

HANDLING OF ELECTRONIC PERSONNEL LEDGERS WITHIN VATTENFALL SERVICES



**INFORMATION FOR ACTIVE PARTICIPANTS ON THE
CONSTRUCTION SITE, E.G. SUBCONTRACTORS**

Information regarding the use of electronic personal ledgers

Since January 1, 2016, there has been a legal requirement for electronic personnel ledgers to be maintained at all construction sites in Sweden where the total cost of construction activities at the construction site can be assumed to amount to more than four price base amounts (which corresponds to SEK 186,000 for the year 2019).

In this project, Vattenfall Services has taken over the developer's obligations regarding electronic personnel ledgers in accordance with Chapter 39, sections 11b and 12, and Chapter 7, sections 2a and 4 of the Swedish Tax Procedure Act. This means that Vattenfall Services is responsible for making necessary notifications to the Swedish Tax Agency and for making the complete personnel ledger available to the Swedish Tax Agency during inspection visits. Furthermore, Vattenfall Services is responsible for providing a system for electronic personal ledgers. Vattenfall Services has chosen to use a system developed by Visma called Movenium.

What do you need to do as a contractor?

If you are an active participant on the construction site, e.g. as a subcontractor, you are required by law to keep an electronic personnel ledger through the system provided by the developer. Since Vattenfall Services has taken over the developer's obligations regarding electronic personnel ledgers, you are therefore obligated to keep an electronic personnel ledger through Visma Movenium.

As a contractor you should register the following information for each construction site:

- company name with its Swedish organization number or equivalent foreign number,
- active participants from the contractor's organization with names and social security numbers, coordination numbers or equivalent foreign numbers,
- the time when each person's work pass on-site starts and ends each day.

In the event of inspection visits, the Swedish Tax Agency can charge your company the following inspection fees (last updated 31/08/2019):

- If you have not kept an electronic personnel ledger or if you don't make the ledger available for Vattenfall Services and the Swedish Tax Agency during inspection visits: SEK 12,500.
- If there is information missing in the personnel ledger: SEK 12,500.
- If an active participant is missing in the personnel ledger: SEK 2,500/person.

Please observe that if you are not a subcontractor but rather the *actual developer*, visiting the site e.g. to issue instructions to the contractor, you could still be considered to be an active participant on the construction site, and you may be obligated by law to register in the personnel ledger.

How do you fulfill your obligations?

Registering your company

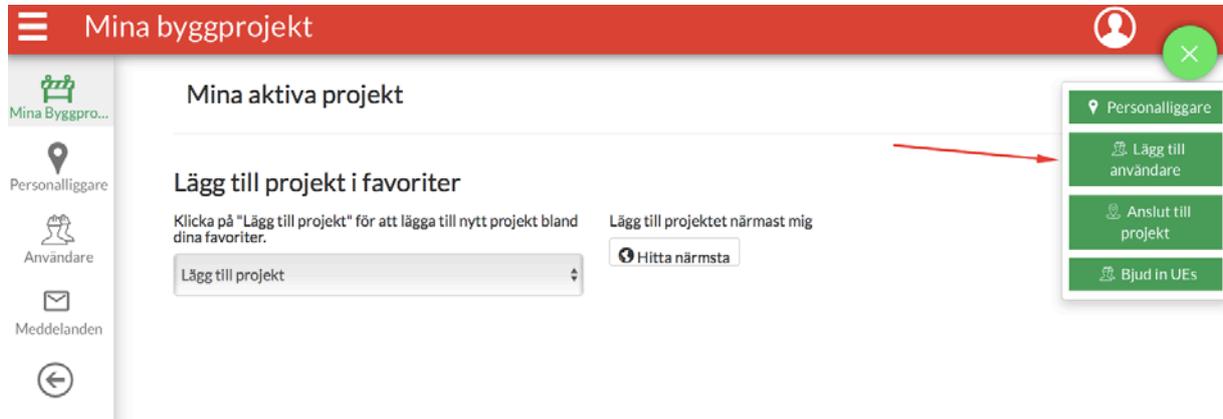
Registering your company in Movenium can be handled in one of two ways:

- You receive a project specific code for self-registration.
If you have received an invitation for self-registration you should register your information in the manner described below (users and company). If your company has used Movenium before, in another project, you won't have to register your company again.
- Vattenfall Services registers your company and creates an administrative sub-contractor account.
If the company is already registered in Movenium, Vattenfall Services will create a new administrative account if needed.

