



Getting Started

Last updated Sep-13

Experimental Medicine

Factsheet 2

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

The Department has close links with the Oxford Hospital Trusts and it may be possible to find hospital accommodation via one of the following numbers:

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](http://www.ox.ac.uk/new_to_the_university)

Rooms at Arthur Sanctuary House: Tel (2)21959
Ivy Lane Flats and the Churchill Hospital – Tel (2)25010

Banking

If you have just moved to the UK and need help opening a bank account, please contact the HR team on (2)21325.

Childcare

Information regarding the University's Childcare Services can be found at www.admin.ox.ac.uk/childcare/

National Insurance Number

If you have the right to work in the UK you will need to apply for a National Insurance Number (NIN). To request the number please telephone Jobcentre Plus on 0845 600 0643. Lines are open 8.00 am to 6.00 pm Monday to Friday and are normally less busy before 9.00 am.

Jobcentre Plus will arrange an 'Evidence of Identity' interview for you or send you a postal

application. If relevant, they will confirm the date, time and location of your interview and what information and documentation you need, to support your application.

The **Job Centre Plus** address is 7 Worcester Street, Oxford OX1 2BX

Further details can be found at www.gov.uk/national-insurance

Pay

Payday is the penultimate working day of each month. Usually, if you start before the 8th of the month, the payroll team will be able process

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.

www.internationalstaff.ac.uk

Website users can select the University they are moving to from a drop-down list (in the top right hand corner of relevant pages) and, where their University subscribes to the site, they can then read supplementary local information, linking through to local resources. 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.



NUFFIELD DEPARTMENT of MEDICINE



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.

Pensions

The law requires the University to assess its workers (and automatically enrol those who are eligible) into a workplace pension scheme. As a support staff, academic or academic-related 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 an academic or academic-related pay scale (generally grade 6 or above), you will automatically become a member of **USS** (Universities Superannuation Scheme). If you are on a pay scale grade 1 - 5 you will automatically become a member of **OSPS** (University of Oxford Staff Pension Scheme). If you were employed by the NHS immediately prior to your engagement by the University,

you will continue to be a member of **NHSPS** (National Health Service Pension Scheme). All queries regarding your membership 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 e-mail: hr@ndm.ox.ac.uk or tel. (2) 21325 and once completed please return it to the HR team.

Oxford IT and e-mail 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**.

For more information contact

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e-mail: hr@ndm.ox.ac.uk

www.expmedndm.ox.ac.uk/home