



ROSTER
Overview of activities provided by the Dean's Office of FSci

This document contains a brief overview of the activities carried out within the relevant departments and sections of the Dean's Office of the Faculty of Science, including the persons responsible for their processing.

Documentation/activities	Responsible person	Representation in absentia
APPROVAL OF FINANCIAL RESOURCES		
Role of the Budget Manager - dept. and workplaces within the Dean's Office, projects, especially European projects, additional activities	Macková	Příbylová
Role of Budget Manager - departments, other projects	Příbylová	Macková
Basis for surcharging of costs	Macková/Příbylová (according to funding source)	Příbylová/Macková
Proposal and order for payment of remuneration	Macková/Příbylová (according to funding source)	Příbylová/Macková
Monitoring of/consultation on specific types of contracts (atypical unnamed contracts, etc.)	Macková	Příbylová
Consignment orders	Příbylová/Macková (according to funding source)	Macková/Příbylová
FILING ROOM		
Receipt/dispatching of consignments	Kremličková	Sýkorová
Provision of internal mail within FSci, from the Rector's Office to other parts of USB	Kremličková	Sýkorová
Publication of orders over 50 thousand CZK without VAT to the register of contracts	Kremličková	Sýkorová
Monitoring and registration of unnamed contracts (contract with lecturer/opponent)	Kremličková	Hončíková
ORGANISATIONAL ACTIVITIES		
Ensuring the signature of documentation by the Dean	Sýkorová	Kremličková
Provision of building/room access cards	Sýkorová	Kremličková
Registration of PPE (personal protective equipment)	Sýkorová	



Arranging the establishment of certified e-signatures	Sýkorová	
Establishment/cancellation of T-Mobile services	Sýkorová	
INSURANCE		
Providing travel insurance	Sýkorová	Příbylová
Student internships - securing contracts and liability insurance	Sýkorová	Hončíková
INFORMATION ON USE		
Overview of the use of project salary funds	Rokůsková	Macková/Příbylová (according to funding source)
Overview of the use of other wage appropriations	Macková/Příbylová (according to funding source)	Příbylová/Macková
Overview of the implementation of costs/budgets	Macková/Příbylová (according to funding source)	Příbylová/Macková
COST ACCOUNTING		
Cash purchase accounting	Hončíková	Příbylová/Macková (according to funding source)
Securing customs clearance of consignments from 3rd countries	Hončíková	Brůžková
Payments by faculty card	Hončíková (payment authorization Příbylová)	Brůžková (payment authorisation Příbylová)
PROCUREMENT		
Public procurement, DNS (dynamic purchase system) methodological assistance	Brůžková	
Handling consignment claims	Brůžková	
Ensuring the procurement of denatured alcohol	Brůžková	
TRAVEL		
Travel orders, reports - consultation	servicedesk@jcu.cz /Pelechová (Rector's Office)	Příbylová/Hončíková
Travel reports - submission of original documents	FSci filing room/FSci mailbox	Příbylová/Hončíková
PROPERTY		
Consultation, classification, decommissioning, transfer	Skalková	Příbylová
PROJECTS		
Registration of all faculty projects prior to	Rokůsková	



submission according to Provision D114		
Administration of internal grant competitions (GAJU, SGA)	Vančurová	
Administration of projects - GAČR, IE, OPSEC, AZV, NAZV, etc.	Rokůsková	Příbylová
Administration of other projects - preparation of project applications, methodological assistance, subsequent administration, implementation and resolution of any changes	Project Department	
SCIENCE-RELATED ACTIVITIES		
Habilitation and appointment procedures, scientific councils	Vančurová	
Faculty support for publication costs	Vančurová	
Securing and arranging the USB Rector's Award, etc.	Vančurová	
OTHER EDUCATION		
Events for schools and teachers, LLP and courses	Gardianová	Kalová
DVPP=further education for teaching staff (for improving teacher qualifications)	Bernardová	Kalová
Teaching practice	Kneifl	Kalová
Accreditation and related matters	Slábová	Kutá Smatanová
Erasmus	Okosy	
PERSONNEL MATTERS		
Recruitment of candidates	Burdová/Baštářová	Baštářová/Burdová
Entry, exit of the employee, adaptation process, payroll, hours and possible changes, related documentation	osobni@prf.jcu.cz	osobni@prf.jcu.cz /Baštářová
Foreign workers - long-term stays	Burdová	Baštářová
Foreign workers - short-term stays	Okosy	
Agreements on work performance (DPP), agreements on work activity (DPČ)	Wágnerová	Kácová/ osobni@prf.jcu.cz
SCHOLARSHIPS		
Ensuring payment of scholarships	Voldřichová/Studijní oddělení	



PUBLICITY		
Publication of information on the FSci USB social network	Nohavová	Tláškal
Publication of information/file on the FSci USB website	Kincl	Tláškal/Nohavová
Promotional items, business cards	Tláškal/Nohavová	Nohavová/Tláškal
Providing promotion within an event, if not provided by the department/workplace itself	Tláškal/Nohavová	Nohavová/Tláškal
Lectures and excursions for secondary schools	Nohavová	Tláškal
Promotional events for schools/public (open days, Earth Day, June Day at FSci, Scientists' Night)	Nohavová	Tláškal
MAINTENANCE		
Minor repairs, maintenance of existing assets	https://www.prf.jcu.cz/cz/fakulta/ostatni-pracoviste/udrzba	
Removals (small scale)	https://www.prf.jcu.cz/cz/fakulta/ostatni-pracoviste/udrzba	
Large-scale removals (whole rooms)	Šamata	Zich, Randl
Building reconstruction, rebuilding	Šamata	Zich, Randl
Technical issues in the organization of conferences, poster rental,	Šamata	Zich, Randl
AUTOMOBILE TRANSPORT		
Questions about automobile transport	Zich	Šamata
Hire of faculty vehicles	Zich	
IT SERVICES		
Providing documentation for DNS on PC equipment	Jiří Cehák	Milan Vysocký
Long-term software license management	Jiří Cehák	Jakub Zimmer
IT technical and consultancy assistance	Milan Vysocký	Jiří Cehák, Jakub Zimmer
Connection to the Internet and internal USB systems	Jakub Zimmer	Jiří Cehák
VPN Internet and phone socket activation, VPN settings	Milan Vysocký	Jiří Cehák, Jakub Zimmer
Administration of lecture halls and computer rooms	Milan Vysocký	Jiří Cehák, Jakub Zimmer



Managing mailing lists	Jakub Zimmer	Jiří Cehák
Managing data storage - shared drives	Jakub Zimmer	Jiří Cehák
Managing user accounts	Jakub Zimmer	Jiří Cehák
Setting internal e-signature	The entire IT department	
Office 365	The entire IT department	

For activities not listed above or if you have questions or need more detailed information, the heads of the relevant departments or sections are available. All documents can be delivered in a secured form (envelope, etc.) to the Faculty of Science mailroom or the Dean's Secretariat, from where they will be forwarded to their destinations.

This document takes effect on 05.09.2024.

Elaborated by:
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