Welcome to the University of East Anglia

This guide is aimed at staff joining the University from within the United Kingdom. We hope the information will help make your move to Norwich easier. We have links throughout to provide information on a range of topics and to support you in your move.

Our HR Team are here to welcome you and to make your transition to UEA as simple as possible. Please get in touch if you have any queries.
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Preparing for your arrival

After you have received your offer of appointment you must ensure that you have the correct permissions to live and work in the UK. Once this has been finalised you can begin to prepare for your arrival.
**Working in the UK**

Your job offer is conditional on you proving that you have permission to live and work in the UK. If you were not able to do this at the interview stage, you will need to show documents that demonstrate that you have the right to work in the UK to Human Resources before you can start work. You can either send them to us before you start, or make an appointment to bring them in on your first day, before you begin work.

If you need any guidance on whether you have the right to work in the UK we would recommend checking the guidance available from the UK Visas and Immigration website. This is a complex area that is often dependent on individual circumstances.

**Initial funds**

At UEA salaries are paid in arrears so you will not receive any salary payments until the end of the month in which you begin employment (and sometimes longer, depending on your start date). It is not possible for the University to arrange cash advances in lieu of salary. Please also note that relocation expenses (where applicable) are not normally paid in advance. Please be aware, and prepared, for the additional expenses associated with moving to the region.

**Relocation Expenses**

You may be entitled to relocation expenses. If you are, this will be detailed in your offer letter. If you have any questions about relocation expenses please contact Human Resources. You can claim for expenses as you progress through your relocation. To make a claim, you must submit a claim form along with supporting receipts/documentation to Human Resources. Please get in touch with us if you have any questions about your entitlement or what is covered as a legitimate relocation expense.
Getting to Norwich

Norwich is easily accessible by road, rail, bus and coach, and is particularly well served by Norwich International Airport.

Use this interactive Google Map to get directions to campus by clicking on the UEA map icon: https://www.uea.ac.uk/about/visiting-staying/getting-here.

By Bus and Coach
National Express coaches run from all major airports and cities in Great Britain to the Surrey Street Bus Station in the city centre and even to campus! Norwich city buses 25, and 26 and run regularly from Castle Meadow and Red Lion Street close to the Bus Station in Norwich city centre to the university campus. Bus and coach enquiries (Traveline): (+44) (0)8712 002233. National Express enquiries: (+44) (0)8717 818181.

By Train
Norwich is less than two hours from London by train and there is an InterCity rail links with the Midlands, the North of England and Scotland via Peterborough. Greater Anglia trains run from London Liverpool Street station approximately every half hour. Note that discount tickets are often available if purchased before the day of travel and can be significantly cheaper - but will only be posted to UK addresses - see Raileasy's website for more information. The easiest way to reach UEA from the station is by taxi, which costs approximately £10 and takes around 15 minutes. There are also regular Norwich city buses direct to the University from the station forecourt (numbers 25 or 26). Rail enquiries: (+44) (0)8457 484950.

By Car
From London take the M11/A11 north, just outside Norwich take the A47 (Southern Bypass) in the direction of Swaffham - the University is signposted off at the next exit (B1108). If you are driving from the North or the Midlands, you can use the A47 via King's Lynn, or the new A14 as far as Newmarket and then take the A11 to Norwich. UEA is situated on the outskirts of Norwich, around two and a half miles west of the city centre, just off the Earlham Road (B1108) which is one of the main roads out of the city.

By Air
Norwich Airport has regular flights to and from Aberdeen, Amsterdam, Edinburgh, Manchester and Paris and international connections to 200 cities worldwide through regular direct flights to and from Schipol Airport in Amsterdam (KLM, Northwest, Air France). The campus is within easy reach from the airport by taxi, taking only 10-15 minutes.

For flights arriving at London airports (Gatwick, Heathrow and Stansted), we recommend coming to Norwich by National Express coaches or by train.

