



# Welcome!

What you need to know as a new employee



## Welcome!

I would like to welcome you to the School of Architecture and the Built Environment. We are one of the five schools at KTH. Our activities cover natural sciences, engineering, social sciences and the humanities, giving us a unique breadth of subjects to offer.

We educate and conduct research about the society of the future - how cities, buildings and infrastructure should be designed and built, and how to create good habitats for people, while considering the environment, energy, economic and social factors.

We are proud of the good contacts we have with trade and industry, as well as other stakeholders in the world at large. Collaboration in the form of adjunct professors, strategic partnerships and associations all help to raise the quality of our education and research.

Our staff number about 700, and we have around 3,000 students.

I hope you enjoy your time at the School of Architecture and the Built Environment.

*Muriel Beser Hugosson*

Head of School



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## **KTH Relocation**

Welcome to KTH and congratulations on getting a position here! KTH relocation can help and assist you and your spouses when you are new in Sweden and at KTH. Please register with KTH Relocation for support, information about events, important news and newsletters.

## **Working hours**

### **Technical and administrative staff**

The ordinary working week is 40 hours for staff who work full-time, and flexitime applies. Saturdays, Sundays and public holidays, the Swedish National Day (6 June), Midsummer Eve, Christmas Eve and New Year's Eve are all days off when they fall on a weekday. A working day between two non-working days is also a day off and does not need to be made up for.

<https://intra.kth.se/en/anstallning/arbetstid/arbetstid-1.26438>

### **Teachers (lecturer, senior lecturer, assistant lecturer, professor)**

The total ordinary working time is 1,700 - 1,756 clock hours per academic year. This working time is not regulated with regards to the number of hours per day.

### **Doctoral students**

Doctoral students are exempted from the application of working hours legislation. Overtime is not paid.

The total ordinary working time is 1,700 - 1,756 clock hours per academic year. This working time is not regulated with regards to the number of hours per day.

### **Flexitime for technical and administrative staff**

(does not apply to teachers and doctoral students)

For staff who work full-time, 40 hours per week, ordinary working hours are 8.00 -16.30 with a compulsory break of at least 30 minutes for lunch (non-paid working time). Flexitime hours are 06.00-09.00 in the morning; 10.30-14.00 at lunch and 14.00-20.00 in the afternoon and evening. A short break (15 min) may be taken in the morning and the afternoon. The flexitime hours for part-time staff are agreed upon individually.

The hours should be checked off on the first Monday of each month by sending a signed paper copy of the flexitime balance to the manager for approval.

One condition for flexitime being used is that work can be carried out at the level of service required. The flexitime balance must be checked off each month by the staff member submitting the information to his/her manager for approval. The flexitime balance must be kept within the framework of minus 10 to plus 50 hours. If the balance is under minus 10

hours or over plus 50 hours, flexitime ceases to apply until the balance has been corrected. Flexitime worked can only be taken out in time off.

Flexitime assumes adaptation to the demands of the tasks at work and the manager may, if necessary, decide to restrict flexitime for individual staff members, a working group or part of a working group. Such a restriction must be communicated via the local liaison group.

### **Extra time**

A part-time staff member can work extra time within the framework of normal working hours for a full-time employee, i.e. between 08.00-16.30 weekdays. Extra time must be ordered by a staff-member's immediate manager in writing. Extra time is not paid for doctoral students.

### **Overtime**

For full-time staff, basic overtime is between 06.00-19.00 after their normal eight hours are completed. An increment for unsocial hours is paid for ordinary working time that, according to the schedule, must be carried out during unsocial hours. Overtime work must always be ordered in writing by a person's immediate manager. Overtime is very restricted and only permitted for special reasons. Doctoral students do not work overtime.

## **Employee benefits, KTH for me**

KTH offers many benefits for you, as a staff member. All the benefits are put together in our staff portal, KTH for me. This is where you can order wellness activities, gross and net salary deductions and report your healthcare receipts.

Examples of benefits:

- Wellness subsidy
- SL card for public transport
- Subsidy for medical prescriptions
- Domestic services
- Option for deduction from gross salary for IVF, visual surgery and so on.

In addition to salary deduction benefits, you can also read about favourable employment conditions for KTH staff. There is information here about your flexitime, holiday, pensions, occupational health services, insurance policies, etc.

