**Instructions for logging your hours**

**Logging your hours**

1. Go to <https://msap.helsinki.fi/flp> and login with your university credentials
2. Go to Working Time -> Time Events -> Detailed Entry
3. Select *Start of remote work* as event type
4. Select correct date and time
5. Click *Save*
6. When finishing, repeat but with event type *End of remote work*

**Time statement at the end of the month**

1. At the end of the month, go again to Time Events
2. Click *Download Time Statement* on the bottom right corner
3. Save the PDF file and sign it
   1. You can sign it on paper or on your phone screen, just make sure there is something in the signature field
4. Send the signed statement to markus.kaihola@helsinki.fi