



(updated Feb 2023)

Welcome to New Staff/students at the Bioinformatics Research Centre

This A – Z leaflet has been prepared for you as a new employee/student to get as good a start as possible at BiRC. It gives you a short introduction to practical everyday life at BiRC. If you have any comments and/or suggestions regarding the leaflet, please contact center secretary Ellen Noer, who updates the guide.

A

Absence

If you become ill, work from home, take a child care day etc, you must report this to your workplace as early as possible by sending an email to your immediate superior and/or to Ellen Noer, BiRC's center secretary, preferably before 9am on the first day of illness. If the absence is planned, you should list the day(s) in question and cause of absence on the whiteboard outside Ellen's office (room 369).

Access card

Building 1872 is open for access all weekdays from 7.30am until 4pm. If you want to work outside opening hours or at weekends, you must have an activated access card with a pin code.

You can order an access card here: <https://medarbejdere.au.dk/en/administration/au-planning/access-card-1>. To have the card activated, send Ellen an email with your name, AU ID and card no.

AU Find

Download the app AU Find for your smartphone and search for buildings, locations, names, numbers etc. at Aarhus University.

AUID

Employee identification number, which is used to log-in to many AU programs and systems.

C

Cleaning

Floors are washed every second week, but your trashcan will not be emptied. Instead in the office you will find a box for waste paper only, along with the trashcan for regular waste. You empty your trashcan or paper box in the trashcan/paper container in the hallway.

Coffee and tea

Coffee and tea are free for employees and students with an office in building 1872. You will find the coffee machine and the electric water boiler in the kitchen. If you take the last item of something, please notify Ellen.

Credit card

Employees (PhD students after their qualification exam) can get a credit card for business related expenses. Please contact Ellen if you need a credit card. Note that there can be up to 14 days delivery time.

Currency

The currency in Denmark is the Danish Krone (DKK) - 1 Euro is approx. 7.5 Danish kroner.

E

E-boks

Online mailbox where you will receive your pay slip and other information from the public sector. Log in to www.e-boks.dk with MitD (see under M).

Emergency

In case of an emergency dial 112 (for police, fire, ambulance) - if you call from a stationary university phone, dial 0 before 112.

H

Holidays and registration

Days of holiday earned must be taken. Arrange with your supervisor when to take holidays. For registration, please contact Ellen (elno@birc.au.dk).

K

Key

To get a key for your room, you will have to pay a deposit of DKK 200. Please ask Ellen Noer if you want to have a key.

L

Lunch

Most employees take their lunch break between 12 and 13. You can either bring your own food and store it in the fridge in the kitchen or you can buy food in one of the canteens on campus. If you prefer to buy your lunch, these are some of the possibilities: <https://international.au.dk/about/visitors/canteens/canteens-in-aarhus>

M

MitID

MitID is your digital ID that you will use to access the public self-service solutions. You will use the same log

on whether you log on to your online bank or to do your taxes on skat.dk. If you have just arrived in Denmark, you can get MitID in 2 different ways:

1. By scanning your passport or ID card in the MitID app
2. By contacting your local Citizen Service.

N

Nemkonto

A NemKonto is a normal bank account. You choose yourself which of your accounts – foreign or Danish – you want to be your NemKonto. Payments from public authorities will be transferred directly to this account.

O

Office supplies

You will find a selection of office supplies (pens, paper, batteries, etc.) outside Ellen's office. Ellen is also responsible for ordering new office supplies, so if you take the last of an item, please let her know.

P

Post

Mail addressed to you is delivered in the tray outside the kitchen. The post is being delivered once a week. Outgoing post can be placed in the tray for "outgoing post".

R

RejsUd

AU's system for handling expenses. Log-in: <https://indfak2.dk/login/#/> If in doubt, Ellen can help with your settlement.

S

SKAT

SKAT is the Danish tax authority. You can check and correct your preliminary assessment of income at <https://www.skat.dk/skat.aspx?oid=3099> .

Smoking

At Aarhus University, smoking indoors has been prohibited throughout the entire campus since 2008. The smoking ban also includes e-cigarettes. Smoking outdoors is permitted in accordance with local guidelines.

W

Web mail

Find manual and information about AU webmail at

<https://medarbejdere.au.dk/en/administration/it/email-and-calendar/webmail/>.

Wifi: You can access AU's wifi **eduroam** with your AUID.

Working hours

The standard work week in Denmark is 37 hours divided over five days. Most people at Aarhus University work their hours Monday - Friday between 8:00am and 5:00pm. Lunch breaks are 30 minutes and in the public sector lunch breaks are paid for as regular working hours.