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Englisch für Angestellte der Hochschulverwaltung

**Selbstlernmaterialien
und Glossare**

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2. English for Human Resources

Reading

What is "University Human Resources"?¹

It is one of many departmental names for human resources/personnel at higher education institutions (HEI). What these organisational divisions share is the mission statement "to recruit, develop, and retain a diverse workforce of the highest caliber".²

The UK Campus of the University of Nottingham's vision is "[t]o:

- Enable and drive the delivery of the University plan through people.
- Attract and develop a highly talented and motivated international workforce.
- Create a culture in which our people thrive".³

¹ University of Illinois' HR homepage: www.hr.uillinois.edu. (accessed November 2017)

² Ibid. See also another Illinois university, Northwestern: "recruitment, development and retention of talent..." (www.northwestern.edu/hr/)

³ www.nottingham.ac.uk/hr/aboutus/hr-vision-and-values.aspx (accessed November 2017)

As with other central university divisions, HR divisions have values, ethics, visions, policies. Some HRs are responsible for student jobs, others aren't. But, in addition to being the contact for sick leave, insurances, university internships, payment issues, other leaves, and retirement procedures, a university's HR is almost always the first contact for recruitment and "new hires".

Thus, an office of human resources, by any other name, is frequently the initial "ambassador" of an HEI (excepting, of course, for the institution's research and education reputation).

Task

The more internationalised German universities become, the more challenges await HR divisions.

When you are preparing interviews with potential foreign staff, do you ever wonder why they ask you what they ask? Many may have access to forums that discuss various forms of the application, interview and negotiation processes at various universities in various countries.

Most recently, the forum discussions on *The Chronicle of Higher Education* included university requests for videos of an applicant's class, what kinds of questions an applicant can/should ask before the interview, or

interview dress codes, especially for women. Discussions concerned colleges/universities in the United States of America but also non-American universities. Participants included expatriates, retired professors, adjuncts, and young academic staff.⁴

Compare this information to that on your website concerning staff applications.

Listening

University Human Resources at the University of Illinois has made a "Recruiting Tools and Techniques eBook" available. The entire eBook gives an idea of hiring procedures in the USA, and the "Mock Interview"⁵ offers you an opportunity to compare this part of the procedure. You can download the interview and use it at your leisure.

⁴ <http://chronicle.com/forums> (accessed November 2017)

⁵ It is easy to google "Recruiting Tools and Techniques eBook", or go to <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5921>. (accessed November 2017).



Exercises

1. ●○○ Match the German expressions to the English ones.

- | | |
|---|--|
| a. Persönliche Angaben | 1. Education and previous experience |
| b. Angaben zu den Kindern und Familienstand | 2. Additional employment or activities |
| c. Ausbildung und bisherige Tätigkeiten | 3. Health insurance information |
| d. Gesundheit | 4. Pension insurance information |
| e. Vorstrafen | 5. Personal details /information |
| f. Aktenzeichen | 6. Previous convictions |
| g. Nebentätigkeiten | 7. Tax information |



- | | |
|------------------------------------|--|
| h. Angaben zur Krankenversicherung | 8. Information regarding children and marital status |
| i. Angaben zur Rentenversicherung | 9. (file) reference number |
| j. Steuermerkmale | 10. Health |

(⇒p.41)

Did you know that different countries have different rules for curriculum vitae?

The Chronicle of Higher Education offers advice on CVs. In 2013, ProfHacker wrote about "Best CV Formats",⁶ and a "CV Doctor" describes some German and US American differences.⁷ Also check the recommendations from the Deutscher Hochschulverband.⁸

⁶ www.chronicle.com/blogs/profhacker/-open-thread-Wednesday-best-cv-formats/52021 (accessed November 2017)

⁷ <https://www.chronicle.com/article/The-CV-Doctor>Returns-2010/124492> (accessed November 2017)

⁸ <http://www.hochschulverband.de/cms1/> (accessed November 2017)

2. ●○○ Choose the correct verb from the box to complete the sentences.

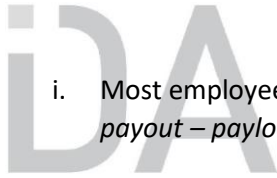
area – education – employment –
experience – expertise – level

- a. Please provide details on your school _____ and university studies.
- b. Which particular _____ did you specialise in?
- c. Please detail what sort of _____ you have acquired.
- d. To which _____ have you acquired this knowledge?
- e. Please specify any previous work _____.
- f. Has any _____ with a German federal state previously existed?

(⇒p.41)

3. A. ●○○ Circle the correct word in italics.

- a. The compensation is *pay – payable – paying* in instalments.
- b. We would like to give you some information about *payoff – pay-slip – sick-pay* and describe the full range of benefits which the University offers its employees.
- c. We have invested in new office equipment and are now seeing the *payoff – payment – payslip* as we all work more efficiently.
- d. If you don't use your mobile phone so much, it may be worth thinking about a *pay-as-you-earn – pay-as-you-go – pay-as-you-phone* contract.
- e. We would like to inform you that you will receive an insurance *payout – pay-claim – paystub* in the next couple of days.
- f. There will be a penalty for late *paydown – payment – payslip* of insurance contributions.
- g. In the UK you can get £87.55 statutory *payment – payola – sick-pay* per week if you're too ill to work.
- h. This so-called SSP is *payee – paid – paying* by your employer for up to 28 weeks.



- i. Most employees' tax is deducted directly from their *payout – payroll – pay* at the end of each month.
- j. This method of tax collection is called '*pay-as-you-earn – pay-after-you-earn – pay-all-your-earnings*', or more commonly 'PAYE'.
- k. The tax you *pay out – pay in – pay* may be described as your individual contribution to the Government spending on all of the benefits we enjoy.
- l. The general rule is: the more you earn, the more you *paying – pay in – pay*.
- m. If you work in more than one location, your *pay – payment – payslip* will automatically be sent to the location of your first position unless the Pay and Benefits Office is informed otherwise.
- n. *Payout – Pay day – Payee* is normally the 28th or the 29th of each calendar month unless this day falls on a public holiday.

