

# General Information – Onboarding

## Relevant Contacts:

### **Secretariat/First Aid:**

Irina Wenzel Phone 88048, email: [Irina.wenzel@uni-wuerzburg.de](mailto:Irina.wenzel@uni-wuerzburg.de)

### **Technical Service:**

Phone 84444, email: [techbetr@uni-wuerzburg.de](mailto:techbetr@uni-wuerzburg.de)

### **HR**

Agnes Röding

Phone 83786, email: [agnes.roeding@uni-wuerzburg.de](mailto:agnes.roeding@uni-wuerzburg.de)

### **Central Mailroom/**

**Poststelle** Christian Adler

Phone 84895, email: [christian.adler@uni-wuerzburg.de](mailto:christian.adler@uni-wuerzburg.de)

### **IT**

Konrad Öchsner

Phone 84213, email: [oechsner@biozentrum.uni-wuerzburg.de](mailto:oechsner@biozentrum.uni-wuerzburg.de)

Markus Kiunke

Phone 88580, email: [it@biozentrum.uni-wuerzburg.de](mailto:it@biozentrum.uni-wuerzburg.de)

## Useful Links

### **Useful Download/Links Townhall:**

Wohnungsgeberbescheinigung (to be filled by your landlord): <https://tinyurl.com/7dcf4ncn>

Registration form for Townhall: <https://tinyurl.com/smvuyfxb>

**Student Affairs** <https://www.uni-wuerzburg.de/en/studying-at-jmu/studienangelegenheiten/home/>

**Welcome Center JMU** <https://www.uni-wuerzburg.de/en/welcomecentre/start-page/> **Information**

**on current Corona Regulations:** <https://www.uni-wuerzburg.de/corona/#c258631>

**Busses/Online Tickets** <https://www.wvv.de/fairtiq/>

**Shops close by:** “tegut” Zeppelinstr. 11, 97074 Würzburg or “Lidl” Helläcker 1, 97074 Würzburg

## Maps of the Campus:

Campus South:

[https://www.google.de/maps?q=49.78149685,9.97057215\(Campus+Hubland+S%C3%BCd\)](https://www.google.de/maps?q=49.78149685,9.97057215(Campus+Hubland+S%C3%BCd))

Campus North:

[https://www.google.de/maps?q=49.786481,9.973338\(Campus+Hubland+Nord\)](https://www.google.de/maps?q=49.786481,9.973338(Campus+Hubland+Nord))

## Food/Mensa:

You are free to use our seminar room with a kitchen, fridge and microwave, or

Info on Mensa <https://www.studentenwerk-wuerzburg.de/wuerzburg/essen-trinken/mensen.html>

Menu: <https://www.studentenwerk-wuerzburg.de/wuerzburg/essen-trinken/speiseplaene.html>

Or you go to “tegut” Zeppelinstr. 11, 97074 Würzburg or “Lidl” Helläcker 1, 97074 Würzburg for grocery shopping

## **Logins and Personal Data/User Portal:**

To order employee cards and to administrate my data:

<https://user-portal.rz.uni-wuerzburg.de/de/login>

## **Database for dangerous materials:**

Damaris, installed on every lab computer or [DaMaRIS - Startseite \(uni-wuerzburg.de\)](#)

User: drosophila

PW: genetik1

## **First Aid boxes:**

To be found on every floor in the middle of the corridor

## **Keys/Access Regulations:**

You have access to our chair’s security doors with your **chip or employee card** and the individual access times (6-20 or 24/7), please regularly update them at:

The main entrance

Parking entrance

Cip Pool

Furthermore, you have **keys** for the lab doors.

## **FAQs:**

How to **log in to my computer** ect.: with your JMU credentials (handed out on your first day)

How to **log in to the phone**? <https://voip.uni-wuerzburg.de/member/> + JMU credentials

Whom to contact for **information on my salary**? Have a look on your salary slip in the upper right corner, there is your contact person given, or:

[https://www.lff.bayern.de/das\\_landesamt/adressen/adr\\_dst\\_wue.aspx](https://www.lff.bayern.de/das_landesamt/adressen/adr_dst_wue.aspx)

Where to get **office materials**? At the locker next to the secretariat

How to **order office material**: please ask Irina

How to order **lab stuff**: please ask the technicians

Where do I get **lab books**? Ask Irina (in the secretariat)

What about **holidays, sick leave** etc.? See attachment

How to deal with **delivery notes**? Please check the shipment and sign on the delivery note and give it to Irina (important for book-keeping see attachment)