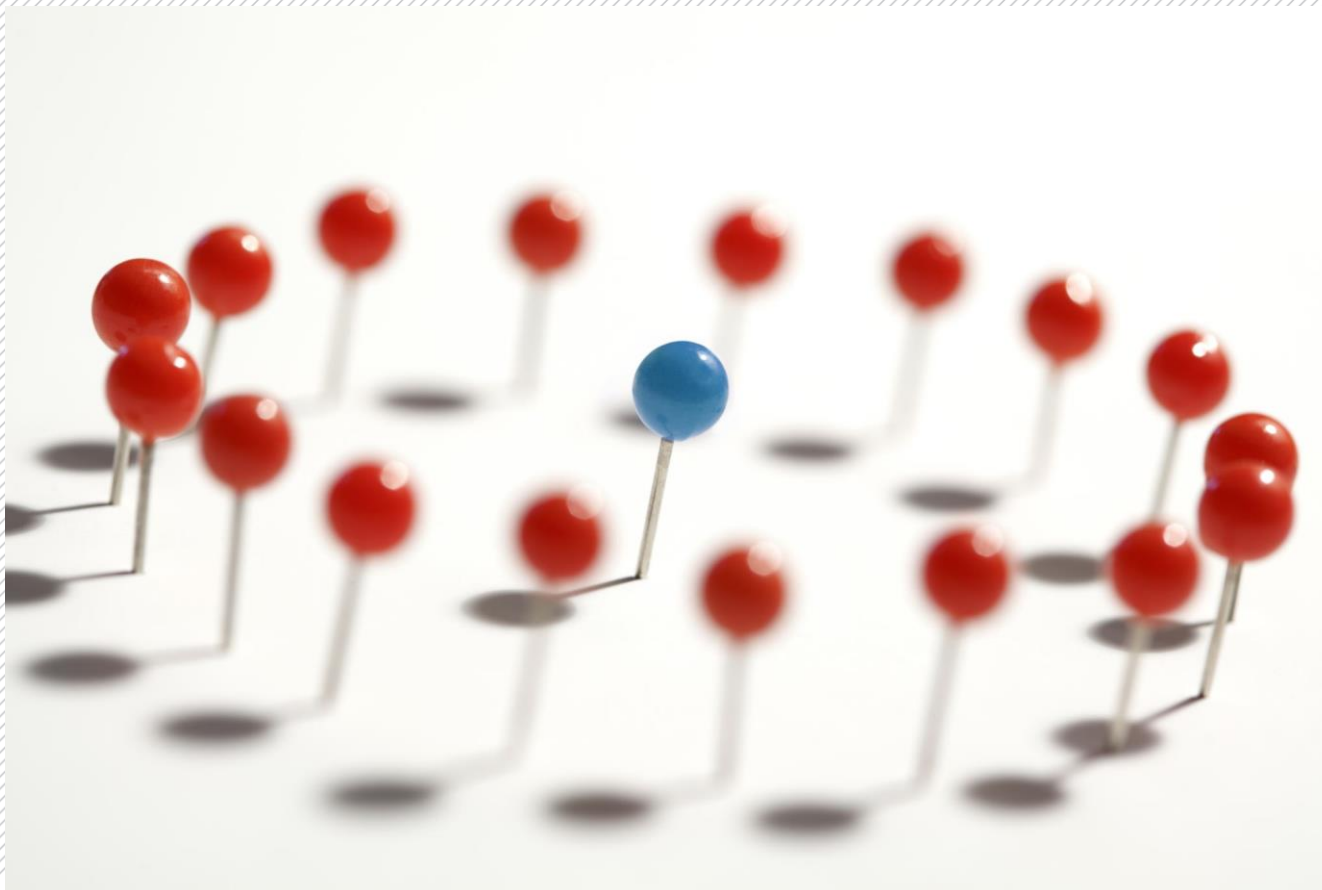UNIWERSYTET ŚLĄSKI
W KATOWICACH

Adaptation meeting

Introductory information package

1. E-mail – activation of the account in the us.edu.pl domain (S3-4),
2. CAS – setting up/activation of the account (S5),
3. MS Office 365 (S6),
4. Remuneration and pay slip (S7),
5. Systems supporting administrative work, IT support (S8)
6. Visibility in the Internet (academic employees group) (S9),
7. Obligatory academic's declarations (S10),
8. Useful abbreviations (S11),
9. Useful information (S12, S13),
10. Other forms of support for the employees (S14),

