

# Employee Orientation - instructions

## Open „Leynihólf“

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

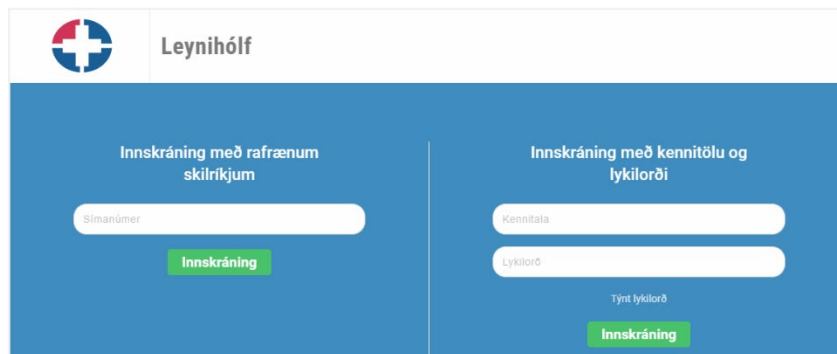
LANDSPÍTALI

Starfsmaðurinn

Gáttir	Beint að efni	Mannauður	Í neyð	Efnislistar	Í klíník
> Aukavaktalisti 2025 - skráni...	> Atvikaskráning starfsfólks, g...	> Atvikaskráning vegna sjúkli...			
> Bókasafn Landspítala/Heilb...	> Edda - fræðsla fyrir þig	> Gagnagátt			
> Gæðahandbækur	> Heilsugátt	> Hlaða			
> HUT gátt	> <b>Leynihólfið</b>	> Mælaborð - Power BI			
> Netpóstur (Outlook)	> <b>Orri / Vinnustund</b>	> Símaskrá deilda og vaktalistar			
> Stoðgátt Landspítala	> Sýkingarvarnir	> Sýklalyf - leiðbeiningar um ...			
> Útvefur - landspitali.is	> Vefverslun - Pöntun á tölvu...	> Velferðartorg Landspítala			
> Verkefnagátt	> Vinnuálagsmæling	> Workplace			
> <b>www.office.com</b>	> Þjóðskrá	> Þjónustuborð AFU			
> Þjónustuhandbók rannsókn...					

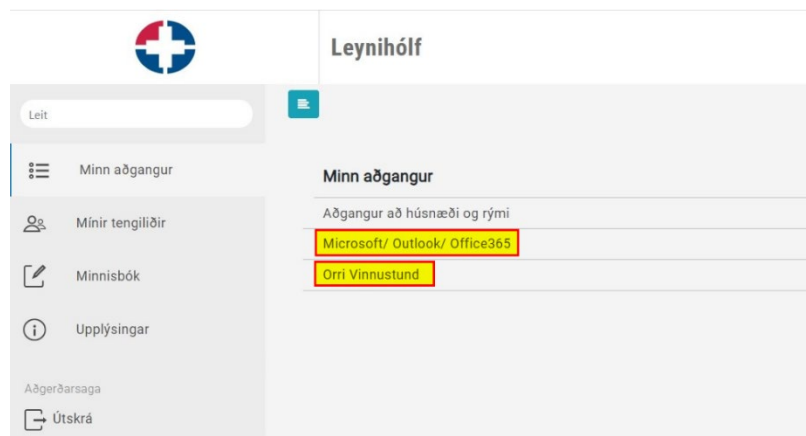
Under the tab **Gáttir** you will find links to systems most used by employees. The systems that are highlighted above will be the ones you will set up during today's orientation. It is useful to open them all now; **Leynihólf**, **Office/ netpóstur** and **Orri/ Vinnustund**.

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, and Microsoft. When using your email you will need to add „@landspitali.is“ after your username([username@landspitali.is](mailto:username@landspitali.is)). In the second line there is a password that you will now change by creating your own password in the two bottom lines and press “**Vista breytingar (Save changes)**”

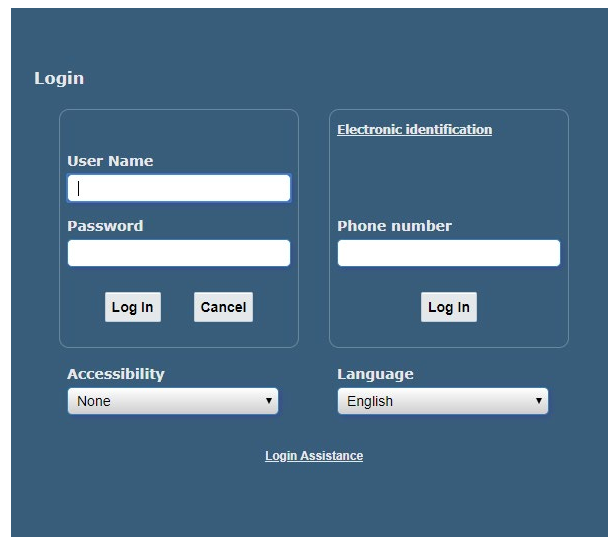
The password for your email has to be minimum **14 letters (and/or numbers) long**. Do not use signs or Icelandic letters.