If your company has not received neither an invitation for self-registration nor access to Movenium as administrator for your company, you must immediately contact Vattenfall Services to rectify this.

Registering your employees

Once your company has been registered in Movenium, you as an administrator must register those of your employees who will participate in the project on-site. To add a user, you click on the green plus sign in the upper right corner and choose "User".



Please note that all the pictures in this version of the guide are still in Swedish and will be swapped out for their English equivalents at earliest opportunity.

(If your employee does not have a valid ID06 card, skip the following step and just click "Add user without ID06 card".)

Once you have clicked on "User" you will be redirected to a page that looks similar to the image below. Here you should add information about the employee's ID06 card (if applicable), social security number (or coordination number or equivalent foreign number), home country and employer. Then click on "Add user with ID06 card".

Lägg till användare med ID06-kort

ID06-kortnummer (tex. AA-1601-123123) OBS! Detta fält behöver vara ifyllt för att personalliggaren ska aktiveras.

Personnummer (ÅÅÅÅMMDD-XXXX) 12 siffror (för utländskt nummer välj först "Nationalitet")

Nationalitet *

Sweden

Arbetsgivare *

Vattenfall Services Nordic AB

Lägg till användare med ID06-kort >

OBS! Alternativet nedan ska endast användas av de som använder modulen Tidrapporteringen. För att använda närvaroregistreringen Personalliggaren så MÅSTE ett ID06-kortnummer vara registrerat i användarkontot.

