

Employee Orientation // Computer Systems

Open „Leynihólf“

Leynihólf is a website used by employees to keep track of usernames and passwords for systems and accounts. To get to your **Leynihólf (secret compartment)**, open your web browser (chrome or explorer) and go to **innri.lsh.is** which should be the home page.

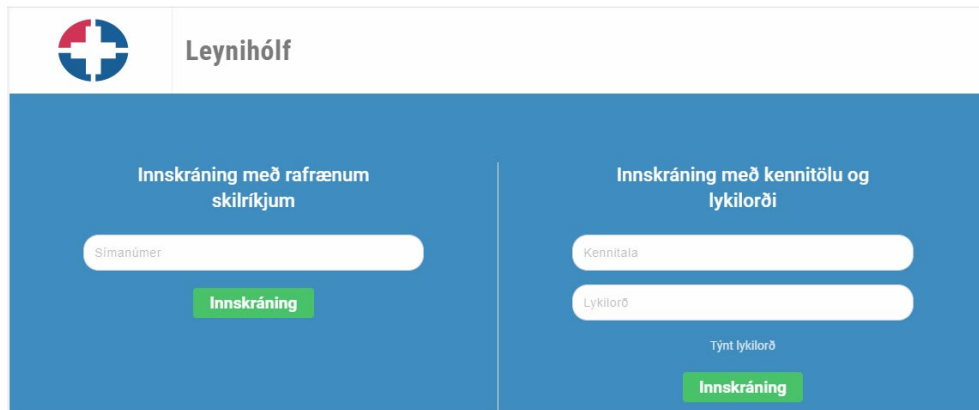
The screenshot shows the Landspítali website interface. At the top, there is a red header with the Landspítali logo and the text 'Starfsmaðurinn'. Below the header is a navigation menu with tabs: 'Gáttir', 'Mannauður', 'Beint að efni...', 'Í neyð', 'Efnislistar', and 'Í klíník'. The 'Gáttir' tab is active. Below the tabs is a grid of links, each with a right-pointing chevron. The links are arranged in three columns. The following links are highlighted in yellow:

- > **Leynihólfið**
- > **Orri / Vinnustund**
- > **www.office.com**

Other visible links include: Atvikaskráning vegna sjúkli..., Atvikaskráning starfsfólks, g..., Bókasafn landspítala/Heilbr..., Edda - rafræn fræðsla, Gagnagátt, Gæðahandbækur, Heilsugátt, Hlaða, HUT gátt, Mælaborð - Power BI, Netpóstur (Outlook), Símaskrá deilda og vaktalistar, Stoðgátt Landspítala, Sýkingarvarnir, Sýklalyf - leiðbeiningar um ..., Útvefur - landspítali.is, Vefverslun - Pöntun á tölvu..., Velferðartorg Landspítala, Verkefnagátt, Vinnuálagsmæling, Workplace, Þjóðskrá, Þjónustuborð AFU, and Þjónustuhandbók rannsókn...

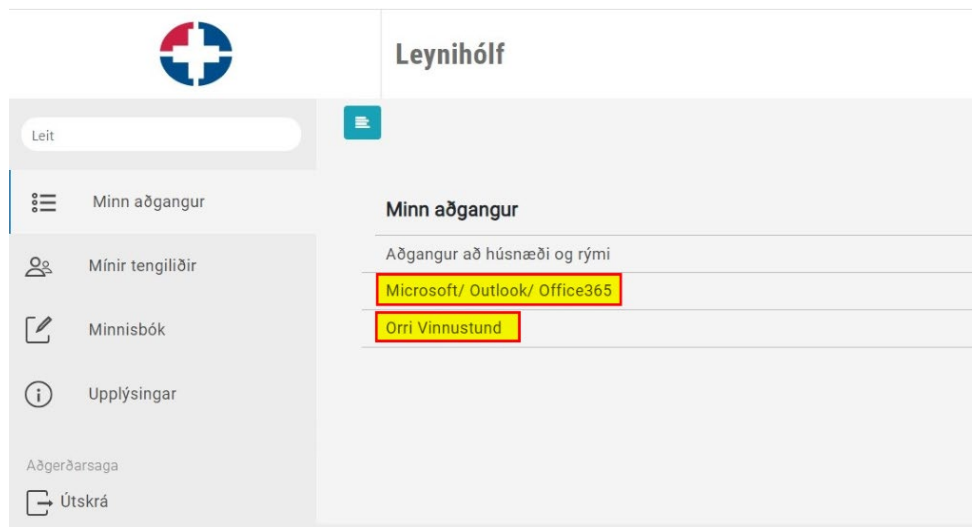
Under the tab **Gáttir** you will find links to systems most used by employees. The systems that are highlighted above will be the ones you will set up during today's orientation. It is useful to open them all now; **Leynihólf, Office/ netpóstur, Orri/ Vinnustund** and **Workplace**.

