A-Z for new staff

A

Access card must be ordered online by filling out the access card form.

The **administrative team** at iNANO will be happy to help you with for instance, credit and insurance cards, registration of holidays, and so forth. First, try to look up the administrative service at the iNANO staff website and if you cannot find an answer here, you are more than welcome to stop by our offices.

Annual meetings are always held in January. It will be announced by email with a link to the registration.

AU find is an app you can download to your smartphone to search for buildings, locations, names, numbers and so forth here at the university. You can also use the AU find website.

AU mail is your email address at AU. You will receive an email with information about how to choose your username when HR has created your personal entry in the AU database.

AURUS is the travel and expense claim system at Aarhus University. You can find the access form to create a user profile at the AURUS website or find helpful information on how to fill in the form on the iNANO staff website.

B

Bank accounts for international staff can be opened, if you bring your employement letter, passport, and CPR card/temporary slip from Citizens' service. Remember to have the account registered as a Nemkonto. You can also contact the International Academic Staff services if you are in doubt.

C

Citizens' service is located on Dokk1 by the harbour. You can visit the Dokk1 website for more information and opening hours.

Credit cards can be issued to employees. You can read more about the issuance of credit cards on the iNANO staff website for a quick guide how to fill in the form. For more elaborate information, we refer to the AU credit card website.

Coffee is available from the Nespresso machine in the foyer for payment. At the Student Helpers' office, you can buy single coffee capsules. If you use the coffee machine regularly, it is also possible to purchase coffee cards or key rings that can be used to buy 10 cups of coffee or more, one at a time. You can pay either by cash or MobilePay.

CPR number is your social security number. The CPR number is used when opening a bank account, going to the doctor and dealing with the public authorities in general. You can read more about the CPR number on the International Academic Staff website where you will also find information about how to register for a CPR number.

CWT is short for Carlson Wagonlit Travel, the travel agency used by the university. To be registered as a used for CWT, you will have to use the same form as for AURUS. To read more about booking through CWT, please visit the AU website about airline tickets.

D

Danish courses are offered free of charge to international staff members and spouses. Courses both at a beginner and advanced levels are available through Lær**dansk**.

E

E-boks is your online mailbox where you will receive you pay slip and other information from the public sector. You can log in to e-boks with you NemID.

Expenses must always be approved by your immediate leader and reimbursed through AURUS.

F

G

Getting started in Denmark is an event organized by the International Academic Staff services. It will cover most of the topics that international staff need to know settle in Aarhus and ensure that you are registered with the public authorities. Please sign up in advance by using the links on the website to ensure that you can participate soon after your arrival.

H

Holidays must be registered by contacting Trine Møller Hansen. You should arrange with your immediate leader when to take holidays before registering your holiday. If you do not actively register any holiday, you will be assigned standard holiday. It is important that you do not work in the laboratory when you are registered to be on holiday, because you will not be covered by AU insurance during your holiday.

Housing, both temporary and permanent, for international staff can be mediated by the International Centre.

I

By **illness** you should notify your immediate leader as well as Trine Møller Hansen on you first day of absence as well as when you are ready to go back to work.

The **iNANO registration form** should be filled out before you arrive. This will speed up most of the administrative tasks that we need to go through for new staff.

Insurance for AU employees is covered by AU's insurance on work-related travels such as workshops, academic visits etc. if they have an insurance card. You can read more at the AU travel insurance website. To obtain an insurance card you have to fill in the travel insurance form, get the signature of your supervisor, and pick up the card at Annette Wandahl's office.

The **International Academic Staff services** and **International Centre** can help you both pre-arrival, on arrival, when you have to settle in to life in Denmark, and when you are leaving Denmark. The International Academic Staff services can help you with many different matters including housing, registering for a CPR number and so

forth. We highly recommend that you sign up for the Getting Started in Denmark event. It is also worth taking a look at their Guide for International Academic Staff.

International citizen service is a one-stop-shop in the city centre where you can get registered for everything necessary such as residence permits, tax cards, and CPR number. They also offer personal guidance on different matters. For more information, please see their website.

International community in Aarhus is a great opportunity to strengthen your network in Aarhus. You can read more about their activities on the international community website.

If you have kids, the **International PlayGroup** meets Fridays from 10am-12pm. The PlayGroup is for all international-minded families.

Introduction days are hosted by both the International Academic Staff services, and AU HR.

