

THE ADMINISTRATION INFORMS



Department of Oncology-Pathology

ECONOMY

Preparing for annual closing 2021

- Basic data for billing should be given to the administration at the latest on **30th of November**.
- Last date for change in account coding for salaries is **30th of November**
- Other changes in account coding is to be handed in at the latest on **30th of November**.
- Purchase stop this year is at the latest on **10th of December**
- All supply invoices should be account coded and taken care of before **4th of January**
- If you are lacking invoices for over **100 000 SEK** which belongs to 2021, please contact ekonomi@onkpat.ki.se as soon as possible.

In order to plan the closing of the accounts 2021, there are some things that we would like you to pay attention to when it comes to invoices in Agresso/UBW web

It is very important that you are available to approve invoices in Agresso during the period **20th of December 2021 – 4th of January 2022**. In case you won't be here during this period, it is important that you register a substitute in Agresso or approve invoices from another location. If the substitute is not available in Agresso, contact supportsystems@ki.se in order to establish the person in Agresso and cc ekonomiservice@ki.se.

All invoices in Agresso need to be approved. Exceptions are if you haven't received the goods, if you are waiting for certain documents to be attached to the invoice, or if you are waiting for a credit note. Please write a comment in Agresso and park the invoice.

We welcome your comments and suggestions about the newsletter.

Internal bookkeeping orders in Agresso, needs to be handled before **5th of January**.

If you have invoice problems or questions, please contact ekonomiservice@ki.se.

Financial statements

NB! Please remember to always contact the responsible economist for all financial statements. This goes for all funding agencies.

New agreements

Both decision, application and the signed contract for new grants should be sent to ekonomi@onkpat.ki.se

Travel booking

A business trip is a trip that you make in work. It should be planned in consultation between you and your manager. All business trips must be booked with KI's contract travel agency BCD Travel.

If your group wants to have a new travel booker with BCD which has the right to book for others, please email hanna.sillen@ki.se with name and email address of the new travel booker.

For other questions regarding travel expenses, allowances, expense claims or the PA-web, please contact agneta.hultbro@ki.se

You can read more here:
<https://staff.ki.se/travel-booking>

Purchase and procurement

KI has procured a brokerage service for Christmas tables in restaurants with following two Christmas table brokers:

- Meetly AB Book here: www.meetly.se/ki
- Memento event AB (Julbordsmäklarna) Book here: www.julbordsmaklarna.se

The suppliers offer an online booking service where KI's employees can choose to book a table at an available restaurant themselves or let the brokerage service present alternatives as desired. Booking is made directly via the booking page. The choice of supplier will be the one with the best price and / or availability.

Christmas tables can also be ordered through agreed catering suppliers. These are geographically divided as follows:

- Solna
Inquiries are always sent to Nanna Svartz: restaurang-ns@eurest.se.
- Solna KI Nord, Karolinska sjukhuset
 - info@elwingcatering.se (Elwing)
 - Sodertorncatering@hors.se (Högskolerestauranger)
 - info@matsallskapet.se (Matsällskapet)
- Huddinge
 - info@elwingcatering.se (Elwing)
 - Sodertorncatering@hors.se (Högskolerestauranger)
 - info@matsallskapet.se (Matsällskapet)

The request shall be sent to all restaurants in your area. The choice of supplier will then be the one with the best price, quality or layout. NOTE! When contacting more than one supplier, it is important to mention that it is a call-off request, and that you intend to confirm the order only when you have received a response from all the suppliers.

HR

Payroll December 2021

For us to administer new employments, scholarships etc. locally and centrally on time, the deadline for submitting all documents to us are set to **30th of November**.

Complete and signed recalculation forms of salary projects are to be handed in before **6th of December**.

Last day to submit the **2021 wellness allowance** is 30th of November. All info here: <https://staff.ki.se/wellness-allowance-procedures-for-reimbursement>

Extra reminder to you with vacation according to Villkorsavtalet (not Standard/Schablon research vacation)

If you wish to take days off during December (vacation, parental leave, other employment etc.) do not forget to apply for this as quickly as possible in the PA-Web.

