

Annex No. 1

Pre- and post-employment checklist for the HR department

The checklist serves as an orientation tool for the Personnel Office in preparation for the onboarding of a new employee.

Responsible Person: Head of the FI Personnel Office

RECRUITMENT DOCUMENTS / ACTIONS	
<input type="checkbox"/>	Proposal to conclude an Employment Contract
<input type="checkbox"/>	Personal Questionnaire
<input type="checkbox"/>	When a foreign EU/EFTA employee joins: sending information about the planned arrival of the employee to the Welcome Office MU vicarova@czs.muni.cz , sending a link to the online questionnaire https://isois.ois.muni.cz/en/international-staff/application/ to the employee
<input type="checkbox"/>	Establishing an employee's employment relationship in the personnel system (PaMS) <i>(First check if the employee has a UČO, if not, then generate UČO.)</i>
<input type="checkbox"/>	Request for an initial occupational health Examination
<input type="checkbox"/>	sending/forwarding the request and sending the employee to the GP <i>(in the case of employees classified in category 1 without occupational risks)</i> or referral to the occupational health service provider MUDr. Věra Pribylová, including booking an appointment in the IS Manipulation of Occupational Health Examination Dates (muni.cz) <i>(in cases where the employee</i> <ul style="list-style-type: none"> - <i>does not have a general practitioner in the Czech Republic: send/transmit a health questionnaire to the employee, which he/she must fill in and take with him/her to the examination,</i> - <i>performs work with occupational hazards (e.g. receptionist in category 2R): the employee must obtain a medical record from a general practitioner and take it with him/her to the check-up)</i>
MEETING TO SIGN THE EMPLOYMENT CONTRACT AND OTHER RECRUITMENT DOCUMENTS	
<input type="checkbox"/>	Receipt of Documents from an Employee medical report (i.e. confirmed request for examination) and proof of payment for the examination a certificate of employment from the last employer (proof of registration with the Labour Office) a copy of proof of the highest level of education attained copy of ID card/passport <i>(foreigners)</i>
<input type="checkbox"/>	Signing Employment Documents
<input type="checkbox"/>	covering letter for payment of the document for the occupational health examination
<input type="checkbox"/>	employment contract
<input type="checkbox"/>	payroll

<input type="checkbox"/>	boarding pass
<input type="checkbox"/>	handing over the primary password (<i>in case a UČO has been generated</i>) – generating the password: Change of primary password to another person (islogin.cz)
<input type="checkbox"/>	Confirmation of receipt of entrusted items (<i>issuance of temporary card</i>)
<input type="checkbox"/>	job description in the case of non-academic staff
<input type="checkbox"/>	declaration of awareness of the rights and obligations related to the protection of personal data
<input type="checkbox"/>	affidavit (delivery of employment documents, personal data, concurrent employment)
<input type="checkbox"/>	agreement to work from home in the case of non-academic staff (as decided by the supervisor - at the conclusion of the employment contract or after the probationary period)
<input type="checkbox"/>	Documents to be handed over to the Payroll Accountant
<input type="checkbox"/>	income taxpayer's declaration
<input type="checkbox"/>	documents for claiming tax credits
<input type="checkbox"/>	bank account details
<input type="checkbox"/>	affidavit of health insurance supplement in the case of a part-time job (<i>if the gross salary is below the minimum wage</i>)
<input type="checkbox"/>	a copy of the supplementary pension agreement (<i>if applicable</i>)
ACTIONS AFTER THE MEETING TO SIGN THE EMPLOYMENT CONTRACT	
<input type="checkbox"/>	Adding data to the HR system: information on the entry examination carried out, information on the employee's education (remember the TRIXIMA code), ID card number (foreigners) and others according to the specific case
ACTIONS AFTER THE EMPLOYEE'S ARRIVAL	
<input type="checkbox"/>	Delivery of the A1 form by the employee (<i>only in case of concurrent employment within the EU/EEA/Switzerland</i>)
<input type="checkbox"/>	Issuing an Employee/ITIC Card (<i>As soon as the employee has a photo uploaded in the IS.</i>) Making an employee/ITIC card - Applying for an ITIC and employee card (muni.cz) Issue employee/ITIC card and receive temporary card (<i>invalidate temporary card in IS and issue employee/ITIC card</i>) Receipt for the receipt of entrusted items
<input type="checkbox"/>	Handing over a health insurance card (VZP) to a foreign employee (<i>If the employee was not covered by Czech health insurance before joining. It takes about 3 months to issue the VZP card.</i>)

The process of recruiting an employee from a so-called third country is significantly more complex and includes additional steps that are carried out in cooperation with the MU Welcome Office. This is described in more detail in the following picture (*source Welcome Office MU*).

Documents provided by the Personnel Department that are necessary to secure a residence permit:

- **Hosting Agreement.**

- **Commitment from the research institution.**

In the case of arrival and family members of the employee, the MU Welcome Office secures the Accommodation Confirmation.

STEP BY STEP RELOCATION FOR NON-EU STAFF

