Checklist - practical and administrative tasks upon reception

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| **Activity** | **Comment** | **Completed** |
| **Prior to commencement** | | |
| Welcome email with digital starter kit, including a link to ISMO for international employees | Please ensure the correct starter kit for Norwegian/international employees  ISMO link: https://www.uio.no/english/about/vacancies/ismo |  |
| Appointment of contact persons and mentors | Mentor/mentee should be registered with greta.holm@hf.uio.no |  |
| Planning for the first semester | Individual teaching load in the first semester ? International employees have tight schedules in their first year. Plan ahead. |  |
| Setting up the workspace | Workspace, PC, phone, internet connection, door sign, office cleaning, mailbox, and other necessary equipment, etc. |  |
| Providing a PC | [Kjøp av datamaskiner ved HF - For ansatte - Universitetet i Oslo (uio.no)](https://www-int.uio.no/for-ansatte/arbeidsstotte/bestille/hf/datamaskin-hf.html) (in Norwegian only) |  |
| Access to administrative systems | [Tilgang til administrative systemer - For ansatte - Universitetet i Oslo (uio.no)](https://www.uio.no/for-ansatte/arbeidsstotte/personal/it-tilganger-veileder.html) (in Norwegian only) |  |
| Employee ID card - activation of access | Send an email to vaktalarm@admin.uio.no with the name, employee number, buildings, zones, and rooms that access should be granted to (and any specified period).  For employees from abroad, also provide date of birth, home country, and mention that manual registration is required for SiO customer service to have the person in their system. |  |
| **Specifically for international individuals** | | |
| Work and residence permits | Any persons who do not have the correct permits in order are not allowed to take up employment at UiO. In such circumstances, contact HR, who will postpone the commencement date in the contract. This is a departmental responsibility. |  |
| Tax, social security |  |  |
| Housing application, as well as guidance regarding relocation | Submit housing application to ISMO Forskerbolig [Accommodation for international researchers and staff - University of Oslo (uio.no)](https://www.uio.no/english/about/vacancies/ismo/before-arrival/accommodation/) |  |
| Norwegian language courses | Overview: [Norwegian language courses – University of Oslo (uio.no)](https://www.uio.no/english/studies/courses/norwegian-language/index.html) |  |
| **First day of employment** | | |
| Physical welcome package | Physical welcome package from the faculty, along with a letter from the department, is placed on the new employee's desk. Make sure to use the correct language/version. |  |
| Reception/welcome | Immediate supervisor welcomes the employee, introduces the mentor/buddy, and others if applicable. Provide practical information about the workplace, keys, employee ID card, etc. |  |
| Username and password | Username can be created by local IT on the same day if the contract is registered with the Payroll Section. |  |
| Confirming the arrival of international new hires | Notify HR that the international employee is present. If the employee is coming from a country outside the EU/EEA, work and residence permits must be granted and implemented before the person can start. |  |
| Introduction round and tour | This should happen on the first day |  |

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| **Ved tiltredelse** | **Ansvarlig** | **Gjennomført** |
| Gave: UiO-kopp, glasslykt e.l. | Ledelseskonsulent |  |
| **Internasjonale personer** | | |
| Registrering hos myndigheter |  |  |
| Personnummer |  |  |
| Skatt |  |  |
| Lønn |  |  |
| Helse |  |  |
| **Registrering** | | |
| Opprette hjemmeside | Ledelseskonsulent |  |
| Telefonlister | Ledelseskonsulent |  |
| E-postlister | Ledelseskonsulent |  |
| Ansattkort og tilgang | Ledelseskonsulent  [vaktalarm@admin.uio.no](mailto:vaktalarm@admin.uio.no) |  |
| Nøkler | Ledelseskonsulent / Ekspedisjonen |  |
| Bekrefte tiltredelse | Administrativ leder |  |
| Søke om tiltakskode (vit.) | Økonomileder |  |
| Påmelding til UiOs introduksjonskurs | Ledelseskonsulent |  |
| **Orientering** | | |
| Omvisning, hilserunde | Ledelseskonsulent / Administrativ leder |  |
| Presentasjon av kontaktperson(er) | Ledelseskonsulent / Administrativ leder |  |
| Presentasjon i instituttets nyhetsbrev | Informasjonskonsulent |  |
| Rekvisita | Ledelseskonsulent / Ekspedisjon |  |
| Driftsmidler | Økonomikonsulent |  |
| Postrutiner | Ledelseskonsulent |  |
| Personalrelatert info/plikter og rettigheter (Fleksiskjema for administrative) | Administrativ leder |  |
| Arkivrutiner | Administrativ leder |  |
| Brannvern og rutiner ved nødssituasjoner | Brannansvarlig |  |
| **Oppfølging** | | |
| Oppfølgningssamtale | Nærmeste leder |  |
| **Utløp ved midlertidig tilsetting** | | |
| Utløpsskjema for midlertidig tilsatte – gjør klar, si fra til ledelseskons. når et arbeidsforhold avsluttes | Ledelseskonsulent / Administrativ leder |  |