



# HR Presentation to EDIC students

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# As a PhD student at EPFL ...

... you have two dependencies

Academic

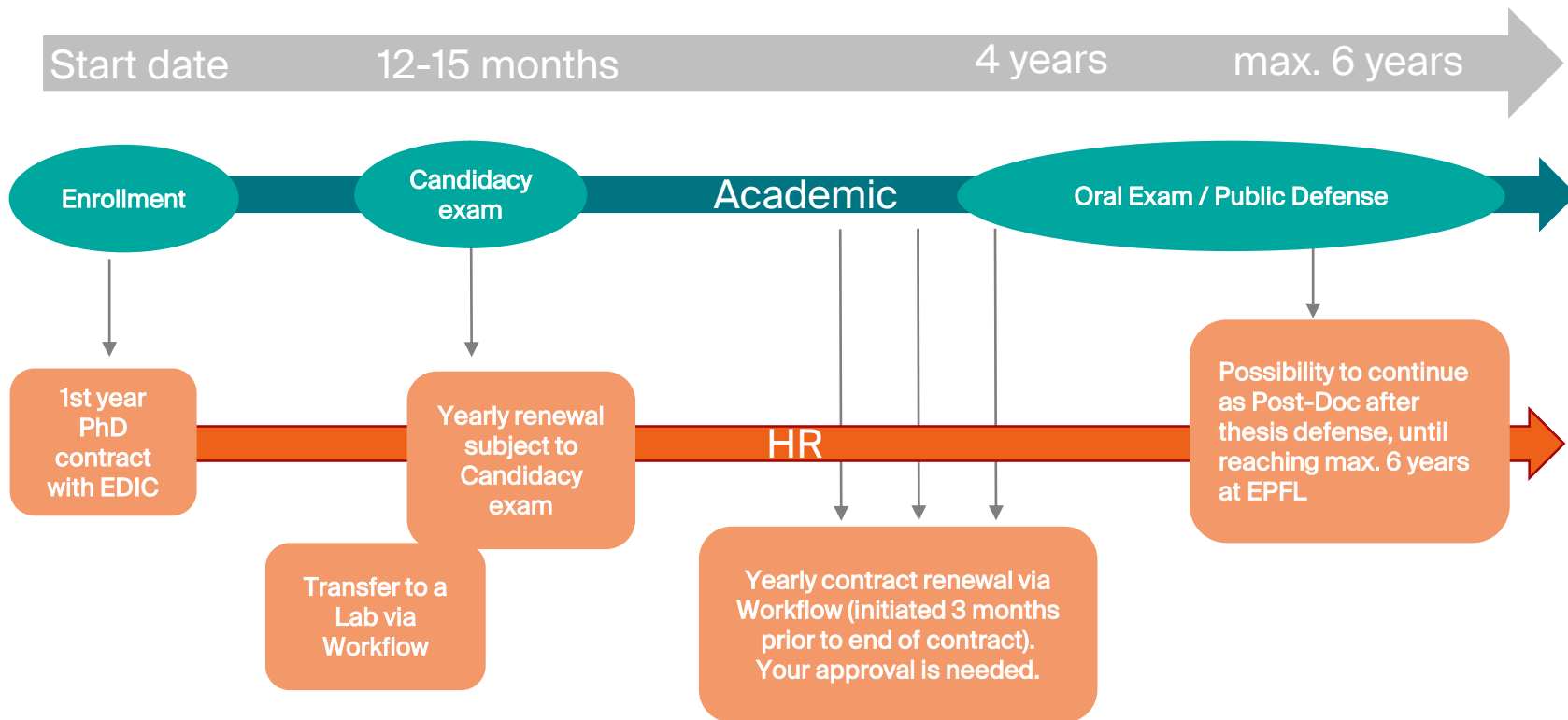


EDIC – doctoral program  
Student at EPFL

Human Resources



Contract of employment  
Employee of EPFL



Self-service portal providing a lot of information and documents to Employees

[Bienvenue](#)[HR Online](#)[Inventaire des biens durables](#)[Notes De Frais](#)[SRM Manager](#)

Mes tâches

Workflows

Paramétrage des mails



Reporting



HR Online

Mes bulletins de paie

Affichage de mes bul...



Confidenti...

Payslips

Mon adresse

Gestion de mon adre...



Address

Mes coordonnées bancaires

Gestion de mes coor...



Bank account

Notification d'allocation familiale

Edition d'une notifica...



