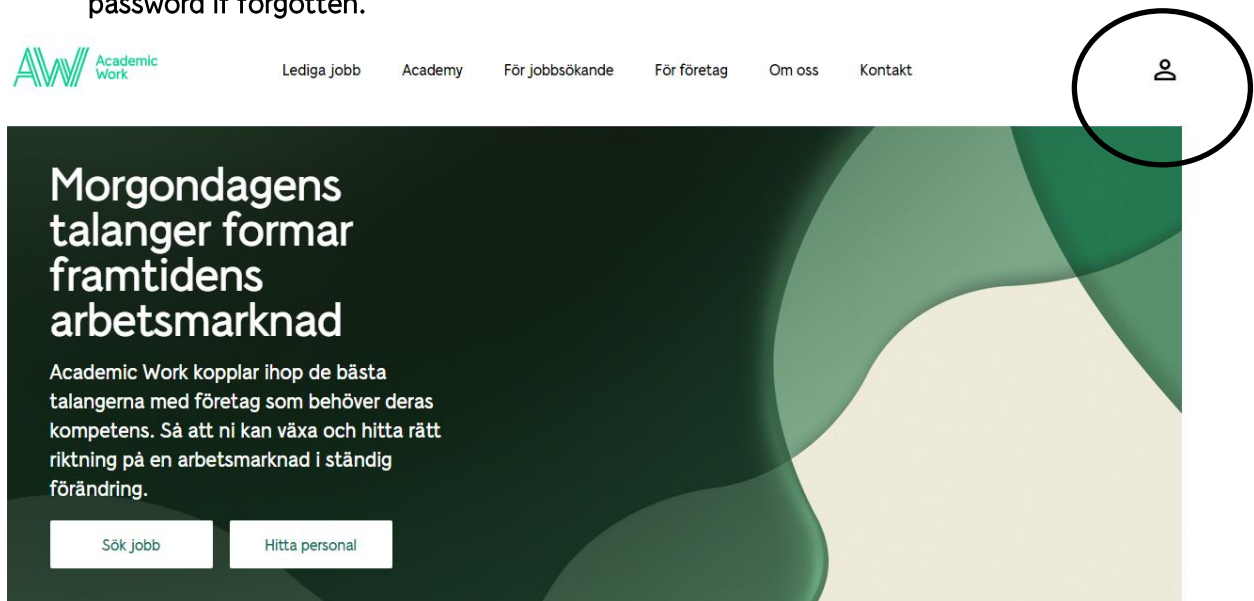


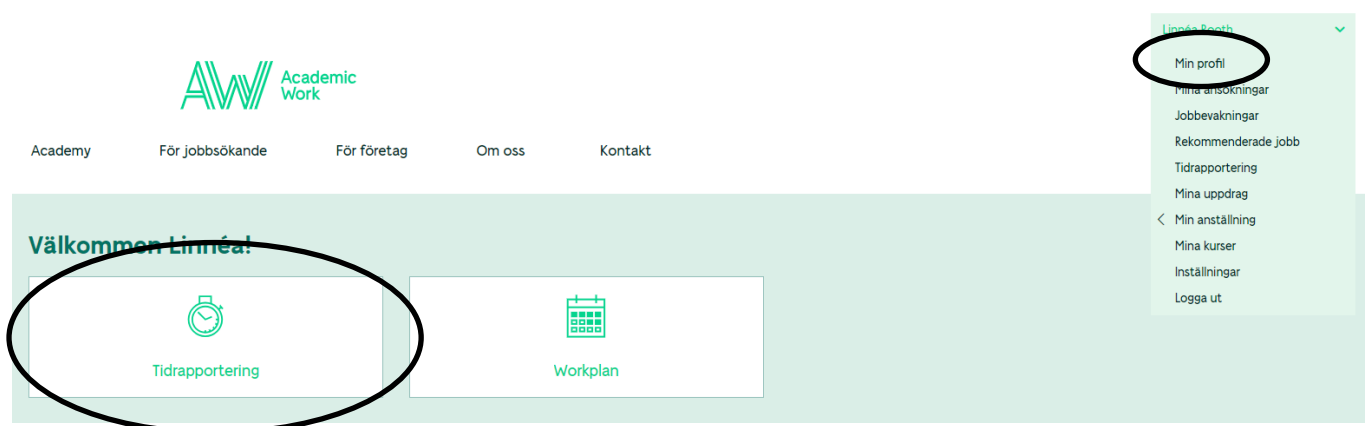
# TIME REPORTING FOR CONSULTANTS

As a consultant, you log worked hours on Academic Works website. Follow the instructions that follow:

1. Visit [www.academicwork.se](http://www.academicwork.se) and click "Logga in" or "the man" at the top right corner. Log in using your username (email address) and your password. You can easily get a new password if forgotten.