E-mail – activation of the account in the us.edu.pl domain

- ✓ according to the Work Regulations of the University of Silesia (§ 8) for professional correspondence every employee is obliged to use their email account in the „us.edu.pl" domain,

- ✓ the employees are given the following email account:
  name.surname@us.edu.pl

- ✓ the newly employed shall **activate the account** using the below website:

    https://usnet.us.edu.pl/uslugi-sieciowe/poczta-elektroniczna/activation-the-email-account/

- ✓ the activation is only possible using the computer that is connected to the University domain, and only after the employee account is created in the SAP HR system and the employee receives the employee number.

Email signature (footer)

✓ While using their professional email account for the national and international correspondence, University employees use the signature (footer) that includes the full data concerning their job position, and the place of work as well as information on the ORCID ID and accounts in other social networking sites for researchers, if they have such accounts. The form of the signature shall be similar to the below example:

Prof . Jan Kowalski , Ph.D.

Institute of Chemistry

University of Silesia in Katowice

ul. Bankowa 12

40-007 Katowice

UNIWERSYTET ŚLĄSKI
W KATOWICACH

tel: (+48) 32 359 xx xx

email addess: jan.kowalski@us.edu.pl

ORCID ID: 0000-0003-xxxx-xxxx *(link to the public profile)*

ResearchGate, **Google Scholar** *(links to profiles)*

CAS (central authentication server)
account activation

❑ By logging in through CAS we get the access to many IT systems used at the University, among others:

✓ Employee Portal (for academic staff - Pol. NA) https://pp.us.edu.pl/?_s=1,

✓ the University's Studies Management System (USOSweb) https://usosweb.us.edu.pl/,

✓ the Archive of Diploma Theses (APD) https://apd.us.edu.pl/?_s=1,

✓ the Uniform Anti-plagiarism System (JSA) https://apd.us.edu.pl/?_s=1,

✓ the E-learning platform (Moodle) https://el.us.edu.pl/

❑ After filling in the employee's data to the SAP HR information about the employee are transferred to the USOS system within 14 days after employment.

❑ Logging to the CAS (the so-called account activation) is through password recovery procedure: https://logowanie.us.edu.pl/passwd-change/reset/email

MS Office 365 – access to the service license

✓ user accounts in Office 365 are free of charge,

✓ in order to create personal account in Office 365 the user must have an email address in the USOS system,

✓ account activation is possible after logging in in the USOSWeb system on the USOS website (select tab „Common Section" in the upper part of the page. After clicking it the list of USOSWeb modules will appear. Select Office 365 and you can start the account activation process),

✓ after creating the account we have an additional email address. It has an auxiliary function. It allows the employee to use Office 365, for example the MS Teams

❑ link to the guide: https://us.edu.pl/pracownik/wp-content/uploads/sites/2/pliki-dodatkowe/za%C5%82.-1-instrukcja_aktywacja_office365.pdf

❑ account activation: https://usosweb.us.edu.pl

❑ description of MS Office 365 applications: https://us.edu.pl/pracownik/wp-content/uploads/sites/2/new-folder/Apps_Office_365_ENG.pdf

❑ Regulations of using Office 365: http://bip.us.edu.pl/zarzadzenie-nr-1052016

❑ MS Office 365 - contact information: e-mail: usosweb@us.edu.pl

Remuneration

✓ Payment of remuneration – academics receive their remuneration on the 1st day of the month (payable upfront), administrative employees get their remuneration on the 29th of each month (payable in arrears)