Family allowances

Certificats de salaire  
Pour vos impôts



Yearly Salary certificate / Attestations

Chargement Camipro sur Salaire  
A l'inscription à ce se...



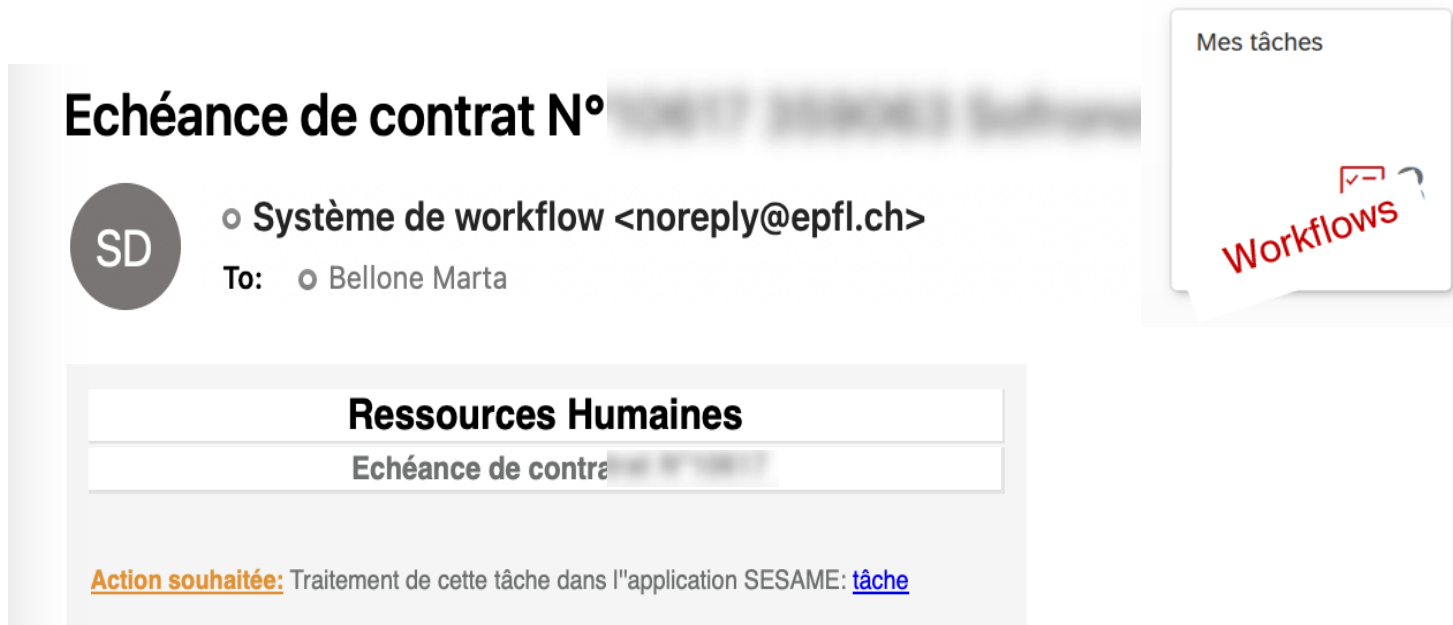
Mes absences V2



Absences

# Contract renewals

- Your PhD contract will be **renewed yearly**, subject to your **thesis progression**.
- It is renewed via an on-line Workflow (WF).



The image shows a screenshot of an email notification and a task card. The email is from 'SD' (Système de workflow) to 'Bellone Marta' with the subject 'Echéance de contrat N° [redacted]'. The email body contains a table with the header 'Ressources Humaines' and a row for 'Echéance de contrat [redacted]'. Below the table, it says 'Action souhaitée: Traitement de cette tâche dans l'application SESAME: [tâche](#)'. To the right of the email is a task card titled 'Mes tâches' with a red 'Workflows' label and a checkmark icon.

**Echéance de contrat N°** [redacted]

**SD** ○ Système de workflow <noreply@epfl.ch>  
To: ○ Bellone Marta

Ressources Humaines
Echéance de contrat [redacted]

**Action souhaitée:** Traitement de cette tâche dans l'application SESAME: [tâche](#)

Mes tâches

**Workflows**

# Contract renewals

- Your **validation of the WF** corresponds to your acceptance of the contract renewal (e-signature).
- A change to your job description or change of lab/unit is also triggered through a WF.
- If you receive a WF, please validate it asap.
- Contract renewal also triggers the **renewal of your work permit** (when applicable)

If you are **not working** => you have to inform your lab of any absence.



