

Onboarding Guide for HiWis/Thesis Students

First day to-do lists

- ☐ Obtain a transponder(your key to enter the building and rooms) from secretary(Pallavi).
- ☐ Get your IT equipment and office supplies you may need from secretary(Pallavi Jain).
- ☐ Complete all employment-related paperwork at the TU.
- ☐ Get your user account and set up web services include
 - ☐ mattermost
 - ☐ gitlab
 - ☐ nextcloud
 - ☐ bookstack
 - ☐ cluster if you need
 - ☐ etc.
- ☐ For non-TU-DA thesis student, you need to get a guest TU-ID from Boris Scheet as well as apply ULB card from library if needed, with ULB card one can borrow books in library and pay in canteen.
- ☐ Mark Calendar for group meeting and Reading Group time and save the zoom link.
- ☐ If you want to use a LAN port for your internet, ask Pallavi for a LAN cable and pass the folloing informations to Boris.S., you will get a static IP address and connection setting infos.
 - the room
 - socket numbers of the socket you want to use.
 - MAC address(i.e. the address of the device that will connect the ethernet cable, e.g. Monitor, usb-hub, networkcard directly)
- ☐ Subscribe to the necessary mailing lists:
 - ☐ the entire lab <https://lists.tu-darmstadt.de/mailman/listinfo/mai>
 - ☐ the 42 cluster <https://lists.tu-darmstadt.de/mailman/listinfo/42cluster>

Additional Notes:

- **Working Permit**, for international student, it's important to submit working permit and update regularly, it could be.
 - "Zusatzblatt zur Aufenthaltstitel" that will be issued while receiving residence card
 - "Fiktionsbescheinigung"

- Hiwi Working Time Limit:
 - For international students, Hiwi work doesn't count for working time limitation.
 - Hiwi work has limitation for 82h/month, be ware of this limit while considering additional working student/internship/minijob besides current hiwi work.
 - Hiwi student are obliged to record the working time and fill in the [table](#) and submit to secretary, For a working time of more than six hours, a rest break of at least 30 minutes is required, and for a working time of more than nine hours, a rest break of at least 45 minutes must be observed (§ 4 Arbeitszeitgesetz).
- Entgeltbescheinigungen/Salary Slip, you have not ask office:

“ **Ina Winneknecht**

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- Sozialversicherungsnummer and Steuernummer
 - Ask your insurance company
- Tax:
 - Minijob do not require additional tax, however by default "pension insurance(Rentenversicherung)" will be charged(3.6% of the salary by employee-side, date by 07.Nov.2024). Theretically one can opt out to reject to pay pension insurance if one really has no plan to stay at Germany(not recommended).
 - If your salary exceeds Minijob's payment threshold, be aware of [personal income tax\(Einkommensteuer\)](#), by 07.11.2024, the threshold is 11,604 euro per year. If the salary exceeds this line, you will be required to pay the tax.
- Vacation
 - If you are in vacation, notify your supervisor and cc. Pallavi if needed.

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