



GETTING STARTED

Information for new employees



CHALMERS
UNIVERSITY OF TECHNOLOGY



GETTING STARTED

There is a lot of information to take in during your first couple of weeks. We have gathered some information here to get you started. More detailed information can be found via intranet.chalmers.se and your manager.

THE BASICS

YOUR RESPONSIBILITY As an employee at Chalmers you are responsible for keeping yourself updated on the general terms of employment, current policies and regulations. Most of the information you will find on intranet.chalmers.se. If you don't find the information you are looking for, please contact your manager.

CHALMERS ID When you arrive at Chalmers you will receive a username that is called CID. The CID together with the CID password is used when you log in to almost all Chalmers' computer systems. You will receive the CID password on a scratch card. You can change your password at Chalmers' computer account system at any time.

INTERNET ACCESS Eduroam is an international university network. Use your CID. There is also a guest network called NOMAD that is open and free.

E-MAIL Your e-mail is connected to your CID. The first address will be CID@chalmers.se. To change your e-mail address to firstname.lastname@chalmers.se, visit the page "Request email address change" on the intranet.

KEYCARD All staff and students at Chalmers should have a keycard to enter the university premises. The card is personal, and neither the card, nor the code may be given to someone else.

BANK ACCOUNT You need to register your bank details to get your salary deposited into your account. If you have a Swedish bank account and a Swedish BankID you can do this directly online at Nordea.

For foreign accounts, or if you don't have a Swedish BankID, please visit the intranet for more information.

PRIMULA This is our employee self-service portal. Please add a contact person in Primula for use in case of emergency (ICE contact) as soon as possible. In Primula all employees register periods of leave, side-lines, travel expense claims, and changes of address. It is also where notifications of illness and recovery are made.

CHALMERS GRAPHIC PROFILE Our visual identity is a tool to provide Chalmers with a unified and coordinated visual identity. However, we are dependent on your good judgment and common sense, because every practical case cannot be specified beforehand.

CAMPUS MAPS Chalmers is a big place and finding the right person or room can be challenging. Use our campus app to find your way. You will find the app at chalmers.se.

CHALMERS INTRODUCTION Your immediate superior is responsible for your introduction process. To give you as good a start as possible in your new workplace, we have compiled important information on our intranet. The aim of the introduction process is that you should get to know us here at Chalmers and become more aware of what we are, what we are going to do and what we as a university stand for.



EMPLOYMENT

CONTRACT You are now an employee at Chalmers and have rights and obligations which are linked to your employment. Read more about this in our collective agreement.

WORKING HOURS Working hours are regulated by labour law and the collective agreement. The normal working hours for a full-time employee are an average of a maximum of 40 hours per ordinary week. Non-regulated working hours apply for teachers, researchers, doctoral students and certain other employees.

ABSENCE All kind of absence from your employment need to be reported need to be reported to your manager and registered in Primula.

VACATION You are entitled to paid vacation based on your employment contract. The time of your vacation must be agreed on with your manager, and the needs of your work must be taken into consideration.

SICK LEAVE Reporting of sick leave and recovery is done in Primula, combined with an e-mail to the closest supervisor. You must provide a medical certificate to receive compensation for illness which lasts more than seven calendar days.

SIDE-LINES You need to report any secondary occupations once a year, regardless of whether you have or will have any such occupations or not in the coming

year. A secondary occupation is not necessarily a gainful activity nor does it have to be of a certain scope. A secondary occupation can involve paid or unpaid work.

PENSION Chalmers has an extended pension administration from the National Government Employee Pensions Board (SPV) which aims to provide extended service to employees regarding pension issues. If you have questions about your occupational pension, please contact SPV.

INSURANCE As an employee you are covered by the personal insurance policies Chalmers has taken out. In general, the insurance applies during working hours, as well as traveling directly between your home and the workplace. The insurance policy and conditions can be found on the intranet.

OCCUPATIONAL HEALTH SERVICE If you feel you are at risk of falling sick or are experiencing health issues that can be related to your work situation, you can get help via the Occupational Health Service. Their purpose is to give early care to people experiencing health problems and to avoid work absence.

WELLNESS GRANT Chalmers gives all employees a wellness grant. As an employee you will be reimbursed up to SEK 2000 for a training period of one year. Specific criteria for reimbursement have been developed.

WHERE TO FIND INFORMATION

INTRANET This is where all information about Chalmers can be found. Familiarise yourself with this site: intranet.chalmers.se.

