

# WELCOME TO THE PUEB STAFF



POZNAŃ UNIVERSITY  
OF ECONOMICS  
AND BUSINESS



*Welcome to the academic community of PUEB.*

*Poznań University of Economics is a place where the scientific research provides a reliable picture of reality based on facts and methodologically verified analyses. It educates generation after generation of economic movers and shakers, specialists and business leaders. Regardless of the position, each PUEB staff member contributes to the development of the areas crucial to the present and the future of our country. That is why, it is our belief that work for us is not only a source of financial stability, but also a sense of satisfaction.*

*This guide contains some basic information about the University itself, its key legal documents, circulation of documents, and regular events.*

*We hope this compilation will prove useful. We also recommend visiting our website and following our profiles in social media.*

*We wish you full satisfaction with your new job. We believe it will bring you professional success and allow you to achieve your goals.*



# **A FEW WORDS ABOUT THE UNIVERSITY**

Founded in 1926, Poznań University of Economics and Business is one of the leading economic universities in Poland. It owes its reputation to the high quality of teaching and its position as one of the leaders of research in the field of economics.

The strengths of our University are: its scientific potential, quality of education and cooperation with business.

The high level of education we have been maintaining for many years allows our students and graduates to effectively face the challenges on the dynamic labour market.

The innovativeness of our research and teaching methods has been confirmed by numerous rankings, as well as the by the achievements of our students and staff. We combine our focus on the high level of education with the development of international cooperation and relations with the broadly understood business practice.



## UNIVERSITY GOVERNANCE

- Rector – prof. dr. hab. **Maciej Żukowski**
- Vice-Rector for Research and International Relations – prof. dr hab. **Elżbieta Gołata**
- Vice-Rector for Education and Students – prof. dr hab. inż. **Anna Gliszczyńska-Świgło**
- Vice-Rector for Development and External Relations – prof. dr hab. **Maciej Szymczak**

# OUR MISSION

With a sense of social responsibility, we conduct innovative research and educate leaders for the future.

Our mission assumes that:

- We cultivate the tradition of our University created by entrepreneurs and we draw on the experience of a dynamically developing region;
- We set trends in scientific research;
- We educate leaders who build a better socio-economic reality;
- We are a source of expert solutions and innovations for private and public sector entities;
- We respect the environment by acting in accordance with the principles of sustainable development.

# OUR VALUES

---

In pursuing our mission, we act in accordance with the following values, i.e. principles which are important to us on a daily basis:

- We are **OPEN** to other people and to ever-changing world;
- We are **RESPONSIBLE** for the quality of education and research, as well as our environment;
- We are **BOLD** in thinking and **WISE** in our actions;
- We are **COMPETENT** and **TRUSTWORTHY** as a partner for business, public administration and non-governmental organisations.

# OUR VISION

By 2030 PUEB is to become a University bringing together the international academic society, contributing to the global academic knowledge, supporting the development of modern business and enhancing social progress, in accordance with the sustainable development goals.



# **OUR STRATEGIC GOALS FOR YEARS 2021-2024**

## **STRATEGIC GOAL 1:**

Raising the quality of scientific research and education.

## **STRATEGIC GOAL 2:**

Development of social capital and boosting PUEB's relevance for internal and external stakeholders, in accordance with the principles of sustainable development.

## **STRATEGIC GOAL 3:**

Strengthening PUEB's position on the international arena.

# OUR REGULATIONS

As any other organisation, PUEB has a set of procedures and regulations.

The key ones are included in the following documents:

- PUEB Statute,
- Labour Regulations,
- PUEB Organisational Regulations,
- PUEB Staff Remuneration Regulations,
- Study Rules and Regulations,
- Personal Data Protection Policy,

available at [www.ue.poznan.pl](http://www.ue.poznan.pl) in the tab

University -> Internal Regulations -> Rector's Regulations,

but the quickest way to find them is at the search engine <https://app.ue.poznan.pl/wan/>

# OTHER INTERNAL REGULATIONS

PUEB employees are also obliged to observe a number of other internal regulations.

