

English translation help for the original German document "Laufzettel für neue AG Mitglieder". Only the German version is relevant and legally binding!

AG Prof. Dr. Thomas Guhr

To-Do List for new group members

Name:	Start of employment:	End of employment:
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Completed	Confirmed
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1 Keys	<i>In charge</i>	<i>Date</i>	<i>Signature Employee</i>	<i>Date</i>	<i>Signature</i>
Receipt upon start of employment	Janitor MC124 / Secretary's office MG324				
Return at the end of employment	Janitor MC124 / Secretary's office MG324				

2 General Administrative Matters

Receive explanation regarding holiday application	Secretary's office MG324				
Receive explanation/manual regarding business trips	Secretary's office MG324				
Receive explanation regarding sick leave	Secretary's office MG324				

3 Workplace

Get uni-due.de account	Personnel Dept. / ZIM				
Get PC account	Jonas Nothhelfer (IT)				
Apply for employee's ID card	Dez. 3; dienstausweis@uni-due.de				
Hand over desk tidy at the end of employment	Employee				

4 Mandatory Safety Instructions

Participation in fire and evacuation protection (annual)	Fire and evacuation helper				
Participation in workplace safety (annual)	Dr. Lothar Brendel				
Participation "Safe Event Management" (only lecturers, one-time)	Brandschutz Küpperbusch				
Submit Certificate "Safe Event Management" to secretary's office	Employee				