2. Choose "Min profil" on the right corner. Then choose "Tidrapportering".



3. Click "Lägg till" in the top left corner.

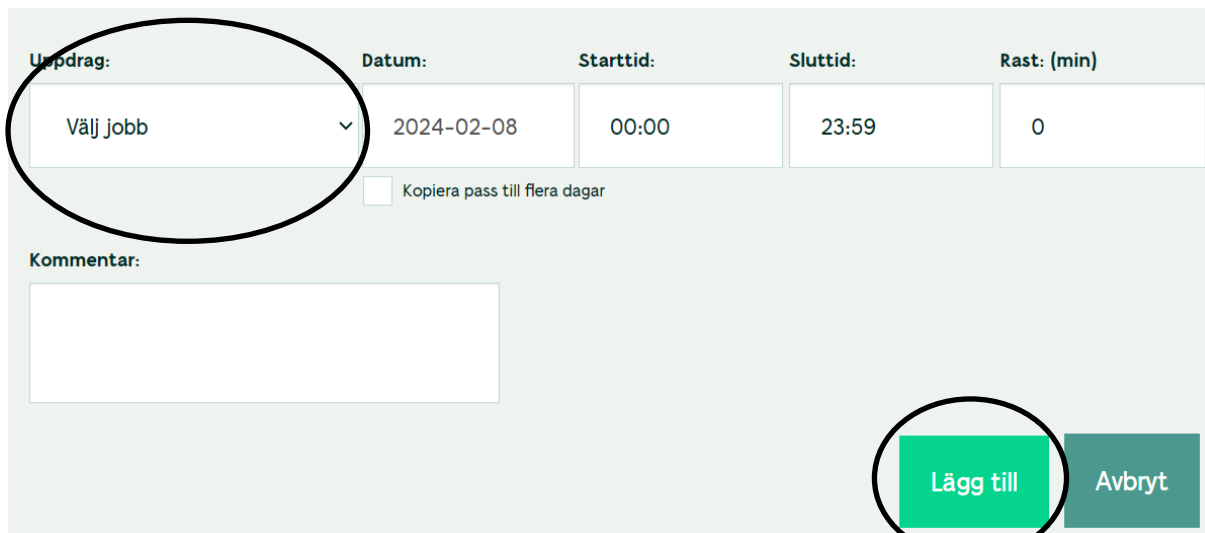
Februari: 12 Timmar 0 Minuter (12,0 h), 0 Frånvarotimmar



Buttons: Lägg till, Lås

Mån	Tis	Ons	Tor	Fre	Lör	Sön
🔒 29	🔒 30	🔒 31	1	2	3	4

- Then choose the assignment you want to log hour for in “Uppdrag” and fill in the hours you worked as well as break time. Click “Lägg till”. **OBS! Do not press “Lås” if it isn’t your last shift of the month.**



Uppdrag: Välj jobb (dropdown menu)

Datum: 2024-02-08

Starttid: 00:00

Sluttid: 23:59

Rast: (min) 0

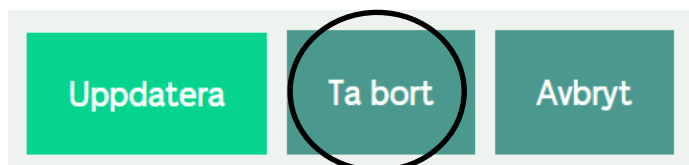
Kopiera pass till flera dagar

Kommentar: [Empty text area]

Buttons: Lägg till, Avbryt

All notes written in “Comment” will be shown on the clients invoice. So be careful of how you use this field.

- To delete reported times: Click on the time you want to delete and choose “Ta bort”.



Buttons: Uppdatera, Ta bort, Avbryt

- When you have finished **all** your shifts for the month you need to lock your times by clicking “Lås”. It is important that you do not lock after every finished shift or in the middle of a month, the lock-function is to be used when the month is over. All times before, and until the date which you lock will be closed for editing. By locking the period, you confirm that all times are reported and correct.



*For example, if you worked your last day on the 26th, you lock the entire month until the last of that month, by clicking on the last. To unlock a period, contact your consultant manager.*

7. To report absence, you need to contact your consultant manager who will register absence in your time report. **Do not use “notes” in the time report to communicate absence.**
8. **Your time report needs to be locked on the last of every month**, but this can preferably be done immediately after your last shift of the month. If you forgot to lock your shifts for the month, the times you have registered will be locked for report the 2<sup>nd</sup> in every month.
9. On the first of every month, your consultant manager reviews logged hours and approve them.
10. After that, the time report is sent to the client for approval.

If you have any questions or problems with reporting time or logging in, please contact your consultant manager!