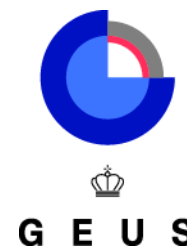


Check list when receiving new foreign colleagues



Name of the employee: _____

Contact: _____

Secretary: _____

(Support): _____

IMPORTANT: Head of Department must assign a Contact min. ten days before start of employment, and inform HR (payroll) and front desk min. one week before the start.

The task of the Contact will be to assist with practical issues around the start (In addition the Head may assign a person as support for professional collaboration).

Contact/the new employee tick off a task when completed.

Before arrival		
	Work and residence permits	HR determines the procedure to be followed according to citizenship of the new employee and informs the department.*
	Citizens from outside EU/EEA or Switzerland: work and residence permit	HR fills in employer's part of the form and sends it to the employee. HR and the employee will complete and submit the application in cooperation.*
	What time to show up the first day	The department informs the new employee.
	Initials, to be used for IT accounts	Will be assigned by HR when the employee has signed and returned the letter of appointment. HR informs IT unit, and IT will pass on the information to relevant persons.
	Telephone and room number	When assigned, the department secretary emails the numbers to GEUS IT-hjælp.
	Preparation of workplace (desk, chair, lamp, computer and telephone) and of staff photo	The department is in charge of the workplace. Remember, one week before arrival of the new employee, to notify IT to set up the PC (initials). Notify Photo and Graphic unit one week before arrival that you will come by the first day and have the picture taken.
	Access to Intranet and Internet as well as Captia	IT installs basic Microsoft programs, electronic phone book, etc. Any additional software may be installed by the local IT administrator.
First workingday		
	Breakfast	Arranged by the department to welcome the new employee.
	Welcome pack and the special welcome binder for foreign employees	Contact introduces the new employee to HR and picks up the welcome pack and binder. The Contact introduces the new colleague to the contents.
	Photo, key, key tag and ID card	Contact accompanies the employee to the porter's office to have the picture taken. ID card, key, key tag and a 4-digit code can be picked up in the porters' office (9–11am and 1–2:30pm) as soon as the ID card

		has been processed. Both the new employee and the Contact will have to sign.
	Tour and presentation by Contact	To relevant departments and people. The Director, Personnel Chief, Chief Accountant, Filing office, Budget & accounts, Front desk, Union representative, Health and safety representative, and the IT unit.
	Access to bike storage or through gate to the backyard	Requires ID card issued by the University of Copenhagen (UCPH). Apply in the porters' office at GEUS.
	Parking permit	Parking permit is issued by UCPH. The application form is available on the intranet. Go to <i>Anden info/Skemaer og blanketter/Diverse</i> . The application must be sent to UCPH, Øster Voldgade.
	Content of the work	Head of Department introduces the new employee to the tasks.
	Canteen	Contact introduces the new employee to the canteen.
During the first week		
	Time management and general rules	Contact introduces the new employee to flexitime, time recording, smoking policy, breaks, reporting in sick, and filing.
	Intranet and IT	Contact introduces the new employee to GEUS' intranet, including the tab Employee (= personnel manual), the section on information security (tab Guidelines and workflows), as well as the department's intranet site. Furthermore to any department-specific IT procedures (the Contact may want the IT administrator of the department to inform about this).
	Social clubs and facilities	Contact introduces the new employee to PEGASUS, GE9US, EpiCentret.
	Emergency plan and any local safety procedures	Contact arranges that the Health and safety representative introduces the new employee to the Emergency plan and any other local safety procedures.
During the first week and as soon as possible*		
	Special procedures required for foreign employees:	Contact accompanies and assists the foreign colleague according to the appropriate factsheet* and ensure that HR is kept informed.
	CPR.nr. and NemID	
	Taxes	
	Bank account / NemKonto	
	e-Boks	
	Infrastructure	Contact person introduces the foreign colleague to Danish infrastructure.
Later		
	Probationary interview	Held within 2 months of employment. HR sends Head of department a reminder.
	Introductory course for GEUS	0-6 months after recruitment, HR invites the employee to the introductory course.

* Further important information, details, links, and addresses on http://International_staff.geus.dk/.