To-do List: Workplace Setup for New Employees

Below, please find a list of organisational steps to set up your new workplace at Paderborn University. Many of the tasks will be completed by your organisational unit in advance or during your first few days at work. As an employee, however, you can take care of certain steps yourself. In any case, be sure to talk with your supervisor when you first start work!

<table>
<thead>
<tr>
<th>To Do</th>
<th>Forms and Main Contact Person</th>
<th>Completed</th>
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| **Office key** | • Fill in the [key receipt form](#), have it signed by your supervisor, pick up the key at the Building Department (Dez.5)  
• Contact person: Andreas Schwaller, -2508, B1.205, Office hours 8:00 -10:00 am, 1:00 -2:00 pm  
• Email the [door nameplate request form](#) (or building P) to Department 5  
• Contact person: Michael Stöppel, -2526, B1.308 | |
| **Door nameplate** | | |
| **Office furniture** | • Use [procurement order form](#) to order furniture  
• Contact person: Barbara Brökling-Fortmeier, C2.209, -3072. | |
| **Furniture transport** | • Janitorial services team: -2972 | |
| **Dismantling/installation** | • Installation of whiteboards, etc. by Facility Management  
• Contact person: Ulrich Kosfeld, -2477.  
• IMT contact person: Service-Point, -5544, N5-344  
• For Central University Administration staff: Department 6 | |
| **IT equipment and support** | | |
| **Email address** | • [Self-registration](#) on IMT webpage (https://pia.uni-paderborn.de/pia/selfcare/) – can be requested and set up prior to your first day of work  
• For Central University Administration staff: Account setup through Department 6 | |
| **Telephone and people directory** | • Telephone directory entry: via email to Stefan Müller, -2478  
• People directory entry: via email  
• Person manager: Page for entering or editing additional personal data | |
| **Flexitime account** | • Primarily applies to non-academic employees  
• More information: [Human Resources department](#)  
| **Library card** | • Application for combined library and university ID card via [IMT service portal](#) | |
| **Business cards** | • Order in corporate design from the university’s printing office | |
| **DeliCard** | • Cashless payment method that can be used at all dining facilities on campus, automatic reloading option  
• Available from the [DeliCard Service](#) | |

All of the forms listed here are available on the webpages of the Central University Administration. Further information for employees can be found on the following sites: “Info for Employees” and “Offers for New Employees”. 