Start in **Leynihólf**, use your electronic phone ID on the left side and click **Innskráning**.



If you do not have electronic ID, an employee will create a Leynihólf for you by using your id-number (kennitala) and a password you create.

Leynihólf should now be open and you will see what systems you have access to. Every employee should have access to **Microsoft/Outlook/Office365** and most also have **Orri vinnustund**.



Choose **Microsoft / Outlook / Office365**.

In the top line is your username that you will need to log onto your computer, email and remotely access innri.lsh.is from home. When using your email you will need to add „@landspitali.is“ after your username (username@landspitali.is).

There is a temporary password in the second line that you will now change by creating your own password in the two bottom lines and press “**Vista breytingar (Save changes)**”

The password for your email has to be minimum 14 letters (and/or numbers) long. Do not use signs or Icelandic letters.

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Orri/Vinnustund

- On the inner web you open a window for **Orri/Vinnustund**, if you have not already.
- Sign in with your electronic phone ID on the right side of the picture below.

Login

User Name
|

Password

Log In **Cancel**

Electronic identification

Phone number

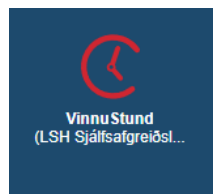
Log In

Accessibility
None ▾

Language
English ▾

[Login Assistance](#)

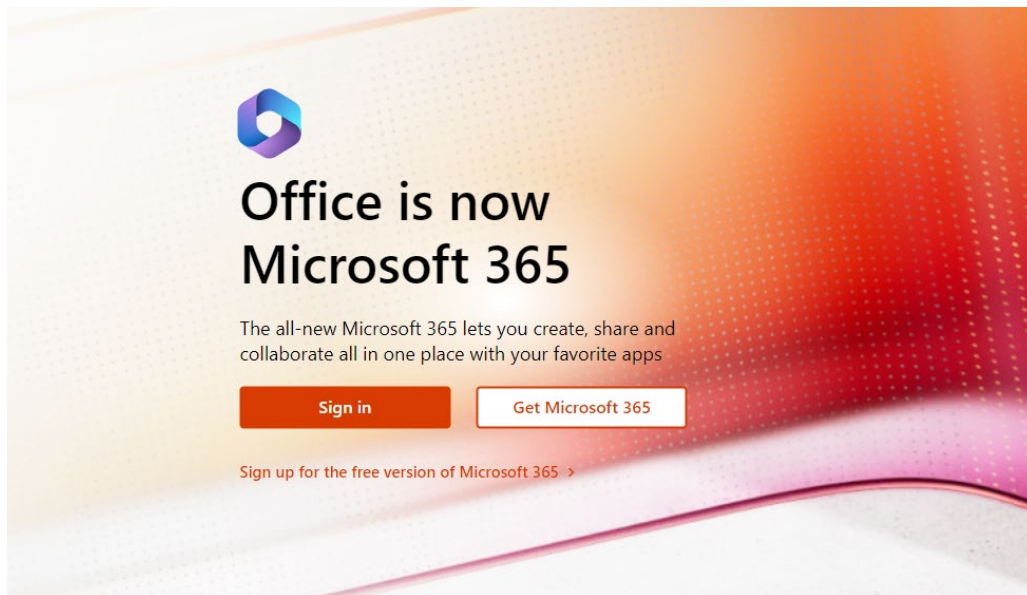
- Choose the sign for Vinnustund:



