



Welcome

to new staff in

Department of

Bioscience,

Roskilde



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**Please note:
Many links in this
document are only
available, when you are
on the AU network.**

**Assistance and services connected to international
academic staff and Ph.D.-scholars at Aarhus University**

**Link to International Academic Staff (IAS)
<http://ias.au.dk/international-academic-staff-ias/>**

Work in Denmark

**Link to the official Danish website
for international recruitment:
www.workindenmark.dk**

Welcome to Department of Bioscience, Roskilde

This mini guide has been prepared for you as a new employee to get as good a start as possible in the department.

Science and Technology is a large faculty with many departments including Department of Bioscience as one of the largest with locations in Silkeborg, Kalø, Aarhus and Roskilde.

The guide does not include all information as it is available from the website of AU and our intranet Biosphere. You get many clues about where to get further information and over time become more familiar with your new workplace.

If you have input to the guide, please contact the department secretary who updates the guide regularly.

Organization

On the department's intranet 'Biosphere' (<http://bios.medarbejdere.au.dk/organisation/>) you can find a detailed description of the organization and the strategy 2016 – 2020.

Below are listed the daily management of the department:

Head of Department for Roskilde, Kalø and Silkeborg

Peter Henriksen, pet@bios.au.dk
Phone 871 58557
Mobile 3018 3149

Head of Department for Aarhus

Hans Brix, hans.brix@bios.au.dk
Phone 871 56573
Mobile 2899 2031

Deputy Heads of Department

At each location is a Deputy Head of Department in charge of the daily management.

Roskilde

Mikkel P. Tamstorf, mpt@bios.au.dk
Phone 871 58684
Mobile 4191 5666

Silkeborg

Christian Kjær, ckj@bios.au.dk
Phone 871 58814
Mobile 2924 8323

Kalø

Flemming Skov, fs@bios.au.dk
Phone 871 58861
Mobile 2334 3274

Aarhus

Peter Teglbjerg Madsen
peter.madsen@bios.au.dk
Phone 871 56501
Mobile 5177 8771

Head of Department Secretariat (office in Aarhus):

Camilla Nissen Toftdal, cnt@bios.au.dk
Phone 871 56513
Mobile 2220 9929

Administrative staff

The administrative staff of the department in Roskilde includes 5 people, who do a wide variety of tasks. The tasks are listed in a separate document (the “green” page).

Project Secretary Charlotte Hviid	cn@bios.au.dk	871 58717
Department Secretary Winnie Grynnerup	wig@bios.au.dk	871 58472
Project Secretary (correspondent) Anne van Acker	ava@bios.au.dk	871 58631
Administrative officer Conni Lund Nielsen	cln@bios.au.dk	871 58609
Clerk and laboratory assistant Bodil Bærentzen	bodil@bios.au.dk	871 58635

Section managers

There are section managers at all four locations. The section managers in Roskilde are:

Jacob Nabe-Nielsen	jnn@bios.au.dk	871 58696
Karen Timmermann	kt@bios.au.dk	871 58467
Karsten Dahl	kda@bios.au.dk	871 58566
Niels Martin Schmidt	nms@bios.au.dk	871 58683
Peter J. Aastrup	paa@bios.au.dk	871 58 687

Contingency plan - defibrillator - first-aiders - fire alarm

It is important to know how to act in emergency situations. You must be aware of the contingency plan for Roskilde; you can find it on the department’s intranet.

<http://bios.medarbejdere.au.dk/en/committees-and-meetings/work-environment-committee/contingency-plans/>

In case of cardiac arrest, help must be provided within minutes. The defibrillator can be found in the reception. It hangs on the wall to the left of the meeting room sign A1.20 (meeting room in the canteen). Look for the green defibrillator sign.

Many employees are trained in providing first aid. Some first-aiders have a green sign hanging outside the door to their office. Others have not. Lars Holst Hansen (lahh@bios.au.dk), ext. 58682, is in charge of first-aid courses in the department, so ask him if you have any questions relating to first aid.

First aid kits are located in the laboratories. This is indicated by a green sign on the door. In addition, you can get plasters in room B1.28 from Bodil Bærentzen and Dorete W. Jensen. The plasters are on the shelf to the right in the office. Here you can also get headache pills.

“Risø” (i.e. the area inside the gate) holds regularly fire drills in the area. The drills are announced in the speakers.

Every Wednesday at noon Risø's fire alarm system is tested at 12.00. It is announced in the speakers that the alarm was a test.

