

HR (Human Resources) user manual

Version 1.0

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1 Introduction

HR (Human Resources) is an electronic system for processing all documents regarding job demands and personal work performance. Besides this, HR also includes functionalities that enable all employees to read most of the information that are stored in Åbo Akademi personnel database.

1.1 Technical details

HR is designed to function in Internet Explorer versions 6 and 7 and Firefox version 2.

HR is a one-language system, which unfortunately means that the only language is Swedish. This restriction is set by HR system providers, Aditro (www.aditro.com).

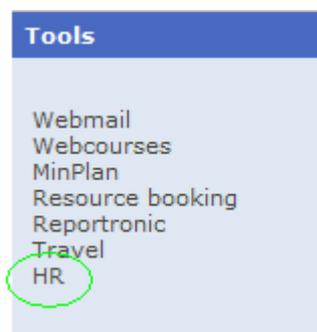
HR has an automatic timeout function of about 1 hour. If it takes longer than 1 hour to fill out your job description, you should save your document during writing. If not, HR might automatically log you out from the system and even if you press the save button all data might be lost. We have informed the software supplier that the timeout should be increased to 3 hours.

If you save your document before it's completed, leave Date and Signature fields empty – this way HR won't send the document to your supervisor (see chapter 1.3 for further details).

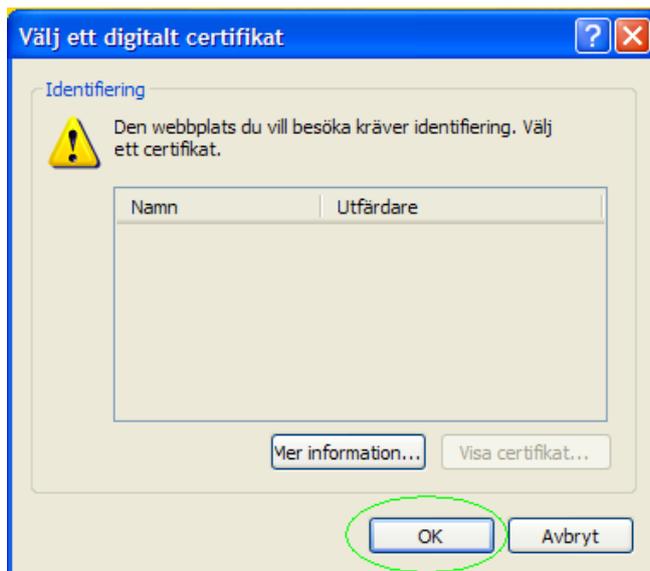
1.2 HR login

To login to HR, click on the "HR" link that can be found in the "Tools" menu in the column to the right:

<http://www.abo.fi/personal/?setlanguage=en>



Sometimes a pop-up window appears with the description "Välj ett digitalt certifikat" (choose a digital certificate). Simply press "OK" button.



A new pop-up window appears with the details “Användarnamn” (username) and “Lösenord” (password). Write your username and password, it’s the same username and password as in your webmail account.

Press “OK” button to continue. After you’ve pressed “OK” it takes around 5 seconds to authenticate your username and password.



1.3 Three things to remember

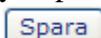
There are three important things to remember:

1. Check that your supervisor is set correctly, you will find the name under “Anställningsuppgifter” (employment information) and “chef” (supervisor) See page 5 for further details.

If it’s the wrong supervisor, or if it’s empty, please contact Mattias Nordling (manordli@abo.fi). Write the correct name of you supervisor in the e-mail, and it will be corrected within a few days.

2. Always remember to write Date and Signature, without it HR won’t send your document to your supervisor.

3. Always remember to save your document. Your document is saved when you press the “Spara” (save) button pictured below.



The same time you save your document, the document will automatically be sent to your supervisor, but only if point 1 and point 2 are also completed.

Please note that HR doesn't display a message that the document has been sent to your supervisor.

1.4 List of words

ÖP = General Staff

UP = Teaching and research staff

Samtalsledare & chef = Supervisor

Medarbetare = co-worker (you)

1.5 Log out

Always remember to log out from HR. Log out by pressing “Logga ut” (log out) link in the column to the left. Remember to close your web browser after you've pressed “Logga ut” (log out).

