**Personuppgifter**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Förnamn och efternamn  **\_** | | | | | | | | | | | Personnummer **\_** | | | | | | | | | |
| Sektor/Förvaltning/Enhet  **\_** | | | | | | | | | | | Anställningsnummer **\_** | | | | | | | | | |
| **Ny konto-/procentfördelning**  (markera huvudkonto med X) | | | | | | | | | | | | | | | | | | | | |
| F r om \_ | | | | | | | | | | | T o m \_ | | | | | | | | | |
| Huvudkonto | Ansvar | | | | Verksamhet | | | | | | Aktivitet | | | | | | Procent | | | |
|  | **\_** | | | | **\_** | | | | | | **\_** | | | | | | **\_** | | | |
|  | **\_** | | | | **\_** | | | | | | **\_** | | | | | | **\_** | | | |
|  | **\_** | | | | **\_** | | | | | | **\_** | | | | | | **\_** | | | |
|  | **\_** | | | | **\_** | | | | | | **\_** | | | | | | **\_** | | | |
|  | **\_** | | | | **\_** | | | | | | **\_** | | | | | | **\_** | | | |
| Notering  **\_** | | | | | | | | | | | | | | | | | | | | |
| **Försent beviljad tid för utbetalning** | | | | | | | | | | | | | | | | | | | | |
| Timmar (timavlönad)  Extra tid (månadsavlönad) | | | | | | | | | | | | | | | | | | | | |
| År/Månad  (kryssa i de dagar ändringarna gäller) | **1** | **2** | **3** | **4** | | **5** | **6** | **7** | | **8** | | **9** | **10** | **11** | **12** | **13** | | **14** | **15** | **16** |
| **17** | **18** | **19** | **20** | | **21** | **22** | **23** | | **24** | | **25** | **26** | **27** | **28** | **29** | | **30** | **31** |  |
| Notering  **\_** | | | | | | | | | | | | | | | | | | | | |
| **Nytt Schema** | | | | | | | | | | | | | | | | | | | | |
| Schema ID  **-** | | | | | | | | | | | Fr o m **\_** T o m **\_** | | | | | | | | | |
| Notering  **\_** | | | | | | | | | | | | | | | | | | | | |
| **Behörighet** | | | | | | | | | | | | | | | | | | | | |
| Chefsroll  Administratörsroll  Time Care Pool  Time Care Planering  WinLas | | | | | | | | | | | Fr o m **\_**  ev. t o m **\_** | | | | | | | | | |
| Notering  **\_** | | | | | | | | | | | | | | | | | | | | |
| **Förändring av lön** | | | | | | | | | | | | | | | | | | | | |
| Ny lön (heltid) **\_**  Ny timlön **\_**  Fr o m **\_** | | | | | | | | | Lönetillägg Orsak  **\_**  Fr o m **\_** T o m **\_** | | | | | | | | | | | |
| **Övrigt** | | | | | | | | | | | | | | | | | | | | |
| **\_** | | | | | | | | | | | | | | | | | | | | |
| Ort och Datum  **\_ \_** | | | | | | | | | | | | | | | | | | | | |
| Underskrift ansvarig chef | | | | | | | | | | | Namnförtydligande ansvarig chef  **\_** | | | | | | | | | |

Chef skickar undertecknad blanketten per post till SOLTAK AB Lön för handläggning.