IT systems

Intranet – “Biosphere”

On <http://bios.medarbejdere.au.dk/> you can find useful information and shortcuts to practical tools. You can keep up to date with the latest news in the department, read the minutes from department meetings, management meetings, etc., and you can find various guides. On this site, you can also find the digital handbook ABC - <http://bios.medarbejdere.au.dk/employee-handbook/> where useful information is available.

On AU's intranet you will find a page called "Staff service" - <http://medarbejdere.au.dk/en/administration/> with information about everything between heaven and earth. If you do not find what you are looking for, please feel free to ask the department secretary.

Electronic recording of work - ProMark

All employees in Bioscience Roskilde must register their working hours in the electronic time recording system ProMark – this does **not** apply to graduate students.

The time registration system is accessed from the department's intranet 'Biosphere' - <http://bios.medarbejdere.au.dk/> on the right side of the screen (the button 'PROMARK. It is recommended that you register your hours regularly. **IMPORTANT: The monthly timesheet must be completed electronically on time.** ProMark automatically sends out a mail to remind you. The department secretary can guide you in how to make the time registration, but you can also find various guides here under Guidelines <http://medarbejdere.au.dk/en/administration/finance/menu2/promark/>

Electronic recording of absence - Outlook

All absence (internal and external meetings, travel, holiday, home working, time off, child care day, illness and leave of absence) must be recorded in your electronic calendar Outlook. If you are away for several days because of e.g. a conference or holiday, you must turn on your "Out-of-office" in Outlook (File/Account Information → Automatic Replies (Out of office)).

If you are ill, you must call the department secretary before 9.00 (phone 8715 8472). If you do not get through to her, then wait for the answering machine and leave a message. If the department secretary is absent, another secretary will listen to messages from the answering machine. Remember to notify the department secretary when you are back in office again.

In Outlook, please give rights to Winnie Grynnerup, Anne van Acker, Conni Lund Nielsen, Bodil Bærentzen and Charlotte Hviid, so they can edit your calendar when e.g. you call in sick.

Electronic filing of post and other important documents - Captia

It is the responsibility of each employee to file all import documents in the filing system Captia. This also applies to mails that are related to a project or mails/documents which are important to archive. Graduate and project students, however, do not have to use Captia.

Captia can be accessed from this homepage <http://medarbejdere.au.dk/administration/hr/hr-systemer/esdh-systemet-captia/>. Contact the department secretary for guidance in filing.

Electronic registration of research applications – ReAp

All applications must be registered in ReAp. ReAp is an abbreviation for Research Application. Link to ReAp is found on Biosphere/Funding - <http://bios.medarbejdere.au.dk/funding/> - in the box on the bottom right-hand corner – here you will also find a guide to ReAp. The person responsible for the application must ensure registration of the application in ReAp.

Electronic recording of purchases - IndFak

IndFak is AU's electronic purchasing system. If you want to buy something, you contact the supplier either by phone or by mail. When ordering, you must provide the supplier with the following information: 1) place of delivery (Bioscience Roskilde), 2) invoice address (Aarhus), 3) “requester” (name of person who ordered the item(s)), and 4) **case (project) and case (activity) number**.

AU purchasing agreements must be respected: Find more information on the AU website: <http://medarbejdere.au.dk/en/administration/finance/procurement/purchasing-agreements/>

Remember to provide the supplier with the correct EAN-number!
EAN-number Bioscience, Roskilde: **5798000419988**. When ordering goods, you must also ask the supplier to add the **case (project number) + case number (activity number)** on the invoice. You will get the project number from the project manager and the activity number from Conni Nielsen.

When the electronic invoice has been registered by the accounts department at AU, it will be sent by IndFak to “the requester” (the person who ordered the item(s)) for “receipt of goods” and then to the project finance administrator for attestation.

Important! The “requester” is **always the name of the project manager** even though the task may have been delegated to another person.

Electronic library – AU Library Kalø

Bioscience’s librarian is Henrik Skadhauge Clausen - henriksc@au.dk – extension 55 713. Find more information on the websites: <http://library.au.dk/en/aarhusuniversitylibraries/kaloe/> and <http://library.au.dk/en/>

Electronic registration of products - PURE

PURE - <http://medarbejdere.au.dk/en/pure/> - is used for registration of AU’s publications and activities. If you are first author on a publication (e.g. scientific articles, reports, technical notes, etc.) you have the responsibility to ensure that your product is registered in PURE. Similarly, activities such as participation in conferences, lectures, training, peer review, etc.) must be recorded in PURE. Contact Anne van Acker (extension 58631, ava@dmu.dk) or Charlotte Hviid (extension 58 717, ch@bios.au.dk for assistance and introduction.

