



Dear New Staff Member,

Welcome to the School of Biomedical Sciences within the Faculty of Biological and Chemical Sciences at the University of Queensland. To assist you in the transition into your new workplace, the following checklist has been produced to augment the University's on-line induction checklist.

Brian Key PhD
Head of School

Personal Particulars

Family Name _____ Given Names _____

Employee Number _____ Position _____

Organisational Unit _____ Commencement date _____

Organisation Unit: School of Biomedical Sciences

- UQ, BACS and SBMS org charts
<http://www.uq.edu.au/sbms/Policies/staff-structure.JPG>
- Head of School – Brian Key, Deputy Head- Shaun Collin, School Manager – Marni Bower
- School Committee structure
http://www.uq.edu.au/sbms/Policies/School_struct.pdf,
- School Directory
- Vision / Mission Statement
<http://www.uq.edu.au/sbms/vision-statement>

Award & Enterprise Agreements:

Link: <http://www.uq.edu.au/current-staff/index.html?id=8599>

Reimbursements (where applicable):

- Receipts for airfares, relocation expenses to Finance.

Pay:

- Pay Cycle / Salary Advice/Leave via Employee Self Service (ESS) – Demonstrate ESS
- SBMS Leave Policy <http://www.uq.edu.au/sbms/leave-policy>

Staff Cards: (HUPP 5.30.12)

- Card required for access to buildings out-of-hours and to some rooms, for library borrowing, and for security/identification purposes.
- Arranged through SBMS Buildings & Facilities Manager following OH&S Induction.
- If you need after hours access or access to swipe card protected areas you will need to have supervisor approval to have your staff ID card activated.

Staff / student relationship:

- Student Charter – HUPP - <http://www.uq.edu.au/hupp/index.html?page=25116&pid=0>

Commercial interests:

- Outside Work & Business Interests – HUPP - <http://www.uq.edu.au/hupp/index.html?page=24988&pid=>

Unexpected absences:

- If an academic staff member, contact supervisor and/or general office, with instructions where applicable (eg if class needs to be cancelled).
- If a general staff member, contact supervisor in first instance. If supervisor unavailable, contact supervisor's supervisor.

Staff development/training: <http://www.tedi.uq.edu.au/>

- If supervising staff, must complete the relevant staff development course offered by UQ's Teaching & Educational Development (TEDI) unit. Consider enrolling on-line now.
- Mandatory for HEW 5 and above –OH&S for Supervisors & Managers
- Recommended for Academics – Managing Safety in the Lab
- Mandatory for all in certified facilities – PC2 Training
- 'Settling In' information covered in UQ on-line checklist provides information on staff development/training opportunities in general.
- To satisfy University teaching requirements, academic staff are strongly encouraged to enrol in the following courses offered by UQ's Teaching & Educational Development (TEDI) unit:
- Induction for Academics New to UQ and Developing Your Role as an Academic at UQ.
- Introduction to Teaching & Learning at UQ Program.
- Sessional and Part-time Teachers.

Probation & Continuing Appointments:

<http://www.uq.edu.au/hupp/index.html?page=25212&pid=0> – Academic Staff

<http://www.uq.edu.au/hupp/index.html?page=25282&pid=0> - General Staff

Staff Appraisals:

<http://www.uq.edu.au/current-staff/index.html?page=10606&pid=8388> – Academic Staff

<http://www.uq.edu.au/current-staff/index.html?page=10607&pid=8388> – General Staff

Working Hours: <http://www.uq.edu.au/new-staff/index.html?page=10389>

- discuss with your supervisor, but full time staff should work 36 hours 15 minutes per week;
- Research Assistants and General staff (up to and including HEW 7) MUST complete timesheets on a fortnightly basis and forward these to General Office (see Attendance Record policy - <http://www.uq.edu.au/hupp/index.html?page=25241&pid=25173>).

Staff Mentoring:

- Nominated SBMS Mentor

OH&S/EMS & Equity:

- All covered in compulsory OH&S Induction - Wednesdays 10.30-12.30 in Skerman 305

ICT:

- Voicemail – Guidelines available at www.its.uq.edu.au→ITS Services→Telephone Services→Voicemail. Refer to Voicemail at a Glance brochure. If voicemail for the handset the staff

member will be using needs initialisation, provide copy of Notification of Voicemail Request form from same website.

- SBMS policy of reimbursing first \$50 per month (Academic staff – office/lab)
- SBMS IT Policy <http://www.uq.edu.au/sbms/it-purchasing-policy>

Email: (HUPP 6.10.2)

- UQ email account will be created as part of appointment processing – normally occurs prior to arrival.
- Logon Password / ID provided at same time.
- Staff are added to relevant 'all staff' list (academic, general, research) by General Office. Supervisor may seek for staff member to be added to other suitable lists, or staff member may subscribe self.

Dial-in internet and email access:

- All UQ staff members are automatically provided with a free Internet account that includes dial-up from anywhere within Australia.
- For more information, see <http://uqconnect.net/?page=27851> (which has a link to the dial-up setup guide) or contact UQ Information Technology Services on info@uqconnect.net or 56000.
- Once access is available and you wish to use it, you may need to contact BITS helpdesk for configuration assistance.
- Show how to access BITS helpdesk <http://www.bacs.uq.edu.au/index.html?page=42715>

Access to UQ corporate systems:

- Access to ESS will occur as part of payroll processing and a username and password will be mailed to the new staff member.
- mySI-Net, if applicable.
- Others as relevant to position.

Finance:

Link to Financial Management Practices Manual: <http://www.bs.uq.edu.au/fmpm/>

- Appointment made with Finance Officer to cover reimbursements, ordering (IBuy, RIDS), BACS Store, Stationery Store, Travel Policy and General Claims

Mail/Photocopying/Room Bookings:

- Internal/External Mail.
- Mail Pick up point
- Photocopier location and pin code
- Fax Facilities
- Meeting rooms and booking system

<http://bacs-s02.bacs.uq.edu.au/phpScheduleIt/index.php>

School Equipment & Workshop:

- SBMS School Equipment Policy
- School Vehicles
- CALM, Histology
- School Workshop

Parking at UQ

<http://www.uq.edu.au/parking/index.html?page=29420>

Research Funding:

- Academic staff are encouraged to familiarise themselves with research funding opportunities, set out at <http://www.uq.edu.au/research/rrtd/> and to discuss these with their supervisor and within their Research Group forums.
- SBMS Intranet provides up to date research related information - <http://www.uq.edu.au/sbms/sbmsintranetresearch>
- Advise of meeting time with School Research Administrator

Workloads:

- SBMS Policy
- Policies on workloads appear in the HUPP (5.41.7 Guidelines for Allocation of Workload to Academic Staff and 5.55.1 Guidelines on Managing Workloads for General Staff).

Lost Property:

- Deliver to / seek from General Office/Help Desk in first instance.

Tour of SBMS website and intranet

Tour of School

- To include as appropriate Otto, Skerman & Macgregor as well as meeting rooms, lunch rooms, goods receiving, Finance, General Office, HOS, Workshop, gas cage, chemical waste room, equipment rooms and toilet facilities

When all the above information has been discussed and understood, the staff member and Induction Officer both sign the form below.

The original of the form is to be retained on the School's files and a copy passed to the new staff member.

Staff Member

I have been briefed and understand all the points shown above and have received a copy of this form.

Signature of Staff Member

Date

Induction Officer

I certify that the above mentioned staff member has been briefed and understands all points listed above and has been given a copy of this form.

Induction Officer

Date