

Tidrapportering



Time reporting in TransPA

Three simple steps to activate your account and get started

01 Welcome email

 do.not.reply@mail.connect.visma.com
Välkommen till TransPA
Hej Erik Johansson, Välkommen till TransPA

Receive invitation

When you are registered as an employee in Visma TransPA, you will receive a welcome email.

Go to your inbox and open the email with the subject **"Welcome to"**.

02 Activate account

Hej Erik Johansson,

Välkommen till TransPA och tack för din registrering!

Klicka på länken nedan och följ instruktionerna för att aktivera ditt konto
[Aktivera konto](#)

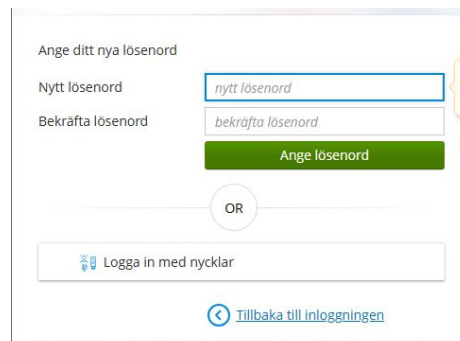
Denna länk upphör att gälla om 24 timmar och fungerar bara en gång. Om länken inte går att klicka på, kopiera och klistra in den i din webbläsare.

Vänliga hälsningar,
Visma

Activate via link

Click on the button **"Activate account"** in the email to confirm your registration.

03 Choose password



Enter login credentials

Choose a password.

Tip!

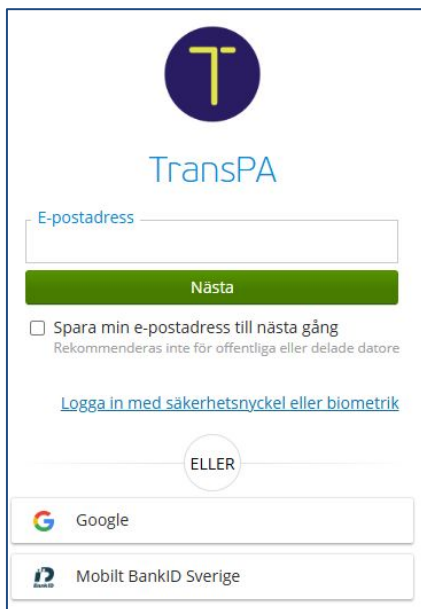
If your device supports biometrics you can select **"log in with passkeys"** for fingerprint/face.



Logging in to TransPA

Go to connect.mytranspa.com

01 Enter email & method



TransPA

E-postadress

Nästa

☐ Spara min e-postadress till nästa gång
Rekommenderas inte för offentliga eller delade datorer

[Logga in med säkerhetsnyckel eller biometrik](#)

ELLER

Google

Mobilt BankID Sverige

1. Enter your email address if logging in with password.
2. Click **Next**.

If you selected login with passkeys / biometrics, click here.

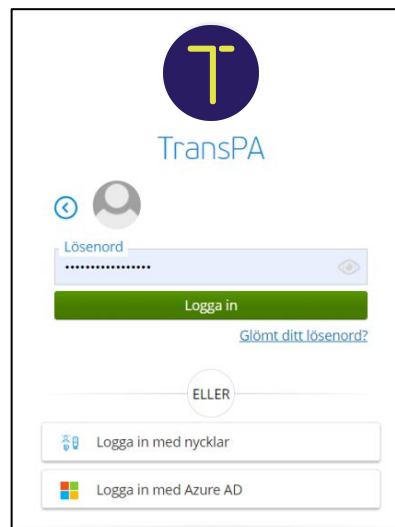
NOTE!
Do not select BankID at this stage. To log in with BankID, you must first activate your account with email and password according to the steps above.



Tip!

Check the box to save your email address for next time if logging in from your personal device.

02 Enter password & Log in



TransPA

Lösenord

Logga in

[Glömt ditt lösenord?](#)

ELLER

Logga in med nycklar

Logga in med Azure AD

1. Enter the password you chose in the previous step.
2. Finally click **Log in**.



Reset password?

Click the link for password reset. You will receive an email to set a new password.



Start page in TransPA

Overview and guidance for main menu features



Click on the "user icon" to manage your account, e.g. activate BankID here.