They are divided into the following groups:

- Rector's regulations;
- Rector's announcements;
- Chancellor's regulations;
- Chancellor's announcements;
- Senate's resolutions.

You will be informed by e-mail each time a new regulation is issued.



# BEFORE SIGNING A CONTRACT

- Take a set of forms from the Human Resources Division – on the first floor of Building B (room 109 for academic teachers, room 112 for administration and service staff).
- Register for the preliminary occupational health examination.
- Register for the occupational health and safety training (phone number: 61-856-93-72).
- Prepare the documents confirming your education and professional experience (university graduation diplomas, training certificates, employment certificates, etc.).
- Submit all these documents in the Human Resources Division before the date of signing the contract.
- PIT-2 tax return, information about your bank account, and a statement of your right to higher tax deductible costs must be submitted in the Remuneration Division (Building B, first floor, room 107 or 111).

After taking all these steps, you can sign your contract of employment.

# HEALTH IS PARAMOUNT

For your occupational health examination you are invited to:

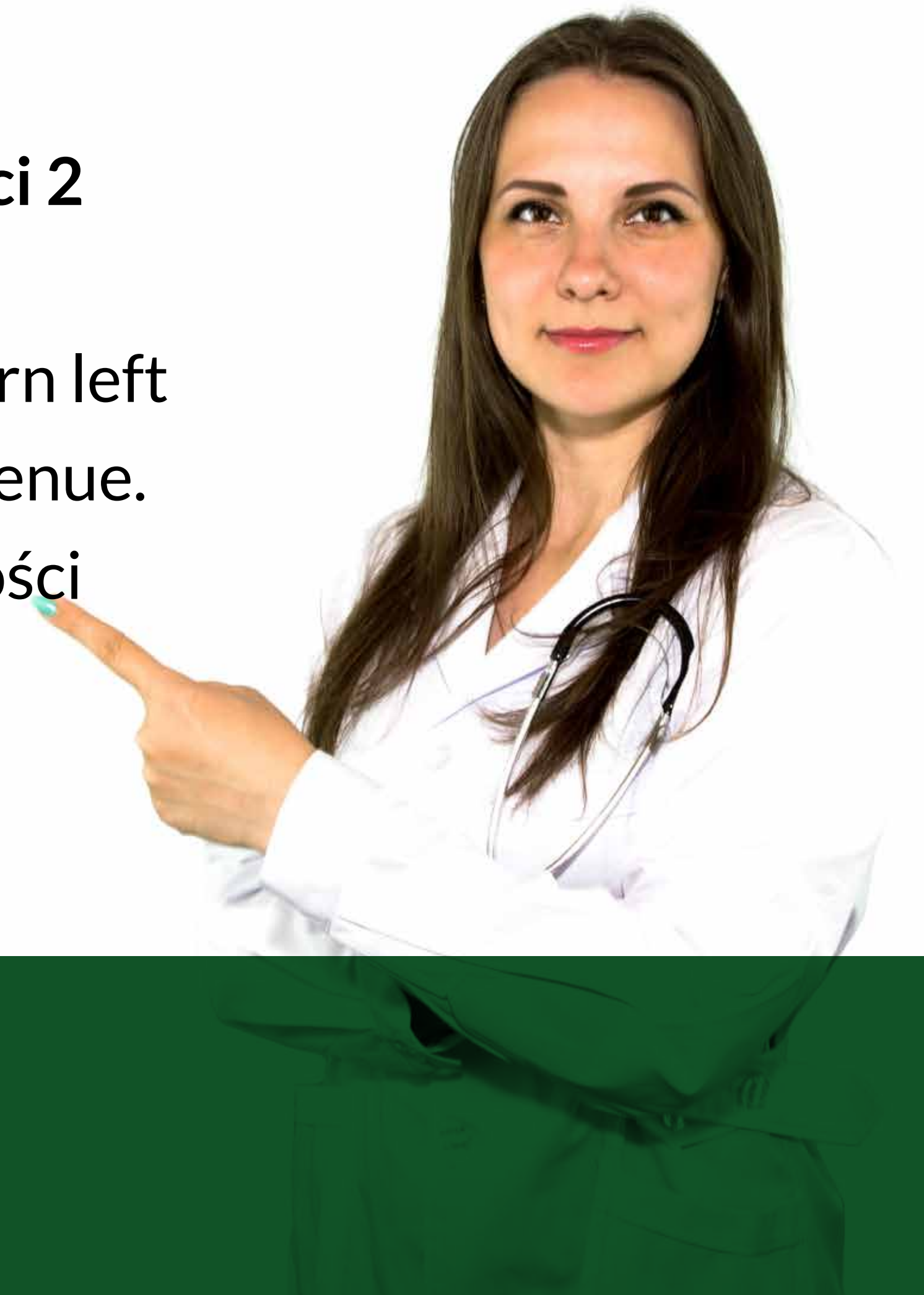
**PZU ZDROWIE S.A.**

**Oddział Centrum Medyczne Cordis w Poznaniu Al. Niepodległości 2**

**Phone: 618537760**

How to find the Medical Centre? After leaving PUEB Building A, turn left and go straight ahead until you reach the end of Niepodległości Avenue.

The entrance to the Medical Centre is at the corner of Niepodległości Avenue and Niezłomnych Street (in the building of Wielkopolska Izba Rzemieślnicza).



# THE FIRST DAY AT WORK



The first day at work is always a big event and a great deal of stress – not only for the new employee, but also for the whole team. However, there is nothing to be afraid of! When you enter the University for the first time, you will meet your new colleagues, who will be happy to show you around and give you all sorts of information about your rights and duties.

