INTRODUCTION

CEU ERASMUS WEEK - April 14,2016 HUMAN RESOURCES OFFICE



PROGRAM SCHEDULE

10.00 - 10.10) Welcome
10.10 - 10.2	Introduction of Human Resources Office Presenters: Erika Belkó and János Gocsman, CEU Human Resource Office
10.20 - 11.1	Recruiting and hiring for an international university Special practices, procedures Presenter: Ágnes Lukácsi, CEU Human Resource Office
11.10 - 11.3	O Coffee break
11.30 - 12.3	What can make your university attractive for international employees? – Part 1. Special HR support and benefits Presenters: Erika Belko and János Gocsman, Human Resources Office Development opportunities for employees Presenters: Rita Kumánovics, Human Resource Office
12.30 - 1.30	Lunch break
1.30 - 3.00	What can make your university attractive for international employees? – Part 1. Social protection for mobile employees Presenter: Gabriella Kemény, Human Resource Office Introduction of RESAVER, the Pan-European Supplementary Pension Plan for research and academic institutions Presenter: Gabriella Kemény, Human Resource Office
3.00 - 3.15	Coffee break
3.15 - 4.30	How international employees can influence/improve your HR Strategy and practices? Open discussion with active contribution from participants Discussion leader: Colleague from CEU Human Resources Office

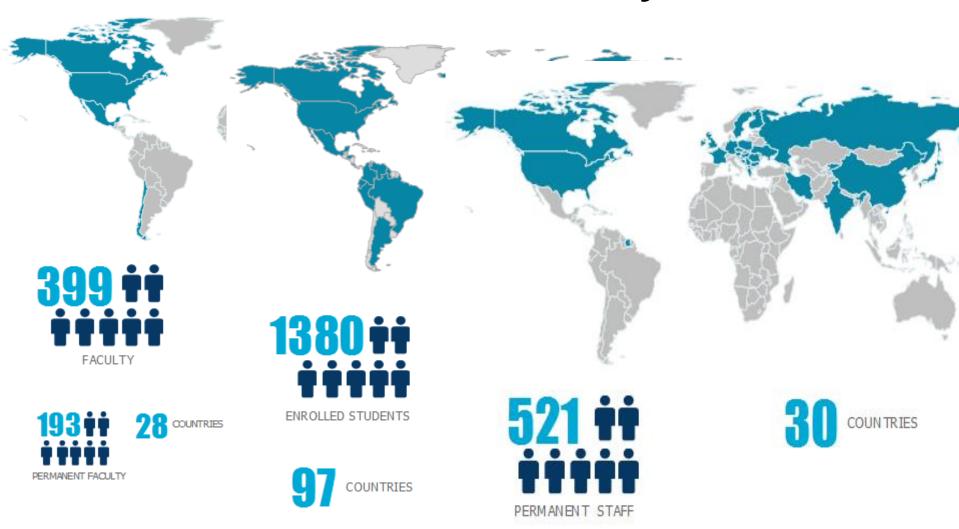


CEU is a...

- mission driven
- private
- International
- research-intensive
- graduate university
- located in Hungary;
- active in the field of Social Sciences and Humanities
- with an inderdisciplinary approach.
- All these elements define the HR system and operations of CEU.



Diverse community







THE WORLD IS HERE

New Zealand

Tajikistan

South Africa

Afghanistan

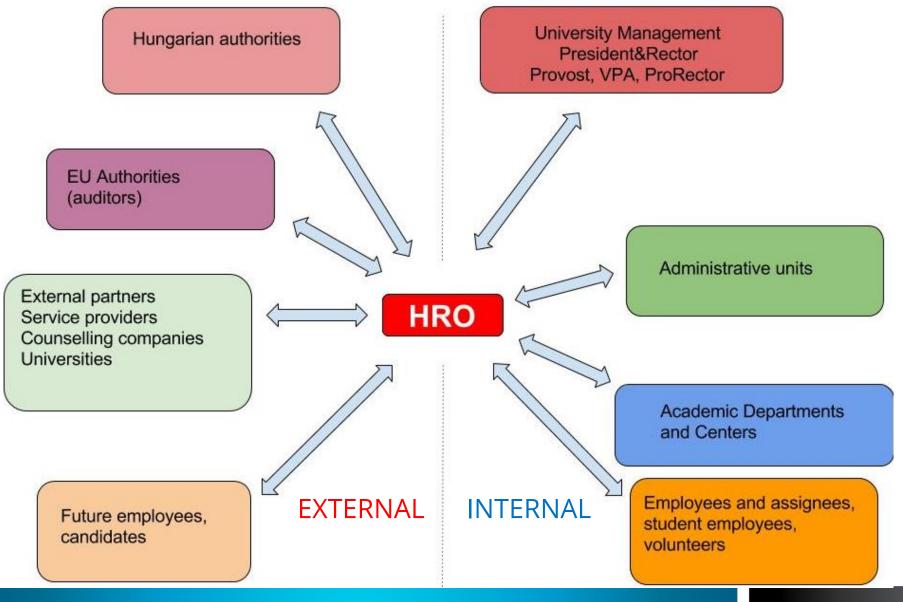
CEU Intercultural festival 2015



HR SUPPORT FOR A DIVERSE COMMUNITY Our mission is simple: We are here to help you. We enjoy doing it.

- promoting diversity by positive and constructive attitude
- recognize and respect others and their individuality
- be sensitive to others
- eliminate stereotypes and generalizations
- providing strong administrative support to foreign employees

HRO STAKEHOLDERS





ORGANIZATIONAL STRUCTURE OF HRO

Director of HRO

Contracting Team

- Co-ordination of administrative duties regarding foreign employees (work permits, residency permits etc.)
- Management of all employment and assignment contracts including faculty, researcher and staff contracts, student employment contracts, volunteer contracts, housing loan contracts, study contracts, contracts related to research projects,
- Participating in administrative interviews
- Advising on internal rules and policies
- providing information on legal issues

HR Team fulfilling specific tasks

- Keeping the HRO website up-to-date
- Coordinating surveys and preparing analysis
- Managing diverse HRO projects
- Organizing HRO events
- Coordinating the organization of the training sessions of the CEU Staff Development Plan
- Administration of recruitment procedures (posting ads, correspondence, organizing interviews etc.)
- Administration of contracts
- Preparation of statistics and lists
- Reporting on employees resulting from Hungarian accreditation

Payroll Team

- Payroll of employees, assignees
- Reporting employees to NAV
- Insurance and tax number application
- Administration of meal vouchers
- Preparation of payslips
- Monthly/yearly personal income tax returns
- Salary accounting and allocation
- Social security management



