



24 June, 2013

## Welcome to work at the University of Oulu!

We have collected some important and essential issues concerning official documents, living in Oulu, Finland and your employment relationship.

### BEFORE ARRIVAL

#### Residence permit

Citizens of non-EU countries will need a residence permit for working in Finland. Please, read more in the web pages of the Finnish Immigration Service <http://www.migri.fi/frontpage>

#### Apostille Certificate

If you come with your family and your spouse is not working for the University you should check the documents required by the Register Office in Oulu (Maistraatti) to confirm your relationship in advance. Usually a Marriage Certificate needs to be confirmed with an Apostille Certificate from your own country before it is accepted. The Apostille Certificate is necessary if the document is to be presented to the authority of a country that has ratified the Hague Convention (Convention de La Haye du 5 octobre 1961). Information on the Hague Convention as well as an English language list of its member states can be found at:

[http://hcch.e-vision.nl/index\\_en.php?act=conventions.authorities&cid=41](http://hcch.e-vision.nl/index_en.php?act=conventions.authorities&cid=41)

**Below is a list of places you will need to visit when you arrive in Oulu (Please also see attached map). You may not be able to complete all these steps in a single day and it is advisable ask specifically how long it will take to get particular documentation and follow up on this.**

#### 1 Accommodation in Oulu (PSOAS Office, Mannenkatu 1)

PSOAS (Student Housing Foundation of Northern Finland) organizes accommodation for students and employees of the University of Oulu. Some houses and apartments have income limits, but there are bigger apartments without any limits, too. The PSOAS has apartments available all over Oulu, but the nearest locations to the Linnanmaa campus are Linnanmaa, Syynimaa, Kaijonharju and Alppila. Near to the Kontinkangas campus (Faculty of Medicine) are Peltola, Keskusta and Höyhtyä. Please, read more on <http://www.psoas.fi/en/>

When collecting the keys for your PSOAS apartment you will need to provide documentation confirming your work with the University. A copy of your contract of employment or invitation letter is usually sufficient.

There are other options for housing on private market, but the prices are more expensive.

## **2 For Non – Nordic EU Citizens Oulu Police Department (Oulun poliisiasema), Rata-aukio**

EU citizens except the citizens of Nordic countries have to register at the police station. Please, take your passport, contract of employment and rental agreement to the Police station. You will receive a registration document which you should present at the Local Registry Office.

<http://www.poliisi.fi/intermin/trader10.nsf/pollookupeng/12EB7F3A3ECD192EC22574EF00709D60?OpenDocument>

## **3 Local Register Office (Maistraatti), Isokatu 4**

Citizens of Nordic countries and non-EU countries don't need to visit the Police station; they go directly to the Local Register Office to apply for the Finnish Personal ID Code (also called social security number). You need your personal identity code to be able to apply for pensions and other benefits. It is also needed for the payment of wages, salaries and fees. The code is essential in bank transactions, and your bank will require it when you are opening an account. As soon as your application has been handled, you will get your personal ID code by mail into your home address. <http://www.maistraatti.fi/en/>

It is also possible to arrange to come back on a specific day and collect your number rather than wait for it to arrive in the mail.

## **4 Bank (Nordea), Kirkkokatu 6**

In Finland, almost all financial transactions are managed through a bank. Therefore, you must open a bank account. You will get a bank card when a bank account is opened, which will enable you to draw cash from cash machines (pankkiautomaatti) and to make payments for purchases. It is recommended that you apply for the personal identity code prior to opening a bank account. You are free to choose your bank. Nordea is only one option.

You need to have your personal identification documents (passport) and a copy of your contract of employment and preferably your rental agreement with you when you visit the bank.

## **5 Oulu Tax Office, Torikatu 34 B**

In order to pay for taxes in Finland you will need a tax card. The tax percentage is determined according to your income and it is marked in your tax card. Hand in your tax card to your faculty's HR secretaries without delay. They may need it two weeks in advance of your next payday. The employer will apply the percentage rate printed on the tax card to withhold an amount from your wages. Please note that if you fail to deliver a tax card to the employer, the employer's payroll office will be under the legal obligation to withhold

60% from your pay. If your employment contract is terminated, your employer will return the tax card back to you.

Approach the information counter and confirm exactly what service you need.

The Finnish Tax Administration will send a pre-completed tax return form (esit ytetty) for the previous year in April. The taxation has been calculated according to information given by employers, banks and other parties. The tax return shows if you will get a tax refund or has to pay for outstanding tax. More on taxes on [http://www.vero.fi/en-US/Individuals/Tax\\_Cards](http://www.vero.fi/en-US/Individuals/Tax_Cards)

### **Faculty Secretariat (Palvelupiste)**

Take your Bank Account Details and Tax Card to your Faculties Human Resources Office. You also need to sign your employment agreement in this office.

