People & Building

Department of Computer Science 2013

Head of the Department

- Professor Esko Ukkonen
- office D240b
- tel. 51280
Helsinki Institute for Information Technology, HIIT

Sami Kaski, Director (A343)  Patrik Floreen, Vice Director (A316)

Administration team
Tiina Väisänen

- Office Manager
- Office D243, tel. 51390
- General accountability and personnel management
- General responsibility and financial planning for the department
- Development talks
- Guidance concerning working abroad
Planning officer (HIIT)  
Orientation  
Visitors' accommodation and travel reservations  
Follow up, reporting and financial planning  
Invoicing  
SoleTM contact person

Amanuensis  
office D237, tel. 51383  
Employment contracts  
International questions (residence permits, etc)  
Introduction and integration  
SoleTM contact person
Administration team
Pauliina Pajunen

- Financial and HR secretary
- office D238, tel. 51040
- Vacations & absences
- Orientation
- Letters of reference
- Recruitment advertisements
- Follow up, reporting

Administration team
Teija Kujala

- Amanuensis
- office D235, tel. 51380
- Offices and furniture
- Keys & phones
- Staff cards
- Plastic keys for students
- Traineeships for students
Administration team

Pirjo Kokkonen

- Department Secretary
- office D238, tel. 51123
- Visitors’ accommodation and travel reservations
- Fees
- Invoicing
- Office supplies and other small acquisitions
- Mailing guidance
- Archiving

Administration team

Pirjo Moen

- Research Coordinator
- office D242, tel. 51389
- Knowledge databases, TUHAT contact person
- Postgraduate issues
Administration team
Jaakko Kurhila

- Head of Studies
  * office D240a, tel. 51386
- Teacher advising
- Outreach activities (study-related)
- MSc thesis administration
- Study credits for work experience

Administration team
Reijo Sivén

- Planner
- Office D236, tel. 51382
- Teaching programmes for each term
- Recruitment of part-time teachers
- Planning of course and separate exams
- Course exams and exam supervisors
- Preparation of credit transferrals
- Liaison for the Open University
Administration team
Marina Kurtén

- Translator
- Office D241, tel. 51388
- Translations into English and Swedish
- Editing (English and Swedish)
- Language consultation
- Communications liaison at the department
- Internal information

Administration service addresses

- henkilosto[at]cs.helsinki.fi: in matters pertaining to salaries, address changes, holidays and absences
- talous[at]cs.helsinki.fi: queries and notifications on e.g. invoicing and payments at the department
- toimisto[at]cs.helsinki.fi: queries related to general office services
- tiedottaja[at]cs.helsinki.fi: communications and PR
- kielipalvelut[at]cs.helsinki.fi: for those who want help with translation to and editing/proofreading of English and Swedish
- tilat[at]cs.helsinki.fi: room reservations and questions related to office furnishing:
IT services


- Petri Kutvonen (IT-Manager)
- Pekka Niklander (user accounts, computers)
- Pasi Vettenranta
- Jani Jaakkola
- Mikko Rauhala
- Ville Hautakangas
- Onni Koskinen

Please use service addresses:

- atk-apu [at] cs.helsinki.fi (IT help): help and support for the IT systems & reporting problems
- tktl-luvat [at] cs.helsinki.fi (accounts): issues related to accounts for the department systems:
- webmaster [at] cs.helsinki.fi: for questions about the website of the department
- itsupport [at] cs.helsinki.fi: for general issues concerning the IT services
- video [at] cs.helsinki.fi: for issues concerning online videos and video communication
**Kumpula Campus services**

Follow-up, reporting and counseling of external funding/projects, invoicing and travelling

- Financial secretaries:
  - Heidi Kinnunen D236, tel. 51696, heidi.s.kinnunen@helsinki.fi
  - Tuomo Palosaari D236, tel. 51645, tuomo.palosaari@helsinki.fi
- Teamleader: Seidi Huttunen C118, tel. 51697, seidi.huttunen@helsinki.fi

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**HR services at Viikki campus**

Vilkin kaari 11 A PO. Box 62

- Questions concerning salary payments, tax cards:
  - Jenni Rytkönen, tel. 22284 jenni.rytkonen@helsinki.fi
- Working abroad: Irene Lahdensivu, tel. 58906 irene.lahdensivu@helsinki.fi
**Exactum floor plan**

![Exactum floor plan diagram](http://www.cs.helsinki.fi/en/compcfac/exactum-floor-plan)

**Coffee rooms**

- In 2nd floor: B225
- In 3rd floor: A-wing
- Fridge, dishwasher, coffee- and espresso makers available
- Use your own cup
- Please do your own dishes & keep the room tidy

*Faculty of Science
Department of Computer Science*

www.cs.helsinki.fi 11 April 2012
Mailboxes & mailing + multifunction printer
2nd floor: C226, 3rd floor: A335

Office supplies, 2nd floor, C234

In charge: Pirjo Kokkonen (D238, tel. 51123)
“Take what you need”
Porters station- Keys & guidance
Exactum, ground floor

Balcony, 3rd floor & Roof Terrace 4th floor
Library at Physicum

library(at)cs.helsinki.fi,
contact person: Anna-Kaisa Hyrkkänen

Faculty of Science
Department of Computer Science