(⇒p.41)



B. ●○○ Match the following expressions with their German translations.

- | | |
|--------------------|-----------------------|
| a. payable | 1. Auszahlung |
| b. sick-pay | 2. Erfolg |
| c. payoff | 3. Gehaltsabrechnung |
| d. payment | 4. Krankengeld |
| e. payout | 5. Lohn/Gehalt/Bezüge |
| f. pay-as-you-earn | 6. Lohnsteuerabzug |
| g. payslip | 7. zahlbar |
| h. pay | 8. Zahlung |

(⇒p.42)



4. A. ●○○ Match the following German expressions with their English translations.

- | | |
|---------------------------------|------------------|
| a. Bezüge, Verdienst, Vergütung | 1. allowance |
| b. Bußgeld | 2. debt |
| c. Einkommen, Einkünfte | 3. fee |
| d. Erstattung, Rückzahlung | 4. fine |
| e. Freibetrag/Zuschuss | 5. payment |
| f. Gebühr/Honorar | 6. income |
| g. Gehalt | 7. profit |
| h. Gewinn | 8. remuneration |
| i. Schulden | 9. reimbursement |
| j. Zahlung | 10. salary |

(⇒p.42)



B. ●●○ Match the expressions from A with their definitions.

- | | |
|--------------|---|
| a. allowance | 1. a formal word for the amount of money that you are paid for the work you have done |
| b. debt | 2. an amount of money that you pay for professional advice, a service, or to join an organisation |
| c. fee | 3. the money that you make in business or by selling things, especially after paying the costs involved |
| d. fine | 4. money that employees receive for doing their job, especially professional employees or people working in an office, usually paid every month |
| e. payment | 5. money that you owe to somebody |



- f. income 6. the act of paying, or the sum of money that is paid or expected to be paid
- g. profit 7. the act of paying back money to you which you have spent on a specific purpose
- h. remuneration 8. a sum of money that must be paid as punishment for breaking a law or rule
- i. reimbursement 9. an amount of money that you can earn before you start paying tax, or which is given to you regularly or for a specific purpose
- j. salary 10. all the money that you earn from various sources, such as work, investing money, business, etc.

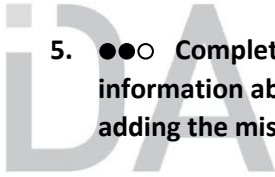
(⇒p.42)



C. ●●○ Now complete the sentences with the expressions from A/B.

- a. Just fill in the travel expenses _____ form to get your money back.
- b. Please list every source of _____. This includes, of course, interest on savings.
- c. Do I get a tax _____ for my children?
- d. He's on an annual _____ of €50,000.
- e. Some universities offer good _____ packages, often including accommodation.
- f. She worked hard to pay off her credit card _____ of €2,000.
- g. I'm afraid your rent _____ cannot be made in cash.
- h. We should be able to sell the house at a _____.
- i. Most universities charge higher _____ to overseas students.
- j. I got a _____ for parking on Prof. Schmidt's private parking space.

(⇒p.42)



5. ●●○ Complete the sentences, which give information about the German tax system, by adding the missing letters.
- If you have a German ___n___o___e source, you are most probably s___b___e___t to German t___ ___ es.
 - Your em___lo___e___ automatically d___du___ ts income tax, which is p___ ___ab___e throughout the year, from your p___ys___ ___p.
 - Income is taxed at a ___a___e progressively i___cr___ ___s___ ___g from 14% to 42%.
 - In addition to this you are o___l___ ___ed to pay the so-called s___l___ ___a___ity s___r___ha___ge of 5.5% thereof.
 - After the end of a fi___ca___ year, you probably have to file a tax r___tu___n to ca___ ___ul___ ___e possible ___n___er- or overpayments.
 - Sometimes it is recommendable to c___s___ ___t a tax a___ ___is___r in this matter.
 - There are many different ___edu___t___ ___ns that may lower your ___a___ ___ble income.



- h. For example, edutns are granted for hirn under 18, for specified insurance peis, or for unvdble extraordinary epns due to illness.
- i. There are further edutns from your ros salary for four different social programmes: etemnt, uemoyent, health insurance or long-term nrsg care.
- j. Normally, ames for these programmes are saed equally by the employer and the employee.
- k. The employer's sae of onrutns is not considered as taxable icm to the employee.

(⇒p.43)



6. ●●○ Match the following expressions with their German translations.

- | | |
|-------------------------------------|------------------------------|
| a. hospital care | 1. Pflegeversicherung |
| b. premium | 2. Gesetzliche Krankenkasse |
| c. professional indemnity insurance | 3. Versicherungsbeitrag |
| d. life insurance | 4. Haftpflichtversicherung |
| e. nursing care insurance | 5. Unfallversicherung |
| f. voluntary insurance | 6. Beitragsrückerstattung |
| g. accident insurance | 7. Pflichtversicherung |
| h. statutory health insurance | 8. ärztliches Attest |
| i. liability insurance | 9. Berufshaftpflicht |
| j. reimbursement of premiums | 10. Lebensversicherung |
| k. compulsory insurance | 11. Krankenhausbehandlung |
| l. doctor's note | 12. freiwillige Versicherung |

(⇒p.44)



7. ●●○ Match the sentence halves with those on the following page

a. What is your marital status? Please ...	
b. If the appropriate supporting documents cannot be enclosed, ...	
c. Please provide your spouse's ...	
d. Do you have children? If not, ...	
e. Do you have children? If yes, ...	
f. Please complete the application ...	
g. Please provide the name and address of ...	
h. Please notify your personnel office of ...	



1. ... a surcharge is to be paid.
2. ... any changes, without being requested to do so.
3. ... form for child benefits.
4. ... include supporting documentation.
5. ... personal details.
6. ... the scheme paying the child benefit.
7. ... they must be submitted immediately afterwards.
8. ... you may be entitled to receive child benefit.

(⇒p.44)

Did you know that other countries have nation-wide associations for HEI HR professionals?

CUPA-HR — the College and University Professional Association for Human Resources — has “more than 23,000 HR professionals and other campus leaders at over 1,900 member organizations”⁹ throughout the United States, representing tertiary education. CUPA-HR also publishes the magazine *The Higher Education Workplace*,¹⁰ and some of the articles can be accessed by non-members.

The UK has Universities Human Resources (UHR), a “key organisation for human resources professionals in higher education”¹¹ with a lot of useful information on their website.

⁹ <http://beta.cupahr.org/about/index.aspx>

¹⁰ <http://beta.cupahr.org/hew/>

¹¹ <http://www.uhr.ac.uk/>



8. ●●○ Complete the sentences using a word related to the word in brackets. Use the correct grammatical form.

