

4 January 2019

Welcome to the Philosophical Faculty, new employee!

These instructions include key information relating to the early days of your employment relationship at the university (for example, taking the UEF username into use), or other information that you need to take into consideration during that time. Once you have received your UEF username and are able to log in to these systems, more information will be available via the UEF staff intranet Heimo).

New employee quick start guide:

https://studentuef.sharepoint.com/sites/heimo_en/services/for-a-new-member-of-staff/Pages/New-employee-quick-start-guide.aspx

10 steps to become an UEFian – online induction:

https://studentuef.sharepoint.com/sites/heimo_en/services/for-a-person-responsible-for-induction/Pages/10-steps-to-become-an-UEFian--online-induction.aspx

uef.fi (in English) > Heimo > Services > Search: New employee quick start guide

Human Resources Services invites every semester new employees to a new staff orientation event:

https://studentuef.sharepoint.com/sites/heimo_en/services/for-a-person-responsible-for-induction/Pages/New-Staff-Orientation.aspx

uef.fi (in English) > Heimo > Services > Search: New Staff Orientation

Employment contract

The employment relationship of university employees is a contractual employment relationship. The employee and employer conclude a written employment contract. The employment contract is made in two identical copies, one for each party. Part-time teaching staff (hourly-paid teachers) also sign an employment contract.

If, by way of exception, a full-time university employee (administrative and support services) works in a place other than the workplace allocated by the employer, a remote work contract is drawn up for the period in question. Remote work is always based on special grounds that must be stated in the remote work contract. As a rule, remote work contracts will not be drawn up for the research and teaching staff.

University salary system

The salary system for Finnish universities, "YPJ", is based on the job demands level of the work and the employee's personal performance level. According to YPJ, employee pay comprises a task-specific

4 January 2019

pay component that is based on the job demands level of the work and an individual pay component based on the employee's personal performance level. As a rule, YPJ applies to monthly-paid university employees whose employment relationship lasts more than six months.

Two different evaluation systems are used by Finnish universities, one for teaching and research staff (O) and one for other staff (M). In addition, there is a separate evaluation system for the teaching staff of teacher training schools (N).

At the beginning of the employment relationship, the job demands level of the employee's work tasks and the employee's performance at work are based on the employer's preliminary evaluations. The job demands level of the work and the employee's personal performance level must be evaluated and verified within six months of the beginning of the employment relationship. The employee is asked to take note of the time limit and to contact their immediate superior in good time. An electronic evaluation tool is used in the evaluation (with the exception of professors' work tasks, to which a separate evaluation procedure is applied). If changes are made to the pay grade when the evaluation is verified, as a rule, the employee's salary will be paid according to the new pay grade as of the beginning of the month following the date of verification.

Salary payment

As a rule, employees in an employment relationship that is valid until further notice are paid their salary on the 15th of the month, and employees in a fixed-term employment relationship are paid their salary on the last day of the month. Salary is paid to part-time hourly-paid teachers based on an invoice on the first possible date of payment.

For the payment of salary, the new employee fills in and signs a **personal data form** (UEF Heimo Services > Forms > Payment Information Form) and returns it with their tax card, as instructed, to their contact person at Human Resource Services, or directly to the service centre for universities, Certia:

Certia Service Centre for Universities
UEF/Heha
Rantakatu 23
80100 Joensuu
Finland

Tel. +358(0)40 300 2463, email: uef.heha@certia.fi

The payment information form and tax card must arrive at the payroll department at the latest two weeks before the first date of payment. The tax card can be delivered electronically.

If the employee asks for the trade union membership fee to be charged directly from their salary, the employee must deliver a **power of attorney** for authorising this to the service centre for universities, Certia.

4 January 2019

The university uses e-salary for the payment of salaries and wages. E-salary is an online service through which payslips are delivered to wage-earners electronically via an online banking service. The delivery method of the salary slip will be selected on the personal data form.

