

THE ADMINISTRATION INFORMS



Department of Oncology-Pathology

ECONOMY

Central purchasing coordinators (CIS)

You are welcome to make direct contact with our colleagues regarding all types of issues concerning purchasing and procurement from now on.

The purchasing coordinators can always provide guidance in procurement issues and will themselves focus on direct procurements between SEK 100,000 and the threshold value of SEK 615,000.

They can also assist in market research, guide in KI's various framework agreements and support in e.g. request for procurement support, etc.

For Campus North, you should primarily contact Josip Ravlic, josip.ravlic@ki.se, tel. 08 - 524 860 42, 070 – 21 05 857 and Madeleine Gråbergs, madeleine.grabergs@ki.se, tel. 08 – 524 860 08, 070 – 22 09 437. Apart from phone and email, you can also contact them via Teams where they can easily be identified via their names.

EU reporting

From now on time sheets should be sent to a common entry point at Grants Management Office GMO. This goes for both physically signed originals that are sent via mail to GMO and digitally signed (EduSign) time sheets sent via email to GMO. The addresses used now are:

Internal mail: time-sheets-GMO
Regular mail: Karolinska Institutet
Grants Management Office
C/O "time-sheets-GMO"
Nobels väg 15 A
171 77 Solna

Digitally signed time sheets (Edu-sign)
E-mail: timesheets@ki.se

We welcome your comments and suggestions about the newsletter.

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. You can read more here:

<https://staff.ki.se/travel-booking>

Invoicing

At uncertainties regarding invoices, please contact the supplier and explain what is uncertain with the invoice. Note date and name of the person you talked to and then park the invoice in Agresso UBW. In this way we can avoid delayed payment penalties.

A TEA (IT invoices) charges a delayed payment penalty of 450 SEK, so please keep an extra track of your ATEA invoices.



Financial statements

All financial statements that should be reported back to the funding agency needs to be coordinated with the OnkPat economy department and be sent by the economy department.

Requisitions

All requisitions should go via the OnkPat economy department.

Contact us at OnkPat economy department, ekonomi@onkpat.ki.se when you have gotten a grant approved. Please attach a document stating the grant number, date for decision, where/to whom we should send the requisition.

Calculation templates for funding

If you have received a grant you need to send in a calculation for the project which shows how you have budgeted the grant.

For the funding calculation it is important that you show how much that needs co-financing and from which projects you will co-finance the funding.

The project calculation shall then be sent to OnkPat economy department, ekonomi@onkpat.ki.se for review and then be signed by the economy department and head of department. The latest calculation template can be found at the staff portal: <https://medarbetare.ki.se/kalkyler> (in Swedish)

New bank giro number

NB that we have a new bank giro number: **Bg 5217- 0198**. The bank giro number has to have an OCR-number which you will get from the economy department when you register the requisition.

HR

Information regarding flexible and hybride work found at: [Flexible working - a new approach](#)

For information about leadership courses at KI, visit <https://staff.ki.se/leadership-courses>

Staff parking will continue to be free of charge until the end of the year. [Info in Swedish only at Förlängd avgiftsfri parkering för personal till årsskiftet](#)

Drop-in Covid-19 vaccination for students and staff at KI, more information at <https://news.ki.se/drop-in-vaccination-for-students-and-staff-at-ki>

A reminder that telephone counselling is offered to all employees, scholarship-funded doctoral and post-doctoral students, for quick access to professional support. Read more at <https://staff.ki.se/staff-support-telephone-counselling>

Sick leave and leave of absence

Reminder: If you become sick you should report this to your workplace on the same day to sjukanmalan@onkpat.ki.se
When you recover and return to work you report this via the PA web.

Please also note that you must report your leave of absence well ahead of time in the PA web. It must be approved by the manager in the system before the pay run in the middle of each month.

Information regarding your employment

Reminder: Important information regarding your employment at KI found at: [Your Employment](#)

Information regarding the HR-archive

From now on the majority of all staff administration will be conducted in the new HR archive system. Employees will notice it when e-mails are sent directly from the system, for example proof of employment, instead of an HR representative.

Re-accounting of salaries

The administration helps you as a manager with re-accounting of staff salaries, please respect deadlines and return signed forms on time.

THE ADMINISTRATION INFORMS

COVID 19

The regulations from the Swedish Public Health Agency that were in force during the pandemic were lifted on 29 September, but only for those who are vaccinated. Importantly, for those who are not vaccinated, still needs to follow the same restrictions that have been in force since spring 2020. Also, for all members of the community whether you are vaccinated or not, have to stay at home and avoid contact with others at any sign of sickness, to test yourself for COVID-19 if you have symptoms and to follow the advice and guidelines in place for contact tracing. More details are available on the [Public Health Agency website](#)

KI urges all students and staff to get vaccinated. Students and staff that have not yet been vaccinated against COVID-19 are welcome to one of Karolinska University Hospital's two vaccination units: [Solna Gamla Karolinska](#) and [Huddinge Karolinska](#).

- If you have a Swedish personal identity number and an e-identification, you can download the app 'AlltidÖppet' and book a time slot, alternatively visit a vaccination unit for a drop-in time.
- If you do not have a Swedish personal identity number, please visit a vaccination unit for a drop-in time.

Drop-in for vaccination at Karolinska Hospital's units

Solna: Monday, Wednesday, Friday: 08.00-15:00

Tuesday, Thursday: 08:00-20:00

Address: Karolinska vägen 22, The vaccination clinic is located in the old hospital building, (in the hospital area) follow the instructions on site.