### **KTH for me**

<https://intra.kth.se/en/anstallning/anstallningsvillkor/personalformaner-kth-for-mig-1.365793>

## **Work environment management at ABE**

There is a work environment group at the school which consists of HR manager, all HR officers, ABE's main safety representative and infrastructure manager. HR Manager is the convenor. The group meets regularly, at least twice per term to discuss work environment issues at the school. The group's task is to detect and deal with work environment issues. The group acts to promote a good work environment and prevent ill health. Systematic work environment management is applied and there are local workplace meetings.

There are regular safety rounds at the school and recurrent staff surveys.

<https://intra.kth.se/en/anstallning/arbetsmiljo/kth-s-arbetsmiljo-1.383233>



## What are incidents and occupational injuries?

### Incident

An incident is an event where nobody came to harm but which could have resulted in ill health or an accident.

### Occupational injury

An “occupational injury” refers to all accidents, injuries and illnesses which occur as a direct result of work or working conditions. They can include accidents whilst working, accidents when travelling to and from work or illnesses directly caused by the work conducted.

## Procedure for incidents and occupational injuries

In the event of a serious accident, call the general emergency number 112 immediately and then the KTH alarm 08-790 7700. The responsible manager must ensure that serious incidents and occupational injuries are notified without delay (within 48 hours) to the Work Environment Authority at [www.anmalarbetskada.se](http://www.anmalarbetskada.se) or by phone to 010-730 90 00. It is important to report incidents and occupational injuries. If an accident occurs, contact the nearest manager and safety representative. There are forms for reporting occupational injuries.

<https://intra.kth.se/en/anstallning/arbetsmiljo/anmalan-av-tillbud-risk-och-arbetskada-1.490817>

### Occupational injuries and insurance

According to the Occupational Injury Insurance ordinance, any person who is employed, either permanently or temporarily, is insured at his/her workplace. It is always the Social Insurance Agency that determines whether the injury is classified as an occupational injury. The occupational injury insurance scheme is administered by the Social Insurance Agency. More information about occupational injury insurance is available at [www.forsakringskassan.se](http://www.forsakringskassan.se).

In addition to the Social Insurance Agency's assessment of occupational injuries and compensation, KTH has an agreement on compensation for personal injuries (PSA). The agreement applies to employees, regardless of the form or scope of employment. The insurance is administered by AFA Insurance, [www.afa.se](http://www.afa.se).

## Working glasses

An employer is legally obliged to provide visual aids, such as glasses specifically for work, if an employee has problems with vision. An employer must provide special glasses, which are tested for work, if an ophthalmic examination shows that they are required and that glasses for normal wear cannot be used. Notify your immediate manager if you need working glasses. Charlotta Winge at the School's office will produce an order form for you to take to the preferred KTH optician and she will settle the invoice. More information is available at the ABE school's intranet.

<https://intra.kth.se/en/anstallning/arbetsmiljo/bildskarmglasogon-arbetsglasogon-1.32199>

## Secondary occupations

If University teachers are working in another employment in addition to their employment at KTH, does assignments or have a business firm, that secondary employment must be reported and known to KTH. Secondary employment must be reported to the HR function at the School continuously during the year and for the annual report. Forms are available in the form archives.

As a general rule, outside activities are allowed. The main reasons for the regulation of State employee's right to have a side line alongside their employment are that it is important that the public have confidence in the public authority and its employees. KTH has a direct interest that the employee's makes contributions and efforts for KTH and are devoted in their work, and that KTH should not be subject to competition from their own employees.

Read more about ancillary activities KTH regulatory framework:

<https://intra.kth.se/en/styrning/regelverk/personal-1.620226>

## Discrimination, harassment, victimisation

The Royal Institute of Technology, KTH, has a policy of zero tolerance of any form of discrimination, harassment and victimisation. If it comes to your knowledge that anyone in the organisation feels they have been subjected to harassment or sexual harassment, contact the school's HR manager.

<https://intra.kth.se/en/anstallning/diskriminering-och-k>

## Self-reporting

Report your sick leave and parental leave and apply for holiday and other leave in the KTH self-reporting system: <https://intra.kth.se/en/administration/hr-plus-web/hr-plus-web-1.71034>

### Notification of new address

You can notify a new address in the self-reporting system.

Self-reporting: <https://intra.kth.se/en/administration/hr-plus-web/hr-plus-web-1.71034>

### Register for nearest of kin

Fill in contact information in the self-reporting system for next-of-kin who can be contacted in the event of sickness or accident.

