**First Steps @ RICAM**

**ADDRESS:** Please inform the secretaries (office@ricam.oeaw.ac.at) about the details of your new address in Austria. This information is needed for the wages department and for the health insurance. Whenever your address changes, inform us by sending the new registration slip ("Meldezettel")!

**BANK ACCOUNT:** If you don't have an Austrian bank account yet, please open one. It makes no difference which bank you choose, but some banks offer special conditions for people here at the University – just ask the bank assistants.

**CO-INSURANCE FOR FAMILY:** If you bring your family along to Austria, you have to send a fax to the Upper Austrian health insurance company (Oberösterreichische Gebietskrankenkasse – OÖ GKK) and ask for a co-insurance for your family. Therefore you have to fax the following to fax no. 05/7807-109010:

- birth certificate of your children
- marriage certificate
- Meldezettel for all of your children and your spouse

**PARTNER CARD:** First a web form in the RICAM office has to be filled with your data, which has to be signed by you. The secretary will inform you when you can go to the JKU personnel department (Personalabteilung) in the Kopfbüde (4th floor, room KG0419, Mrs Verena SCHMIDINGER, phone 3251) to pick up your PartnerCard.

The card has following functions: **key function** for the SciencePark building 2, and for the Math Library; **paying function** for the cafeteria (Mensa); **parking function** for the parking lot of the University.

To activate the key-function for the SciencePark building 2, your office and Math Library, please go to the system administrators in room 458. They will activate the access to your office and give the numbers on your card (ID and Geldbörse-Nr.) to the responsible person at JKU in order to get you access to the ground floor at weekends and holidays. In the main library you will have to have activated your math library access.

**TECHNICAL STUFF** (Computer, e-mail, printer, …): Please ask Florian or Wolfgang (room 458) – they can help you.

See also http://www.ricam.oeaw.ac.at/ricamwiki/ComputerConfiguration

**RICAM WEBSITE:** Please send to the secretaries (office@ricam.oeaw.ac.at) your data and a photo (if you like) for the RICAM people website. It is up to you which information you want to provide on your employee site! See http://www.ricam.oeaw.ac.at/people/

**Place of work**

According to your work contract, the place of work is at the institute! Not at home, not in other cities.

**Holidays & illness, time sheets, travelling & reimbursement**

**HOLIDAYS:** If you want to go on holiday, please ask your group leader to approve of your request by sending an e-mail to direktorium@ricam.oeaw.ac.at and putting you in cc. Then
you access the time recording system at https://zeit.oeaw.ac.at and enter the request with the absence code “U”. You will get a confirmation by e-mail. The director will have to approve of your request, you will be notified by e-mail. Please await the approval of the director BEFORE going on holiday.

ILLNESS: If you are sick call or write an e-mail to office@ricam.oeaw.ac.at to inform us! Instead you can enter the time recording system at https://zeit.oeaw.ac.at and request an absence with the absence code “KA”. In this case no end date has to be inserted. The sick leave will be automatically terminated whenever you will insert the first working hours package. When you were sick for more than 3 days you have to bring a certificate from your doctor.

TIME RECORDING: Please insert your working hours and lunch break for every working day by going to https://zeit.oeaw.ac.at and opening the item “Activity Recording”. First, you make sure that the current date is activated. Then you insert the morning working hours and save the data by clicking on the disk button. Then you go to blue cross next to it and insert your lunch break. Here you will have to add the absence code “P” and again you save the entry. By clicking on the blue cross again you are able to enter the afternoon working hours. Please save this entry again.

Other absence codes than “P” for a break are “BG” for appointments with authorities or “A” for a visit with the doctor. Please do not forget to bring by a confirmation.

By the tenth of the following month the latest you have to submit the time recording by going to “Fertigmeldung/Submit”. The director will have to acknowledge the correctness of your time recording by the fifteenth of the following month the latest.

Important for PhD students: Attending courses in the framework of PhD studies does not count as working hours!

