Information

Your employment contract with the University of Konstanz ends on ..............

Please note the following information:

☐ If you will be or might be subsequently unemployed and would like to claim unemployment benefits, you have to immediately contact the Agentur für Arbeit (unemployment agency) in person or via phone to register as seeking employment. Moreover, you have to look for a new job yourself.

☐ We would like to remind you of the information sheet on the Sozialgesetzbuch (SGB) III (Social Security Code) that you have received with your employment documents.

If you have received an Arbeitsbescheinigungsformular (certificate of employment) of the Agentur für Arbeit, please indicate your personnel number (see last salary statement), and send the certificate directly to the Landesamt für Besoldung und Versorgung Baden-Württemberg (LBV) in 70730 Fellbach.

☒ Important:

Please return your front door keys and room keys to our key management office, room B 610, before your employment contract ends.
Please arrange that other things (e.g. office equipment, desk keys, locker keys) are transferred to your successor or are returned to the corresponding offices.

Key management office hours:
Mondays to Thursdays 9 a.m. – 12 a.m., Wednesdays 1 p.m. - 4 p.m.
Closed on Fridays.

☒ If you have moved, please give us your new address. We will then pass it on to the LBV.

☒ We do not forward mail that has been addressed to your university address, but return it to the sender.

☒ Please give back your Mitarbeiterausweis (employee ID card) in room V 819 (9 a.m. – 12 a.m.).
Please return your parking card to Ms Mack at the Student Service Centre (SSZ), level 4, no later than one week after the termination of your employment contract. If you fail to do so, you will be charged € 30.00. This also applies in case of loss, or wilful or grossly negligent destruction of the card.

Office hours: Mondays and Wednesdays, 11:30 a.m. - 12:15 p.m.

Please take along all your personal belongings. Objects you leave behind will be disposed off, at your expenses if applicable.

Please return all university books to KIM (previously Bibliothek (library)). Please return the reference material from your Hand- and Bereichsapparate (reference book collections) and pay any overdue fines. If you live in Konstanz and surroundings, you can get a library card for external users after you have returned your employee card.

If you had access authorisation to QIS-FSV (QISFSV-3T), please write an informal email to: wolfgang.hofmann@uni-konstanz.de and inform him about your departure.

Please pay outstanding phone bills and de-register your phone (Mr Küderle, Telefonsachbearbeitung (phone processing), ext. -2334).

Would you like an employment reference? Please be sure to request the reference within 6 months after your employment ends, as otherwise your entitlement will expire. Your former supervisor is responsible for issuing the reference.

Please ensure that you have taken any vacation you are entitled to before the end of employment. Basically, there will be no compensation for any vacation you did not take despite this request.

Do you have questions about the compulsory pension fund (for public employees) with the Zusatzversorgung des Bundes und der Länder (VBL)? Please contact our tax and social insurance service in the Human Resources Division: Ms Carmen Vajda, extension 5025, room V 835.

Under certain exceptional circumstances (e.g. to finish a doctoral thesis) you may be allowed to keep using university institutions or services privately. In such cases, please directly contact the corresponding offices yourself (KIM, key management and phone processing).

Please contact us (phone number see above) should you have any additional questions.

We wish you all the best for your future.

Your Division of Human Resources