


## Onboarding E-course Preview


This is a sample of several parts of the onboarding e-course, which includes both a checklist and a questionnaire. The e-course can be launched only by FI employees.



# Information for the new employees

Předmět FI: OnboardFI Onboarding zaměstnanců/zaměstnankyní na FI (eKurzy) ▼

Welcome to the Faculty of Informatics!




We have prepared this Adaptation Plan for you to facilitate your adaptation to FI MU. You will find **important** information here that you will need/use during the first three months of your employment.

Adaptation Plan includes a **CHECKLIST** of activities you should undertake for each adaptation period.

There is a short **QUESTIONNAIRE** at the end of the Adaptation Plan (section One week before the end of the trial period), please fill it in. Your feedback is important for us to further improve personnel processes at FI.

In order to make it easier for you to navigate and not miss anything important, please familiarize yourself with the information in the **ADAPTATION GUIDE** first.


### Adaptation Guide ➔




**Anotace**  
How to navigate the Adaptation Plan, fill in checklists, etc.

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KAPITOLA OBSAHUJE:



Obrázek  
6



Odpovědník  
1



Studijní text  
1

### Pre-employment instructions ➔

- ➔ Instructions for staff performing work in job category 1
- ➔ Instructions for staff performing work in occupational risk category 1 or 2



- ➔ First Day
  - ➔ Regulations Agreement and Workplace safety training
- ➔ First Week
  - ➔ Access, personal data, accounts and passwords
  - ➔ Office, wifi and phone
  - ... +13

INFORMATION FOR THE NEW EMPLOYEES

## Instructions for staff performing work in job category 1

### Initial Occupational Medical Examination

The legal obligation to undergo an initial occupational health examination was abolished by the amendment to the Labour Code as of 1 June 2025. It is only necessary to undergo an initial examination if the job includes an activity for the performance of which the conditions of medical fitness are laid down by implementing legislation pursuant to Section 60 of Act No. 373/2011 Coll., on Specific Health Services, as amended, or by other legislation.

### Signing the Employment Contract and Payroll

The HR assistant of the FI Personnel Office will arrange a meeting with you to sign the employment contract and other onboarding documents so that the meeting will take place after the entrance examination.

To sign the employment contract, please bring:

- ID card (to verify the information provided),
- health insurance card (if you are insured in the Czech Republic, to verify the information provided),
- proof of the highest completed education (vocational certificate, school leaving certificate, university diploma or other proof of higher education) - MU graduates do not need to provide this proof.

The meeting does not include initial OSH and FS training or familiarization with internal regulations, as:

- the initial training on occupational health and safety and fire protection is conducted electronically via e-learning; detailed information for completing it can be found in the information email sent to your work email on the day of arrival,
- familiarization with important internal regulations is also provided electronically; details can be found in the information email sent to your work email on the day of your start date.

After signing the employment contract, you will be attended by a **payroll accountant**. Please prepare for the meeting with the payroll accountant:

- details of your bank account with a bank in the Czech Republic - account number and bank code,
- a certificate of employment (employment record) from your previous employer.

The payroll accountant will also discuss the application with you:

- basic tax rebate (you are automatically entitled to the basic tax rebate, you need to sign an income tax declaration),
- other tax allowances and the documentation you need to claim the allowances,
- FI contribution of 2% of the tariff wage component for supplementary pension/DIP/contribution to a kindergarten or a children's group tuition fees

If you wish to claim additional tax credits, please prepare the following documents:

- Children's birth certificates (if you are claiming tax relief for children) and a certificate from your spouse/partner's employment stating that he/she does not claim the relief,
- proof of education (if you are a student under 26 or a full-time PhD student under 28),
- proof of a disability pension.

## Adaptation plan for new employees

First Day	➔
First Week	➔
2nd - 4th week	➔
2nd Month	➔
One week before the end of the trial period	➔

### First Day

#### During the first day you can expect:

- signing of the employment contract and other documents related to the establishment of the employment relationship (if it did not take place before the first day of employment)
- familiarisation with the job description
- familiarisation with information on working hours
- receipt of primary password (in the case of employees who have no history at MU)
- receipt of the temporary access card
- handing over of payroll processing documents (detailed in the Pre-Employment Instructions)
- receipt of keys to the office, IT equipment, access to PCs and internal information systems, including the code for the photocopier
- checking the functionality of IT equipment, logging into PCs, IS, INET, work email and setting up specific accesses



#### Information for employees in departments

In addition, you will be introduced to the secretary of the departments and her agenda

- Mgr. Jana Baná, office B407, phone 1814, email bana@fi.muni.cz
- Leave requests - if you need to cancel an already approved leave
- time records - printing and collecting monthly time sheets signed by the employee
- travel orders - help with completing travel orders and arranging flights and accommodation
- making payments by faculty credit card - e.g. conference fees



#### Is your personal data in order?

Don't forget to check your personal data in INET under

Personal Data



and in case of discrepancies contact the Personnel Office (pers@fi.muni.cz)

Regulations Agreement and Workplace safety training



# Regulations Agreement

The application implements Section 301 of the Act 262/2006 Coll. (Labour Code): Employees are required ... c) to observe the statutory provisions relating to the type of work carried out by them; to observe other regulations relating to the type of work performed by them provided that they have been duly acquainted therewith.