- a. Please _____ (usage) block capitals throughout.
- b. I request _____ (reimburse) of the expenses as _____ (specification) above.
- c. The expenses were incurred _____ (necessity) on university business.
- d. If you have a foreign bank account, please _____ (completion) the _____ (attach) form 'Foreign Bank Account Details'.
- e. I _____ (confirmation) that I have personally incurred the _____ (expend) and have not _____ (reclaim) it by any other method.
- f. Please complete all sections of the claim form _____ (accuracy) and _____ (clear).



- g. Make sure the _____ (contain) of your claim _____ (compliance) with the University's Expenses _____ (guide) and Procedures.
- h. For each journey _____ (statement) the purpose, _____ (start), intermediate and end point thereof.
- i. Briefly _____ (explanation) your reasons for _____ (incur) the expenditure.
- j. Other _____ (expensive) claimed: Receipts _____ (support) the amounts claimed must be attached.
- k. To be _____ (return) to Payroll Office _____ (immediacy) upon return from trip.

(⇒p.44)

9. ●●○ Match two words to find the translations for the German terms. The first has been done for you.

Lehrdeputat	e	2
Nachzahlung		
Leistungsbezug		
Nebenabreden		
Rentenanspruch		
Forschungsfreisemester		
Entgeldabrechnung		
Auflösungsvertrag		
Umzugskostenvergütung		
gesetzliche Lohnfortzahlung		

- | | |
|----------------------|----------------|
| a. remuneration | 1. bonus |
| b. research | 2. load |
| c. performance-based | 3. payment |
| d. statutory | 4. statement |
| e. teaching | 5. entitlement |
| f. back | 6. allowance |
| g. verbal | 7. leave |
| h. pension | 8. contract |
| i. relocation | 9. agreements |
| j. annulment | 10. sick pay |

(⇒p.45)



10. ●●○ Tick the correct translation of these German terms.

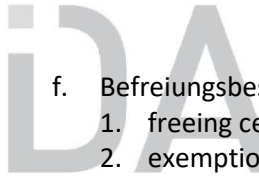
- a. kindergeldberechtigt sein
 - 1. to claim child benefit
 - 2. to be advised to demand child benefit
 - 3. to be entitled to receive child benefit

- b. anerkannte Schwerbehinderung
 - 1. appreciated handicap
 - 2. acknowledged challenge
 - 3. recognised disability

- c. Erwerbsminderung
 - 1. reduction in earning capacity
 - 2. purchase reduction
 - 3. reduced salary capability

- d. berufsständige Versorgungseinrichtung
 - 1. job pension institution
 - 2. professional pension scheme
 - 3. employment retirement office

- e. ein Gutachten einholen
 - 1. to ask for an expert opinion
 - 2. to arrange for an expert meaning
 - 3. to access an expert's certificate



- f. Befreiungsbescheid
 - 1. freeing certificate
 - 2. exemption notification
 - 3. exception certificate

- g. vorbestraft sein
 - 1. to have been to prison
 - 2. to have pre-punishments
 - 3. to have previous convictions

- h. Lohnpfändung
 - 1. salary reduction
 - 2. wage garnishment
 - 3. wage confiscation

- i. Familienstand
 - 1. marital status
 - 2. family standing
 - 3. family status

- j. einzubehaltende Steuern
 - 1. tax withholdings
 - 2. tax remains
 - 3. tax reductions

(⇒p.45)

11. ●●○ Complete the sentences, which deal with claiming travel expenses, with a verb. Watch out for the grammatical form. The German translation and the first letter may help you.

- a. Currently, we do not have the budget to c_____ (abdecken) the costs of your trip.
- b. You may s_____ (aufsparen) your claims and s_____ (vorlegen) them some other time, but no later than three months after your journey.
- c. Your Head of Department always needs to a_____ (genehmigen) your claim.
- d. Note down the rate when you e_____ (umtauschen) euros into pounds.
- e. Please c_____ (kontrollieren) that any claims for expenses m_____ (erfüllen) all the criteria as per the University's Financial Regulations.
- f. Please i_____ (erfassen, einbeziehen) as much information as possible, e.g. where and when you s_____ (beginnen) your trip, or which means of transport you u_____ (benutzen).

- g. Make sure you a_____ (beifügen) all original receipts for any items of expenditure.
- h. Please s_____ (angeben) the departmental cost codes that the claim needs to be c_____ (in Rechnung stellen) to.
- i. You need to c_____ (attestieren) that the expenses you are claiming have clearly i_____ (anfallen) in the performance of your duties.
- j. Current rates and allowances can be f_____ (finden) at the Finance Division website.
- k. Your travel expenses will be r_____ (erstatten) through your monthly payslip.
- l. We are doing our best to e_____ (gewährleisten) that your claim will be p_____ (auszahlen) without delay.

(⇒p.45)



12. ●●○ Complete the missing letters and then match the expressions with their German translation.

a. r__l__cat__n e__en__e__	1. Anrechnungszeit
b. e__pe__t le__e__	2. Beamtenrecht
c. p__f__rm__n__e -b__s__d b__us	3. Berufungsausschuss
d. r__se__r__h a__ig__m__nt	4. Berufungsverfahren
e. co__nt__bl__ s__rv__c__	5. Drittmittel
f. s__l__y gr__d__	6. Einstiegsgehalt
g. ci__i__s__r__ice l__w	7. Erfahrungsstufe
h. te__ch__g l__ad	8. Ernennungsurkunde

i. ap_o_nt_e_t c_m_t_e	9. Forschungsauftrag
j. co_m_n_in_ sa_a_y	10. Lehrdeputat
k. jo_ ad_erti_em_nt	11. Leistungszulage
l. ap_o_nt_e_t pr_c_d_re	12. Rentenanspruch
m. t_i_d-pa_ty f_nd_	13. Sprechstunde
n. p_ns_o_ e_ti_le_e_t	14. Stellenausschreibung
o. c_rtifi_at_on of ap_o_nt_e_t	15. Umzugskosten (-vergütung)
p. o_f_ce h_r	16. Vergütungsgruppe

(⇒p.46)

- 13. ●●○ Choose a word from the box to complete the sentences. There are three more words than you need.**

basis – cooperating – future – healthy – organised –
performing – previous – provide – recognised –
separate – supporting – treated

- a. Are you _____ and capable of
_____ your official duties?
- b. Do you have a _____ disability?
- c. Please include _____ documentation.
- d. Have you ever been _____ as a person with
a disability by a job agency?
- e. Do you have any _____ convictions?
- f. Is it likely that parts of your salary must be paid on
the _____ of a wage garnishment?
- g. Please _____ further details
(_____ page).