❑ Remuneration Regulations: Remuneration Regulations of the USIL (Polish)

Pay slip
the encrypted password

✓ every month before the transfer of remuneration on their bank accounts the employees receive the pay slip in the encrypted pdf. file via email,

✓ you need to ask for generation of the access code/password in the Payroll Department. Each employee has his/her individual password/access code)

❑ Payroll Department contact information: https://ab.us.edu.pl/site/index?lang=en
https://ab.us.edu.pl/unit?id=606804

Systems supporting administrative works

✓ **Printing and copying system:**
Printoscope card – with the superior's consent the employee has a right to get access to the Printing and Copying System by using individual access card. The direct superior applies for the card for the employee,

✓ **System supporting the university management:**
SAP – the system supporting university management (administrative activities are based on the system. Therefore it is required that they are properly planned together with time of their realization, e.g.: declarations – business travel planning and settlement, settlement of invoices and other financial-accounting documents, service request or supply request (warehouse applications),

IT Support and contact details

✓ Moodle e-learning platform, Surveys in USOS , Lime Survey, SRW – events registrationn system
✓ statistical programmes: Statistica, SPSS (details: faculty, faculty secretary office)
✓ Programme Card and ECTS information, Academic employee's (NA) portal, University repository RE-BUŚ
✓ Office 365 (applications), Google Worspace
✓ CAS (Central Authentication Server), USOSweb , Intranet (non-public university network), Eduroam (wi-fi network),

Visibility of the Academic in the Internet

The academic conducting academic and research activities shall register at the following science portals:

- ✓ **ORCID** – the international ID of the researcher,

- ✓ **GOOGLE SCHOLAR** – web search engine for scientific publications,

- ✓ **RESEARCH GATE** – the social networking site for researchers (account connected with the university's Researchgate account)

- ✓ **SCOPUS** – database of the scientific abstracts and citations,

- ✓ **Re-BUŚ** – repository of the University of Silesia – publications database storing and popularizing the intellectual achievements of the University. Publications are available at: rebus.us.edu.pl

- ✓ In order to register the publication or artistic achievement in the University Library database and, consequently to make it visible in the Employee Portal data about the published achievement must be sent at: bibliogr@ciniba.edu.pl

- ✓ The list of e-mail addresses of the employees registering scientific achievements in particular disciplines: https://opus.us.edu.pl/contact.seam?lang=pl

Obligatory academics' declarations

✓ **Statement** on the represented **field** of science or form of art. and on scientific or artistic **discipline.**
(maximum two disciplines can be defined - jointly for all places of employment. The percentage of work time in each discipline is defined, as well as the leading discipline. You can apply for changes after two years)

✓ **The employee's consent to be included in the N number** allowing the employer to include the employee in the number of employees conducting research activity in a given scientific or artistic discipline: the so-called **N number,** for the purposes of evaluation of university's research activity.
(obligatory for those for whom University of Silesia is the place of primary employment . Such consent shall be submitted to one employer and in maximum two scientific or artistic disciplines)

✓ **Declaration of achievements** authorizing the University of Silesia to show the employee's scientific/artistic achievements for the needs of evaluation of the University's scientific quality – concerns **affiliation of publications** (the declaration shall be submitted to the Dean till the 31th of December of the year preceding the year in which evaluation is conducted. A list of achievements – max 2 disciplines- shall be enclosed. The achievement, of which an employee is the author, shall be declared once and only as a part of one discipline)

The consent and the declaration shall be submitted within 14 days from the day of employment and not later than on the 31st of December of the year the person was employed.

Useful abbreviations

At the University of Silesia we use many different abbreviations: abbreviations of faculties, university units and administrative units. (Polish) Abbreviations of systems' and IT tools' names appear as well.