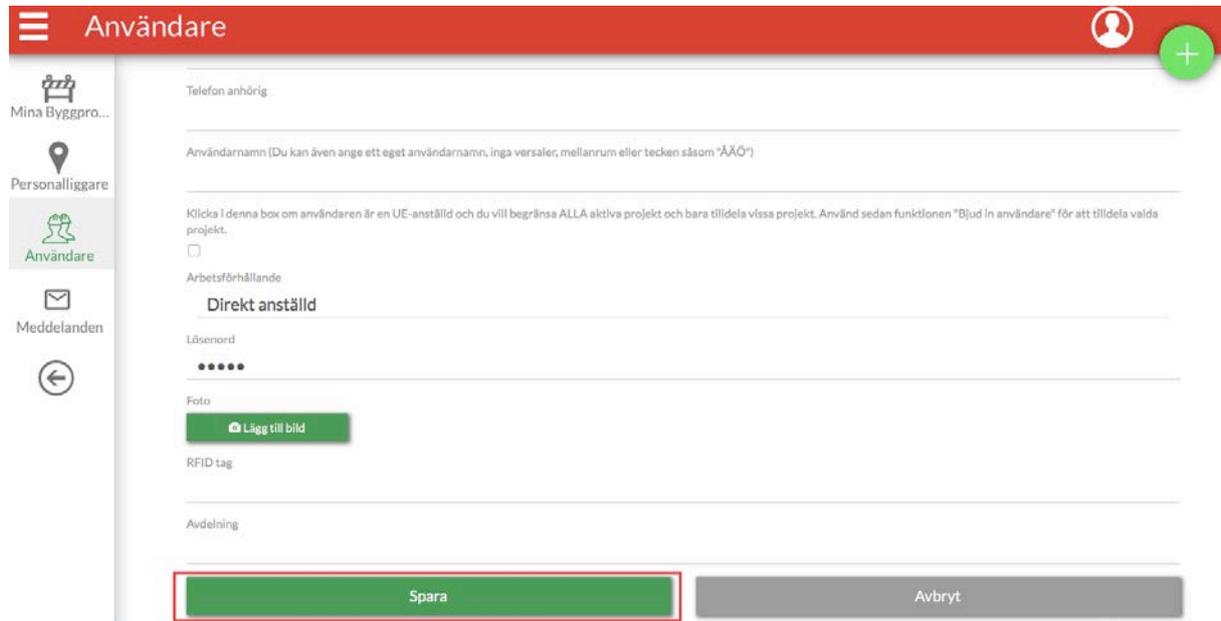
Lägg till användare utan ID06-kort >

On the following page, add the following mandatory information about the person:

- First name
- Last name

- Person ID, i.e. social security number, coordination number or equivalent foreign number (if not added in the previous step)
- Home country (if not added in the previous step)
- Employer (if not added in the previous step)
- Phone number and/or email (which is needed to send out user information)

Adding additional information is voluntary and you decide which information should be filled out within your company. The form will look similar to the image below.



Once you have filled out all the information and saved the new user (by pressing the green "Save" button) you must also make sure that the login information is sent out to your employees. How to send out login information is shown below in the section "Send out login information to users and subcontractor administrators" below.

If your workplace has a card reader from Movenium then you do not have to register your employees, as long as they have a valid ID06 card. In such cases, the card reader will read all the mandatory information from ID06 card and check in the user into the system.

Registering your subcontractors

If you are using subcontractors of your own, these need to be added to Movenium as well.

Start by searching among existing employers to see if the company you want to add is already registered in Movenium. To do this, click on "Employers" in the menu on the left side of the screen and search for the company name. If the company is already registered in Movenium, it does not need to be re-entered. If you need to create a new administrator for the subcontractor, simply add a new user as described above. Be sure to choose the right employer (the subcontractor's company) and role ("subcontractors administrator" instead of "Worker").

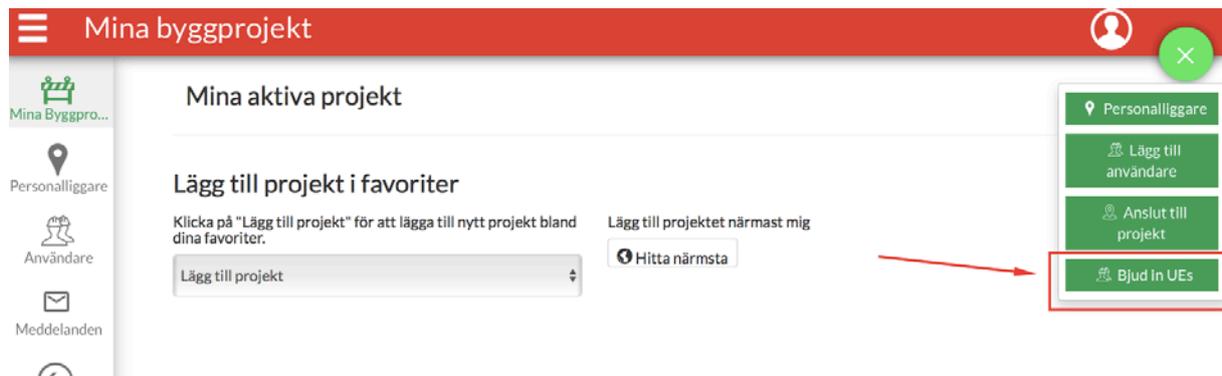
If the company is not registered in Movenium, it must be added. This is handled by Vattenfall Services and in such cases you need to submit the following information to your contact person at Vattenfall Services (all information relates to your subcontractor):

