|  |  |
| --- | --- |
|  | **KONTOÄNDRING/OMFÖRING LÖNER** **Mellan olika organisatoriska enheter**(Registreras vid HR-avdelningen)**Datum:**       |

|  |  |
| --- | --- |
| Namn      | Personnummer      |
| Institution/motsv.      | Anställd som      |

**Nuvarande kontering**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Fördeln% | Konto (kf 1) | Projekt (kf 2) | Org (kf 3) | Verksamhet (kf 4) | Aktivitet (kf 5) | Motpart (kf 6) | Finanisär (kf 7) |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |

|  |
| --- |
| **[ ]  Ändring kontering from**  Ändring gäller från kommande månadsskifte**[ ]  Omföring skall ske** Omföring kan endast ske vid hel månad. Om del av månad, v.g. fyll i belopp på sida 2. Omföring av engångsersättning v.g. fyll i belopp sid. 2  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Fördeln% | Konto (kf 1) | Projekt (kf 2) | Org (kf 3) | Verksamhet (kf 4) | Aktivitet (kf 5) | Motpart (kf 6) | Finanisär (kf 7) |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |
|     |       |       |     |     |       |       |       |

 **OBS! Summan av konteringens fördelningsprocent skall alltid bli 100 %**

|  |
| --- |
| Övriga upplysningar       |

**Om omföringen gäller engångsersättningar eller del av månad fylls det i på sida 2.**

**Belopp som ska omföras**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Belopp kr | Konto (kf 1) | Projekt (kf 2) | Org (kf 3) | Verksamhet (kf 4) | Aktivitet (kf 5) | Motpart (kf 6) | Finanisär (kf 7) |
|       |       |       |     |     |       |       |       |
|       |       |       |     |     |       |       |       |
|       |       |       |     |     |       |       |       |
|       |       |       |     |     |       |       |       |
|       |       |       |     |     |       |       |       |
|       |       |       |     |     |       |       |       |

**Omföres till**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Belopp kr | Konto (kf 1) | Projekt (kf 2) | Org (kf 3) | Verksamhet (kf 4) | Aktivitet (kf 5) | Motpart (kf 6) | Finanisär (kf 7) |
|       |       |       |     |     |       |       |       |
|       |       |       |     |     |       |       |       |
|       |       |       |     |     |       |       |       |
|       |       |       |     |     |       |       |       |
|       |       |       |     |     |       |       |       |
|       |       |       |     |     |       |       |       |

**Underskrift prefekt/motsvarande Underskrift prefekt/motsvarande**

|  |  |
| --- | --- |
| Datum, Ort            | Datum, Ort            |
| Underskrift | Underskrift |
| Namnförtydligande      | Namnförtydligande      |
| Organisatorisk enhet      | Organisatorisk enhet      |