

THE ADMINISTRATION INFORMS



Department of Oncology-Pathology

ECONOMY

Substitute for invoice handling

If you are on vacation and cannot handle your invoices, it is important that you register a substitute in Agresso. 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

Inaccurate invoices

If you notice you have received an inaccurate invoice you should always write a comment and park the invoice and contact the company. You are responsible for the invoice. If we do not handle invoices correctly, we must pay expensive reminder fees and interest rates. In the worst case, the supplier can also send KI to debt collection and Kronofogden.



We welcome your comments and suggestions about the newsletter.

Purchase and procurement

As a step in the new organization at KI, **central purchasing coordinators (CIS)** will take over some of the tasks from the local procurement officers. They will support in direct procurements and be responsible for first line support of purchases that have a higher degree of complexity/value.

Remember to request for procurement support/direct procurement well in advance for purchases above 100 000 SEK. If you plan to purchase products/services from companies which are not procured, you need to apply for an exemption. Contact [Paula Mannström](#) if you have questions.

HR

Staff support – telephone counselling 0200-21 63 00

- The staff support includes both work-related and private matters. The service assists with matters concerning, for example, relationship problems, addiction issues, personal crises and questions regarding legal matters (e.g. tenancy agreements) or personal finances.
- The service may be used by KI employees and scholarship funded doctoral and post-doctoral students.
- The service is available around the clock (a social worker answers your call).

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- You are entitled to up to three confidential counselling calls with a specialist per case/situation. The specialist could be a financial/legal counsellor or a psychologist/behaviour scientist.
- Managers may also use the service to request managerial support for situations concerning, for example, working groups.
- The service is provided by Falck Healthcare.

IT

New co-worker or if someone leaves the group

It is important to follow the routines when someone leaves the group and when someone new starts. All IT-equipment should be returned to the group or to FixIT. If a new user takes over a computer, cell phone, contract for a cell phone or licenses, this should ALWAYS be communicated to FixIT. To clarify: everything that is purchased for the research groups with KI funds belongs to KI and cannot be given to someone else when someone leaves the research group and not be kept for private use. This goes for everything that is purchased with KI funds, no exceptions. If you are unsure, please contact FixIT

Important!

Two step verification will be mandatory at KI during spring 2021 via Microsoft Authenticator. (Download the app on your cell phone). At the latest on 9th of September for our department. Point sharp will be terminated.

More information about Microsoft Authenticator <https://news.ki.se/two-step-verification-will-be-mandatory-at-ki-2021>

New password from your IDAC administrator <https://staff.ki.se/contact-idac-and-ubw-affiliates-administrators>

A hint

Keep track of your licenses in the group, certain licenses can be taken over by a new co-worker when someone leaves the group. Please document hardware, subscriptions, and licenses in the research group.

Contact

If you have questions regarding IT, please email fixit@ki.se

WORK ENVIRONMENT

From the Environment and Sustainable development delegate

Here are some links to explore, engage and a book to read during summer:

Calculate your personal CO2 footprint [Carbon Calculator - Climate Hero](#)

[KI Sustainability Day 2021, May 18 | Karolinska Institutet](#) has been an important event for KI to learn more on how to organize, improve and speed up the necessary changes to contribute to the Sustainable Development Goals, SDGs.

Visit this page to learn more about [Sustainable development | Karolinska Institutet \(ki.se\)](#).

Watch the film “One KI for sustainable development” and take a web course “Getting started with SDGs”.

Join the student environmental network [KF - Klimatföreningen - Startside | Facebook](#).

Engage in [. – . \(researchersdesk.se\)](#).

Researchers Desk is a non-profit organization that creates dialogues between researchers / experts and the general public. Many activities, lectures, meetings provide the forum to learn and engage.

Listen to this: [Johan Rockström and Kevin Noone discusses climate, planetary boundaries, and more - YouTube](#) and you'll realize that this is the time to influence and change!

A book to read: [How to Avoid a Climate Disaster via Bookis.com](#). Here on Bookis you can sell your old books.

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Fire at BioMedicum

There was a fire in May 2021 at BioMedicum. The reason was that a chemical bottle was left on a magnetic stirrer simultaneously as the hotplate was unintentionally turned on. The chemical was left unsupervised for a longer time and exploded creating a lot of chemical gas (picture below). We want to recommend you NOT to use a magnetic stirrer to mix your chemicals that is equipped with a hot plate.