## Trade union organisations at KTH

SACO	Reine Bergström, tfn 08-790 48 52
ST	Erik Edstam, 08-790 84 92
SULF	Anna-Karin Högfeldt, 08-790 72 59
SEKO	Mikko Svensson, 070-483 43 44, 070-991 30 18

For more information, refer to

<https://intra.kth.se/anstallning/personalsamverkan/foreningar>

## Unemployment benefits

Unemployment benefits is compensation that you can get if you are unemployed. To be entitled to unemployment benefits, you need to be a member of an Unemployment Insurance Fund (A-kassa). There are some regulations concerning which Unemployment Insurance Funds you are eligible to become a member of, see link below to find one that suits you. You also need to have been a member of the Unemployment Insurance Fund for a certain period of time before you are entitled to compensation. In addition, you also need to register yourself as unemployed with the Swedish Public Employment Service on your first unemployed day to have the right to compensation. For more information, see the links below:

Swedish Federation of Unemployment Insurance Funds: <https://www.sverigesakassor.se/for-arbetssookande/hitta-din-akassa/>

Swedish Public Employment Service: <https://www2.arbetsformedlingen.se/for-arbetssookande/stod-och-ersattning/ersattning-fran-a-kassa>

## Preventive healthcare

### Preventive healthcare hour:

All KTH employees have the right to one hour of preventive healthcare per week, including changing and transport. The hour of preventive healthcare can be taken out at any time between 08.00-16.30. The hour cannot be accumulated or divided and must be arranged with the employer.

### Compensation for preventive healthcare:

Compensation for preventive healthcare is paid on the basis of the period when the care is performed and employment is in progress, i.e. SEK 250/month and not more than SEK 3000/year; the same amount applies regardless of the level of employment. Preventive healthcare expenses are recorded and compensated through the benefit portal "KTH for Me" <https://intra.kth.se/en/anstallning/anstallningsvillkor/personalformaner-kth-for-mig-1.365793>

Please note that compensation is only paid for one activity at a time. For example, if you have received compensation for an annual ticket (max. SEK 3000) over 12 months, you cannot have more compensation during this period even if it is a new calendar year.

## Occupational health service

KTH has an agreement on occupational health services with Avonova.

All employees may contact the occupational health service regarding work-related issues, both physical and psychosocial, as well as rehabilitation. For health issues that do not concern work-related issues, contact primary healthcare.

Avonova City, Klarabergsviadukten 90 C, 111 64 Stockholm  
Telephone number: 08-120 125 00.

## Insurance

Staff at KTH are covered by the following policies:



It is important to also review your private insurance cover such as household insurance and accident insurance.

### **Occupational injury insurance (PSA)**

National agreement with AFA Insurance regarding compensation for accidents, occupational injuries during working hours and during travel to and from work.

### **Group life assurance (TGL-S)**

Life assurance with SPV, which provides financial compensation to relatives of an employee on his/her death.

### **Business trip insurance**

Insurance with the Legal, Financial and Administrative Services Agency. Compensates injury/damage arising from a business trip.

For this insurance cover to be valid, it is important that a travel order is always filed in the travel management system, KTH-Res. Personal insurance certificates to take on business trips abroad are printed by the travel administrator at your department.

### **Cancellation insurance, Diners Club/Invoice**

Trips ordered with VIA Egencia and paid with Diners Club TAC (travel account/invoice) are insured with Trygg-Hansa. Cancellation cover applies if you are forced to cancel your trip as a result of you, a close relative or travel companion becoming ill or suffering an accident. One exception is the case of group travel, if a travelling companion is unable to follow. The value of the trip must amount to at least SEK 1,000 excluding taxes and charges.

### **Employees who will not be registered as resident and employees waiting to be registered as resident**

Health care in Sweden

Before an employee has been registered as a resident and received a personal identity number:

Citizens of the EU/EEA and Switzerland must bring an EHIC (European Health Insurance Card) in order to obtain subsidised health care (only paying patient fees (patientavgift)).

If an individual does not have a valid EHIC, or comes from outside the EU/EEA and Switzerland, emergency health care is automatically covered under the Insurance for foreign visitors' policy, which covers you and your family.

This means that during this time you will receive emergency health care in Sweden free of charge. Please note that Insurance for foreign visitors does not cover planned care, immunizations or maternity care. You may wish to supplement your insurance cover with other private insurance policies.

