Annex No. 4a

Adaptation Plan for New Employees (Departments)

The Adaptation Plan defines the procedure for the entry and adaptation of a new employee at the MU Faculty of Informatics (FI). It describes the partial steps for the effective integration of the employee in the workplace and for his/her successful orientation and integration into the workplace and the work team.

The aim of the adaptation of a new employee is to provide maximum support for the successful completion of the adaptation period (usually lasting for the first 3 months) so that the employee has everything he/she needs to successfully settle in and master the job and the assigned work tasks.

DAY ONE		
☐	**Conclusion of an Employment Contract** *(Personnel Office)*	
	☐	signing the employment contract and other documents related to the establishment of the employment relationship
	☐	familiarisation with the job description
	☐	familiarisation with information on working hours
	☐	taking over the primary password *(for employees who have no history at MU)*
	☐	receipt of the temporary access card
	☐	handing over the documents for payroll processing *(detailed in the Pre-Employment Guidelines)*
☐	**Familiarisation with the building, the workplace, colleagues and other workplaces** *(Head of Department)*	
	☐	familiarisation with the department secretary and her agenda • *Mgr. Jana Baná, office B407, phone 1814, email bana@fi.muni.cz* • *requests for leave – if there is a need to cancel an already approved leave* • *time records – printing and collecting monthly time records signed by the employee* • *travel orders – help with completing travel orders and arranging flights and accommodation* • *making payments by faculty credit card – e.g. conference fees*
	☐	taking over keys to the office, IT equipment, PC access and internal IT systems, including the code for the photocopier
	☐	checking the functionality of IT equipment, logging into PCs, IS, INET, work email and setting up specific accesses
	☐	**completion of HSE and FS training** (must be completed on the first working day!) *information and link to IS Workplace Safety Training (muni.cz) will be sent to the employee in an automatic email*
	☐	checking personal data in INET under Personal profile *in case of discrepancies, contact the Personnel Department (pers@fi.muni.cz)*

	☐	filling in the address for delivery of employment documents in the [Personal profile](#) section
	☐	familiarising yourself with the **Regulations Agreement application** *the information and link to the IS [Regulations Agreement (muni.cz)](#) will be sent to the employee in an automated email*

<table>
<tr><td colspan="3" align="center">FIRST WEEK</td></tr>
<tr><td>☐</td><td colspan="2">Work Background</td></tr>
<tr><td></td><td>☐</td><td><u>Office Supplies</u>
Common office supplies are available from Mrs. Lysáková (office B504, lysakova@fi.muni.cz)</td></tr>
<tr><td></td><td>☐</td><td><u>Landline - Telephone Flap including Telephone Set</u>

the request is forwarded by email to the Head of Department at technici@fi.muni.cz
MU's fixed telephone network allows:

make a phone call to another landline within MU - just enter the ending four-digit number (flap);
to make a call to external numbers outside MU - it is necessary to enter a zero before the called number;
setup of sending emails about missed calls: Inet MU: Missed Calls (muni.cz);

private phone calls must be marked in the INET application as "Personal calls" (Inet MU: Telephony); to pay for private phone calls, the employee must set up a SUPO account on Inet MU: SUPO Client Account (muni.cz)
</td></tr>
<tr><td></td><td>☐</td><td><u>Work Mobile Number - SIM card</u>

The SIM card is allocated based on the needs of the job position (see Dean's Instruction No. 2/2013);
the application is forwarded by email by the Head of Department to Ms. Musilova (musilova@fi.muni.cz); the application should indicate whether only voice or also data services are to be activated and the source of funding;
the number can only be granted after the employee starts; processing usually takes 2-3 working days;
private phone calls must be marked in the INET application 'Personal Telephone Charges' (Inet MU: Telephony); to pay for private phone calls, the employee must set up a SUPO account on Inet MU: SUPO Client Account (muni.cz)
</td></tr>
<tr><td></td><td>☐</td><td><u>Building Accesses, etc.</u>

