



Guidelines for new employees

School of Business and Economics

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Name abbreviation:

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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 clarify 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 AND SFB

- LvB: available from the secretariat (LU)
- SFB: available from the secretariat (RV)

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)

RDC Account

- Apply via the SFB website (<https://sfb649.wiwi.hu-berlin.de/guests/guests/guestsub.php>) and use the HU email

OFFICE HOURS

GUEST LIST FOR SFB

- A list of the current SFB guests is available online (http://sfb649.wiwi.hu-berlin.de/guests/guests_actual.php)

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

PRIVATE PHONE CALLS USING HU LINES

- A PIN should be requested from Frau WöB via email (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: 2401

EMPLOYEE ABBREVIATION

- Personal abbreviation (WH)

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 SFB newsletter and for the LvB website

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.

Date, Signature