



**BYDGOSZCZ
UNIVERSITY OF
SCIENCE AND TECHNOLOGY**

WELCOME
TO
#TEAMPBS



**BYDGOSZCZ UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

named after Jan and Jędrzej Śniadecki

New Employee Guide

**Your complete onboarding plan
at the Bydgoszcz University of Science and Technology**

Discover the most important information, contacts
and practical tips that will help you get started with your new job.

The Three Stages of Your Onboarding

STAGE I



Before Employment
(Formalities and Tests)

STAGE II



First Day
(Start, Contract, and Training)

STAGE III



First Month
(Integration and Systems)



Stage I: Before You Start Working

Formalities and gaining the ability to work.

Required Documents and Occupational Health Examination



Documents

Requirement: Collection of the documents required for employment.

Where: Employee Service Center (ESC)

Location: Main Building A, Room A013



Medical Examination

Requirement: Occupational health examination (the referral will be issued after a phone call from BUT).

Where: Gizińscy Medical Center,
9A Leśna Street

Contact: Registration desk
+48 885 551 955 / +48 52 345 50 80

Checklist: Be Ready for Your Start

-  Collect all the required documents.
-  Schedule and complete your occupational health examination at the Gizińscy Medical Center.
-  Inform the HR Department about the date of your examination.
-  Prepare the originals and copies of the following documents: diplomas and certificate of employment.
-  Prepare your bank account number for salary payments.
-  Obtain and submit the medical certificate.

