



ÍSAFJARÐARBÆR

Important message to new employees

Regarding wage issues

PERSONAL DISCOUNT (tax discount)

To activate the personal discount, you must send an e-mail to laun@isafjordur.is

The e-mail must state the name, social security number (kennitala) and whether the tax card is to be fully utilized at Ísafjarðarbær or in part (%). In addition, information must be provided regarding how much has already been deducted of the card during the year.

Information regarding the utilization of the personal discount during the year can be found on *skattur.is*. It's best to retrieve this information after the 15th of each month because by that time last month's withholding tax return should have been submitted.

You can log in to *skattur.is* with an electronic ID or the web key of the Director of Internal Revenue.

After logging in: At the bottom of the page is information about personal discounts under "Yfirlit til launagreiðanda", which shows the amount of the personal discount that has been used for the current year. The simplest way is to send a pdf file ("Sækja pdf skjal" button on the page to create a pdf file) or take a screenshot of the text on the page and include it in an email to the payroll department.

PAYCHECK

Employee payslips are sent to your online bank and can be found there under "rafræn skjöl".

OTHER THINGS THAT MAY MATTER

Certificates of employment from other employers may increase the employee's salary (if same or similar jobs) and also impact sickness benefit (working for other municipalities or the Icelandic state). It is therefore important to return everything to the payroll department which can make a difference.

A matriculation examination (high school diploma) or other comparable examinations/diplomas that may be useful in the job gives 2% - 4% extra on employee salary if the examination is not required in the job description.

Short courses measured in number of hours (hours or lessons) can be evaluated provided that certain conditions are met.

University degrees and other short courses of study at the university level can also affect the salary if the study is considered useful in the job at hand.

A formal diploma certificate must be submitted to the payroll department to have studies or courses evaluated. The increase takes effect at the end of the next month after the certificate is submitted (i.e. if the diplomas are considered useful).

If employees have a contract for **private pension savings**, a contract must be submitted to the payroll department. Banks and pension funds send copies to the payroll department of Ísafjarðarbær by request of employee.

WAGE PAYMENTS

Monthly wages follow each month separately.

Overtime period is from the 16th of each month to the 15th of the following month.