University of
HUDDERSFIELD
Inspiring global professionals

Employee Welcome Pack

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Vice Chancellor's Welcome

Welcome to the University! Although we are a large and complex organisation, I hope you will soon find your feet in the School or Service in which you are working, with the help of colleagues and your line manager, who will induct you fully into your new role.

Each of us has a part to play in supporting the work of the University in meeting the needs of industry, business, the professions and the community. The University's success, and the quality of teaching, learning and enquiry, depends on the contribution we all make, whatever the nature of our posts.

I hope you will find your time here personally satisfying and professionally challenging. We shall seek to help you make your best contribution towards the University's success. We look forward to having the benefit of your contribution.

Professor Bob Cryan CBE DL FREng
Vice-Chancellor

1. Campus Maps

To help you familiarise yourself with our campus and buildings, please take a look at our our [3D Campus Map and Accessible Route Maps](#)

2. Scopus Affiliation

Relevant to Research, Academic and Senior Staff only

Scopus is an abstract and citation database of peer-reviewed literature: scientific journals, books and conference proceedings and offers a comprehensive overview of international research output in the fields of science, technology, medicine, social sciences, and arts and humanities.

Do you have a Scopus profile?
If you do, please update your profile to reflect your affiliation with the University of Huddersfield.

The easiest way to [manage your Scopus profile](#) is on the Scopus Orcid website. Follow the steps in this wizard to create a single profile containing all of your publications and to ensure your updates and any corrections are sent to Scopus.

If you don't have an existing Scopus profile, see the [Scopus website](#) or speak to your Director of Research within your School for more information.

3. Car Parking Facilities

We have 2 car parking permit options available to staff via a monthly payroll deduction:

- A personally allocated, fixed parking bay at a cost of £70/month. This will provide the permit holder access to their allocated bay Mon – Fri between 06.00 – 22.00.
- A Licence to Hunt permit, at a cost of £46/month. Licence to Hunt permits will allow the permit holder access to specified car parks between 06.00 – 22.00 Monday to Friday. The permit will not guarantee a parking space but will be issued at a permit to parking space ratio that we believe will mean that permit holders will be able to park.

There is currently a waiting list for car parking permits. If you would like to join the waiting list, you can [register your interest with Estates and Facilities](#) from your first day of employment with us. (Please note the link provided will only be available to you from your first day).

Alternative nearby parking
There are a number of [alternative car parks](#) located close to the University and the town centre.

4. Computing Facilities

When your contract is issued the IT Support Team create computer log in details and an email address for you. Your line manager will provide your log in details, including user name and password, on your first day.

The first time you log in you will be required to register a mobile phone for occasional secondary authentication (aka multifactor authentication / MFA). Don't worry if you haven't used MFA before, you'll be guided through the process by the system. If you do not have a University mobile phone provided as part of your role you will need to use your personal phone for this

Should you find that you have any IT related queries please contact the IT Support Helpline on extension 3737 or email it.support@hud.ac.uk.

5. Staff ID Cards

Every member of staff requires an ID card. This card will give you access to swipe doors within the School/Service, car parks (if applicable) and you can also borrow books from the University Library.

During your induction with our Payroll Team you will receive instructions on how to obtain a Staff ID Card.

6. Annual Leave and University Closure Days

The annual leave year runs from 1 September to 31 August each year.

- Full Time Entitlement for Senior Staff is 236.8 hours (32 days)
- Full Time Entitlement for Academic Staff is 273.8 hours (37 days)
- Full Time Entitlement for Support Staff is 222 hours (30 days)

Public holiday and discretionary disclosure days are in addition to this entitlement.

7. Employee Benefits

The University has a number of benefits available to employees.

8. Equality, Diversity and Inclusion

The University embraces and celebrates the diversity of our staff, students and applicants and works to ensure University policies, practices, procedures and projects are inclusive. Central to our strategy, is inspiring and enabling all our students to succeed and we have committed to eliminating attainment gaps in degree outcomes, student continuation and graduate employment outcomes.

We have already embraced a number of initiatives to further support our Equality, Diversity and Inclusion journey. This includes:

- Holding the Athena SWAN Bronze Award for gender equality since 2015 and the HR Excellence in Research Award since 2011;
- Achieving the Stonewall LGBTQ+ Inclusive Employer Gold Award and Top 100 Employers 2024.
- Becoming accredited as a Disability Confident Employer; and
- Holding the Race Equality Charter Bronze Award.

