

WHAT TO DO - & HOW TO DO - LIST

Please, read this information very carefully!!!

Upon arrival at RICAM

ADDRESS: Please give Annette the details of your new address in Austria for the wages department and for the health insurance.

BANK ACCOUNT: If you don't have an Austrian bank account yet, please open one. It makes no difference which bank you choose, but some banks offer special conditions for people here at the University – just ask at the bank.

INSURANCE: If your family is with you in Austria you have to send a fax to the Upper Austrian health insurance company (*Oberösterreichische Gebietskrankenkasse – OÖ GKK*) and ask for co-insurance for your family. Therefore you have to fax the following: birth certificate for children, marriage certificate for spouse, and for all of them the *Meldezettel*. Fax. no. **05/7807-109010**. Annette can help you.

KEPLER CARD: Please go to the personnel department (*Personalabteilung*) in the *Bankengebäude* (1st floor, Mr. Patrick Mayer or Ms. Verena Schmidinger) to pick up your **KeplerCard**. You have to fill in a form there to get the card.

The card has following functions: **key function** for the HF-Building, the offices in Altenbergerstraße and Aubrunnerweg, and for the Math Library; **paying function** for the cafeteria (*Mensa*); **parking function** for the parking lot of the University.

To **activate** the key-function for the HF-Building and Math Library please give Annette the numbers on your card (ID and *Geldbörse-Nr.*). To activate the key-function for the Altenbergerstraße and Aubrunnerweg you have to go to the *Flächen and Facility Management* department in the *Kopfgebäude* (1st floor). Please take the card along and ask Mr. Pirklbauer junior to activate it.

TECHNICAL STUFF (Computer, e-mail, printer, ...): Please ask Florian (HF-Building, room no. 107) or Wolfgang (Altenbergerstraße 56, 1st floor) – they can help you.

See also <http://www.ricam.oeaw.ac.at/ricamwiki/ComputerConfiguration>

RICAM WEBSITE: Please send Magdalena (Magdalena.Fuchs@oeaw.ac.at) your personal data and a photo of yours for the RICAM people website.

See <http://www.ricam.oeaw.ac.at/people/>

Holidays & illness, time sheets, travelling & reimbursement

HOLIDAYS & ILLNESS: If you want to go on holiday, please inform your group leader and fill in the absence form (*Abwesenheitsmeldung*) with Annette or Magdalena **before** going on holiday, which Prof. Engl has to approve.

If you are sick **call Annette** to inform her **or write her an e-mail! Right after** returning to the office you also have to fill in the same form (if you are sick up to three days), but you have to check another box (*Krankheit* instead of *Erholungsurlaub*). When you are sick for more than 3 days please bring Annette a certificate from your doctor.

TIME SHEETS: Please fill in your time sheets and bring the filled-in sheets to Annette's office every three months. See <http://www.ricam.oeaw.ac.at/internal/files/TimeSheet.pdf>

TRAVELLING (Conferences, workshops, cooperations, inviting guests, ...): Please inform your group leader via e-mail about the planned participation, travel, etc. and get the OK from your group leader. Then please forward this e-mail to Prof. Engl to get the final OK. Please also send this e-mail CC to Annette.

If you are NOT in the office because of travelling – please inform Annette (e-mail). This is **very important** due to insurance reasons.

Plane tickets: Annette can book the flights for you, so that RICAM can pay them directly. Please send Annette an e-mail containing the following information: destination, date, and approximate time of the day (morning, midday, afternoon, night) you wish to travel. Or you can contact the travel agency directly yourself: Tom.Van-Dordrecht@verkehrsbuero.at (Please send this e-mail CC to Annette.)

REINBURSEMENT: After travelling you have to fill in the travel reimbursement form (*Reiserechnung*). See <http://www.ricam.oeaw.ac.at/internal/files/Reiserechnung.xls>

For the travel reimbursement please keep **ALL** receipts (**boarding passes**, bus, train, conference fee, ...). When you pay things, please make sure that the type of payment (credit card, bank transfer, cash) is written on the invoice. If you pay with credit card/bank transfer and it is not written on the invoice, please add a copy of your credit card bill/bank statement. Annette can help you to fill in the form for the first time – it's easier than it looks!

If you paid e.g. a conference fee before attending the conference, you can get the money back before travelling if you bring the registration confirmation and the invoice to Annette.

Research documentation, talks

RESEARCH DOCUMENTATION (AKADEMIS)

Always keep your research documentation in the **Akademis** system up to date! This is **very important**. <https://akademis.oeaw.ac.at/akademis/>

For more details see <http://www.ricam.oeaw.ac.at/internal/files/akademis-intro.pdf>

TALKS: Talks at RICAM are announced in the weekly newsletter, on the website <http://www.ricam.oeaw.ac.at/events/> and on the info board. The talks are structured in three groups:

Radon-Colloquia:

In these talks, prominent external scientists can present overviews over important fields dedicated also to non-specialists. All RICAM employees **are expected to attend** these colloquia.

Radon-Seminars:

In these talks, RICAM employees and external visitors can present work which is of interest for at least 2 groups at RICAM. The talks can be a bit more specialized, but should be understandable for other groups. Therefore they **should be attended by all** RICAM employees.