# WORKING TIME REGULATION

- If you are an academic teacher, you are bound by the task-based working time system. Research and teaching, as well as teaching staff are obliged to teach classes, the annual number and the calculation method of which are defined in the Labour Regulations; the amount of working time for research and organisational duties is defined by their immediate superior.
- If you belong to the administration and service staff: respect your working time established with your superior and remember to sign the attendance list (before work), available at a place designated by the Human Resources Division.

# YOU'VE GOT MAIL!

PUEB staff email is Microsoft Exchange system.

Immediately after the Human Resources Division enters your data to the human resources system, your work email account will be automatically generated. Your email address will look as follows: **name.surname@ue.poznan.pl**

Go to **www.poczta.ue.poznan.pl** and log into your email account. Remember that all employees are obliged to regularly check their email correspondence, to ensure efficient communication with the administration and the governance of the University!



# E-UEP

All the functionalities which enable handling a variety of the University administrative matters online are available in one place:

e-UEP | Uniwersytet Ekonomiczny w Poznaniu

<https://ue.poznan.pl/pl/e-uep,c6795/>



# PUEB STAFF BASE

If you need to contact any employee of our University, visit <http://baza.ue.poznan.pl/>. You will be able to find such information as: the position, the email address, or the work phone number. You can also find lists of staff members employed in particular units there.



# ACADEMIC TEACHER ELECTRONIC ID CARD

Each academic teacher at PUEB had the right to buy their Academic Teacher Electronic ID Card. If you wish to get this card, you should send a scan of your application to [dsp@ue.poznan.pl](mailto:dsp@ue.poznan.pl) and to make sure your photograph is available at: <https://app.ue.poznan.pl/PhotoReservation>.

The cost of the card, 22,00 zł, will be deducted from your salary. When the document is ready, you will be informed about it by email from the Human Resources Division.

Legal basis:

the PUEB Rector's Announcement No 35/2020 on the Academic Teacher Electronic ID Card.