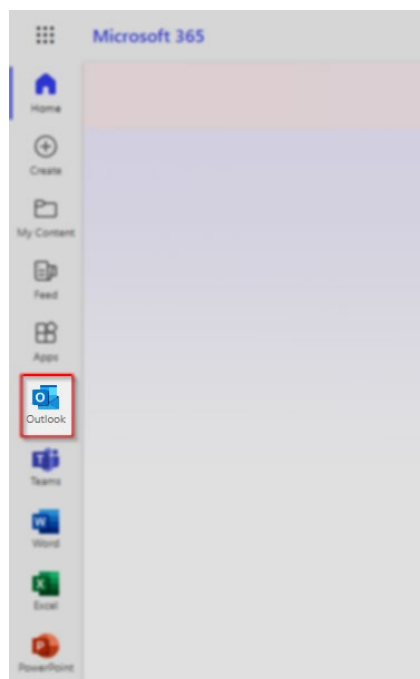
- If this sign does not appear, choose Favorites and add it to your screen.
- If you want to be able to sign in without using the electronic phone ID, you can choose „Týnt lykilorð“ or „Login assistance“, add your employee number (LSH-XXXXX) and ask for að password in Orri.
- If you want to access Orri / Vinnustund outside of Landspítali, the URL is **heima.orri.is**
- In Rjóminn, the employee handbook you can find instructional videos for Vinnustund. We will open Rjóminn later in these instructions.

Email

On the inner web, innri.lsh.is (home page) choose www.office.com, if you have not already opened it, and the page below should appear:



Select **Sign in**, type your username from "Leynihólf" and add „@landspitali.is“ then type in the 14. Letter password you just made. After you sign in, another window opens. Locate the toolbar on the left side and choose the Outlook icon. See outlined:



If you have any system problems you can call (543) 1550 or send an e-mail to 1550@landspitali.is

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Workplace

In your email inbox you should see an invitation from Landspítali for your new workplace. Use the link in the e-mail to get to Workplace (Get started/activate account).

If there is no e-mail from Workplace, you can also go straight to the website by url: **landspitali.workplace.com**.

- A sign-up page opens as seen below.
- To sign in, you use the same username and password as for your email account.
- If that does not work, try changing the front letter to either upper or lower case and sign in again.

 from FACEBOOK



Sign Up

Full Name

Create a password

Create a strong password with at least 8 characters. Mix numbers with uppercase and lowercase letters.

[Sign Up](#)

By activating your profile, you agree to the Workplace [Privacy](#), [Acceptable Use](#), and [Cookies](#) policies.

Global Heroes is a group on Workplace for foreign employees. We highly recommend that all English-speaking employees find and join this group.