Stage I ✓

Stage II

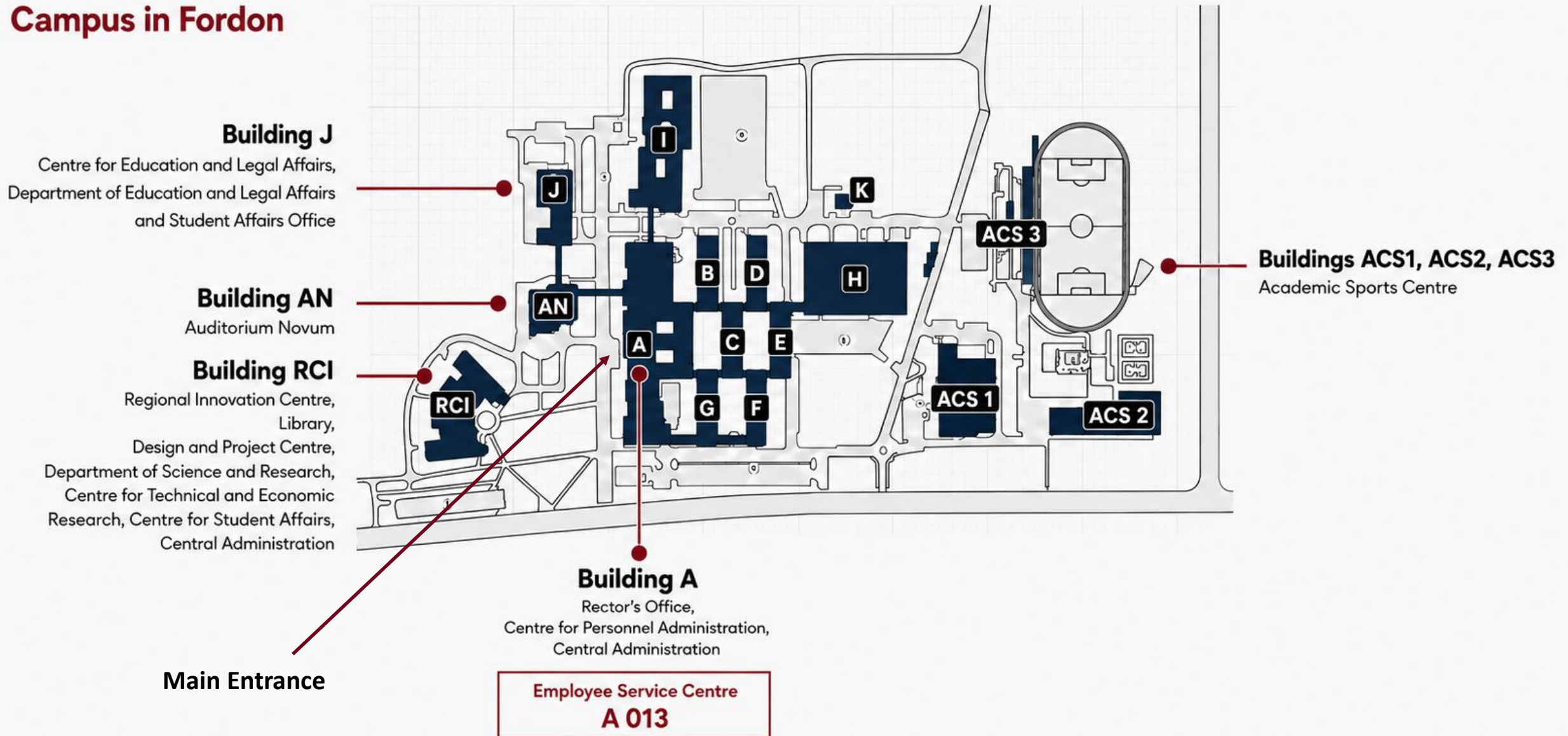
Stage III

Stage II: Your First Day

Contract, orientation, and key training.

Campus and Buildings – Where are we?

Campus in Fordon



Building A



**BYDGOSZCZ UNIVERSITY
OF SCIENCE AND TECHNOLOGY**
Faculty of Medicine

Building D



**BYDGOSZCZ UNIVERSITY
OF SCIENCE AND TECHNOLOGY**
Faculty of Mechanical Engineering

Building B



**BYDGOSZCZ UNIVERSITY
OF SCIENCE AND TECHNOLOGY**
Faculty of Management

Building E
and 6/8 Bernardyńska St.



**BYDGOSZCZ UNIVERSITY
OF SCIENCE AND TECHNOLOGY**
Faculty of Agriculture
and Biotechnology

Building C



**BYDGOSZCZ UNIVERSITY
OF SCIENCE AND TECHNOLOGY**
Faculty of Telecommunications,
Computer Science and
Electrical Engineering

Building G



**BYDGOSZCZ UNIVERSITY
OF SCIENCE AND TECHNOLOGY**
Faculty of Design

Building C



**BYDGOSZCZ UNIVERSITY
OF SCIENCE AND TECHNOLOGY**
Faculty of Civil and
Environmental Engineering
and Architecture

3 Seminaryjna St.



**BYDGOSZCZ UNIVERSITY
OF SCIENCE AND TECHNOLOGY**
Faculty of Chemical Technology
and Engineering

28 Mazowiecka St.



**BYDGOSZCZ UNIVERSITY
OF SCIENCE AND TECHNOLOGY**
Faculty of Animal Breeding
and Biology

TEAM PBS also includes:



**Dr. E. Warmiński
University Hospital**
of Bydgoszcz University
of Science and Technology



**19 Szpitalna Street,
85-826 Bydgoszcz**

**Agricultural Experimental
Farm in Minikowo**



**13 Minikowo,
89-122 Minikowo**

**Myślęcinek
Horse Stud**



**8 Konna Street,
85-674 Bydgoszcz**

First Day: Getting Started



Where to go: Employee Service Centre, Building A, Room A013

1

Employment Contract Signing

Employment formalities: signing the employment contract, familiarization with the Work Regulations, the Anti-Bullying Procedure, and signing the required declarations.

2

Introductory Meetings

Consultations with the Payroll Department and the Social Benefits Department.

3

Temporary ID Card

Collect your temporary access card for moving around the University.

4

Your Team and Supervisor

Meet your supervisor and your new team.

Day 1: Mandatory Trainings

For all employees

Priority!



Health and Safety Training

Location: RCI B111 / 1st floor

Contact: eng. Katarzyna Szulc (tel. 510 744 802)



Data Protection (GDPR) Training

Location: Building A, Room A025

Contact: eng. Tamara Bohdanowicz-Turska
(IOD, tel. 52 374 9471)

For Academic Staff Only!



Didactic Training

Location: Building J, Room 103

Contact: Dr. Mirosław Zientarski
(Didactic Excellence Office, tel. 52 374 93 03)

Benefits: Protection, Health and Activity



Life (PZU Life)

Scope: Protection for you and your family members (4 flexible options).

<https://unispace.pbs.edu.pl/post/zdrowie>



Health (PZU Health)

Scope: Private medical care co-financed by the employer (Standard Package to Optimum).

<https://unispace.pbs.edu.pl/post/zdrowie>



Sports (PZU Sport)

Scope: Sports card for employees, children and accompanying persons.

<https://unispace.pbs.edu.pl/post/pzu-sport>

Finance, Future and Social Support

Employee Capital Plans (PPK – Pracownicze Plany Kapitałowe)



Employee Benefits Fund (ZFŚS – Zakładowy Fundusz Świadczeń Socjalnych)



Contact: Social and PPK Department, Katarzyna Witkowska (52 374 94 88).

