

## ***Welcome to GEUS (Aarhus)***

*In this welcome letter, you will get a short introduction to GEUS' opening hours, intranet, parking and much more. Remember that you can always ask your colleagues or HR if you are in doubt about anything.*

### **Opening hours and working hours**

GEUS' official opening hours are 8:30-16:00 (Monday to Thursday) and 8:30-15:30 (Friday). Generally, you are expected to be at GEUS between 10:00-15:00 if you are a full-time employee. You have the option of using flextime from 7:00-10:00 and again from 15:00-18:00. As an employee at GEUS, you must register your daily working hours, and what you spend them on, in mTIME.

### **Your work tasks**

Your Head of Department will introduce you to your work tasks and will together with your colleagues ensure that you are provided with the necessary equipment and introduced to the relevant IT systems. At GEUS, we use the following IT systems: mTIME, F2, Evovia, Campus, and more.

### **The intranet**

GEUS' intranet is used for internal communication of various information. On the intranet, you will find relevant information about the organisation, departments, clubs, committees, GDPR, security, safety and emergency procedures, employment conditions, etc. On the intranet page 'New employee at GEUS', you will find a lot of useful information in English.

### **Access card and key**

When beginning your employment, you will receive an AU access card with a code. You need the card for entering the building and for opening doors in the corridors. You will also receive an ordinary key for your office and a GEUS ID card, which you need for printing and scanning amongst other things.

### **Parking**

If you drive to GEUS, you can get a parking permit (issued by AU), which allows you to park in bays marked "AU-medarbejdere", e.g. in the crossing between Randersvej and Nordre Ringgade. Contact your department's secretary if you need a parking permit.

If you come by bicycle, you may use the bicycle racks outside the building.

### **Canteen**

GEUS shares a canteen with the other institutions in the building. It is a self-serve canteen where you use the AU card to access and your own credit card to pay. In the canteen, you can buy breakfast, lunch and soft drinks – and of course you can also bring your own food and drinks.

### **Smoking policy**

GEUS has a smoking policy, which states that smoking is not permitted indoors. It is permitted outdoors, though, except for the area outside the main entrance and the canteen.

### **Illness and other unplanned absence**

If you fall ill, you must remember to register this on the first day between 8:30 and 10:00 a.m. To call in sick, you contact the department secretary (contact the Head of Department if there is no department secretary).

You must also always contact the department secretary if you have to take the child's first sick day, a care day or similar unplanned absence.

### **Photo for access card and telephone book**

New employees have their photo taken for the ID card required to walk around GEUS. The photo is also used for GEUS' electronic telephone book.

### **Clubs, committees and societies**

At GEUS, we have, among other things, a staff club and an art society. The staff club, PEGASUS, organises various social events throughout the year. The art society is called GE9US, and it organises inhouse exhibitions with different artists as well as various cultural events and trips. You can also sign up for Aarhus University's gym. Here, you can use the fitness equipment and machines, and participate in various fitness classes. Contact your department's secretary if you have any questions or want to sign up for the gym.