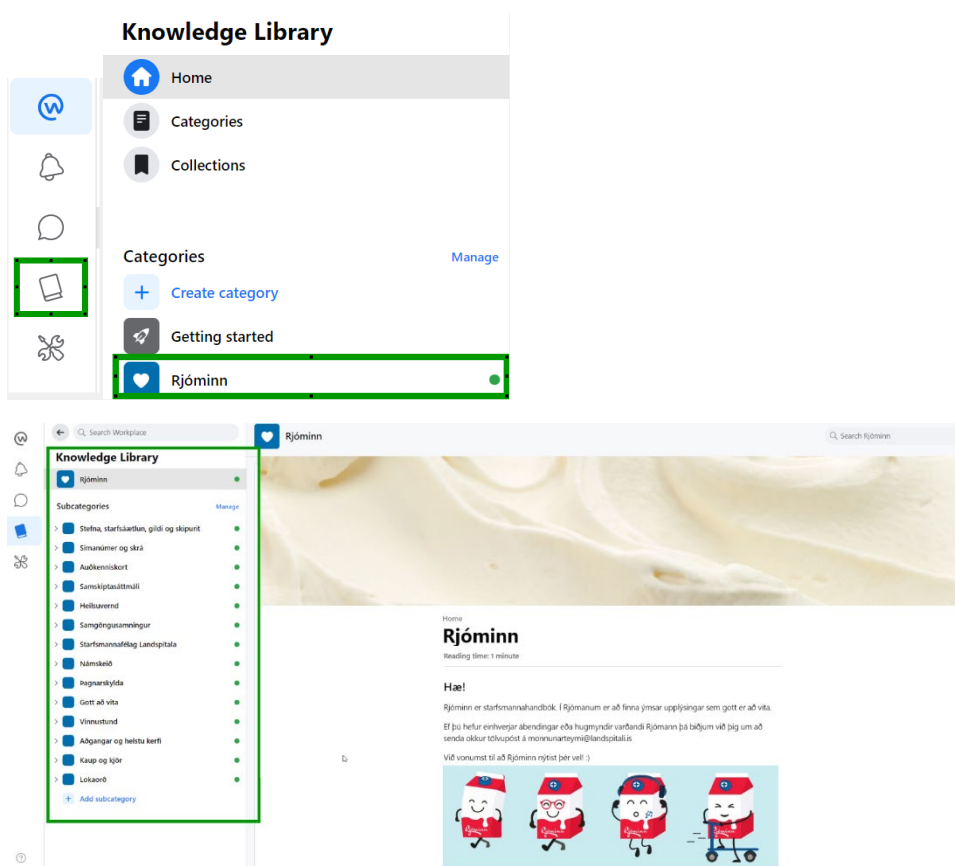
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Workplace - Rjóminn

Rjóminn is Landspítali's employees manual (handbook) where you can find various useful information. In the orientation for new employees, you will open Rjóminn, but you can read it later when you have time.

We recommend that you familiarize yourself with the material in Rjóminn as soon as possible.

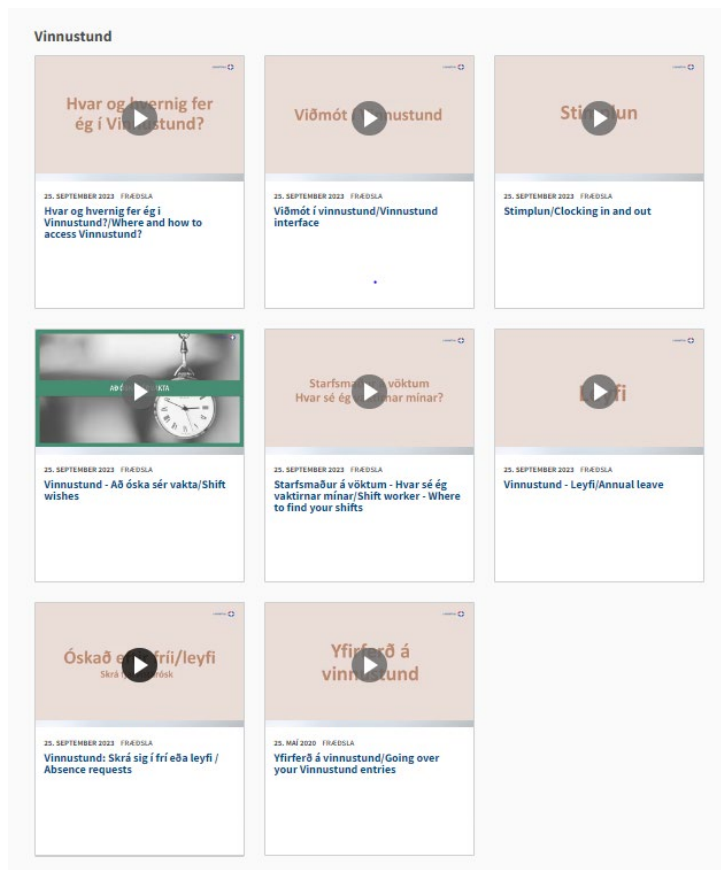
You can find the manual at *Workplace > Knowledge Library > Rjóminn*. Or in the right top corners. You can open Rjóminn via Workplace on your computer, phone and tablet.



