

## Contract of employment new staff member

After the selection of a new staff member this person has to hand in some certificates (health insurance, social insurance number and wage tax card). Those certificates are handed over to the personnel department. A certificate of employment is signed by the professor and sent to deanship. After that the personnel department sends the contract to the new staff member and a copy of the signed contract is returned to the personnel department. Finally the president of the university advises the federal finance department to transfer the wage.

If the staff member works for a certain project only the clerk of the personnel department differs.