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**Short-term accommodation**

It is strongly recommended that you arrange short-term accommodation in advance of your arrival in Norwich. Arranging accommodation for the first 4 – 8 weeks will help to minimise the stress of your relocation. You can then use the first few months to get to know the city before committing to a longer term rental.

Whilst the University cannot offer on-campus staff accommodation, Norwich has a wide variety of hotels, bed and breakfasts, cottages and other accommodation to suit all needs and all tastes. There are a number of hotels and B&Bs close to the University, and for more information about accommodation in Norwich please go to the Visit Norwich website. The University hosts its own bed and breakfast style accommodation on campus at Broadview Lodge.
Your first few weeks

When you have arrived in Norwich and moved into your temporary accommodation there are a few things you will need to do.
Registering with the Police (where applicable)

As a condition to remain in the United Kingdom certain foreign nationals are required to register with the police within seven days of arrival. You can check [https://www.norfolk.police.uk/services/foreign-nationals-registration](https://www.norfolk.police.uk/services/foreign-nationals-registration) to see if you are required to register.

Locations to register

The Nationalities Clerk for Police Registration is located at the Operations and Communications Centre (OCC), Wymondham, NR18 0WW, Norfolk. Telephone: 01953 424851. You will need to make an appointment to register and appointments will normally take place on a Tuesday at:

- University of East Anglia
- Seminar Room A
- Norfolk Terrace
- NR4 7TJ

Finding long-term accommodation

Most rental agencies will require you to sign a 6 month contract, so it is important to make sure you are happy with the location before you commit to a property. Norwich is a well-connected city with bus and cycle routes, making it easy to commute to the University from the city centre and surrounding towns and villages.

You may like to read up on the different areas of Norwich and Norfolk and speak to colleagues to get their recommendations on where to live. More information on life in Norwich and Norfolk can be found here [https://www.uea.ac.uk/working-life/city-and-country-life/norwich](https://www.uea.ac.uk/working-life/city-and-country-life/norwich).

If you have children, bear in mind that the choice of school varies on your catchment area.

If you are relocating with a pet, please be aware that the majority of landlords do not allow tenants to have pets in rental properties. There are exceptions but it is likely to limit the range of choice you have on the location and size of your rental property, so allow extra time for your search.

Most properties are advertised one month before they become available. The rental market in Norfolk tends to move quite quickly, so it is a good idea to visit letting agencies in the city to register your details, then agencies can contact you as soon as something suitable comes on the market.

You should keep a close eye on websites such as Rightmove and Zoopla. These websites are an easy way to browse properties from all the different agencies in Norwich.

The University does not have a list of approved movers so you are free to use whichever company is most convenient for you. Contact removal firms early on in your relocation to get a sense of how long the process will take. If you are intending to claim for the costs as part of your relocation expenses, please ensure that you get three quotes and choose the cheapest.

The cost of moving your possessions will vary greatly depending on the method of shipment, distance, quantity and weight. It is worth shopping around to get the deal that is best for you. You can get quotes from any of the movers’ websites. Many removal companies will also offer storage solutions as part of their services.
Settling in Norwich
Registering with a GP and dentist

It would be worthwhile registering with a doctor/General Practitioner (GP) and a dentist after familiarising yourself with your local healthcare provisions.

Like schools, GP surgeries have catchment areas, so you will have to check whether the street where you live or will live falls into their catchment area. You can do that on the NHS website. Once you have chosen a surgery, contact them and ask to register with them. You will have to complete a form called GMS1 and give your details. The surgery may also ask to see ID and proof of your address.

The purpose-built campus Medical Centre provides a full range of medical services.

You can find a list of NHS dentists here http://www.nhs.uk/Service-Search/Dentists/LocationSearch/3

If you would prefer to register with a dentist as a private (non NHS) patient then look online for a practice convenient for you and contact them directly to enquire.

Emergency treatment

If you require immediate treatment due to a serious injury or illness, Accident & Emergency is located at the Norfolk & Norwich University Hospital on Colney Lane, close to the University campus.