1.6 Support

If you need support regarding HR-system, please contact HR system administrator Mattias Nordling (manordli@abo.fi)

2 User interface

After you've logged in to the system, the default view is “Personuppgifter” (personal information).

The information is automatically read from Åbo Akademi personnel system.

The default view is “Personuppgifter” which is stated in the scroll-down menu:

Grupp

Personuppgifter



Skriv ut

Press the arrow button to change view.

Before you have started your salary talks, the following documents are available:

1. Personuppgifter (personal information)
2. Anställningsuppgifter (employment information)
3. Löneuppgifter (salary information)
4. Lönesamtal (salary talk)
5. Oförändrad prestationsnivå (unchanged work performance level)
6. Kravnivå, ÖP/UP/VÖS (job demand form)

7. Prestationsnivå, UP/VÖS (performance level form). Please note that for General Staff this form is not visible. The reason is that for General Staff it's only the actual salary talk that decides the performance level.

The button "Skriv ut" (print) results in a print preview of the current view. From the print preview menu you can choose "File" and "Print" to print out the information. It's not necessary to print out any documents from HR-system, but the function is still available.

2.1 "Personuppgifter"

"Personuppgifter" (personal information) view includes the following information:

Swedish terms	Terms in English
Namn	Name
c/o adress	c/o address
Utdelningsadress	Street address
Postnummer	Post code / zip code
Postanstalt	City
Land	Country
E-postadress	E-mail address
Kön	Gender
Födelsedatum	Date of birth
Personbeteckning	Social security number ¹
Förnamn	First names
Efternamn	Surname
Medborgarskap	Citizenship
Medborgarskap (kod)	Citizenship (code)

2.2 "Anställningsuppgifter"

"Anställningsuppgifter" (employment information) view includes the following information:

Swedish terms	Terms in English
Ansvarsområde	Work unit
Avgångsdatum	Date of resignation (if any)
Avgångsorsak	Reason for resignation
Universitet	University
Region	Region
Fakultet/enhet/institution	Faculty/unit
Avdelning	Department/division
Aaf/Tj.F.	
Anställningstyp	Type of employment
Chef	Supervisor

¹ If you don't have an official Finnish social security number, Åbo Akademi has given you a temporary number. Please note that any temporary social security number is only valid within Åbo Akademi University.

Chefens F-nummer	Supervisor employment number
Chefens HR-nummer	Supervisor HR number
Hel-/deltid	Full-/halftime
Moment	Section
Moment (förklaring)	Section (description)
Orsak för viss tid	Reason for part-time
Personalkategori	Personnel category
Personalkategori (kod)	Personnel category (code)
Placeringsställe	Place of employment
Placeringsställe (kod)	Place of employment (code)
Vakansnummer	Vacancy number
Deltidsprocent	Part time per cent
Titel	Job title
Nuvarande kravnivå	Current demand level
Personlig prestationsnivå (pp)	Current performance level
ULS-grupp	Category, general staff or teaching and research staff

2.3 “Löneuppgifter”

“Löneuppgifter” (salary information) includes the following information:

Swedish terms	Terms in English
Nuvarande kravnivå	Current demand level
Uppgiftsbaserad lönedel	Current demand level salary
Personlig prestationsnivå (pp)	Current performance level
Personlig prestationsnivå (%)	Current performance level per cent
Personlig lönedel	Current performance level salary
Garantilön	Guarantee salary
Garantidel	Guarantee part
Lektorstillägg	Teacher addition
Lönetillägg	Salary addition
Lön (enligt 100% brutto)	Salary (100% gross)
Bankkontonr	Bank account number

Please note that if you work part-time, example 50%, your salary information in HR is also displayed in 100%. Simply divide your salary in half and you can read your part-time salary.

“Personuppgifter” (personal information), “Anställningsuppgifter” (employment information) and “Löneuppgifter” (salary information) are automatically read from Åbo Akademi personnel system.

2.4 ”Lönesamtal”

“Lönesamtal” (salary talk) includes information when your last salary talk was held and when your next salary talk will take place. It’s your supervisor who registers the information in HR, after discussing the matter with you. The information is saved as a reminder.

2.5 “Oförändrad prestationsnivå”

This document is explained in chapter 4.

3 Before your salary talk

Before you begin your salary talk, you should complete the demand level document and/or performance level document.

