

# GENERAL INFORMATION

Last Updated July 2017

OCDEM

Factsheet No.13

## Part 1 (N - Z)

### Occupational Health

Is a University service to help prevent work related ill-health and to support those at work with health problems or disabilities.

Further details can be found at [www.admin.ox.ac.uk/uohs](http://www.admin.ox.ac.uk/uohs).

### Outside Appointments

RDM is required to hold information on the number of days spent by staff on outside appointments. These include consultancies, directorships, and also private practice, anything outside of your normal University duties. All outside appointments have to be approved by the Head of Department, and also University Research Services if appropriate. Please talk to your departmental administrator / business manager in the first instance. For more info:

[www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/#d.en.40961](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/#d.en.40961)

### Pay

Payday is the penultimate working day of each month. For further information, see:

<https://www1.admin.ox.ac.uk/finance/epp/payroll/paydates/>

### Payment Request Form

The Payment Request Form can be downloaded from

[www.admin.ox.ac.uk/finance/forms/payments](http://www.admin.ox.ac.uk/finance/forms/payments).

### Petty Cash

This should be used for small (less than £30), one off purchases.

### Pensions

The law requires the University to assess its workers (and automatically enrol those who are eligible) into a workplace pension scheme. As a support staff, academic or academic-related employee of the University, you will therefore be automatically enrolled in one of the University's pension schemes from the day you join the University.

All queries regarding your membership should be directed to the Pensions Office, Telephone: 01865 (6) 16133

Further details can be found at [www.admin.ox.ac.uk/finance/pensions](http://www.admin.ox.ac.uk/finance/pensions).

### Purchase Orders and Delivery

#### Notes

Oracle is the University finance system which is used for placing orders, paying invoices, receiving goods, financial reports etc.

Only the Administration team currently have access to the system. If you are working in or with a research group or/and a Principle Investigator and will be ordering goods on a regular basis, then you can be added to the Marketplace Ordering System. Please contact a member of the Purchasing team to obtain login credentials. Your order will normally be processed by the end of the next working day, unless the order is urgent in which case please mark it as "urgent" and contact the purchasing team. Delivery notes should be sent to Admin Officer or placed in the

## Staff Handbooks

The University of Oxford Staff Handbook covers the terms and conditions of your employment and code of practice, policies and procedures.

The staff handbook for academic-related staff (applies to all staff in grade 6-10) can be found at

[www.admin.ox.ac.uk/personnel/staffinfo/handbook\\_acrel/](http://www.admin.ox.ac.uk/personnel/staffinfo/handbook_acrel/).

The staff handbook for support staff (applies to all staff in grades 1-5) can be found at

[www.admin.ox.ac.uk/personnel/staffinfo/handbook\\_support/](http://www.admin.ox.ac.uk/personnel/staffinfo/handbook_support/).

delivery notes tray opposite the Purchasing Officer.

### Regrading & Promotion

Information about the regrading procedure can be found on the RDM website:

[www.rdm.ox.ac.uk/regrading-procedure](http://www.rdm.ox.ac.uk/regrading-procedure)

### Severe Weather Guidance

If you are unable to travel to your place of work owing to severe contact your line manager prior to weather conditions, you should the normal start time, or as soon as possible thereafter. The detailed guidance including the available alternative options to you that must be agreed with your line manager, can be found at

## Oxford Centre for Diabetes, Endocrinology and Metabolism

[www.admin.ox.ac.uk/personnel/cops/severeweather](http://www.admin.ox.ac.uk/personnel/cops/severeweather).

### Sickness Absence

If you are unable to come to work because of illness, notify your line manager by 10am on the first day of your absence. If you are unable to contact your line manager, leave a message with the HR team in the first instance on 857214. Sickness absence forms must be completed, even for half-day absences, and signed by your line manager upon return to work. These forms should be sent to the HR Office. A self-certification sickness absence form can be downloaded from:

<http://www.ocdem.ox.ac.uk/personnel-forms>.

For absences of more than 7 days and you have not yet returned to work your line manager should inform the HR Assistant.

A doctor's certificate is required for absences over 7 calendar days.

not return to work whilst a doctor's note is still valid. If you are feeling better and feel you can return to work before the end of your current doctor's note, a fit note should be obtained from the doctor. It is important that your line manager is kept informed of the status of your absence. **It is especially important to keep your line manager informed if you are a visa holder, or your absence may be treated as an unauthorised absence and your visa may be cancelled.**

If you have any queries or concerns regarding sickness absence contact the HR team.

### Tax

Queries relating to tax should be directed to the Tax Office, HMRC South Wales Area, Ty Glas, Llanishen, Cardiff, CF14 5YF. Telephone Number: 0845 3000627.

The University PAYE reference, 075/Z1035 for the **Main Payroll** and

075/VA12902 for the **Casual Payroll** will need to be quoted.

### Travel Insurance

Information about travel insurance can be found at: [www.admin.ox.ac.uk/finance/insurance/travel.shtml](http://www.admin.ox.ac.uk/finance/insurance/travel.shtml).

The form can be downloaded from the website above and should be sent to Nicola Allinson upon completion.

### University Publications

The University publishes the Gazette, Blueprint and the Oxford Magazine to receive these publications you will need to register. You can do this by visiting the [www.staffsubs.ox.ac.uk](http://www.staffsubs.ox.ac.uk) link below

### Visas & Right to Work in UK

The UK Home Office immigration rules are complex and the consequences of non-compliance can be severe for the University. All new RDM employees and visitors are asked to provide evidence of their right to work in the UK. Your local HR officer will advise you of what documentation to bring with you.

Sponsored migrants on Tier 2 or Tier 5 visas have additional responsibilities, in particular with regards to letting the HR team know of any changes in contact details or immigration status, changes in job details as recorded on the Certificate of Sponsorship and notifying absences. Further details

will be provided to you. For additional advice, please contact your HR Assistant [ocdem.personnel@ndm.ox.ac.uk](mailto:ocdem.personnel@ndm.ox.ac.uk)

**The complete list of all University's Statutes, Policies and Regulations can be found at:**

[www.admin.ox.ac.uk/iso/statutes/](http://www.admin.ox.ac.uk/iso/statutes/)

These forms should be forwarded to the HR Assistant and your line manager. If you require a Doctors' note for your sickness absence, the doctor's note is renewed as necessary to ensure there are no gaps in your absence. You should

## For More Information Contact

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University of Oxford  
Churchill Hospital  
Oxford OX3 7LE  
Tel: 01865 857216

E-mail: [ocdem.personnel@ndm.ox.ac.uk](mailto:ocdem.personnel@ndm.ox.ac.uk)  
Website: [www.ocdem.ox.ac.uk](http://www.ocdem.ox.ac.uk)