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| C:\Users\STATIS~1\AppData\Local\Temp\Bortkiewicz.pngGuidelines for new employees  **School of Business and Economics**  Ladislaus von Bortkiewicz Chair of Statistics | **Name abbreviation:** |
| **Contact:** Tel: +49 [30] 2093-5630 | Fax: +49 [30] 2093-5649 | stat@wiwi.hu-berlin.de | http://lvb.wiwi.hu-berlin.de | |

OFFICIAL (BUSINESS) TRIPS

* An application form is 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 clarified in advance
* Application forms and reimbursement forms available from secretariat (LU and AZ)
* Application for reimbursement is to be made within four weeks after returning from trip

CARD KEY FOR THE FACULTY ENTRANCE

* Available from and authorisation required from Frau Wöß (phone -5674) in advance

KEYS FOR LvB

* LvB: available from the secretariat (LU)

PHONE LIST OF EMPLOYEES

* Available from the secretariat (LU)

ANNUAL LEAVE

* The number of days granted depends on the age of the 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

LvB COFFEE MACHINE

* Mandatory membership fee to the Coffee Club of €25.00 is to be paid to the secretariat (LU) within two weeks of start of work
* The kitchen cleaning duty roster is posted weekly on the secretariat door

CMS ACCOUNT

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

LEQR Account

* Apply online (https://leqr.wiwi.hu-berlin.de/leqr/) and use the HU email

OFFICE HOURS

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GUEST LIST

* A list of the current guests is available online (https://www.wiwi.hu-berlin.de/de/forschung/irtg/guests)

STATIONERY

* Available from the secretariat (LU)

PRIVATE INTERNAL POSTBOX (LvB library, 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

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PRIVATE PHONE CALLS USING HU LINES

* A PIN should be requested from Frau Wöß via email ([woess@wiwi.hu-berlin.de](mailto:woess@wiwi.hu-berlin.de));

the email to her should contain your room number and the official phone number

* Bills are regularly prepared by the HU

OFFICE HOURS AT HUMAN RESOURCE DEPARTMENT (Personalabteilung)

Tuesdays, 09.00-12.00 hrs

Wednesdays, 13.00-15.00 hrs

Fridays, 09.00-12.00 hrs

Location: Main building (UL6, ground floor)

CODE FOR PC POOL

* Code: 017930

EMPLOYEE ABBREVIATION

* Personal abbreviation (WH)

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EMPLOYEE INTRODUCTION

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

PHOTO

* To be provided for the website

NATIONAL FLAG

* To be displayed on or near your desk. Available from Flaggenhaus am Alex, Propststr. 1, 10178 Berlin

HOMEPAGE

* Your detailed personal homepage should be on the LvB website within a month of the start of your employment (www.wiwi.hu-berlin.de/professuren/quantitativ/statistik/members)

I agree to the terms and conditions.

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Date, Signature