

Name: _____

Astro New Arrivals – Checklist

Dear

You should have enclosed in your arrival pack the following documentation, if any are missing please contact Vanessa on 73302:

- ✓ Medical or Travel Emergency Card
- ✓ General Information for New Members Book
- ✓ Newcomers to Astrophysics Database Information (Please complete and return to Vanessa)
- ✓ Emergency Contact Details (Please complete and return to Vanessa)
- ✓ Health and Safety Form for Personnel (Please complete and return to Vanessa)
- ✓ Dates for Health and Safety Induction
- ✓ Application for a University Card (Please complete and return to Vanessa once you have attended the Health and Safety Induction)
- ✓ Sample Expenses Claim document
- ✓ Sample Travel Plan document
- ✓ Map of Science Area
- ✓ Map of Oxford

Your Office No:	Photocopying code: Use University Card No
Your Office Telephone No: +44 (0) 1865 2	Date of ID Photo at MSU Level 5:
Bank Account Appointment:	Date for attending Health and Safety Induction (compulsory):
Web – navigating the University Web	OUCS – single sign on
Date to sign on to payroll at the Finance Office Clarendon Laboratory:	
<p>You will need to bring the following:</p> <ul style="list-style-type: none"> • National Insurance Number • Bank details • P45 if applicable • Passport or other proof of the right to work in the UK (see attachments to contract) • Proof of home address (ie: utility bills, or bank statement) • Original copies of any qualifications required for the post 	
ADMIN SUPPORT	IT SUPPORT
<p>Mrs Vanessa Ferraro-Wood: Astrophysics Administrator and PA to Professor Steve Rawlings, Head of Astrophysics <i>Room: 714</i> <i>Tel: 73302</i> <i>Email: vfw@astro.ox.ac.uk</i></p> <p>Mrs Yunley Oakley: Astro Finance Manager <i>Room: 711</i> <i>Tel: 73335</i> <i>Email: yoakley@astro.ox.ac.uk</i></p> <p>Miss Ashling Morris Astro Secretary and PA to Savilian Professor, Joseph Silk <i>Room: 532A</i> <i>Tel: 73303</i> <i>Email: a.morris1@physics.ox.ac.uk</i></p>	<p>Central Physics <i>Email: itsupprt@physics.ox.ac.uk</i></p> <p>Jonathan Patterson Beowulf Manager <i>Email: jop@astro.ox.ac.uk</i></p>
Work Address:	
<p>Department of Physics (Astrophysics) University of Oxford, Denys Wilkinson Building, Keble Road, Oxford, OX1 3RH Fax: +44 (0) 1865 273990</p>	