**SESAME**



The screenshot shows the EPFL Absences web application. On the left is a sidebar menu with options: 'Tableau de bord', 'Calendriers', 'Soldes', 'Plans de roulement', 'On-Behalf', 'Nouvelle absence', and 'Gestion des heures'. The main area is titled 'Déclarer une absence'. It features a 'Motif' dropdown menu, four buttons for absence types ('Vacances', 'Maladie', 'Congé sans solde', 'Métier'), and a 'Période d'absence' section with a 'Date de début' input field.

Any absences from work have to be registered in the system.

Various reasons / categories for absences :

Holidays, Sickness, Accident, Personal reasons (moving, wedding, etc..)

Find all the information in the guide [Rules and Regulations concerning Working Time Management \(RGT\)](#)

Please contact your Lab or EDIC admin assistant in case of questions.

As you are an **employee** of the Swiss Confederation, you are entitled to 25 days Annual Leave days (=holidays) per full calendar year.

NB: **25 days corresponds to a full year**. If start / leave date occurs during the year, this amount is pro-rated. e.g. contract starts in September =>  $25/12 * 4 = 8.5$  **days this year**

**25 days per year**, to be taken during the calendar year

➡ 2 consecutive weeks once a year.

- 

# Sickness

- Sickness : the state of being ill or unhealthy
- > 3 days of absence, a **medical certificate is required**
- To be **uploaded in the system** (picture - with your smartphone)



**EPFL Campus** 4+

Par PocketCampus

PocketCampus Sarl

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N° 130 en Éducation

★★★★★ 4,9 • 258 notes

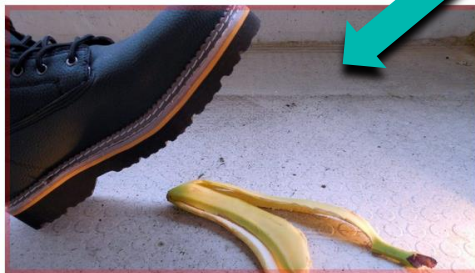
Gratuit

# Occupational and non-occupational accidents SUVA

- Accident : an event not intended by anyone but which has the result of injuring someone
- Occupational and non-occupational accidents are **fully covered** by EPFL through SUVA
- In case of accident, an Accident declaration has to be registered -> on-line on HR website

## SUVA Occupational and Non-occupational Accident Insurance

[Declare an accident \(on-line\)](#)



Declaring an accident



Coverage and benefits

## Benefits overview – 0

Download this document

Benefits overview for EPFL staff with permanent contract

## Working hours and holidays (for full-time staff)

- 41 hours per week (including legally stipulated breaks)
- 5 weeks' annual holiday (6 weeks up to the age of 20 and after the age of 50) **Salary,**

## social security and pension fund

- EPF salary system in accordance with grids and scales
- Cost of living adjustment and recognition of work experience within the framework of EPF salary system
- Professional accident insurance (paid by EPF)
- Non-professional accident insurance (paid by employee)
- Family allowances with EPFL support
- Pension fund : supra-obligatory contribution for saving and risk (if salary > CHF 21,330.00)
- Loyalty bonuses (length of service)

## environment

- Day nurseries on the campus
- UAPE & Polykids School
- Emergency childcare
- Financial support for young families

## Mobility

- Free CFF Half Fare travelcard (employment min. duration)
- Regional travelcards : 1

- [Link to «Benefits document»](#)

Amongst others :

- Free CFF Half-fare travel card, discount for your bus-train-metro tickets
- Access to Training courses, incl. French courses
- EPFL/UNIL Sports Center
- ....

## Training

- Access to Staff Training Service (STP) catalogue for classroom-based training, hybrid and distance-learning courses
- External training courses (professional skills, languages, certification) and tailor-made training courses for Units
- French courses for non-French-speaking partners of EPFL staff members (campus)

## Sports &amp; Culture

- Access to [EPFL/UNIL Sports Centre](#) at preferential rate
- Wide range of on- and off-campus cultural activities for employees, with more than 3500 tickets for theatres, operas, concerts, exhibitions, dance performances, festivals, etc. available to the EPFL community each year

## Various discounts and advantages

- Advantageous mortgage conditions
- Computer hardware and private laptop support
- Discounts in various shops upon presentation of Camipro card
- Use of mobile phone provided for professional reasons for private purposes (with employee's financial participation)

# In case of need ...

## Academic matters

- **EDIC team** -> any question related to the Programme, milestones, any academic issues or questions
- **Your Mentor** -> for any questions or guidance during your thesis
- **Your Thesis Director** -> any academic question or topic related to the Thesis

## Human Resources matters

- **Payroll Specialist** -> any question related to your payslip or payments
- **HR assistant** -> work permit questions, contract renewals, any HR-related question, change of status, etc..
- **HR Generalist or HR Manager** -> any interpersonal issue within your lab, personal issues, advice, etc..