The University supports staff and students through the provision of EDI networks and support from external organisations and charters to build and maintain an inclusive community. The University has a number of staff networks which include the following:

- LGBTQI+ Staff Network
- BAME Staff Network
- Staff Disability Network and Neurodiversity Group
- Women's Staff Network

Our staff networks provide an opportunity for staff who share a protected characteristic to network, obtain peer support and share information. Further information on the staff networks detailed above can be found on our Equality, Diversity and Inclusion web pages.

9. MyHR

MyHR enables you to take control of your own personal data and carry out a number of tasks without filling in paper forms or needing to come into the HR Office. You are currently able to:

- View and amend your personal contact details, your equalities data and update your emergency contact details
- View and amend your bank details
- View your payslip
- View your absence history
- View your current job details
- Book annual leave

MyHR is available to use both on and off campus and you can even log on using a mobile device.

How to Understand your Payslip on MyHR

Your school and service I.D.

Your Name

Your Address

Your payroll number – please quote in any correspondence

HRRIS-Reward & Information Systems   PAY01

Miss A Test

123 University Place
Huddersfield

HD1 1DH

1234567

University of
HUDDERSFIELD

PRIVATE AND CONFIDENTIAL

Payroll Name	UOH Monthly		Paydate	21/04/2016
Employee Name	Miss A Test			
Reference No.	1234567			

Tax Period   1
Tax code   1100L / 0
N.I. Number   AB123456C
N.I. Code   A

Tax period – the month paid
Tax code – as notified by HMRC/Starter declaration
National Insurance Number – please check carefully

Payments		Deductions		This Period	
Description	Cash	Description	Cash	Description	Cash
Salary	2,437.50	Tax	290.80	Taxable TT	2,279.06
		NI - A	211.86	Niable Pay TT	2,437.50
			158.44	Pensionable Pay TT	2,437.50
		Pension		Er NI TT - A	243.09
		LGPS Main Scheme,		Er Pension TT	280.31
		Teachers 2015 or USS			

Any payments due along with the cash value e.g.

Overtime
First Aid allowance
Tool Allowance
SSP/SMP for sick and maternity

Childcare vouchers (e.g. full allowed) -243.00

Any other deductions
e.g.
Parking
Fitness Centre
UNISON

Refunds will show as a negative figure

Total earnings and deductions for the current month.

Year-to-date

Taxable Pay YTD	2,279.06
Tax Paid YTD	290.80
Niable Pay YTD	2,437.50
NI Paid YTD - A	211.86
Pensionable Pay	2,437.50
Pension YTD	158.44
Er NI YTD - A	243.09
Er Pension YTD	280.31

Total earnings and deductions for the financial year so far.

Figures run from April to the current month or the following March (year end).

Total deductions this month

Total gross pay this month

Payments	2,437.50	Deductions	661.10

University of Huddersfield PAYE reference: 072/K6711P

The University HMRC reference number

NET PAY	1,776.40

Total paid to bank

Paid By   BACS
Sort Code   **-**-01
Account   ******23

Bank details you provided for salary payment – please check carefully

10. Induction & Continuous Professional Development

You can find out lots of useful information about your induction process on the People & Organisational Development website under the section 'Induction and Settling In'.

Details of specific courses you are invited to attend as part of your induction can be found on our website.

The programme comprises of two classroom-based sessions: Meet the Vice-Chancellor and Campus Awareness, plus a range of other online resources. Your line manager will be able to discuss with you which sessions and resources would be beneficial to your role in the University and create an induction plan appropriate to you.

There are mandatory training courses, which you will need to do during your probation.

The latest People & Organisational Development courses, including session dates and times, can be found on our website along with the full array of courses we have on offer, under the various themes.

11. First Aid and Mental Health First Aid

At the University, we believe that your physical health is as important as your mental health and we have a network of First Aid and also Mental Health First Aid trained staff available within the University.

12. Useful Links

- **Staff Handbook**
- **Your Relocation Journey**
- **Citizens Advice Bureau**
- **Student Support Knowledge Base**

Pension Schemes:
- **West Yorkshire Pension Fund**
- **Teachers' Pension Scheme:**
- **Universities Superannuation Scheme:**