Welcome to the Department of Computer Science!

The employer

- The University of Helsinki is your employer (not the faculty, the department or a project)
- The general collective agreement for universities is followed at the University of Helsinki.
Working hours

- The regular working hours average is 7 hours and 15 min/day, and 36 h,15 min/week
- Working hours are 8.00 - 15.45 o'clock, with flextimes 7.00 - 9.00 and 14.45 - 20.00
- Lunch break is 30 min., (not included in the working time)

Salary & payday

- YPJ, University's salary system:
- Payday: on the last day of the month
- The salaries are handled by Kaarina Laitinen of the Kumpula HR services.
- Taxation cards can be delivered to Kaarina Laitinen, Amanuensis Ellen Mustonen or Office Manager.
Always inform your superior about any absences immediately by phone or e-mail.

Fill in an absence form and hand it to Pauliina (D238) with your and your supervisor’s sign.

If your absence lasts for 4 days, you need a nurse’s or doctor’s certificate.

If your absence lasts 5 days or more, you will need a doctor’s certificate.

Other absences: always negotiate with your superior beforehand.

You will earn 2 vacation days/month during your employment.

Vacation days must be taken out before the end of employment.

Fill in an absence form for vacation days and hand it to Pauliina (D238) with your and your supervisor’s sign.

Annual leave:
https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&_pageLabel=pp_list&placeId=HY053824
The University of Helsinki offers its employees preventive healthcare and treatment on a GP level. The healthcare unit is located on the ground floor in the D wing in Exactum. In acute cases you can also use medical services in Mehiläinen Ympyrätalo, Töölö, Kielotie, Leppävaara and Itäkeskus on Monday-Thursday at 16-20 and Friday at 16-18. Make an appointment by phone: 010 414 0666 or at www.mehilainen.fi.

• The Exactum porters will give you your keys on your first day of work (bring id-card)
• Amanuensis Teija Kujala is in charge of keys and office spaces
• You will need the plastic key to gain access to the department outside opening hours.
• The keys and card are personal. When your employment ends, please return the keys to the Exactum porters.
Mailing

- Each employee has their own mailboxes
  > 2nd floor: C226 & 3rd floor: A335
  (or in the part-time teachers' office)

- You can put both post to the university and external post in the box for outgoing post ('Lähtevä posti'). For post outside the university, you can use the prepaid envelopes.

Office supplies

- The office supply room is located on the 2nd floor, C234.
- All employees can take what they need in their work from this stockroom
- If something missing, please contact Pirjo Kokkonen (D238)
Travelling
Guidance: Heidi Kinnunen / Tuomo Palosaari (D236)

- A travel request must always be created before departure and it has to be approved by your supervisor
- SAP: www.helsinki.fi/sap
- Instructions for travelling in Flamma: https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&_pageLabel=pp_list&placeId=HYMIGR_B1_9146
- SAP user guide: https://alma.helsinki.fi/download/2000000159689/SAP_traveller_en.pdf

Well-being at work


- University’s sports services
- CS Department’s sports turns
- Massaging chair (C209)
- Monthly meetings for the staff
- Well-being at work team
Useful links:

- Staff guide: https://www.cs.helsinki.fi/en/administration
- International services: https://www.cs.helsinki.fi/en/administration/international-services-residence-permits-etc
- FAQ for (Foreign) Newcomers to the Department: https://www.cs.helsinki.fi/en/administration/faq-foreign-newcomers-department

Useful links:

- Door sign: https://www.cs.helsinki.fi/en/administration/door-sign
- Staff card: https://www.lyyra.fi/
- Printers: https://www.cs.helsinki.fi/node/117
Intranet

- Flamma: [https://flamma.helsinki.fi/portal/home/login](https://flamma.helsinki.fi/portal/home/login)
- Alma: [https://alma.helsinki.fi/](https://alma.helsinki.fi/)

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:
At the end of the contract

- check and use up your holiday entitlement and notify about them with the absence form
- save important files and emails to the shared disk storage
- return your laptop computer to Pekka Niklander
- return your mobile phone and staff ID card to Amanuensis Teija Kujala
- return your keys to the Exactum porters
- clear out your workstation
- hand over papers that are to be archived to your supervisor
- shred any confidential papers that need to be shredded
- You can ask a letter of reference from Pauliina Pajunen or Office Manager

We are happy to have you here!

http://www.youtube.com/watch?v=ruU232NPDvIQ&list=PL89BA3B68F463D809&index=2