- If you also have **Saga/Heilsugátt** in your Leynihólfin, you can also create your own password there like for Microsoft. The username should be the same as in Microsoft, but the password does not have to be as long as in Saga/Heilsugátt

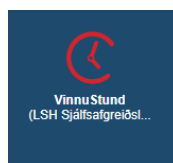
Síðast uppfært 02.09.2025

## Orri/Vinnustund

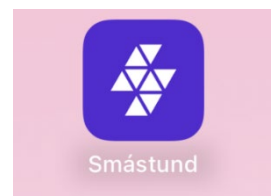
- On the inner web you open a window for **Orri/Vinnustund**, if you have not already.
- Sign in with your electronic phone ID on the right side of the picture below.



- Open **My pages (Mínar síður)** If this box does not appear, choose **Favorites** and add it to your screen.
- Review the information about you (phone number and personal e-mail). Also check if your bank account is correct in **Bank account (Bankareikningur)**.
- **Transport agreement:** If you travel to work in an environmentally friendly way, walking, biking or on the bus, you can apply for a transport agreement. To apply for a transport agreement, select **New form (nýtt eyðublað)**.
- Choose the sign for **Vinnustund**. If this box does not appear, choose **Favorites** and add it to your screen.

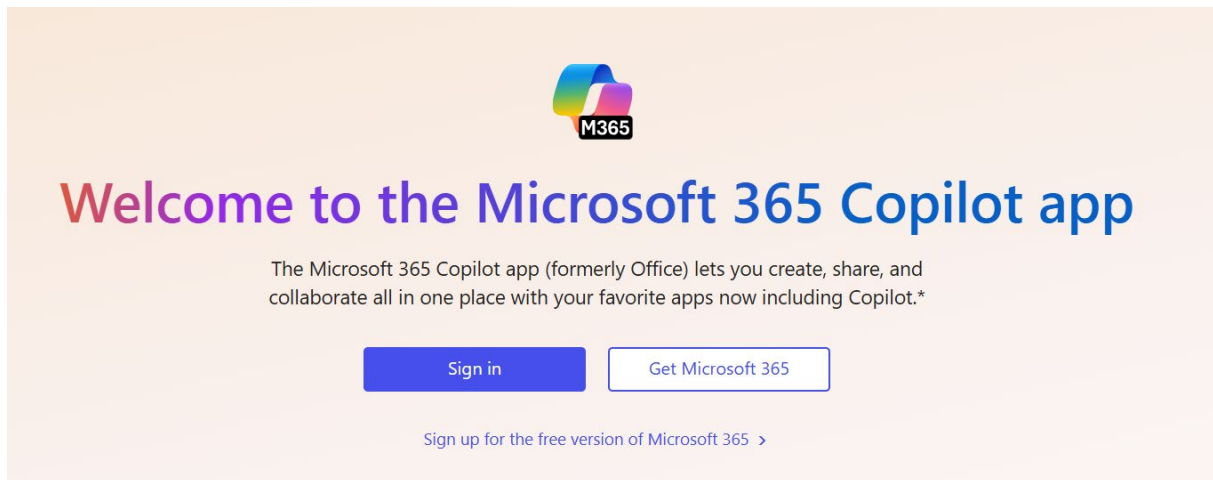


- **Smástund** : is an app for Vinnustund and we recommend you get it. First you get the application, then you scan the QR code. The QR code can be found at the bottom of the grey column to the left.
- You can find instructions and videos for Vinnustund in **Rjóminn**, the employee handbook. We will open Rjóminn later in these instructions.



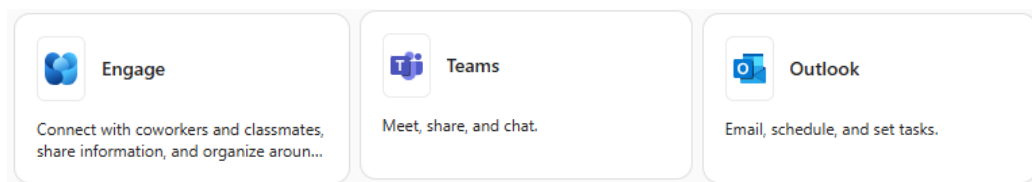
## Microsoft - Outlook

On the inner web, innri.lsh.is (home page) choose [www.office.com](http://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 there you should select **Apps** and then **All apps**. Find and open **Outlook**, **Teams** and **Engage**.