(⇒p.46)

Did you know that universities have many different ways of advertising open positions?

The University of New South Wales has dedicated an entire website to its "Jobs@UNSW."¹² This is only one section of the HR site; another site offers information not exclusively related to hiring.¹³

Much of the information is probably available elsewhere on the UNSW website but is repeated with potential applicants in mind: although the mantra "recruit, develop, retain" does not appear, UNSW is nonetheless clear in its intentions to win the best possible staff, to develop it further, and to hold on to it.

German universities have the same intentions. Compare your university's HR pages with UNSW's. Is there anything there that you think might make your university more attractive at first sight?

¹² <https://www.jobs.unsw.edu.au/> (accessed November 2017)

¹³ <https://www.hr.unsw.edu.au/> (accessed November 2017)

- 14. ●●○ A new professor from the UK, Martin Davis, is about to be hired by Bonn University. Look at the concluding conversation of the appointment negotiation and put the dialogue into the correct order.**

- 1 So, Martin, sounds like we're agreed on your new position here at Bonn University.
- Well, not exactly, but we have a dual career centre who can assist her in applying for positions.
- Doesn't sound like too much teaching. Will I have my own office with all relevant equipment?
- Yes. It's an excellent offer, and Bonn seems to be a very nice city.
- Oh, I hope you're not thinking of leaving again!
- Yes, of course. However, we can only reimburse a maximum of € 2,000.
- Excellent. Oh, and one final question. When can I take my first sabbatical?
- Well, your teaching load is currently six hours per week, whereas you are expected to hold office hours during the non-lecture period.



- It is indeed. So, do you still have any questions?
- OK. I guess that way you get to know each other better. By the way, will you cover my moving expenses?
- Yes, there is. We can help you get a place for him.
- That's fine. Oh, and can you actually offer my wife a position through your spousal hiring plans?
- Like everyone, you will have to share an office with two or three colleagues. But you should have your own PC.
- All right, that should be OK for her. But is there a university day-care facility for our little son?
- Yes, actually. How many contact hours do I have per week in the semester and in the term breaks?

(⇒p.47)



15. ●●● Put the words and phrases into the correct order to make sentences.

- a. concerning outside are rules
 very strict employment there
- b. any documents as a detailed research
 concerning past academic plan to discuss
 positions and research provide as well
 you should your salary group
- c. locating funding for our research assist you
in to offer you including staffing research
support, division can
- d. take a committee and the departmental
 sabbatical you can decide together
 if and when the dean
- e. a civil plan depends of your retirement
 servant or not to be the structure
 on whether you opt
- f. you will benefit of sharing a colleague
 and experience the advantage is that
 from their help an office with

(⇒p.48)



16. ●●● Circle the appropriate translations. There is always more than one answer possible.

- a. Auflösungsvertrag
 - 1. annulment contract
 - 2. finishing contract
 - 3. cancellation contract
 - 4. dissolution contract

- b. Besoldungsgruppe
 - 1. pay level
 - 2. pay group
 - 3. salary group
 - 4. pay grade

- c. Drittmittel
 - 1. third funds
 - 2. external funds
 - 3. third-party funds
 - 4. exceptional funds

- d. Grundgehalt
 - 1. base salary
 - 2. basic salary
 - 3. basis salary
 - 4. ground salary

- DA
- e. kündigen (das Arbeitsverhältnis)
 - 1. to stop the contract
 - 2. to terminate the contract
 - 3. to give notice
 - 4. to resign

 - f. Nebentätigkeit
 - 1. additional employment
 - 2. ancillary employment
 - 3. job on the side
 - 4. subservient employment

 - g. polizeiliches Führungszeugnis
 - 1. good manner certificate
 - 2. police crime record
 - 3. police clearance certificate
 - 4. certificate of good conduct

 - h. Überstunden machen
 - 1. to do overtime
 - 2. to make overtime
 - 3. to work overtime
 - 4. to work long hours

(⇒p.48)

Did you know that you can access free materials from other countries on mentoring academic staff?

Again, an example from *The Chronicle of Higher Education*, a publication that offers free access to a number of its articles and services: "The Quick and Relatively Painless Guide to Your Academic Job Search"¹⁴ by Karen Kelsky will show you what your applicants might be reading.

Also available is "Higher Ed: Soup to Nuts"¹⁵, an advice booklet for mentoring graduate students, including advice for applying for their first academic position.

These are just some examples of how others do it – does your department give applicants or staff any guidelines?

¹⁴<http://results.chronicle.com/JobSearchGuide?cid=KelskyNews2> (accessed November 2017)

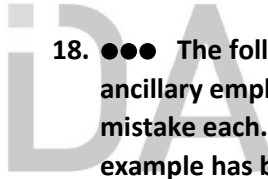
¹⁵<http://results.chronicle.com/advicebooklet?advicebooklet=AA2014> (accessed November 2017)



17. ●●● Circle the correct preposition. Sometimes you don't need any preposition (-).

- a. Let's get started. We are short *on/with/for/off* time.
- b. We have agreed *on/with/about/of* the following ...
- c. To refer back *at/for/towards/to* an earlier point ...
- d. We have drawn *off/up/-/down* an agenda which ...
- e. I'm interested *on/by/for/in* your research topic.
- f. Let's discuss *about/on/-/over* the next point.
- g. I'm afraid I can't go *about/on/-/along* with you on ...
- h. I'd like to comment *on/-/over/into* that.
- i. I'll give you an example *on/about/for/of* how we ...
- j. Shall we go *in/-/through/onto* that part again?
- k. We will look *on/-/for/into* your question on ...
- l. We agree *on/with/to/of* you on that point.
- m. We'll take care *on/with/for/of* finding a flat for you.
- n. Your job officially starts *in/at/on/to* 1 April.
- o. We'll send you the contract *until/over/by/to* the end of the week.

(⇒p.49)



18. ●●● The following translations, which deal with ancillary employment, contain one vocabulary mistake each. Find and correct them. The first example has been done for you.

- a. Im Kalenderjahr xy wurden keine weiteren Beschäftigungen ausgeführt.

~~Any~~ ancillary employment was performed in the calendar year xy. ⇒ No ancillary employment ...

- b. Bitte machen Sie Angaben zu weiteren Beschäftigungen im laufenden Kalenderjahr.