## Regulations Agreement



## Measure dean 10 2023 Annex 6 Familiarisation with the regulations help for employees

The screenshot shows a PDF document with the following content:

**Annex No. 6**

**Familiarisation with the regulations - help for employees**

**1. What is the Regulations Agreement app for?**

- Section 301(s) of Act No. 262/2006 Coll., the Labour Code, imposes an obligation on employees to "to observe the statutory provisions relating to the type of work carried out by them; to observe other regulations relating to the type of work performed by them provided that they have been duly acquainted therewith".
- The application prevents penalties in the context of inspections by the Labour Inspectors. It records the demonstrable familiarisation of employees with the regulations.
- The application is accessible to all persons logged into the MUI IS and provides a comprehensive overview of the regulations with which the person should be familiar.

**Application Administrator:** the person who decides 1) what regulations and 2) who should be made aware of them.  
**Addressee:** The person who is to be familiar with the regulation and who is to acknowledge familiarity.

**2. How exactly does sending out alert emails work?**

- Addressee who has a regulation to read in the app will receive an email alert. So far, it is used to make all FI employees aware of general regulations (the application uses the Person Groups in the IS MU - group 1433-fi-prod-pam).
- The addressee is required to read the regulation and confirm his/her familiarity with the document by clicking "I have read and understood the content of the document". Familiarity can only be confirmed after opening the specific attached regulation. All this within the time limit set by the application administrator. If the addressee with the application has more than one regulation to read, a notification is sent with the frequency of the shortest set time limit.
- A maximum of 3 reminder emails are always sent:
  - The first message is sent when the regulation is loaded into the application;
  - the second one after the expiry of the deadline set by the application administrator for the reading of the regulation (only in case the addressee has not yet confirmed reading);
  - a third after the expiry of another identical deadline (if the addressee has still not confirmed) - the text of the email indicates the most stringent deadline and the corresponding prompt (e.g. "This is the third and final prompt").
- If the addressee does not confirm that the regulation has been studied even after the three deadlines, information is sent to the application administrator who included the regulation in the application. The application administrator has the possibility to manually invalidate the records of the sending of the prompts, so that the sending of the notification emails is repeated.



## Regulations Agreement Help



## Adaptation plan for new employees - checklist

Example from the e-checklist:

### First day

- 1. Conclusion of an employment contract (Personnel Department)**
  - signing the employment contract and other documents related to the establishment of the employment relationship
  - familiarisation with the job description
  - familiarisation with information on working hours
  - taking over the primary password (in the case of employees who have no history at MU)
  - taking over a temporary access card
  - submission of documents for payroll processing (described in detail in the Pre-Employment Instructions)

5. Števecová, s.l.o. ©2020, 21. 3. 2020 12:14:33

- 2. Familiarisation with the building, workplace, colleagues and other workplaces**
  - taking over keys to the office, IT equipment, PC access and internal information systems
  - checking the functionality of IT technology, logging in to PC, IS, INET, work email and setting up specific accesses
  - completion of Regulations Agreement and Workplace safety training training (required on the 1st working day)
  - checking personal data in INET under Personal Data (in case of discrepancies, contact the Personnel Office at: pers@fi.muni.cz)
  - filling in the address for delivery of employment documents in the Personal data section
  - familiarity with the Regulation Agreement application

## First Week



During the first week you will prepare your working background, arrange your ITIC/employee card, set up the necessary accounts and passwords and familiarise yourself with the structure and content of the information systems.

Access, personal data, accounts and passwords



Office, wifi and phone



Travel orders, Leave submissions



## Access, personal data, accounts and passwords

### UČO and primary password

Each MU employee has an assigned "UČO". You already have a UČO and a primary password from your studies or previous employment at MU or it was given to you by the Personnel Office when you signed your employment contract. You can subsequently change this password in the Information System (IS).

You will use your ID and primary password to log in to the basic interfaces at MU:



INET

In INET you can, for example, enter holiday requests, manage travel orders, telephony or maintain your personal data.



