



Welcome at Department of Food Science

Information for new employees

In this welcome and introduction folder you will find some practical information about the Department of Food Science (FOOD)

If you want to know more, please see FOOD's website www.food.au.dk, where you also find the FOOD staff portal: food.medarbejdere.au.dk

Information regarding Aarhus University (AU) and the Faculty of Technical Sciences is available at www.au.dk

On the last page there is a list with useful phone numbers, if you need to get in contact with the Department.





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Administrative support

Please visit the staff website - <https://food.medarbejdere.au.dk/en/>

Working environment

The working environment - both physically and psychologically - is of high priority in FOOD. Therefore, we have a very effective safety organisation, with the purpose of securing a safe and healthy working environment at the department through collaboration between staff and management. If you work in the laboratories you will prior to start be introduced to the department's safety measures and guidelines. Please see FOOD website regarding working environment.

It is part of AU's staff policy that enquiries regarding stress, loneliness, work pressure, bullying and harassment will be dealt with safely and confidentially. If you feel stressed or harassed the AU HR will encourage you to contact your immediate superior, your trade union representative, your work environment committee or your HR partner and together find the best approach to solving the problems. The causes for harassment will be dealt with organizationally as well as individually.

AU has an agreement regarding psychological counselling. (See FOOD staff website) If you apply anonymously, you are entitled to up to 3 hours counselling. If you chose to apply through immediate superior, you are entitled to up to 5 hours counselling.

For further information please see attached flyer regarding FOOD local working environment committee (LAMU).

Keys/admittance cards

All staff members at Agro Food Park (AFP) will receive an admittance card, which allows you to enter the building. Opening hours AFP: 07:30 – 15:30. The secretariat orders admittance card as well as a key for your office.

- Outside opening hours use your confidential 4-digit pin code followed by #.

Do not open windows on the ground floor outside opening hours. Entrance doors are to be closed immediately upon entry to the building. If they start beeping quickly close.

To reset pin if forgotten: <https://pinkode.au.dk/>

Responsible: Sarah Lee/ Sara Hansson

Staff at Aarslev will get a key from Jakob Madsen or Lasse Vesterholt. There is a gate by the entrance, and it is open from 6:45-16:00.

Working hours

At Department of FOOD Science we allow schedule flexibility to the extent that your tasks can be planned rationally. However, some staff groups, according to agreement, do not have schedule flexibility.

Ordinary working hours are 37 hours /week, scheduled Mon. – Thur. 8.00 – 15.30 and Friday 8.00 – 15.00.

Coffee break: 10.00 – 10.15
Lunch break: 30 min. at noon (or as work allows it)

Library

Aarhus University has a library website: www.library.au.dk

Contact: Anne Mette Emdal Navntoft, Librarian.

E-mail: amen@au.dk

Holidays/time off in lieu/working from home

Holiday planning is agreed upon in the beginning of the year or at start of employment. Holiday/time off in lieu/working from home is planned in collaboration with immediate superior and your colleagues, who are depending on your presence in the department. When this agreement is made, please remember to add this to your Outlook-calendar.

Holiday rules:

<https://medarbejdere.au.dk/en/administration/hr/holiday/>

Illness

If you are ill, please report this to Sarah Lee/ Sara Hansson before 9.00 o'clock on the first day of illness. Also report to immediate superior.

Remember to write it in your calendar or maybe ask Sarah Lee/ Sara to do so.

Fit for duty

When you are well again, please let Sarah Lee/ Sara know in order to close the Promark registration.

Sarah Lee telephone: +45 2322 7115, e-mail: sn@food.au.dk

Sara Hansson telephone: +45 2230 6445 e-mail: saly@food.au.dk

Sickness absence must also be registered in the time recording system when you return to work. For further information: <https://medarbejdere.au.dk/en/administration/hr/absence/>

Time recording (ProMark)

Locate the time recording program ProMark

<https://medarbejdere.au.dk/en/administration/finance/menu2/promark/>

If you do not have a VPN connection, you can connect to PROMARK directly via the link: <https://promark-ext.au.dk/>

When you have received this notification this please let Sarah Lee/ Sara know and we will come by and introduce you to the system.

Responsible: Sarah Lee/ Sara Hansson and the finance department

Purchasing

It is very important to inform EAN number, project number and activity number when ordering. It is also necessary to inform name of responsible purchaser who will be the recipient of the electronic invoice in INDFAK. A project economist finally approves all invoices in INDFAK.