Please provide details on any ancillary employment pursued during the past calendar year.

- c. Bitte übersenden Sie bei mehreren Arbeitgebern von allen Arbeitgebern die letzte Sozialversicherungsmeldung oder Gehaltsmitteilung.

In the event of more than one employer please attach the last social security registration or pay-slip from all of your employees.



- d. Es wurden/werden nachstehende weitere Beschäftigungen ausgeübt (Zeitraum von... bis, wöchentliche Arbeitszeit, monatliches Arbeitsentgelt, Anschrift des Arbeitgebers).

Ancillary employment was/will be performed (time period from... by, weekly working hours, monthly remuneration, and address of employer).

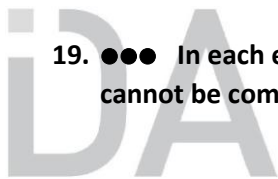
- e. Stehen Sie während der Laufzeit des Arbeitsverhältnisses zusätzlich in einem anderen Arbeitsverhältnis außerhalb der Universität xy?

Are you, in contrast, employed elsewhere while being employed with university xy?

- f. Ist dieses Arbeitsverhältnis versicherungspflichtig oder versicherungsfrei?

Is that employment liable to or except from social security payments?

(⇒p.49)



19. ●●● In each example, find the one verb that cannot be combined with the noun.

a. cut – estimate – allocate – eliminate – save – calculate – reduce – develop	costs
b. acquire – orient – circulate – provide – give – gather – exchange – obtain	information
c. abandon – have – select – conduct – use – grant – exercise – choose	options
d. relocate – cease – accept – defer – postpone – authorise – claim – make	a payment
e. accept – confirm – have – cancel – make – announce – secure – defend	an appointment
f. renew – sign – negotiate – accept – entitle – break – cancel – formulate	a contract
g. allocate – reimburse – reduce – incur – receive – curb – cover – refund	expenses
h. claim – draw – grant – receive – contribute – cut – lose	benefits
i. enter – find – seek – procure – terminate – deduct – to take up	employment

(⇒ p.50)

**Key****1.**

- a. – 5 b. – 8 c. – 1 d. – 10 e. – 6
f. – 9 g. – 2 h. – 3 i. – 4 j. – 7

2.

- a. education
- b. area
- c. expertise
- d. level
- e. experience
- f. employment

3 A.

- a. payable
- b. sick-pay
- c. payoff
- d. pay-as-you-go
- e. payout
- f. payment
- g. sick-pay
- h. paid
- i. pay
- j. pay-as-you-earn
- k. pay
- l. pay
- m. payslip
- n. Pay day

3 B.

a. - 7 b. - 4
e. - 1 f. - 6

c. - 2 d. - 8
g. - 3 h. - 5

4 A.

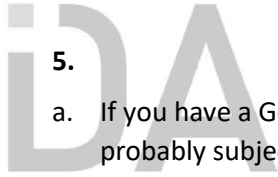
a. - 8 b. - 4 c. - 6 d. - 9 e. - 1
f. - 3 g. - 10 h. - 7 i. - 2 j. - 5

4 B.

a. - 9 b. - 5 c. - 2 d. - 8 e. - 6
f. - 10 g. - 3 h. - 1 i. - 7 j. - 4

4 C.

- a. reimbursement
- b. income
- c. allowance
- d. salary
- e. remuneration
- f. debt
- g. payments
- h. profit
- i. fees
- j. fine



5.
 - a. If you have a German income source, you are most probably subject to German taxes.
 - b. Your employer automatically deducts income tax, which is payable throughout the year, from your payslip.
 - c. Income is taxed at a rate progressively increasing from 14% to 42%.
 - d. In addition to this you are obliged to pay the so-called solidarity surcharge of 5.5% thereof.
 - e. After the end of a fiscal year, you probably have to file a tax return to calculate possible under- or overpayments.
 - f. Sometimes it is recommendable to consult a tax advisor in this matter.
 - g. There are many different deductions that may lower your taxable income.
 - h. For example, deductions are granted for children under 18, for specified insurance premiums, or for unavoidable extraordinary expenses due to illness.
 - i. There are further deductions from your gross salary for four different social programmes: retirement, unemployment, health insurance or long-term nursing care.

- j. Normally, payments for these programmes are shared equally by the employer and the employee.
- k. The employer's share of contributions is not considered as taxable income to the employee.

6.

- a. – 11 b. – 3 c. – 9 d. – 10
- e. – 1 f. – 12 g. – 5 h. – 2
- i. – 4 j. – 6 k. – 7 l. – 8

7.

- a. – 4 b. – 7 c. – 5 d. – 1
- e. – 8 f. – 3 g. – 6 h. – 2

8.

- a. use
- b. reimbursement – specified
- c. necessarily
- d. complete – attached
- e. confirm – expenditure – reclaimed
- f. accurately – clearly
- g. contents – comply – Guidance
- h. state – start
- i. explain – incurring
- j. expenses – supporting
- k. returned – immediately

9.

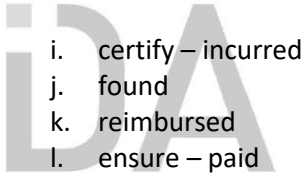
Lehrdeputat	e	2
Nachzahlung	f	3
Leistungsbezug	c	1
Nebenabreden	g	9
Rentenanspruch	h	5
Forschungsfreisemester	b	7
Entgeldabrechnung	a	4
Auflösungsvertrag	j	8
Umzugskostenvergütung	i	6
gesetzliche Lohnfortzahlung	d	10

10.

- a. – 3 b. – 3 c. – 1 d. – 2 e. – 1
 f. – 2 g. – 3 h. – 2 i. – 1 j. – 1

11.

- a. cover
 b. save up – submit
 c. approve
 d. exchange
 e. check – meet
 f. include – started – used
 g. attach
 h. state – charged



- i. certify – incurred
- j. found
- k. reimbursed
- l. ensure – paid

12.

