Welcome to the Stocker lab at ETH Zurich!

This guide will help you get started. Joëlle will meet with you withing your first week at ETH to explain the internal organization and tools. Ela will meet with you to discuss the requirements that are needed to get access to the lab.

We hope you'll settle in quickly and find everything you need to get started.

❖ **Contacts**
- Lab Manager: Ela Burmeister, elas@ethz.ch, +44 633 30 68
- Administrative contact: Joëlle Robinson (working days: Mon, Tues morning, Wed, Thu), joeller@ethz.ch, +44 633 30 75
- IT: René Weber, weber@ifu.baug.ethz.ch, +44 632 41 61

❖ **ETH Contract Documents**
You have received a link from HR after your contract was issued. Here you can find regular features of your work contract. In case of questions, please contact Ms. Joelle Robinson.

❖ **Collecting Office Key**
On your first day, you will be accompanied to pick up your office key. Lab keys are only made available after the safety training with Ela Burmeister.

❖ **Login Credentials**
On your first day you will receive all the login credentials (Email, Server).
In case of any problems, please contact our IT-Contact René Weber: +44 632 41 61, weber@ifu.baug.ethz.ch

❖ **Network Connectivity Remote (VPN, Wi-Fi, Data Roaming)**
Remember to use VPN whenever you're outside of ETH Zurich to ensure security and privacy of your data. This is particularly important if you are travelling or at home. The login details are in the envelope you have received on your first day. More information here.

❖ **Polybox**
Polybox offers all ETH members a "Dropbox like internal ETH data storage".
More information here. (https://polybox.ethz.ch/index.php/login)

❖ **Personal Folder on the GWH Server**
You have access to a folder on the ETH network. To access your personal folder, you need to connect to the ETH network. Every Stocker lab employee can create a personal folder in: *Files Explorer: this PC/GWHgroup (Y)/your name*

❖ **How to Set-Up the Printer**
You will find the instructions attached. If you have trouble, please contact René Weber at +44 632 41 61

❖ **Public transportation: Order half-fare travel pass or a General abonnement (GA)**
Employees with an employment at ETH Zurich of at least 50% for at least 6 months are entitled to a free half-fare travel pass or a 25% discount on the general travel pass (GA). Guests and externally financed employees with a "workplace" are not eligible. More details here.

❖ **Stocker Lab Calendar in Outlook**
Please add the stocker lab calendar to your Outlook. Please enter your absences e.g., vacations, conferences, etc.
The manual on how to add the calendar is attached.

❖ **WIKI**
Wiki is a research group's informal page. Here you can find practical information about the lab, contacts for the lab members, available equipment, protocols for the three "micros" (microfabrication, microscopy, and microbiology), weekly seminars, group meetings, and more. To navigate the page, use the links on the left. This is meant to be a flexible tool to store and share information of common interest: please contribute!
You find the WIKI login link at the Stocker lab website under Contact. **You will have to login first bevor Joelle can give you access to the Stocker lab Wiki.**

❖ **Slak**
We use Slack for internal communication, ordering materials via the lab hotline, sharing group meeting updates etc. Please sign up here and download the app on both your phone and computer for easy access.
The manual is to be found on Wiki under 03_Getting Started in the Lab.

❖ **Lab Equipment Booking System**
As explained during the lab safety introduction, the equipment in the lab needs to be booked. You find the Lab equipment booking system login link at the Stocker lab website under Contact or in the Confluence.

❖ **Room Booking**
Meetings in the Open Space are not allowed for noise reduction reasons. Please book the small **meeting boxes 1,2,3** and the meeting room **D28** (12 seats) for your meeting. You can book them here. (https://booking.baug.ethz.ch/ifu)
- If you need to book a bigger room in the HIF building – E11 (24 seats) or D80.2 (20 seats) - please contact Joëlle.
- If you want to enter a room booking request for any other rooms at ETH, please go here: (https://www.lehrbetrieb.ethz.ch/raumanfrage/login.view)

❖ **ETHIS (ETH Information and Support System)** – ETHIS is ETH Zurich's web portal for reports, workflows, and document management on the topics of personal, finance, personnel, procurement, etc.
Please login to ETHIS here. (https://sap-wdp.ethz.ch/irj/portal/ethis)

