Getting started at UHH (and DESY)

Keys

- Get a transponder for office doors from Jens Illing (jens.illing@uni-hamburg.de)

- Get a key to the building from Wolfgang Weppner (wolfgang.weppner@desy.de)

- https://www.kus.uni-hamburg.de/themen/rund-ums-gebaeude/schluessel-transponder/abweichende-fachbereiche.html

On your first day(s)

- bring the "Dienstantrittserklärung" and let Manuel / Dieter sign it, then send it to HR

- Once you have a DESY account (see below) you might want to set up the DESY Wifi, see here: https://it.desy.de/services/networks/wlan_at_desy/index_eng.html

- If you need to copy (or scan) documents, you will need a copy card which is connected to your university account (the one starting with a "b", called "B-Kennung"). Write an email to the admins to get one (uh2it@desy.de)

- Optional: set up Uni Hamburg VPN (for home office): https://www.rrz.uni-hamburg.de/services/netz/vpn.html

- Optional: set up DESY VPN and ssh: https://it.desy.de/services/remote_access/index_eng.html

DESY Account and DACHS card

- new account: write an email to uh2it@desy.de and provide:

  - Name, Surname, date of birth, place of birth, nationality, building and room number, contract end date

  - Tell them which resources you need: the same ones as Uni AX group.

- If you work on ALPS: once you have an account, go to building 6 (across building 1, it's the building of the DESY auditorium) room 110 (turn left after you enter, go through glass door and turn left again) to get a DACHS card. You need it to enter labs

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ALPS specific Safety Training:

- General safety, sexual harassment, and general Cryo training should be completed through training.desy.de

- on site training for HERA West, HERA North, and Oxybox done by David Reuther (david.reuther@desy.de), schedule a time with him

- Laser safety: done by Jörn Schaffran (joern.schaffran@desy.de), write an email to schedule time

- For access to ALPS resources (access to confluence, https://confluence.desy.de/display/ATES/ALPS+TES+Home, https://gitlab.desy.de/, TES cloud share https://syncandshare.desy.de/index.php/s/j6aBpwc6j4a4GGQ) send an email to Sandra Kottler (sandra.kottler@desy.de)

Wiki / Mailing Lists / Team Communication Software

- Write to Michael Grefe (michael.grefe@uni-hamburg.de) to get an account for the QU wiki pages (quwiki.physnet.uni-hamburg.de/)

- Get invited to the Quantum Universe Slack Channel, ask Michael Grefe

- Get invited to the Discord channel of the Astroparticle group, ask Manuel or Dieter

- Sign up for Quantum Universe and PhD/PD student seminar email lists:

  - https://www.qu.uni-hamburg.de/service/internal/mailinglists.html (from campus network or using VPN)

- Optional:

  - Get invited to the ALPS channel on Mattermost

  - Get invited to the HESS channel on slack

- Get invited to the Fermi channel on slack

- Get invited to IAXO channel on slack

- Get a physnet account (important for parallel computing with resources from UHH). Fill out this form: https://www3.physnet.uni-hamburg.de/physnet/physnet.pdf let Martin or Dieter sign it and send a scanned copy to support@physnet.uni-hamburg.de

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HESS specific:

- Dieter needs to add your name to the HESS members on confluence and add you to the HESS active mailing list

- Sign up for confluence (hess-confluence.desy.de)

- get an account on the HD cluster: write an email to Ruth Crespo (ruth.crespo@mpi-hd.mpg.de) and fill out forms, get Manuel's signature, afterwards, call to verify identity

- To get access to the data base for the run selection, write an email to Konrad Bernloehr (konrad.Bernloehr@mpi-hd.mpg.de)

- Get more space on HD cluster: write an email to Franck Koeck (frank.koeck@mpi-hd.mpg.de) and tell him you would like extra space on the HD cluster in the context of HESS analyses

- HESS presentation templates: https://hess-confluence.desy.de/confluence/x/QgAL

PhD students

- Follow steps on https://www.promovieren.uni-hamburg.de/en/min/promotion/einschreibung.html

- In essence: set up account in https://docata.min.uni-hamburg.de/home and fill out application

- Get your supervisors to sign supervision agreement: https://www.physik.uni-hamburg.de/forschung/nachwuchs/promotion/dokumente/supervision-agreement-physik-en-2018.pdf

- Fill out project description template: https://www.promovieren.uni-hamburg.de/min/promotion/pdf-promotion/formular-zulassung-forschungsskizze.pdf and get it signed

- Send application to the Studienbüro (https://www.physik.uni-hamburg.de/en/studium/studienbuero.html) via email and via physical mail (use the in-house university post for this, put everything in an envelope with the address and put in the right bin in the room with the pigeon holes in building 67)

- Once application is approved, get a STINE account and submit your application there again

Work related travel

- see information on this page https://www.kus.uni-hamburg.de/en/themen/dienstreisen.html

Sick leave

- If you're sick you need to let your supervisor (Manuel) know as soon as possible. If you are sick for more than 3 days, you need to get a doctor's note (Arbeitsunfähigkeitsbescheinigung) and either give it to your supervisor or send it directly to your HR contact person. See this page: https://www.kus.uni-hamburg.de/en/themen/personalservice/rund-um-beschaeftigung/arbeitsunfaehigkeit-krankheit-unfall/allgemeine-informationen-arbeitsunfaehigkeit.html

Vacation

- You need to fill out a form to ask for vacation (it is only not improved in very special situations). The form can be found in the KUS portal: https://www.kus.uni-hamburg.de/en/themen/personalservice/rund-um-beschaeftigung/urlaub-beurlaubung.html and then go to "Vacation Matters". Fill out the vacation request form and send it via email to your supervisor.
- You have 30 days of vacation each year. If you don't take all days, they are transferred to the next year but you have to use them until September.

Hiring PhD and Post Docs...

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- For non-EU citizens, make sure that HR sends the original documents that acknowledge that students will work at UHH to applicant for their visa application

- DESY international office