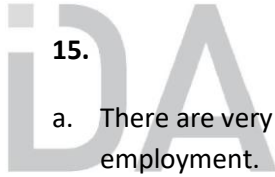
- a. relocation expenses – (15.) Umzugskosten(-vergütung)
- b. expert level – (7.) Erfahrungsstufe
- c. performance-based bonus – (11.) Leistungszulage
- d. research assignment – (9.) Forschungsauftrag
- e. countable service – (1.) Anrechnungszeit
- f. salary grade – (16.) Vergütungsgruppe
- g. civil service law – (2.) Beamtenrecht
- h. teaching load – (10.) Lehrdeputat
- i. appointment committee – (3.) Berufungsausschuss
- j. commencing salary – (6.) Einstiegsgehalt
- k. job advertisement – (14.) Stellenausschreibung
- l. appointment procedure – (4.) Berufungsverfahren
- m. third-party funds – (5.) Drittmittel
- n. pension entitlement – (12.) Rentenanspruch
- o. certification of appointment – (8.) Ernennungsurkunde
- p. office hour – (13.) Sprechstunde

13.

- a. healthy – performing
- b. recognised
- c. supporting
- d. treated
- e. previous
- f. basis
- g. provide – separate

14.

1. So, Martin, sounds like we're agreed on your new position here at Bonn University.
2. Yes. It's an excellent offer, and Bonn seems to be a very nice city.
3. It is indeed. So, do you still have any questions?
4. Yes, actually. How many contact hours do I have per week in the semester and in the term breaks?
5. Well, your teaching load is currently six hours per week, whereas you are expected to hold office hours during the non-lecture period.
6. Doesn't sound like too much teaching. Will I have my own office with all relevant equipment?
7. Like everyone, you will have to share an office with two or three colleagues. But you should have your own PC.
8. OK. I guess that way you get to know each other better. By the way, will you cover my moving expenses?
9. Yes, of course. However, we can only reimburse a maximum of € 2,000.
10. That's fine. Oh, and can you actually offer my wife a position through your spousal hiring plans?
11. Well, not exactly, but we have a dual career centre who can assist her in applying for positions.
12. All right, that should be OK for her. But is there a university day-care facility for our little son?
13. Yes, there is. We can help you get a place for him.
14. Excellent. Oh, and one final question. When can I take my first sabbatical?
15. Oh, I hope you're not thinking of leaving again!



15.

- a. There are very strict rules concerning outside employment.
- b. You should provide any documents concerning past academic positions and research as well as a detailed research plan to discuss your salary group.
- c. Our research division can assist you in locating funding for research support, including staffing.
- d. The departmental committee and the dean decide together if and when you can take a sabbatical.
- e. The structure of your retirement plan depends on whether you opt to be a civil servant or not.
- f. The advantage of sharing an office with a colleague is that you will benefit from their help and experience.

16.

- a. 1 – 3 – 4
- b. 1 – 2 – 3 – 4
- c. 2 – 3
- d. 1 – 2
- e. 2 – 3 – 4
- f. 1 – 2 – 3
- g. 3 – 4
- h. 1 – 3 – 4



17.

- a. on
- b. on
- c. to
- d. up
- e. in
- f. –
- g. along
- h. on
- i. of
- j. through
- k. into
- l. with
- m. of
- n. on
- o. by

18.

- a. Any ⇒ No
- b. the past ⇒ this
- c. employees ⇒ employers
- d. by ⇒ until
- e. contrast ⇒ addition
- f. except ⇒ exempt

DA

19.

- a. develop
- b. orient
- c. conduct
- d. relocate
- e. defend
- f. entitle
- g. receive
- h. contribute
- i. deduct

Glossary English-German

A

accident insurance	Unfallversicherung
accommodation allowance	Übernachtungsgeld, Wohngeld
accredited translator	(beeidigter) Übersetzer
accrued (costs)	angefallen(e Kosten)
acquire skills, to	Kenntnisse erwerben
Act/Law on Part-Time Work and Fixed-Term Employment Contracts	Teilzeitbefristungsgesetz
additional	zusätzlich
additional (social security) payment for pension insurance	zusatzversorgungspflichtig
Aliens' Registration Office	Ausländeramt/-behörde
allocate, to	zuweisen; zuordnen
allowance	Zuschuss, Freibetrag
ancillary agreements	Nebenabreden
ancillary employment/activities	Nebentätigkeit
annual leave	Jahresurlaub
annulment contract	Auflösungsvertrag
apologise, to	sich entschuldigen
appeal against, to	Widerspruch einlegen
application	Anmeldung
application deadline	Bewerbungsfrist
apply (for), to	(sich) bewerben (auf/für), etw. beantragen
apply for a pension, to	beantragen (eine Rente)
appointed as ..., to be	ernannt/beschäftigt werden als ...

appointment	Termin (förmlich); <i>auch</i> : Berufung, Ernennung
appointment negotiation(s)	Berufungsverhandlung
appointment (offer)	Ruferteilung
asserted, to be	geltend machen (etwas)
assessable income	beitragspflichtige/steuerpflichtige Einnahmen
attain, to	etw. erreichen
attend, to	teilnehmen an
authorisation	Auftrag, Berechtigung
authorised person	Beauftragte/r
(public) authorities	Behörde/n
available for a fee	kostenpflichtig
avoid, to	vermeiden

B

back calculation	Rückrechnung
back payment	Nachzahlung
back settlement	Nachverrechnung
barred from ..., to be	ausgeschlossen sein von ...
base/basic salary	Grundgehalt
basic salary grade	Grundstufe
behalf (of the employer), on	(im) Auftrag (des Arbeitgebers)
beneficiary	Leistungsbezieher, Begünstigter
benefit	Leistung
benefits	Sonderzuwendungen

C

calculation	Berechnung
campus map	Lageplan der Universität

cancellation contract	Auflösungsvertrag
capital-building payment schemes / capital-forming benefits	vermögenswirksame Leistungen
capital-funded	kapitalgedeckt
care allowance	Pflegegeld
caregiver	Pflegende/r
cash benefit	Geldleistung
casualty insurance (AE)	Unfallversicherung
certificate	Nachweis
certificate of appointment	Ernennungsurkunde
certificate of earning	Verdienstbescheinigung
certificate of good conduct	Führungszeugnis
certificate of no conviction	polizeiliches Führungszeugnis
certificate of residency	Meldebescheinigung
certification	Beglaubigung, Nachweis
certification (of health insurance)	Bescheinigung (der Krankenversicherung)
chair (in/of)	Lehrstuhl (von/am)
checking account (AE)	(Giro-)Bankkonto
child benefits	Kindergeld
children's allowance	Kinderfreibetrag
Christmas bonus/allowance	Weihnachtsgeld
church tax	Kirchensteuer
civil service law	Beamtenrecht
clarify, to	klären, verdeutlichen
(police) clearance certificate	polizeiliches Führungszeugnis
Collective (Labour) Agreement	Tarifvertrag
company health insurance fund	Betriebskrankenkasse (BKK)