IT-Helpdesk can be reached by either phone (+45 8715 4010) or by email. Furthermore, Jens Ole Jensen is our on-site It supporter. You can reach him most Tuesdays in office 1590-222.

J

K

Keys are handed out by the Student Helpers in office 1590-218.

L

Labbook is an online logbook that you will have access to when you have been assigned an AU email.

Language exchange is a free offer for the University International Club where you can sign up to be matched with a partner who speaks a language that you would like to learn (not necessarily Danish). Language exchange is an opportunity for you to establish a social network in the city and explore the city together.

M

Maternity or paternity leave must be reported to your immediate leader. As an employee at Aarhus University, you can read more about parental leave on the AU website. Make sure to read and follow the guidelines carefully as you will have to submit different parental leave forms (there are 3 different forms) either 3 months before the expected birth date, 8 weeks after childbirth, or 16 weeks prior to deferred leave).

Mit.au.dk is AU's self-service site where you can change your personal information and see your registered holidays.

MobilePay is a Danish app you can download for your smartphone. You connect a credit card to the app, which you can then use to transfer money to others (by typing in their phone number in the app) and pay in some shops.

N

A list of **National Danish holidays** is available online.

NemID is a common secure login on the internet used by banks and public authorities such as SKAT and e-boks. You can read more about obtaining a NemID on the official website and you obtain it at the Citizens' service at Dokk1 by the harbour or in the bank, when you set up a bank account. Make sure that NemID is activated for both baking and public authorities purposes, when you obtain it.

NemKonto (EasyAccount) is the bank account that your salary is automatically paid out to. When you open a bank account you should inform the bank that the account should be registered as a NemKonto.

We encourage you to provide information about your **Next of kin**, whom we can contact in an emergency. When you log in to mit.au.dk, choose "Personal Information" then "Private information and language". Here you'll be able to type in name and phone number for your next of kin.

O

Office supplies are available on request in the Student Helpers' office in 1590-218.

P

A **portrait photo** is welcomed for our internal database. It will not be publically displayed. Please upload it when you fill out the iNANO registration form or send it to the student helpers.

Posters can be printed at the University's printing service AUTRYK. You can either pay in cash or provide an account number when ordering your poster.

Psychological help for employees at AU is available for up to five hours free of charge, provided that there are good reasons to justify this. You can get consultation on referral or anonymous counselling. You can read more about AU's psychological counselling scheme.

PURE is the 'PUblication and REsearch' database where all publications **must** be registered. It is also your personal AU website (http://au.dk/en/xxx@inano, where xxx is the username from your email account) and online CV. You should as a minimum update it with a picture, room number, email, and phone number through the PURE website.

Q

R

S

Salary is paid monthly in arrears, on the last weekday, to you NemKonto

SKAT is the Danish tax authority. You can check and correct your preliminary assessment of income at SKAT's website. You sign in with your NemID.

Some **software** for work computers not issued by AU is available through the IT service. They have a list of software that is freely available or can be purchased with discount.

Spouse community Aarhus is a group of international spouses and accompanying partners that serve both as a social and professional network.
Spouse community Aarhus is membership run, and welcome all newcomers.

The **student helpers**' office is in 1590-218. They will be able to help you with office supplies, printers, paying for coffee for the Nespresso machine, and much more.

T

Travel booking of airline tickets must be done through CWT or the Airline company directly – booking through other travel agencies is not allowed.

U

The **University International Club**, also known as UIC, meets on a weekly basis to network, learn something new, and just to have fun.

V

Visit Aarhus is the official website for Aarhus providing information about what to see and do in Aarhus.

W

WAYF-login (short for Where Are You From) is the connection between your login at AU and external web services, such as PURE. With WAYF you only need to remember the username and password for mit.au.dk. When you are logged on, you can switch between the various web services without a revalidation of the login.

A **welcome package**, especially for international staff, should be received upon arrival. It contains information about AU, Aarhus, and about being an international

citizen in Aarhus. If you have not received it, you can either order it online using the web form or ask the administrative team.

Webmail is your online email account at AU and can be accessed through the webmail login page.

Wifi can be accessed through eduroam using you AUid on the AU premises.

The **work environment** is especially important when working in the laboratory. When you start working in the lab, make sure that you get a through guidance of the safety procedures before you start your project.

X

Y

Z