

WELCOME GUIDE AND PRACTICAL INFORMATION

Welcome to the Norwegian Centre for Human Rights!

Please find enclosed a local guide for employees and guest researchers with the most important information about the day-to-day life Centre.

The University of Oslo publish all relevant information on its website, so *please use the web actively*. The website is unfortunately not fully translated into English, but the most important information should be present at:

<https://for-ansatte.uio.no/en/employee/index.html>.

When you have received your personal IT account, you get access to your own personalized web page:

<https://for-ansatte.uio.no/en/employee/index.html>

Please contact the reception if you have any further questions.

Inga Bostad

Teis Daniel Kjelling

Director

Administrative head of department



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Introduction

This guide lists the most important information if you are new to the Centre. The University of Oslo webpages for employees are meant to give you all relevant information. Please use the following webpages:

The NCHR homepage for employees:

<https://for-ansatte.uio.no/employee/index.html>

The UiO homepage for new employees:

<http://www.uio.no/english/for-employees/support/human-resources/hr-followup/new-employees>

The UiO homepage for international employees:

<http://www.uio.no/english/for-employees/employment/international-researchers/index.html>

The Law Faculty homepage for new employees:

<https://www.uio.no/for-ansatte/enhetssider/jus/>

The Law Faculty homepage for PhD students

<http://www.jus.uio.no/english/research/phd/>

If you have further questions concerning routines or practical matters, please contact the reception.

Centre administration and faculty secretariat - who is who?

NCHR Administration

Director	Inga Bostad	
Adm head of dept	Teis Daniel Kjelling	Head of admin
Senior advisor	Christian Boe Astrup	Research admin, dissemination, web, information
Personell advisor	Jasna Jozelic	Personnel tasks, contracts, salary, room plan etc
Head of library	Kirsten Fuglestved	Library guidance, Cristin, ALMA, loans
Head engineer	Øystein Wollan	IT
Executive Officer	Cathrine Kullgreen	Reception, events, web

Faculty secretariat

Advisor	Gørill Arnesen	PhD programme
Higher executive officer	Gro Tømerek	Personnel and human resources tasks for PhD students
Accountant core funding	Anne Kalrasten	Accounting, invoices, budgeting
Accountant externaly funded projects	Lisbet Fagerli	Accounting, invoices, budgeting

Reception opening hours

The reception on the 2nd floor is open 0900-1530 Monday to Friday. (1500 from 15th May to 15th September).

The phone number for NCHR reception is 22 84 20 01. An answering machine takes all calls when the office is closed.

Keys/employee card

All employees receive a key to their office at reception. All employees will need an employee/key/library card. The employee card may be used generally in the UiO buildings – with or without pin code. Cards are issued by the SiO Centre at Blindern campus (at the kortkontoret).

You must get first salary from the university before you can get employee card.

After you have picked up the card, please contact the reception to activate the card. The employee card you can use also as a payment option in the canteen. For practical information about the use of employee card in the canteen please contact the reception.

For more information please see <http://www.uio.no/english/for-employees/operational/>

The phone system

Use only the last 5 digits when calling internally at UiO. To make a call outside of UiO, dial 0 before the number.

Employees have their own direct telephone line. We kindly ask everyone to distribute their direct number to their regular contacts – please do not have the receptionist take all your calls.

Please record a personal message on the answering machine on your office telephone. Info about the phone system can be found at: <http://www.uio.no/english/services/it/unified-communication/>

Paper mail

Each employee has a pigeonhole next to reception where messages are placed and mail is distributed. Pigeonholes for the master's students are located on the third floor.

Mail is delivered and collected once a day at noon.

We do not normally *use courier delivery*, but check with the reception if necessary. You must be prepared to pay for this yourself.

Office supply

You find office supplies in the second floor storage area behind reception. If you need something outside of this, or if some supplies are running out, please inform the reception.

Information Technology Services (IT)

The Centre is a part of the UiO IT system. All employees have a personal user account with a username and password. This is distributed by the local IT Administrator. Through the university network system, it is possible to get access to and print your documents on any computer at the university.

Please contact our local IT administrator to set up a UiO user account.

Local info about the IT services (printers, copy, etc.) can be found at:

<https://www.uio.no/for-ansatte/enhetssider/jus/smr/interne-rutiner/veiledninger/>

General info about IT services at UiO: <http://www.uio.no/english/services/it/>

IT support

For problems concerning the computers, printers or copy machines, please contact the IT Administrator Øystein Wollan at computers@nchr.uio.no.

Calendar

UiO use the exchange mail system with integrated calendar etc. All administrative employees must use the calendar, and all researchers are encouraged to do so.

Human Resources (HR) Portal

HR Portal is the UiO electronic personnel administration service. Employees can access their salary information, record working hours, apply for holiday, register sick leave and other types of absence, and file travel, reimbursement claims, etc.

You find the HR portal at: <https://www.uio.no/english/for-employees/support/sap/>

More information about HR Portal is available at:

<http://www.uio.no/english/for-employees/support/sap/hr-portal/>

Working hours

The working week at UiO is 37.5 hours net per week, with holidays and holiday pay in accordance with the Holidays Act's provisions. Researchers do not register working hours but administrative staff must do so. Admin staffs have longer wintertime working weeks, and shorter summertime. For more information about working hours, please see:

<http://www.uio.no/english/for-employees/employment/working-hours-and-absence/working-hours/>

Absence

All employees must register absences in the HR portal. Please see the information about registration of absence at HR Portal: <http://www.uio.no/english/for-employees/support/sap/hr-portal/employee/absences.html>

Illness

In cases of illness, you must notify your immediate superior immediately and copy in, or otherwise inform, reception. See web: <http://www.uio.no/english/for-employees/employment/working-hours-and-absence/illness/>

Holiday

All employees have the right and obligation to take holidays provided they have qualified for holiday pay, either with UiO or with a former employer. Your holiday entitlement may comprise paid or unpaid holiday, depending on the amount of holiday earned the previous year.

