

NEW EMPLOYEE INFORMATION FORM

The form must be returned to the sender and is available at <http://www.au.dk/fakulteterinstituttermv/adm/lonadm/>

Incomplete or missing information may result in late or incorrect payment of your salary.

Refer to the guidelines for an explanation of the individual items.

For use in connection with my employment:

as:	from:	to:
at the institute/department of:		

1. Personal details:

Date of birth:	Name:
Address:	Postal code and town/city:
Private email (optional):	Private tel. (optional):

2. Payment of salary:

Your salary will be paid into your NemKonto. Your payslip will be available at www.e-boks.dk .
The University obtains your tax card electronically from SKAT

3. Salary level:

Education (see guidelines regarding documentation):						Date:			PUK authorisation <input type="checkbox"/>	
Previous employment included in calculation of seniority. Do not fill in if you are a temporary lecturer or are not entitled to seniority-based pay.	Hours per week	From			To			Public employment mark X	PUK only	
		day	mth	year	day	mth	year			
Position, employer										
Did your last employment include a superannuation scheme mark X Yes <input type="checkbox"/> No <input type="checkbox"/>										
Agreement:	Salary seniority date:							Mini STK:		
Supplement:	Anniversary date:							STK:		
Pension fund:										

4. Holiday details:

Year of accrual:	Previous year	Last year	Current year
PLEASE STATE:			
Number of days of holiday earned but not taken based on employment by another employer or during previous employment by Aarhus University. If these fields are not completed, 25 days of holiday will be registered for respective holiday years. Please enter 0 if you have not earned any days of holiday.			

5. Special leave:

Child's birthday:	for child 1:	for child 2:	for child 3:	for child 4:	
Direct transfer from other state employment mark X <input type="checkbox"/>			Days of leave not taken – new scheme:		Days:
			Days of leave not taken – old scheme:		Days:

I hereby declare that the above information is correct:

Date

Employee's signature

GUIDELINES TO THE INDIVIDUAL ITEMS IN THE FORM.

Salary level:

In the field marked education, fill in type of education, e.g. office/administrative, Master's degree etc., as well as the date of completion.

Enclose a copy of the documentation verifying your education. If you graduated from Aarhus University and have marked "PUK authorisation" with a cross, you do not need to send a copy of your diplomas to the Personnel Office, as the office will extract this information directly via the university's exam system. If you were previously employed by Aarhus University and provided copies of your diplomas, you do not need to send this documentation again.

Information regarding your previous employment – depending on your education – has an influence on your salary level, provided your salary scale is divided into levels. If you work at least 15 hours per week on average, this will provide full seniority. If you work less than 15 hours per week on average, this will provide half seniority. Accurate specification of periods of employment with weekly working hours is a precondition for the correct salary level to be established. If you are reappointed by the university, you must still specify all previous periods of employment and weekly working hours.

The information in the column "public employment" is used by the personnel office to calculate your superannuation seniority.

Superannuation

Different rules apply within the various collective agreement areas in terms of superannuation percentages, as to whether superannuation is paid from day one or after a waiting period, and different superannuation percentages may apply depending on seniority. Which superannuation scheme you are covered by will appear from your contract of employment.

Holiday details

The year of accrual is the calendar year, while holidays are taken during the period 1 May – 30 April the following year. All employees at the university are entitled to 25 days of holiday each holiday year, although they are not necessarily entitled to paid holidays.

If you received a holiday certificate from your previous employer (which may be Aarhus University), you must take these earned days of holiday. While taking such obligatory holiday, the university will not pay your salary, so you must draw on your accrued holiday pay. You must state the number of holidays indicated on your holiday certificate. If you do not have any days, you must enter "0" days.

If you do not have a holiday certificate from your previous employer, you are not obliged to take holiday. If you choose to do so, the university will not pay your salary, but you may be entitled to a holiday allowance. Contact your unemployment fund for more information about any holiday allowance entitlement.

Special leave

Birth parents, adoptive parents and persons holding parental custody are entitled to take days off to care for their child(ren). However, it is a precondition for doing so that the child in question resides with the parent etc. – either living at the same address as the parent etc. or visiting the parent etc. on a regular basis.

As a general rule, you are entitled to 2 childcare days per child per year until the calendar year in which the child turns 7 years of age. These days must be taken before the end of the calendar year and can only be transferred between year 0 and year 1. If you are prevented from taking days off for childcare because you are taking a whole calendar year of parental, adoption or childcare leave, such days can be transferred to the following year. You must provide details of the date of birth of each of your children who have not reached 8 years of age at the time of commencement of employment.

If you transferred directly from employment with the state to employment with the university, without taking a break, the old scheme regarding childcare still applies for children born between 1 April 1995 and 30 September 2005. However, the new scheme applies for children born after this date. Under the old scheme, you are entitled to 10 childcare days per child, and these can be taken until the child turns 18 years of age.

Please note that if you have taken 2 childcare days for your child within a calendar year while employed by the Danish state, and are employed by Aarhus University later the same year, you are not entitled to any further childcare days in the same calendar year.