



LAPLAND HOTELS & SAFARIS

WELCOME TO WORK

Here is info about your employment with Lapland Staff.

More detailed information you can find from AHMA intranet.

CONTRACT

The contract of employment is sent to you by email before the work starts and you can sign it easily by e-signature. If you have any questions about your contract of employment, please contact us. We here at Lapland Staff office are glad to help.

PAYMENT OF WAGES

Your wages will be paid monthly on the 7th day of the following month. Exceptionally, due to Christmas holidays, the wages of December will be paid no later than January 10th. You can find your pay slip on pay day in SIMO mobile application. If you can't sign into SIMO, we will deliver your pay slip via secure email (Econia safe) and you will receive PIN-number to access it via text message. Make sure that we have your valid contact information.

TAX CARD & FINNISH ID

If you have a valid Finnish tax card, you need to deliver it to us. Send us a photo of the tax card to the number +358 40 551 5951.

If you have a Finnish ID number, but not a valid tax card, you need to apply for the tax card. More info: [Tax card](#). After your tax card is done, send it to us. Use photo message.

If don't have Finnish ID number or Tax card, we advise how to apply the tax card. When applying for a tax card first time, you need to visit Tax office in person.

If you have stayed in Finland longer and you are treated as a normal Taxpayer in Finland, we get Tax card through the Tax Administration e-Service automatically.

REGISTRATION WORKING HOURS

Register your working hours after each work shift promptly into Maraplan-system. You can find Maraplan instructions in AHMA. As part of your training, your supervisor will take you through the hour registration step by step. Please follow the instructions of your supervisors regarding the choice of your work tasks. If there are any difficulties with the working hour registration, please contact your supervisor.

IN CASE OF ILLNESS

When you are not able to come to work due to illness for example normal flu, which does not need medical attention, call the nurse on duty. The nurse will give you further instructions and sick leave from 1-3 days, one day at a time. Always remember to call your supervisor too.

Appointment with nurse, tel. +358 900 30 000, open 24/7. Cost of service are paid by your employer but calling costs for your own operator you cover by yourself. Nurse will send you the sick leave certificate. Deliver that certificate to your supervisor when you come back to work.

In case you are absent from work due to illness of your child, ask sick leave certificate from the health care center which is taking care of your child.

In cases of illness that need medical attention, book the doctor's appointment from the local public healthcare center or use private healthcare services.

INSURANCE

All our employees are covered by statutory regulations (pension, accident, unemployment, and group life insurance).

The insurance for occupational accidents covers accidents during working hours and accidents on the way to work or returning home from work. Accident insurance company is LähiTapiola and the pension insurance company is Varma.

IN CASE OF ACCIDENT

In case of occupational accident, seek help and contact your supervisor who gives you further information how to proceed. In urgent cases you can go to any doctor on call. Otherwise, all occupational accidents are handled in Terveystalo healthcare services or at the partner companies. Note that you need to use the occupational healthcare services in the municipality where you work.

Terveystalo locates in Rovaniemi, Sodankylä, Kemijärvi, Kittilä and Inari. In other destinations contact Terveystalo on call nurse tel. +358 900 30 000, open 24/7. Terveystalo nurse will give instructions.

WORK CERTIFICATE & OTHER DOCUMENTS

We can make you a work certificate on a request, contact info@laplandstaff.fi. If you need salary certificate or other documents of your employment, please contact us.

CONTACTS

In work related matters (work schedules, guidelines, safety etc.), consult your team leader or destination management. If you have questions about your employment relationship, contact our Lapland Staff office. You can find our contact details on www.laplandstaff.fi. We are here to help!

PAYSLIP VIA ECONIASAFE MAIL

You will receive email with a link to your payslip from Econia Safe -service.

You'll also receive SMS from Econia Safe which includes password for the link in your email.

Make sure that you have given Lapland Staff your correct email and phone number.

You have received a message in Econia Safe -service.



Econia Safe <econiasafe@mail.econiasafe.fi>

Vastaanottaja: Mirja Ollila



ti 23.1.2024 12.29

You have received a message in Econia Safe -service 01/23/2024 12:29:45. You can read the message from the link down below. You have also received a password via SMS to unlock the message.

<https://econiasafe.fi/message/direct/f6896576329298815de3d7781f5b66869c2106c6ed0e6630cd98ff5ee9606065/>

Email of the sender: marketta.putkonen@silta.fi



PAYSLIP VIA ECONIASAFE MAIL

The link in email will direct you on EconiaSafe page.

If the landing page is in Finnish you can change it to English from the flag.

Enter the password from SMS.

econia SAFE

FRONT PAGE

SEND MESSAGE

 LOG IN

Enter confirmation code



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PAYSLIP VIA ECONIASAFE MAIL

When you have entered the password the payslip message opens up.

Click Attachment and
payslip pdf document opens.

Download and save the payslip to
your own device. The link is valid
only 30 days.



LOG IN

FRONT PAGE

SEND MESSAGE

SHOW PASSWORD

Testiviesti

Sent at
23.1.2024 12.29.46

Read at
23.1.2024 12.32.45

Sender
marketta.putkonen@silta.fi +358 406655065

Receiver
mirja.ollila@laplandstaff.fi +358 406 371 286



Archive message

Attachments

Reply

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