

# Welcome as a summer worker in Växjö municipality summer 2019!

*In this brochure you will find an important information that you need to bring with you before your Summer work at Växjö municipality.*

## **Attendance report**

You have received the attendance report sheet that you will fill in daily, after each work session. You should fill in the number of hours worked and how long the break you took. If you have been ill or absent for any other reason, you should also fill in the entry box for the day or days you were not present.

It is your own responsibility to fill in the attendance report sheet and to have it signed by your supervisor at the workplace you are working on. It is also you who will send it to us, alternatively, submit it to the mailbox to the right side of the entrance to Bergendahlska gården. You will find all the contact information on the back of this brochure. It is your responsibility to submit the attendance report to us after you have finished working. If you do not submit your attendance report, the salary will not be paid out.

## **Absence report**

You should report absence directly to the workplace, for example, when you are sick. Sickness compensation does not apply. You should work the period that you have assigned. If something happens that makes you unable to work the period that you have been allocated, you must contact us as soon as possible so that a replacement can be found!

### **Extra important!**

Find out if your workplace requires you to submit an extract from the criminal records registry! If your workplace requires this, you must apply for an extract from the criminal records registry as soon as possible, then you submit the envelope **UNOPENED** to your supervisor at workplace. It may take a few weeks before you get it home mailbox.

The forms can be found on the police website and titled "**Extracts of individual person - according to § 9**" and "**Extract for school/childcare**".

**Please note that the workplace may deny you work if you do not have your extracts!**

## Salary payment

Salary payments are made via Växjö Swedbank. This letter is accompanied by an account registration form that you should submit to the Växjöloftet sommar office as soon as possible but no later than June 28 to get your salary deposited in your account. Please note that it is you who must be account holder (for example, not mother or father). If you do not have an account/register your account before June 28th your salary will be paid as an invoice sent by mail to your registered address.

Please note that there are no postponed dates for payment of salary. The regular payout date is the 27th of each month. When you receive your salary depends on which date you submit your attendance report to us at the office of Växjöloftet summer (not to your workplace). If you have questions about specific payment dates, contact us at the Växjöloftet summer office.

## Certificate of tax-exempted salary

If it is so that you will not earn more than SEK 19,670 during 2019, then you can get a salary without tax deduction. What you need to do then is to fill out the form Certificate for a salary without tax deduction that accompanies this letter. You can find it on the back of your attendance report sheet. **NOTE** that it is you who will fill in all fields and sign the Certificate for a salary without the tax deduction, below you will see an example of how to fill it in:

Jag har tagit del av upplysningarna ovan. Jag uppfyller villkoren för befrielse från skatteavdrag.	
Namn <i>Anna Andersson</i>	Personnummer <i>990101-XXXX</i>
Adress <i>Lidbergsgatan 14-16 351 12 Växjö</i>	
Underskrift	
Datum <i>2017-04-28</i>	Namnteckning <i>[Signature]</i>

### Checklist:

- ✓ You should order extracts from the Police Register (but do not open it). Find out if it is required that you submit it in your workplace.
- ✓ Get in touch with the workplace (The office for Växjöloftet sommar is not the workplace).
- ✓ Be punctual/ follow your schedule.
- ✓ Respect the rules at the workplace.
- ✓ Leave the mobile phone to rest!
- ✓ Read carefully the salary information mentioned above.
- ✓ For questions regarding salary, do always contact the office of Växjöloftet sommar in the first place.

## Contact information

Simon Lundqvist      0470-79 64 15  
Ronja Sköld            0470-416 81

### Mailadress

vaxjoloftetsommar@vaxjo.se

### Postadress

#### **”Växjöloftet sommar”**

Bergendahlska gården

Växjö Kommun

Arbete och Välfärd

Box 1222

351 12 Växjö

### Besöksadress

Bergendahlska gården

Liedbergsgatan 14-16, Växjö