

# Understanding your payslip

OSLO METROPOLITAN UNIVERSITY  
STORBYUNIVERSITETET



Baggins Frodo  
Hobbit Road 10B  
9000 SHIRE

OsloMet - storbyuniversitetet  
Postboks 4, St. Olavs plass  
0130 Oslo

Org. : HF-Inst.atferdsvitenskap

Employer

Percentage of full-time

Pay grade

Job Code

Tax deduction table – per cent

Account number

Gross pay

Pension deduction w/payment

Norwegian Association of Researchers

Benefit, group life insurance w/contribution

Tax table deduction

Insurance via trade union

Pension contribution

Year to date

Salary year to date

Balance, debt collection

Balance, deduction for outstanding tax

Arbeidsgiver: 00997058925 OsloMet - storbyuniversitetet  
2346832 Baggins Frodo Fnr. 22098250398

Lønnsavregning for Februar 2016 Lønningsdato: 12.02.2016

Stillingskode 1017 Stipendiat L.tr 52 Still% 100,00 Tj.ansien. 01.01.2007 Tj.sted / Tj.stad HF-Inst. atferdsvitenskap

Tabell% 7101 35 Kontonr 15673869221 Kommune 0217 F.dg.m/lønn 20,0 F.dg.u/lønn 2,0 Feriep.tilgode 0,00

Art	Navn	Periode	Ant/grunnl Kor mange	Sats	Beløp
1001	Bruttolønn	02.2016			37.450,00
7002	Pensjonstrekk m/innbet	02.2016			749,70-
8235	Forskerforbundet	02.2016			236,00-
1402	Fordel gr.livs fors.m/i	02.2016			377,46-
440	Tabelltrekk	02.2016	36.570,00	105,83	11.144,00-
8236	Forskerforbundet forsi	02.2016		7101	144,00-

Netto beløp: 25.176,30

Hittil i år	Av.pl.ytelser	Pensj.innsk.	Forsk.trekk	Fagforening	Opptj.feriep.
408.708,93		8.212,-	110.774,00-	2596,00-	44.260,19

Saldo inkasso	Saldo pål.tr.	Saldo lån / forskudd	Overtid ant.timer.	Trekkfrie ytelser
			0,00	0,00

Lønnstakeren/lønnstakaren må ta vare på lønnsavregningen/lønnsavrekninga. Den er kvittering for betalt skatt, pensjon, kontingenttrekk o.l.

Seniority

Place of work

Municipality

Holiday pay due

Number of days' unpaid holiday

Number of days' paid holiday

Tax deduction to date

Trade union dues deducted

Earned holiday pay

Remuneration not subject to tax deduction

Number of overtime hours

Balance, loans/advances

The employee must keep a copy of the pay slip. It is a receipt for deductions for tax, pension contributions, trade union dues etc.

## Salary and remuneration

Information for people receiving salary or remuneration from OsloMet – Oslo Metropolitan University.

Norwegian authorities require all foreign recipients of salary or remuneration to have a D-number or a Norwegian tax card. A D-number consists of 11 digits and corresponds with the Norwegian identity number. Both are issued by the tax authorities in Norway. A D-number is required for the authorities to be able to identify you.

### D-number

Please note that OsloMet must have a D-number before we can pay your salary or remuneration. Without the D-number, we are required to withhold (50%) tax on the part of the work performed in Norway. Norwegian authorities will repay the tax deducted the following tax year, given that the D-number or a Norwegian ID number has been provided.

### Help to obtain D-number or Norwegian tax card:

If you do not have a D-number or Norwegian tax card, we will help you obtain one from Norwegian authorities. In order to apply for a tax card, please ensure that you have the following documents:

- Signed authorization to apply for a D-number
- Copy of your passport
- A completed form RF1209 «Application for tax card for foreigners»

Once you have all this in place, we ask you to please send this by post to the payroll division:

OsloMet – Oslo Metropolitan University v/lønn,  
postboks 4 St. Olavs plass,  
NO 0130 Oslo, Norway.

If you have questions regarding the rules for salary or remuneration, please contact the HR at your unit.

When you receive the answer from the tax authorities in Norway, you must forward this to

OsloMet – Oslo Metropolitan University v/lønn,  
Postboks 4 St. Olavs plass,  
NO 0130 Oslo, Norway.

### Specific guidelines for (country) citizens:

If you are a (country) citizen and associated with the (country) social security, please be sure to send an A1 / E101. This is a confirmation of membership benefits from the (country) authorities.

To register the A1 / E101 form, you need the name, address and registration number of the OsloMet – Oslo Metropolitan University:

OsloMet – Oslo Metropolitan University (OsloMet – storbyuniversitetet)  
Pb 4 St. Olav's plass  
NO-0130 Oslo, Norway  
Registration number 997058925.

You must also send a confirmation that you will receive salary or remuneration from us.

Please note it might take some time to get an answer from the (country) authorities.

### Useful Links

Information about taxes:

[Taxnorway.no](http://Taxnorway.no)

Moving to Oslo:

[www.euraxess.no/](http://www.euraxess.no/)

Information about your pension:

[Spk.no](http://Spk.no)

General tax conventions between Norway and other states

[regjeringen.no/id417330](http://regjeringen.no/id417330)

Insurance at OsloMet

[ansatt.oslomet.no/forsikring](http://ansatt.oslomet.no/forsikring)

@ OsloMet International Network

## Information on Banking Services in Oslo

We advise you to choose one of these following banks to open your account:

### Directions:

Take Tram no. 11 from OsloMet Campus at Pilestredet and get off at the last stop which is Majorstuen. Both banks are located right on the main street.

### DnB (Majorstuen)

Contact address: Kirkeveien 59, 0366 Oslo

Website: [dnb.no](http://dnb.no)

Telephone: 04800 (+ 47 from abroad)

To register as a new customer you will need the following documents:

- D Number or Norwegian ID number
- Valid passport
- Tax card
- Residence permit (must be valid for more than 3 months.)
- Employment contract

Please make an appointment before you drop in to register.

NB: Please note that it can take up to 2 months to get the account activated.

### Nordea (Majorstuen)

Contact address: Kirkeveien 64, 0364 Oslo

Website: [nordea.no](http://nordea.no)

Telephone: 06001 (+47 from abroad)

To register as a new customer you will need the following documents:

- D Number or Norwegian ID number
- Valid passport
- Tax card
- Residence permit (must be valid for more than 3 months.)
- Employment contract
- Recommendation letter from the current / former bank

You can drop in to open the account and you do not need to make an appointment.

NB: Please note that it can take up to 5 weeks to get the account activated

### Bien Sparebank

Bien Sparebank offers bank accounts for employees at Oslo Met. The account will be accessible immediately, providing the appointment is booked in advance. We also offer services such as online banking, insurance, credit cards and mortgages.

Opening hours: Monday to Friday, 08:30 – 15:30.

Visiting address: Dronning Mauds gate 11, 0250 Oslo

Telephone: Please call 915 02 346 to schedule your appointment with:

Contact person in the bank:

Lydia Ghebrehiwot

Phone: 94248804

Email: [lg@bien.no](mailto:lg@bien.no)

Employees must bring

- passport
- contract of employment
- documents verifying Norwegian identification number