

# WHAT TO DO - & HOW TO DO - LIST

Please, read this information very carefully!!!

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## First Steps @ RICAM

**ADDRESS:** Please inform the secretaries ([office@ricam.oeaw.ac.at](mailto:office@ricam.oeaw.ac.at)) about the details of your new address in Austria. This information is needed for the wages department and for the health insurance. Whenever your address changes, inform us by sending the new registration slip ("Meldezettel")!

**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 the bank assistants.

**CO-INSURANCE FOR FAMILY:** If you bring your family along to Austria, you have to send a fax to the Upper Austrian health insurance company (*Oberösterreichische Gebietskrankenkasse – OÖ GKK*) and ask for a co-insurance for your family. Therefore you have to fax the following to fax no. **05/7807-109010**:

- birth certificate of your children
- marriage certificate
- Meldezettel for all of your children and your spouse

**PARTNER CARD:** First a web form in the RICAM office has to be filled with your data, which has to be signed by you. The secretary will inform you when you can go to the JKU personnel department (*Personalabteilung*) in the *Kopfgebäude* (4th floor, room KG0419, Mrs Monika FUCHS-WITTINGHOFER, phone 3263) to pick up your **PartnerCard**.

The card has following functions: **key function** for the SciencePark building 2, 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 SciencePark building 2, your office and Math Library, please go to the system administrators in room 458. They will activate the access to your office and give the numbers on your card (ID and *Geldbörse-Nr.*) to the responsible person at JKU in order to get you access to the ground floor at weekends and holidays. In the main library you will have to have activated your math library access.

**TECHNICAL STUFF** (Computer, e-mail, printer, ...): Please ask Florian or Wolfgang (room 458) – they can help you. See also <https://wiki.ricam.oeaw.ac.at/start>

**RESEARCH ADMINISTRATION:** Peter Kritzer (room 466) will help you with questions on research proposals, funding possibilities, project finances, and much more ...

**PROJECT PROPOSALS:** if you plan to submit an application for research funds, please inform Peter Kritzer (room 466) in due time. He will help you with finishing your application, and with gathering all signatures required by the Austrian Academy of Sciences. Please allow sufficient extra time for this step.

**RICAM WEBSITE:** Please send to the secretaries ([office@ricam.oeaw.ac.at](mailto:office@ricam.oeaw.ac.at)) your data for the RICAM people website. It is up to you which information you want to provide on your employee site! See <http://www.ricam.oeaw.ac.at/people/>. Photos will be taken every few months by a professional photographer.

## Place of work

According to your work contract, the place of work is at **the institute!** Not at home, not in other cities. This is very important for insurance reasons!

## Holidays & illness, time sheets, travelling & reimbursement

**HOLIDAYS:** If you want to go on holidays, please send an e-mail request to your group leader. He will answer to [direktorium@ricam.oeaw.ac.at](mailto:direktorium@ricam.oeaw.ac.at) and put you in cc. Then you access the time recording system at <https://zeit.oeaw.ac.at> and enter the request with the absence code "U" under Menu/Requests/Submit Request. You will get a confirmation by e-mail. The director will have to approve of your request, you will be notified by e-mail. Please await the approval of the director **BEFORE** going on holiday.

**ILLNESS:** If you are sick **call or write** an e-mail to [office@ricam.oeaw.ac.at](mailto:office@ricam.oeaw.ac.at) to inform us! Or you enter the time recording system at <https://zeit.oeaw.ac.at> and request an absence with the absence code "KA". No end date has to be inserted! The sick leave will be automatically terminated whenever you will insert the first working hours on your return to the office. When you were sick for more than 3 days you have to bring a certificate from your doctor. Weekends are included in the counting!

**TIME RECORDING:** Please insert your working hours and lunch break for every working day by going to <https://zeit.oeaw.ac.at> and opening the item "Activity Recording". First, you make sure that the current date is activated. Then you insert the morning working hours, your lunch break and the afternoon working hours. Then you go to "Save". Please make sure that the line with the lunch break shows the absence code "P".

Other absence codes than "P" for a break are "BG" for appointments with authorities or "A" for a visit with the doctor. Please do not forget to bring by a confirmation.

By the eighth of the following month the latest you have to submit the time recording by going to "Fertigmeldung/Submit". The director will have to acknowledge the correctness of your time recording by the fifteenth of the following month the latest.

Important for PhD students: Attending courses in the framework of PhD studies does **not** count as working hours!

Important for employees who teach for the university: This does **not** count as working hours!

**TRAVELLING** (Conferences, workshops, cooperation, ...): Please inform your group leader by e-mail about the planned participation, travel, etc. and get the OK from your group leader by having him send an e-mail to [direktorium@ricam.oeaw.ac.at](mailto:direktorium@ricam.oeaw.ac.at). Then you access the time recording system at <https://zeit.oeaw.ac.at> and submit a "Travel Order". You will get a confirmation by e-mail. The director will have to approve of your request, you will be notified by e-mail. Please await the approval of the director **BEFORE** going on a business trip! This is **very important** due to insurance reasons. Please note that it is not allowed to mix a business trip and holidays!

Plane tickets: Please book plane tickets for a business trip at an economy fare on your own. You can ask for reimbursement of the flight costs along with the rest of the travel costs via a form (see next point "Reimbursement").

You can ask for reimbursement by submitting the receipts for expenses you had prior to the trip (e.g., conference fee, flight invoice, etc.) and indicating IBAN and BIC of your bank account.