compensation (<i>often financial</i>)	Entschädigung
complaint	Beschwerde
comprehensive coverage/ insurance	Vollschutzversicherung
compulsory insurance	Pflichtversicherung
compulsory member	Pflichtmitglied
compulsory health insurance	Gesetzliche Krankenversicherung
confidentiality	Verschwiegenheit, Geheimhaltung
contact (person)	Ansprechpartner/in
continuation	Fortsetzung
continuation of remuneration in case of illness	Lohnfortzahlung im Krankheitsfall
contribute, to	etw. beitragen
contribution cap/ceiling	Beitragsobergrenze
cost	Aufwand, Kosten
country of origin	Herkunftsland
course (semester)	Lehrveranstaltung
course certificate	Schein, Leistungsnachweis
course(s) of study/studies	Studiengang
cover the costs, to	Kostenübernahme
coverage	Versicherungsschutz
credit	Leistungsnachweis
credit point	Leistungspunkt
credited period	Anrechnungszeit
criminal record	polizeiliches Führungszeugnis
current account	(Giro-)Bankkonto

D

daily allowance	Tagegeld
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daily sick-pay	Krankenhaustagegeld
Dean's Office	Dekanat
deduct, to	etw. abziehen
deduction	Abzug
deferred compensation	Entgeltumwandlung
dependent	(finanziell abhängige/r) Angehörige/r
deputy (head of department)	Stellvertreter/in
deregister, to	abmelden
deregistration	Abmeldung
determination/assessment of grades	Stufenfestsetzung
development grade	Entwicklungsstufe
diploma	Abgangszeugnis
direct debit	Lastschriftverfahren
disabled ID card	Schwerbehinderten- ausweis
dismissal (by employer)	(arbeitgeberseitige) Kündigung
doctor's note/certificate	ärztliches Attest

E

eligible, to be	berechtigt sein
employ (somebody), to	(jemanden) einstellen/ beschäftigen
employed on a full-time basis, to be	vollbeschäftigt sein
employee	Beschäftigte/r, Arbeitnehmer/in
employee contribution rate	Arbeitnehmerbeitragsatz
employee pension (plan)	Betriebsrente
employer	Arbeitgeber

employers' liability insurance fund	Berufsgenossenschaft
employment	Erwerbstätigkeit
employment agreement	Dienstvertrag
employment contract	Arbeitsvertrag
employment office	Arbeitsamt
employment relationship (with normal employee status or with civil service status)	Arbeits- oder Beamtenverhältnis
employment status	Beschäftigungsverhältnis
enquiry (BE) / inquiry (AE)	Anfrage
ensure, to	etw. gewährleisten
entitled to (receive further payments), to be	Anspruch (auf weitere Zahlung) haben
entitlement requirement	Anspruchsvoraussetzung
evaluation	Bewertung, Beurteilung
exceed, to	etw. überschreiten
exclude, to	etw. ausschließen
exclusion	Ausschluss
exempt (from), to	befreien (von)
exemption	Ausnahme, Befreiung
exemption notification	Befreiungsbescheid
expenditure	Ausgaben
expenses	Auslagen
(professional) experience	(berufliche) Erfahrung
expert/experience level	Erfahrungsstufe
expertise; expert opinion	Gutachten
expire, to	ablaufen
extend, to	ausweiten, verlängern
extension	Verlängerung
external funds	Drittmittel

extraordinary payment	Zulage
extraordinary termination (of contract)	außerordentliche Kündigung

F

file reference number	Aktenzeichen
fill in/out, to	ausfüllen
fixed-term (employment)	befristet(es Arbeitsverhältnis)
Foreigners' Registration Office	Ausländeramt/-behörde
form	Formular
foster child	Pflegekind
Framework Act for Higher Education	Hochschulrahmengesetz
free of charge	kostenlos
funds from the University Administration's funds	Mittel (aus) der ZUV (Zentrale Universitätsverwaltung)

G

German Federal and State Government Employees Retirement Fund	Versorgungsanstalt des Bundes und der Länder (VBL)
German Research Foundation	Deutsche Forschungsgemeinschaft (DFG)
grant, to	gewähren, bewilligen
grants (from third parties)	Zuwendungen (von dritter Seite)
gross remuneration	Bruttoarbeitsentgelt
group insurance	Gruppenversicherung

H

hand in one's notice, to	kündigen, seine Kündigung einreichen
(job/on-the-job) hazards	(betriebliche) Risiken
health insurance (provider)	Krankenkasse
health insurance certificate	Krankenversicherungsnachweis
health insurance contribution	KV-Beitrag
Higher Education Act	Hochschulgesetz
Higher Education Framework Act	Hochschulrahmengesetz
hold a title, to	Titel führen
holiday pay	Urlaubsgeld
hospital care	Krankenhausbehandlung(en)
household insurance	Hausratversicherung

I

inability to work	Arbeitsunfähigkeit
incapacity to work	Berufs- oder Erwerbsunfähigkeit
income tax	Lohnsteuer
(under the) Income Tax Act	(nach dem) Einkommenssteuergesetz
income tax class	Lohnsteuerklasse
individual contribution	Eigenbeitrag
inquiry (AE) / enquiry (BE)	Anfrage
instant dismissal	fristlose Kündigung
insurance agent (<i>represents the insurance company</i>)	Versicherungsvertreter
insurance broker (<i>represents the client</i>)	Versicherungsmakler

insurance exemption	Versicherungsfreiheit
integrated pension system	Gesamtversorgungssystem
International Office	Akademisches Auslandsamt
internship	Praktikum
(legally) invalid	(rechts-)unwirksam
italics	Kursivschrift

J

Job centre (<i>BE</i>)	Arbeitsamt
--------------------------	------------

L

lapse in compensation	Entgeltausfall
late charge/fee	Säumnisgebühr
lawsuit	Klage, Rechtsstreit
leave from work	Freistellung
leave of absence (<i>for research, family reasons, illness</i>)	Freisemester, Beurlaubung
lecture period	Vorlesungszeit
lecture-free time	vorlesungsfreie Zeit
legal entitlement	Rechtsanspruch
legal protection insurance	Rechtsschutzversicherung
letter of appointment	Ernennungsurkunde
level of care	Pflegestufe
liability insurance	Haftpflichtversicherung
life insurance/assurance	Lebensversicherung
limitation	Begrenzung
list, to	etw. aufführen
loan	Kredit
location map	Lageplan
lump-sum payment	Pauschalvergütung

