

NEW EMPLOYEE INFORMATION FORM

Incomplete or missing information may result in late or incorrect payment of your salary.

Refer to the guidelines for an explanation of the individual items.

For use in connection with my employment:

as:	from:	to:
at the following department/section:		

1. Personal details:

CPR no.	Name:
Address:	Postal code and town/city:
Private email (optional):	Nationality:

2. Salary level/Previous employment

Name of education (documentation must be attached):								Please tick if included with application <input type="checkbox"/>	
Previous employment Position, employer	Hours per week	From			To			Public sector employment mark X	For AU HR use only
		dd	mm	yr	dd	mm	yr		
Did your most recent position include a pension scheme?		Mark X		Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Do you have a position elsewhere at AU? If yes, indicate number of hours and job title:		Mark X		Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Students: Have you been enrolled for two years and have you passed your examinations? (Documentation must be attached.)		Mark X		Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Collective agreement:		Salary seniority date:						Mini pension:	
Supplement:		Anniversary date:						Full pension:	
Pension fund:		Completed by:				Checked by:			

3. Childcare days

Child's date of birth	for child 1:	for child 2:	for child 3:	for child 4:
Direct transfer from other state employment mark X <input type="checkbox"/>			Childcare days not taken New scheme:	Days:
			Childcare days not taken Prior scheme:	Days:

4. Pension scheme for fixed-term employment as international academic staff

As an international employee in a fixed-term position for a maximum of five years, you must choose between two options (please tick one of the boxes to the left):

<input type="checkbox"/> I want to be covered by payment to the standard pension fund	1. You can have the pension contribution transferred to the pension fund. When you leave Denmark, you have the option of having pension contributions thus paid to the pension fund disbursed against payment of approx. 60 per cent tax on the amount disbursed by the pension fund. An administration fee will also be charged.
<input type="checkbox"/> I want payment as salary with deduction of premium for group life insurance scheme. I hereby also confirm that I meet the following conditions: <input type="checkbox"/> I am not a Danish citizen <input type="checkbox"/> I was registered with a foreign address at the time of application	2. You can opt to have the 17.1 per cent pension contribution paid out as salary after deduction of the Danish State group life insurance premium. The monthly premium is currently DKK 108.35. The amount will be deducted from your salary

I hereby declare that the above information is correct.

Date

Employee's signature

The form must be returned to the sender.

This form was last updated on 2 May 2013.

GUIDE TO FILLING OUT THE INFORMATION FORM

Salary level/Previous employment

In the field marked education, fill in type of education, e.g. office/administrative, Master's degree etc., as well as the date of completion.

Enclose a copy of your diploma to document your educational qualifications. If you have included documentation of your educational qualifications in your application, you do not need send a copy of your diplomas to us. If you were previously employed by Aarhus University and provided copies of your diplomas, you do not need to send this documentation again.

Information regarding your previous employment – depending on your education – has an influence on your salary level. If you work at least 15 hours per week on average, you will earn full salary seniority. If you work less than 15 hours per week on average, you will earn half salary seniority. To place you at the correct salary level, it is important that you specify the length of previous periods of employment and weekly working hours accurately. If you are reappointed by the university, you must still specify all previous periods of employment and weekly working hours.

For students

You must document that you have been admitted to and are actively enrolled in an institution of higher education. Students who have studied at an institution of higher education for two years and passed the tests and examinations required within this time will be credited with one year of salary seniority.

Pension

The information in the column "public sector employment" is used by the personnel office to calculate your reckonable service.

Your employment contract indicates which pension scheme you are covered by.

Anniversary seniority

Periods of employment as a state employee included when calculating your anniversary seniority. To make sure that previous periods are included, you must list them under previous employment.

Payment of salary

Your salary will be paid into your NemKonto. Your payslip will be available at www.e-boks.dk
The university obtains your tax card electronically from SKAT, the Danish tax authority.

Childcare days

Birth parents, adoptive parents and persons holding parental custody are entitled to take days off to care for their child(ren). However, it is a precondition for doing so that the child in question resides with the parent etc. – either living at the same address as the parent etc. or visiting the parent etc. on a regular basis.

As a general rule, you are entitled to two childcare days per child per year until the calendar year in which the child turns seven years of age (in other words, a maximum of sixteen days in the first eight years of the child's life). The right to two childcare days per calendar year applies irrespective of which time of the year the employee is employed. The days must be taken before the end of the year. You must provide details of the date of birth of each of your children who have not reached eight years of age at the time of commencement of employment.

If you are transferring directly from employment with the state to employment with the university, the old scheme regarding childcare still applies for children born between 1 April 1995 and 30 September 2005. However, the new scheme applies for children born after this date. According to the old scheme, you have a total of ten childcare days per child.

Please note that if you have taken two childcare days for your child within a calendar year while employed by the Danish state, and are employed by Aarhus University later the same year, you are not entitled to any further childcare days in the same calendar year.

If you wish, you can read more about childcare days on AU's website (in Danish only).

Pension scheme for fixed-term employment as academic staff

Your fixed-term position as an academic staff member involves a pension contribution of 17.1 per cent of the pensionable parts of your salary. The pension contribution is paid to the pension fund. You can opt to have your pension paid out as salary. More information on pension plan contributions can be found at <http://ias.au.dk/pension/>.