Huddinge: Tuesday, Thursday, Friday: 08.00-15:00

Monday, Wednesday: 08:00-20:00

Address: Medicingatan M43. Enter via the main entrance, go straight ahead until you see a glass staircase on the right. Continue downstairs and follow the signs to the vaccination clinic. Identification (e.g. passport) is required.



IT

Important information from FixIT IT-support

All IT-equipment, programs, licenses, and contracts for cell phones should be ordered via FixIT. Email fixit@ki.se. Attach your ZZ-code and a project number.

Ordering a new computer

Attach name of the new user, KI ID and choice of computer, Mac or Windows, laptop or desktop computer. Feel free to have a request, we prefer to use HP, Lenovo or Dell for Windows computers. We try to keep approx. 10 laptops in for fast delivery, mainly HP. If you chose a Windows computer, the Windows 10 license is included.

FixIT takes care of IT-orders, returns, complaints and other matters concerning your IT-workplace. We install all programs and register licenses. Make sure your computers follow KI's IT-directives. We help you get started with your new computers.

When someone leaves KI

All IT-equipment bought with KI funds belongs to KI and must be kept in the group or returned to FixIT. It is not allowed to give the equipment to someone who leaves KI. Licenses and programs can potentially be taken over by another user. Subscription licenses as for example certain Adobe licenses must be terminated. Just email FixIT and we will take care of it.

Phones should be returned and contracts for cell phones should be terminated or taken over by another user.

Reminder concerning the IT workplace

To avoid unnecessary expenses, remember this when someone leaves the group:

- Terminate licenses.
- Terminate contracts for cell phones
- Return ALL hardware

If you want a list of current program licenses or contracts for cell phones, just contact fixit@ki.se.

Computers and peripheral equipment – delivery problems

Because of many unfortunate circumstances the delivery times for computers and peripherals are unusually long. The problem is global. Plan your purchases well ahead of time. Allow for at least 6 months delivery time. The problem also affects delivery time for other IT products.

WORK ENVIRONMENT

There will be a **safety round with focus on fire safety in BioClinicum the 11th of October**.

Responsible persons for fire safety from KI/region Stockholm and Coor will participate together with the main safety representative and one representative from each core. Documented deficits will be presented in the work environment group for BioClinicum 19th of October and action plan/recommendations will be formulated.

TAKE THE OPPORTUNITY TO LOOK OVER THE FIRE SAFETY IN YOUR WORK PLACE!

The **yearly safety round** is planned. A link to the digital checklists will be sent to each research group in October and a physical round in BioClinicum is planned to the end of November/beginning of December.

Rebuilding due to a water leakage on floor 6 in BioClinicum is ongoing and expected to be finished around Christmas. Measurements for detection of mold will be done after finished work.

From the Environment and Sustainable development delegate

There is now an Information board at BioClinicum J6:30 by the lunch room for the SUSTAINABILITY AT WORK where a poster with our goals for Sustainable development in research at OnkPat “THE PATH TO A GREEN LAB” can be found. See a web-version here <https://ki.se/en/onkpat/environment-and-sustainable-development-at-onkpat>

Visit this page to learn more about [Climate Strategy for Karolinska Institutet](#)

Take KI course and test your worldview [KI web course: Getting Started with the SDGs](#)

RESEARCH INFRASTRUCTURE

Booking and invoicing for OnkPat core facilities: **Flow cytometry, Incucyte live cell analysis and Histology services have now moved to iLab:**

https://karolinska.corefacilities.org/service_center/show_external/3714 It is important that all users make their reservations in iLab, a system where the fee is automatically processed. The user's fee will allow to keep our instruments updated with service agreements.

Read more about how to register in iLab and about all our core facilities/common instruments here: <https://ki.se/en/onkpat/core-facilities-at-theme-cancer>

Due to the pandemic, stop in the Suez Canal etc. there is still a problem with deliveries for some disposables like filter tips, cell media etc. BioClinicum Supply Center will post on their door which products currently are on backorder. Computers and their related equipment have similar problems with deliveries. Try to order these items far ahead if possible.

EDUCATION

Digital individual study plan

Digital individual study plan (ISP) for doctoral students is now being implemented at KI. All doctoral students admitted from February 2021 must use the ISP-system.

Doctoral students with study plans on paper must transfer the content to the ISP system during 2021.

Doctoral students who expect to defend their thesis at the latest during spring semester 2022 can use the ISP system or keep their paper version if they so choose. Contact [Erika Rindsjö](mailto:Erika.Rindsjo@ki.se) for more info and access to the system. Here you can read more: <https://staff.ki.se/isp-individual-study-plan>

Election of PhD student representatives

It's time now **to elect new PhD student representatives** for next year! Being a doctoral student representative at the departmental level doesn't require any previous skills, doesn't cost you much time, and speaking Swedish is not a necessity. Moreover, it gives you great possibilities to improve some of your soft skills, like management and leadership, to increase your social and scientific network and to get a better understanding of how things work at our department!

You can apply [here](#) and read more information about these positions [here](#). Don't hesitate to contact the current PhD student representatives Mirco Martino, mirco.martino@ki.se or Tom Mulder, tom.mulder@ki.se with any questions you have in mind!

The administration consists of:

Maria von Witting, head of administration (maria.von.witting@ki.se, 0736739183)
Pilar Baettig, financial controller (pilar.baettig@ki.se, 524 862 27)
Anders Ekman, financial controller (anders.ekman@ki.se, 524 862 14)
Agneta Hultbro, administrator (agneta.hultbro@ki.se, 524 862 09)
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 technician (jan.sylvan@ki.se, 524 823 02)

[Read more about the administration](#)