In Rjóminn, our employee handbook you can find instructional videos for Vinnustund.

In Rjóminn, you will find the videos under *Vinnustund - Vinnustund – Q&A and Leiðbeiningar og kennsla fyrir nýja starfsmenn - Landspítali (landspitali.is)*

The videos are short and concise. The videos are in Icelandic but have English subtitles. We encourage you to take a look when you have a spare time.



Edda – Learning platform

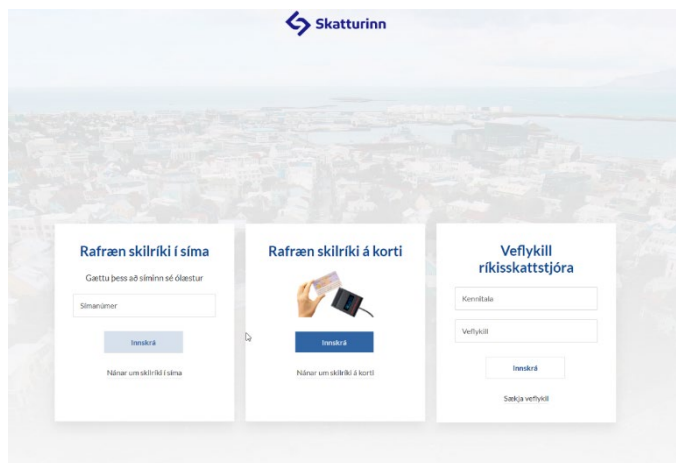
Edda is Landspítali's electronic learning platform and you will find it at edda@landspitali.is. There is already some education for you in there so go to Edda and activate the learning platform.

You can also access Edda from Innri.lsh.is.

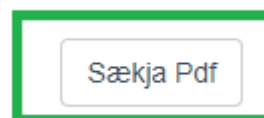
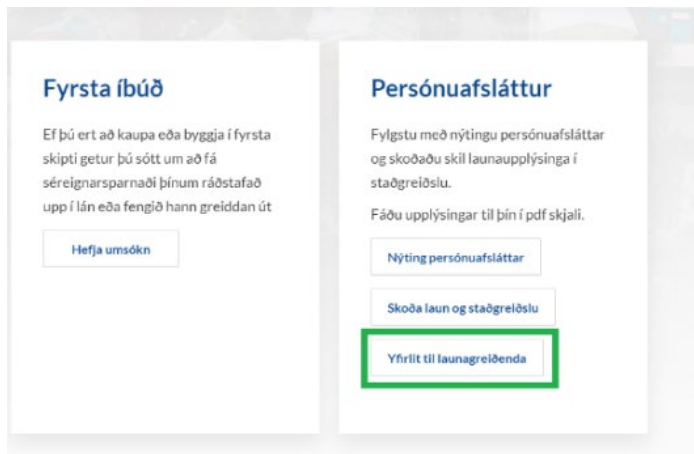
Síðast uppfært 02.05.2024

Taxcard to our Payroll Department

1. If you plan on using your taxcard at Landspítali, go to the website www.skattur.is



2. You log in with electronic ID or social security number and password.
3. At the bottom of the page you find „Yfirlit til laungreiðanda“ and open it. (Picture below)
4. Click „Sækja Pdf“ to download a PDF file that you will send by email to our payroll department.



