

Reimbursement of Wellness Benefits

As an employee at Stockholm University, you are entitled to a wellness benefit to spend on wellness and fitness activities. In order to use your benefit, you should first buy the training card or subscription, and then get the cost reimbursed together with your salary (up to 1500 SEK/year). All what you need is the original receipt.

Follow the instructions below to get the cost reimbursed:

- 1) Go to the SU website and find Primula among the IT Support Systems:
<https://www.su.se/english/staff/it/it-support-systems>
- 2) Log into Primula using your SU account.
- 3) Once you are in Primula, go to My page/Wellness Benefit:

The screenshot shows the Primula web application interface. On the left, there is a sidebar with navigation options: "My page (1)", "Employment records", "Income statement", "My cases", "Parental leave", "Personal data", "Personal information", "Personal settings", "Secondary employment", "Sick leave", "Travel/expenses", "Vacation application", "Wage statement", "Wellness Benefit(1)", "Process Cases (2)", "Grant / Notifications (1)", "Services", and "External links". The "Wellness Benefit(1)" option is highlighted with a red circle. Below the sidebar are flags for Swedish and English, the PRIMULA logo, and links for "Privacy policy" and "Cookies".

The main content area displays the following information:

- Type of case:** Health maintenance expenses
- Position:** 3 - 46500 MBW
- Arende-id:** 659.934.829

Below this information, there are several paragraphs of text providing instructions and rules for the reimbursement process. At the bottom of the main content area, there is a form with the following fields:

- Health maintenance expenses:** A dropdown menu.
- Date:** A date input field.
- Specification:** A text input field.
- Amount:** A text input field.
- Avvik. Kontering:** A button.
- New line:** A button.
- Delete line:** A button.
- Calculate:** A button.

At the bottom right of the form, there are buttons for "Note/Att", "Remove", and "Submit".

On the right side of the interface, there is a "Wellness Benefit" section with a question mark icon. It contains the following text:

Wellness Benefit

Choose wellness activity: If the VAT is shown on the receipt, select wellness activity with the percentage. **If there is no VAT stated, select only wellness activity.** With direct debit, no VAT should be deducted, therefore choose wellness activity.

Date for the payment of reimbursement of the wellness activity select the 25th.

Specification. State what the receipt refers to. Specify the type of wellness activity.

The amount must be stated including VAT.

The maximum amount per year is SEK 1,500 (including VAT) if you have been employed for the entire year. If you have used the employee gym, make a deduction from the Wellness Benefit.

Information concerning wellness activities on the Swedish Tax Agency's website (opens in a new window). [Information concerning wellness activities on the Swedish Tax Agency's website \(opens in a new window\).](#)

NOTE: You can choose English or Swedish in your Primula site. Once you have made the language selection, you might have to log out and log in again to activate the selection.

- 4) In **Health maintenance expenses**, select the % tax that you can see in your receipt. It is usually 6% VAT (6% MOMS in Swedish).
- 5) In **Date**, select the 25th of the current month if you are reporting before the 10th. Select the 25th of the next month if you are reporting after the 10th.
- 6) Under **Specification**, describe the type of activity the receipt refers to. For ex.: *Training*.

- 7) Under **Amount**: write the amount of your receipt in SEK (up to 1500 SEK/year if you have been employed for the entire year).
- 8) Click **Avvik. Kontering** (next to **Amount**) to provide the MBW account information (NOTE: If you work at ECF/IVMSU, please skip this step and continue in point 9 below). The "Period (accounts)" window will open and you should fill in the following information:

Period (accounts) +

Extent(%)

Account

Dep:t

Unit

Activity

Project

Cost carrier

Comp. health/fitn. 6%VAT (7701)

+ Add
- Delete
X Close
- Delete

Click **Add** and **Close** to leave this window.

- 9) Click **New Line** if you have more than one receipt.
- 10) Click **Preview/Print** to retrieve the documentation sheet for the wellness activity:

DOCUMENTATION SHEET

Form Health maintenance expenses

Case-ID 661.304.603

Personal code Your personal number

Name Your name

Position Your position

NOTES

Specification
Training

SALARY EVENTS

Nr	Wage code	From	Tom	Number	Price	Occasions	Amount
1	7701 Comp. health/	20-02-03	20-02-03				1.200,00
2	7705 Comp. health/	20-02-03	20-02-03				1.132,08
	9111 V.A.T. 6%	20-02-03	20-02-03				67,92

Account

Nr	Ext	Accoun	Dep:	Unit	Activi	Project	Cost ca
1	100,00		465		30400		999999
2	100,00		465		30400		999999

- 12) Print the documentation sheet and close the documentation sheet window.
- 13) Scan your original receipt(s) and upload the scanned receipt(s) in **Note/Att.**
- 14) Click **Submit** in the bottom right corner to submit the report.
- 15) **IMPORTANT!**
Hand in the printed documentation sheet and the original receipt(s) to Sara Kölborg in the MBW administration office.