As an exception: If you place an order please ensure the following data is provided to the supplier and added to the invoice:

- company registration number: 31119103
- company registration number, FOOD: 5798000877481
- Project and activity number
- Your name
- Name of the responsible purchaser responsible for purchases within the department (list below)
- Ensure that Aarhus Universitet is the recipient on the invoice to ensure orders are exempt from VAT.

Responsible purchasers:

Office supplies, paper, office furniture, travel:

Rikke Karlsen/ Signe Nørretranders

Laboratory supplies, chemicals

Hanne Søndergaard Møller

Consumer goods and equipment for the greenhouse:

Thomas Bak-Østerby

Articles for the greenhouse, repair shop, external aid and safety equipment (Aarslev):

Jakob Madsen

Credit card

What can I use my AU credit card for?

The credit card can be used for purchases that are work-related

Remember:

- Before you make a purchase, please [always contact one of the purchasers](#) at FOOD on this page, since they have the knowledge about AU's purchasing agreements and rules
- Be aware that it should always be clarified first which project that should cover the cost before you make a purchase
- Always save the receipts for your purchases which you will need to upload as documentation when [settling your costs in RejsUd](#). Also applicable for online purchases.

- [Read more about the rules for purchases in relation to travels](#). You are welcome to contact Signe Nørretranders and Rikke Karlsen for help, and they will also be able to guide you through [allowance and meals when travelling](#)
- Get more information about [rules and the use of your credit card](#) at AU's website

RejsUd*/CWT

RejsUD is a system that everyone at AU uses to settle purchases (work-related).

When you have the first settlement, you can ask Rikke Karlsen/ Signe Nørretranders for assistance on how to use the system or your closest colleagues.

IT:

Purchasing via Erik Aaes (eas@food.au.dk) or the secretariat. Support from AU IT: See under Skejby [here](#).

IT, safety e.g.

When you are a paid staff member in FOOD we aim to give you full access to AU's IT-system from your first day of work by providing you with a PC installed with the most used programs and access to AU network. Furthermore, we will provide you with an e-mail address and connect you to all relevant e-mail groups. If you are outside the AU you can always log on to your e-mail on webmail: <https://mail.au.dk>

Read more about IT safety: <https://medarbejdere.au.dk/en/informationsecurity/material-about-information-security/>

Calendar

In FOOD we use the Outlook calendar. Your calendar information is used by your colleagues and the secretaries in the department for meeting planning. Meetings, holidays and other time off which causes your absence must be registered in Outlook.

The Secretariat will be in touch in regards how you allow editor rights to a specific group.

Coffee/ tea

Free coffee and tea is at your disposal. We all share the task of brewing it. At AFP, coffee and tea is provided in the canteen during coffee and lunch break.

Canteen

In the department, we have a lunchroom. At AFP, you can also chose to buy your lunch from the canteen across the road: Agro Food Park 15.

Payment of wages

AU send out pay slips by electronic mail to your “e-boks” (www.e-boks.dk) Access to your “e-boks” requires a “nem-ID”.

Understanding your payslip

https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hr/Loen/Skemaer_og_blanketter/Understanding_your_payslip_2021.pdf

Newsletter

Every two weeks the department distributes a newsletter FOOD Print by e-mail to all employees. FOOD Print informs you of various department activities and issues.

Students can sign up for the newsletter using the Food Staff Portal.

Editor of FOOD Print: Bente L. Kant

Personal web sites

All staff members at AU have a personal website showing information about their field of work and contact information.

Please ensure to forward a short description/ presentation of your field of work to Bente. This will be visible to your external business partners.

Responsible: Bente L. Kant

PURE – publication database

- Remember to hand in publications to be registered in the database.
- Remember to advise if you have been interviewed for TV, radio or newspapers.
- Remember to inform about activities (such as presentations, participation in councils, sabbaticals, conferences, counselling, external teaching, review on articles and so on)

Responsible: Bente L. Kant/ Rikke Karlsen

Mail/ journalizing Workzone

All kinds of important mail, including e-mails, must be journalized and forwarded to workzone@food.au.dk

Journalizing using Workzone

Documents of various kinds, which are received or sent out of the house and are important for a case or the case processing in general, or internal documents in final form, must be journalized. The journaling is carried out on an ongoing basis, either in connection with receipt/ dispatch/ completion, or as soon as possible thereafter. This is determined by law, and it is also practical for the caseworker that important documents can always be quickly found again.

— In AU, Workzone is used for journaling. See quick guide to using Workzone here. The recommended browser for using Workzone is Microsoft Edge.

