HOW TO REGISTER IN THE DEPARTMENT

Your group secretary, PI or nominated other will take you through the department’s registration process. You will need the registration form included within this Welcome Pack.

New Starters Registration Checklist

- COMPLETE the REGISTRATION FORM and MIFARE SECURITY ACCESS. Confirm whether you consent to having your photo and a short profile included on the DEPARTMENTAL WEBSITE (employees only). This is not compulsory but the department needs to know whether or not you would like this information to be displayed publicly.

- Have your PHOTOGRAPH taken by the Photography Team (Room 254). Your photograph is taken for security purposes and is used on your University card, loaded on to the departmental database and you may appear in the ‘Who’s Who’ in the Department of Chemistry booklet. The Reprographics team will also issue you with safety glasses a Safety Handbook and a Statement on Safety Regulations to be signed by you declaring you have read the handbook and will comply with the COSHH and other safety requirements.

- Take your COMPLETED registration form (with photograph attached) to the Accounts Office (Room G27) and pay a £50 DEPOSIT (cash or cheque only). This £50 deposit is returned to you upon completing a Leave Certificate.

- COMPLETE the Safety Induction Checklist and Statement of Safety Regulations Form - you should receive an appropriate safety induction within your group by a suitably qualified member of the team.

- If you are NOT a new employee, or a registered Chemistry PhD Student, you will also need to complete a Visitor Letter.

- Take your FULLY completed forms to the Personnel Administration Suite (Room 146). This must include the completed Registration Form, Safety Induction Checklist, Statement on Safety Regulations and where appropriate the Visitor Letter.

- Apply for COMPUTER ACCESS and an EMAIL ACCOUNT (known as your CRSid) on your first day, if not done on your behalf by your group beforehand. (Information can be found in room M18).

All employees are automatically enrolled on to the appropriate University Pension Scheme when you join the University. If you do not wish to be in the pension scheme, you must opt out within three months of your start date. The Pension Office will send you a Welcome Pack within the first month of your employment. Within this pack is an opt out form. Should you wish to opt out, complete this form and return it to the Pension Office.

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