If you belong to general staff, you shouldn't fill in any performance level document prior to the salary talk (and thus the document is not visible).

Demand level document is accessed by choosing “Kravnivå, UP/ÖP/VÖS” from the dropdown menu. The form looks slightly different for general staff compared with teaching and research staff and described in the following chapters.

3.1 General staff demand level description

A Job Demand Chart document (PDF) can be found here:

<https://www.abo.fi/personal/en/opblanketter>

“Kravnivå, ÖP” (demand level) form includes the following information:

Swedish terms	Terms in English
Datum från vilket medarbetaren handhar i denna arb.beskrivn. omtalade arbetsuppgifter (ÖP)	The starting date for the described work tasks.
Examen	Degrees
Allmän beskrivning av arbetet	Nature of work and principal tasks. Employee describes the tasks, and goes through the description with the supervisor. The aim is to reach a mutual view of the job description.
Problemlösn. och org. förmåga	Skills in problem solving and organisation. Describe by using the Job Demands level chart ² under what circumstances skills in problem solving and organisation are required. Verify your view by using commonly understood expressions.
Interaktiv förmåga (ÖP)	Required communication and relationship skills. Describe by using the Job Demands level chart ³ under what circumstances skills in communication and relationships are required. Verify your view by using commonly understood expressions.
Ansvar	Responsibilities. Describe by using the Job Demands level chart ⁴ what responsibilities your tasks comprise. Verify your view by using commonly understood expressions.
Kunskaper och färdigheter (ÖP)	Required knowledge, training and experience.

² The Job Demands level chart can be found here: <http://www.abo.fi/personal/en/opblanketter>

³ Same as 2

⁴ Same as 2

	Describe briefly what knowledge, training and experience your tasks require. Verify your view by using commonly understood expressions.
Kravnivåförslag, ÖP	Demand level proposal.
Datum, ÖP, kravn.	Date, demand level. Write the current date here.
Namnteckning, ÖP, kravn.	Signature, demand level. Write your name here.
Kravnivåförslag, ÖP (chef)	Demand level proposal (supervisor)
Motivering, ÖP, kravn. (chef)	Reason for demand level (supervisor)
Datum, ÖP, kravn. (chef)	Date, demand level (supervisor)
Namnteckning, ÖP, kravn (chef)	Signature, demand level (supervisor)
Spara	Save. Always remember to press “Spara” button.

After you have filled out the form and pressed the “Spara” (save) button, your job description will be sent to your supervisor. There is no notification that your document has been sent.

If you notice that you forgot to write something, you can complete the form and press “Spara” (save) button again. The updated job description will be sent to your supervisor.

Please note: If you want to finish writing your job description at another time, you should still press the “Spara” (save) button, but leaving Date and Signature fields empty. The HR system will recognize it as a non-completed document and will not send it to your supervisor.

3.2 Teaching and research staff demand level description

A Job Demand Chart document (PDF) can be found here:

<http://www.abo.fi/personal/en/upblanketter>

“Kravnivå, UP” (demand level) form includes the following information:

Swedish terms	Terms in English
Datum från vilket medarbetaren handhar i denna arb.beskrivn. omtalade arbetsuppgifter (ÖP)	The starting date for the described work tasks.
Examen	Degrees
Arbetets karaktär och ansvar	Nature of work and responsibilities. Describe by using the Job Demands level chart ⁵ .
Interaktiv förmåga (UP)	Required communication and relationship skills. Describe by using the Job Demands level chart ⁶ under what circumstances skills in communication and relationships are required. Verify your view by using commonly understood expressions.
Kunskaper och färdigheter (UP)	Required knowledge, training and experience. Describe by using the Job Demands level chart ⁷ what knowledge, training and experience your tasks require. Verify your view by using commonly understood expressions.

⁵ The Job Demands level chart can be found here: <http://www.abo.fi/personal/en/upblanketter>

⁶ Same as 5

⁷ Same as 5

Ifylls för nivåerna 5 och 6: - Forskningsbetonad värdering - Undervisningsbetonad värdering	To be completed only for Levels 5 and 6: - Research emphasis - Teaching emphasis
Kravnivåförslag, UP	Demand level proposal.
Datum, UP, kravn.	Date, demand level. Write the current date here.
Namnteckning, UP, kravn.	Signature, demand level. Write your name here.
Kravnivåförslag, UP (chef)	Demand level proposal (supervisor)
Motivering, UP, kravn. (chef)	Reason for demand level (supervisor)
Datum, UP, kravn. (chef)	Date, demand level (supervisor)
Namnteckning, UP, kravn (chef)	Signature, demand level (supervisor)
Spara	Save. Always remember to press “Spara” button.

