|  |  |  |  |
| --- | --- | --- | --- |
| *The information refers to:*  …………………………………………………………………… | *Personal identity number* | *Appointment* | *The accounts apply as of* |

*Account information*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Percent** integer | Konto | KST Dim1 | Proj Dim2 | Fritt Dim4 | Pnr Dim5 | MP Dim6 | **Project name** |
| **100** | **5010** |  |  |  |  | **72** |  |
|  | **5010** |  |  |  |  | **72** |  |
|  | **5010** |  |  |  |  | **72** |  |
|  | **5010** |  |  |  |  | **72** |  |
|  | **5010** |  |  |  |  | **72** |  |
|  | **5010** |  |  |  |  | **72** |  |
|  | **5010** |  |  |  |  | **72** |  |
|  | **5010** |  |  |  |  | **72** |  |
|  | **5010** |  |  |  |  | **72** |  |

**The total must always be 100 percent for part-time**

**For projects where EU funding is included, the project name + the EU**

**contract number must be entered (e.g. EU-Cronef FAIRT-CT 96-1734)**

The distribution above means that an agreement has been made on the division of projects for the appointment with a stated preliminary share of the employee’s working hours.

……………………………………………………….. ….…………………………………………………...

Head of department’s signature Head of department’s signature (shared account assignment)

**Instructions:**

The form is used to divide salary costs into 9 accounts at the most.

A person can have several appointments at SLU. Therefore, the ‘appointment’ box in the header row must be filled out (information can be found in

The Primula report ‘Personalredovisning’). If you for example have two half-time appointments, you have to fill out one form per appointment.

Send the form to the Division of Human Resources. For new recruitments, attach the form to the appointment proposal. In other cases, send it in on the first of the month from which is to apply. The Human Resources Unit does not do retroactive account changes – account changes should be done immediately when circumstances change.

**NOTE! Account information should be checked annually.**

Form version 2016.1 Archived centrally, Payroll Unit’s archive for 5 years