

Dear colleagues,

In connection with the measures taken to prevent the spread of novel coronavirus infection, HSE Saint Petersburg campus introduces temporary procedures for the submission of staff applications (documents related to hiring, transfer, dismissal, paid leave, etc.).

Personnel applications shall be provided by an e-mail in the form of a scan or a photo of a document approved by the head of the relevant unit.

These documents are to be sent to one of the following employees from HR Office:

- The Head of the HR Office L. Voziyan, [Lvozian@hse.ru](mailto:Lvozian@hse.ru)
- Leading HR Specialist, G. Trofimova, [gtrofimova@hse.ru](mailto:gtrofimova@hse.ru)
- Leading HR Specialist, O. Tsyplyaeva, [ocyplyaeva@hse.ru](mailto:ocyplyaeva@hse.ru)

The original applications are to be submitted to the HR Office before 01.05.2020 (unless a different deadline is set later).

A temporary procedure for the submission of time sheets will be the following: time sheets for calculating advance payments and salaries shall be sent to the Leading HR Specialist O. Tsyplyaeva in the form of the scan with signatures of the head of the relevant unit and person responsible for time sheets.

Time sheets originals are to be provided to the HR Office before 01.05.2020 (unless a different deadline is set later).

Accepting independent contractor agreements and contract completion certifications will also be held remotely. The procedure for approving an agreement through SDOU system remains the same. The agreement approved in SDOU shall be printed out by the responsible employee of the unit, signed by the contractor and in the form of a scan sent to I. Markova from HR Office.

In order to launch the process of contract payment, the responsible employee of the unit submits a contract completion certification signed by the contractor to the Planning and Economic Department. It might be also sent in the form of a scan or photo via e-mail.

The original agreements and certifications signed by the contractor are to be submitted to the HR Office before 01.05.2020 (unless a different deadline is set later).

For any certificates and other inquiries from the Accountant Office, please send an e-mail to one of the following employees:

G. Pashnina [gpashnina@hse.ru](mailto:gpashnina@hse.ru)

T. Nikiforova [tnnikiforova@hse.ru](mailto:tnnikiforova@hse.ru)

L.Terenina [lterenina@hse.ru](mailto:lterenina@hse.ru)

You will get the certificate as a scanned copy to your contact e-mail. The original will be available for picking up at Soyuza Pechatnikov 16 (make sure to take an identity document)

Employees of the Management Training Centre (Kochoubey Centre) will be able to receive certificates in the accounting department of the Management Training Centre

Sincerely yours,

Vyacheslav Nesterov