3.3 Teaching and research staff performance level description

The performance level document is accessed by choosing “Prestationsnivå, UP/VÖS” (personal work performance level) from the dropdown menu.

Appendix 3a, “The system for evaluating personal work performance for teaching and research staff” can be found here:

<https://www.abo.fi/personal/en/upblanketter>

“Prestationsnivå, UP/VÖS” (personal work performance level) form includes the following information:

Swedish terms	Terms in English
Pedagogiska meriter	Teaching merit points. (Corresponding to the Level which best describes your job, per Appendix 3a)
Forskningsmeriter	Research merit points (Corresponding to the Level which best describes your job, per Appendix 3a)
Samhället och inom univ.samfu.	Community service merit points (Corresponding to the Level which best describes your job, per Appendix 3a)
Datum, UP, pp	Date, personal work performance level
Namnteckning, UP, pp	Signature, personal work performance level
Förslag till pp, UP (chef)	Personal work performance level proposal (supervisor)
Motivering, UP, pp (chef)	Reason for work performance level
Datum, UP, pp (chef)	Date, work performance level proposal (supervisor)
Namnteckning, UP, pp (chef)	Signature, work performance level proposal (supervisor)
Spara	Save. Always remember to press “Spara” button.

After you have filled out the form and pressed the “Spara” (save) button, your personal work performance description will be sent to your supervisor. There is no notification that your document has been sent.

If you notice that you forgot to write something, you can complete the form and press “Spara” (save) button again. The updated personal work performance description will be sent to your supervisor.

Please note: If you want to finish writing your personal work performance description at another time, you should still press the “Spara” (save) button, but leaving Date and Signature

fields empty. The HR system will recognize it as a non-completed document and will not send it to your supervisor.

4 After your salary talk

Your supervisor will tell you his/her suggestion to your demand level and/or performance level during your salary talk. If you both agree that your performance level haven't changed you should both sign the "Oförändrad prestationsnivå" (unchanged performance level) form as soon as possible.

4.1 "Oförändrad prestationsnivå"

"Oförändrad prestationsnivå" (unchanged performance level) includes the following information:

Swedish terms	Terms in English
Vi bekräftar att samtal förts om individuella prestationsnivån och att det inte finns anledning att föreslå ändring	We confirm that discussion has been held about performance level and there are no reasons to suggest changes.
Datum, of.pn.	Date, unchanged performance level
Namnteckning, of.pn.	Signature, unchanged performance level
Datum, of.pn. (chef)	Date, unchanged performance level (supervisor)
Namnteckning, of.pn. (chef)	Signature, unchanged performance level (supervisor)
Spara	Save. Always remember to save your document.

4.2 "Kravnivå, ÖP/UP/VÖS" and "Prestationsnivå, ÖP/UP/VÖS"

After your salary talk, you can read the suggestions from your supervisor by opening "Kravnivå, ÖP/UP/VÖS" (demand level) and "Prestationsnivå, ÖP/UP/VÖS" (personal work performance level) again.

Furthest down on the form you will find the following information:

"Kravnivå, ÖP/UP/VÖS" (demand level)

Kravnivåförslag, ÖP/UP/VÖS (chef)	Demand level proposal (supervisor)
Motivering, ÖP/UP/VÖS, kravn. (chef)	Reason for demand level (supervisor)
Datum, ÖP/UP/VÖS, kravn. (chef)	Date, demand level (supervisor)
Namnteckning, ÖP/UP/VÖS, kravn (chef)	Signature, demand level (supervisor)
Spara	Save. Always remember to press "Spara" button.

“Prestationsnivå, ÖP/UP/VÖS” (personal work performance level)

Förslag till pp, ÖP/UP/VÖS (chef)	Personal work performance level proposal (supervisor)
Motivering, ÖP/UP/VÖS, pp (chef)	Reason for work performance level
Datum, ÖP/UP/VÖS, pp (chef)	Date, work performance level proposal (supervisor)
Namnteckning, ÖP/UP/VÖS, pp (chef)	Signature, work performance level proposal (supervisor)
Spara	Save. Always remember to press “Spara” button.