Go to your Outlook account and compose an email to Payroll department:

launadeild@landspitali.is

Subject: Skattkort – Your name

In your email you will need to include the following information:

- Full name and social security number (kennitala)
- Whether or not you worked this past month and if your tax card was used there.
- What percentage % of your tax card you would like to use.
- What date you wish to start using your tax card.
- Your bank account, if you have not yet informed us.
- If you have a supplementary pension saving contract, 2% or 4% and where it is located.
- Attach the PDF you downloaded in bullet 4 (Yfirlit til launagreiðanda), to the email.

Email example:

Good morning / afternoon,

My name is Xxxxx and my social security number is 000000-0000.

I did not work last month / I worked last month and used my tax card.

I would like to use 100% of my tax card from the first day of employment (or any other percentage and/or date)

My bank account is: 000-00-000000

My supplementary pension saving is 2%/4% and is at Xxxxxxx and I have added Landspítali as my employer.

Attachment – Yfirlit til launagreiðanda PDF file

Sincerely,

Xxxxxxx

Supplementary pension saving: Is often through your bank, but can also be for an example at Gildi, Bayern or Allianz. If you do not have a Supplementary pension saving account, you can usually apply online on their website.

To add Landspítali as your new employer in your Supplementary pension saving account, you can usually do that on their website (Landsbanki (sjóðfélagavefur Landsbanka), Allianz, Gildi and Bayern) or in the bank app (Arion and Íslandsbanki).

Síðast uppfært 02.05.2024

Starfsmannafélag Landspítala (Staff association)

The National Hospital Staff Association works for the benefit of all hospital staff. Members receive good discounts across Reykjavík (through the app **Spara**), offers at events and have the option of renting a holiday home.

Membership is optional and costs 800kr per month.

If you are interested in becoming a member of the Employees' Association, you can follow these steps:

- Go to the hospital's internal website
- Select **starfsmaðurinn**
- Find **Starfsmannafélagið** and click **umsókn um félagsaðild** (application for membership)
- Fill in the relevant information
- Download the app **Spara** to see all discounts. Account will appear after you receive your first payslip.

The screenshot shows the internal website of Landspítali. The header is red with the Landspítali logo and the text "Innri vefur". There are navigation links for "Starfsmaðurinn" and "Starfsemi". A breadcrumb trail reads: Forsíða > Starfsmaðurinn > Starfsmannafélagið > Umsókn um félagsaðild. The main heading is "Umsókn um félagsaðild". Below the heading is a paragraph explaining the application process and the monthly fee of 800kr. There are three bullet points detailing benefits: full vacation rights, sick leave benefits, and the right to join the staff association. At the bottom, there are three input fields: "Ný umsókn" with a checkbox, "Endurnýjun á félagsskírteini" with a checkbox, and "Nafn*" with a text input field.

Employees in Hringbraut

Hringbraut Parking - Green Parking

You can register two car number plates in Green Parking, to get free parking at employees parking spaces around Hringbraut. See map below. The parking spaces that are free of charge for employees are highlighted in **blue**. The parking spaces marked in **orange** are not free of charge and are meant for patients and other visitors.



To register your car(s) you need to go to the website: greenparking.is, choose “Landspítalinn” in the top bar and then “Innskráning til að skrá bílnúmer”. There you log in with your electronic ID.

Innskráning til að skrá bílnúmer

Women working in Fossvogur

Locker room – first floor, middle

There are two types of lockers in this locker room, **clothes lockers** and **storage lockers**. You will only be able to have either one allocated to you at any given time.


- **The clothes lockers** are for your personal clothes and outdoor shoes and are to be used while you work your shift. You can keep the clothes locker for up to **18 hours** while you are at work.
- **The storage lockers** are for the things you don't want to bring back and forth between your workplace and home each day, for example, your work shoes. You can keep a storage locker for up to **3 weeks** between shifts.