The Accident and Emergency department (A&E), sometimes called Casualty or the Emergency Room, has its own dedicated entrance located in the East block on Level 2. The department is open all year round, 24 hours day. It is not appropriate to go to Accident and Emergency as an alternative to your GP. You could visit your local NHS Direct Walk In Centre instead.

Norwich's NHS Walk-In Centre is based in the City Centre on Rouen Road and is open 8am to 8pm 7 days a week. It can be accessed, without charge, by anyone entitled to NHS Services whether registered directly with the Centre, another practice or not NHS registered at all. Foreign visitors to the UK can also be seen but there may be a charge. Full information is available. To use the service you may simply walk in any time we are open. You will be booked onto the Walk In waiting list and will be seen in turn.

The main services offered are:

- Blood pressure checks
- Coughs, colds and flu-like symptoms
- Information on staying healthy and health promotion
- Minor cuts and wounds - dressings and care
- Muscle and joint injuries - strains and sprains
- Skin complaints - rashes, sunburn and headlice
- Stomach ache, indigestion, constipation, vomiting and diarrhoea
- Support for stopping smoking
- Treatment of minor infections
- Women's health problems, thrush and menstrual advice

Prescriptions are given for appropriate medication for these problems.
Bringing your family

If you are relocating to Norwich with a family then this section provides useful guidance on making the move, schools, and childcare.
It can be challenging to find temporary short term accommodation suitable for families in Norwich so we recommend that you plan ahead and have longer term accommodation arranged in time for your arrival.

Alternatively, you can travel to Norwich ahead of your family so that you can discover more about Norwich and Norfolk and take some more time to organise suitable longer term accommodation. There are a number of hotels and B&Bs close to the University which offer temporary accommodation (Visit Norwich website) and the University hosts its own bed and breakfast style accommodation on campus at Broadview Lodge.

Schools in Norwich

Catchment Areas
If you have school age children and are keen to have them attend a specific school, remember that admission to state schools is based primarily on a catchment area which means where your child goes to school is dependent upon where you live.

It is important to research schools whilst you are looking for a rental property as you will need to make sure you are living in the right catchment area for the school that you wish your child to attend.

Selecting a School
To begin finding out more about schools in the area speak to your colleagues, and refer to the Independent Office for Standards in Education (‘Ofsted’) reports and school performance tables.

You can also find some more information about how well schools are performing on the relevant County Council website education section, eg http://www.schools.norfolk.gov.uk/Supportforschoolimprovement/School-Performance/index.htm

Pre-School, Nurseries and Childcare

If you have a child below school age then you may wish to look into nursery and childcare options in the local area. You can search for nurseries by postcode, find out about free placements and get information on upcoming family events.

UEA has a highly recommended Ofsted registered nursery for children aged from 6 weeks to 4 years. You can benefit from tax advantages by paying for the nursery via UEA’s Salary Sacrifice Scheme. UEA also offers a popular childcare voucher scheme. http://portal.uea.ac.uk/nursery.
Getting to know Norwich and Norfolk

This section will help you to locate some of your local conveniences and will outline some of the attractions Norwich and Norfolk have to offer.
Get to know Norwich
Norwich stands alone. Its geographical separation from the spreading sameness of other English cities has infused it with a rich character all of its own, an invigorating mix of past and present; of openness and offbeat charm.

It’s a city where an unrivalled collection of heritage landmarks, spanning 1,000 years of history, blends beautifully with striking 21st century architecture. A city alive with an inclusive atmosphere, compact enough to make you feel at home in days, but with enough sights, local delights and cultural vibrancy to entertain you for weeks.

As well as being a friendly and diverse city with lots to see and do, Norwich is one of the most vibrant and attractive cities in Europe. It is ranked in the Top 10 shopping cities in the UK and as well as being a hotbed for the arts, culture, music, nightlife, and tourism. It is also reassuring to know, that Norwich is in the county with the lowest crime rate in the whole of England.

