

Welcome to the Department of Bioscience, Kalø



When you join our department, you will receive an e-mail with this manual, as it contains so many excellent links. The manual is particularly meant to help new employees, so that you get as comfortable a start with us as possible. You are always welcome to print the mini manual. But make sure to save the link, so you know how to find it. The file will be updated on an on-going basis and the links work best when you access them electronically. In case you happen to erase your link, but have a printed version of the manual, you can find it at: <http://bios.medarbejdere.au.dk/employee-handbook/i/introduktion-til-nye-medarbejdere/>

Science and Technology is a large faculty with many departments, including the Department of Bioscience, which is the largest one and has 4 places of employment: Silkeborg, Kalø, Aarhus and Roskilde.

The manual does not contain all information, as much of what you need can be found electronically on AU's and the department's intranet. You can get a lot of pointers on where to find further information and become more familiar with your new place of work.

If you have any input for the manual, please contact one of the department secretaries, as they update it on a regular basis.

Enjoy and good luck!

Organization

You can find a detailed description of the organization on the department's intranet <http://bios.medarbejdere.au.dk>. Here you can also see the strategic plan for 2012 – 2016.

Below we have listed some of the key persons you need to know:

Head of Department for Roskilde, Kalø and Silkeborg

Peter Henriksen, pet@bios.au.dk
Ph. 871 58 557
Cell 30 18 31 49

Head of Department for Aarhus

Hans Brix, hans.brix@biology.au.dk
Ph. 871 56 572
Cell 28 99 20 31

Deputy Head of Department

Each work place has a deputy head of department in charge of day to day management.

Roskilde

Mikkel P. Tamstorf, mpt@bios.au.dk
Ph. 871 58 684
Cell 41 91 56 66

Silkeborg

Christian Kjær, ckj@bios.au.dk
Ph. 871 58 814
Cell 29 24 83 23

Kalø

Flemming Skov, fs@bios.au.dk
Ph. 871 58 861
Cell 23 34 32 74

Aarhus

Peter Teglberg Madsen, peter.madsen@bios.au.dk
Ph. 871 56 573
Cell 40 24 71 91

Head of the Secretariat in the Department

The department has a head of secretariat, based in Aarhus.

Camilla Nissen Toftdal, toftdal@biology.au.dk
Ph. 871 56 556

Administrative Staff

Kalø has 3 administrative staff, who perform a variety of day to day tasks.

Chief secretary Hanne Fensbæk	hfe@bios.au.dk	ph. 871 58 871
Office assistant Mette Kingo	meki@dmu.dk	ph. 871 58 556
Finances Lizzie Jensen	lizzie.jensen@au.dk	ph. 871 58 858

Staff executives

All 4 places of employment have staff executives. At Kalø they are:

Deputy head of dept. Flemming Skov	fs@bios.au.dk	ph. 871 58 861
Staff executives Aksel Bo Madsen	abm@bios.au.dk	ph. 871 58 863
Bettina Nygaard	bny@bios.au.dk	ph. 871 58 474

You can find a complete overview of all staff groups on Biosphere -> Organisation -> Sections.

<http://bios.medarbejdere.au.dk/organisation/sections/alle-medarbejdere/>

Contingency plan - AED - First-aid - fire alarm

It is important to know how to act in emergency situations. You must be familiar with the contingency plan for our house. Information about safety and work environment can be seen here.

<http://bios.medarbejdere.au.dk/committees-and-forums/arbejdsmiljoevalg/>

In case of cardiac arrest, assistance must be provided within minutes. A defibrillator is available in the hall. It is hanging on the wall by the main entrance.

First-aid kits are located in the small tea kitchens. Additionally, you can go to Hanne Fensbæk for headache pills.

IT-systems

Intranet

On <http://bios.medarbejdere.au.dk/ky> you can find useful information and practical tools. Among other things, you can keep up to date with the latest news in the department, read minutes from department meetings, management meetings, etc., and you can find various manuals. It is a good idea to make this page your home page so that you see the news, which is updated regularly. Here you can also find an "Employee handbook" (click the top of the picture box), where you can look up things that may be useful to know.

On AU's intranet you can also find a page called "Medarbejderservice" ("Employee services), including a subject index with all kinds of information.

<http://medarbejdere.au.dk/administration/emneindeks/>

If you cannot find what you are looking for, you are always welcome to ask one of the administrative staff for help.

Recording your working hours electronically

With the exception of graduate students, employees at Bioscience Kalø must record their working hours in the electronic time registration system. The time registration system is accessed via the department's intranet <http://bios.medarbejdere.au.dk/> under ProMark on the right hand side of the screen. We recommend that you record your hours on a regular basis, however, no later than the last day of the month. Hanne can guide you as to how to record your hours correctly.

