



# LUNDS UNIVERSITET

Filosofiska institutionen

## Checklist for New Employees and Visiting Scholars

Room: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Departmental mailing lists:

[personal@fil.lu.se](mailto:personal@fil.lu.se) (only personnel and visiting scholars)

[personal@lucs.lu.se](mailto:personal@lucs.lu.se) (cognitive science group)

The newsletter of the Faculty of Humanities and Theology “HT-bulletin” and the newsletter of the Human Resources Department “Personalinfo” are emailed to everyone in the department. Both contain important practical information on decisions that have been made, places to apply for stipends, etc.

The mailing list “Filosofen” is used to announce conferences, jobs, and doctoral courses in Sweden and the rest of Scandanavia. Subscribe by going to <http://lists.liu.se/mailman/listinfo.cgi/filosofen> and entering your email address.

The Philos-L mailing list provides information on British, American, and European conferences, jobs, and other matters of interest to philosophers and cognitive scientists. Subscribe by going to <http://listserv.liv.ac.uk/cgi-bin/wa?SUBED1=philos-l&A=1>.

### **Whom to contact:**

LU identity (LUCAT): [Eva Sjöstrand](#)

IT support: The IT Unit is responsible for technical support and equipment. You find them in “FrontDesk” (LUX:C244). Request support from the IT Unit by emailing [it@ht.lu.se](mailto:it@ht.lu.se). The IT Unit Service number: +46 46 222 32 30

Caretaker at LUX If you want to report an error in the house not connected to IT, for example doors that aren’t working, please contact the caretaker Ingvar Bolmsten at [vaktmasteri@lux.lu.se](mailto:vaktmasteri@lux.lu.se).

Library: Book an appointment with the librarian [Fredrik Eriksson](#) to receive important information on use of the library.

Finding your way around: Department head [Tomas Persson](#) or your supervisor.

Finances and salary: [Anna Cagnan Enhörning](#) or [Tomas Persson](#).

Departmental [homepage](#): [Astrid Byrman](#)

### **For visting staff**

You can find more information for new staff [here](#). More specific information concerning insurance, Swedish courses and welcome days for English-speaking staff can be found [here](#).

**Important!** On your arrival in Sweden you need to register with the Swedish Tax Agency (Skatteverket) and apply for a Personal Identity Number (Personnummer) (if staying more than 365 days). You need the "Personnummer" to get your salary and for all official transactions. The application is made at the Tax Office in person. For further details visit the [website of the Swedish Tax Agency](#).

Address  
Skatteverket in Lund  
Folkbokföring (Population registration)  
Stora Södergatan 45

### **Intranet and room booking**

Through the Intranet pages (<https://intern.ht.lu.se/en/>) you can update your personal webpage at [www.fil.lu.se](http://www.fil.lu.se), see general documents and book rooms at LUX.

### **LUCRIS research information system**

LUCRIS is the university's system for registering scholarly publications and also contains information on researchers, research groups, projects or research-related activities within external engagement. Log on to edit your information: <https://lucris.lub.lu.se>

As a new employee you should also go the short online course about **information security** at the university, LUISA. You find the online course at Kompetensportalen: <http://kompetensportalen.lu.se>.

### **Travel**

Bear in mind that you need to apply for travel funds well in advance when attending conferences, etc. See the links below. In accordance with the university's environmental policy (see below), you should travel by train if time permits. Note that the cost of traveling in first class is sometimes the same and sometimes less than traveling in second class.

Any expenses that should be reimbursed by the department must be registered in the university's travel system, Primula Res: <https://primweb.adm.lu.se/>. Primula Res can be confusing, so do not hesitate to ask [Anna Cagnan Enhörning](#) if you need help.

**Books**

You should use the bookseller Bokus whenever possible when purchasing books. You order from Bokus directly through the university's financial system Lupin. (For information on Lupin and instructions on using it, see <http://www.staff.lu.se/support-and-tools/purchases-invoices-finances/invoice-management>). Once the book has been delivered, you will need to verify the invoice in Lupin.

