

## ***Welcome to GEUS (Copenhagen)***

*In this welcome letter, you will get a short introduction to GEUS' opening hours, intranet, parking and much more. Remember that you can always ask your colleagues or HR if you are in doubt about anything.*

### **Opening hours and working hours**

GEUS' official opening hours are 8:30-16:00 (Monday to Thursday) and 8:30-15:30 (Friday). Generally, you are expected to be at GEUS between 10:00-15:00 if you are a full-time employee. You have the option of using flextime from 7:00-10:00 and again from 15:00-18:00. As an employee at GEUS, you must register your daily working hours, and what you spend them on, in mTIME.

### **Your work tasks**

Your Head of Department will introduce you to your work tasks and will together with your colleagues ensure that you are provided with the necessary equipment and introduced to the relevant IT systems. At GEUS, we use the following IT systems: mTIME, WorkZone, Evovia, Campus, and more.

### **The intranet**

GEUS' intranet is used for internal communication of various information. On the intranet, you will find relevant information about the organisation, departments, clubs, committees, GDPR, security, safety and emergency procedures, employment conditions, etc. On the intranet page 'New employee at GEUS', you will find a lot of useful information in English.

### **Chip and access card**

When beginning your employment, you will be given a RFID tag (chip) with a 4-digit code and an GEUS access card. You use the chip and the access card to open the doors where there are card readers. From 07.30-17.00 you gain access by holding up the chip in front of the card reader. If you are at GEUS at the weekend or from 17.00-07.30 on weekdays, you must also use the corresponding code. On weekends and between 17.00-07.30 on weekdays, there is only access to GEUS via entrance door N by the car park, and from the back.

To access the canteen or the bicycle basement, you use the university's access card, which you receive from GEUS Porter's Office.

## **Parking**

If you drive to GEUS, you can get a parking permit (issued by KU), which allows you to park in the marked bays on the Geocentre's premises only. You can order a parking permit [here](#). The permit must be renewed once a year. If you come by bicycle, you may use the bicycle racks or the bicycle basement. For the latter, as well as for the Geocentre's main entrance, you use the university's access card.

## **Canteen**

GEUS shares a canteen with the other institutions in the Geocenter, and you use the university's access card to enter it. In the canteen, you can buy lunch and hot and cold drinks – of course you can also bring your own food and drinks.

## **Smoking policy**

GEUS has a smoking policy, which states that smoking is not permitted indoors. It is permitted outdoors, though, except for the area outside the main entrance and the canteen.

## **Illness and other unplanned absence**

If you fall ill, you must remember to register this on the first day between 8:30 and 10:00 a.m. To call in sick, you contact the department secretary (contact the Head of Department if there is no department secretary).

You must also always contact the department secretary if you have to take the child's first sick day, a care day or similar unplanned absence.

## **Photo for access card and telephone book**

New employees have their photo taken for the ID card required to walk around GEUS. The photo is also used for GEUS' electronic telephone book.

## **Clubs, committees and societies**

At GEUS, we have, among other things, a staff club, an art society and a gym. The staff club, PEGASUS, organises various social events throughout the year. The art society is called GE9US, and it organises inhouse exhibitions with different artists as well as various cultural events and trips. You can also sign up for the Epicenter, which is GEUS' gym. Here, you can use the fitness equipment and machines, get a massage and participate in various fitness classes.