



9.3.2018

Bulletin from Kumpula HR team - current topics

EDUCATION MATERIALS FOR SUPERVISORS

The material of HR Issues and Finance –education training (19.12.2017) can be found in Faculty's Flamma page: <https://flamma.helsinki.fi/en/HY364238>.

PETRI HÄMÄLÄINEN HAS STARTED AS A NEW FINANCIAL CONTROLLER ON 1.2.2018

The new Financial Controller Petri Hämäläinen has started working at the Faculty of Science on 1st of February 2018.

JUSSI HARTIKAINEN HAS STARTED AS A NEW HR SPECIALIST 15.1.2018

I am Jussi Hartikainen, a new HR Specialist at the Kumpula Campus. My duties include coordination of and support activities to tenure track and university lecturer recruitments and docentship processes, and depending on the situation participation in different projects related to developing HR practices or well-being at work. I am responsible for the support in these matters at the departments of Chemistry, Mathematics and Statistics, and Computer Science. Working in the university HR isn't a completely new thing for me as I previously worked for three years as HR Coordinator at Aalto ARTS. Before starting at the University of Helsinki, I lived a bit over a year in Prague working with HRIS (human resource information system).

INFORMATION FOR DIRECTORS WHO DESICE ON RECRUITMENT: AMENDMENTS TO THE RECTOR'S DELEGATION DECISION

Directors of department at the Faculty of Science and the director of the Institute for Atmospheric and Earth System Research (INAR) appoint the staff of their unit for terms of up to four years. The Faculty dean appoints the staff of the departments and INAR for an indefinite term or for terms of more than four years. The directors submit a proposal to the dean on the appointment of professors for terms of less than two years.

<https://flamma.helsinki.fi/en/HY371763>

TRAVEL INSTRUCTIONS PAGES HAS BEEN UPDATED

Travel instructions for staff: <https://flamma.helsinki.fi/en/HY369825>

Travel instructions for grant-funded researcher and visitors:
<https://flamma.helsinki.fi/en/HY369829>

OCCUPATIONAL HEALTH SERVICES EASIER TO USE IN 2018

As an occupational health customer of Mehiläinen, you will be able to use OmaTyöterveys through several channels. The phone service provides advice, assesses your care needs and books the necessary appointments after you have discussed your situation with a nurse. You will be able to book an appointment with a doctor through the OmaTyöterveys phone service or chat link, and use your mobile device to renew prescriptions or communicate directly with a doctor through the chat link. You will also be able to flexibly book an appointment with a physiotherapist after an assessment through OmaTyöterveys.

<https://flamma.helsinki.fi/en/HY370343>

NEW WORK PLAN PROGRAMME AND DEVELOPMENT DISCUSSIONS

More information to be announced on April.

TRAINING AND EVENTS

EXPERIENCING FINLAND EVENT, March 13, 2018

Newly arrived international staff and their family members are welcome to the next Experiencing Finland Event, taking place on Tuesday, March 13, 2018, 5pm-8pm at Think Corner, entrance Yliopistonkatu 4. <https://flamma.helsinki.fi/fi/HY372013>

ORIENTATION EVENT ABOUT HR AND FINANCE ISSUES FOR NEW EMPLOYEES AT KUMPULA CAMPUS ON 16.3.2018, 10.- 11.00, B222 EXACTUM

The on-site team of Kumpula Campus will inform you on different HR and Finance issues. Mark the date on your calendar and come and ask from your HR-Coordinator and Controller.

COMPLETING YOUR TAX RETURN FORM INFORMATION SESSION 17.4.2018

Time: 9:00 - 11:30

Location: City Centre campus, venue will be announced later

The aim of the session is to provide participants with information on how to complete a tax return form. The participants will be given an opportunity to ask questions concerning taxation.

Do you know what the tax return form is? Do you want to hear how you might save a little with tax deductions? Any other questions about your taxation? Come to hear and ask about filling in your

annual tax return form. Taxation specialist from In To Finland/Vero will give advice and answer tax related question

Registration in Henkka Staff training calendar

WORKING ABROAD –INFORMATION SESSION ON PRACTIVAL ISSUES 27.4.2018

Time: 9.00 - 12.15

Location: Language Institute/ Kielikeskus (Fabianinkatu 26), hall 115, 1st floor

The session will introduce the general instructions on working abroad including taxation, social security, as well as basics regarding insurance and visa issues. The information session is aimed to UH employees (researchers and other staff) who plan to work abroad in near future.

Registration in Henkka Staff training calendar

CULTURAL AWARENESS 16.5.2018

Time: 9.00-12.00

Location: Päärakennus/ Main Building hall 8 (Fabianinkatu 33)

During the training we will discuss cultural diversity and intercultural communication in general as well as share tips on how to increase your cultural awareness. We also hope to hear from your experiences on the University of Helsinki as an international working environment and discuss ways to make it an even better international community. The training will feature both information sharing and discussion. The audience is encouraged to be active and share from their own experience.

Registration in Henkka Staff training calendar

You can reach the whole HR team via email at hr-kumpula@helsinki.fi

We will be able to reply faster if you write the unit, from which the message is sent (either WBS code or name of the department), in the email subject line.