Weekly view

Report time, absence and trip

Weekly view

Here you get an overview of registered time, travel and absence



TIDRA

Time reporting only

Shortcut directly into time reporting



Messages

Messages

Here you see incoming messages.



Incident

Security

Our security feature – check with your employer how they want you to use it.

Create time report

Time

Date

Tuesday September 22, 2026

Create timereport from shift

Shift 07:00 - 16:00

Use

Empty time report, fill in yourself

Use

Start time

07:00

End time

16:30

Breaks

Start time

12:00

End time

13:00

+ Add break

01 Click in the Date box to report on the desired day.

02 If you have a schedule, you can choose to retrieve the scheduled time here, or fill in the time yourself by clicking start time.

03 Enter when you had a break

Click "Add break" to enter multiple breaks.



Create time report continued

Details

Vehicle

BBK123 14

Task

Jour mer än 3 tim vardag



Divide the time report

Select the vehicle you worked in during the day, or if you used several, click "divide time report". Recently used vehicle appears as a suggestion

If you performed one or more tasks other than your regular ones, enter it here.

Other details

Comment

To avoid personal data being stored out of control, personal information should never be entered in free text fields.

If needed, write a note about what you performed during your shift, especially if you worked overtime.

Balance

Any overtime is paid

Total time

8:30

If you use comp time, you can withdraw from or save overtime to the comp bank.

Flex time is available if you are a salaried employee and your company uses flex time.

Create another time report ☐

Save

Cancel

Save

if you want to create an additional time report immediately, check the box above



Report travel and absence



Weekly view

Report time, absence and trip



TIDRA

Time reporting only



Messages



Incident

Select Weekly view in the menu

Travel and absence are always reported from the **weekly view**.

Overview of menu options:

- **Weekly view:** Report time, absence, and travel (Used for complete reporting)
- **TIDRA:** Only reporting of worked time
- **Messages:** System messages and information
- **Security:** Account and security settings

Report travel – applies to trips eligible for daily allowance.

TRANSPA

← 21 Sep - 27 Sep →

9/22/2026



Press Trip

Week: 39	Schedule	Report	OB Simple	OB Qual	OB Grand	Trip	Absence	Total
Mon 21		Report	0	0	0	Trip	Absence	0.00
Tue 22	07:00-16:00 ✓	Report	0	0	0	Trip	Absence	0.00
Wed 23			0	0	0		Absence	0.00
Thu 24			0	0	0		Absence	0.00
Fri 25			0	0	0		Absence	0.00
Sat 26			0	0	0		Absence	0.00
Sun 27			0	0	0		Absence	0.00
Reported time week 39:								0.00
Reported time September:								8.00

NOTE!

A trip involving an overnight stay must be registered on the day you returned home, as that is when you know how long the trip was.

Report travel – applies to trips eligible for daily allowance.

TRANSPA

Employee 5, Erik Johansson ▼

Started

Date 9/17/2026 

Time 07:00

Ended

Date 9/20/2026 

Time 18:00

Type of travel

☒ Transport ☐ Abroad

Date Free room & board

Mark/demark all ☐

Thu 17 Sep ☐

Fri 18 Sep ☐

Sat 19 Sep ☐

Sun 20 Sep ☐

Crossed borders

Date	Time	Country	
9/17/2026 ▼	11:00	Norge ▼	⊖
9/17/2026 ▼	14:30	Sverige ▼	⊖
+			

1 Start time

Enter the date and time when the trip started.

2 End time

Enter the time when you returned home from the trip.

3 Type of trip

Change here if you drove under the **Foreign Agreement** (non-Nordic).
Also state if you had free accommodation.

4 Border crossings

Enter all borders crossed during international travel.
Select date, time, country & click the plus sign.



For trips outside the country, border crossings must be reported. The information is needed to calculate the correct daily allowance.



Report absence

TRANSPA

← 21 Sep - 27 Sep →

9/22/2026



Week: 39	Schedule	Report	OB Simple	OB Qual	OB Grand	Trip	Absence	Total
Mon 21		Report	0	0	0	Trip	Absence	0.00
Tue 22	07:00-16:00 ✓	Report	0	0	0	Trip	Absence	0.00
Wed 23			0	0	0		Absence	0.00
Thu 24			0	0	0		Absence	0.00
Fri 25			0	0	0		Absence	0.00
Sat 26			0	0	0		Absence	0.00
Sun 27			0	0	0		Absence	0.00
Reported time week 39:								0.00
Reported time September:								8.00

Press Absence

T

Report absence

Add absence

Employee

Absence time

Reason

Start date

Length of absence ☒ Endag ☐ Period ☐ Tillsvidare

Start time

End time

Vehicle

Registration number

Notes

☒ ☐

1 Absence time

Check that the absence time is correct. Needs to be changed if you have been away for part of the day.