VPN access (Virtual Private Network)

For access to the department’s network and servers please contact the IT department <http://medarbejdere.au.dk/en/administration/it/vpn-remoteau.dk/>

The canteen

The canteen is open from 8:00 to 14:00.

08:00 to 10:00 you can buy bread in the canteen.

11:30 to 13:00 you can buy lunch in the canteen.

Laboratory and field safety, working environment

Department of Bioscience has a joint working environment committee (LAMU).

Bioscience Roskilde has two working environment groups:

Field work

Jeppe Dalgaard Balle (1/1-30/6 2017)

Working environment representative

jedb@bios.au.dk

Phone 871 59 062

Lars Holst Hansen

Working environment head representative

lahh@bios.au.dk

Phone 871 58682

Offices and laboratories

Dorete W. Jensen

Working environment representative

dwj@bios.au.dk

Phone 871 58551

Gert Asmund

Working environment head representative

gas@bios.au.dk

Phone 871 58491

Mikkel P. Tamstorf, deputy head of department, is head of both working environment groups.

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

All staff and students are required to familiarize themselves thoroughly with the safety regulations and to comply with them. Read more here:

<http://bios.medarbejdere.au.dk/en/committees-and-meetings/work-environment-committee/contingency-plans/>

In addition, it is for anyone who puts others to work (project managers, etc.) to make sure that this person through instruction knows the possible risks of the work and the working environment rules covering the work.

All employees are also required to be aware of any factors that may affect the work environment and put them in order as soon as possible. If the employee cannot bring the situation in order, the relevant working environment group must be informed.

Before you begin laboratory work, please contact Peter Kofoed (room number B1.17, ext. 58608, pk@dmu.dk) or Dorete Weysmann Jensen (room number B1.28, ext. 58 551, dwj@bios.au.dk) in order to get an introduction to the health and safety regulations and a guided tour in the laboratories.

When travelling to Greenland, special conditions apply. "Safety manual for stay in Greenland":

http://bios.medarbejdere.au.dk/fileadmin/Resources/bios.medarbejdere.au.dk/Udvalg_raad_fora/Arbejds miljoeudvalg/2015/15-04-10_FeltarbejdeArktisEng.pdf

Laboratory equipment

If you are going to use field equipment for your project, please contact one of the laboratory technicians, who coordinates the field activities.

Work in chemical laboratory

Workplace safety instructions, APBs (*Arbejdspladsbrugsanvisninger*) are required when working in the chemical laboratory with dangerous substances and materials.

It is important, that you, as project manager, ensure that workplace safety instructions are available and that you, as a laboratory technician, are aware of the workplace safety instructions.

If you work with carcinogens, you must fill in the form "OPLYSNINGER OM ARBEJDE MED KRÆFTFREMKALDENDE STOFFER OG MATERIALER". The form is available from this website: <http://bios.medarbejdere.au.dk/en/committees-and-meetings/work-environment-committee/>. The filled-in form must be sent to Karin Rosengaard (Karin.rosengaard@au.dk). The form will be registered in your staff file in the HR Department and documents that you have worked with carcinogens.

Dorete W. Jensen is responsible for drawing up the workplace safety instructions. Please contact Dorete in these matters.

Meetings, committees and forums

There are a number of committees and forums in the department, which meet regularly. Minutes from the meetings are available on the intranet Biosphere (some of the documents are only available in Danish):

English page: <http://bios.medarbejdere.au.dk/en/committees-and-meetings/>

Danish page: <http://bios.medarbejdere.au.dk/udvalg-og-moeder/>

As a new employee, the sections in Roskilde are of particular interest to you:

Sections in Roskilde

		Section manager
Anvendt marin økologi og modellering	Applied Marine Ecology and Modelling	Karen Timmermann
Marin biodiversitet og eksperimentel økologi	Marine Diversity and Experimental Ecology	Karsten Dahl
Arktisk miljø	Arctic Environment	Peter Aastrup
Arktisk økosystemøkologi	Arctic Ecosystem Ecology	Niels Martin Schmidt
Havpattedyrforskning	Marine Mammal Research	Jacob Nabe-Nielsen

There are in total 18 sections in the Department of Bioscience and you will be a member of one of the sections in Roskilde (see above). The section manager is also your personnel manager. The department secretary will ensure that you are registered on the intranet and added to the relevant distribution list. You can find a description of each of the sections here: <http://bios.au.dk/en/about-bioscience/organisation/>.