- Company name

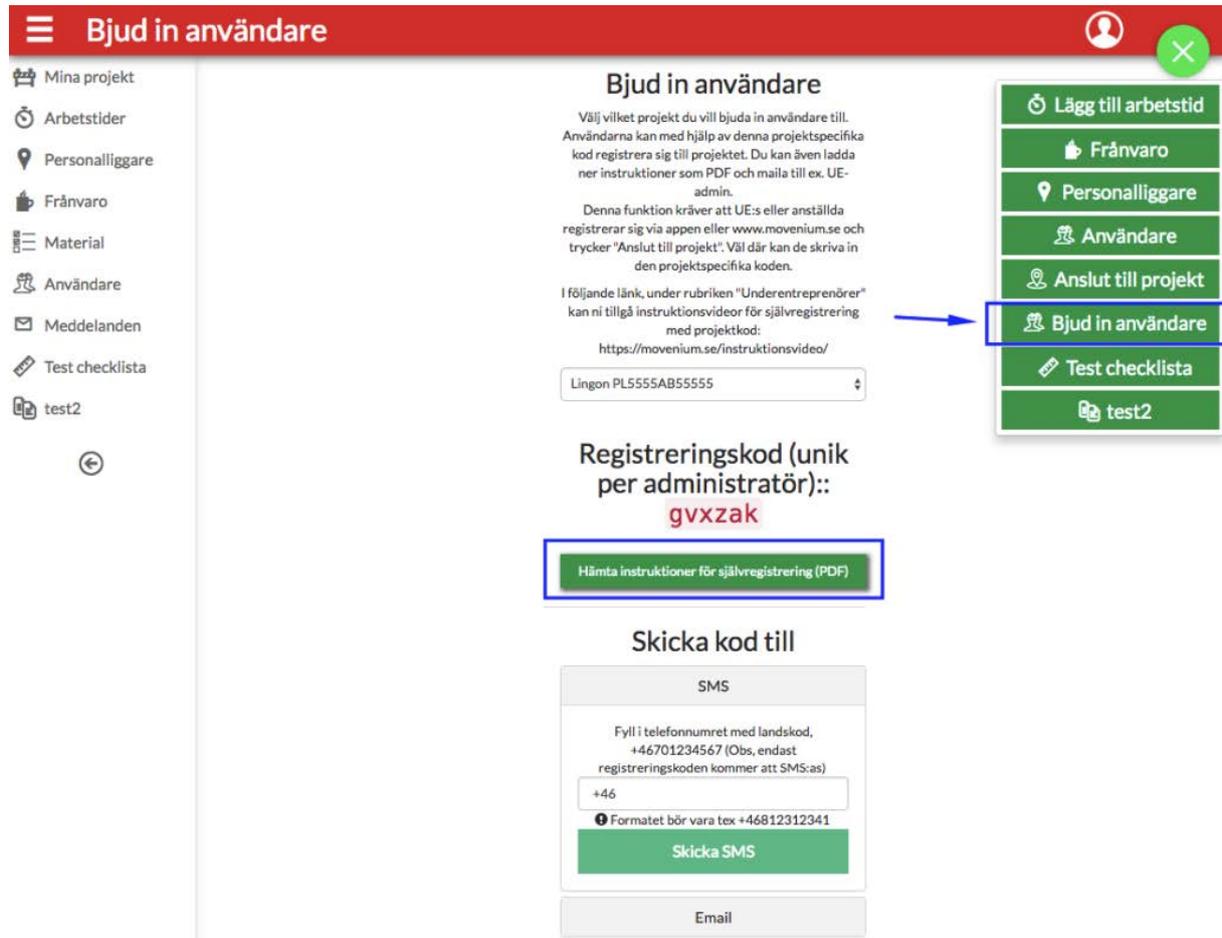
- Company registration number or equivalent
- Website address (without "http://www.")
- Home country (if the company is not Swedish)
- Contact information (name, social security number or equivalent, email and phone number) to the individual at the company who should be added as subcontractor administrator.

You should also send this guide (this document) to your subcontractor so that they understand the rules about electronic personnel ledgers in the project.

If you have many subcontractors you can use the function "Invite users" to invite them to the project instead of registering and inviting them individually. You can find the function in the upper right corner by clicking the plus sign. Through this function you can create instructions for your subcontractors which explains what they need to do to self-register for the project.



