



## Working time schedule at part-time work less than 5 days/week

In order for the correct deduction/supplement to be calculated for leave/leave of absence such as parental leave, other employment, individual matter, etc. it is required that a working time schedule forms the basis for the salary calculation.

If you work **less** than 5 days a week, please fill in this form, so the information in the HR system is correct.

Department							
Surname, First name				Personal identity number			
Position				Extent of work in % of full-time			
Schedule begins to apply (enter with number of week and year)				Schedule is valid until (enter with number of week and year)			
<p><b>Mark the days you work with the number of hours/day.</b> Only fill in week 1, if you work the same every week.</p>							
Week	Monday	Tuesday	Wednes- day	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2							
Week 3							
Week 4							
Message to the Payroll Section							

This form should be attached in the case of leave/leave of absence in Primula or e-mailed to the personnel administrator at your department that she/he sends it to the Payroll Section.