# THE PUEB INFRASTRUCTURE

Here is a list of buildings belonging to Poznań University of Economics and Business. Each staff member will also obtain a map, which will help them find their way around.

1. **Building A**, al. Niepodległości 10 (also called the Main Building),
2. **Collegium Altum**, ul. Powstańców Wielkopolskich 16 (called the Tower),
3. **Building B**, al. Niepodległości 12 (called the Bank),
4. **Building C**, ul. Towarowa 53,
5. **Educational Centre of Electronic Services (CEUE)**, ul. Towarowa 55,
6. **Department of Foreign Languages (SPNJO)**, ul. Taczaka 9 (Collegium Linguisticum),
7. **Department of Physical Education and Sport (SWFiS)**, ul. Dożynkowa 9J ((the sports hall).
8. **Halls of Residence:**
  - „Atol” – ul. Andrzejewskiego 11/17,
  - „Dewizka” – ul. Dożynkowa 9D,
  - „Feniks” – ul. Dożynkowa 9F.

# PUEB KNOWLEDGE BASE

Are you a research or research and teaching employee? You must share your achievements and successes!

Scientific achievements must be regularly entered into the PUEB Knowledge Base website:

<http://bazawiedzy.ue.poznan.pl/>.



# HOW CAN I GET TO WORK?



Due to PUEB's location in the city centre, it is easy to reach via municipal public transport. What is more, the railway and the coach stations are within 15 minute walk distance.

**ALL WORK AND NO PLAY...**

# BENEFITS

At PUEB you can take advantage a variety of financial benefits or benefits co-financed from the Social Benefits Fund:

- cinema and theatre tickets,
- holiday allowance, subsidised holiday camps for children, trips and integration events,
- financial benefits for children and teenagers (Easter Bunny, Children's Day, school layette, Christmas)
- sport and leisure cards,
- housing loans,
- non-repayable financial aid,

For detailed information contact the Human Resources Division – the Social Benefits Unit, in room 206, II floor of Building B.



# SAVINGS AND LOANS SCHEME

You can use the savings and loans scheme after submitting the declaration of accession.

These two persons will help you with that:

- mgr **Joanna Kubik**, Building B, room 107
- mgr **Sylwia Szczepańska**, Building B, room 6

Information on the conditions of obtaining loans is available at:

<https://ue.poznan.pl/pl/pracownicy,c359/sprawy-socjalne,c7107/pracownicza-kasa-za-pomogowo-pozyczkowa,c3834/>

# EMPLOYEE CAPITAL PLAN (PPK)

It's a national pension savings plan implemented jointly by the employee, the employer, and the state.

The contributions for the University's staff have been paid since 1 April 2021. The financial resources from the University's pension savings plan are managed by TFI Allianz.

For detailed information contact the Human Resources Division: room 206, II floor, Building B.

<https://ue.poznan.pl/pl/pracownicy,c359/sprawy-pracownicze,c7108/pracownicze-plany-kapitalowe,c14663/>

# BETTER BE SAFE THAN SORRY

At Poznań University of Economics and Business there are two group insurance schemes for employees, managed by:

- UNUM S.A.
- WARTA S.A.



# BETTER SAFE THAN SORRY

## Information about the UNUM S.A.

- mgr **Monika Kryś**, CEUE, room 1.23  
monika.krys@ue.poznan.pl

- mgr inż. **Iwona Pospieszna-Filakiewicz**, CEUE, room 1.23  
iwona.pospieszna-filakiewicz@ue.poznan.pl