You will then be sent to a new page, where you chose which project you want to invite your subcontractors to.



Bjud in användare

Välj vilket projekt du vill bjuda in användare till. Användarna kan med hjälp av denna projektspecifika kod registrera sig till projektet. Du kan även ladda ner instruktioner som PDF och maila till ex. UE-admin.

Denna funktion kräver att UE:s eller anställda registrerar sig via appen eller www.movenium.se och trycker "Anslut till projekt!". Väl där kan de skriva in den projektspecifika koden.

I följande länk, under rubriken "Underentreprenörer" kan ni tillgå instruktionsvideor för självregistrering med projektkod:
<https://movenium.se/instruktionsvideo/>

Lingon PL5555AB55555

Registreringskod (unik per administratör)::
gvxzak

Hämta instruktioner för självregistrering (PDF)

Skicka kod till

SMS

Fyll i telefonnumret med landskod, +46701234567 (Obs, endast registreringskoden kommer att SMS:as)

+46

Formatet bör vara tex +46812312341

Skicka SMS

Email

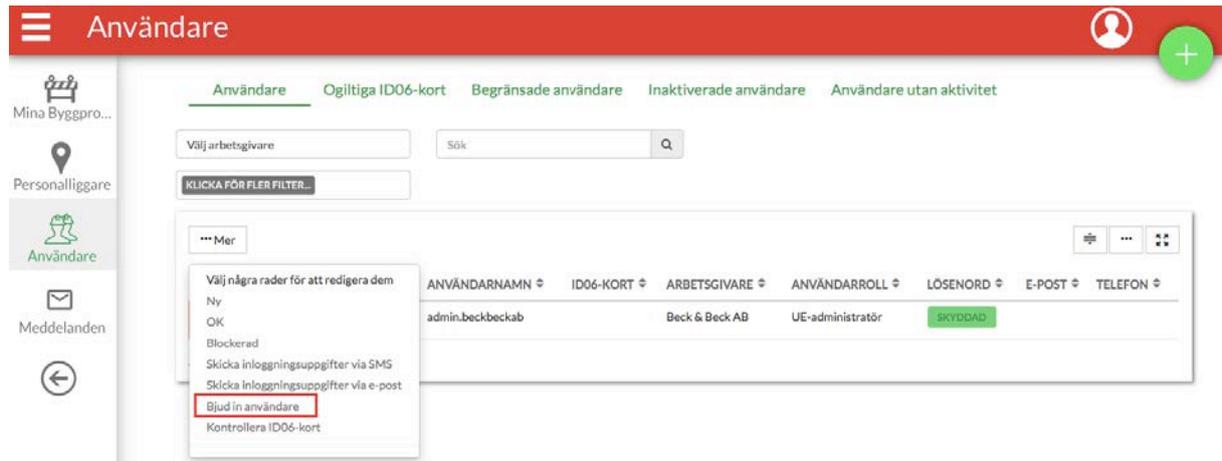
Once you have chosen a project you will get the opportunity to create a PDF document with instructions for self-registration by clicking "Get instructions as PDF". You can use this PDF to send to your subcontractors, for example by email. You can also print it and post it on the construction site.

Invite subcontractors to a project

In order for a subcontractor to be able to search, find and check in and out to a project, you must first give the subcontractor access to the project. You do this by inviting the users of the subcontractor to a project.