You will need ETHIS for the following functions:
- Time Management – please enter your absences (vacation, sickness, moving days, etc.)
- Expenses (Reimbursement) – Joëlle can enter your expenses (seminar, conference, etc.) for you. **Please meet with Joëlle before you enter your reimbursement for the first time!**
- Salary statement – you can check your salary statement
- Address change – **please check if the office and private address is correct**
- Bank account details – please enter your bank details (before the first salary payment)!
- ETH Card – you can set and change your PIN-Code
- **Please email a copy (both sides) of your work permit to Brigitte Jütz from HR: brigitte.juetz@vppl.ethz.ch**

❖ **Stationary**
The stationary cabinet (pens, lab books, batteries, etc.) is in Joëlle's office (HIF D 27.2). Please feel free to take what you need. In case you need something that we don't have, let me know and I can order it for you.

❖ **Lab Meeting**
Group meetings happen every Thursday from 13:15 – 14:45 (HIF E11). The schedule can be found on the WIKI.

❖ **Desk allocation**
You were allocated a desk, with our best intent. In case any issue might arise, please come talk to Joëlle.

❖ **Development and Leadership opportunities & events at ETH Zurich:**
  ❖ Lifelong Learning Hub (L3H) supports ETH employees in integrating continual learning in their daily work, strengthening their social and leadership competencies and maximizing their potential. More details here.
  ❖ Postdocs welcome Event / Postdoc Career Week
  ❖ PhD Introductory program / Onboarding for Doctoral Students at D-BAUG Moodle Course
  ❖ Leadership and development at ETH Zurich

❖ **IT-Shop – ordering Software & Licenses**
- The IT Shop is the One-Stop-Shop for all kind of products and services provided by the IT services department.
- Before placing an order for any product incurring costs, kindly consult with your supervisor.

❖ **ETH Welcome Center helps with health insurance and other questions:**
https://www.ethz.ch/en/the-eth-zurich/working-teaching-and-research/welcome-center.html

❖ **Home Office / Working Remotely:**
HR reiterated that remote work/home office **must be conducted within Switzerland**. Up to 14 calendar days of remote work from abroad are permitted, including during conferences or summer school. However, working outside Switzerland beyond 14 days without a special agreement is not allowed due to social and technical issues. In the event of an accident, this could result in losing IV coverage. More detailed information you will find here.
Exception can be sought by talking to Eleonora and Roman.

❖ **Medical Certificates / Accident Certificates**
A doctor's certificate or accident certificate is required **from the fourth day of absence** at the latest. Employees must submit all medical certificates/accident certificates to Joëlle.

❖ **Opening Hours (Campus)**

- **Opening hours (without badge):**
  Monday to Friday from 7am to 6pm

- **Entrance only with badge:**
  Monday to Friday from 6pm to 7am
  Saturday and Sunday

- How to get in with the badge:

❖ **How to Produce Printed Materials**
Whether you need brochures, posters, flyers, or other printed materials, the following services are available to meet your needs: Available services:

1. PLOD Stations at ETH (Sign & Print GmbH)
- **Cost: A0 poster CHF 12**
- **Services Offered:** On-campus printing for standard posters (not on fabric).
- **Process:**
  1. Place your order online via the PLOD Webshop.
  2. Receive a QR code upon order confirmation.
  3. Visit the PLOD station at Hönggerberg (HIL C56).
  4. Scan the QR code to print your poster.

2. Campus24 (Copytrend AG Zürich)
- **Cost: A0 poster CHF 17 (standard delivery)**
- **Delivery:** Free to Campus Info HIL; delivery time 3 days, Express 1 day (additional 20.- surcharge)
- **Website:** campus24.ch (login with ETH credentials)

3. Campus Printing (Funke Lettershop AG)
- **Cost: A0 poster CHF 81 - Poster on fabric 200.-**
- **Delivery:**
  o Approximately 3 working days, free delivery to Campus Info HIL.
- **Production Location:** Bern
  o **Contact: Email:** support@campusinfo.ch; **Phone:** +41 31 910 00 44
- **Website:** campusprinting.ch (login with ETH credentials)

Important: If you need to print your **poster on fabric**, we recommend using Onlineprinters. While it's not an ETH shop, their prices are significantly lower than Campus Printing. **The cost is 40 CHF**, with no delivery charges, and the delivery time is approximately 5 days.