ITIC/employee card - accesses to FI common areas are automatically assigned by the system (building entrance, lecture rooms, kitchen, for staff ≥ 0.5 the garage (white numbered spaces), car park B spaces 16-26) and the back gate); accesses to other areas (e.g. laboratory) are activated by the administrator of the access point (usually the head of the laboratory);
keys - the office key also allows access to common areas (kitchens, photocopiers, lecture theatres including departmental rooms if card access is not available, seminar and meeting rooms);
</td></tr>
<tr><td>☐</td><td colspan="2">ITIC/Employee Card</td></tr>
<tr><td></td><td>☐</td><td><u>taking a Photo for the ITIC/Employee Card</u>
a photograph is required for the ITIC/employee card;
A) the photo shoot takes place in the MU building at 220/2 Komenský nám., room 139C, ground floor right; it is necessary to book the photo shoot in advance in the MU Inet MU: Photography Booking (muni.cz)
B) it is possible to insert your own photo into the internal system; the conditions are specified in Inet MU: Uploading a Photography (muni.cz)</td></tr>
</table>

	☐	<u>application for ITIC/Employee Card</u> *the Personnel Office must be informed about the photo/photo insertion into INET and the ITIC/employee card must be ordered*
	☐	<u>receipt of the ITIC/Employee Card</u> *Personnel Office informs the employee when the card is ready*
☐	**Accounts and Passwords**	
	☐	<u>the Person's University Number</u> *(hereafter referred to as učo)* *Unique identification of the person in the MU Information System, the uco and primary password are assigned to the employee automatically upon joining*
	☐	<u>Mail Addresses</u> *(automatically generated)* *basic address* <u>*učo@mail.muni.cz*</u> *- mail available in the MU IS, it is recommended to redirect incoming mail in the MU IS from* <u>*učo@mail.muni.cz*</u> *to the faculty email alias (*<u>*prijmeni@fi.muni.cz*</u>*);* *address* <u>*učo@muni.cz*</u> *(in o365.muni.cz);* *employees on employment contracts are assigned the address* <u>*prijmeni@fi.muni.cz*</u>*; employees on agreements are assigned the address* <u>*gprijmen@fi.muni.cz*</u>*;*
	☐	<u>primary and secondary password, faculty login and faculty password</u> *the **primary password** is used to log in to the MU IS and to systems using single sign-on, e.g. INET MU, o365* *the **secondary password** is used e.g. to log in to the Eduroam wireless network* ***faculty login and faculty password** are used to access services in the fi.muni.cz domain and shared faculty stations (see* <u>*https://www.fi.muni.cz/tech/employee-info.html*</u>*)*
	☐	<u>access to IS MU, INET MU, o365.muni.cz</u> *access to information systems is subject to active učo;* *allocation of rights to specific applications according to the needs of the position (e.g. Magion, ISEP) is requested by the head of the department;*
	☐	<u>email groups - assignment to email aliases</u> *employees are automatically assigned to the group addresses of faculty staff (fi-int@fi), department staff on joining;* *manually filled email groups must be requested by the group administrator (according to departmental practices);*
☐	**Familiarisation with the structure and content of information systems**	
	☐	<u>Information System IS MU</u> • *Regulations Agreement* <u>*Regulations Agreement (muni.cz)*</u> • *Workplace safety training* <u>*Workplace safety training (muni.cz)*</u> • *Working hours records* <u>*Working Hours Records (muni.cz)*</u> • *Document server* <u>*Document server (muni.cz)*</u> • *File Service/Document Office* <u>*Document Office - electronic administration (muni.cz)*</u> • *Room Reservations* <u>*Room Reservations (muni.cz)*</u> • *Contacts* <u>*People (muni.cz)*</u> • *Depository* <u>*Upload a File into Depository (muni.cz)*</u> • *Change Password* <u>*Password (muni.cz)*</u>