TRAVELLING (Conferences, workshops, cooperation, …): Please inform your group leader via e-mail about the planned participation, travel, etc. and get the OK from your group leader by having him send an e-mail to direktorium@ricam.oeaw.ac.at. Then you access the time recording system at https://zeit.oeaw.ac.at and submit the request with the absence code “R”. You will get a confirmation by e-mail. The director will have to approve of your request, you will be notified by e-mail. Please await the approval of the director BEFORE going on a business trip! This is very important due to insurance reasons. It is not allowed to mix a business trip and holidays!

Plane tickets: Please book plane tickets for a business trip at an economy fare on your own. You can ask for reimbursement of the flight costs along with the rest of the travel costs via a form (see next point “Reimbursement”).

You can ask for reimbursement on your private bank account by submitting the receipts for expenses you had prior to the trip (e.g., conference fee, flight invoice, etc.) and indication IBAN and BIC of your bank account.

REIMBURSEMENT: After travelling you have to fill in the travel reimbursement form (Reisererchnung). See http://www.ricam.oeaw.ac.at/ internal/files/Reisererchnung.xls

For the travel reimbursement please keep ALL receipts (boarding passes, bus, train, conference fee, …). When you pay for something, please make sure that the type of payment (credit card, bank transfer, cash) is written on the invoice. If you pay with credit card/bank transfer and it is not written on the invoice, please add a copy of your credit card bill/bank statement. Please take care of invoices of hotels, airlines, and conference fees. We can help you to fill in the form for the first time – it’s easier than it looks!

**Research documentation, talks**

RESEARCH DOCUMENTATION (AKADEMIS)
Always keep your research documentation in the Akademis system up to date! This is very important. https://akademis.oeaw.ac.at/akademis/
TALKS: Talks at RICAM are announced in the weekly newsletter, on the website http://www.ricam.oeaw.ac.at/events/ and on the info board. The talks are structured in three groups:

**Radon-Colloquia:**
In these talks, prominent external scientists can present overviews over important fields dedicated also to non-specialists. All RICAM employees **are expected to attend** these colloquia.

**Radon-Seminars:**
In these talks, new RICAM employees and external visitors present work which is of interest for at least 2 groups at RICAM. The talks can be a bit more specialized, but should be understandable for other groups. Therefore they **should be attended by all** RICAM employees.

An additional format of Radon-Seminars are “**group presentations**” (to learn more about the work of other groups and to facilitate cooperations between groups). They are organized by post-docs (in accordance with the group leader) and have workshop style (informal, questions encouraged). Group presentations have the following format: 1 hour per group and more than 1 speaker per group. 1 introductory talk (30 min) presenting the basics of the field for a general math audience and 1 or 2 research oriented talks (30 min total) building on the introductory talk, but still for a general math audience.

**Group-Seminars:**
These are specialized talks by internal and external scientists intended mostly for members of the organizing group(s), although, of course, members of other groups are also welcome.

**Talk Announcements:**
Requests for talk announcements should be sent (at the **latest 3 days before** the talk) to office@ricam.oeaw.ac.at. Please let us know which kind of talk should be announced.

**Miscellaneous**

**MAIL:** In the secretariat there is an incoming mail-box for you. Please check **regularly** if you have mail. If you have outgoing mail, just take it to our office and put it into the “outgoing mail box” (just across the entrance). Please, no private mail and applications.

**PHONE:** Please no private phone calls! Even for business calls you should use Skype in order to avoid high telephone bills. The institute gets a list of telephone costs for each single telephone set. PhD students have to ask their project leader for access to an office telephone.

**OFFICE SUPPLIES:** Just help yourself (at the secretariat) when you need office equipment (ring binder, pencil, CDs, …). If anything is missing, just let us know.

**BOOKS:** If you cannot find a book in the library or there is a book you need because you work with it all the time, you can order it via the secretariat or you can buy it on your own and ask for reimbursement. Please inform us when you take a book, we have to update the location in our database.

Last changed: January 2015