Full of historical architecture, Norwich has Norman Cathedral and a 12th Century Castle, as well as an open-air market, quirky independent shops, restaurants, cinemas, galleries, theatres, cafés, bars, pubs and clubs.

The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the Forum, a stunning piece of contemporary architecture. Its glass front overlooks the colourful six-day market and reflects the city in all its diversity. The Riverside leisure centre is easily accessible on foot from the train station.

In and around Norwich
Norwich is one of the premier shopping cities in the country, with two very different shopping malls located only a few minutes’ walk from each other.

- intu Chapelfield
- Castle Mall

In the city centre you will find branches of the major UK clothing and cosmetics retailers. There are also numerous smaller independent boutiques.

Shopping for food
Norwich has branches of all the major UK supermarkets. Most supermarkets open at 8am and close at around 8pm, though some have 24-hour opening.

There are also numerous smaller branches of the popular supermarkets found around the city centre. They stock a smaller range of products but provide the convenience of extended opening times which are generally 7am to 11pm.

The majority of UK supermarkets now provide a delivery service, so you can order your food shop online and have it delivered to your home.

The UEA campus is home to a variety of shops, including a large food store.

Norwich has a range of Halal food suppliers, restaurants and take-away services.

Pharmacies and Chemists
There is a Boots pharmacy on campus, next to the University Medical Centre; opening hours are 8.30 – 6pm on weekdays and 8.30 – 12pm on Saturday.

There are also pharmacies in the large supermarkets which open for longer.
**Things to do in Norwich and Norfolk**

Norwich has always been a great place for a night out with stylish café bars, pubs, clubs, cinemas, theatres, restaurants, nightclubs, concerts, exhibitions and festivals. Whether you're into alternative comedy, classical music, top West End musicals or independent films and music, Norwich, with its plethora of arts venues, will always have something for you.

If you are looking to dine out in the city have a look on [Trip Advisor](https://www.tripadvisor.com) where you can search by cuisine, cost, visitor rating and location. You should also speak to colleagues and friends who will be happy to give recommendations.

The **Norwich Tourist Information service** is a good starting point for ideas and information about local attractions in the city and around Norfolk.

The **UEA Staff Association** is open to all staff. Nights out, quizzes and events such as outings to European cities and to stately homes are organised throughout the year by the Social Committee.

**Beyond Norwich**

From Norwich, most other Norfolk destinations are accessible easily within a 60 – 90 minute drive time. Some highlights worthy of exploration are:

**The Norfolk Broads**

One of the most popular inland waterways in Europe and home to amazing species of wildlife and glorious landscape, the **Broads** offer a range of activities including canoe trails, sailing, fishing, cycle paths and family-friendly parks and farms. There are delightful towns with fantastic places to stay, eat, drink and explore including; North Walsham, Aylsham, Wroxham, and Potter Heigham.

**North Norfolk**

With spectacular wildlife and uninterrupted views of beautiful coastline, North Norfolk offers delightful villages and country pubs. **Holkham** has a wonderful 3 mile stretch of beach and famous **Hall** known for its Palladian Marble architecture as well as its parkland.

At the heart of the Norfolk Coast Area of Outstanding Natural Beauty, **Blakeney National Nature Reserve** boasts wide open spaces and uninterrupted views of the beautiful North Norfolk coastline. The four mile long shingle spit of Blakeney Point offers protection for Blakeney Harbour and the surrounding saltmarshes, providing a perfect habitat for the vast array of residential and migratory wildlife, including the famous seals which you can visit by boat all year round. **Cromer** is the home of the world-famous Cromer Crab and has family-friendly beaches and seaside amenities.

The market town of **Holt** has fabulous independent shops and remarkable ecologically important saltmarshes.

