

Welcome as a new employee at ITS

Here is some practical information to you as a new employee at the Department of Technology Systems (ITS). Please read this letter and familiarize yourself with the process and routines.

When you arrive

Where to find us

The Department is located at Gunnar Randers vei 19, 2007 Kjeller.

UiO User Account

1-3 days after you have started your contract, you will get your permanent UiO account and e-mail account. Please contact our local IT-support Arild Hemstad – arild.hemstad@its.uio.no

Permanent access card

Once you are registered in the salary system you can also get a permanent access card (employee ID card) to the University buildings. Note that it takes 1-3 days from your Norwegian ID-number is registered in the salary system before an employee ID card can be issued.

To issue an employee card you must attend in person at the SiO Customer service. SiO Customer service is located at Kristian Ottosen Building at Blindern Campus. For more information about the SiO Centre see <http://www.sio.no/en/>. Remember to bring a valid ID, such as a passport or bankcard.

Please note: The access card does not automatically give you the access you need. Once you have the card, stop by the Head of Department and they will apply for your access.

This card also functions as a lending card at the Universities libraries



IT

University wifi: eduroam. You log on using your [UiO username]@uio and password.

A personal homepage both in Norwegian and in English is established for all employees. You should maintain your homepage yourself. This is done by clicking 'Manage documents' at the bottom of the page and signing in using your UiO credentials.

You can access your e-mail in several ways, e.g. by using the following website: mail.uio.no. Read more at <https://www.uio.no/english/services/it/email-calendar/>.

You can find an overview of the software offered to employees here:

<https://www.mn.uio.no/its/tjenester/it/IT-tjenester/vitenskapelig-programvare.html> or here: <https://view.uio.no/portal/webclient/#/launchitems>

If you have any other questions concerning IT-support, you can contact local IT at arild.hemstad@its.uio.no.

Guidelines

You should also read through the University webpages regarding regulations and guidelines:

<http://www.uio.no/english/about/regulations/>

Please make sure to read the ethical and personnel guidelines in particular.

Familiarize yourself with the fire safety routines: <https://www.uio.no/english/about/hse/fire/>.

During your time here

Once you have started your job, and hopefully settled into your office, there are still some things that you need to remember.

Salary

Your salary is paid out on the 12th of each month. In the month of December you only pay half of your normal taxes. In the month of July your salary is what is called holiday pay (feriepenger). Until your tax-card is delivered, you will be deducted 50% in taxes. For more information on this check out: <http://www.uio.no/english/for-employees/employment/salary-payment/>.

Self-service portal: Working hours and illness

The Self-service portal is the University's online base for registering working hours, absence from work, travels and holidays.

You find the portal here: <https://login.dfo.no/?idp=feide&service=selvbetjeningsportal>

The web page for general information here: <http://www.uio.no/english/for-employees/employment/>.

Illness

When you are ill, you must inform your supervisor. In addition, you must log into the self-service portal in order to deliver self-certification of absence due to illness. Self-certification can be used when you have worked at UiO for at least two months and it is valid for a maximum of 8 days per illness within 16 calendar days and a maximum for 24 days per year. Beyond this, you must submit medical certification. Medical certifications are only valid for the days you are with the doctor and must be delivered to HR. You can read more about procedures for illnesses here: <http://www.uio.no/english/for-employees/employment/working-hours-and-absence/illness/>

Travels

Before your first travel please read through the University webpages regarding travels carefully: <https://www.uio.no/english/for-employees/employment/travel/>.

Please note that all travels must be pre-approved using the self-service portal.

All travels must be booked through the UiO travel agent Berg-Hansen

In order to get your costs refunded you need to keep all your receipts from your travels, this includes boarding pass from flights. This means that you must pay extra attention to any receipts if you pay in cash. You will need to register and submit all your travel costs in the self-service portal.

Holidays

Please check the webpage for general information about holidays: <https://www.uio.no/english/for-employees/employment/working-hours-and-absence/holiday/>

The rules when it comes to holidays can be a bit tricky to understand, so if you have any questions you can talk to the Head of Administration or me.

You will get all official Norwegian holidays off (i.e Easter, Christmas, 1st of May, 17th of May and Pentecost). These are marked in your self-service portal. In the portal you also apply for holidays

Before leaving for holiday, mark your absence in your electronic calendar and write an automatic absence reply message in your e-mail.

Purchase

All purchases done by the University must go through the University purchasing system. You are not allowed to access the system. If you want to make a purchase you must therefore talk to your supervisor or me.

Publications

[CRISTin](#) is the national system used by UiO for registering academic activities and results. You must register all of your journal publications, books, book chapters, talks, posters, media contributions, etc., as the information entered into this system is used to generate reports on scientific activity, including information on collaboration (internally, nationally and internationally). If you have any difficulties using Cristin, you can contact me.

E-mail lists

Once you have received your permanent university e-mail address from your executive officer you may be added to the joint e-mail lists for the Department. You can see the full list of lists, and subscribe at <https://sympa.uio.no/fys.uio.no/lists>.

Office supplies

You can find office supplies in the Supply Room. If you cannot find what you need, ask me.

Social

Every year ITS arranges a Christmas party in December and a Summer-party in June. Here you will be able to meet academic staff, administration, and master's students.

SiO Welfare Organization for students

SiO is the welfare organisation for students at 27 educational institutions in Oslo. SiO offer Health services (General Practitioner, dentist, etc), Housing services, Sport centers/gyms, Kindergarden services, concerts, etc. A link to the SiO webpage is here: <https://www.sio.no/en>

SiO is mostly focusing on students, so if you have paid the semester fee at UiO, you are welcome to use their services. For example, all SiO students who have paid the semester fee and are under 40 years old can use our dentists or dental hygienists. If they are older or have not paid the semester fee they are not eligible to use the dentist services.

However, as an employees at UiO (i.e. not student), many of their services might still be available, but at other terms and prices. For instance, at SiO Athletica, i.e. their gyms, employees will still have quite favorably reduced [prices for their membership](#). The reduced prices are typically about 1/2 of the cost for commercial gyms.

Some terms are the same for both employees and students. The terms for health services, for example, are the same for everyone. You will find the price list for SiO Health [here](#). Norwegian citizens, with a Norwegian social security number ("personnummer") will book health services through the web-portal www.helsenorge.no, while foreign students and foreign employees have to call SiO Health to book appointments by phone.

If you have any further questions regarding these matters you can contact SiO Heath directly on (+47) 22 85 33 00 Monday to Friday between 08.30-11.15 and 12.00-14.30, and SiO Athletica on (+47) 22 59 69 50 Monday to Friday between 12.00-14.00.

Student society at ITS: "UNIKUM"

UNIKUM is a student society that arranges social and curricular activities for students and phd candidates at the department. Both full-time students at the department and students taking individual courses are welcome to join UNIKUM. For more info, see:

<https://www.mn.uio.no/its/english/student-life/societies/> .

Local services close to Kjeller

- There is a bike rental service at Lillestrøm, e.g. useful for biking between the train station and Kjeller

Facilities at the ITS building

- Gym room in the basement, with weekly gym sessions on Fridays before lunch
- Sauna
- Ping pong area
- Makerspace
- Various labs
- Student Pub / Cafe (under development)

Lastly, if you have any questions after reading through the information, do not be afraid to ask anyone in the administration at ITS for more details.

This version of the document was written by the PhD committee at ITS and adopted on 2024-03-07. The document is based on a similar more general document provided by the administration at ITS, adding additional details requested by PhD candidates.

Paal Engelstad, Head of PhD committee