Please, note that the employer is responsible for checking the validity of the residence permits when paying salaries to non-Finnish staff members. We kindly ask you to bring a copy of your present valid residence permit card when arriving and after every extension to your faculty service point (HR secretaries).

## **6 Kela Office, Sep nkatu 18**

Kela looks for basic security for all people resident in Finland. As soon as your personal ID code (social security number) has been issued by maistraatti, you have to visit Kela to find out whether you are entitled to the Finnish social security system. If you are, Kela will send you a personal health insurance card, Kela card (Kela-kortti), by mail. The Kela card is sent automatically and at no cost. The expiry date is marked at the back of the card.

<http://www.kela.fi/web/en>

**Finnish Identity Card** – These can be applied for with an appointment at the police station. You need them to gain any sort of Credit (Card or Loan) from a bank.

**Renewing your Residence Permit** - Make sure you do this well in advance (+3 months) before your permit expires with an appointment at the police station. Please, make the appointment to the police station through this link

<http://www.poliisi.fi/poliisi/oulu/home.nsf/pages/6C8F9C004DECF351C2257ACB002CE42F?opendocument>

## **WORKING ENVIRONMENT**

This is general information on your employment relationship concerning all employees of the University of Oulu. Your own unit will take care of a more detailed familiarization and makes you acquainted with its practices.

The Collective Agreement for Universities contains terms and conditions which will be applied to your employment relationship. This agreement is valid from 1 March 2012 through 31 March

2014. You will find the whole agreement and more detailed information on the university salary system called Yliopistojen palkkausjärjestelmä (YPJ) on the link [http://www.hallinto.oulu.fi/upj/english\\_2011/tes\\_2012-2014\\_final.pdf](http://www.hallinto.oulu.fi/upj/english_2011/tes_2012-2014_final.pdf).

The decision on the extension of a fixed-term employment contract will be made according to the instructions on recruitment jurisdiction; usually it is made by the Dean.

### **User name**

The user name and password needed in the computers and information systems of the University of Oulu are available on the next day after your employment relationship has started or after your personal data has been filed in the personnel register of the university. You can reach the customer service of the Data administration in the number (tel. 0294 48 3124). You will need the user name and password when logging in to almost all university's electronic systems.

<http://www.oulu.fi/it/staff/index.html>

Please, contact Mr. Harri Hämeenkorpi, harri.hameenkorpi(at)oulu.fi, for an appointment. He will photograph you for Outlook and Lynch.

### **Toolbox of Data Systems (PAKKI)**

Sign-up for the most essential data systems of the administration and detailed information on the systems have been collected in the web page <http://www.oulu.fi/pakki/>

### **Staff ID card**

Please, take the filled form to Juvenes Print, Linnanmaa. Juvenes Print is open at 9-17 every weekday. You will find the form at

[http://www.hallinto.oulu.fi/yhallint/henkil\\_st\\_palvelut/www/private/henkilokorttilaus\\_translated.doc](http://www.hallinto.oulu.fi/yhallint/henkil_st_palvelut/www/private/henkilokorttilaus_translated.doc)

### **Your working time**

Regular working hours 7 hours 15 minutes a day, 36 hours 15 minutes a week

Total working time 1600 hours per year



Every employee is obliged to use Sole TM system for working time allocation. For logging in you will need the Koivu user name and password.

[http://www.oulu.fi/hallinto/intra/talous/Talousp\\_2007/Lomakkeet/SoleTM\\_working\\_time\\_allocation\\_manual.pdf](http://www.oulu.fi/hallinto/intra/talous/Talousp_2007/Lomakkeet/SoleTM_working_time_allocation_manual.pdf)

Some units may have their own working time allocation systems, and if so, you will get instructions from your own unit.

For more information on projects and working time allocation, please, contact the project secretaries in your faculty secretariat (service point).

The terms and conditions concerning working time you will find in Chapter 4 (Working time regulations of the Collective Agreement for Universities) and Chapter 5 (Regulations on total working time of teaching and research staff) in the Collective Agreement.

**Flexible working time** concerns mainly employees with regular working hours. Teaching and research staff follows the total working time (1600 hours per year) system.

Within the flexible working time system flexi time limits are defined more precisely in every unit.

Working time and time card monitoring and keys will be taking care in your unit / department.

### Salary

Your salary is determined according to the university salary system (YPJ)

[http://www.hallinto.oulu.fi/upj/english\\_2011/index.htm](http://www.hallinto.oulu.fi/upj/english_2011/index.htm)

Job descriptions and evaluations will be made through the electronic SAP HR system in cooperation with your supervisor. The SAP HR helps with development discussions and evaluations required by the salary system. When logging in to the SAP HR system, you will need the Koivu user name and password. In case of problems, please, contact [neuvonta@oulu.fi](mailto:neuvonta@oulu.fi).

