

General Information

WIMM

Updated
Nov-15

(Nuffield Division of Clinical Laboratory Sciences)

Factsheet 13

Part 2:

Outside Appointments

The WIMM is required to hold information on the number of days spent by staff on outside appointments. These include consultancies, directorships, and also private practice, and 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 Administrator in the first instance. For more info: <http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/>

Pay

Payday is the penultimate working day of each month. For further information, see: <https://www1.admin.ox.ac.uk/finance/epp/payroll/paydates/>

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/

Purchase Orders and Delivery Notes

R12 Oracle Financials is the University finance system which is used for placing orders, paying 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. wimm_account@maillist.ox.ac.uk

Please contact your admin team to obtain login credentials. Orders will normally be processed on the same working day if received before 11 am. Signed delivery notes should be sent to Finance team, room 419, 2 Floor, WIMM.

Regrading

Information about the regrading procedure can be found on the RDM website: www.rdm.ox.ac.uk/regrading-procedure

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_acrel/

Support staff (grades 1-5):

www.admin.ox.ac.uk/personnel/staffinfo/handbook_support/

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



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 (2)22 453.

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 downloaded from the WIMM's website.

A doctor's 'fitness to work' note is required for absences over 7 calendar days. These forms should be forwarded to wimm.hr@imm.ox.ac.uk.

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. If you fail to do so, your absence may be treated as an unauthorised absence, which may need to be reported and result in your visa being cancelled.

If you have any queries or concerns regarding sickness absence contact HR at the address below: wimm.hr@imm.ox.ac.uk.

Tax

Any queries about payroll or tax deductions can in the first instance be addressed to your HR officer carol.eaton@imm.ox.ac.uk.

If you need to contact the tax office please refer to: <https://www.gov.uk/government/organisations/hm-revenue-customs>

Travel Insurance

Information and travel insurance forms can be found at: www.admin.ox.ac.uk/finance/insurance/travel/

Completed forms should be sent to the WIMM. 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 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 officer, Carol Eaton carol.eaton@imm.ox.ac.uk

University's Statutes, Policies and Regulations can be found at: www.admin.ox.ac.uk/lso/statutes/

For more information contact

WIMM, Radcliffe Department of Medicine, University of Oxford, John Radcliffe Hospital

Website: <http://www.imm.ox.ac.uk/home>