



### Interview: As of January, retrieve salary statements via Employee Self Service

From the end of January 2023, HU employees will be able to view and retrieve their salary statements digitally via a new service portal, Employee Self Service - ESS for short. Civil servants will even be able to do this with their December payroll already. Behind this is a challenging change process and the conversion to SAP payroll. As a consequence, employees will also be able to maintain a lot of personal data via ESS within the HU network or via a VPN connection in a web browser and retrieve various certificates. Pay slips by mail will be discontinued. In this interview, Dr. Uwe Eichner, Head of Human Resources Services in the Budget and Personnel Department, reports on the work behind the introduction of SAP Payroll, as well as on data protection and support for ESS.

[Access the interview with Eichner](#)

[More Information about ESS](#)

## Administration & Service

### Energy saving: HU closes buildings over Christmas to January 1, 2023

In the interest of energy conservation, Humboldt-Universität will close its buildings from December 24 to January 1, 2023. Excluded are laboratory buildings, buildings with experimental long-term and live experiments, and the premises required by the Technical Department, the Budget and Personnel Department, and for the SAP implementation and IT support of the Computer and Media Service. Employees who do not have recreational leave between Christmas and New Year's Day or who are unable to draw on time credits are asked to take advantage of the stipulations of the service agreement on mobile working.

[Learn more about saving energy.](#)

### Intranet: Automatic translations with DeepL

Since the beginning of December, employees have been able to have content on the intranet translated into one of nine languages at the click of a mouse. The automatic translations are carried out with the help of DeepL and not only serve the readers, but also relieve the colleagues from the university administration: They can now refer to the intranet to provide information to non-native speakers of German without additional effort. Currently, automatic translation works for bulletin board entries, blog posts, comments, and texts placed in wikis or content apps using the rich text editor. Users get the translation offer as soon as they specify a language other than German in their personal settings.

[Watch video tutorial](#)

### Committee elections in January: election proposals for AS/Council have been determined

On January 10, 2023, Humboldt-Universität will hold committee elections, including the election for the Academic Senate/Council. The election proposals for the AS/Council election have been determined and can be viewed. Absentee ballots can still be requested until 3 p.m. on December 14 from the respective local election committee in writing or by e-mail via the personal e-mail account assigned by the university.

[View election proposals](#)

### Professional Development: The annual program for 2023 is here

With the new annual program of professional development, HU offers its employees further opportunities for professional and interdisciplinary training. The program is wide-ranging: The university's climate initiative is addressed, as are agreements on mobile working or preparation for annual reviews. A variety of course topics take place on diversity-sensitive equality work. Through the cooperation with the Berlin Leadership Academy, new qualification opportunities will be available in the future not only to managers and professors, but also to all employees of the university, which will be offered in the university-wide network of the Berlin University Alliance.

[View the entire continuing education program 2023](#)

### Customs Affairs: Marion Böttger is the Central Customs Officer

Marion Böttger was appointed HU Central Customs Officer in September by the then Vice President for Budget, Dr. Kronthaler. The long-time head of the Postal Service is now also the contact person for all exports and imports of goods from third countries. In this context, the "Organizational Instructions on Customs Declarations for Imports and Exports from/to Third Countries" must be observed. Marion Böttger can be reached by telephone, 030 2093 2356, or by e-mail, [zollbeauftragte@hu-berlin.de](mailto:zollbeauftragte@hu-berlin.de).

[View information on the procedure in customs matters](#)

### Advent calendar: Christoph Marksches reads Loriot

Until December 23, employees can open a door in the digital Advent calendar on the intranet. Delicious recipes from colleagues, simple mindfulness exercises against stress from the University Health Management, Christmas music from the Humboldt University cosmos and the poem Advent by Loriot read by Christoph Marksches can be found there, among other things. One can be curious about further surprises.

[Click here for the Advent calendar](#)

[Listen to the poem Advent \(Loriot\)](#)

[Do mindfulness exercises](#)

### Until December 20: HU New Year's cards 2023 via print on demand

Print orders for New Year's mail are being accepted through Dec. 20. Together with the in-house print shop, the Communications, Marketing and Event Management Department offers printing of New Year's cards for all HU institutions: simply select, order, pick up and send.

[Select motif and place order](#)

### Successful: HU again certified as a family-friendly university

Humboldt-Universität has again been successfully certified as a family-friendly university. It is entering its fifth auditing phase with a new action program that provides the framework for the compatibility strategy until 2025 and was developed as a result of a dialog event with numerous stakeholders of the HU in September 2022. One focus is on the topic of networking - locally, internationally and digitally. Among other things, it is about dovetailing the cross-cutting issues of compatibility, health and diversity, promoting family-friendly mobility and family-friendly working, and using the opportunities of digitization for family-friendly study conditions.

