

How to submit a skilagrein to Efling

Go to: <https://mitt.efling.is/WebService/Premium/CreatePremium>

Skrá skilagrein

Kennitala launagreiðanda
 1

Nafn launagreiðanda

Netfang launagreiðanda
 1

Tímabil
 2

3

4

5

Kennitala	Nafn	Starfsmannaflokkur	Heildarlaun	Félagssj.	Sjúkrasj.	Menntasj.	Orlofssj.	SSÍ	Félagsm.sj.
XXXXXX-XXXX	Employee name	1550 - Sendill	150000	1050	1500	450	375	0	0
Samtals:			150000	1050	1500	450	375	0	0

6

7

TOTAL
FÉLAGSMEGILLI

Efling stéttarfélag
Kt. 701298-2259
Guðrúnartúni 1
Netfang: efling@efling.is
Sími: 510-7500

- Employer.** In “Kennitala launagreiðanda” enter the employer’s kennitala and press “Sækja”. The name appears automatically. Then enter an email address in “Netfang launagreiðanda”.
- Period.** Under “Tímabil” choose the month the wages were earned.
- Employee.** In the table, enter the employee’s kennitala under “Kennitala” and press the **Tab** key. The name appears.
- Category.** Under “Starfsmannaflokkur” choose the employee category that fits the job, e.g. 201 Starfsfólk í byggingageira for construction workers.
- Wages.** Under “Heildarlaun” enter the employee’s total wages for the month, before tax. Numbers only, no dots or spaces (e.g. 150000). The other amounts are calculated automatically, do not change them.
- More employees.** Press “Bæta við línu” to add a new line and repeat steps 3 to 5 for each employee.
- Send.** Check the “Samtals” row and press the blue button “Senda skilagrein”.

Contractors and Wolt couriers

If you are a contractor, you are your own employer. Enter **your own kennitala** both at the top of the form and in the table.

Wolt couriers always choose **1550 - Sendill** under Starfsmannaflokkur. Scroll down the list.

86 - Smábátasjómenn

201 - Starfsfólk í byggingageira

206 - Hafnarverkafólk

207 - Starfsfólk í umönnun

263 - Lagerstarfsfólk

265 - Starfsfólk í þróttafélaga

1550 - Sendill

1550 - Sendill

150000

Payment and due dates

- Once the skilagrein has been submitted, a payment claim is sent to your online bank the following morning.
- Due date (gjald dagi):** the 15th of the month after the month the wages were earned.
- Final due date (eindagi):** the last working day of that same month. If payment is not made by the final due date, late payment interest (dráttarvextir) is charged from the due date until the payment date.
- Please note:** if you are a contractor, a skilagrein cannot be submitted retroactively.

Questions? Contact Efling at efling@efling.is or 510 7500.