

To do list for new group members

Before you arrive:

- COVID:** Current regulation: Negative PCR test, no older than 72 h before the flight; fill out the Passenger locator form. (March 2021)
<https://www.gov.ie/en/publication/ab900-covid-19-passenger-locator-form/>
- Address:** Before setting up a current account, you'll need an Irish address – ask a friend or colleague in case you don't have an accommodation yet, you can probably use their address for the letter from HR and change it later on (see current account).
- Mobile:** Before setting up a current account, you'll need an Irish mobile number – ask a friend or colleague in case you don't have one yet. Getting one is highly recommended as you'll need it for several processes *e.g.* getting a COVID test.
- Current account:** *e.g.* Bank of Ireland – there are online forms to set up a current account you'll need: copy of your passport, proof of address (contact Human Resources - HR@tcd.ie for a letter), proof of employment (HR, can be the same letter) and an Irish cell number.
- PPSN:** Request on Gov.ie webpage – requires proof of address and proof of employment – <https://www.gov.ie/en/service/12e6de-get-a-personal-public-service-pps-number/>
- Payroll:** Send a signed copy of the pay mandate form to payrollservice@tcd.ie (requires an Irish current account); they'll also need the PPSN once it is issued.
<https://www.tcd.ie/hr/assets/pdf/directpaymandate.pdf>
You can access your payslips using the coreportal:
https://my.corehr.com/pls/coreportal_trp/
- Ask for office space:** Jonathan Coleman COLEMAJ@tcd.ie
(CRANN desk space) Enda O'Reilly OREILLEN@tcd.ie
- Building inductions:** See further below; ideally ask about an appointment before you arrive. The CRANN induction is only once a month and you won't get access until you finished it.

On your first day:

| | | |
|----------------------|-----------------|-----------|
| Staff number: | Human Resources | HR@tcd.ie |
| TCD mail: | Human Resources | HR@tcd.ie |
| Access card: | Human Resources | HR@tcd.ie |

Note: you'll first get a staff number at the first day of your contract. After that you can request a mail address and the access card. It is going to take a few days until the mail account is fully activated. Contact the IT help desk if this takes longer than 2 days (itservicedesk@tcd.ie).

Equipment Bookings through Google calendar:

| | |
|--------------|--|
| Adam Kelly | KELLYA35@tcd.ie |
| Harneet Kaur | hakaur@tcd.ie |

(for centrifuges, sonicators and other equipment)

In order to get access to buildings and getting keys, you'll have to contact different people:

SNIAM:

| | | | |
|---------------------|---|-----------------|--------------------------------------|
| Building access: | Kenneth Concannon | KCONCANN@tcd.ie | |
| Induction: | Kenneth Concannon | KCONCANN@tcd.ie | (ask for date before arrival) |
| Laboratory keys: | Kenneth Concannon | KCONCANN@tcd.ie | |
| Return to work form | https://www.tcd.ie/Physics/covid19/ | | → >3 days before returning |

Daily sign in and sign out

Book your lab space (online scheduler)

CRANN:

| | | | |
|---------------------|---|--------------------|--------------------------------------|
| Building access: | Enda O'Reilly | OREILLEN@tcd.ie | |
| Induction (x3): | Dermot Daly | DERMOT.DALY@tcd.ie | (ask for date before arrival) |
| | (Safety induction, Lab induction, COVID induction) | | |
| Mail list: | https://lists.tcd.ie/mailman/listinfo/crannbuild-mlist | | |
| | https://lists.tcd.ie/mailman/listinfo/crann-mlist | | |
| | https://lists.tcd.ie/mailman/admin/amber-mlist | | |
| Return to work form | https://www.tcd.ie/crann/covid19/ | | (>3 days before returning) |

Daily sign in and sign out

Book your lab space (<https://trinitybook.bookedscheduler.com/>)

Software access:

Origin: <https://www.tcd.ie/Physics/study/current/undergraduate/Software-and-online-resources/downloads/origin-home-2020.pdf>

Other: <https://www.tcd.ie/Physics/study/current/undergraduate/Software-and-online-resources/>

Internet access:

<https://www.tcd.ie/itservices/network/staff-wifi.php>

You have to install McAfee to get access to the network

<https://www.tcd.ie/itservices/security/kb/ensecurity.php>

Orders: Joey Tilley JOTILLEY@tcd.ie **(ask for training)**

<https://www.sci-ware-customer.com/sword/login.do#iso/EU>

You'll need to login to see prices etc; you'll get credentials after the training.

Additional COVID info:

There is a Call Centre at 01-896 1556 -A College Health GP will ascertain if you should have a COVID-19 test