# In case of need ...

## Health matters

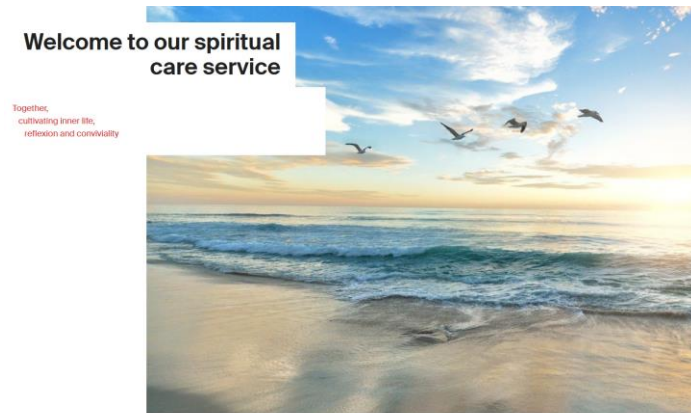
- Point Santé
- -> nurses consultation (free)
- Occupational Health Practitioner
- (Médecin du Travail)

## External Medical Centers



The screenshot shows the website for unisanté, the Centre universitaire de médecine générale et santé publique - Lausanne. The header includes the unisanté logo and the CHUV Centre Médical logo. Below the header, a navigation bar indicates the user is visiting the UNISANTÉ > CENTRE MÉDICAL > MÉDECINE GÉNÉRALE section. The main content area lists various services: Centre médical, COVID-19, Toutes nos consultations, Médecine générale, Consultation de médecine générale, and Mon médecin traitant à Unisanté. A white box is overlaid on the right side of the screenshot, containing the text: Centre médical Arcades EPFL, Pour nous contacter, T: +41 21 614 63 63, and cm-arcadesepl@ehc.vd.ch.

- Social consultation  
@EPFL -> social counsellors (free)
- Self Care – EPFL's support program -> professional coach
- Spiritual Care Service / Aumônerie





[https://www.epfl.ch/about/overview/wp-content/uploads/2019/12/ComplianceGuideEPFL\\_EN.pdf](https://www.epfl.ch/about/overview/wp-content/uploads/2019/12/ComplianceGuideEPFL_EN.pdf)

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## Human Resources



Here you will find all the information and documents you will need at EPFL, from your first day and until your departure.

There are two ways to navigate through this information: browsing based on your EPFL profile or based on the specific needs you have on a daily basis.



**For Staff Members**



**For Line Managers / Unit Administrators**

<https://www.epfl.ch/campus/services/human-resources/en/human-resources/>

## HR Main Topics

To consult this list faster: Ctrl F and insert the key word you are looking for.

### A

[Absences – working time and absence management](#)

[Addresses – changes to be notified](#)

[Ancillary activities](#)

[Annual Interview Objectives setting and Feedback](#)

[Arrival at EPFL](#)

### B

[Bank – Bank/postal account – opening/changes to be notified](#)

[Bank/Public holidays](#)

[Benefits to Employee and retirees](#)

[Birth – changes to be notified](#)

[Bonus – Loyalty/fidelity bonuses](#)

[Bonuses – special bonuses](#)

### C

[CAMIPRO – Access card](#)

Certificates:

- [Medical certificate](#)
- [Salary certificate \(for tax purposes\)](#)
- [Work certificate](#)

[Change \(of funding source, working hours or unit\)](#)

[Change of address to be notified](#)

[Child benefits](#)

[Civilian Service](#)

[Civil status – changes to be announced, change of name, acquisition of the Swiss nationality or C permit](#)