## Information about the WARTA S.A.

- mgr **Anna Urbaniak**, Building B, room 112  
anna.urbaniak@ue.poznan.pl

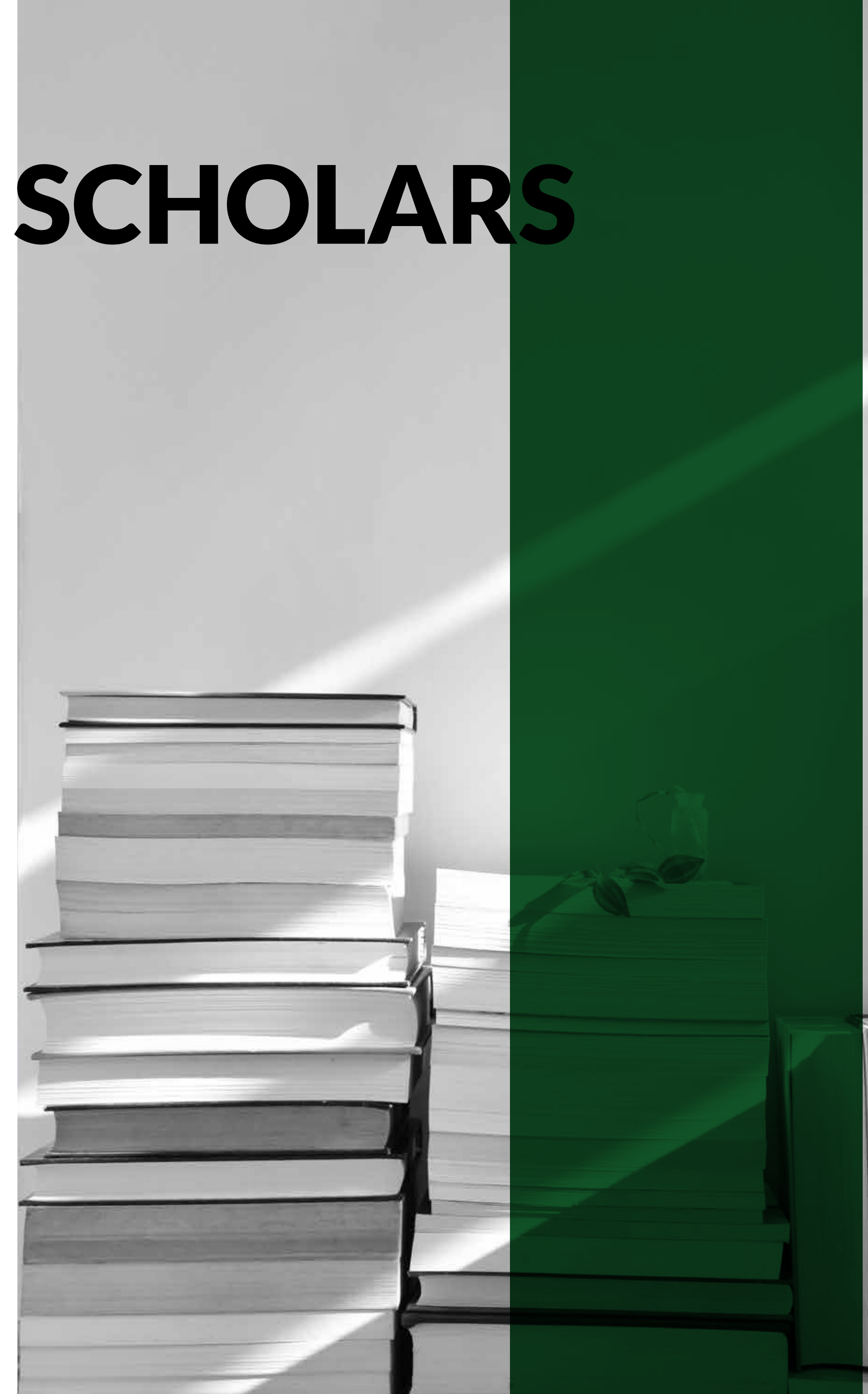
- mgr **Danuta Brzostowicz**, Building B, room 112  
danuta.brzostowicz@ue.poznan.pl

# BOOKS ARE GARDENS FOR SCHOLARS

## PUEB employees may:

- use the collection of the Main Library in the reading rooms,
- borrow books from the Lending Library,  
order inter-library loans, use the full-text bases of scientific articles,
- bibliographic bases, and other databases subscribed by the Main Library,
- use the Internet Bibliographic System,
- use the PUEB Knowledge Base,
- use the reprographic services on the Library's premises.