The coastal town of **Hunstanton** offers traditional seaside fun alongside the Victorian charm of Old Hunstanton.
South Norfolk:
A beautiful district full of history and charm. Exploring South Norfolk's quaint market towns can be a lovely way to spend the day. Wymondham is home to the impressive Abbey and historic Market Cross, with the River Tiffey providing a number of wildlife walks and recreational facilities. Diss is a beautifully green market town built around a mere. Loddon is a lively boating centre for the Southern Broads. Harleston is full of history, as reflected in its Georgian building and other interesting landmarks. All of the South Norfolk area is delightful around Christmas, when the numerous festive markets are in full swing.

West Norfolk:
Offering both countryside towns and beautiful coastline, King’s Lynn boasts a lively mix of shopping, entertainment and history. Visit Sandringham Estate, the much-loved country retreat of Her Majesty The Queen. The Estate boasts 240 hectares of woodland and heath and is part of the Country Park, which is open to the public free of charge every day of the year. Downham Market remains an intimate market town, and is in fact one of Norfolk’s oldest. Its bustling market, taking place on Friday and Saturdays, should not be missed and there are plenty of riverside pubs in which to enjoy a spot of lunch. Visiting Swaffham’s markets, museums and churches makes for an enjoyable itinerary. To see more of the wild countryside, the Wash Estuary and coastline is an outstanding shallow bay that borders West Norfolk and opens into the North Sea. It is teeming with wildlife and is a haven for birdwatchers who visit from miles around.

Useful links:
- www.visitnorfolk.co.uk
- www.enjoythebroads.co.uk
Working at the University

This section provides information about the facilities available on campus. You will also find key details about getting paid and pension schemes.
**Getting to know the campus**

Built on 130 hectares of beautiful parkland on the outskirts of the historic city of Norwich, our campus is one of the most innovative in the country, combining natural beauty with architectural flair. The campus has won more than 20 architectural awards and ongoing multi-million pound investment continues to enhance teaching and research facilities.

Virtually no part of our campus is more than a few minutes walk from anywhere else, and almost every need is catered for, with a large food shop which includes a post office, a bank, a launderette, a pharmacy and even a Waterstone’s bookshop. There are also plenty of places to eat and drink. Have a look on our [interactive map](#) of the campus.

**Sainsbury Centre for Visual Arts**
The Sainsbury Centre [The Sainsbury Centre](#) is an inspirational public art museum at the University of East Anglia. The Norman Foster building houses the Robert and Lisa Sainsbury Collection comprising modern work by artists such as Henry Moore, John Davies, Alberto Giacometti and Francis Bacon, as well as art from Africa, the Pacific, the Americas, Asia, Egypt, medieval Europe and the ancient Mediterranean.

**Shops**
The UEA campus is home to a [variety of shops](#), including a large food store which includes a Post Office, a [Waterstones book shop](#) and a pharmacy. Other facilities on campus include a bank and a 24-hour laundrette.

**Student Union**
The UEA [Student Union](#) runs the prestigious [LCR and Waterfront](#) venues, as well as many other commercial enterprises on campus including the recently refurbished Union Pub and Bar, the Hive, the Scholars Bar, and a [variety of eateries, cafes and shops](#).

**Sportspark**
[Sportspark](#) is the biggest university indoor sports centre in Britain with international standard facilities.

There is a 50m Olympic size pool, 12 badminton courts, an 8-lane athletics track, six floodlit hockey and soccer pitches as well as a state-of-the-art gym. Add to that the 10x28m climbing wall, 5 squash courts, newly-equipped gymnastics centre, 6 tennis courts and 40 acres of playing fields, and you can see why Sportspark is a one-stop sporting destination.

**Woodlands, walks and acres of green space**
UEA is located within over 360 acres of landscape, including woodland, footpaths, a man-made lake known locally as 'the UEA Broad' and playing fields for soccer, rugby, cricket, lacrosse, American football and baseball.

**Disabled facilities**

The [campus is generally accessible](#) although wheelchair users sometimes have to take an alternative route.

