Using Vinnustund for the first time:

1. It may be necessary to use Internet Explorer.

2. Go to FJS and select

3. This will show:

4. It’s important to have the language set to Icelandic.

5. Your username (notandanafn) is your HI-númer that has been assigned to you “HI-xxxxxx”.

6. At first, the password is “abc123def”, but as soon as you log in, it is important to change it. After you log in you can select Vinnustund.

The period used by Vinnustund is from the 11th of the month up to and including the 10th of the next month.

Using Vinnustund:

For English, select the globe at the top on the page:

After opening Vinnustund you can access self service. You can use all links under it, but the most common ones are “Timesheet” and “Leave balance”.

![Self service menu](image)
Timesheet:

When you choose “Timesheet” under “Self service” you can choose the time period you want to work with.

Under “Clock-in” you can view the hours as recorded by the time clock. Under “Time entered” you can see the hours that have been changed.

You can change the clock-in by clicking at a time you have clocked-in and out.

It’s important to check if the dates are right. When you have saved, the time entered will appear on the right-hand side.

You can register your vacation, sick days, etc. under “Absence”.

You can create a new clock-in by clicking the plus sign ✦. You can then fill out the registration the same way as described above.

Leave balance (Orlof):

Under “Leave balance” you can see the status of your vacation days. Here you can see how many hours you can take as vacation, along with the hours you have earned in vacation.
Under “Entitlement” you can see how many hours you can take out as vacation.

Under “Accrual this period” you can see the hours that you have earned this period and can take out as vacation following 1 May.

You can also see accumulated overtime (uppsöfnuð yfirvinna) and earned rest period (áunnir hvíldartímar) for those that have that kind of arrangement.