Activation of the university username

A UEF username (for the UEFAD network and email: `firstname.lastname(at)uef.fi`) is issued to employees of the University of Eastern Finland when their employment relationship begins. New employees (no UEF username in use previously) activate their usernames using their online banking service user IDs or, if the employee does not have any online banking codes, by using a separate disposable access code. The username can be activated, at the earliest, two weeks before the beginning of the employment relationship. The username will be available for use approximately one hour after its activation. If an employee already has a valid UEF username, the rights belonging to the new employment/student relationship will be automatically added to the existing username. In such a case, the updated username is taken into use by changing the password. Further information on activating a username: <http://www.uef.fi/en/web/tipa/uef-tunnuksen-aktivointi>

In the activation of a username and other matters relating to IT services, the university's staff and students are assisted by the IT Service desk of the university's IT Services. UEF employees have access to four service channels: UEF e-services, a chat service, a telephone service and customer service points. Contact information: <http://www.uef.fi/en/web/tipa/asiointipalvelut>

Rooms, keys, access ID (including electronic monitoring of working time, if in use), copying ID, mobile telephones

Rooms (Schools of the Philosophical Faculty): HR Secretary Lea Pulli, Borealis 103, tel. +358(0)29 445 2009

Keys, access IDs and copying IDs:

Employees working at the Agora building (School of Humanities): Mervi Bogdanoff, Secretary, Agora 138, tel. +358(0)29 445 2020

Employees working in the theology wing of the Agora building: Kalevi Koslonen, Secretary, Agora 106, tel. +358(0)29 445 2028

Employees working at the Borealis and Futura buildings: Tuula Pajula, Secretary, Borealis 316, tel. +358(0)29 445 2042

Employees working at the Educa and Taitola buildings: Kirsti Kyyrönen, Secretary, Facilities Management, Aurora 1037, tel. +358(0)29 445 8029

Employees working at the Metria building: Birgitta Puustinen, Secretary, Metria 317, tel. +358(0)29 445 2045

UEF Training School: Päivi Pesonen, Porter, Länsikatu School, tel. +358(0)29 445 2115 (Länsikatu and Tulliportinkatu Schools); contact information for Rantakylä School will be updated

4 January 2019

Mobile telephones:

School of Humanities: Mervi Bogdanoff, Secretary, Agora 138, tel. +358(0)29 445 2020

Other schools: Lea Pulli, HR Secretary, Borealis 103, tel. +358(0)29 445 2009

University Teacher Training Schools: Päivi Pesonen, Porter, Länsikatu School, tel. +358(0)29 445 2115 (Länsikatu and Tulliportinkatu Schools); contact information for Rantakylä School will be updated

As a rule, staff email addresses are in the format `firstname.lastname(at)uef.fi`.

UEF Staff Card

The mobile UEF Staff Card can be downloaded to a work or/and private mobile device. The card is valid and available for the duration of the employment contract. The Staff Card includes certain university staff benefits granted by separately specified companies and organisations. Instructions for downloading and a list of companies and organisations offering staff discount against the staff card: https://studentuef.sharepoint.com/sites/heimo_en/services/uef-seminar-and-card-products/Pages/Staff-Card.aspx

Record of previous employment relationships

New employees are kindly asked to deliver verified copies of their certificates of employment to the Human Resources Services of University Services. In addition to the certificates, the employees must fill in the 'Entitlement to annual holiday' form (consideration of work experience/15 years) (UEF forms, see below). The career details are used to determine the periods of employment that entitle an employee to annual holiday and/or holiday pay.

Record of highest degree

The highest degree completed by a new employee is recorded in the HR information system of the university. Therefore, unless a degree certificate has been provided earlier, for example, enclosed with the application documents, the employee must deliver a copy of the degree certificate for their highest degree to the local service point of Human Resource Services.

Working time

The University of Eastern Finland has two working time systems: the total working time system for teaching and research staff, and the regular weekly working hours system for other staff (administrative and support services). In addition, the teaching staff of teacher training schools have their own working time system.

Total working time (teachers and researchers): The annual amount of total working time is 1,624 hours/year. Employees are required to draw up a work plan using the SoleTM system right at the beginning of their employment relationship (academic year or a part thereof), and for the beginning of

4 January 2019

each academic year thereafter. The work plan is subject to confirmation by the head of school. Employees are responsible for their working time and using it for tasks included in the work plan. Employees are not covered by the annual holiday rules except where they apply to the calculation of holiday pay. Employees thus do not have entitlement to annual holiday, which also means that they are not entitled to holiday pay. Employees included in the total working hours system must nevertheless enter their accumulated days of annual holiday in their allocation of working time details in the SoleTM system. Employees included in the total working time system also have the opportunity to exchange their holiday pay for days off.

Regular weekly working time (other staff): The working time is based on working hours per day (7 hours, 21 minutes) and per week (36 hours 45 minutes). Employees are covered by the provisions of the Working Hours Act and the Annual Holidays Act. Annual holiday is based on the number of years of employment (max 38 days/year). An electronic system for monitoring working time is in use, enabling the utilisation of flexible working hours.