Information system

The IS functions as a system for student administration and teaching organisation, but it also serves non-academic staff, e.g. for managing the filing service, data storage, orders in the Shoppin Centre, etc. We have separate training for new employees on the operation of the IS. Feel free to contact us at pers@fi.muni.cz for more information.



Office 365

To log in to o365, use the email UČO@muni.cz and your primary password.



Employee Portal

The Employee Portal serves as your virtual office.

## Secondary password

The secondary password should be different from the primary password. It is used, for example, for accessing Wi-Fi, Open VPN, logging in to a PC or logging in to a computer in the University-wide computer lab (e.g. for training).

## Email

Email addresses (automatically generated): basic address [uco@mail.muni.cz](mailto:uco@mail.muni.cz) - mail available in the MU IS, it is recommended to redirect incoming mail in the MU IS from [uco@mail.muni.cz](mailto:uco@mail.muni.cz) to the faculty email alias ([prijmeni@fi.muni.cz](mailto:prijmeni@fi.muni.cz)); address [uco@muni.cz](mailto:uco@muni.cz) (in [o365.muni.cz](mailto:o365.muni.cz)); employees on employment contract are assigned the address [prijmeni@fi.muni.cz](mailto:prijmeni@fi.muni.cz), employees on agreement are assigned the address [qprijmen@fi.muni.cz](mailto:qprijmen@fi.muni.cz).

Email groups - employees are automatically assigned to the group addresses of faculty staff ([fi-int@fi](mailto:fi-int@fi)), departmental staff on joining; employees in manually filled email groups must request assignment to the group administrator (according to departmental practices).



### Setting up an email signature

Don't forget to generate an email signature in the MU template. This email signature generator [is used for this purpose](#).

## Faculty account

When the FI account is created, the password is set to the secondary IS password (if it is strong enough), but from then on it is completely independent of it. If one of these passwords is changed, the other is not changed. The faculty password can be changed:

- If you know the faculty login and password, use [Faculty Administration](#),
- If you know your teaching and primary IS password, use the [FI password change application](#) (you can also view your faculty login here if you do not know it).



### More information about Faculty account

INFORMATION FOR THE NEW EMPLOYEES

## Office, wifi and phone

### Access to the building

- ITIC/employee card - access to the FI common areas is automatically assigned by the system (building entrance, lecture halls, kitchenettes, at a staffing level  $\geq 0.5$  garage (white numbered spaces), parking lot B spaces 16-26) and back gate). Access to other areas (e.g. laboratory) is activated by the administrator of the access point (usually the laboratory manager).
- Temporary access card: the temporary access card is activated and handed over by the Personnel Department when the employment contract is signed.
- Keys - keys are issued by the secretary on the day of joining (in her absence by the Personnel Department); an office key is issued as standard, which also allows access to common areas (kitchens, photocopiers, lecture theatres including departments if there is no card access, seminar and meeting rooms)

### ITIC/employee card

A photograph is required for the ITIC/employee card.

A) the photo shoot takes place in the MU building at Komenský nám. 220/2, room [139C](#), ground floor right; it is necessary to make an appointment for the photo shoot in advance in the application.

B) you can upload your own photo to the internal system; the conditions are specified in [Inet MU: Photo upload](#)

- Application for ITIC/employee card for taking/inserting a photo into INET must be notified to the Personnel Office which will order the ITIC/employee card
- Receipt of ITIC/employee card, the staff member is informed by the Personnel Office when the card is made



### Office supplies

Common office supplies are available from Mrs. Lysáková (office B504, [lysakova@fi.muni.cz](mailto:lysakova@fi.muni.cz)).

The section of the course dedicated to the first week in the workplace provides further information.

INFORMATION FOR THE NEW EMPLOYEES

## 2nd - 4th week



During the second week, you should finish familiarizing yourself with the regulations. Detailed instructions and a link to the application can be found in the chapter "Regulations Agreement and Workplace safety training"

Courses and training



Benefits



Purchase of hardware and accessories



Foreign work related trips and sabbatical leave



Cybersecurity



INFORMATION FOR THE NEW EMPLOYEES

## Foreign work related trips and sabbatical leave

Would you like to gain more experience and deepen your knowledge abroad? Masaryk University offers a wide range of study abroad programmes for academic and non-academic staff.



For more information about study abroad programmes, please contact the [Office for Doctoral and International Studies at the Faculty of Informatics](#).

Please arrange an appointment in advance by email at: [int@fi.muni.cz](mailto:int@fi.muni.cz)

## Foreign trips for academics



### Teaching Placements

Erasmus+, Masaryk Distinguished Chair, Erasmus+ ICM, Global Staff Mobility, CEEPUS, DAAD..