Landspítali uses **Teams** and **Viva Engage** for communication and as a platform for news, announcements and groups.

On the last page of these instructions, you can find instructions on how to get access to these applications on your phone and/or private computer.

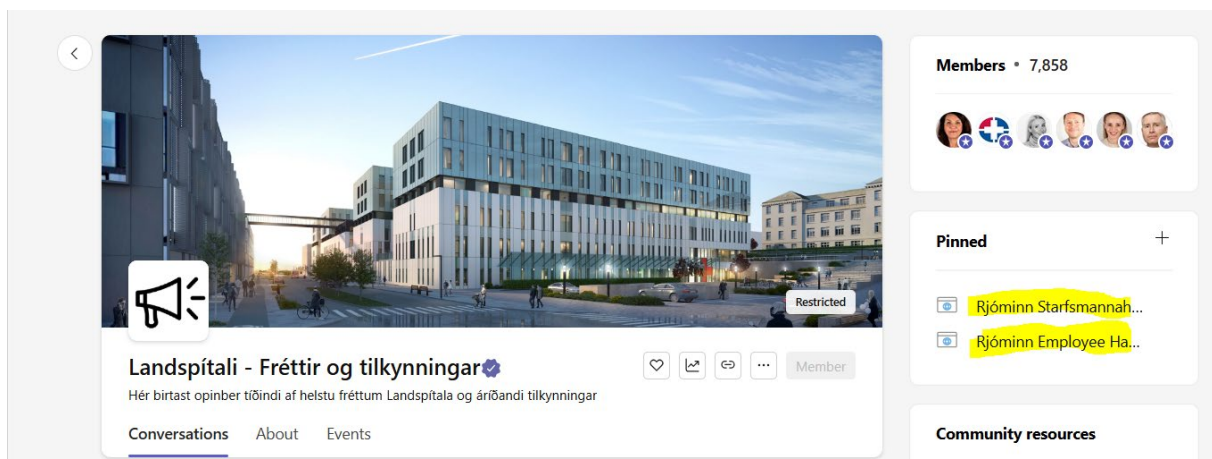


## Rjóminn

Rjóminn is Landspítali's employees manual where you can find answers to most questions you have as a new employee in Landspítali.

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

You can find Rjóminn at **Teams – Viva Engage** in the groups **Landspítali - Fréttir og tilkynningar** og **Lífið á Landspítala**. You should see Rjómann, in English and Icelandic in the top right side in these groups.



**Global Heroes** is a group in Viva Engage for foreign employees. We highly recommend that all English-speaking employees find and join this group.

## Taxcard to our Payroll Department

1. If you plan on using your taxcard/personal discount at Landspítali, go to the website [www.skattur.is](http://www.skattur.is)

The screenshot shows the Skatturinn website with two main login panels. The left panel is titled 'Auðkenning með rafrænum skilríkjum' and has an 'Innskrá' button. The right panel is titled 'Veflykill ríkisskattstjóra' and has input fields for 'Kennitala' and 'Veflykill', followed by an 'Innskrá' button and a 'Sækja veflykil' link. At the bottom of the left panel, it says 'Skatturinn notar innskráningarpjónustu' and features the 'island.is' logo.

2. You log in with electronic ID or social security number and password.
3. At the bottom of the page you see „Laun og staðgreiðsla“. And select **Opna yfirlit**
4. Then **Sækja yfirlit til launagreiðenda**. This document you will send by email to our payroll department. See next page.

The screenshot shows a page titled 'Laun og staðgreiðsla'. Below the title, it says 'Yfirlit um launaupplýsingar í staðgreiðslu.' and 'Yfirlitið sýnir laun, skiptingu í skattþrep, greidda staðgreiðslu, nýtingu persónuafsláttar og iðgjald í lífeyrissjóð.' There is a button labeled 'Opna yfirlit'. To the right of this section is a button labeled 'Sækja yfirlit til launagreiðenda'.

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

[launadeild@landspitali.is](mailto:launadeild@landspitali.is)

**Subject:** Taxcard – *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.
- Attach the PDF you downloaded in chapter 4 (Yfirlit til launagreiðanda), to the email.