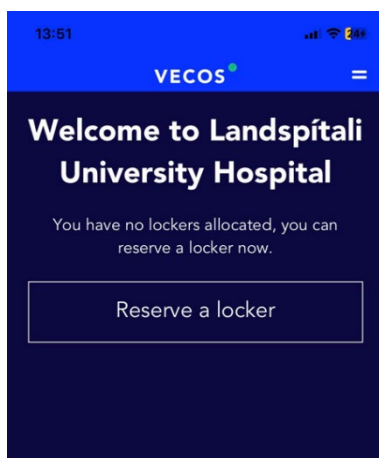
You can either allocate a locker by using an **app** on your phone or by using your employee **badge**.

The app is called **Releezeme**:

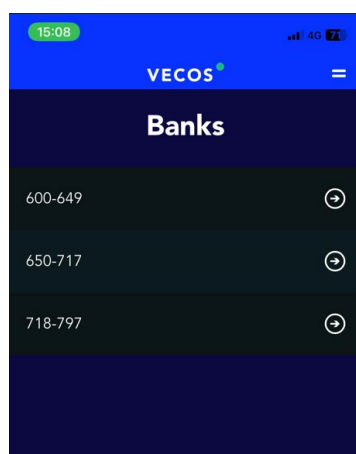


Download, activate, and log into the Releezeme app:

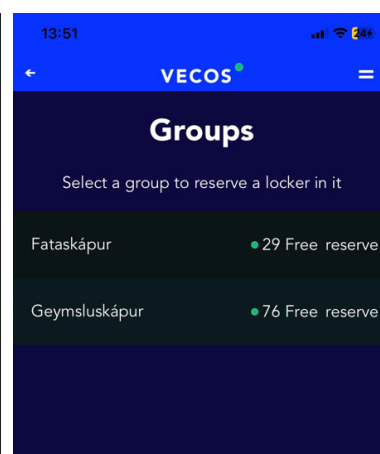
1. Download the Releezeme app from PlayStore (Android) or AppStore (Apple).
2. Open the app in your phone and choose „Link my phone“.
3. Scan the QR-code 
4. Log into the app by using your Office login info.



First interface



Choose a bank/location



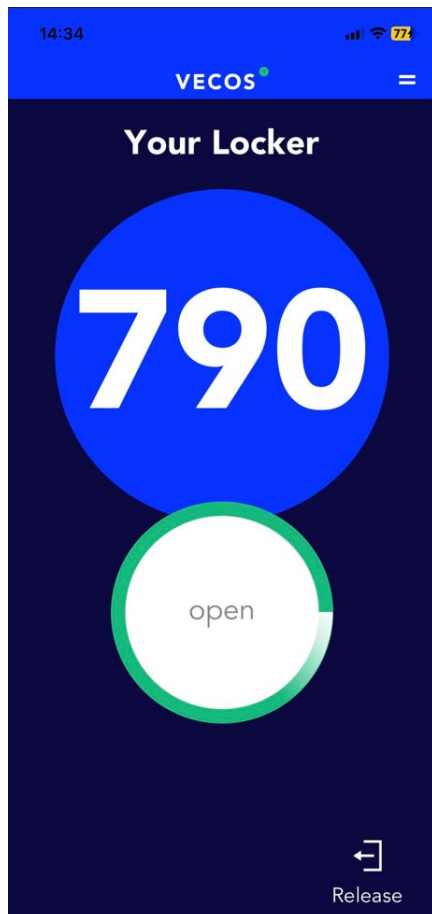
Clothes locker or a storage locker

Síðast uppfært 02.05.2024

Remember to empty and release the locker after use!

When you no longer need the locker, you must remember to release the locker so it can be available for other employees. *OBS - You can always open the locker without releasing it.*

- **The App** - choose „Release“ when you have emptied and closed the locker. Then „Release now“



Open and/or Release



Confirm Release

- With the **employee badge** – Scan the badge on the control screen, select the locker, then select „Open and release“.

If you forget to select Release, the locker will be blocked after the allocated time. Then you must call the security guards in Fossvogur, 543-1808, and ask them to unblock the locker. Unless you have your last locker unblocked, you cannot get another locker.