Registering absence electronically - Outlook

All absence (internal and external meetings, travel, vacation, work at home, flex and illness) must be registered in your electronic calendar Outlook. If you are away from the office for several days, e.g. due to a conference or vacation, remember to turn on your "Out-of-office-assistant" in Outlook.

If you fall sick, call Hanne before 9.00 a.m. on **ph. 87 15 88 71**. You are also welcome to send her a mail (hfe@bios.au.dk) in case you can't get through. Remember to let her know when you are well and back at work.

We strive to have Outlook reflect reality. We therefore ask that you allow the secretaries to write in your calendar, e.g. when you call in sick.

Electronic filing of mail- Captia

Each employee is responsible for ensuring that all relevant mail is filed in the electronic filing system Captia. This also applies to messages related to a project or other mail that it is important to reply to. Excepted from this are graduate students and project students. In order to access Captia, you must register as a user. Following this, you can open Captia from our intranet (Biosphere) and it can be used directly from Word and Outlook. Contact Susanne Nørtoft Jensen (SNJ@bios.au.dk) if you need help registering in the system, for guidance in using the system or for any questions related to filing and Captia.

Registering purchases electronically - IndFak

IndFak is AU's electronic purchasing system. However, the actual purchase currently takes place by contacting the supplier yourself, either by phone or by mail. When placing your order, you must provide the name of the department and the buyer's name, along with project and activity number. AU's procurement contracts must be adhered to. See more information on AU's home page <http://medarbejdere.au.dk/administration/oekonomi/indkoeb>
Be particularly careful to provide the correct EAN number!
EAN = 5798000419988 (for Bioscience RKS)

When the electronic invoice has been recorded by accounting, it will be forwarded to the buyer to confirm receipt and then to the project economist for verification. Important! The name of the buyer is always the name of the project supervisor, even if the assignment has been delegated to someone else.

Most of us do not buy things very often, so feel free to contact Hanne, and she will help you with the procedures.

Electronic library - BIBOX (particularly for scientific staff)

You can access DCE's journal database via the link <http://bibox/tid/tsdb.asp>. Use the column "Favorite" to quickly select your favorite journals. By clicking on the heading "Journal" in the menu bar, you can see an overview of the "impact factor" of the various journals under Journal Impact Factor (JIF). Please contact our librarian Henrik Skadhauge Clausen (henriksc@au.dk) for support and for obtaining scientific publications. Aarhus University has online access to several journals where you can download articles free of charge.

Recording products electronically - PURE (specifically for scientific staff)

PURE <http://medarbejdere.au.dk/pure/> is used to record AU's publications and activities. If you are the first author on a publication (e.g. scientific articles, reports, papers, etc.) you are obligated and responsible for recording your product in PURE. You can see an overview of what must be recorded here: <http://bios.medarbejdere.au.dk/employee-handbook/p/pure-hvad-skal-jeg-registrere/>. Please contact our librarian Henrik Skadhauge Clausen (henriksc@au.dk)

VPN-access

By completing the form "Agreement about VPN access for employees and students", you can access the department's network and servers. For more information, talk to Kim Eskesen, kie@au.dk.

The canteen

You can enjoy your packed lunch in the canteen or in the garden, weather permitting. We have several refrigerators for food in the tea kitchens, and you are, of course, welcome to use them. Never use the refrigerators in the laboratories for food.

On Mondays it is possible to purchase lunch for 25.00 kr. You must sign up for this no later than Monday 9:00 a.m.

We have a 30 minute lunch break every day, and this time is included in our 37 hour work week.

Laboratory and field safety, work environment

The department of Bioscience has a joint health and safety committee (LAMU).

<http://bios.medarbejdere.au.dk/committees-and-forums/arbejdsmiljoevalg/>

LAMU aims to create a safe and secure work environment in laboratories, offices and in the field.

All employees and students are required to become familiar with the safety regulations and comply with them. You can read more about this in the link above. Here you can also find the safety manual.

Prior to beginning lab or field work, you **must** be introduced to health and safety regulations and have a tour of the laboratories that you might need to use.
The daily safety manager at Kalø is Jørn P. Berthelsen.

Meetings and committees

A number of committees that have regular meetings have been established in the department. All minutes from the meetings can be found on the department's intranet. You are welcome to check on <http://bios.medarbejdere.au.dk/committees-and-forums>

Initially, the following will be of particular interest to you:

Information meetings

Every Monday at 10.00 a.m. there is a staff meeting in the canteen. Minutes from the meeting are taken. The meeting is chaired by deputy head of department Flemming Skov.

Management meetings

Management in the department meet about once a month. Dates for the meetings can be seen on the intranet, as can minutes, which are put in as the meetings are held. See the cover page on <http://bios.medarbejdere.au.dk/committees-and-forums/>

Liaison committee

Information on the committee, its members and minutes from meetings can be seen on the department's intranet <http://bios.medarbejdere.au.dk/committees-and-forums/samarbejdsudvalg/>

Employee benefits

Coffee, tea and fruit

Coffee is free of charge. In addition, each employee gets 2 pieces of fresh organic fruit a week. The fruit is located in the kitchen by the canteen.