2 Reason

Enter the reason for your absence.

3 Vehicle / Unit

Specify vehicle or other unit set up by your employer

4 Save

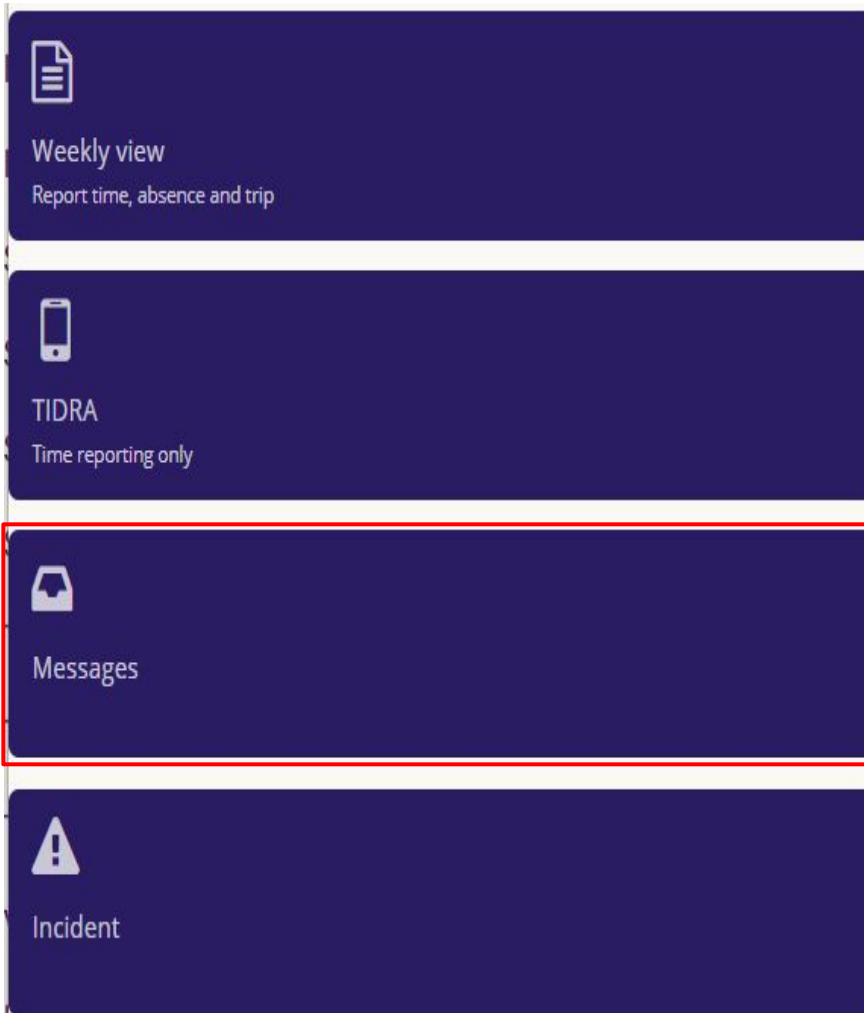
Click Save



Some companies choose not to allow Report absence.



Message



Messages

TRANSPA

YOU GOT UNREAD MESSAGE

From Malin Andersson

Date 9/22/2026

Subject Resor

Glöm inte att lägga in dina resor!
/Malins Åkeri (filmDemo)

Reply

I have read the message

Navigation & Functions

- **Home page:** Returns to the main menu.



Show message list: Displays an overview of your messages.



Show sent messages: Displays your previously sent messages.



Create new message: Send a new message.

Incoming messages

If, for example, your manager has sent you a message, you will receive this directly when logging in to Webbtid.

You can send a read receipt or reply. Read receipt is mandatory.

Log out



Malin Andersson / Malins Åkeri (filmDemo)



Click the door to log out from the portal.



TransPA

E-postadress

Nästa

☒ Spara min e-postadress till nästa gång
Rekommenderas inte för offentliga eller delade datorer

[Logga in med säkerhetsnyckel eller biometrik](#)



Tip! You can save the page as a bookmark, then place it on your home screen on your computer, mobile, or tablet.

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