

# Getting Started

## Nuffield Division of Clinical Laboratory Sciences

Last updated May 17

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](http://www.admin.ox.ac.uk/accommodation).

Alternatively, local estate agents and websites such as Daily Info ([www.dailyinfo.co.uk/](http://www.dailyinfo.co.uk/)) and Gumtree ([www.gumtree.com/](http://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 [hr@ndcls.ox.ac.uk](mailto:hr@ndcls.ox.ac.uk).

### Induction

On your first day, you will have an induction with your local HR officers (Michaela Smart or Helen Oldham) and your line manager. Details will be communicated to you prior to or shortly after your arrival.

### Pay

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

Usually, if you start before the 8<sup>th</sup>

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 issued with them automatically at age 16. Non-UK nationals have to apply for one through JobCentre Plus.

To request an NI number please phone JobCentre Plus on 0345 600 0643. Lines are open 8am to 6pm, Monday to Friday. JobCentre Plus will arrange an 'Evidence of Identity' interview for you or send you a postal application.

**JobCentre Plus** address: 7 Worcester Street, Oxford OX1 2BX. See [www.gov.uk/apply-national-insurance-number](http://www.gov.uk/apply-national-insurance-number)

### 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](http://www.ox.ac.uk/new_to_the_university)

### Overseas/Relocating Staff

Staff joining the University from overseas or relocating from within the UK may find the following link useful:

[www.admin.ox.ac.uk/personnel/staffinfo/international/](http://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

For information about 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 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](http://www.admin.ox.ac.uk/finance/pensions)

### University Card

Staff, students and invited academic visitors require a University card to gain access to libraries, computing services and some college and University buildings.

The card is used for security purposes and where access control or other automated systems are in use. It also serves to identify those entitled to use University facilities and services. Your local HR officer will send you a University Staff Card application form. For enquiries, please contact your HR team by e-mail: [hr@ndcls.ox.ac.uk](mailto:hr@ndcls.ox.ac.uk).

For students, the University Card application is processed through the relevant college.

### 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.

### Tax

Any queries about payroll or tax deductions should be addressed to your HR team (Michaela Smart or Helen Oldham) in the first instance, who will advise you.

### 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/](http://www.admin.ox.ac.uk/personnel/staffinfo/handbook%20support/).

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

[www.admin.ox.ac.uk/personnel/staffinfo/handbook acret/](http://www.admin.ox.ac.uk/personnel/staffinfo/handbook%20acrel/).

### Welcome Event for Research Staff

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

For more information contact

[hr@ndcls.ox.ac.uk](mailto:hr@ndcls.ox.ac.uk)