

MEMENTO-DI

You have now become a member of the academic or scientific staff in our department.

Please find below some useful tips during your journey here.

- **Absence**
Short-term: Inform the secretariat as well as your supervisor.
Long-term: Send a medical note through the secretariat to the Human Resources Department (HRD)
- **Access to the building:** access outside working hours with a ULB access card :
Staff members (with identification number from the HRD) ;
 - In possession of a card with photo : card automatically activated for the entrances of the buildings and parking on the various campuses of ULB ; it does not have an expiry date (but the termination of your contract with ULB).
 - Not in possession of a card : in order to have one, please send a photo of yourself with your identification number to Mrs. Olivia Haes (Olivia.Haes@ulb.ac.be)
For the non-members of the staff : the card is available in distributors in the libraries. You will have to ask the person in charge of your venue and validate your academic registration.
- **Access to parking :** <https://www.ulb.ac.be/mobilite/stationnement-reglement-parkings.html>
- **Internet access :** identification with you NetID whilst using the internet.

In order to connect to internet, simply open a web browser and visit the ULB authentication page (<https://webauth.ulb.ac.be/>). On this page, indicate your NetID and password.

NB: The connection remains active for a period of maximum 12 hours, and then you will be asked to do the procedure again.

! If you do not see the login window appear, you can try again with another internet browser (eg: Firefox or Google Chrome.). If the problem remains, you can report it to the Network unit (ResULB) to the following extension 3710

NB: People who are not part of the university community and therefore do not have a ULB identifier (NetID)! If you have visitors who need an internet connection, they can :

- use the [eduroam](#) Wi-Fi connection (if their university is collaborating in this international project)
- use the Wi-Fi connection "*Plain-Wifi*", or "*wifi-Solbosch*" the new cable network → in order to use it, you will beforehand have to ask (request by e-mail at least 24 hours in advance, to resulb@ulb.ac.be) of the Informatics Department's Secretariat.

- **Postal address of the Informatics Department :**
Université Libre de Bruxelles - Département d'Informatique
Boulevard du Triomphe CP 212
B-1050 Bruxelles

- **Delivery address postal packages:** for any parcel in DI, please indicate the following address:
ULB - Département d'Informatique
Boulevard du Triomphe - Access 2 -
Build. NO-8th floor-local N8.204
1050 Brussels
Belgium
- **Coffee:** Nespresso caps are available through the secretariat (sold by whole box or per piece)
- **Holidays:** Ask beforehand to your supervisor/head of the service and inform the secretariat.
- **Mail:** You can place your "business mail" to the Secretariat - an automatic stamper is for all mail regarding your research at ULB - personal mail should be stamped on your own and can be submitted to the Secretariat - A individual mailbin is available in the room "impression". Do not forget to daily check your mailbin.
- **Fax** (our No. 02/650 56 09): access only by service code
- **Salary sheet, tax card, various certificates**
Sheets of your salary, annual individual statements 281.10 and tax forms are available on the "Employee Portal" : <http://www.ulb.ac.be/portailperso>
- **Scientific mission fee:** Any inquiry for a reimbursement must be justified by an expense report (accompanied by the original invoices- hotel bills, train or plane ticket, boarding pass, visa account). Excel sheet available to download, original receipts must be stick on blank sheets (no staples).
- **Scientific mission with personal vehicle:** do an expense report with the date, location, purpose of the mission, the number of km). An amount of 0,3412 EUR / km is currently reimbursed.
- **Miscellaneous fees for visitors of DI:** the visitor must provide all supporting costs that are the subject of his visit to the DI and provide their private contact information
 - Surname, first name
 - private address
 - NISS (if Belgian)
 - Name / address of bank
 - N° bank account, IBAN and BIC) (!Important!)
- **STIB or SNCB expenses fees** (travel from home to workplace): see information note http://www.ulb.ac.be/drh/pp/docs/info_fraisdep.pdf
- **Mission abroad:** first complete a mission order form signed by your supervisor and the dean. Form available on the website of the department (Informatics)
- **Copier / Scanner:** Access code of the service, ask the secretariat.

- **Printing documents** : To print you must follow the procedure via the link <http://sis.ulb.ac.be/dokuwiki/doku.php?id=ppcfsc>
- **Technical problem (computers)** : ask for help to our support - Informatique Science Support sis@ulb.ac.be
- **Infrastructure Problems**: Neon or heating not working - dial the internal telephone N° 5555
- **Subsidy for travel and short stay abroad**: you can ask the FNRS
- **Telephone**: you can only form a zonal and interzonal call number of your office. Before dialing your number, you must start with "0" before calling outside of the university. International calls are requested through the Secretariat or the promoter's office.
- **Emergency**: Call 7
- **International Welcome Desk** (<http://www.ulb.ac.be/international/international-welcome-desk-fr.html>) service that is responsible for assisting visitors, students, scholars and foreign scholars in their various administrative approaches and installation in Belgium.