### **Parental leave**

According to the Parental Leave Act, you are entitled to be on leave for the care of a child when you receive pregnancy benefit, parental or temporary parental benefit for the care of a sick child. Parental leave may be divided into a maximum of three periods per year. Parental leave must be notified to the Social Insurance Agency and KTH in good time, at least two months before the start of the period.

Apply for parental leave in the self-reporting system:

<https://intra.kth.se/en/anstallning/arbetstid/foraldraledighet-och-vab-1.26442>

Read more: <http://www.forsakringskassan.se>

## Parental salary

An employee who is on leave for the birth of his/her child or for care of an adopted child has the right to parental salary if they receive parental benefit from the Social Insurance Agency. Parental benefit increment/parental salary is paid by KTH for a maximum of 360 days per child born. Parental benefit increment/parental salary is 10% of the salary and 80% of the salary over 10 base amounts. Receipts from the Social Insurance Agency need not be handed in to KTH.

## Salary payment and tax certificate

Staff at KTH normally have their salaries paid on the 25th of each month via Nordea. The salary slip can be downloaded from the self-reporting system.

**Salary coordinator:** [lonefunktion3@kth.se](mailto:lonefunktion3@kth.se)

## Notify the salary account

If you want your salary paid in to your account at Nordea or transferred to another bank, you need to notify Nordea by this link:

<https://intra.kth.se/en/anstallning/anstallningsvillkor/lon/loneutbetalning-och-skattsedel-1.26448>. KTH:s number with Nordea is 505751.

If Nordea has no information on a bank account, the salary is paid with a postal cheque. If you need to change the information at a later date, use the same link.

## Tax

A tax certificate for preliminary tax, or a decision by the the Swedish Tax Agency if you have received a tax adjustment, should be sent to the salary department, Personalavdelningen, Löner, Brinellvägen 8.

If no information is supplied on which tax rate to apply for calculating net salary, a deduction is made in accordance with the tax rate for Stockholm + 10% extra.

## Order a preliminary A-tax certificate from the Tax Agency's website.

Applications for tax adjustments are made to the Tax Agency.

## Salary structure

Salary structure is individual and differentiated. KTH has annual salary reviews. Your salary is determined by the job requirements and how you meet these requirements. Doctoral students have talks with their supervisors and follow doctoral salary increments.

## Salary talks

Salary talks are offered and carried out annually with the person's immediate manager.

## Leave for doctor's appointments, moving house etc.

No deductions are made from your salary when you visit a doctor, dentist, physiotherapist, occupational health services, out-patient clinic, maternal care centre or blood donation centre. If you are granted leave for other reasons, such as an urgent family situation or moving house, no deductions are made from your salary. Leave during part of the day counts as a whole day.

Such cases of leave must be entered in the self-reporting system:

<https://intra.kth.se/en/administration/hr-plus-web/hr-plus-web-1.71034>

- **Family matters:** A maximum of 10 days per calendar year. Includes urgent family reasons, serious illness, death, funeral, estate inventory or division of estate within your own family or close relatives.
- **Moving, if moving compensation is granted:** Maximum 3 working days, otherwise **one working day**
- **Trade union commission of trust:** Maximum 10 working days per calendar year
- **Examinations and tests:** Maximum 5 working days per calendar year
- **Preventive healthcare activity:** One hour per week on one occasion, 08.00-16.30

## Performance review

Offered once a year by your immediate manager. The purpose of the review is development - both for you and for the organisation. Such development can only take place if there is interaction between managers and staff. The manager and staff member usually prepare a development plan for the staff member to set up common objectives for the future.

## Liaison Group

KTH agreement parties are SACO, ST, ECHO. We have collective agreements with these organisations. KTH has an agreement of cooperation which takes place at various levels within the organisation: central level, school level and local level, at the department. The liaison group consists of representatives appointed by union organisations at KTH and of employer representatives. The liaison group at the school level is run by the school manager and deals with matters such as strategic issues that the school manager takes up at each meeting. These could include work environment/gender issues, diversity and equality issues, local issues, staff matters such as recruitment permission, resignations, i.e. employees who leave, employment contracts and financial matters.

For more information please contact the HR department.

## Holidays

### General information on holidays

- Everyone has the right to four weeks of consecutive holiday during the period June-August
- You must take out at least 20 days' holiday per year

- Holiday years and years of service are the same as the calendar year
- The employer is responsible for scheduling holidays

## Number of days

How many days holiday you have is determined by your age, as shown in the table below:

### Number of days holiday

#### Age Days

Up to 29	28
From 30	31
From 40	35

Holiday rules at KTH are regulated through local holiday agreements, the general agreement on salaries and benefits and the Swedish Annual Leave Act.

