**Onboarding – getting started as a new employee at Faculty of Mathematics and Natural Sciences**

|  |
| --- |
| **Department:**  |

**Contact information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Name** | **E-mail** | **Phone number** | **Responsiblity** |
| Head of Department |  |  |  | Responsible for the overall running of the Department  |
| Head of administration |  |  |  | Has delegated responsibility of the administration of the Department |
| HR-officer |  |  |  | Human Resources |
| Reception |  |  |  |  |

**Working hours – Academic Staff**

40 hours per week, including a 30 minute unpaid lunch break. Academic positions are considered to be “free and independent jobs”, which means there is no requirement for the registration of working hours.

**Working hours – Technical and Administrative Staff**

[37.5 hours per week](https://cp.compendia.no/universitetet-i-bergen/employee-handbook/70353), including a 20 minutes paid lunch break. Staff must be available during the lunch break.

Regular working hours are usually distributed between summer and winter as follows:

* 15 May – 14 September: 08:00 – 15:00
* 15 September – 14 May: 08:00 – 15:45

All employees in technical and administrative positions (T/A positions) have [**flexible working hours**](https://cp.compendia.no/universitetet-i-bergen/employee-handbook/70352). Core working hours: these are the hours when all employees should normally be present. Core working hours are from 09:00 until 14:30.

All employees in technical and administrative positions must **always** register their working hours in [Min Tid](https://www.uib.no/en/foremployees/111894/min-tid) (My Time).

**Salary**

Government employees receive their salary on the 12th of every month, unless another date has been specified.

UiB will collect your tax deduction card directly from The Norwegian Tax Administration. More about this [here](https://cp.compendia.no/universitetet-i-bergen/employee-handbook/70333).

If you recently moved to Norway, you must apply for an electronic tax deduction card. Until The Norwegian Tax Administration has generated one for you, 50 % tax will be deducted from your salary. You will find more information on the web pages of the [Service Centre for Foreign Workers.](http://www.sua.no/en/)

[**Holiday**](https://cp.compendia.no/universitetet-i-bergen/employee-handbook/70283) **and absence
*All employees*** must register holidays and absence in the HR-portal. You can find information on how to register holiday [here](https://pagaweb.w.uib.no/english/5-vacation/), and absence [here](https://pagaweb.w.uib.no/english/2-absence/).

[Holiday](https://cp.compendia.no/universitetet-i-bergen/employee-handbook/70283)

It is obligatory to register your holiday, and you must do this well in advance of your vacation. Not sure when you’ll be going on vacation? Register it anyway (you can change it later), and avoid running the risk of someone else deciding when you’re going on holiday.

According to [the Act relating to Holidays](https://lovdata.no/dokument/NLE/lov/1988-04-29-21) the employer must make sure that the employee is given 25 working days of holiday every year, and it is the employees’ duty to take out their holiday. Employees turning 60 during the holiday year have a right to one extra week of holiday per year (Section 5. Length of holidays (2).

**Practical information for staff**

Useful information and links:

* [Check-list](https://www.uib.no/en/node/117865) for receiving new employees (including [Employee Hand-book,](https://cp.compendia.no/universitetet-i-bergen/employee-handbook/) [Welfare](https://www.uib.no/en/foremployees/30808/welfare)).
* During your employment (including HR-portal, [User support (Issue-tracker)](https://www.uib.no/foransatte/90398/it-og-telefoni), [health and sickness](https://cp.compendia.no/universitetet-i-bergen/employee-handbook/70244), Preparation for travels).
* [The HSE-gateway](https://www.uib.no/en/hms-portalen)
* Competence building
* Useful links

**Important resource teams**

**Internally at UiB:**

[**Service team for absence an**](https://www.uib.no/foransatte/121864/serviceteam-frav%C3%A6r-og-foreldrepermisjoner)**d parental leave**

is a central service team for the areas: sick-leave, leave of absence, paid parental leave, sick child/child minder, and is responsible for processing and following up refunds from NAV.

[**International Centre**](https://www.uib.no/en/international/109844/services-international-centre)is an advisory competence centre for staff and students. They give information and assistance to international researchers, both staff and guests. The centre can contribute from the point of employment until the researcher is established in Bergen and also when he/she is leaving to go back home.

**External service centre:**

[Service Centre for Foreign Workers](http://www.sua.no/en/) (SUA) is a centre where the Norwegian Labour Inspection Authority, the p[olice](https://www.politiet.no/en/), the Norwegian [Tax Administration](https://www.skatteetaten.no/en/person/foreign/) and [the Norwegian Directorate of Immigration](https://www.udi.no/en/) work together to provide an efficient application process and guidance for foreigners who come to Norway to work.

**Online resources:**

* [Mitt UiB](https://www.uib.no/foransatte/102666/mitt-uib-og-l%C3%A6ringsst%C3%B8tte)
* [Follow-up during trial period](https://cp.compendia.no/universitetet-i-bergen/employee-handbook/70241)