The Main Library also offers a workstation for the visually impaired.



# BOOKS ARE GARDENS FOR SCHOLARS

To register in the Lending Library, you should:

- visit the Lending Library (III floor, Collegium Altum),
- fill in and sign the registration form,
- show your ID.

It's advisable to first check the availability of books at the following website:

<http://www.biblioteka.ue.poznan.pl/>

# STOP THINKING ABOUT RUNNING. START TO RUN.

At our University there is:

[PUEB Runner's Club](#) – [PUEB main website](#) | [Facebook](#)

Join us!

You are invited to workouts and to competitions for the PUEB staff and PUEB friends.



# SPORT SHOWS THE BEAUTIFUL SIDE OF LIFE

Riding a bike is relaxing, puts you in a good mood and builds a positive mindset.

There are a lot of bicycle racks around our University and there is also a bicycle repair points.

The growing number of bicycle tracks in Poznań encourages more and more PUEB employees to commute to work by bike.



# LIKE A FISH IN WATER

A nap at work can boost our efficiency and productivity.

Still, it's not the only way to raise our effectiveness.

How about a quick shower instead?

It's rather an unusual idea, but it works.

You can find bathrooms with showers in the following places:

- Building B on the ground floor (next to the lift),

- CEUE

(the second floor, next to the lift for the disabled persons),

- Collegium Altum

(1 floor, toilets for ladies and gents).



# TWO HEADS ARE BETTER THAN ONE

Genuine and open internal communication is one of the key elements of an efficient organisation. Your voice matters!

If you have any suggestions as to how PUEB should function, initiatives worth trying or ideas for streamlining our University's operation, you are welcome to share them with us, by means of the following form:

<https://ue.poznan.pl/pl/pracownicy,c359/skrzynka-pomyslow,a54404.html>

# TAKE UP STUDIES AT PUEB

In every person's life there is a moment when... they need more education.

Not only do we need our own motivation and commitment, but also a comprehensive offer of attractive fields of study. PUEB provides such an offer at all levels of education.

Our employees and their families receive subsidies for the paid forms of education.

More information on the subsidised studies at PUEB is available at: Resolution No. 128 (2012/2013) of the Senate of Poznań University of Economics and Business of 28 May 2013.

# TRAVEL BROADENS THE MIND

If you plan a domestic or international trip, an internship or a business trip, make sure to fill out all the necessary forms. You are welcome to apply for training or teaching trips.

Details can be found at the University's website.

<https://ue.poznan.pl/pl/wspolpraca,c10/wspolpraca-z-zagranica,c74/oferty-dla-pracownikow,c522/>



# GIVEBOX UEP

It's a closet for self-service exchange of goods. It fits into the ideas of: the rationalisation of consumption, the reduction of carbon footprint and production of waste, as well as the extension of objects' life. In this way we promote reusing things. You can leave or take objects of everyday use. Things in good state – often new, bought on impulse, also unwanted presents – find their way to a new user instead of a dump. You can bring there: clothes, small household appliances, CDs, books, toys, dishes, decorations, etc. The closet is located on the underground floor of Building A.



# PUEB FOUNTAIN OF WISDOM

We want to be ECO, we want to protect the environment and... we are a University of ECONOMICS, so we decided to install the first drinking water fountain on our premises. In the hall of the Main Building there is a set of a drinking water fountain and a wall mounted tap water dispenser. It provides access to drinking water and enables filling bottles, bidons, pots and kettles.