The University is committed to promoting a positive attitude to disabled people and to creating the conditions in which all students can participate fully in the academic, social and recreational life of the University. The University has a rolling programme of improvements to existing facilities and aims to incorporate high standards of disabled access into all new buildings.

Carers can also be accommodated and assistance dogs are welcome. Should you have any specific needs for access please email [equality@uea.ac.uk](mailto:equality@uea.ac.uk) or call 01603 591898.

You can find accessibility information for facilities on campus by using the [campus map](#) and clicking on the 'Accessibility' tab at the bottom of the map. Alternatively, you can click here to go to the [Disabled Go](#) pages, providing access guides to buildings and facilities on campus.
Travel to work

Every year we aim to improve infrastructure and invest in facilities to help make your journey to campus more straightforward, affordable and sustainable.

Our Travel and Transport team provide information and guidance on the best ways to travel to and from UEA – from where to park your car to the timetables for buses to campus.

Parking on Campus
On campus, there are several car parks, each with different conditions for parking. Parking on university grounds is a charged for service:

Visitor parking is subject to a daily rate, settled either by Pay & Display or at pay on foot machines

Eligible staff may apply for a parking permit

Staff can also arrange visitor-parking permits for invited guests.

Car Sharing
We operate a car share scheme, 'Smart Share' aimed at reducing the number of one-person, one-car commuter journeys.

Finding parking spaces on campus can be difficult and the surrounding local road network is subject to congestion at peak travel times. Sharing your journey eases congestion, lessens your travel costs and helps reduce environmental impact.

Alternative travel
We are committed to reducing the environmental impact of travelling to and from campus by car. Before you travel, please consider alternative methods of travel such as public transport, cycling or walking to campus.

'Park and Stride'
The ‘Park and Stride’ or Triangle car park is approximately a 15 minute walk from the centre of the main campus (approximately 0.8 miles) and 10 minutes from the hospital and Edith Cavell building.

Public Transport
First buses and konectbus provide the main services to campus. Details of key services to UEA including Park & Ride can be found in this timetable.

In partnership with First Bus, UEA offers heavily discounted annual bus passes including the innovative "M-Ticket". Zone 1 – 5 tickets provide unlimited travel throughout Norwich and beyond. The network ticket provides unlimited travel across the First Eastern Bus area, great for commuting from places such as Great Yarmouth or for exploring the area. Tickets are on sale from the First Bus website.

Discounts are also available for travel with Konect Bus (excluding P&R)

Coach services
National Express provide coach services to London (service 490) and all major airports (service 727) with a pick up/set down point located in the lay-by outside the ZICER building. Visit the National Express website for further information.

Megabus
The campus is also served by Megabus.com who operate low cost inter-city travel from UEA to London, Cambridge, Birmingham, Bristol, Cardiff and on to Europe. You can book on-line from the megabus website.

Train commute discounts
The University all works in partnership with Abellio Greater Anglia to provide discounts for staff who regularly travel by train whether it is to commute to University or to explore the area. Please see the guide to discounts including how to apply for a ticket.

Park and Ride
The University works in partnership with Norfolk County Council, Norfolk & Norwich University Hospital and the Konect bus company to provide a Park and Ride service from Costessey.

Costessey Park and Ride Konect Bus Service 511 serves the main University campus every 30 minutes, Monday to Friday term time only. Travel time between Costessey and the main campus is just 10 - 15 minutes.
Cycling

Cycling is a great way to get to and from work. Almost 20% of our staff and students already regularly cycle to campus. We have designed our cycle parking with security in mind. Spaces are in well-lit areas, typically covered by CCTV: see our cycle parking map for locations across campus. We have over 3600 available spaces to secure your bike on campus.

The Cycle to Work scheme allows employees who want to start cycling to work to borrow up to £1000 to buy a bike and cycling safety equipment. Eligible employees simply choose the bike and safety gear they need from one of our local partners suppliers and then UEA will purchase that package and hire it back to you for a period of 12 months. The money you pay will come directly out of your salary, before tax and national insurance are calculated thereby saving you money. At the end of 12 months UEA will offer to sell the cycle and associated equipment to you at an agreed rate.