**REIMBURSEMENT:** After travelling you have to fill in the travel reimbursement form (*Reiserechnung*). See <http://www.oeaw.ac.at/intern/oeaweb/rechnungswesen/formulare/> at „Reiserechnungen“ and the rules at [http://www.oeaw.ac.at/fileadmin/service/rechnungswesen/intern/richtlinien/Travel\\_Expenses.pdf](http://www.oeaw.ac.at/fileadmin/service/rechnungswesen/intern/richtlinien/Travel_Expenses.pdf).

For the travel reimbursement please keep **ALL** receipts (**boarding passes**, bus, train, conference fee, ...). When you pay for something, 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. Please take care of invoices of hotels, airlines, and conference fees. We can help you to fill in the form for the first time – it's easier than it looks!

## 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

[https://akademis.oeaw.ac.at/download/AkademIS\\_2.0\\_Schnelleinstieg\\_en\\_2.pdf](https://akademis.oeaw.ac.at/download/AkademIS_2.0_Schnelleinstieg_en_2.pdf)

**TALKS:** Talks at RICAM are announced in the weekly newsletter, on the website <http://www.ricam.oeaw.ac.at/news-events/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, new RICAM employees and external visitors 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.

#### **Talk announcements:**

Requests for talk announcements should be sent (at the **latest 3 days before** the talk) to [office@ricam.oeaw.ac.at](mailto:office@ricam.oeaw.ac.at). Please let us know which kind of talk should be announced.

## Miscellaneous

**MAIL:** In the secretariat there is an incoming mail-box for you. Please check **regularly** if you have mail. If you have outgoing mail, just take it to our office and put it into the “outgoing mail box” (just across the entrance). Please, no private mail and applications.

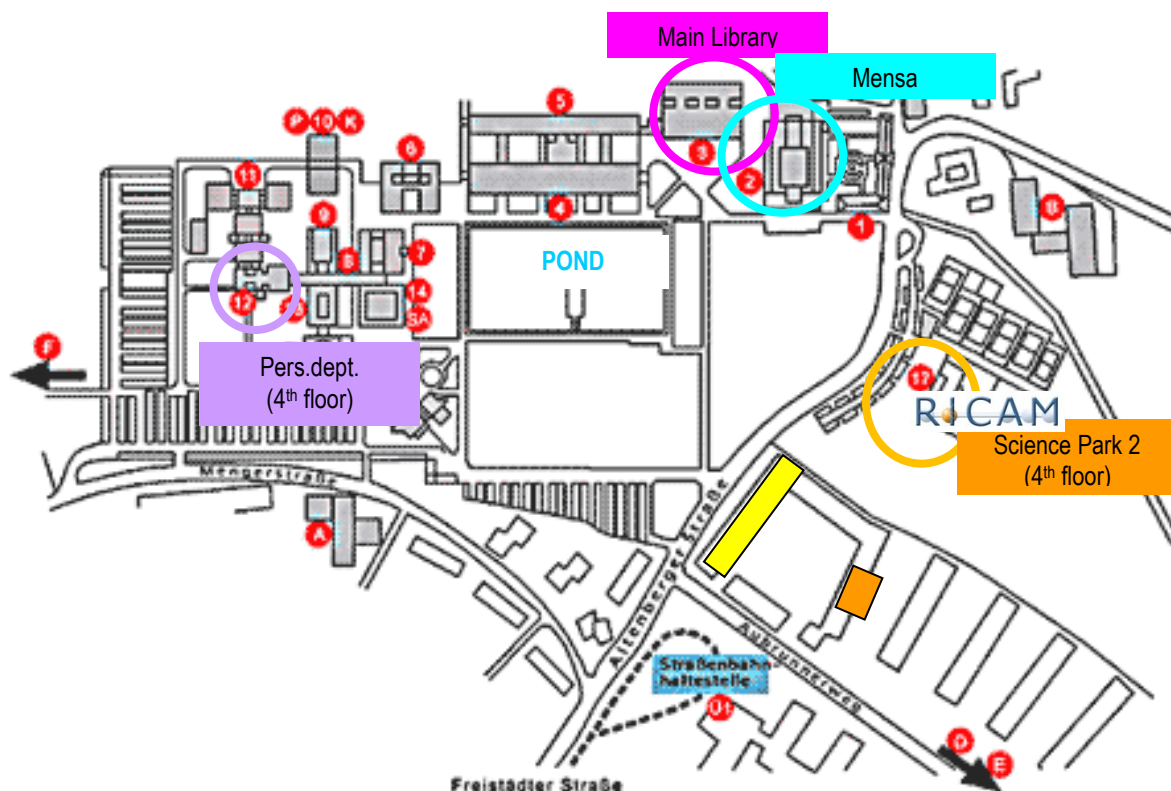
**PHONE:** Please no private phone calls! Even for business calls you should use Skype in order to avoid high telephone bills. The institute gets a list of telephone costs for each single telephone set. PhD students have to ask their project leader for access to an office telephone.

**OFFICE SUPPLIES:** Just help yourself (at the secretariat) when you need office equipment (ring binder, pencil, CDs, ...). If anything is missing, just let us 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 the secretariat or you can buy it on your own and ask for reimbursement. Please inform us when you take a book, we have to update the location in our database.

Last changed: November 2016

## Campus of JKU



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	Science Park buildings						