Please note that not until your manager has approved your leave in PA-Web this is registered in the system - your leave must therefore be approved by the latest 15

Luciafika

Welcome to OnkPat Luciafika with "glögg" and cookies on Monday 13 December 2021, start 15.00 in the lunch room of BioClinicum 6th floor.

IT

Reminder from FixIT IT-support

Computers and peripherals which are no longer in use should be returned to the research group and be reused or returned to FixIT. If you are uncertain, please email fixit@ki.se

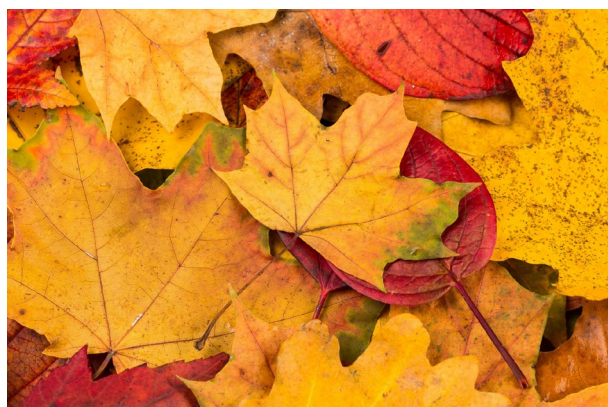
It is NOT allowed to give away IT-equipment belonging to KI to employees or students. All IT-equipment bought with KI funds belongs to KI.

Keep track of your licenses and subscriptions

Please go over your licenses and subscriptions in the group to make sure you do not pay for anything unnecessarily. Ask for help from FixIT when needed.

BioClinicum

Many people are back now at their workplace, full time or part time. If you notice that you are lacking an active certificate in your computers to be able to use the fixed network, please email FixIT.



WORK ENVIRONMENT

Physical safety inspections

Physical safety inspections will take place the 9th of December from 9-12 for J6:20, J6:30 and J5:30. Charlotte Rolny, head of Onkpat work environment group together with Venus Azhary, head safety representative and a local safety representative will go through the labs core by core. Please make sure that someone in your group can attend during the inspection! We will start with J6:20, we calculate 1 hour/core. Beforehand you need to fill out the KI survey that has been sent to you. Deadline of the survey is 30:th of November.

RESEARCH INFRASTRUCTURE

All ESCO-incubators in BioClinicum will step by step be exchanged to Thermo-incubators. The first exchange will take place before Christmas, and those labs are informed. The other incubators will be exchanged during spring.

The administration consists of:

Maria von Witting, head of administration (maria.von.witting@ki.se, 0736739183)
Anders Ekman, financial controller (anders.ekman@ki.se, 524 862 14)
Agneta Hultbro, administrator (agneta.hultbro@ki.se, 524 862 09)
Sara Jalali, financial controller (sara.jalali@ki.se, 524 862 27)
Anne Jensen, HR manager (anne.jensen@ki.se, 524 862 16)
Louise Kvick, HR administrator (louise.kvick@ki.se, 524 862 21)
Monica Manske, administrator (monica.manske@ki.se, 524 862 07)
Karin Petell, accounting supervisor (karin.petell@ki.se, 524 862 08)
Ann-Charlotte Redebo, financial controller (ann-charlotte.redebo@ki.se, 524 862 15)
Erika Rindsjö, administrator, communications officer (erika.rindsjo@ki.se, 524 862 06)
Michael Rosendahl, archivist (michael.rosendahl@ki.se, 0700900291)
Hanna Sillén, administrator, Head of Department secretary (hanna.sillen@ki.se, 524 862 19)
Jan Sylvan, IT administrator (jan.sylvan@ki.se, 524 823 02)

[Read more about the administration](#)