An additional format of Radon-Seminars are “**group presentations**” (to learn more about the work of other groups and to facilitate cooperations between groups). They are organized by post-docs (in accordance with the group leader) and have workshop style (informal, questions encouraged). Group presentations have the following format: 1 hour per group and more than 1 speaker per group. 1 introductory talk (30 min) presenting the basics of the field for a general math audience and 1 or 2 research oriented talks (30 min total) building on the introductory talk, but still for a general math audience.

Group-Seminars:

These are specialized talks by internal and external scientists intended mostly for members of the organizing group(s), although, of course, members of other groups are also welcome.

Miscellaneous

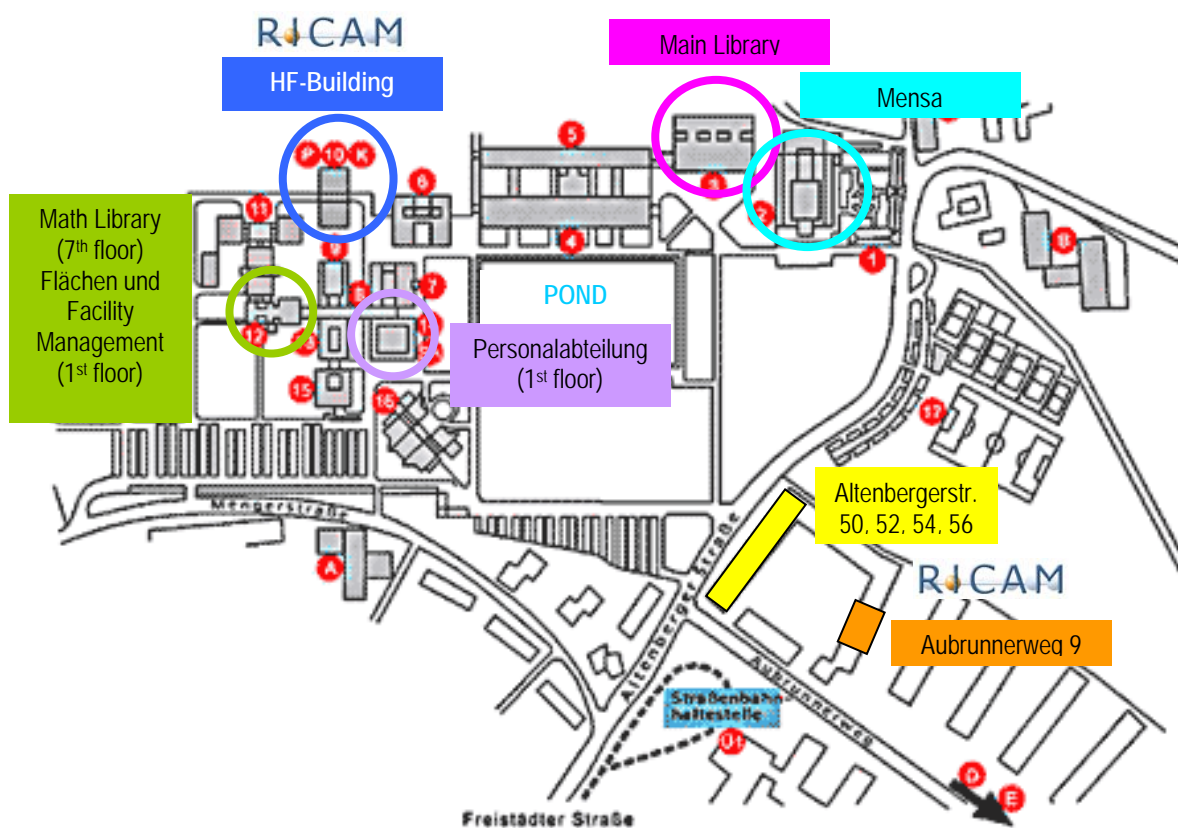
MAIL: In Annette's office there is an incoming mail-box for you. Please check regularly if you have mail. If you have outgoing mail, just take it to Annette's office and put it into the "outgoing mail box" (next to Annette's desk). Please, no private mail.

OFFICE EQUIPMENT: Just help yourself (at Annette's or Magdalena's office) when you need office equipment (ring binder, pencil, CDs, ...). If anything is missing, just let them know.

BOOKS: If you cannot find a book in the library or there is a book you need because you work with it all the time, you can order it via Annette.

INSTITUTE'S COFFEE: Every Wednesday at 1 p.m. there's our Institute's coffee (with cookies) in the HF-Building.

Last changed: November 2008 (by Annette Weihs and Stefan Müller)



1	Schloß Auhof	2	Uni-Center (M)	3	Bibliothek (B), ÖH	4	Keplergebäude (K)
5	Hörsaaltrakt (HT)	6	Juridikum (J)	7	Physikgebäude (P)	8	Verbindungstrakt
9	Hörsaalgebäude (HG)	10	Hochschulfondsgebäude (HF)	11	TNF-Turm (T)	12	Kopfgebäude (KG)
13	Mikroelektronik (MI)	14	Bankengebäude (BA)	15	Halbleiterphysik (HP)	16	Managementzentrum (MZ)
17	Sportgebäude						