

THE ADMINISTRATION INFORMS



Department of Oncology-Pathology

ECONOMY

Supplier invoices

A big thank you to everyone who handles their invoices and internal BO both quickly and well! This greatly facilitates the closing of the financial statements.

Gentle reminders:

Always handle the invoices and internal BOs that you have on the Agresso web.

In case of incorrect supplier invoice: write a comment, park the invoice and contact the supplier immediately to get a credit invoice.

It is of the utmost importance that we handle all invoices correctly, so that we do not have to pay expensive reminder fees and interest rates. In the worst case, the supplier can also send KI to debt collection and Kronofogden.

For questions regarding supplier invoices, please contact economiservice@ki.se and they will assist.

Catering

Please be reminded of new framework agreements for ordering coffee etc.

Find all information about consumption categories and areas here: (in Swedish)

<https://medarbetare.ki.se/bestalla-catering>

Reminder regarding special work glasses or safety goggles with adapted glass

KI has a framework agreement with Specsavers. You are also welcome to use the KI Optometry Program at S:t Erik Eye hospital.

Requisition form and information found on <https://staff.ki.se/ergonomics>

We welcome your comments and suggestions about the newsletter.

Laboratory gloves

As there have been problems to order gloves from our usual procured companies we are now allowed to order from non-procured companies provided that an exemption application is filled in and sent to procurement officer

paula.mannstrom@ki.se for filing at the department. The company "Stådmaterielbolaget" offers disposable gloves, Nitrile class 3 (approved according to EN455, EN374), contact erik@stadmaterielbolaget.se directly. These gloves will also be available in BioClinicum Supply Shop.

Costs for core facilities/common instrument and wetlab

To cover costs for repair, service and personnel for some of our facilities, we need to introduce a user fee. In addition to cover running costs and supplies we need to introduce a wetlab fee for the research groups allocated at BioClinicum. More information will come shortly.

HR

Staff support – around the clock telephone counselling

Telephone counselling is offered to all employees, scholarship-funded doctoral and post-doctoral students, for quick access to professional support.

The number is 0200-21 63 00 and the service is available around the clock, where a social worker is on hand to provide direct initial advice with regard to any psychosocial issue. This service do not cover other affiliated co-workers.

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.

If you need further or another type of guidance from a specialist you will be contacted within 72 hours, by:

- psychologist/psychotherapist via telephone, Monday to Thursday 8:00–20:00 and Friday 8:00–18:00,
- legal or financial counsellor via telephone, Monday to Friday 8:00–17:00.

You are entitled to up to three counselling calls per case/situation. The service is centrally funded by KI.

Managers may also use the service to request managerial support for situations concerning, for example, working groups.

<https://staff.ki.se/occupational-health-services-at-ki>

Residence status of British citizens

British citizens who live in Sweden before 31st of December 2020 must apply for residence status at the Swedish Migration Agency. To apply, you need, among other things, an employment certificate from the employer. The application opened 1st of December and are open until 30th of September 2021. It is free of charge and you apply at the Swedish Migration Agency's website.

Please find more information at the staff portal: <https://staff.ki.se/brexit>

Exit survey

According to the Rector's decision, Central HR has developed an exit survey that will complement the exit interview that takes place when an employee terminating his or her employment at KI. The purpose is to give those who quit a chance to leave their opinions, develop the business and reduce the risk that more employees quit for the same reason. The survey will be sent to all employees who leave KI, provided that they have worked for at least 6 months.

Please find more information about the exit survey at the staff portal (currently only in Swedish): <https://medarbetare.ki.se/exitenkat>

Salary revision 2021

In the spring of 2021, it is time for salary review and most of KI's employees will have a dialog with their manager, a so-called Performance management dialog 2.

Performance management dialog 2 should focus on work performance and results in relation to current salary criteria and to the goals set up in Performance management dialog 1. In the dialog you also get an opportunity to account for your work tasks and your work performance. It is important that both you and your manager are well prepared for the meeting so that the dialog become meaningful.