## The University salary system

The salary at Finnish universities is based on the demands level of the tasks according to the job demands chart for teaching and research staff or for general staff.

The task specific salary component is complemented by a personal work performance component, which may amount to a maximum of 46 per cent of the task specific part of the salary.

**The definition of the demands level** is based on the employee's documentation of his or her tasks. The employee discusses the matter with his or her superior during a development/assessment discussion. On the basis of this discussion, the supervisor suggests a demands level. After that, the Head of the Unit and the Dean of the Faculty give their statement, and finally the suggested demands level is discussed in the Assessment Group concerned. The Assessment Group suggests a demands level to the employer, who sets the final demands level.

The evaluation of the **personal work performance level** is handled confidentially and the level is set by the employer, on the basis of suggestions by the supervisor and the Head of the Unit. The personal work performance of all employees is assessed every two years.

**The salary of new employees** is paid according to the employer's preliminary assessment of the demands level of the job. The actual assessment of the demands level of new employees must be done within six months from the start of the contract.

Your pay day is the 30<sup>th</sup>/31<sup>st</sup> day of the month  
the 15<sup>th</sup> day of the month



## Annual vacations

Please, give your vacation days through ESS system, which will be found in your (employee's) work desk at <https://portti.certia.fi>. Use Koivu user name and password for logging in. This concerns only employees in regular working time system.

**Please, note! If your salary is determined by the Evaluation system for teaching and research staff (total working time 1600 hours per year), you DO NOT report your vacation days through ESS system. Your vacation days will be included in your work plan.**

You are entitled to vacation days as follows

• less than one year uninterrupted employment	2 days /month
• more than one year uninterrupted employment	1 month = 3 days
	2 months = 5 days
	3 months = 7 days etc.

*The main rule is that all vacation days should be taken before the employment relationship ends!*

Vacation day is a weekday, not Saturday, Sunday, church feast day, Christmas Eve, Midsummer Eve, Independence Day or May Day.

#### **Holiday bonus**

The holiday bonus will be paid in July.

If a person gives notice or the employment relationship ends, the holiday bonus will be paid in the last salary.

The terms and conditions concerning vacations you will find in Chapter 2 (Regulations on annual holidays) in the General Collective Agreement.

#### **Sicknesses and other absences**

Please, inform your supervisor about your absence without delay. Sick leaves will be reported through Certia SAP HR system <https://portti.certia.fi> by using your Koivu user name and password. Please, select the University of Oulu, open Profiilini, check your personal details and change the language from FI to EN and save (OK). Please, log off and start again. In case of problems, please, contact the HR secretaries in your faculty secretariat (service point).

If your absence due to illness takes more than three days, a medical certificate is needed. Please, send it to Ms. Heli Ijäs, [heli.ijas@oulu.fi](mailto:heli.ijas@oulu.fi), tel. 0294 48 4089, or Ms. Anja Mäntykenttä, [anja.mantykentta@oulu.fi](mailto:anja.mantykentta@oulu.fi), tel. 0294 48 4061, in the HR administration, address 8TERVEYS, and report your sick leave days through Certia SAP system as instructed earlier.

In case of sickness, you can stay at home for three days without a medical certificate, but if the first day is Friday, a medical certificate is needed since next Monday. More information in Finnish (some pages in English) in the address

[http://www.hallinto.oulu.fi/yhallint/henkil\\_st\\_palvelut/www/private/tyoterveydenhuolto.htm](http://www.hallinto.oulu.fi/yhallint/henkil_st_palvelut/www/private/tyoterveydenhuolto.htm)

All other absences will be reported through Certia SAP HR system <https://portti.certia.fi>, too. If you have anything to ask about absences, please, contact the HR secretaries in your faculty secretariat.

More detailed information on absences you will find in Chapter 3 (Absences) in the Collective Agreement.

### **Dress code**

As to the dress code, there is actually no official dress code for the staff. Anyway, related to the everyday work, business or smart casual can be mentioned here. There are official academic events, e.g. the public defense of a doctoral thesis, where a more detailed dress code is given, at least for the people in question.

### **Occupational health care**

The occupational health care company of the University of Oulu is Suomen Terveystalo. For appointments telephone number 030 6000 is available. Open Monday-Thursday 8.00-16.00, Friday 8.00-15.00. Occupational Healthcare Services include  
Terveystalo uses your Finnish ID number to register you so make sure you bring it with you.

