

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 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. **Safety glasses**, if required, can be obtained from the Stores counter during Stores opening hours.
- **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 Leavers 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 should have completed a **Visitor Agreement** prior to your arrival. Full access will not be given until an agreement has been completed and signed.
- **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, passport or European ID card and Visa** where appropriate.
- **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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