



GUIDELINES FOR NEW EMPLOYEES

OFFICIAL (BUSINESS) TRIPS

- An application form to be submitted 4 weeks in advance
- The application will only be authorised if employee is an active participant of an event (for example, presenting a paper at a conference)
- A maximum two official trips per year will be authorised
- The costs involved should be clarify in advance
- Application forms and reimbursement forms available from secretariat (LU and JT)
- Application for reimbursement is to be made within four weeks after returning from trip

CARD KEY FOR THE FACULTY ENTRANCE

(*) Available from Maintenance Supervisor (Herr Dittman, T. 5636); authorisation required from Frau Wöß (T. 5674) in advance.

KEYS FOR ISE AND SFB

- ISE: available from the secretariat (LU)
- SFB: available from the secretariat (JT)

PHONE LIST OF EMPLOYEES

- Available from the secretariat (LU)

BIRTHDAY LIST

- Available from the secretariat (LU)

ANNUAL LEAVE

- The number of days granted is dependent on the age of employee
- Applications are to be made at least 14 days in advance of the leave
- Annual Leave for employees with teaching duties will not be granted during semester time
- Annual leave record cards are kept in the secretariat

ISE COFFEE MACHINE

- Every employee is responsible for one month's replenishment
(* membership fee of the Coffee Club is €25.00 and is to be paid to the secretariat (LU) within two weeks of start of work

SETUP LOGIN

- Application forms are available from the secretariat. RV responsible for Windows and Unix

CMS ACCOUNT

- Apply via the HU intranet for an account (RV)

OFFICE HOURS

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GUEST LIST FOR SFB

- Available from the SFB-649 internet site

STATIONERY

- Available from the secretariat (LU)

PRIVATE INTERNAL POSTBOX (ISE Bibliothek, Room 401)

- Refer to the secretariat (LU)

PRIVATISSIMUM

- Date and place: information available from the Moodle internet site

INSTITUTE MEETINGS (DIENSTBESPRECHUNG)

- (*) Date of scheduled meetings: information available from the secretariat (LU)

PRIVATE PHONE NUMBER AND ADDRESS

(*)

PRIVATE PHONE CALS USING HU LINES

- A PIN should be requested from Frau Wöß via email (woes@wiwi.hu-berlin.de)
- The email should contain: office number and official phone number
- (*) Bills will be prepared monthly by the HU

OFFICE HOURS AT HUMAN RESOURCE DEPARTMENT

Tuesdays, 09.00-12.00 hrs

Wednesdays, 13.00-15.00 hrs

Fridays, 09.00-12.00 hrs

Location: Main building (UL6, 1st floor)

CODE FOR ISE PC POOL

- Code: 2401

EMPLOYEE ABBREVIATION

- Personal abbreviations

EMPLOYEE INTRODUCTION

- You are required to familiarise yourself with other ISE employees and their tasks (one per day from the start of your employment)

PHOTO

- (*) To be provided for SFB newsletter and for the ISE website

HOMEPAGE

- Your detailed personal homepage should be on the ISE website within a month of the start of your employment