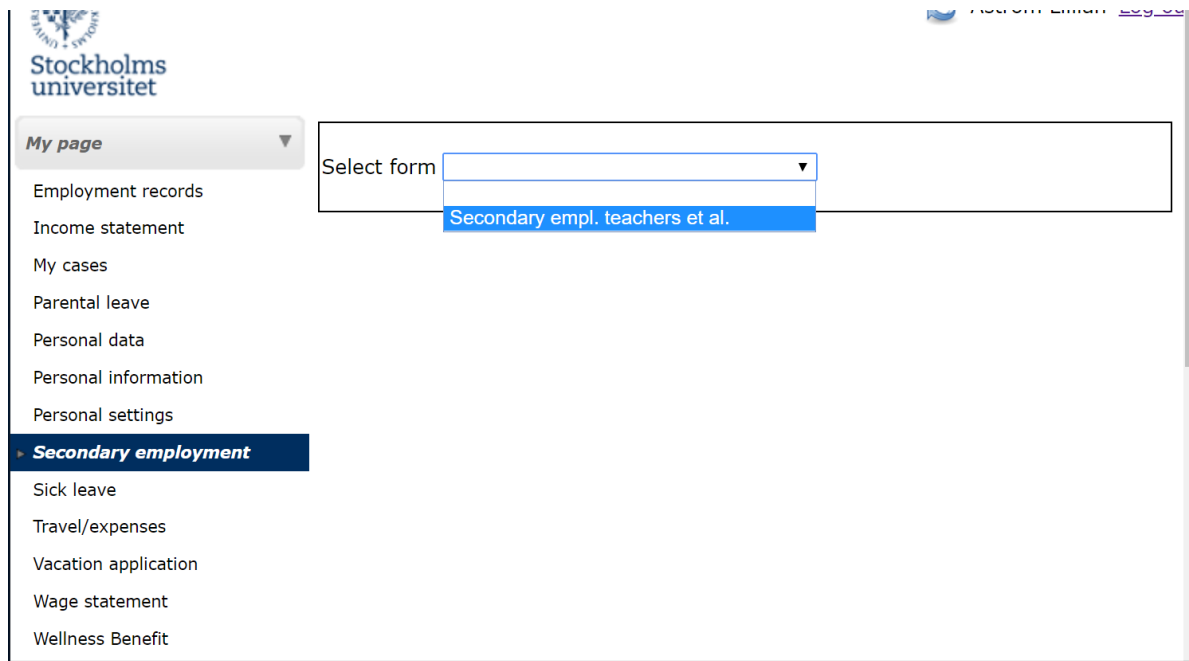


# Secondary employment report – a short manual

Open **Primula** and log in.

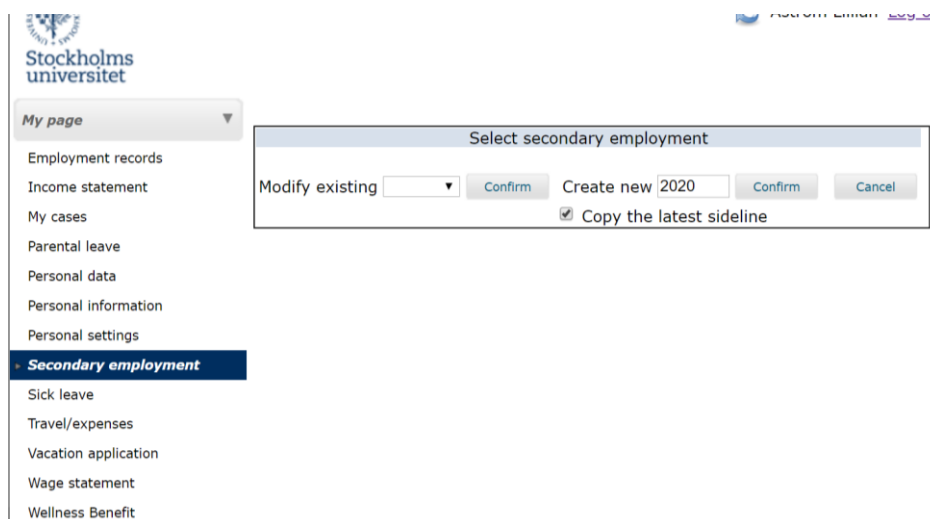
Klick at **“My page”** → and choose Secondary employment / Secondary empl. teachers et al.



The screenshot shows the Stockholm University Primula interface. On the left is a navigation menu under 'My page' with options: Employment records, Income statement, My cases, Parental leave, Personal data, Personal information, Personal settings, **Secondary employment** (highlighted), Sick leave, Travel/expenses, Vacation application, Wage statement, and Wellness Benefit. On the right, a 'Select form' dropdown menu is open, showing 'Secondary empl. teachers et al.' as the selected option.

## Important!

If you wish to copy your report from 2019/another year, you need to click **“Copy the latest sideline”** first and then click on creating a new report → press **confirm** for 2020/or the actual year.



The screenshot shows the 'Select secondary employment' dialog box in the Primula system. It contains the following elements: 'Modify existing' with a dropdown arrow, a 'Confirm' button, 'Create new' with a text input field containing '2020', another 'Confirm' button, and a 'Cancel' button. Below these is a checked checkbox labeled 'Copy the latest sideline'.

**Or...**

If you wish to modify your existing report, perhaps you forgot to add something or it has been some changes during the year, you need to click “modify existing” and choose the report/year that you wish to change/modify → and press **Confirm**.

The screenshot shows the Stockholm University portal interface. On the left is a navigation menu with the following items: My page, Employment records, Income statement, My cases, Parental leave, Personal data, Personal information, Personal settings, **Secondary employment**, Sick leave, Travel/expenses, Vacation application, Wage statement, and Wellness Benefit. The 'Secondary employment' item is highlighted. A modal dialog box titled 'Select secondary employment' is open in the center. It contains a 'Modify existing' dropdown menu with a downward arrow, showing a list with '2020-1' and '2019-1' (the latter is highlighted in blue). To the right of the dropdown are 'Confirm' and 'Cancel' buttons. Further right is a 'Create new' text input field with its own 'Confirm' and 'Cancel' buttons. Below these options is a checkbox labeled 'Copy the latest sideline'.