In FOOD, it has been decided that all new cases for research projects should be created by the secretariat, after which the individual is encouraged to continue to journalize the further proceedings, or you can choose to continue sending documents for journalism to the secretariat via the function mailbox workzone@food.au.dk.

— Emergency contact information

We would like you to inform us whom to contact in case of an emergency (name of spouse, family member, friend).

Responsible: Sarah Lee/ Sara Hansson

Business travels, official cars and meeting rooms

Smoking

Smoking is not allowed anywhere at AU or in the official cars.

Business travels

BroBizz (electronic ticket) to the Storebæltsbro and the Øresundsbro and card for the Molslinien ferries are available. In AFP, please ask Rikke Karlsen to borrow the cards. Remember to inform your project number. In Aarslev please ask a colleague for help.

Reimbursements of travel expenses are made electronically by the traveler after return from travel. This must be registered in the travel reimbursement system called RejsUd. Remember to collect and scan all your receipts as documentation. Please contact Rikke Karlsen or Signe Nørretranders to be introduced to the RejsUd system.

When traveling abroad:

Please inform the following details to the head of research as well as Bente L. Kant: Name, occasion, place and time for the travel. Bente L. Kant also needs this information to be able to print it in the FOOD newsletter.

Responsible for travel booking and assistance with travel expense reimbursements: Rikke Karlsen/ Signe Nørretranders.

ERV travel insurance

It is not a requirement to own or bring a physical card to be covered by AU's travel insurance policy for Danish government employees at Europæiske. If you need to use the insurance during a trip abroad and you do not have the physical card, all the necessary information and contact information can be found at [Travel insurance for Danish government employees \(europaeiske.dk\)](#). Please note it is only in Danish.

If the traveller still wishes to bring a travel insurance card, [it can be printed directly from Europæiske's website](#). When initiating an insurance claim, confirmation from the head of department/school, deputy director, etc. must be included, and it is therefore not possible for unauthorised persons to create unjustified claims by using the print-it-yourself solution.

Please note that the individual AU employee is responsible for ensuring that the employee is covered by a valid travel insurance at AU before engaging in business travel.

Source: <https://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement/travel-insurance/>

Private holiday travel

You can obtain a discount from Europæiske if you are going on private holiday travel or supplementary holiday. Such insurance policies must be paid at your own expense.

Faculty cars

Please note that you are not allowed to drive a Faculty car without a valid EU driver's license.

During the use of Faculty cars passengers are allowed, if it and the passenger has an official purpose and does not entail further expenses for the university. The Faculty cars may be used for official university business only, no private errands are allowed while driving.

If you are a master student with no salary from AU you need a special permission from Head of department to use the Faculty cars. This permission is granted by the secretariat.

If you need to use an official car abroad this requires a separate insurance.

Reservations are made via Outlook. Please ask the secretaries for guidance.

Car keys are kept in a locked cabinet in the building in AFP and log books are in the glove compartment. At Aarslev you ask a colleague for help.

When you return you need to register **full name + AUID**, mileage, occasion and project number in the log book.. The Faculty cars must always be returned with at least 1/4 tank of fuel. See more information in the pouch in the glove compartment

Responsible for official car insurance: Support services office

Meeting rooms

Meeting rooms are booked in Outlook. You may for assistance in the secretariat.

Videolink:

We have several meeting rooms of various sizes equipped with Videolink. You are to book the meeting room yourself.

We recommend that you look at [this site](#) go see which platform is best suited for your needs. Besides you can find information on the FOOD staff portal [here](#).

Committees

At the staff website you find information on the formed committees and minutes from committee meetings.

Links

Aarhus University website

<http://www.au.dk>

GSTS

<https://phd.tech.au.dk/>

Aarhus University student website

<http://studerende.au.dk/>

Important telephone numbers

Head of Department

Michelle H. Williams 2517 0049

Secretariat

Aase Karin Sørensen 2348 9951

Bente L. Kant 2037 4214

Rikke Karlsen 2165 8253

Sara Hansson 2230 6445

Sarah Lee 2322 7115

Signe Nørretranders 2338 2020

IT related issues

Hotline IT 8715 4020

Opening hours:

Monday – Thursday: 8.00 – 14.00

Friday: 8.00 – 13.00

IT-support

support.lokationer.st.it@au.dk

[IT self-service portal](#)

Contact: Building related issues

Gustav Bisgaard 2276 0822/ gustav@au.dk