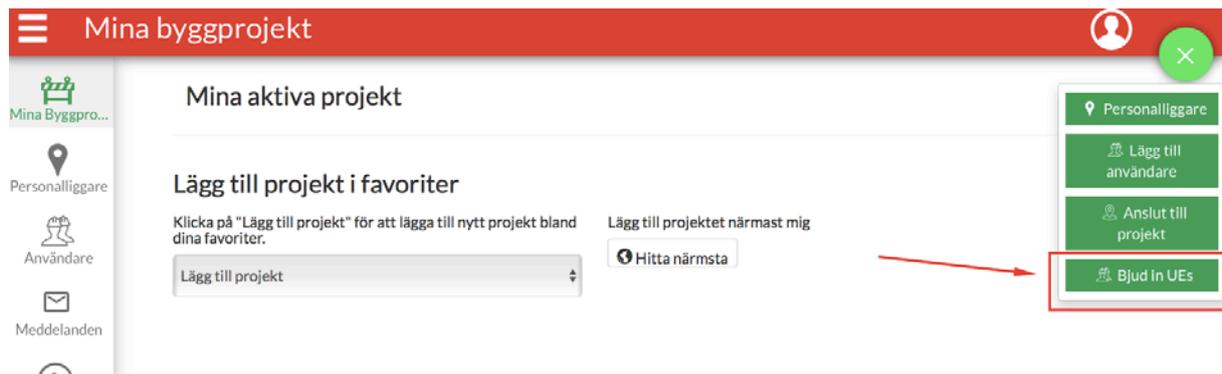
To do this, click Users in the menu on the left side of the screen and search for the user's name.

When you find the user you are looking for, check the box to the left of the name, as shown in the image below. Then click on the “●●● more” box above the name.



In the menu that pops up, select "Bjud in användare" (it should say "invite users" but there seems to be an error in translation). You will then be presented with a list of all projects for which you have the right to invite the subcontractor (all projects that you have access to yourself).

If you have many subcontractors you can use the function "Invite users" to invite them to the project instead of registering and inviting them individually. You can find the function in the upper right corner by clicking the plus sign. Through this function you can create instructions for your subcontractors which explains what they need to do to self-register for the project.



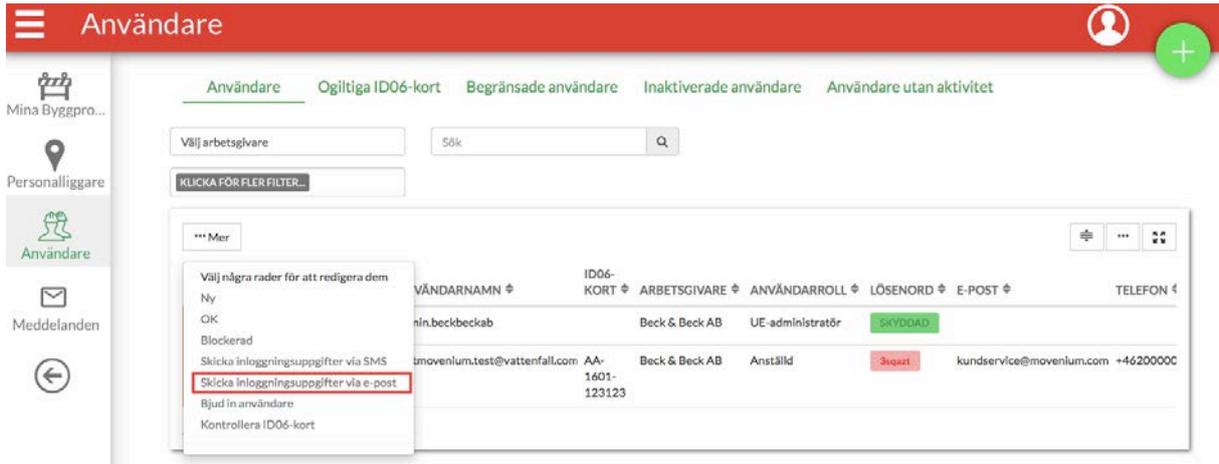
You will then be sent to a new page, where you chose which project you want to invite your subcontractors to.

Once you have chosen a project you will get the opportunity to create a PDF document with instructions for self-registration by clicking “Get instructions as PDF”. You can use this PDF to send to your subcontractors, for example by email. You can also print it and post it on the construction site.