	☐	**Economic and administrative information system INET MU** • *Personal data including change of delivery address* [Inet MU: Personal profile (muni.cz)](#) • *Request for leave Inet MU:* [Leave Submission (muni.cz)](#) • *Travel orders* *In the case of a business trip by an employee, a travel order must be completed and approved well in advance of the trip, in which the employee will fill in all the information (including the trip report) required for the payment of travel allowances without undue delay after returning from the business trip.* [Inet MU: Travel authorisation forms (muni.cz)](#) • *Pay advices Inet MU:* [Pay Advice (muni.cz)](#) • *Central Purchasing* [Inet MU: Purchasing (muni.cz)](#)
	☐	**IT Support** • *IT on FI: Technical information -* [IT on FI: Technical information (muni.cz)](#) *Information for FI staff (hardware/accessory acquisition, faculty password, use of printers, copiers, servers, mail, access card, etc.) -* [Technical Information for employees (muni.cz)](#) • *MU IT website, tutorials, advice -* [Masaryk University IT services (muni.cz)](#)

**WEEK TWO**
☐	**Completion of familiarisation with the regulations**

	MONTH TWO
☐	Interview with the manager

	ONE WEEK BEFORE THE END OF THE PROBATIONARY PERIOD
☐	Interview with the manager – evaluation of probationary period, setting of goals and development plans
☐	Sending feedback on the adaptation process (questionnaire)

	ADDITIONAL INFORMATION FOR SUCCESSFUL ADAPTATION
☐	**Organisational structure of FI/MU** *Searching for departments and contacts to individual FI employees:* [Faculty of Informatics - Employees	Masaryk University (muni.cz)](#)
☐	**Internal regulations of FI/MU** *all FI internal regulations (directives, measures, instructions) are stored on the document server in IS:* [FI Document Server (muni.cz)](#)
☐	**Connection to Wi-Fi** *Most of FI's premises are covered by the* **Eduroam** *Wi-Fi network allowing internet connection from laptops, tablets and mobile phones. To prevent threats in the form of computer viruses, malware and cyber attacks, it is recommended to have an activated firewall, an updated operating system and antivirus software.* *Guidelines:* [Wi-Fi wireless connection	IT services of Masaryk University (muni.cz)](#) *See also other faculty Wi-Fi options* [Wireless network on FI](#).
☐	**Data Storage** *A variety of solutions can be used for data storage, see* [Storage at FI](#) *or* [Data Storage	IT services of Masaryk University (muni.cz)](#)
☐	**Multisport Card** *The card for the following month can be ordered by the 11th of the month at* pers@fi.muni.cz. *The employee must set up a SUPO account on* [Inet MU: SUPO client account (muni.cz)](#).

☐	**Public health Insurance Card** *If the employee was not covered by Czech health insurance before joining; it takes up to 3 months for the insurance company to issue the card.*	
☐	**Communication channels with information about events at MU, FI, science and research, etc.**	
	☐	<u>MU web page</u> www.muni.cz *summary information about MU, news, etc.*
	☐	<u>FI website</u> www.fi.muni.cz *Information about FI, news about FI events, etc.* *e.g. benefits for employees Benefits	FI MU (muni.cz)* *education opportunities, trips abroad provided by MU Career and career development	FI MU (muni.cz)*
	☐	<u>portal for employees</u> portal.muni.cz *personalized portal for employees containing also news from MU; it is necessary to log in to the portal with the primary password*
	☐	<u>MU internal newsletter</u> *information for MU employees sent automatically every month to the employee's email address*
	☐	<u>M Magazine</u> www.em.muni.cz, www.em.muni.cz/veda *newsletter (sent to the employee's email address about once every 14 days) with a summary of the most important news from MU or from the scientific section; subscription to the newsletter at Subscribe to the M Magazine newsletter	Muni	em.muni.cz*
	☐	<u>Yammer MU</u> *MU's internal communication network for collaboration, discussion and information sharing. The link is to the O365 web interface, then you need to enter uco@muni.cz* *e.g. there is a group for foreign MU International Staff*
	☐	<u>Social media profiles</u> (Facebook, Twitter, LinkedIn, Instagram) *News from FI on FI social media profiles*
	☐	<u>News on project support, science and research at FI</u> *currently open calls, seminars, documents for preparing project applications, etc.*

We wish you a successful start at FI, lots of energy, new experiences and success.

If you have any questions, please do not hesitate to contact us (pers@fi.muni.cz).

Yours Personnel Office of the FI MU