

# General Information

Last updated Jul-16

Cardiovascular Medicine

Factsheet 13

## Part 2: O – Z

### 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/>

### Petty Cash

Small items purchased by cash, cheque or debit card can be reimbursed from petty cash, providing that the sum is less than £30 (please note, credit card transactions **cannot** be reimbursed via petty cash). A receipt is required in all cases. For items greater than £30, please use the

departmental ordering system. Alternatively, a request can be made for reimbursement via the expenses claim form.

A list of allowable expenditure to be reimbursed via petty cash can be found here:

[www.admin.ox.ac.uk/finance/expenses/guide/appendix3pettycashexpenditure/](http://www.admin.ox.ac.uk/finance/expenses/guide/appendix3pettycashexpenditure/)

### 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/epp/pensions/](http://www.admin.ox.ac.uk/finance/epp/pensions/)

### Purchase Orders and Delivery Notes

R12 Oracle Financials is the University finance system which is used for placing orders, paying

## Staff Handbooks

The University of Oxford staff handbook covers the terms and conditions of your employment, codes of practice, policies and procedures.

**Academic-related staff**  
(grades 6-10):

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

**Support staff**  
(grades 1-5):

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

invoices, receiving goods, financial reports etc. If you are working in or with a research group and will be ordering goods on a regular basis, then you can be given access to the Marketplace Ordering System.

Please contact a member of your admin team to obtain login credentials. Your order will normally be processed by the end of the next working day. Signed delivery notes should be sent to Lucy Lattimore (West Wing,



### 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 due to severe weather, contact your line manager prior to your normal start time, or as soon as possible thereafter.

The detailed guidance including alternative options that must be agreed with your line manager, can be found at [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 your HR team in the first instance on 01865 234851 or 234668

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 your HR Office. **A self-certification sickness absence form can be found on the V:Drive**

For absences of more than 7 days, and where you have not yet returned to work, your line

manager should inform the personnel office.

A doctor's certificate is required for absences over 7 calendar days. These forms should be forwarded to the personnel office. If you require a doctor's note for your sickness absence, the doctor's note is renewed as necessary to ensure there are no gaps in your absence. You should 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 about income tax and payroll deductions should be directed to your local HR officer (Sally Lacey or Sophia Bell) in the first instance. [cvm\\_personnel@cardiov.ox.ac.uk](mailto:cvm_personnel@cardiov.ox.ac.uk)

### Travel Insurance

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

Completed forms should be sent to Lucy Lattimore ([cvm\\_orders@cardiov.ox.ac.uk](mailto:cvm_orders@cardiov.ox.ac.uk)) Please note that the University offers competitive travel insurance rates for attendance at conferences and University-business.

### 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

**University's Statutes, Policies and Regulations can be found at: [www.admin.ox.ac.uk/lso/statutes/](http://www.admin.ox.ac.uk/lso/statutes/)**