[More information on the family-friendly university audit and the action program](#)

### cappella academica: Christmas concert on December 18

On December 18 at 4 p.m., a Christmas concert by cappella academica will take place at Christophorus Church in Berlin-Friedrichshagen, Bölschestra. 27-30. The program includes works by Paul Taffanel and Antonio Vivaldi.

[Go to program and ticket reservation](#)

[Go to the music tasting](#)

## Research & Teaching

### #4GenderStudies: Watch video films on the YouTube channel

Gender studies are concerned with the role of gender in all cultural and social spheres. You can find out exactly what that means starting December 12 on the occasion of the nationwide Science Week of Gender Studies. Until December 17, staff members of the Center for Transdisciplinary Gender Studies (ZtG) at HU will each present their work in a short video on HU's YouTube channel. In addition to the video series, events will take place in face-to-face, online, or hybrid formats.

[Learn more about the #4GenderStudies science week](#)

### Apply by January 31: HU Open Access Prize

With the Humboldt-Universität Open Access Award 2022, the University Library honors outstanding achievements in the field of Open Access, the free access to research results. Individual researchers as well as project or research groups can apply for the award. The total prize money is 5,000 euros. The call for applications runs until January 31, 2023.

[Learn more about the application](#)

### Listen to the discussion: Solidarity with university staff in Iran

On November 30, HU was one of 200 universities worldwide to support the international day of action "Campus Rally for Iran." In this course of action, HU declared its solidarity with Iranian citizens - in particular with members of Iranian universities who stand up for human rights and freedom, explicitly also for women, and the preservation of their academic freedoms. On the day of action, a discussion on the topic of "Academic Freedom" took place in a Twitter Space, which can be listened to.

[Access the recorded discussion](#)

## Berlin University Alliance

### Retreat for doctoral students: Getting off to a good start with your doctorate

The Graduate Studies Support of the Berlin University Alliance cordially invites all those who are starting their doctoral studies in Berlin to a two-day, free retreat: doctoral students will learn techniques in small workshops that will help them to start their doctoral studies well prepared. They will also have the opportunity to exchange ideas and network with other doctoral candidates from BUA's female partners. The retreat will be held March 13-15, 2023, at Hotel & Spa Sommerfeld.

[Register for the retreat](#)

## humboldt gemeinsam

### If you have questions: Use SAP consultation hours

Colleagues who have questions about working with SAP software can contact Sven Hellweg and Kai-Thoralf Fischer from the humboldt gemeinsam programme during the weekly SAP consultation hours. The two experts regularly answer questions about working with SAP. The consultation hours are open to all employees of the HU without prior registration.

[View all information in the workspace „SAP: Help and Documentation“](#)

## Personalia

### Awarded: Schader Prize 2023 for Steffen Mau

Macrosociologist Steffen Mau will be awarded the Schader Prize 2023. His "insights that have repeatedly provided important impulses for urgent sociopolitical debates" will be honored. Mau's research includes the topics of social inequality, transnationalization, European integration and migration. Last year, he was awarded the Leibniz Prize. With publications such as "Lütten Klein" and "Sorting Machines. Reinventing the Border in the 21st Century," he is known to a wider public.

### Selected: Circle U. Prize for Robert Arlinghaus

Robert Arlinghaus has been awarded the Circle U. Prize for inter- and transdisciplinary research. The professor of integrative fisheries management received the award for his long-standing commitment to sustainable fisheries research, which always involves key stakeholders from research, practice and policy. His project "Sustainable Fisheries" is an example of how knowledge transfer to society can succeed in order to manage water bodies sustainably.

### Deceased: Bernd Stutzke

Many knew him from the furniture warehouse at Invalidenstrasse 110, where Bernd Stutzke worked and helped one select office furniture in good condition. He also worked as a driver. Stutzke passed away in November at the age of 65. The Technical Department remembers a dedicated, reliable and very helpful employee and colleague.

## New Official Bulletins

Current issues of the official bulletins can be found [here](#).



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Photo: Matthias Heyde

Humboldt-Universität zu Berlin  
Unter den Eichen 6  
10099 Berlin  
Deutschland

E-Mail: [interne-kommunikation@hu-berlin.de](mailto:interne-kommunikation@hu-berlin.de)

[www.hu-berlin.de](http://www.hu-berlin.de)