

# Information about field work at CEC 2022

## The coordinator's administrative responsibilities:

It is necessary to plan well ahead of time! Consider all the points in this document and decide what you need to do in order for the fieldwork to be successful. Be sure to act in time, whether it is contracting staff, making purchases, hiring cars, contacting CEC-administrators for assistance or what else that may apply.

- Ensure that employment, bookings and purchases are made in accordance with the regulations.
- You will need to make both a **risk assessment** and a **COVID-19 risk analysis for workplace-based activities**, more information below

- **Risk assessment**

Make a risk assessment regarding to the field work. A form for risk assessment will be found on CEC's webpage: [Field work – cec.lu.se](https://cec.lu.se)

-Hand in the risk assessment to your line manager for approval

***COVID-19 risk analysis for workplace-based activities is NOT needed at the time of writing, if the situation changes, this additional risk analysis may be reintroduced, if in doubt please ask your line manager)***

But in any case: stay at home and avoid close contact with others if you have any symptoms of Covid-19.-

## The field workers administrative responsibilities:

Read and follow the instructions in an e-mail along with login details to Primula.

- Log their hours, trips and expenses.
- Save all receipts for expenses and fuel.
- Report hours, trips and expenses in Primula.

## Field plan

The coordinator should write a concise field plan, which can be used as a verification for travel bills and invoices.

It shall contain the following information:

- Which job to do
- Where to do the job
- Which time period
- Who is involved in the work
- If rental cars are needed and if so what type of car
- If materials need to be purchased from parties other than contracted suppliers and if so what it will be used for

## HR administration: Select/employ coordinator and field assistants

- Information about coordinator for the fieldwork and hourly employed field assistants *shall* be given to HR administrator **at least one week** before the fieldwork begins. If an employee does not have a Swedish personal number, the processing time could be several months.

Fill out all the information in the form and email it to the human resources administrator:

The form "Field and student employees" will be found on CEC's webpage: [Field work – cec.lu.se](https://cec.lu.se).

- Inform the assistants about current rules and regulations and their own responsibilities.

- Certify time sheets on request from administrator.

Time sheets are due at the latest on the 3rd of each month. After this date there will only be a few days for the coordinators to approve of the reports, sent by mail from HR-administration. They will have to be approved **before** the last day for approval in Primula (below).

In the final stage the attestant will approve in Primula. In 2021 the last days for approval of time reports in Primula are Friday April 9th, Friday May 7th, Thursday June 10th, Friday July 9th, Wednesday August 11th, Thursday September 9th.

### Working time

- The work shall as far as possible be carried out Monday to Friday, between 7 am and 7 pm.
- The work is limited to 8 hours per day, anyone who works *more than 8 h/day* will receive ordinary salary for the extra hours.
  
- Anyone who *chooses* to do the work at *another time*, receives salary for the hours but *no compensation for inconvenient working hours*.
- If work at an *inconvenient* time is *ordered*, compensation for this will be paid.
  
- You can read more at the LU HR-pages: [Övertid | HR-webben \(lu.se\)](#)

### Report of working hours

The assistant shall report their hours in **Primula**.

- The name of the coordinator must be on the report.
- One report per every month and one report per cost center. If this is not reported accordingly, the time report will be sent in return to the employee.
- Time sheets must be submitted by the 3rd of each month, to get wages by the end of that month.
- Half an hour's lunch should be deducted if the working time exceeds six hours.

### Insurance

Everyone who is employed by LU is covered by a workplace insurance – also in the field.

### Staying in the fields

When you perform your fieldwork in another place situated far from Lund, you may be required to stay there for a period. The hotel is regarded as your temporary workplace. Travel to and from the temporary workplace is considered working hours. Extra trips to your home while in the field must be carried out outside of working hours and will not be compensated. *Ordered* home trips, for example in the period between two fieldwork periods, are paid by the employer.