Familiarize yourself with the regulations regarding holidays and the practicalities to remember before leaving for holiday at: <http://www.uio.no/english/for-employees/employment/working-hours-and-absence/holiday/>

Welfare

We take employee welfare seriously. See UiO's website for more information:

<http://www.uio.no/english/for-employees/employment/welfare/>

Salary

Your salary will be paid on the 15th of the month except in July and December, when payment is made on 2nd July and 12th December.

The University of Oslo is obliged by law to assess tax liability and deduct income tax from all payments. Tax information is collected from the Tax Authorities by UiO. If no tax information exists, 50% tax will be deducted.

More information about tax is available at: <http://www.uio.no/english/for-employees/employment/payments/tax-deduction/index.html>

Personal operational budgets and codes

There are different types of personal budgets depending on what type of position you have and how your

position is funded. Anyone who disposes a personal budget has been given a separate code, "tiltakskode", which must be used whenever making a purchase that is to be funded from that budget. The personal budget may be used to cover costs for academic courses, travels, research assistance, or book purchases. To some extent these budgets can also be used to buy laptops and/or tablets. Consult the administration if you wish to use your allocated funds on technical equipment.

If you are unsure whether or not you have a personal budget, what your code is, or if you want an overview of your remaining funds, please contact the administration.

Travel

Business travel must be approved by your immediate superior and carried out in an environmentally friendly and cost-effective way. Book through UiO's travel agency and use a credit card. See the website at:

<http://www.uio.no/english/for-employees/employment/travel/>

UiO only provides advances in exceptional cases. Employees are encouraged to pay expenses using a UiO credit card or by being invoiced by the supplier. More information about travel preparation can be found at:

<http://www.uio.no/english/for-employees/employment/travel/preparations/#credit-card>

Travel expenses must be registered electronically in the HR portal. If you have received a travel advance or you do not have access to the HR portal, you must submit the travel claim form on paper. Travel claims are paid twice a month, except in July.

More information about travel expenses and travel form can be seen at: <http://www.uio.no/english/for-employees/employment/travel/settlement/>

Insurance/Travel insurance

UiO employees are covered by several insurance arrangements. Please observe separate information about travel insurance. Please see the website:

<http://www.uio.no/english/for-employees/employment/insurance/>

Purchasement, procurement

All goods and services must be ordered according to UiO routines. You must fill out the "e-rekvisisjonsskjema" and send it to "bestilling@jus.uio.no" every time you order goods/services, except for literature and travel tickets, which may be ordered directly. Routines are described on this web page:

<http://www.uio.no/english/for-employees/support/purchase-management/procurements/index.html>

For further questions, please contact the Faculty procurement consultant: Guro V Lyshaug

g.v.lyshaug@jus.uio.no.

Competence building, training, courses

You have a right to continuous professional development and to attend courses during working hours. UiO offers its employees a number of courses. Use the UiO course list to familiarize yourself with the courses that are offered. We try to allocate local budgetary means for competence building, so if you would like to attend language training in particular, please contact HR Advisor Jasna Jozelic at jasna.jozelic@nchr.uio.no.

For more information see the UiO website at: <http://www.uio.no/english/for-employees/competence/>

Safety representative

The Centre has its own Safety representative who will ensure that complaints from employees regarding the working environment, health and security issues are brought to the leadership or administration. Currently, Kjetil Fiskaa Alvsåker, k.f.alvsaker@nchr.uio.no holds this position.

In case of emergency at the centre – all day and night

In case of emergency at the centre, please contact the UiO emergency and security section. Phone 56666(22 85 66 66).

Lunch/canteen

The canteen is on the ground floor. It is open during lunch hours (11:00–13:00).

The lunch areas on the 2nd and 3rd floor are reserved for employees 1200-1300. Fridges are available, but please make sure old food is removed. All staff members are responsible for clearing the tables and counters, keeping the kitchen area clean, and placing dirty dishes in the dishwasher. Free coffee/tea is available.

Internal information

UiO use the internal and external web, as well as email as our main internal information channels. The UiO webpages “for employees” give you current news and events from UiO and the centre, as well as links to practical tools and services.

In addition, we publish diverse information from external partners on the noticeboards near the main entrances.

External information

We publish a newsletter with information about the Centre to our external contacts. Otherwise, all information is published on the homepage.

Library

The NCHR library is affiliated with the Law Library. Please contact the library (library@nchr.uio.no) for assistance and guidance in connection with literature searches, access to library e-resources, book loans.

Current research documentation – Cristin

Individual researchers are responsible for ensuring that their publications are registered in Cristin. More information: <http://www.cristin.no/english/>

Please contact Head Librarian Kirsten Fuglestved at kirsten.fuglestved@nchr.uio.no for guidance/assistance.

Internal organisational structure

We have the following internal committees:

- Research Committee: 2-3 meetings pr semester.
- Educational Committee: 1-3 meetings pr semester.
- Committee for International Programmes: weekly meetings.
- The Advisory Board of the centre: 2 meetings pr semester.

The Advisory Board is the superior organ of the Centre, and it has several employee representatives.

Please contact your representative for more information. See the website for more information:

<http://www.jus.uio.no/smr/om/organisasjon/index.html>