

Staff report form for the University Computer Center (HRZ)

Personalized Uni-Account and / or people directory entry for staff

This form helps to collect the personal and occupation data as required by the HRZ.

A **responsible contact person** (secretary, principal, dean's office, IT admin) must register these data electronically via web form at <https://admin.staff.uni-marburg.de/staff-antrag.html>

– Please fill out this form using Adobe Reader (or similar) on the screen –

1 Request details	<p>Purpose of request <input type="checkbox"/> Central user account (Uni-Account) and people directory entry (LDAP) <input type="checkbox"/> Only people directory entry (LDAP)</p> <p>Type of request <input type="checkbox"/> Initial (new) <input type="checkbox"/> Name change <input type="checkbox"/> Other changes <input type="checkbox"/> Extension <input type="checkbox"/> Deletion</p> <p>Staff username (if existing) _____</p> <p>Private Email address (if any) (for notifications on request) _____</p> <p>Comments (e.g. Ticket no.) _____</p>	<p>► Why do I need a Uni-Account? The person will receive personal login data for using central IT services of the Philipps University (e.g. email, ILIAS, PC pools).</p> <p>► Access rights to further services (e.g. Windows PCs at offices, Marvin) must be requested separately.</p>
2 Personal details (User)	<p>Salutation <input type="checkbox"/> Ms / Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Diverse Title _____</p> <p>First name (given names) _____</p> <p>Last name (family name) _____</p> <p>Call name (if not first name) _____</p> <p>Birth name (if not last name) _____</p> <p>Date of birth (DD.MM.YYYY) ____ . ____ . ____ Preferred language <input type="checkbox"/> Deutsch <input type="checkbox"/> English</p>	<p>Trust level (please verify):</p> <p><input type="checkbox"/> Unknown (data not verified)</p> <p><input type="checkbox"/> Marginal (collected during personal written correspondence or taken from a directory)</p> <p><input type="checkbox"/> Full (confirmed by submission of an identity document or certificate, e.g. school transcript or examination certificate)</p> <p><input type="checkbox"/> Maximum (confirmed during a personal interview with an official identity document)</p>
3 Department details	<p>Employer (Contractor) <input type="checkbox"/> Philipps-Universität Marburg <input type="checkbox"/> Associated institution (please specify) _____</p> <p>Faculty / Department _____</p> <p>Institute/Field/Group/Division _____</p> <p>Building (Street, House no.) _____ Office / Room no. _____</p> <p>Address suffix for letters (optional, e.g. c/o secretary) _____</p>	<p>► Which department do I specify? Please specify the detailed organizational unit on whose behalf the person is working. Associated institutions are well-defined, see the detailed list at https://www.uni-marburg.de/de/hrz/dienste/zentrales-konto/mitarbeiter</p> <p>Login data will usually be sent as internal letter (in-house) to the office address.</p>
4 Personal office contact data	<p>Phone _____ Fax _____</p> <p>Email address _____</p> <p><input type="checkbox"/> There is an external office address (e.g. external person / contractor / service provider) :</p> <p>Company / Dept. / Univ. (if any) _____</p> <p>Subdivision (if any) _____</p> <p>Street, House no. (external) _____</p> <p>Postal code, City (external) _____</p>	<p>► Which data will be published? The person will be added with name, department and office contact data to the internal people directory and mailing lists. (For worldwide publication, usually a written agreement is required.)</p> <p>Office phones must be registered separately in order to enable the display name and name search at the phone set.</p> <p>If you do not specify an email address and a new Uni-Account is created, its email address will be added.</p>
5 Employment details at Philipps-University / associated institution	<p>Role <input type="checkbox"/> Univ. Prof. <input type="checkbox"/> Hon. Prof. <input type="checkbox"/> apl. Prof. <input type="checkbox"/> Priv. Doz. <input type="checkbox"/> Wiss. Mitarb. <input type="checkbox"/> Habilitand Habil.cand. <input type="checkbox"/> Doktorand Doct.cand. <input type="checkbox"/> Lehr-beauftr. <input type="checkbox"/> adm.-tech. Mitarb. <input type="checkbox"/></p> <p>Employment <input type="checkbox"/> Beamte / Tarifb. Hessen (Uni MR) <input type="checkbox"/> Beamte / Tarifb. Hessen (UKGM) <input type="checkbox"/> Anstellungs-vertrag (UKGM) <input type="checkbox"/> Titel-lehre <input type="checkbox"/> Lehr-auftrag <input type="checkbox"/> Wiss./Stud. Hilfskraft <input type="checkbox"/></p> <p>Timeframe start date: ____ . ____ . ____ <input type="checkbox"/> official end date: ____ . ____ . ____ <input type="checkbox"/> permanent (Beamte / Tarifb.) <input type="checkbox"/> end unspecified (e.g. Titellehre)</p> <p>Other reasons <input type="checkbox"/> Contrary to this, the account shall be limited until ____ . ____ . ____ for the following reason (e.g. "completion of project..."):</p>	
6 Contact persons for personal notifications and any further questions	<p>Name of principal _____ Email _____</p> <p>Name of secretary _____ Email _____</p> <p>Name of IT admin _____ Email _____</p>	
7 Confirmation of relationship by <input type="checkbox"/> secretary <input type="checkbox"/> principal <input type="checkbox"/> dean's office <input type="checkbox"/> IT administrator	<p><input type="checkbox"/> I hereby confirm that the user is working for the Philipps University (or associated institution) within the role and timeframe as mentioned above. I have checked the above information thoroughly and conscientiously.</p> <p>City, Date _____ Name of signee (readable) _____ Signature _____</p>	