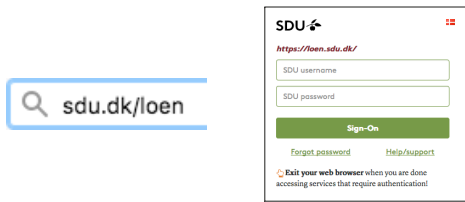

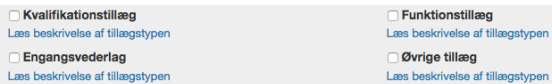
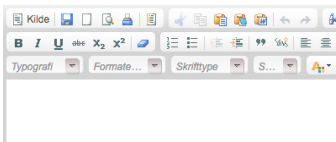
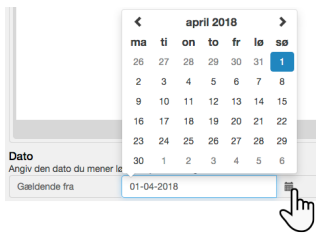




As an employee, use the system to -

See information regarding your current salary.

See information about the deadline for this year's salary negotiations. Submit a salary demand during the period of negotiations. See your previous negotiations.

Stage	Explanation	Navigation
Log in	Go to the web page sdu.dk/loen and log in using your SDU-login	
See your current salary	At the top of the page, your current employment and salary information is listed.	
Submit salary demand (Only during the negotiation period)	Click the button 'Lav nyt krav' under the topic 'Forhandlingsrunde'.	
Specify demand	Checkmark the type of demand.	
Substantiate your demand	Use the text field for your writing.	
State date of change	Use the Calendar button to select the start date for the change. The default date is always April 1st of the year of negotiations.	
Save the demand	Click the button 'Gem' at the bottom of the page.	
Return to your start page	Click the button 'Tilbage'.	
See previous negotiations	Under the topic 'Historiske forhandlinger', click on the button 'Vis' for the previous negotiation that you want to see.	