Handling the form “Compensation for temporary work or assignment”

Register your bank account with Swedbank if you have not done so before

- Register via the website
- NOTE. You do not need to have a bank account with Swedbank
- If you already have an account registered from a previous employment at LiU, you don’t need to do anything as long as you want the money for the same account, otherwise you use the link to register the new account number

Fill in the form

- Fill in your personal details, use an ink pen or fill it in digitally
- Fill in that account number is registered on Swedbank’s website
- Print the completed form and sign it

Leave the form to your contact person/examiner for further handling

- The contact person/examiner reports the hours (including preparation time) as you worked as well as other information and then passes the form on for certification
- Your form will then be sent to LiU’s payroll unit

The payroll unit handles all forms for "Temporary work or assignment" on an ongoing basis and this usually takes place within a few weeks, but it can take longer during holiday periods or periods when the payroll unit has a high workload.

Contact person ISY
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