (starting from-to)								
Working hours, written in hours and minutes for part-time employees									
week 1 Mon.	Tues.	Wed.	Thurs.	Fri.	week 2 Mon.	Tues.	Wed.	Thurs.	Fri.
week 3 Mon.	Tues.	Wed.	Thurs.	Fri.	week 4 Mon.	Tues.	Wed.	Thurs.	Fri.
Other information for the Salary Department									

20131011

### Please return the form to:

KTH PA/HR-support (Löner)  
(Brinellvägen 8, plan 6)  
100 44 Stockholm

Thank you in advance!

Your salary administrator