# Your IC-HR team

- **Eliane Gesseney Laeri** : HR Manager IC School



- **Viktor Taleski** : HR Generalist



- **Soumaya Chebbi** : HR Assistant



- **Isaline Wahli** : Payroll Specialist



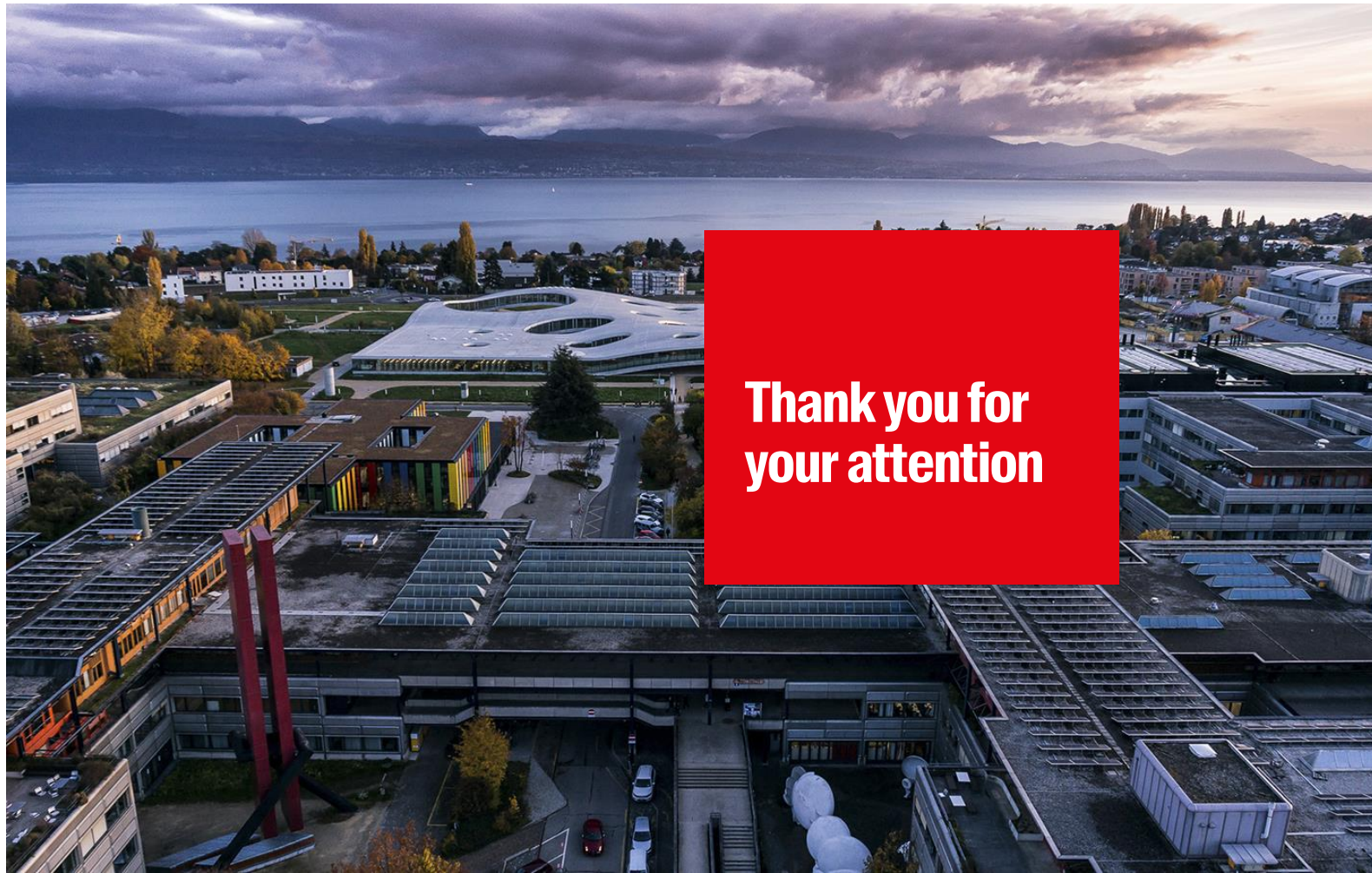
- Social Insurances team :

**Eric Vionnet** : Pension Fund (PUBLICA)

**Anthony Capt** : Family allowances / maternity / paternity leave

**Yvan Hürlimann** : Accident declarations (SUVA)

- LaMAL = compulsory **health insurance**, which is individual and individually financed. Covers hospitalization and health care in case of sickness (*assurance maladie, assurance de base*)
- SUVA = our **accident insurance** company. Covers both occupational and non-occupational accidents in Switzerland and abroad (*accidents professionnels et non-professionnels*)
- AVS = **Retirement insurance**, compulsory in CH (*1er pilier*)
- LPP = **Pension Fund** (which is called PUBLICA) (*2ème pilier*)
- Refund of AVS and LPP contributions when leaving Switzerland, under conditions



**Thank you for  
your attention**