

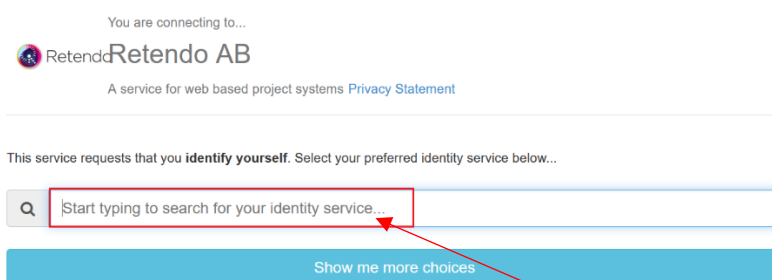
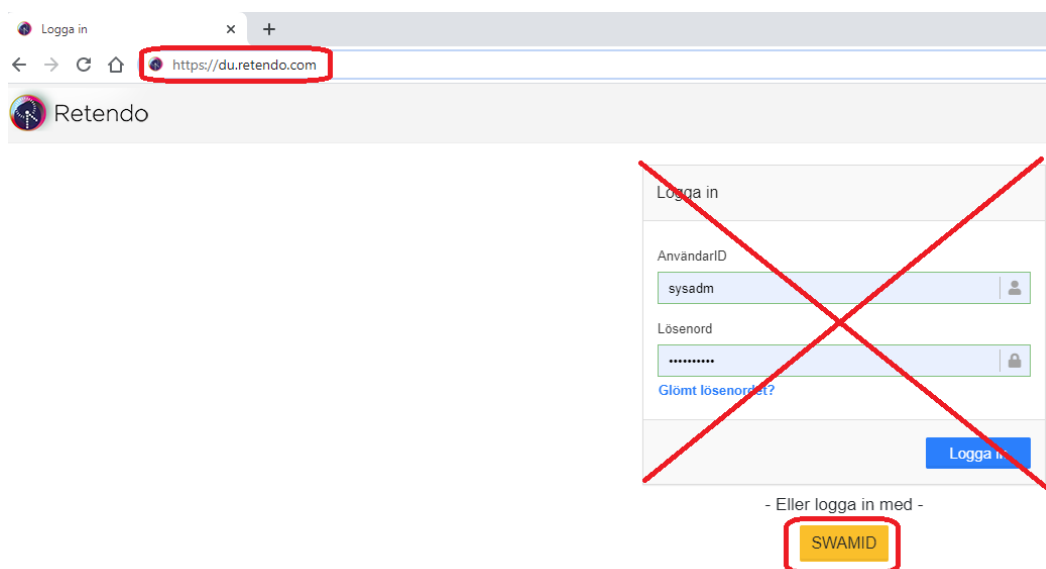
Retendo – Manual for employees

Signing in	1
Choose language	2
My page.....	2
Overview of the entire department's plan.....	4

Signing in

To log in, go to this internet address: du.retendo.com

Do not enter any login codes, just click on the yellow button **SWAMID**.



The first time you log in, you need to seek out **Dalarna University** and choose

Login and use Forever

and then

Yes I am Sure - Use Forever

The next time you log in you just have to click on the yellow button **SWAMID**.

Choose language

In order to get english version go to Inställningar and choose Engelska, and "Spara".

Retendo PERSONAL: Holmgren Agnetha

Inställningar

Språk *
Engelska

Engelska
Svenska

Meddelanden

Frekvens
Omedelbart

Skicka kopia via mail

My page

When you are logged in to Retendo you will arrive at "My page" where you can see your employment, planned absence and allocated assignments.