## Reporting holidays

KTH has two methods of reporting holidays: either follow the **form method** or the **general method**.

### The form method

Those who use the form method apply for holiday in the self-reporting system:

<https://intra.kth.se/en/administration/hr-plus-web/hr-plus-web-1.71034>

If you have the right to more than 20 days of holiday in a year, you can save days not taken for a later year. This applies to those who use the form method, provided that at least 20 days are taken during the year. If you wish to save days of holiday, they must be reported by 15 May in the self-reporting system. From 1 January 2018, no more than 30 days may be saved. If you have more than 30 days in total saved, you must take out the excess days before 31/12/2022. Saved holidays cannot be taken out until the current year's days of holiday are taken out.

### The standard method

Those who use the standard method do not need to apply for holiday in the self-reporting system. Holiday for teachers and doctoral students should normally be arranged during student holidays or other non-teaching time.

## Holiday allowance

If you use the standard method, the holiday increment\* is paid in December each year. If you use the form method, the holiday increment\* is paid on each occasion that holiday is taken out.

\* 0.44% or 0.49% of the salary, depending on which agreement you have.

## Holidays for new employees

If you are a new employee, you will earn days of holiday in relation to your employment during the year. You can see your number of days of holiday in the self-reporting system.

<https://intra.kth.se/en/administration/hr-plus-web/hr-plus-web-1.71034>

## Illness during holidays

According to the Annual Holidays Act, an employee is entitled to interrupt holidays if he/she becomes ill or cares for a sick child. This should be notified directly to your immediate manager or to the salary coordinator. The employee is then entitled to request compensation holiday, i.e. the absence is counted as sick leave instead of holiday.

## Sick or caring for a sick child

- In cases of sick leave or care of a sick child, contact your immediate manager.
- Remember to report your sickness or care of a sick child in the self-reporting system.

**Self-reporting:** <https://intra.kth.se/en/administration/hr-plus-web/hr-plus-web-1.71034>

## Waiting period

The first working day that you are sick is a waiting period, but if you have the right to more than 20 paid days of holiday per year you have the option of exchanging the waiting period for one day's holiday. When exchanging the waiting period you must first report the entire period of sickness (in the self-reporting system), and then report the exchange of the waiting period.

## Medical certificates

From the 8th day off sick, a medical certificate/medical evidence must be submitted. If the period of sickness is longer than 14 days, the salary coordinator will report the sickness to the Social Insurance Agency.

## Rehabilitation investigation

The manager will make a rehabilitation investigation in consultation with the employee:

- if the employee has been off sick on six occasions or more during a twelve-month period
- if the employee has been off sick for more than four consecutive weeks
- if the employee requests an investigation

HR officers at the ABE School has a coordinating role in supporting managers concerning employee rehabilitation measures.

## KTH compensates some of the medical costs

Hospital care:	Maximum SEK 70 for each day of care
Medicines:	Individual charges are compensated. Receipts from the pharmacy are required.

The amounts of compensation for medicines and hospital care apply if original receipts less than one year old with medical record numbers are registered in the benefits portal "KTH for me," and are sent to the company that administrates compensation for KTH employees. Payment is made at the same time as the ordinary salary payment.

**Benefits portal "KTH for me":**

<https://intra.kth.se/en/anstallning/anstallningsvillkor/personalformaner-kth-for-mig-1.365793>

**Leave**

The right to leave is determined by laws, agreements and KTH policy, and is reviewed in each individual case. Permanent employees can be granted leave for up to six months for other employment, if activities allow. In cases of leave for another time-limited government employment, employees can be granted leave for up to two years. Information on whether the post entitles the person to occupational pension is important for their future pension. You apply for leave in the self-reporting system after discussing the situation with your immediate manager.

**Business trips and expenses**

KTH-RES is KTH's Travel Management System where you should fill in your travel request (reorder) when you are going on a business trip. Your immediate manager must approve all business trips before the trip. The travel request is the documented way of showing that the trip is authorised and that insurance provisions and travel benefits apply. Business trips must be booked through the official KTH travel agency. It is currently Egencia. Before you book your business trip, make sure you have read about KTH's guidelines regarding business travel. Also, check that information about invoice recipient is registered in your personal profile in the travel system. After the trip, you need to fill in a travel bill in KTH-RES.