**Important!** In order to get properly invoiced, you should use the following address:

Lund University  
 Department of Philosophy  
*Your name*  
 Box 188  
 22100 Lund

**Information for employees**

The university's home page for employees <http://www.staff.lu.se/> contains important information about health and other benefits (including holiday and leave), pedagogical training, and more.

For those of you who are doctoral students or tutors, it is important that you observe the appropriate regulations established by the Faculty of Humanities and Theology.

**Important links**

Faculty home page:	<a href="http://www.ht.lu.se">http://www.ht.lu.se</a>
Doctoral student info:	<a href="http://www.ht.lu.se/en/education/phd-studies/">http://www.ht.lu.se/en/education/phd-studies/</a>
Info on stipends:	<a href="http://www.staff.lu.se/research-and-education/research-support/travel-and-research-grants">http://www.staff.lu.se/research-and-education/research-support/travel-and-research-grants</a>
LUPIN purchasing and invoices:	<a href="http://www.staff.lu.se/support-and-tools/purchases-invoices-finances/invoice-management">http://www.staff.lu.se/support-and-tools/purchases-invoices-finances/invoice-management</a>
Staff forms:	<a href="http://www.staff.lu.se/staff-forms">http://www.staff.lu.se/staff-forms</a>
Travel information:	<a href="http://www.staff.lu.se/support-and-tools/business-travel">http://www.staff.lu.se/support-and-tools/business-travel</a>
University webmail:	<a href="https://webmail.lu.se">https://webmail.lu.se</a>
Intranet	<a href="https://internt.ht.lu.se/en/">https://internt.ht.lu.se/en/</a>

**A Few Things to be Aware Of****Environmental awareness and recycling**

Recyclable paper, cartons, plastic packaging, metal, glass, used batteries, and toner cartridges, should be placed in the labeled bins near the copier on the 5<sup>th</sup> floor. There are recycling bins in the kitchen for plastic packaging, cartons and compostable waste.

All employees should consider it their own responsibility to take their recyclable paper to the paper recycling bins on the 4<sup>th</sup> and 5<sup>th</sup> floors. Burnable rubbish may be tossed in the small plastic bags next to the paper recycling bins in every room.

The Department of Philosophy has been environmentally certified since August 2009. *It is extremely important to sort your waste* as well as continually work to reduce your paper consumption. Remember to have the printer configuration on your computer set to print on both sides of the paper. If you need help with this, contact the IT support. When you are using the copier, set the copier to do double-sided copying whenever possible.

### **The kitchen**

Coffee, tea, and associated things (cow- and soy milk, sugar, coffee machine, tea caddies, etc.) are provided by the department. Twice a week, on Mondays and Wednesdays, a basket of organic fruit is delivered.

*It is important to clean up after yourself*, and it is everyone's responsibility to load, run, and unload the dishwasher. Do not leave it for the next person. A couple times per year the fridge and cupboards are cleared of old food. Be aware that this will happen, so you can hold onto what you don't want thrown out. It might be useful to label your food.

### **Office supplies**

You find a basic service of office supplies in the cupboard near the copier on the 5<sup>th</sup> floor. There are also some office supplies by LUX caretaker's room on the 1<sup>st</sup> floor, the door on the right hand side in the post room. If you need something that you cannot find there you can send an e-mail to [Ingela Byström](mailto:Ingela.Byström@luc.lu.se).

### **Bikes**

There are four bikes at LUX to borrow for employees. Key and helmet can be borrowed in the reception. The bikes are placed in House D, the door to the right. Everyone has access to this door. Do not forget to lock the door.

### **Security**

Never leave the door to your room open or unlocked when you are out, even for a moment! The doors to the Department are locked after 5 p.m. Employees have always access to LUX with LU-card and pin.

### **Fire safety**

The building evacuation plan can be found prominently displayed on each floor. Learn the evacuation routes and where to find the fire extinguishers.

### **Mail**

If you're expecting mail, don't forget to take a look in the caretaker's room on the first floor. This is also where you leave your outgoing mail. Letters and packages are delivered and picked up twice a day.