Employee Savings and Loan Fund (KZP)



Savings



Loans



Financial Assistance

For more information, [click here](#)



Contact person:

Katarzyna Witkowska



Room A013



tel. +48 52 374 94 88

Checklist for the First Days



Sign the employment contract.



Collect your temporary ID badge.



Complete the mandatory training courses (Health & Safety, GDPR, Didactic*).



Learn about the benefits, ZFSS regulations and PPK.



Get to know your team and the university structure.



Stage I



Stage II

Stage III

Stage III: Your First Month

Systems and full integration with the University.

Key Tasks to Complete



Access to Systems

You will receive instructions and a temporary password via a private e-mail for all PBS systems.



Obligations Card

(not applicable to academic staff)

You will receive your obligations card, permissions and responsibilities.

For Academic Staff Only
(research and teaching group)



Declarations

Submit the required declarations related to research work (you have up to 14 days).
Contact: Joanna Urbaniak,
tel. 52 374 9485.



Permanent ID Badge

Have your photo taken.

Contact: Ryszard Wszolek,
tel. 52 374 9978, Ryszard.Wszolek@pbs.edu.pl

If you have your own photo, send it to be verified at the e-mail address above.

Organization: Structure of PBS Authorities and Units

Management



Rector's
Authorities



Management
Staff



Rector's
Representatives



Senate



Dean's
Authorities

Faculties

Faculty of Civil
Engineering, Architecture
and Environmental
Engineering

Faculty of
Medicine

Faculty of
Mechanical
Engineering

Faculty of
Telecommunications,
Computer Science and
Electrical Engineering

Faculty of
Design Arts

Faculty of
Management

Faculty of Animal Breeding
and Biology

Faculty of Agriculture
and Biotechnology

Faculty of Chemical
Technology and Engineering

Central Units

Central
Administration

Foreign Languages
Centre

Doctoral School

Academic Sports
Centre

Architecture of the PBS Digital Ecosystem

Communication and Support

INTRA

Internal network (legal acts, management, regulations).

Redmine

IT ticketing system (issues with software/hardware, VPN/LAN access).



Operational Tools



EZD

Electronic Document Management.



UNISPACE

Employee and organizational matters.



USOS

Didactic tools (for academic staff).



Employee Matters

(HR requests, leave requests, Employee Benefits Fund)



Finance and Procurement

(invoice workflow)



Work Organization

(class schedules, employee database)



IT Services

(Office 365, VPN, eduroam network)



Employee Guide

(the most important information for employees)

Document Workflow

- Project and competition management
- Submitting applications
- Archiving

Important: EZD training will be conducted by the coordinator assigned to your unit.

Main coordinator: M.A. Ewa Skonieczna
(phone: +48 52 374 9348)



USOS – University Study-Oriented System

Dedicated to Academic Staff

- ✓ Class schedules
- ✓ Catalogs: people, courses, units, study programmes
- ✓ Course credit and examination reports



Access after logging in at: **usosweb.pbs.edu.pl**

Time and Attendance System



The Time and Attendance System (RCP) introduces a requirement for all University employees to register their attendance at work using the RCP reader (Working Time Registration system).

Detailed information can be found at the following link: <https://unispace.pbs.edu.pl/post/rcp>



**POLITECHNIKA
BYDGOSKA**

im. Jana i Jędrzeja Śniadeckich

Visual Identity Guidelines

Let's build a strong brand together. The PBS Visual Identity System defines the rules for using the University's logo, colours, typography and faculty logos.



The complete brand book and visual identity guidelines are available at:

<https://pbs.edu.pl/pl/media/4956>

Need a consultation?



Michał Grzybowski



Michal.Grzybowski@pbs.edu.pl



tel. +48 519 116 498

Checklist for the First Month

- ☒ Set up your work tools.
- ☒ Familiarize yourself with the Regulations and Management Documents (INTRA).
- ☒ Collect your permanent ID badge.
- ☒ Get to know the EZD system – sign up for a training session.
- ☒ Get to know the Unispace system.
- ☒ Familiarize yourself with the Visual Identity Guidelines.
- ☒ Submit an application for official identification to the Chancellor's Office (for academic staff only).

Do you have any questions or concerns? We're here for you.



Employee Service Center (COP), Main Building A, room A013.



Contact: Katarzyna Witkowska, phone: +48 52 374 94 88.

We're glad to have you on our team. Welcome!



HR EXCELLENCE IN RESEARCH