For more information on KTH Business travel:

<https://intra.kth.se/en/anstallning/tjansteresor/>

**Personal insurance certificates**

Staff members on business trips should take a personal insurance certificate with them. Contact your department administrator to obtain such an insurance certificate.

**EU Health Insurance Card**

Order the European Health Insurance Card, which gives you the right to health care in other EU/EEA countries from the Social Insurance Agency in good time for your trip and take it with you in case you need healthcare. The card is valid for 3 years.

Order one here: <http://www.forsakringskassan.se>

**Expenses and reimbursement**

Purchases should primarily be ordered with invoice to KTH, through KTH agreements or government framework agreements. Expenses should only be made in exceptional cases. See purchase and procurement <https://intra.kth.se/en/administration/upphandling/inkop-och-upphandling-1.29938>. If you have made an expense for KTH, it needs to be registered in KTH-RES in order for you to be reimbursed.

Register the expense in KTH-RES with information on, among other things, what the expense is for and in which project the expense should be registered. You need to attach receipts electronically. Print out the expense receipt and submit it together with the original receipts and copies to the economy administration at the Schools Office for review. It is important that you handle your receipts correctly in accordance with the guidelines that exist. You should always save and attach the original cash receipt. There is information on the intranet and a guide for how to fill out expenses.

If you have questions about how to register expenses, receipt processing or other issues regarding expenses or purchases, talk to your department administrator.



When representing, other rules and guidelines apply. Please ask your immediate manager, as all types of representation should be handled in moderation. For more information: <https://intra.kth.se/administration/ekonomi-agresso/representation>

## Pensions

Your pension comes from several different sources: the Swedish Pensions Agency in the form of a national pension, and from KTH and any other previous employers in the form of occupational pensions. You may also have private pension savings. The different pensions do not affect each other. They are added together and will be your total pension. In cases of sickness or death, disability pension and survivors' pension may also become applicable.

## Occupational pensions

An occupational pension is a complement to the national pension. There are three parts in the KTH agreement: preferential retirement pension, supplementary retirement pension (Kåpan Tjänste) and individual retirement pension. The amount of your preferential pension depends on your salary, how many years you have been a public employee and your year of birth. Your supplementary retirement pension and individual retirement pension are determined by your salary and the return on your pension.

If you have any questions about your retirement pension or occupational pension, contact the National Government Employee Pensions Board (SPV), which takes care of KTH pensions administration.

Call 060-18 76 00 or e-mail [kth@spv.se](mailto:kth@spv.se).

## Web-based education

### Online environmental course

The online environmental course is for all employees and provides basic knowledge about KTH's work with the environment and sustainable development.

<https://intra.kth.se/en/styrning/miljo-hallbar-utveckling/miljoledningssystem/miljoutbildning-for/miljoutbildning-for-anstallda-1.489557>

### Online GDPR course

GDPR contains the provisions that will ensure the individual's right to privacy through the protection of personal data. It is important to know the applications of the new regulation.

The e-course aims to give you, regardless of your role at KTH, an overview of GDPR.

<https://kth.instructure.com/courses/8356>

### Vårt uppdrag – our assignment as government employees at universities and colleges.

This is an e-learning course on professional values for good governance.

As an employee of Swedish universities and colleges, you are a government employee.

This means you bear special responsibility towards citizens, but also that certain laws and regulations affect you. This training course focuses on the things that make your place of

work different to others and is intended to help you feel secure in your role as a government employee. <https://kth.instructure.com/enroll/D8XFDX>

## To do list:

- Notify your the salary account to Nordea using the link:  
<https://intra.kth.se/en/anstallning/anstallningsvillkor/lon/loneutbetalning-och-skattsedel-1.26448>
- Order a preliminary A-tax certificate from the Tax Agency's website. Applications for tax adjustments are made to the Tax Agency.
- Fill in information on next-of-kin in the self-reporting system  
<https://intra.kth.se/en/administration/hr-plus-web/hr-plus-web-1.71034>
- Online e-courses, environment and GDPR
- Sign up with KTH Relocation! [Register now to get access to our services | KTH](#)

## Appendices

Introduction booklet

Map (folded)

Introduction booklet (folded)

Document: Introduction to basic values for government employees

Working as a government employee - important work and modern conditions