Allocation of working time (SoleTM)

The obligation to allocate working time applies to UEF employees who are paid a monthly salary (excluding the staff of teacher training schools who do not work in projects financed with external funding). The allocation of working time is done using the SoleTM system. At the beginning of the employment relationship, new employees must check the principles according to which they must enter their hours worked in the system. For instance, a person working in a project financed with external funding must continuously allocate working time for the project on a daily basis, starting on the first day of the employment relationship, so as to enable recording and signing off the entries for each calendar month by the fifth day of the following month. SoleTM instructions:

https://studentuef.sharepoint.com/sites/heimo_en/services/soletm-system/Pages/home.aspx

Absence from work

The reporting obligation for absence from work applies to all employees. Sick leave: Employees are required to notify their immediate superior without delay when they go on sick leave (an immediate superior can approve sick leaves of 1–5 days). It is recommended to contact the superior by phone. In addition, monthly-paid employees are **ALWAYS** required to electronically notify about the sick leave (a statement from the immediate superior, if any, and the necessary enclosures) at the start of the period of absence or, in the case of short absences, immediately after having returned to work. Other absences from work/leaves of absence must be applied for in advance according to the applicable legal provisions or other time limits. Absences are reported electronically via the Mepco Portal. Further information:

https://studentuef.sharepoint.com/sites/heimo_en/services/absences/Pages/home.aspx

4 January 2019

Occupational health services

Occupational health services are provided to the University of Eastern Finland by Suomen Terveystalo, Työterveys Oy. Occupational health services are intended for the university's monthly paid employees (notwithstanding category C employment periods in which the working time (%) is low). The services therefore do not cover recipients of grants and other type of remuneration, part-time hourly-paid teachers, and other temporary workers or people who bill for their work by the hour.

Occupational health services are available on working days from Monday to Friday at 8.00–18.00. Occupational health services have an online reservation system (www.terveystalo.com) and a national telephone service number +358 (0)30 6000. Doctor's appointments must always be made for a general practitioner or an occupational health physician. A pre-employment medical examination shall be performed on new employees entering into an employment relationship of at least one year, as well as on employees who are subject to exposure at work (the employee makes the appointment by calling the above telephone service number). Additional information:

https://studentuef.sharepoint.com/sites/heimo_en/services/occupational_health_care/Pages/home.aspx

What is Heimo?

UEF//Heimo: uef.fi > Heimo

Heimo's News Room: UEF's current news and events

Heimo's E-Services: UEF forms and IT service requests

Heimo's Services: information relating to employment relationship and UEF administration (e.g. Financial, HR and Research Services)

Yammer: the main channel of the university's internal communication - please join at least UEF//Current News and FILO//Philosophical Faculty! Schools and administration also have their own Yammer groups.

OneDrive: personal disk space

SharePoint: work spaces for UEF units and groups, e.g. Philosophical Faculty SharePoint

Apps: Office 365 -apps (Outlook, Calendar, OneDrive, office tools), UEF Admin apps (e.g. SoleTM, HRM, Miilu), other apps (e.g. Moodle, WebOodi)

Philosophical Faculty: <http://www.uef.fi/en/uef/filo>

Contact information of local service points of Human Resource Services (Philosophical Faculty):

Ulla Hurskainen, Executive Head of Administration, [ulla.hurskainen\(at\)uef.fi](mailto:ulla.hurskainen@uef.fi), Aurora 2098, tel. +358(0)29 445 8100

Anna-Maria Puharinen, Human Resources Coordinator, [anna-maria.puharinen\(at\)uef.fi](mailto:anna-maria.puharinen@uef.fi), Borealis 105, tel. +358(0)29 445 2006



4 January 2019

Lea Pulli, Human Resources Secretary, lea.pulli(at)uef.fi, Borealis 103, tel. +358(0)29 445 2009

Johanna Partanen, Human Resources Secretary (human resource affairs for teacher training schools), johanna.partanen(at)uef.fi, Borealis 304, tel. +358(0)29 445 2065

Tuula Keinänen, Financial Secretary (SoleTM work plans), tuula.keinananen(at)uef.fi, Kuopio Snellmania, tel. +358(0)29 445 5105

Teija Koponen, Administrative Secretary (annual holiday and paid leave matters), teija.koponen(at)uef.fi, Kuopio Snellmania, tel. +358(0)29 445 5123

Tuula Ranne, Financial and Human Resources Coordinator, tuula.ranne(at)uef.fi, Aurora 2101, tel. +358(0)29 445 5245