- outpatient care by a general practitioner (including medical treatment by occupational health nurse/practical nurse) and consultations by specialists when responsibility for treatment remains with Occupational Healthcare Services
  - referral by the employee's own occupational health doctor
  - 1-2 consultations in order to identify illness and define treatment
- medical treatment and procedures by general practitioners, not including cosmetic procedures

#### Occupational Healthcare Services do **not** include

- polyclinic payments
- dental care

### **Work trips**

Travel requests and claims will be handled through SAP Travel system. When logging into the SAP Travel system through <https://portti.certia.fi>, you will need the Koivu user name and password. In case of problems, please contact [neuvonta@oulu.fi](mailto:neuvonta@oulu.fi). More information on travel issues you will receive by contacting the travel secretaries in your faculty secretariat or reading instructions in [http://www.oulu.fi/hallinto/intra/talous/Talousp\\_2007/Dokumentit/Travel.htm](http://www.oulu.fi/hallinto/intra/talous/Talousp_2007/Dokumentit/Travel.htm)

### **Your personal data**

The Data Administration updates your work telephone number onto the University telephone directory <https://login.oulu.fi/puh/luettelohaku> (in Finnish) but you can maintain and update

your personal data in SAP HR <https://portti.certia.fi> > Koivu user name and password > Who is who > Employee > Change your own data.

### **Internal and external mail**

Pre-paid university envelopes and other postal packages are only for work-related official mail. It is not allowed to use them for private or internal mail. For internal mail, please, utilize used envelopes.

### **Staff sports and gym**

More information will be found in <http://www.hallinto.oulu.fi/optsto/liikunta/henkilokunta.htm> (in Finnish and English). In sport issues, you can contact Mr. Markku Saarela, markku.saarela(at)oulu.fi.

### **Internal communications**

Important information on your work and working environment you can find in the personnel web pages <http://www.oulu.fi/staff/> News and staff bulletins will be sent in to your email address every work day. There is also a special staff list for foreign employees, staff(at)lists.oulu.fi. This is used in case of important issues for foreign staff and moderated by Elina Komminaho.

### **Oulu University Library**

Oulu University Library is in the link <http://www.oulu.fi/library/>

On the pages you will find compiled questions related to using electronic resources. You can also receive guidance by e-mail from [elele@oulu.fi](mailto:elele@oulu.fi). You can contact the <http://www.oulu.fi/library/node/11753> for advice on the use of the library's information resources, databases and electronic journals.

Make sure you inform the library of your status as a staff member as this impacts your borrowing rights.

### **Cultural activity**

Cultural activity group organizes different kinds of cultural services (concert and theater tickets, cultural trips and events) to University employees. More information is available in the staff bulletins and in the web page <http://www.oulu.fi/kulttuuri/>

### **Toolbox of Research**

The Toolbox of Research is the network service open for personnel to keep up: everyone who has the user name and password for Koivu is able to write new contents. The users themselves are able to keep up existing and create new pages. There are English and Finnish versions of ToR with the same contents in both of them. Adding new content and pages must be made by both languages (Finnish and English) <https://wiki.oulu.fi/display/tor/Toolbox+of+Research>

## **Competitive activities and secondary employment**

As to the notification of secondary employment and other engagements, instructions will be found in the link [http://www.hallinto.oulu.fi/yhallint/henkil\\_st\\_palvelut/www/private/sivutoimilupa.htm](http://www.hallinto.oulu.fi/yhallint/henkil_st_palvelut/www/private/sivutoimilupa.htm)

## **Trade unions and other organisations**

You will find information on trade unions in English on the web pages of the University of Oulu Academics (UOA), Oulun yliopiston Akateemiset, <http://www.oya.fi/index.php?lg=en> and Academic Engineers and Architects in Finland (Tekniikan Akateemiset), TEK, <http://www.tek.fi/en> For personal advice, please, contact Mr. Kimmo Kontio, Kimmo.kontio(at)oulu.fi or Timo Kokkonen, timo.kokkonen(at)ee.oulu.fi.

Other trade unions and organisations and associations for staff members are presented (in Finnish) on the link <http://www.oulu.fi/muut/jarjestot.html>.

## **For more information on human resources issues please check:**

[http://www.hallinto.oulu.fi/yhallint/henkil\\_st\\_palvelut/www/private/palvelut\\_en.html](http://www.hallinto.oulu.fi/yhallint/henkil_st_palvelut/www/private/palvelut_en.html)

In all issues concerning human resources, please, contact by phone or by email the HR secretaries in the faculty service point

[http://www.hallinto.oulu.fi/yhallint/henkil\\_st\\_palvelut/www/private/palkat.htm](http://www.hallinto.oulu.fi/yhallint/henkil_st_palvelut/www/private/palkat.htm) or Elina Komminaho [elina.komminaho@oulu.fi](mailto:elina.komminaho@oulu.fi), tel. internal 0294 48 2977, or HR(at)oulu.fi.

## **OUTSIDE THE UNIVERSITY**

### **Villa Victor**

Villa Victor Multicultural Centre provides activities for immigrants and Finns living in Oulu. Please, learn more on <http://www.ouka.fi/oulu/villavictor-english/>