Send out login information to users and subcontractor administrators

Once you have created a new user or new subcontractor administrator, you must ensure that they are given login credentials so that they can use Movenium. To do this, click Users in the menu on the left side of the screen and search for the user’s name.

When you find the user you are looking for, check the box to the left of the name, as shown in the image below. Then click on the “●●● more” box above the name.



In the menu that pops up, select "Skicka inloggningsuppgifter via e-post" (it should say "Send login credentials by email" but there seems to be an error in translation). You should not use the option "Skicka inloggningsuppgifter via SMS" ("Send login credentials by text message") unless you're unable to send login credentials by e-mail.

Skicka inloggningsuppgifter via e-post

Du kan här skicka inloggningsuppgifter via email till de valda användare som har ett engångslösenord (rödmarkerade). Om du markerar checkbox-rutan så kan du skicka inloggningsuppgifter till ALLA registrerade användare.

Maila inloggningsuppgifterna till alla registrerade användare

Maila inloggningsuppgifterna!

Ok

In the following dialog (pictured above), click only the green button with the text "Send the emails!" and then the "Ok" button.

Do **not** click the box "Send email to all users" as this will cause all users in the system who have not yet changed password to receive emails.

Attendance registration (check-in and check-out)

Check-in and check-out at the workplace is normally done through a so-called "app" in your smart phone. The app is called Movenium for Visma Entry) and is available for free download on Android (e.g. Samsung) and iOS (e.g. iPhone):

Android: <https://play.google.com/store/apps/details?id=fi.movenium.app&hl=sv>

iOS: <https://itunes.apple.com/se/app/movenium/id1037756306?mt=8>

The first time a user logs in he is asked to change his password.

The user can find the right project either by searching for the project (click in the upper left to bring up the menu, select "Projects" in the menu and search by project name) or by adding the project as a favorite in the menu item "My Projects" in the left side menu.

After the user has logged into the app with the user name (which usually is "firstname.lastname@domainaddress.com") and password, the user should select the current project and click the green "check in" button.



When the user leaves the construction site, the user should check out by clicking the red "check out" button in the Movenium app.



Making the personnel ledger available

By registering in Movenium, your personnel ledger will automatically be available to Vattenfall Services who in turn can make it available to the Swedish Tax Authority through the complete personnel ledger.

Every subcontractor also has access to its own personnel ledger, available by clicking "Presences" in the left side menu. In this section you can also access an "accident list" (which lists anyone currently registered on site, including from other companies) and presence history.



There is also an option to email the personnel ledger to the Swedish Tax Authority. Start by clicking the menu symbol ("hamburger symbol") in the top left corner to access a menu.



In the following menu, choose the option "SKV report".

-  Mina Byggprojekt
-  Personalliggare
-  Användare
-  Meddelanden
-  SKV rapport

-  Min profil
-  Byt lösenord
-  FAQ
-  Logga ut

Ändra språk:





When you click on the "SKV report" option, a new window opens that looks similar to the picture below. Fill in the Swedish Tax Authority construction site ID for the project, Vattenfall Services' customer number at Movenium (85058) if it is not already filled in and the e-mail address of the Swedish Tax Agency to which the report will be sent (without "@skatteverket.se"). Then click on the green button "Hämta rapporten!"

MOVENIUM

Fyll i informationen och klicka på "hämta rapport" för att få tillgång till begärda uppgifter.

Byggarbetsplats-ID från SKV (hittas i närvarohistoriken ex. PL1605AA13148)

Moveniums kundnummer (5-siffrigt) hittas under hamburgermenyn.

Fyll i din emailadress för rapporten

@skatteverket.se

Want to know more?

There are short instruction videos on Movenium's website FAQ (<http://www.movenium.com/se/faq/>) that describes the different functions. There is also a quick guide (PDF) that describes the various functions as well as frequently asked questions and answers. You can also contact Movenium's support (weekdays 8-16) on +46-(0)8-408 088 79 or customer service@movenium.com.

For more information on the underlying legislation, please refer to the Swedish Tax Authority's website.