Employees who are members of Saco-S or unorganized will have a dialog where salary is discussed. The salary is set in the dialog and then paid out when the salary is set for all Saco-S or unorganized employees at the department. For any disagreeable members of Saco-S, the salaries are negotiated separately and paid out when all disagreements are negotiated.

For employees who are members of OFR/S, P, O and SEKO, salary is not to be mentioned in the dialog. Instead, the salary is negotiated between the unions and the employer and is paid out when the salary negotiations are finalized for all members of OFR/S, P, O and SEKO at KI.

Wage compensation at KI is regulated by three central wage agreements between the Swedish Agency for Government Employers and the respective unions, Saco-S, OFR/S, P, O and SEKO.

For all employees, the new salary will apply from 1 April 2021. When the new salary is paid is not determined but it depends on how long the salary revision takes. If the payment is made later than April, it will be paid with retroactive effect from 1 April 2021. The current revision is valid from 1 April 2021 and the next one is valid from 1 October 2022.

Read more at the staff portal: <https://staff.ki.se/salary-revision-2021>

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Covid-19

Please keep yourself updated on important information and KI recommendations on Covid-19 Resource Hub: <https://ki.se/en/covid-19/covid-19-resource-hub>

IT

Info from FixIT

At the moment, we are experiencing prolonged lead times for Apple computers and certain peripheral equipment due to corona and the Chinese new year. FixIT is still open 8-17 Monday to Thursday and until noon on Fridays. But please book an appointment to make sure someone is here. Please email fixit@ki.se to book an appointment.

WORK ENVIRONMENT

Safety inspections

A link to a web-based work environment questionnaire has been sent out to all PIs in the end of November and beginning of January, the deadline is in the end of February. We have urged PIs to go through the questionnaire together with their respective research groups during December. We will initiate lab safety inspections of all labs in the spring. All research groups will be invited to a zoom or physical meeting (depending on the covid-19 status), to discuss work environmental and lab safety questions and improvements with basis from the questionnaire and physical inspection.

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

MICELLANEOUS

Flyer about OnkPat

Read and spread the new flyer about activities at OnkPat: <https://ki.se/en/onkpat/flyer-about-onkpat>. Insert it as a link in your e-mail signature.



Advertise in our new Teams group



GRP_Onc-Pat/theme Cancer Announcement group ...
To be able to help each other if you run out of supplies, advertise your emergent need in this group!

The work environment group at Onc-Pat has started a Teams group: "GRP_Onc-Pat/theme Cancer Announcement group" as a channel to announce acute lack of supplies in the lab. With this Team we can help each other until items have been delivered. Contact paula.mannstrom@ki.se if you want to be added to the Team.

Core facilities updated with an instrument park

All our core facilities and common instruments are listed at OnkPat's portal: <https://ki.se/en/onkpat/core-facilities-at-theme-cancer> Shortly it will be updated with an "Instrument park". In the spirit of recycling, research groups have announced instruments which they are willing to share with other groups. Do you want to add more instruments contact: katja.pokrovskaja@ki.se.

Reminder to upgrade certificates on e-service cards for Karolinska hospital before March 24, 2021 if you haven't already done it

All eService card with photo of the type SIS and OSIS (see picture) that expire before February 25, 2025 are to be upgraded.



Important before you start the upgrading

- Make sure that you have your e-Service card
- Make sure that you have your 6 digit PINs for identification and for signing
- Optional: have your 8 digit PUK code (to unlock in case you use the wrong PIN three times in a row)
- If you have lost your PIN/PUK codes, you can order new ones by contacting SF IT Support 08-517 77777. New codes will be sent to your home address.
- Use an SLL computer with a card reader (available in most media rooms, cryo rooms, freezer storage rooms in BioClinicum)
- Do not upgrade your certificate on weekends
- Do not upgrade your certificate from home
- The upgrading process may take up to five minutes



Scan the QR-code to reach the manual

The administration consists of:

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[Read more about the administration](#)