The set meets the access requirements for people with disabilities:

- a plate with an inscription in Braille for the blind people,
- buttons in contrasting colours for persons who are visually impaired



# EVENTS

Our University is not just a scientific and educational institution. It is also a community of people with passion. All year long numerous events are organised for students, employees, and friends of PUEB. Here are some of them:

## PUEB DAY

The PUEB Day is a holiday for the academic community of the University. Every year it is filled with cultural and academic events. Some of them already have an established tradition.

# CELADON BALL

The Celadon Ball has the longest tradition of all balls in Poznań. Its history goes back to 1933, when it was held for the first time in a newly built building of the Higher School of Commerce, at what was then Wały Leszczyńskiego. Today, even though the names of the University and the street have changed and nearly 90 years have passed, the Celadon Ball is still organised in the same place and continues to be a significant cultural event for both academic and business environment of Poznań.



# ENTREPRENEURSHIP DAYS AT PUEB

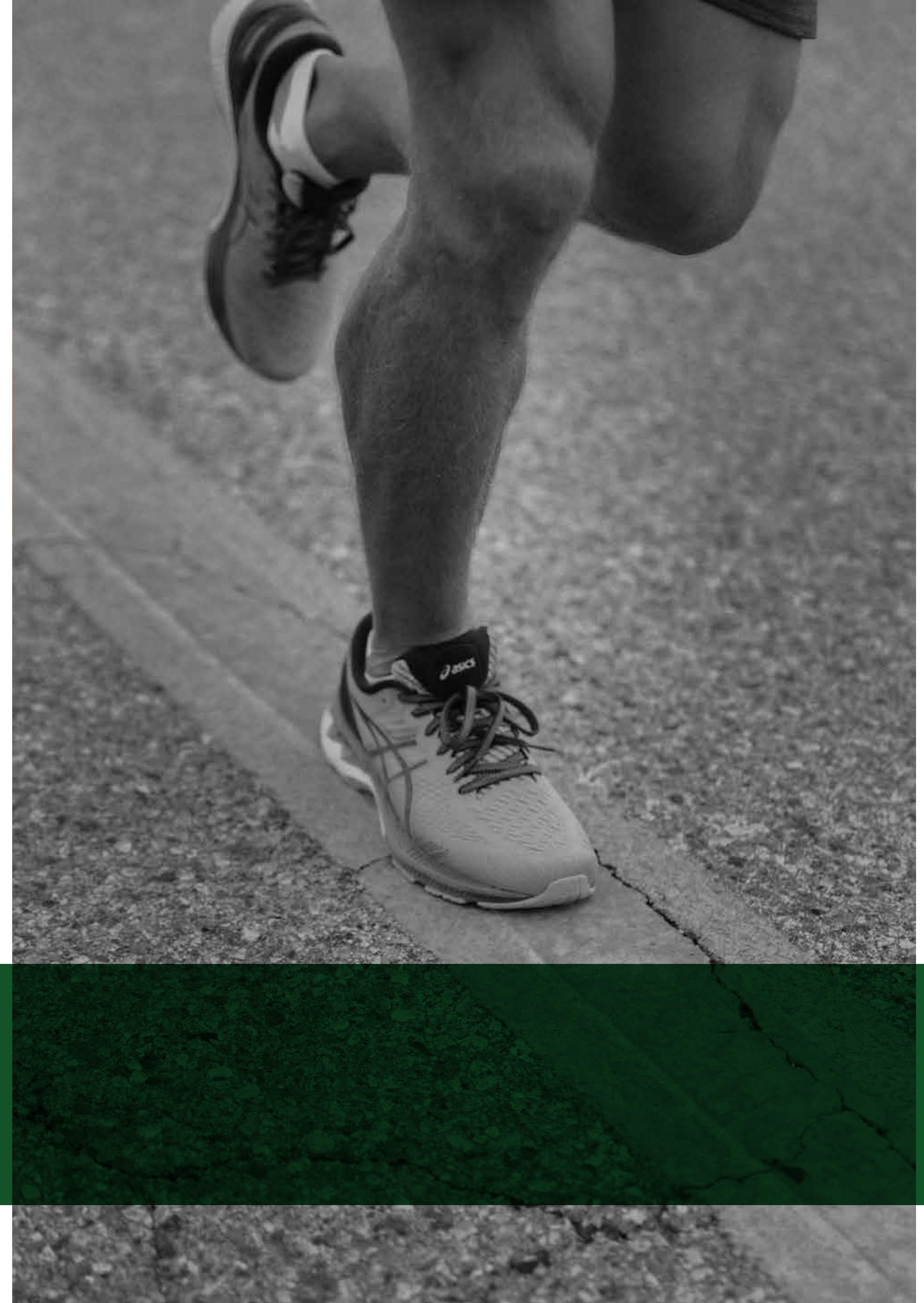
Their programme is addressed to: students, doctoral students, and employees of Poznań University of Economics and Business.