NEWSLETTER As an employee you will be added to a mailing list at your department and receive information about what is currently going on, invitations to seminars and events.

CHALMERS WEBSITE On www.chalmers.se you can find news and a calendar. There is also information about projects, access to publications and other information.

TV SCREENS At both campuses there are TV screens that show pertinent information, such as dissertations and inaugural lectures.

OUTLOOK In the internal calendar you will find invitations to seminars and other activities.

MEETINGS Division and department meetings are necessary to attend, and invitations will be sent out to your Outlook calendar.

COFFEE BREAKS Useful information may be plentiful, so pay attention and share your own thoughts.

SOCIAL MEDIA Follow Chalmers on social media and stay up to date with the latest news and follow on Facebook, Instagram, Twitter and LinkedIn.

CONTACT A lot of information is possible to find on your own on intranet.chalmers.se, but sometimes it is necessary to get help. Your closest manager and local administrative support can be off assistance and guide you. Here you can find some other useful addresses:

- Contact Chalmers Service Desk when you have questions about the IT-systems at Chalmers: support@chalmers.se
- Specific questions regarding salary, parental leave and contracts can be asked through: lrs.stodet@chalmers.se
- Contact information for specific persons, divisions and management are available on the intranet or in the central contact list in Outlook.

CAMPUS MAP The app "Campus Map" can be downloaded to your phone. The app will help you find on both campuses and contain useful information.



GOOD TO KNOW

FIKA At Chalmers we usually take coffee breaks together. Check with your colleagues how it works at your division.

LUNCH If you bring lunch from home or buy take-away you are always welcome to use the pantry. There are several restaurant options around, both campuses. Some restaurants have discounts for employees

CONFERENCE ROOMS There are meeting rooms and conference rooms available for booking via Outlook.

COPYING/PRINTER There are several printers available at each department/building. To add a printer use Chalmers Connect, which should be pre-installed on your computer. A label with the name of the printer can be found on the printer.

PUBLIC ACCESS Chalmers University of Technology is bound to information and secrecy by legislation governing public access. Although it is a foundation university, Chalmers is equated with an authority where the application of the Public Access to Information and Secrecy Act is concerned.

SECRECY/IP It is every researcher's own responsibility to become informed about which secrecy is actual for the project. Please, be careful not to let people in who are not authorized. Also remember that Chalmers must follow Swedish law and comply with the Public Access to Information and Secrecy Act.

PURCHASING The Public Procurement Act applies for Chalmers (LOU). To do things correctly, it is easiest to follow the Purchasing and Procurement Policy at Chalmers. There is also a database with a list of companies we have purchase agreements with.

PARKING Parking permits for Chalmers' parking spaces at campus can be bought through parkeringgoteborg.se. If you have any questions, please contact Chalmersfastigheter.

BUSINESS TRIP We have a travel policy that describes how to plan trips based on financial and sustainability perspectives. To get reimbursed, you must submit a travel claim in Primula when the trip is completed.

TRAVEL AGENCY If you need to travel due to work, contact our travel agency Egencia. More information about booking your tickets and about Egencia can be found on the intranet. Contact your administrator if you are unsure how to do this.

CHALMERS PLUS Chalmers plus is a portal, where you as an employee at Chalmers can, among other things, use your wellness grant, get an overview of your compensation from Chalmers, use salary exchange and use various discounts that are available to you as an individual.

PUBLIC TRANSPORT Around Chalmers campus there are several opportunities to use public transport. Employees are encouraged to use public transport both for travel in service as well as to the workplace.

SAFETY AND SECURITY

IN CASE OF FIRE Emergency exits and fire extinguishers are marked on the emergency plans at the entrances. Find your specific assembly point. When an evacuation alarm sounds, everyone must evacuate the building immediately. Do not re-enter until the rescue service gives the go-ahead.

INJURY AND EMERGENCY For life-threatening injuries – **call 112**. For non-emergency situations and health care advice – **call 1177** or go to the webpage 1177.se. Several defibrillators can be found on campus. For small cuts there are band aids/first aid kits on every floor.

THEFT AND VANDALISM If you come across a burglary in progress – **call 112**. If you discover that there has been a burglary, a theft or vandalism you should inform your manager and Chalmers Safety & Security Coordinator, and then contact the police on **114 14**.

SAFE AT CHALMERS Chalmers has zero tolerance against sexual harassment and all other forms of harassment, discrimination and offensive behavior. If you have experienced or witnessed harassment you can report it at Safe at Chalmers, read more on chalmers.se.



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