4.3 Different opinion

If you have a different opinion of your supervisors suggestions regarding your demand level and personal work performance level you should fill out the form “Kravnivå, ÖP/UP/VÖS, avvikande åsikt” (demand level, different opinion) or/and “Prestationsnivå, ÖP/UP/VÖS, avvikande åsikt” (personal work performance level, different opinion).

Your opinion will later be read by the assessment groups and taken into consideration when they evaluate your forms.

“Kravnivå, ÖP/UP/VÖS, avvikande åsikt” (demand level, different opinion) form includes the following information:

Swedish terms	Terms in English
Motivering, ÖP/UP/VÖS, kravn. (chef)	Reason for demand level (supervisor)
(Ifylles endast om oenighet med chef)	Fill out the form only if you have a different opinion
Avvikande åsikt, ÖP/UP/VÖS, kravn.	Different opinion, demand level. “Ja” = Yes.
Motivering, åå, ÖP/UP/VÖS, kravn.	Reason for different opinion
Datum, ÖP/UP/VÖS, kravn. åå	Date, demand level different opinion
Namnteckning, ÖP/UP/VÖS, kravn. åå	Signature, demand level different opinion
Spara	Save. Always remember to save your document.

“Prestationsnivå, ÖP/UP/VÖS, avvikande åsikt” (personal work performance level, different opinion) form includes the following information:

Swedish terms	Terms in English
Motivering, ÖP/UP/VÖS, pp. (chef)	Reason for personal work performance level (supervisor)
(Ifylles endast om oenighet med chef)	Fill out the form only if you have a different opinion
Avvikande åsikt, ÖP/UP/VÖS, pp.	Different opinion, personal work performance level. “Ja” = Yes.
Motivering, åå, ÖP/UP/VÖS, pp.	Reason for different opinion
Datum, ÖP/UP/VÖS, pp. åå	Date, personal work performance level different opinion
Namnteckning, ÖP/UP/VÖS, pp. åå	Signature, personal work performance level different opinion
Spara	Save. Always remember to save your

	document.
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5 Employer decision

After your forms have been evaluated by the assessment group your employer will make a decision regarding your job demand level and personal work performance level.

After the decision, two new forms will be available in HR:

1. Arbetsgivarens beslut, ÖP/UP/VÖS, krav. (Employer decision, demand level)
2. Arbetsgivarens beslut, ÖP/UP/VÖS, pp. (Employer decision, personal work performance level)

Arbetsgivarens beslut, ÖP/UP/VÖS, krav. (Employer decision, demand level) includes the following information:

Swedish terms	Terms in English
Kravnivåbeslut, ÖP/UP/VÖS (AG)	Job demand level decision (Employer)
Ikraftträdande, ÖP/UP/VÖS kravn.	Job demand level starts to apply
Motivering, ÖP/UP/VÖS, kravn. (AG)	Reason for job demand level decision (Employer)
Datum, ÖP/UP/VÖS, kravn. (AG)	Date, job demand level decision (Employer)
Namnteckning, ÖP/UP/VÖS, kravn. (AG)	Signature, job demand level decision (Employer)

Arbetsgivarens beslut, ÖP/UP/VÖS, pp. (Employer decision, personal work performance level) includes the following information:

Swedish terms	Terms in English
Beslut om pp, ÖP/UP/VÖS (AG)	Personal work performance level decision (Employer)
Ikraftträdande, ÖP/UP/VÖS pp.	Personal work performance level starts to apply
Motivering, ÖP/UP/VÖS, pp. (AG)	Reason for personal work performance level decision (Employer)
Datum, ÖP/UP/VÖS, pp. (AG)	Date, personal work performance level decision (Employer)
Namnteckning, ÖP/UP/VÖS, pp. (AG)	Signature, personal work performance level decision (Employer)

After your employer have made the decisions, your demand- and personal work performance levels (if levels have changed) will automatically be changed in Åbo Akademis salary system starting from the date found in “Personal work performance level starts to apply” and “Job demand level starts to apply”.

Usually the new salary will be in effect the month after the employer has made the decisions.