

GETTING STARTED

Last Updated : Sep 2016

OCDEM

Factsheet No.4

Accommodation

The University has an accommodation office which may be able to help you to find accommodation in the area. Further details can be found at 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

and your line manager. Details will be communicated prior to your arrival.

National Insurance Number

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.

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

www.ox.ac.uk/new_to_the_university

account, please contact your local HR team on 857216 or ocdem.personnel@ndm.ox.ac.uk

Childcare

Information regarding the University's Childcare Services can be found at www.admin.ox.ac.uk/childcare/ Please also see the Family friendly Factsheet

Employment contract

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

Induction

On your first day, you will have an induction with your local HR Officer,

JobCentre Plus address: 7 Worcester Street, Oxford OX1 2BX. See www.gov.uk/apply-national-insurance-number

Oxford University Newcomers Club

This club exists to welcome to Oxford the wives/husbands/partners of newly appointed academics, of visiting academics and of postgraduate students to the University – see www.newcomers.ox.ac.uk



Overseas Staff

Staff joining the University from overseas may find the following websites useful as they provide details on general practical information about moving to, and life in, the UK. The key topics are the National Health Service, accommodation, childcare and schooling, Income tax etc. <http://internationalstaffwelcome.admin.ox.ac.uk/>

Website users can select the University they are moving to from a drop-down list. For example, if you go to <http://www.internationalstaff.ac.uk/pre-arrival/accommodation/> and select 'University of Oxford' from the box that appears in the top right hand corner you will see guidance on finding accommodation in the UK, followed by some local links in the Oxford area

Oxford Centre for Diabetes, Endocrinology and Metabolism

Pay

Payday is the penultimate working day of each month. Usually, if you start before the 8th of the month, salaries will be able to process your details and 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 can request to receive an interim cheque a few days after the end of your first month, after this your salary will be paid as normal into your bank account. See: <https://www1.admin.ox.ac.uk/finance/epp/payroll/paydates/>

Pensions

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

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/

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/

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. Please request a University Staff Card application form from the HR team by tel. 857216 or e-mail: ocdem.personnel@ndm.ox.ac.uk and once completed please return it to the HR team.

Oxford IT and Email Account

You can use your Oxford account to access several central IT services including Web learn and Nexus. 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

Queries relating to tax should be directed to the Tax Office, by post: HMRC South Wales Area, Ty Glas, Llanishen, Cardiff, CF14 5YF or telephone on 0845 3000627.

The University PAYE reference is 075/Z1035 for the **Main Payroll** and 075/VA12902 for the **Casual Payroll**.

Welcome event for Research Staff

The Oxford Learning Institute runs a Welcome event for Research staff.

Further information and course dates can be found at <http://www.ocdem.ox.ac.uk/training-2>

or

www.learning.ox.ac.uk/support/research/new/

For More Information Contact

OCDEM
Radcliffe Department of Medicine
University of Oxford
Churchill Hospital
Oxford OX3 7LE
Tel: 01865 857216

E-mail: ocdem.personnel@ndm.ox.ac.uk
Website: www.ocdem.ox.ac.uk