### Research Placements

Intergovernmental Agreements

## Foreign trips for non-academics



### Other Placements

Erasmus+, Erasmus+ ICM, Global Staff Mobility, STELLA..

## Cybersecurity

### Cybersecurity minimum for MU Employees

The training is a summary of basic security recommendations and specific measures for end users. Seven thematic blocks cover [basic security recommendations](#) and [specific measures](#) for end users (i.e., MU employees). In addition to the theory, the training also includes several practical recommendations and links to tutorials through which you can actually improve your practical cybersecurity.

The training was created in response to the obligations arising from Act 181/2014 Coll., on Cyber Security [§](#), and Directive 10/2017, on the use of information technology [§](#)

### Cybersecurity at MUNI

Tutorials and recommendations for use in the university environment and beyond. The content is prepared by members of the CSIRT-MU cyber security team CSIRT-MU.

### Individual online cybersecurity courses

#### Cyber Compass

#### Stories of social engineering

#### Cybersecurity minimum for MU Employees



## 2nd Month



Arrange an ongoing evaluation interview with your supervisor, familiarize yourself with the university's ethics and rights policies, and review other communication channels that operate at the university.

Ethics and protection of rights



Communication channels



Sustainability



Other



## Ethics and protection of rights

Please familiarise yourself with the Code of Conduct, relevant documents and websites, see links below.



MU Code of Ethics



Ethics and protection of rights



MU Directive No. 1 2023 Protection of rights 1.4.2023

The screenshot shows a PDF document with the following content:

**MUNI**

**Masaryk University Directive No. 1/2023**

**PROTECTION OF RIGHTS**

*(in the version effective from 1 April 2023)*

*Respect for human rights and public interest rights forms the foundation of the democratic rule of law. Masaryk University embraces the protection of rights in its Code of Ethics, measures for the implementation of HR Award and other documents. These rights must be protected effectively, impartially and efficiently and support for as well as protection of whistleblowers and victims of infringement of these rights must be ensured at Masaryk University. Therefore, I issue this Directive in accordance with Section 10(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act):*

Section 1  
Introductory Provisions

(1) This Directive regulates the procedure of registering and processing submissions regarding the protection of rights at Masaryk University (hereinafter referred to as "MU").

(2) A submission for the protection of rights under this Directive (hereinafter referred to as a "Submission") is a notification, complaint or petition aimed at the protection of rights related to the competence of MU, including but not limited to the protection:

- of rights of employees and job applicants,
- of rights of students, applicants for study and graduates,
- of rights of MU,
- against unequal treatment or discrimination,
- against sexual harassment,

## Communication channels



### MU website

summary information about MU, news, etc.



### FI website

information about FI, news about events at FI, educational opportunities, trips abroad provided by MU, etc.



### FI HR Award website

On 12 April 2021, FI MU became a proud recipient of the HR Excellence in Research (HRS4R) award, which is given by the European Commission to institutions that subscribe to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. On 23 May 2023, FI was awarded "HRS4R Embedded" status.



### Newsletter

Newsletters for MU and FI employees will be sent automatically to your e-mail address. You can subscribe to other departments' newsletters on the Employee Portal.



### M News from MUNI



### Viva Engage

Muni Viva Engage (MVE) - formerly Yammer - is Masaryk University's internal communication network designed for easy sharing and transfer of information between MU employees. For the purpose of collaboration and discussion, communities can be created in Viva Engage, which can also include students. The University has made this tool available under the Microsoft 365 licence and therefore all students and staff can use it for free.



### Employee Portal

Your virtual office



### Unified visual style

Download FI logo, FI powerpoint presentation template, background for MS Teams, etc.



### IT at FI

What are the rules for using PC systems and the faculty network at FI? How to solve login and connection problems? What specific IT services can you use at the faculty?

## One week before the end of the trial period



During the week before the end of the probationary period, you will have another interview with your manager/supervisor, which should include an evaluation of the probationary period, setting goals and development plans.

Please prepare and submit a questionnaire with feedback. Your answers will be addressed by the Personnel Office (pers@fi.muni.cz), to whom you can also direct any questions and comments on the progress of your adaptation. Thank you for your trust.



Adaptation questionnaire



Adaptation plan for new employees - checklist

Example from the adaptation questionnaire:

### Submitting Answers

The opinion poll has been launched by Mgr. Kateřina Linhová, učo 438383.  
Open from 1/3/2024 11:00 to 31/8/2028 11:00.  
The poll is not anonymous. Your identity will be shown in the results.

INFO ▲

#### COURSE OF ADAPTATION

Do you have enough information to take over the entrusted agenda? Did the training schedule suit you?

#### JOB DESCRIPTION

Did the job meet your expectations? Is there any area that you find difficult? Are you satisfied in this position?