

A

Access card must be ordered online by filling out the [access card form](#). You can order the access card before the start of your employment. The card is not activated before you have [signed up in VDR](#), and filled out the iNANO Introduction Quiz. Go by the student helpers' office to request them to send you the quiz.

The **administrative team** at iNANO will be happy to help you with practical matter such as ordering 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.

B

C

Career counselling for PhD students and junior researchers is provided free of charge by [AU Career PhD & JR](#). They offer individual career counselling, host workshops and seminars, and provide a mentor programme.

Credit cards can be issued to employees. You can read more about the policy and issuance of credit cards on 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. You can also buy coffee through [this webshop](#).

CWT is short for Carlson Wagonlit Travel, the travel agency used by the university. To be registered as a user for CWT, you will have to use the same form as for RejsUD – the reimbursement system. To read more about booking through CWT, please visit the [AU website about airline tickets](#).

D

E

Expenses must always be approved by your supervisor and reimbursed through RejsUd. – See more under R.

F

Friday bars take place at many institutes around the university campus. The iNANO Friday bar is organized by the student organization [Nanorama](#) (only in Danish).

G

H

Holidays must be registered by using the self-service [MithR](#) tool. If you have questions to MithR you can view the [MithR guides](#) or contact [Trine Møller Hansen](#). You should arrange with your supervisor 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. Read more about [holidays at iNANO here](#).

I

By **illness**, you should notify your immediate leader on your first day of absence and when you are ready to go back to work. When you are back at work, you register the days you were ill in the [MitHR](#) self-service.

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.

AU employees are covered by AU's **insurance**, when doing work for AU in Denmark. Students and 4+4 non-employed PhD students are not covered and should take out their own full-time liability and accident insurance. You can read more at [AU's insurance page](#).
For travel insurance, look under T.

IT-Helpdesk can be reached by either phone (+45 8715 0944) or by [email](#). Furthermore, [Jens Ole Jensen](#) is our on-site It supporter. You can reach him most Tuesdays in office 1590-222.

For further information and physical helpdesk hours at Campus, you can look at the [Helpdesk website](#).

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.

M

Mit.au.dk is [AU's self-service](#) site where you can change your personal information that is displayed at AU.

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.

MitHR is the AU HR portal, where you can register holiday, illness, view employment info, and prepare for staff development dialogues. Read more about [MitHR here](#).

N

A list of **National Danish holidays** is available [online](#).

O

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

P

Parental 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).

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](#). It is also mandatory for all employees to have a profile text that describes your work.

Q

R

RejsUd is the travel and expense claim system at Aarhus University. If you have an AU credit card, RejsUd is where you settle the expense with a project and activity number. You have to settle the expense within three months. Otherwise the expense will be deducted from your salary. Read more on [the RejsUd website](#).

S

Salary is paid monthly in arrears, on the last weekday, to your Nemkonto

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.

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. For more information see CWT.

Travel insurance for AU employees is covered by AU's insurance on work-related travels such as workshops, academic visits, etc. You can read more at the [AU travel insurance website](#).

U

V

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.

Webmail is your online email account at AU and can be accessed through the [webmail login page](#).

Wifi can be accessed through eduroam using your 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 thorough guidance of the safety procedures before you start your project.

X

Y



A-Z for new staff

Z