**Email example:**

Good day

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 your preferred percentage and/or date)

\*Attachment – Yfirlit til launagreiðanda PDF file\*

Sincerely,

Xxxxxxx

***If you have a supplementary pension saving fund, you should let the payroll department know as well as sending them a signed contract with the relevant fund.***

## **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 900kr 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.

### Umsókn um félagsaðild

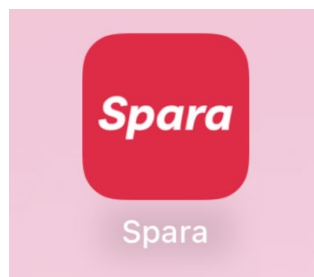
Með því að fylla út formið hér að neðan er sótt um aðild og aukin réttindi í Starfsmannafélagi Landspítala. Um leið er samþykkt að gjald til aukinna félagsréttinda, sem ákveðið er á aðalfundi eða aukaaðalfundi félagsins, verði dregið af launum mánaðarlega (kr. 800). Upphæðin gangi til Starfsmannafélags Landspítala til uppbyggingar félagsins og starfsemi í þágu félagsmanna.

- Félagsskírteini eru rafræn undir Spara appinu, Landspítali
- Félagar með aukin réttindi hafa full réttindi í orlofshúsasjóði, safna punktum fyrir hvern greiddan mánuð og greiða auglýst leigugjald án álags.
- Félagar með aukin réttindi njóta að öðru jöfnu betri kjara vegna viðburða á vegum félagsins.

Nafn / Name\*

Kennitala / Social security number\*

Dagsetning umsóknar / Date of application\*





## Employees in Hringbraut and Landakoti

### 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) and behind Landakot.

The parking spaces in Hringbraut 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.



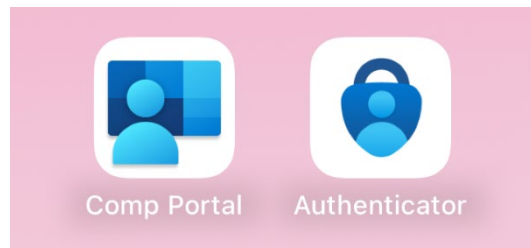
To register your car(s) you need to go to the website: [greenparking.is](https://greenparking.is), choose **Landspítalinn** in the top bar and then **Innskráning til að skrá bílnúmer**. There you choose **Auðkenni** to sign in with electronic ID.

Innskráning til að skrá bílnúmer

## Access to Microsoft 365 outside of Landspítali

To be able to view your data on Landspítali (via office.com) on your phone or personal computer from home, you need to download two apps (from the App Store or Play Store):

1. **Microsoft Authenticator**
2. **Intune Company Portal**



### Microsoft Authenticator

Once the app is installed on your phone, open the following website on a **computer**:

<https://aka.ms/mfasetup>

You may need to sign in with your Landspítali email and password. Then select **Security info**, click **+Add sign-in method**, and choose **Microsoft Authenticator**.

Then select **Next**, and again **Next** in the next window. A QR code will now appear. Now, go back to your phone.

In the **Microsoft Authenticator** app (on your phone), tap the plus sign (+) in the top right corner, select **Add school or work account**, and then **Scan QR code**. Use your phone to scan the QR code displayed on your computer.

Once that is done, go back to your computer and continue clicking **Next** until the process is complete.

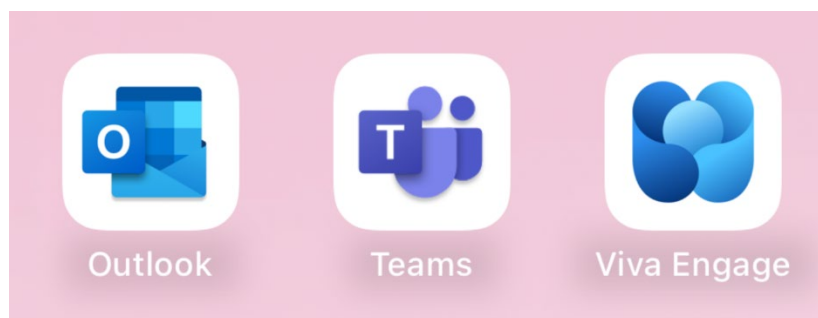
## Intune Company Portal

After the app is installed on your phone, sign in with your Landspítali email and password. Now your patience may be tested... the setup can take some time. The app will guide you through the process, and it is important to follow it closely.

Once the Company Portal is installed on your phone, you can download various apps through the Company Portal.

We recommend downloading the following three apps:

1. Outlook
2. Teams
3. Viva Engage



You can also access Microsoft 365 on a personal computer (or in a mobile browser) via **office.com**. There you will have access to Outlook, Teams, and Viva Engage.

*If you encounter any issues setting up the above apps, please contact:*

*Landspítali IT Support (HUT) by phone: (543) 1550 or email: [1550@landspitali.is](mailto:1550@landspitali.is)*