



Checklist for New Employees and Visiting Scholars

Room: _____

Telephone: _____

Email: _____

Departmental mailing lists:

personal@fil.lu.se (only personnel and visiting scholars)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. 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.

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

Finding your way around: Department head [Tomas Persson](#) or your supervisor.

Finances and salary: [Anna Cagnan Enhörning](#) or [Tomas Persson](#).

Departmental [homepage](#): [Anna Östberg](#)

For visting staff

You can find more information for new staff [here](#). More specific information concerning insurance, Swedish courses and welcome days for English-speaking staff can be found [here](#).

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://intern.ht.lu.se/en>) you can update your personal webpage at 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://kompetensportalen.lu.se>.

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.

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.

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/
Info on stipends:	http://www.staff.lu.se/research-and-education/research-support/travel-and-research-grants
LUPIN purchasing and invoices:	http://www.staff.lu.se/support-and-tools/purchases-invoices-finances/invoice-management
Staff forms:	http://www.staff.lu.se/staff-forms
Travel information:	http://www.staff.lu.se/support-and-tools/business-travel
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. 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"). Lund University's employer number with Nordea is 85641.

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](#).

Sick leave

If you are ill for between 1 and 7 days, you must notify [Anna Cagnan Enhörning](#).

You should enter your declaration of illness for the entire period you were away from work in [SSC Primula](#). 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 [Tomas Persson](#). 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>

A Few Things to be Aware Of

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 5th 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 4th and 5th 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. Twice a week, on Mondays and Wednesdays, 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 5th floor. There are also office supplies by LUX caretaker's room on the 1st 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](mailto: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.

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. Letters and packages are delivered and picked up twice a day. The pigeon holes on floors 4 and 5 are for internal post between colleagues.