

Who can I contact if I need assistance?

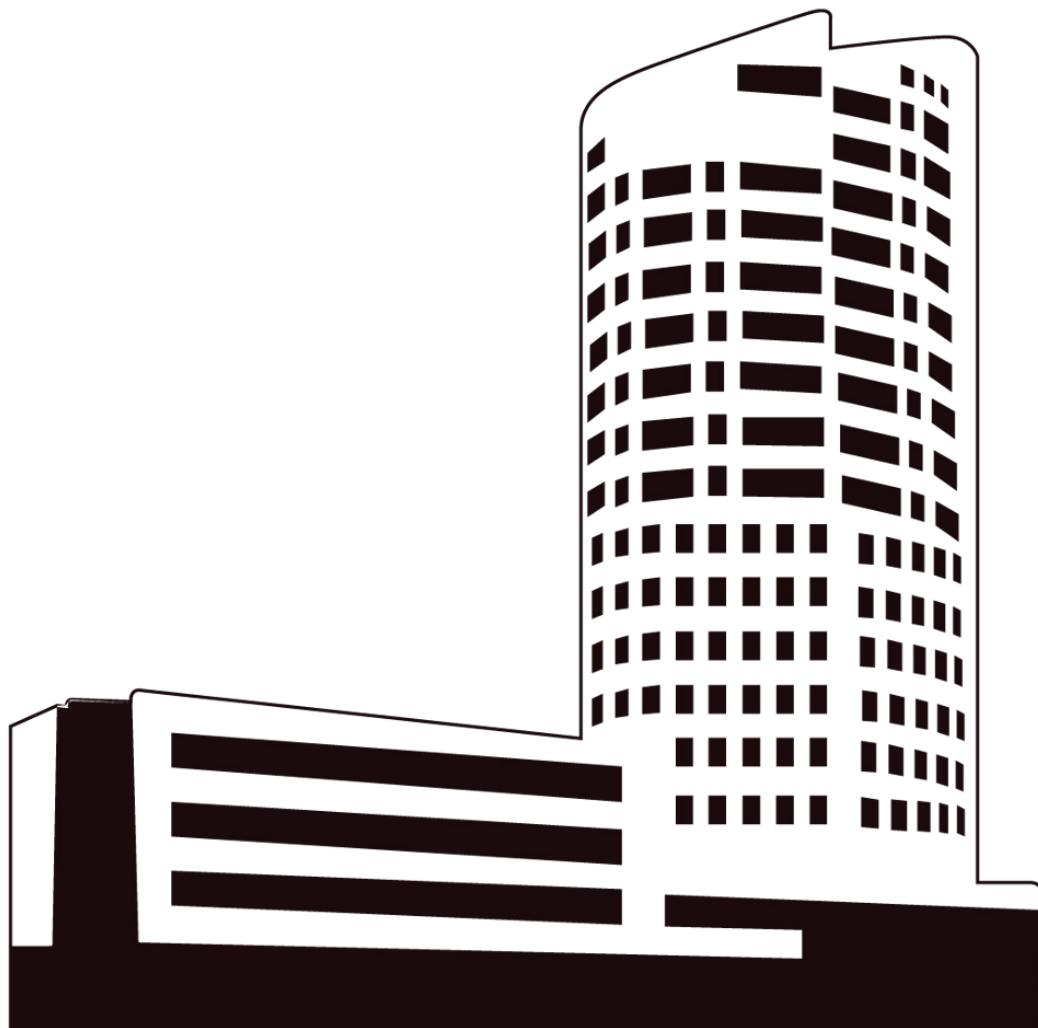
Human Resources Department

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# Moravian

Business College Olomouc

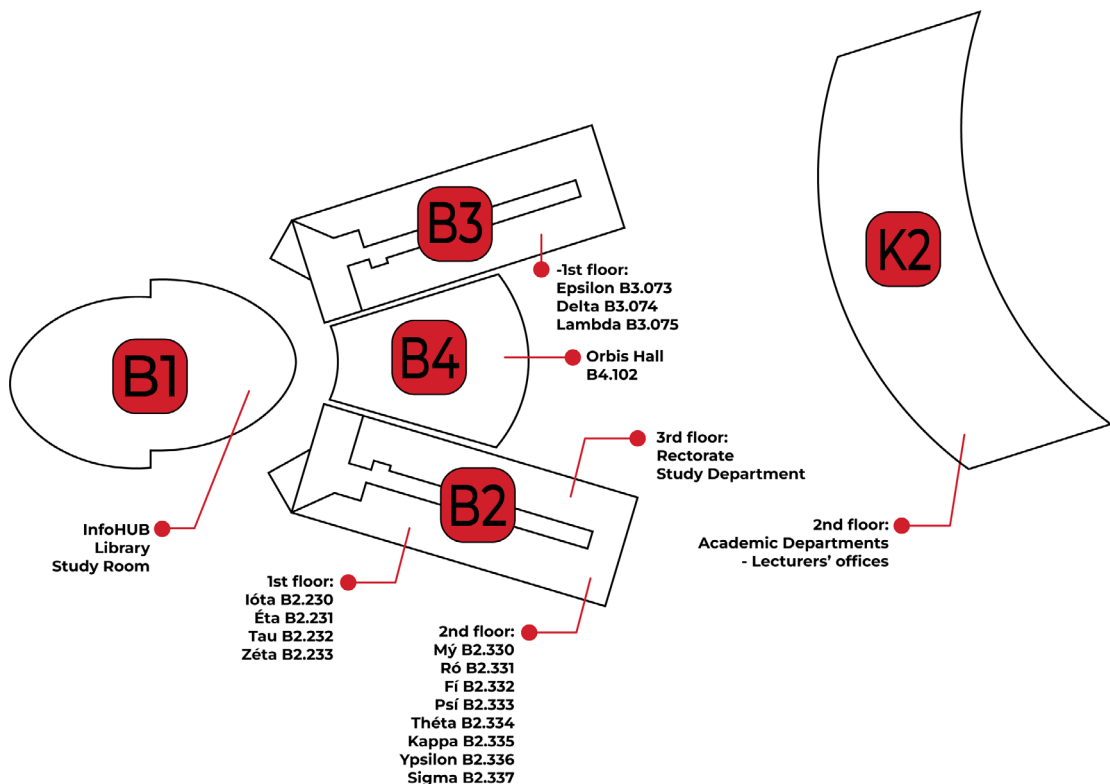


## Welcome Guide for Employees

of Moravian Business College Olomouc

# Campus Orientation

## Where can I find what?



## How do I log in?



Web



E-mail



Wi-Fi

Username: firstname.lastname@mvso.cz  
The password is set during the first login



IS MVŠO

**Login name:** UČO (Your IS MVSO ID)

**Password:** Your login credentials will be provided by the Human Resources Department when your employment begins

## What should I do if...

**I need to visit a doctor:** Please inform your supervisor before leaving the workplace.

**I am ill:** Notify your direct supervisor as soon as possible.

**I am hungry:** Employees receive a meal allowance of 120 CZK for each working day. You can also use: fully equipped staff kitchenettes, the restaurant located in the building and vending machines that are available on campus.

**I need to park:** Underground parking is available according to the BEA Campus price list. Outdoor parking in front of the BEA Campus building is free of charge.

**I am going on holiday:** Record your absence in the MS Outlook calendar and in the Absence Plan in the IS MVSO. Have the printed Holiday Request Form approved by your direct supervisor and attach it to your timesheet of worked hours.

**I am going on a business trip:** Before departure, complete the Travel Order Form and obtain the signature of your direct supervisor. Record travel expenses and submit them together with the Travel Order to the Economic Department.

## Regulations and internal policies

All employees are required to comply with:

- ▶ the Czech Labour Code,
- ▶ Occupational Safety and Health (OSH) regulations,
- ▶ the internal Work Regulations of MVSO

## Where can I find more information?

Additional information is available:

- ▶ on the institutional website: [www.mvso.cz](http://www.mvso.cz)
- ▶ in the shared network drives W and M