Retendo ORGANISATION: Data och informationshantering (TEST) PERSON: 2022

My page

Work
Signing
Scenarios
Messages
Permissions for
Settings

Planning
Published
Help

Holmgren Agnetha

Anställd Staff category Universitetsadjunkter Started - Department Datateknik

Post 1 980 hrs
100% of full-time

Absence 288 hrs 15%
Allocatable 1 692 hrs
Allocated 1 823 hrs 108%
Over allocated 131 hrs 8%
Requested 0 hrs 0%
Rejected 0 hrs 0%

Absence 288 hrs
15% of post

Semester 280 hrs 14%
Sjukfrånvaro 8 hrs 0%

Allocated 1 823 hrs
108% of allocatable

Grundutbildning 621 hrs 34%
Forskning 816 hrs 45%
Uppdrag i tjänst 143 hrs 8%
Kompetensutveckling 85 hrs 5%
Administration 85 hrs 5%
Overtid/Mertid 60 hrs 3%
Utän andra avdelni... 15 hrs 1%

Work task plan Notes Absence Information

Published until	Post	Absence	Allocatable	Allocated	Unallocated	Requested
	1980 hrs	288 hrs	1692 hrs	1823 hrs	-131 hrs	0 hrs

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Port.	Hours	Distribution
Employment	100.00%	Standard											1 980 hrs	100 %
Allocation level	102 %	127 %	123 %	102 %	102 %	81 %	100 %	85 %	85 %	87 %	150 %	146 %		108 %
Absence													288 hrs	1 %

Assignment

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Port.	Allocated	Planned	Requested

Start by choosing which period you want to view via the the symbol for calendar.

To see if you are over allocated or not always select a full year, for example 2023.

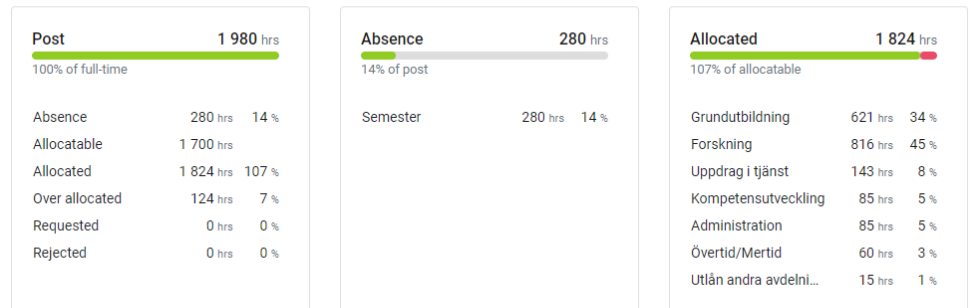
If you are going to look at courses, choose the vårperiod or höstperiod.

The three boxes at the top shows your employment and planned absence for the time period you have chosen to look at.

According to the working hours agreement for teachers, the annual working hours for a full-time employee are 1980 hours, minus vacation and other absences.

The example view below shows a full year.

▼ Anställd Staff category Universitetsadjunkter Started - Department Dateknik



Below the three boxes you can see how your working hours are distributed as a percentage and absence distributed over time for the period you have chosen to look at.

Further down the page you see your courses and assignments etc. You can click on the blue links of courses and then you can see who else works in the course, when and how much.

	2020												Port.	Timmar	Fördelning	
	jan	feb	mar	apr	maj	jun	jul	aug	sep	okt	nov	dec				
Tjänst	100,00% Standard													1 980 tim	100 %	
■ Frånvaro	[Bar chart showing absence distribution]													280 tim	14 %	
Bemanningsgrad	16 %	23 %	25 %	50 %	50 %	50 %	100 %	31 %	10 %	10 %	10 %	10 %			22 %	
Uppdrag	jan	feb	mar	apr	maj	jun	jul	aug	sep	okt	nov	dec	Port.	Bemannat	Planerat	Efterfrågat
□ Grundutbildning	...															
□ Svenska	...															
□ GSV22L	...															
□ GSV22L0000 - Kurs: Text, kommunika	[Bar chart: 100,0 tim]													100 tim		
□ GSV26X	...															
□ GSV26X0000 - Kurs: Svenska med dic	[Bar chart: 100,0 tim]													100 tim		
□ Kompetensutveckling	...															
□ Kompetensutvecklingstid	[Bar chart: 5,0 % av bemanningsbart]													85 tim		
□ Administration	...															
□ Administrativ tid	[Bar chart: 5,0 % av bemanningsbart]													85 tim		