Shortage of plastics and filter tips in supply center

Due to the pandemic, there is a big problem with deliveries of plastic wares like gloves, filter tips etc., which has created a shortage of these items in the Supply shop in BioClinicum. Many research groups have therefore started to order themselves during the past year. In order to secure that research groups can have essential plastics in stock, we will be able to offer you to expand your storage in cabinets that will be placed in designated places at floor 5 and 6 at BC. However, you will need to finance these cabinets yourselves. If you are interested to buy a cabinet for storage, please reply to [Paula Mannström](#)

RESEARCH INFRASTRUCTURE

To be able to keep our common facilities for flow cytometry, Incucyte and Histology services with high quality and service agreements, a pay per use cost was implemented from the 1st of March this year. Invoicing will be calculated from bookings and usage of the instruments as well as from the pricelist for Histology services. After summer we will implement iLab, which is a system for booking and invoicing and are used by many facilities at KI. More information will come from the Apparatus group.

Please use the Teams group [Onc-Pat/theme Cancer Announcement group](#) for information and advertising. If you are not yet a member, please contact [Paula Mannström](#).

BioClinicum

The **yearly service of Thermo Fisher incubators** which belongs to the house will be performed during June.

In the summer, between June 23 and August 23 there will be **construction work** on floor 4 (J4:30) to demagnetize steel girders below the MR-camera. The exact time plan is not yet set. Contact persons in research groups with vibration sensitive equipment in J5:30 will be contacted for further planning.

HSA-ID and eService cards for access to BioClinicum can be ordered, free of charge, for new personnel/students working in BioClinicum **<6 months**. Contact the BioClinicum management, bioClinicum.karolinska@sll.se. For personnel **>6 månader**, the cost is 3500 SEK/year. Contact the local EK-administrator. In both cases, a temporary card can be obtained at the eService card and badge's office. In other cases, a temporary short-term card can be borrowed from [Paula Mannström](#), if available. In order to be able to work in a safe and secure way each new employee should perform [KI's laboratory safety test](#). Certificate of finished test shall be sent to Paula.

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](#) for more info and access to the system. Here you can read more: <https://staff.ki.se/isp-individual-study-plan>

The administration consists of:

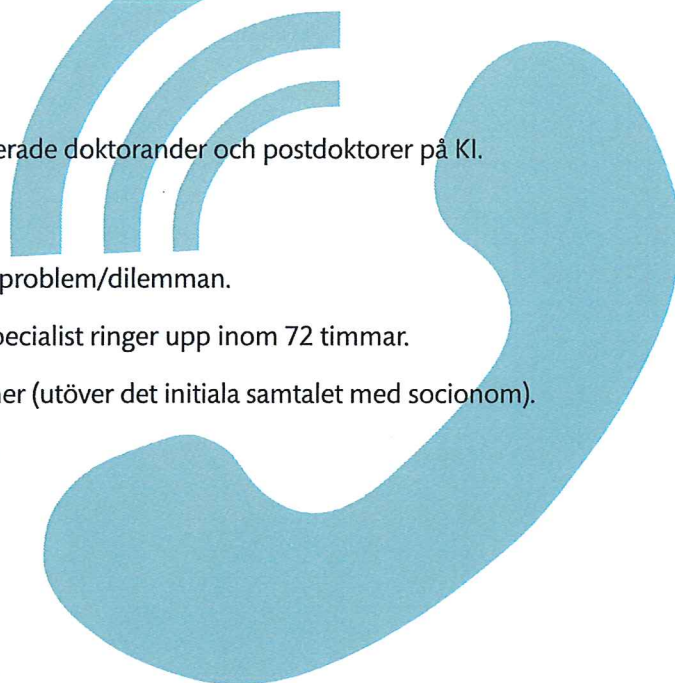
Maria von Witting, head of administration (maria.von.witting@ki.se, 0736739183)
Pilar Baettig, financial controller (pilar.baettig@ki.se, 524 862 27)
Anders Ekman, financial controller (anders.ekman@ki.se, 524 862 14)
Agneta Hultbro, administrator (agneta.hultbro@ki.se, 524 862 09)
Anne Jensen, HR manager (anne.jensen@ki.se, 524 862 16)
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)
Johanna Tunell HR administrator (johanna.tunell@ki.se 524 062 21)

[Read more about the administration](#)

Personalstöd - via telefon

0200-21 63 00

- Gäller för alla anställda samt stipendiefinansierade doktorander och postdoktorer på KI.
- För frågor som rör:
 - privatekonomi och juridik.
 - arbetsrelaterade eller privata psykosociala problem/dilemman.
- Tillgängligt dygnet runt (socioonom svarar). Specialist ringer upp inom 72 timmar.
- Upp till tre konfidentiella samtal/konsultationer (utöver det initiala samtalet med socioonom).
- Även chefsstöd - via samma telefonnummer.
- Tjänsten levereras av Falck Healthcare.



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