✓ **general abbreviations**: NA – academic, NNA – an employee who is not an academic

✓ **faculties:**
WNS – Faculty of Social Sciences, WPiA – Faculty of Law and Administration, WNST – Faculty of Science and Technology, SF -Krzysztof Kieślowski Film School, WTL - Faculty of Theology, WH - Faculty of Humanities, WNP - Faculty of Natural Sciences, WSiNoE - Faculty of Arts and Educational Science

✓ **university units**, e.g.:
AO – University Administration, DPm – Promotion Department, DHR – HR Department, DPR – Project Department, DSOS – Department of Personal and Social Affairs, KO – General Office, BR – Rector's Office, DSOiO – Security and Defense Department, DAG – Administration and Economic Department,

✓ **job positions of the managing staff**:
R- Rector, KA – Chancellor, KR – Chancellor for Development and Industry Cooperation, KAiZM – Chancellor for Administration and Asset Management, KIiZL – Chancellor for Investment and Logistic Management, KW – Bursar,

✓ **IT systems**:
SRW – Events Registration System, LS – LimeSurvey, CAS – Central Authentication Server, USOS – University Studies Management System, Re-BUŚ – repository of the University, MOODLE platform – University's e-learning platform,

❑ **You can find more abbreviations used at the University of Silesia in the Organizational Regulations. Organizational Regulations of the USiL (Polish)**

Useful information

✓ Apart from the accounts described at the beginning it is possible to set up a **Google Workspace** account.

  ▪ The account is optional

  ▪ It can be used for online classes and other activity defined in the Statute of the University of Silesia

  ▪ The account can be set up by logging in to USOSWeb, filling in the form and accepting the Regulations As a part of Google Workspace you will have the access to the Google Classroom, Google office software, Gmail and virtual drive

❑ Google Workspace Regulations: http://bip.us.edu.pl/zarzadzenie-nr-1952021

✓ It is possible to **learn Polish** in **the School of Polish Language and Culture of the University of Silesia** in Katowice. There are two lessons twice a week. You can learn Polish for free as long as you are the University employee.

School of Polish Language and Culture University of Silesia in Katowice

Uniwersytecka 4, 40-007 Katowice, Poland

tel.no.: (32) 2009 424 / (32) 2009 423

e-mail address: szkola@us.edu.pl

❑ IT services: https://us.edu.pl/pracownik/wsparcie-informatyczne/

❑ IT contact details : https://us.edu.pl/pracownik/wsparcie-informatyczne/kontakt-do-dzialow-it/

Useful information

✓ **Academic's ID card**

▪ allows for 33% discount on Koleje Śląskie (Silesian Railways)

▪ gives you the right to separate room for work at the CINIBA library

▪ the application form is App. No.1 to the Decree no 173/2020

▪ apart from the application you must upload your photograph in the USOSWeb

▪ applications shall be filled in and submitted in the Department of Personal and Social Affairs

▪ the ID card costs 22 PLN

▪ it has to be re-newed

Department of Personal and Social Affairs

Room no. 0.21 in the Rectorate Building (Bankowa 12)

tel. no. 359/ 2444; 359/ 2445

❑ [Zarządzenie nr 173/2020 Rektora UŚ](#)

❑ [Zarządzenie nr 156/2021 Rektora UŚ zmieniające](#)

❑ [Rozporządzenie Ministra Nauki i Szkolnictwa Wyższego z dnia 13 marca 2020 r.](#)

Other forms of support for the employee

✓ realization of supplies and services

(Organisational Head of the Faculty)

✓ ability **to apply for grants, projects, financing of the research activity**, realization of project (Director of the Institute)

✓ **support in realization of the project**

▪ contact details of the persons working on projects in the University units/ project teams:

Projects Zone (only in Polish)

https://us.edu.pl/pracownik/en/sprawy-naukowe/strefa-projektow/

Adaptation meeting

Thank you ☺

https://us.edu.pl/pracownik/adaptacja-zawodowa/strefa-nowo-zatrudnionych/

Contact:

❑ HR Department, e-mail: **dhr@us.edu.pl**, tel.: 32 359 2346, 32/359 24 90