

Getting Started

WIMM

Updated
Oct-16

(Nuffield Division of Clinical Laboratory Sciences)

Factsheet 4

Accommodation

Accommodation can be tricky to find in Oxford. The Graduate Student Accommodation Office keeps a list of private housing and may be able to help. See www.admin.ox.ac.uk/accommodation.

Alternatively, local estate agents and websites such as Daily Info (www.dailyinfo.co.uk/) and Gumtree (www.gumtree.com/) may be good places to look for rooms.

Banking

If you have just moved to the UK and need help opening a bank account, please contact the HR team on wimm.hr@imm.ox.ac.uk.

Induction

Upon starting, you will have an induction with your local HR Officer and your line manager.

Pay

Payday is the penultimate working day of each month.

Usually, if you start before the 8th of the month, you will be paid directly into your bank account at the end of your first month. If you start after the payroll deadline for the month, you will receive payment at the end of the

following month into your bank account, unless an interim cheque is requested.

National Insurance (NI)

All residents working in the UK must have a National Insurance number. UK nationals are automatically issued a number at age 16.

If you are a non-UK citizen your HR contact will request an NI application form for you to complete and will provide guidance on the application process. Employees coming to the UK on a work visa, may be asked to attend JobCentre Plus for an interview, but will be notified if this is required.

Tax

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

Employment Contract

Your contract will detail the terms and conditions of your employment, including working hours, annual leave, sickness absence, contract type and salary.



New to the University

If you are new to the University and require additional general information about the University, please visit:

www.ox.ac.uk/new_to_the_university

Overseas Staff

Staff joining the University from overseas may find the following link useful:

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

This provides information about what you need to do before you arrive, when you arrive in the UK, as well as local information about living in Oxford and schooling.



Childcare

Please refer to Factsheet 18 'Family-friendly benefits'.

Pension

The law requires the University to automatically enrol eligible workers into a workplace pension scheme. As an 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.

If you are **on a support staff pay grade 1-5** you will automatically become a member of **OSPS** (University of Oxford Staff Pension Scheme).

If you are on **academic or academic-related pay (generally grade 6 or above)**, you will automatically become a member of **USS** (Universities Superannuation Scheme).

If you were **employed by the NHS immediately prior** to your engagement by the University, you have the option to continue to be a member of **NHSPS** (National Health Service Pension Scheme).

All pension related queries should be directed to the Pensions Office, Telephone: 01865 (6)16133. Further details can be found at www.admin.ox.ac.uk/finance/pensions

NHS Hospital Card Procedure

A NHS card will be issued once all the necessary paperwork has been completed with WIMM Reception. The card is then programmed to allow access to areas of the WIMM and Hospital (at this point your card becomes your WIMM access card).

For security reason, card holders should not allow others to tailgate through WIMM doors and hospital links that require swipe access.

University Card

Please refer to factsheet 5 'IT and University Card'.

Oxford IT and e-mail account

You can use your Oxford account to access several central IT services including WebLearn and Nexus Email. This account must be activated and you will receive instructions on how to do so as soon as your University Card has been issued.

Welcome Event for Research Staff

Oxford Learning Institute hosts a welcome event for research staff, giving researchers a chance to meet other new researchers from across the University, obtain information about career and professional development support,

Staff Handbook

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

For support staff (grades 1-5) see:

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

For academic-related staff (grade 6-10) see:

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

University services such as computing, library, research support, and talk to representatives from a range of University services. Book a place at: www.learning.ox.ac.uk/support/research/

For more information contact

WIMM HR Team

Tel: 01865 222 453 or 222 675

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