The scheme is part of a government-backed system introduced under the Green Transport Plan. For full information including terms & conditions visit UEA's Finance pages for staff.

Locked Cycle Compounds
Cyclists looking for extra peace of mind can apply for a space in one of our free-of-charge locked cycle compounds. Spaces are given on a first come, first served basis: to reserve your space please complete the application form.

ZICER Cycle Compound Locker Hire
Our ZICER Cycle Compound also features approximately 80 lockers available to hire annually free-of-charge. These are useful to store cycle attire and accessories securely. To reserve a locker please complete the application form.

Norwich has seven colour-coded cycle routes known as pedalways. These key routes – totalling 58 miles – have been colour coded on a Norwich cycle map and corresponding stickers have been placed along the routes to help cyclists find their way.

UEA is located on the Pink Pedalway route, an eight-mile cycling route which crosses the city from the Norfolk & Norwich University Hospital and UEA, through the city centre, to Heartsease and Broadland. View the route on the Norwich Cycle Map.

Catering facilities

Restaurant facilities on campus provide everything from a simple coffee and sandwich to a full meal at eateries Blend, Zest, Vista, Cafè Direct, Cafe 57 and the Sainsbury Centre for Visual Arts Gallery Cafe. Fresh, locally sourced and Fairtrade ingredients are encouraged and used wherever possible.

We aim to offer a variety of food and drink across the campus, using fresh, healthy and nutritious ingredients ranging from our Fair Trade barista coffee to fine dining at the Sainsbury Centre, meeting every taste and budget. Find our outlets across campus and pop in to sample our barista coffee, fresh patisserie and a great blend of local and international cuisine.

During term times we are open weekdays from 07.30 - 20.00 and weekends from 09.30 - 16.30. See our cafes and restaurants for individual opening times and out of term times.

There are further eating options available at Sportspark and INTO.
Multifaith Centre

UEA's Multifaith Centre is a spiritual meeting place and community centre on campus. We are open for staff and students of the University from 10 am to 4 pm, Monday to Friday during semester time and on Sunday evenings for services.

Tea and coffee are available all day, and the Common Room is one of the best locations on Campus in which to have your lunch - and you are welcome to do so. There is a microwave available to heat food.

The facilities include a large Common Room with easy chairs and a kitchen, two Quiet Rooms for individuals or small groups to spend time in contemplation or prayer, and a large Worship Room for religious services.

The Centre is seen as very much a 'safe' place, where no-one will bother if you do not want to be bothered, and where belief is not a pre-requisite for any activity.

The Multifaith Centre team are always glad to meet staff socially and pastorally. As a valued part of the University's welfare network, the chaplains offer everyone a sympathetic ear in total confidence.

Unions

You are free to join any trade union you wish. There are three unions recognised by the University for negotiation and consultation:

- Unison
- Unite
- UCU

Getting paid

Details of your salary will be listed in your appointment letter. At the University salaries are paid on the 28th day of the month directly into your bank account. Your pay is subject to two compulsory taxes: national insurance contributions and income tax. These will be automatically deducted from your pay each month. A breakdown will be clearly shown on your monthly payslip.

Pension Schemes

From August 2013 new Government rulings dictate that all employees must be auto enrolled in a workplace pension scheme. You will be automatically enrolled in the Universities Superannuation Scheme (USS) when you start work at the University. A FAQs document is available which will answer most of the questions you may have and you can get further information and assistance by contacting the Payroll and Pensions Office via email or by telephoning x2676.

More information about USS can be found at https://www.uss.co.uk/
Whilst every effort is made to provide accurate and up-to-date information in this handbook, external weblinks, legislation and company information are subject to change. If you notice any discrepancies with external company or government websites, or if you find a broken link please notify Human Resources and we will update the handbook.

Human Resources
January 2017