Friday breakfast rolls

Every Friday you can enjoy breakfast rolls in the canteen at 9.30 a.m. To join this arrangement, contact Kim Eskesen at kie@au.dk.

Massage

It is possible to enjoy a massage at work. If you do this, you must "flex out" in order not to spend work time on the massage. You can ask Hanne about the price for a massage.

Printers

Go to this link: [//print.uni.au.dk](http://print.uni.au.dk)

Select the desired printer. Printer names begin with 8410-121 and 8411-100 (the room number in which the printer is located).

Mail

All mail addressed to you will be placed in your letter tray on your shelf. Mail is distributed every day. Outbound mail should be dropped off in the letter tray for outbound mail, located in the hall. If you need something to go out the same day, make sure to check when the mail is picked up.

If you need to send something by courier and you need help, please contact a secretary.

Travel

Travel booking

All travel is booked through Carlson Wagonlit Travel, with whom AU has a contract. Hanne Fensbæk and Mette Kingo is in charge of booking all your trips.

Travel reimbursement

Upon returning from your official trip, immediately (max. 14 days after completing the trip) your travel expenses must be entered into AURUS. Remember to save all documentation related to your trip (air-/train-/bus tickets (including electronic ones), boarding card, taxi receipts, etc.). All documentation must be scanned and attached to your electronic application for reimbursement. Feel free to ask Hanne, she will be happy to help you.

Travel insurance card

You must obtain a travel insurance card in order to be insured re. travel related to the department. Contact Hanne to obtain the card and fill out the related form.

Social activities

Kalle is our staff association. Through Kalle, numerous social activities are arranged that you can be part of, if you are a member. The membership fee is 40.00 kr. a month. On this link, you can see all activities in BIOS. Click on Kalø to specifically see events that are relevant for Kalø <http://bios.medarbejdere.au.dk/staff-offers/>

Official cars

BIOS has a number of official cars at its disposition that can be used in connection with field work or meetings. Official cars may not be used for private purposes. The cars may only be driven by employees who are directly associated with BIOS. Passengers who are not employed by the department must obtain special permission from the deputy head of department. Contact one of the administrative staff to learn more about booking a car and using the fuel card. You can also read more here (Safety manual, Kalø, section on field work).

In case there is a problem with the official cars, please contact Michael Schmidt at 2063 0740.

<http://bios.medarbejdere.au.dk/committees-and-forums/arbejdsmiljoevalg/>

Be particularly aware that due to tax reasons, it is not permitted to take a car home with the purpose of taking it for field work or a meeting the following day. In case circumstances are such that you need to do this, you need to get written permission from Hanne Fensbæk.

Other useful information

Working after 4:30 p.m.

If you need to work later than 4:30 p.m., you must write your name on the blackboard by the canteen. If you are the last person to leave work, you need to activate the alarm when you leave and make sure that the coffee machines have been switched off. In case the alarm goes off by accident, follow the alarm instructions posted near the entry.

Visiting BIOS Kalø

An information board is located in the hall and all meeting activities of the day are listed there.

Food at meetings

If you are hosting a meeting with external guests and need coffee, tea, etc., or maybe even lunch, feel free to ask Mette Kingo to help you with the practicalities.

Office supplies

Office supplies are located in the stairwell by IT. Specific items that are not found here can be ordered through Mette Kingo.

Conference rooms

Our place of work has several conference/meeting rooms, of which one has video link facilities, namely Michael Ancher meeting room. All rooms are to be booked in the calendar using Outlook. In the calendar you can see how many people fit in each room. To access a calendar for the meeting rooms through you own calendar, select "Open calendar -> from list of rooms.

Keys to the department

Keys and key tag are issued by Hanne. The key tag gives you access to exterior doors, remember that the alarm is activated from 4:30 p.m. to 7:30 a.m.

Bulletin boards

Bulletin boards containing information from employees/groups are placed in various locations in the building. A particularly interesting bulletin board posting the latest articles by our employees is placed by the letter trays.

PC-support

For day to day IT-support, please contact Kim Eskesen, kie@au.dk. Alternatively, you can contact IT-Service by calling them on ext. 55 050 or mailing them at ITService@au.dk.

Opening hours and Christmas closure

The department's official opening hours are:

Monday through Thursday. 9.00 a.m. - 4.00 p.m.

Friday 9.00 a.m. - 3.00 p.m.

The reception, mail and receiving are closed at BIOS Kalø between Christmas and New Year's. The department will not receive mail till the first weekday of the new year.

As far as IT is concerned, central systems will operate normally, while operation management is unsupervised, as IT employees also take the days around Christmas to take compensatory time off.

In general, we encourage you to spend unused vacation time, special vacation and, possibly, flex hours during the weekdays between Christmas and New Year's.