Information meetings

We have information meetings every two weeks (also called Tuesday meetings or 'Tjenestestedsmøder'). The meetings are chaired by Mikkel Tamstorf. The meetings are held in the meeting room in the "Pavillonen". The department secretary calls the meeting via Outlook. The agendas from the meeting are posted on Biosphere:

<http://bios.medarbejdere.au.dk/en/committees-and-meetings/>

Management meetings

The management of the department meets approx. once a month. An overview and minutes from the meetings are available from the Biosphere:

<http://bios.medarbejdere.au.dk/en/committees-and-meetings/management-meetings/2017/>

Liaison committee (in Danish: Samarbejdsudvalg/SU)

Information about the Liaison Committee, members and minutes is available from the intranet Biosphere:

<http://bios.medarbejdere.au.dk/en/committees-and-meetings/liaison-committee/>

Perks

Influenza vaccination

In the autumn employees are offered vaccination against the influenza. When and where are announced on the intranet.

Coffee, tea and fruit

Coffee and tea are free. All employees get 2 fresh, organic fruits per week. You can pick up your fruits from the “local” lunch-rooms.

Massage

It is possible to book an appointment for massage. However, you must “flex out” and thus not spend working hours on the massage appointment. You can read more about massage here (in Danish): <http://bios.medarbejdere.au.dk/en/staff-offers/roskilde/>.

Post

Post addressed to you is delivered in you pigeonhole. The post is being delivered every day at the latest at 12:00. Outgoing post can be placed in the pigeonhole for “outgoing post” or you can bring your post to the “post room”, which is situated after the reception.

If you need to send documents by courier, please contact the reception, who will help you with filling in the necessary forms.

Travels

Travel booking

Travels must be booked by the travel agency Carlson Wagonlit Travel (CWT) with whom AU has an agreement. You can book your own travels via CWT. Note: You are allowed to book flight tickets directly at the airline companies. The department secretary sees to it that you get a travel profile at CWT. You will receive a mail with information about how to login to the travel portal. You also need to get a credit card for payment of travels and other expenses. The department secretary will assist you with this. Information about ordering travels etc. is available on the AU website:

- Overview: <http://medarbejdere.au.dk/en/administration/>
- Travels and Expense Accounts: <http://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement>

Reimbursement of travel expenses

As soon as you get back from a business travel or you have bought a ticket (flight/train etc.) – **and at the latest two weeks after you have come back** – your travel expenses must be registered in **AURUS** (an electronic travel and expense management system). Please remember to keep all documentation in connection with your travel (flight/train/bus tickets (including electronic tickets), boarding cards, taxi receipts, etc.). The documentation must be scanned and attached/imported into **AURUS**. Detailed information on this website:

- Expense Accounts <http://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement>

Travel insurance card

You will also get a travel insurance card, so you are insured in case of any accidents you may have when you travel on behalf of the department. You can get the insurance card from the department secretary, when you have filled in the appropriate form.

Social activities

Friday morning breakfast

If you want to, you can join the “Friday morning breakfast club”. Every Friday at 9:15 we meet for breakfast and coffee in the meeting room in the ‘Pavillon’. Two members of the club serve coffee, tea, bread, cheese, jam, etc. and they are also responsible for tidying-up afterwards.

Non-members of the breakfast club are welcome to come and drink coffee, but, of course, cannot eat. Bodil Bærentzen administers the bread list, so contact her, if you want to join. The frequency of being the host is once or twice a year.

Friday bar

Most Fridays at 15:00 the Friday bar administrator sends an e-mail to tell you that the Friday bar is open. Go to the “lunch room” B1.35 for some social gathering with your colleagues. The prices of beer, etc. are very low.

Sports Club

If you want to exercise, there are several opportunities – for instance running. Every year many AU-employees participate in the running event within the Risø area. Read more about the different activities and prices at this website (in Danish):

<http://bios.medarbejdere.au.dk/staff-offers/roskilde/>

Art Club

Almost all year round, the corridors in building A and B exhibit works of art. Information about the art club (in Danish):

<http://dce.medarbejdere.au.dk/service/kultur-roskilde/kunstforeningen-roskilde/> The lithographs in the ‘Pavillon’ are out on loan from “the New Carlsberg Foundation” and hang there permanently.

SILA – the BIOS staff social club

SILA is the Roskilde department’s staff social club. SILA arranges various social activities and events, e.g. the annual general meeting, a yearly “picnic”, Christmas bingo and other

social events. SILA also coordinates presents to staff in connection with birthdays, weddings, etc.

The membership fee is 40 DKK per month and the amount is automatically drawn from your salary, if you want to be a member.

If you want to become a member of SILA, fill in the form available on the website below.