### Reimbursement of expenses

*Car trips*: Use the LU Expenses/Car allowance form in Primula and always attach a supporting document, which shows that the trip is work-related and not private. We must do this to counter corruption and to prevent anyone from being subsequently accused of cheating or wrongdoing.

*Verifications/supporting documents* should be a *short field work plan*, where the project leader describes and approves rental cars, purchasing of material, trips, and accommodations etc. Attach your field plan to your reimbursement registration.

### Claims

All business trips must be reported in Primula. Allowance is paid for travel if both of the following conditions are met:

- An overnight stay is included (> 50 km from home or workplace)

- Destination > 50 km from home and workplace

Allowance for one-day business is paid if the following conditions are met:

- Working day longer than 6 hours
- Destination > 50 km from home and workplace

*Meal deductions on the allowance must be made when a free meal has been obtained (paid by CEC).*

## Rental cars

All rental cars are booked via Egencia.

## Fuel

We have 7 business cards form OK-Q8, the cards are stored at-Rebecca Malmström's office.

At **OK-Q8** you refuel as usual and pay with the card. Please note that all receipt must be saved for reconciliation of the invoice.

IF you can't get hold of a Ok-Q8 card or if you are more than 10 km away from the nearest OK-Q8 station, you can refuel at any gas station. Just save the receipt and report it as an expense claim.

Documentation for the invoice shall be a short field plan and written approval from the coordinator/Supervisor.

## Parking ticket

Are bought online [Parking | Staff Pages \(lu.se\)](#)

## Private car

If someone is driving their own car, that person must note which routes he or she has driven and the total distance.

If your own car was *the only vehicle alternative* – **Note that the coordinator must approve of this!** - you can claim the full amount afterwards, i.e. both tax-free and taxable part, of 36 kr /mileage.

If the use of your own car was **not** necessary, only half the compensation, the tax-free portion, of 18 kr/ mileage, will be paid.

## Accident, damage, parking ticket

- In case of damage to the rental car the rental company should be contacted. They will then recommend a workshop and the repair will be invoiced through the rental car company.
- Please note! If you happen to damage your private car, the insurance excess must be paid privately. The university is not allowed to pay excess even if the car is used during work so there will be no reimbursement of the cost.
- Any parking fines must also be paid privately.

## Material

When purchasing materials, primarily contracted companies in Proceedo should be used. The consequence of breaking this rule is that the contracting companies can sue Lund University for breach of contract, which can be expensive. If you don't find what you need in Proceedo, you are free to purchase from any vendor but bear in mind that you need offers from three different suppliers before buying. If the amount of the purchase exceeds 100 000 SEK, contact Rebecca Malmström.

## Insurance of equipment

All equipment is insured at Kammarkollegiet (Swedish Chamber of Commerce).  
The insurance excess is at least 47 300 kr.

### **Payment** (invoice, credit card, private)

Contracted suppliers always send an electronic invoice to Proceedo (a condition of the agreement).

If you shop via the internet, you should ask for e-invoice (statutory for public sector in the EU).

If you need to make a larger purchase in a store, you can get a requisition from Rebecca Malmström, so that the cost hopefully can be invoiced. CEC has a credit account (like a card) and Rebecca Malmström can help you pay in an online store if needed. This option is only in cases where the supplier cannot send an invoice and needs to be handled at the office.

The last option is to shop in a store and pay privately and get compensation later by making a claim in Primula. Visit [New routines for submitting travel expenses and claims | Centre for Environmental and Climate Science \(CEC\) \(lu.se\)](#) to handle it correctly.

### **Other**

In order to increase the visibility and reduce the risk of misunderstanding during field work, we recommend that all field workers use decals and clothing that distinguish us from others.

*Magnetic stickers* with LU logo should be put on all car doors. Decals can be found at Rebecca Malmström's office or ordered from MediaTryck.

*Caps or T-shirts* with LU logo can be purchased in the university's profile shop on behalf of the department.

*Weather-resistant CEC-labels* to make clear that the field equipment belongs to LU/CEC, are available from Rebecca Malmström.