It includes lectures and meetings with business practitioners, with the focus on issues related to entrepreneurship and today's socio-economic challenges for entrepreneurs.



# COLLEGIUM ALTUM RUN UP THE STAIRS

The run up one of the highest towers in Poznań is a huge challenge for the competitors. It's a building of the height of 103.35m, with 22 floors. To reach the finish on the 18th floor, the participants must climb 392 stairs.



# ECONOMIC FIVE RACE FOR THE PUEB RECTOR'S CUP

The history of races at Poznań University of Economics and Business goes back to the 80s of the 20th century. At that time the University organised the International Championship of Poland in cross country running, and then – for the first time in Poland – the Academic World Championship in cross country running. Among others, representations of: Rotterdam, Barcelona, Paris and Berlin took part.

Later on, the University of Economics and Business also hosted the Grand Prix of Poland for 10 km at Malta Lake, where at present the “Economic Five” Race is organised.



# WHAT ARE THEY TALKING ABOUT? – A SHORT PUEB DICTIONARY

- Archives – a place where past documents are stored. It's a part of the PUEB Organisational Division. The archives is located at Andrzejewskiego 11/17.
- Base – the staff base available at the PUEB website.  
<http://baza.ue.poznan.pl/>
- HelpDesk – a website where all sorts of technological problems can be reported.  
<https://pomoc.ue.poznan.pl/>
- Bursar's Office – a part of the organisations managed by the Bursar. These are: of: the Management Accounting Division, the Financial Accounting Division, and the Property Accounting Unit.
- Letterhead – an electronic model of a document, in agreement with the visual identification of PUEB. PUEB letterheads can be found here:  
<https://ue.poznan.pl/pl/wspolpraca,c10/media,c4713/materialy-do-pobrania,c35/listowniki,c14046/>.

# WHAT ARE THEY TALKING ABOUT?

## – A SHORT PUEB DICTIONARY

- NIU – your identification number at the University. On the first day of work you will get your NIU from the IT Centre.
- Pavilions – low building in the backyard of Building A. Offices of some of the administration and service staff of PUEB are housed there.
- Responder – an automatic reply you can set in your email. If you are not at work and someone sends you an email, they will get a response about your absence.
- Division mail box – a collective email for the whole division.
- XPrimer – an “employee portal” – a system where you can handle all your personnel matters, such as an application for a leave, or leaving work in private matters.

# SUPPORT AT EVERY STEP

- The Human Resources Division (personnel matters, remuneration, benefits)  
[Dział Spraw Pracowniczych | Uniwersytet Ekonomiczny w Poznaniu \(ue.poznan.pl\)](#)  
[dsp@ue.poznan.pl](mailto:dsp@ue.poznan.pl)
- The IT Centre (computers and IT infrastructure)  
[helpdesk@ue.poznan.pl](mailto:helpdesk@ue.poznan.pl)
- The Infrastructure Management Division (technological matters)  
[helpdesk.dzi@ue.poznan.pl](mailto:helpdesk.dzi@ue.poznan.pl)  
<https://Pomoc.ue.poznan.pl>