Further information about SILA on this website:

<http://bios.medarbejdere.au.dk/kultur-paa-arbejdspladsen/roskilde/sila/>

Company cars

Department of Bioscience, Roskilde has 3 company cars at our disposal. The cars must only be used in connection with work (e.g. meetings, field work, workshops) and **only** by employees with direct association with the department. You are **not** allowed to bring along passengers, who are not employed in the department without prior arrangement with the head of the department or the deputy head of the department. Please contact the department secretary for information about booking the cars and how to use the fuel cards.

Other useful information

Work after 18:00

If you go through the gate after 18:00, you must give a code when you scan your admission card. The guard may ask for your AU ID number - which is printed on your admission card.

Visitors/guests to the department

The following procedure must be observed, if you have visitors.

In good time, send a mail to Risø's gatekeeper (portvagt.risoe@dtu.dk) and our reception (dmuromst@au.dk) with cc to Winnie Grynnerup (wig@bios.au.dk) with the following information:

- Name of the visitor
- Where he/she comes from
- Time of arrival
- The name of the person who expects the visitor
- If your visitor is here for the first time, you may send him/her our "Guide to find Department of Bioscience" available as a PDF file from this page: <http://bios.medarbejdere.au.dk/faciliteter/roskilde/> Note: The bus is today opposite the hospital.

Appendices to this introduction guide

When you start working in our department, a hardcopy of this guide will be handed out to you together with

- Enrolment form to SILA and the Art Club
- Overview of office facilities
- Overview of the tasks of the administrative staff (in outline)
- Organisation chart

This introduction guide and the appendices are also available on the intranet (Biosphere) and are updated regularly.

Public transportation - bus

There are good connections to and from Roskilde station with bus 600S – the bus runs every 15 minutes during rush hours. You can download timetable and journey planner from <http://www.moviatrafik.dk/dinrejse/Tourist/English-tourist/Pages/English-tourist.aspx> The timetable is also available at the bus stop just outside the gates to Risø.

Meetings – food and drinks

If you have meetings with external participants and want coffee, tea, etc., it must be ordered from the canteen. The free coffee and tea are only for employees. Contact Bodil Bærentzen for help.

Christmas lunch

Christmas lunch takes place in December. A Christmas lunch committee plans all the details and sends out invitations. It is usually a Friday and starts at 13:00.

Office supplies

Office supplies are located in building B, room no. B1.20 and in building I, room no. I2.12 (see 'Overview of office facilities').

Bodil Bærentzen (room no. B1.28, ext. 58635) is responsible for ordering office supplies.

A joint order of (paper)calendars are placed in October. Bodil sends out a form which you must return to her.

In the department, we have a letter scale, electronic label makers, a lamination machine and a shredder. Contact Bodil Bærentzen for instructions on how to use them.

Meeting rooms

We have several meeting rooms – some of them with video link facilities. All meeting rooms must be booked in the Outlook calendar. Here you can also see how many people the rooms can accommodate.

Entrance card to the department

With the entrance card and a PIN-code you have access to the external doors. New entrance cards need to be activated. Contact the reception desk. Your PIN-code must not start with 0, be your date of birth or 1234.

Parking

Parking spaces are found in the triangle area in front of the building and behind the building. There are 5 parking spaces for guests to the right of the main entrance to the building. Parking is not allowed outside the triangle area; those parking spaces belong to DTU.

PC-support

If you need help with your computer or programs, please contact IT support (ST support): ext. 55050 or send a mail to roskilde.st.it@au.dk.

Link to IT website:

<http://medarbejdere.au.dk/en/administration/it/?orgUrl=http%3A%2F%2Fmedarbejdere.au.dk%2Fadministration%2Fit%2F&uuid=9638ac37-7f3e-4838-be33-45ac7859a07e&cHash=0519ffe26d5209f07cbb0eed2853c85b>

Problems with the operating status of the IT systems are announced here:

<http://driftstatus.au.dk/en/>

Sweet shop

In the corridor, just outside room no. B1.28, is a bookcase with sweets. It is self-service and preferably, you pay immediately when you take some sweets. If you buy on credit, write your name on a white card from the black box and write down the amount. Please pay at least once a month. Bodil is the administrator of the sweet shop.

Opening hours and Christmas closing

The official opening hours are:

Monday to Thursday	9:00-16:00
Friday	9:00-15:00

The reception, the post and the goods reception in Roskilde are closed between Christmas and New Year. The receipt of post and parcels is resumed the first working day in the new year.

The canteen is also closed during the Christmas holiday.

All IT systems will work as usual, but is not supervised by IT staff.

Between Christmas and New Year, you are encouraged to take holiday or time off to counterbalance overtime.