M

main employment contract	Hauptarbeitsverhältnis
mandatory health insurance	verpflichtende/gesetzliche Krankenversicherung
marginal employment	geringfügige Beschäftigung
marital status	Familienstand
match, to	etw. zuordnen
maternity leave	Mutterschaftsurlaub
medical certificate	ärztliches Attest
minimum statutory leave	gesetzlicher Mindesturlaub

N

nationality	Staatsangehörigkeit
need for long-term care	Pflegebedürftigkeit
non-cash benefit	Sachleistung
non-contributory	beitragsfrei
notarisation	Beglaubigung
notice	Bescheid
(public) notice	(öffentlicher) Aushang
notice board	schwarzes Brett
notice period	Kündigungsfrist
notification of change	Änderungsmitteilung
(long term) nursing care insurance	Pflegeversicherung

O

obligation of confidentiality	Verschwiegenheitspflicht
occupational accident	Arbeitsunfall
occupational disability	Berufs- oder Erwerbsunfähigkeit
occupational hazard	Berufsrisiko

occupational pension	Betriebsrente
office hours	persönliche Sprechzeiten
overtime	Überstunden

P

parental leave	Elternzeit
partial payment	Teilzahlung, Abschlagszahlung
part-time work/job	Nebentätigkeit, Teilzeitarbeit
pay grade, pay group	Entgeltgruppe
pay grade/scale group (civil service pay scale group)	Besoldungsgruppe (Vergütungsgruppe)
pay slip	Gehaltsabrechnung
pay-as-you-earn features	Lohnsteuerabzugs- merkmale
payment office	Vergütungsstelle
payroll department	Lohnstelle
pension adjustment	Rentenanpassung
pension benefit(s)	Rentenleistung
pension claim/entitlement	Rentenanspruch
pension points	Versorgungspunkte
pension rights adjustment	Versorgungsausgleich
pension scheme (retirement)	Altersvorsorge
pensionable income	zusatzversorgungs- pflichtiges Einkommen/ anrechenbarer Lohn
performance-based bonus	Leistungszulage
permanent position	unbefristete Stelle
PhD student	Promovend, Doktorand/in
place of employment	Beschäftigungsstelle

police clearance certificate	polizeiliches Führungszeugnis
policyholder	Versicherungsnehmer
premium	Prämie, Beitrag
premium payments	Umlagemonate
prerequisite	Voraussetzung
prevent, to	vorbeugen
private health insurance	private Krankenversicherung
probationary period	Probezeit
procedure	Verfahren
professional indemnity insurance	Berufshaftpflicht
professional opinion/report	Gutachten
professional pension scheme	berufsständige Versorgungseinrichtung
professional/vocational training	Berufsausbildung
prolongation (of the notice period)	Verlängerung (der Kündigungsfrist)
proof	Nachweis, Beweis
proof of health insurance coverage	Bescheinigung über Krankenversicherungs- schutz
proof of insurance	Versicherungsnachweis
proof of receiving child benefits	Kindergeldnachweis
provide proof/certificate, to	etw. nachweisen
provide, to	zur Verfügung stellen
provision for old age	Alterssicherung

public (sector) employee; public servant	Angestellte/r im öffentlichen Dienst; Arbeitnehmer/in des öffentlichen Dienstes
public office	(öffentliches) Amt
public sector	öffentlicher Dienst
purpose	Verwendungszweck
purpose of fixed-term employment/contract	Befristungsgrund
pursue ancillary employment, to	Nebentätigkeit ausüben

Q

qualifying period	Wartezeit
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R

reasonable	zumutbar
recognised illness	anerkannte Krankheit
(official) recognition	(gesetzliche/offizielle) Anerkennung
recognized occupational disease	anerkannte Berufskrankheit
recommend, to	etw. empfehlen
redemption, repayment	Tilgung
reduction in earning capacity	Erwerbsminderung
registered partnership	(eingetragene) Lebenspartnerschaft
Registrar's Office	Studierendenkanzlei, Studierendensekretariat, (auch Immatrikulations- amt oder Prüfungsamt) <i>(je nach Organisations- struktur der Hochschule)</i>

registration (of residency)	(Wohnort-)Anmeldung
rehabilitation	Wiedereingliederung
reimburse, to	etw. erstatten
reimbursement	Erstattung
reinsurance	Rückversicherung
reject, to	etw. ablehnen
religious denomination	Konfession, Religion(szugehörigkeit)
release from teaching duties	Freistellung von Lehrtätigkeit/aufgaben, Forschungs(frei)semester
relocation allowance	Umzugsbeihilfe
remuneration statement	Entgeltabrechnung
requirement	Voraussetzung
research	Forschung, Erforschung
research contract/assignment	Forschungsauftrag
research leave (for a semester)	Forschungs(frei)semester
residence authorisation	Aufenthaltsgenehmigung
residence permit	Aufenthaltsbewilligung, Aufenthaltsurlaubnis
Residents' Registration Office	Einwohnermeldeamt
restore, to	etw. wiederherstellen
retention	Selbstbeteiligung
retirement age	Rententalter, Altersgrenze
review, to	etw. überprüfen

S

(research) sabbatical	Forschungs(frei)semester
salary	Vergütung, Gehalt
salary bracket/grade; civil service salary group	Besoldungsgruppe; Vergütungsgruppe

a salary of ... EUR gross (per month)	ein (monatliches) Bruttogehalt von ... €
salary scale/group	Entgeltgruppe
salary statement	Gehaltsabrechnung, -nachweis
scale of fees/charges	Gebührenordnung
secondary employment	Nebentätigkeit
secondary employment contract	Nebenarbeitsverhältnis
semester break	vorlesungsfreie Zeit
separation allowance/compensation	Trennungentschädigung
severance pay	Abfindung
severely disabled person	Schwerbehinderte/r
share	Anteil, Aktie
short-term position	befristetes Arbeitsverhältnis
sick pay	Krankengeld
social security identification card	Sozialversicherungsausweis
solidarity surcharge	Solidaritätszuschlag
special payment or bonuses	Sonderzahlungen
spouse	Ehepartner
staff	Personal, Angestellte, Lehrkörper
starting salary	Einstiegsgehalt
state benefits	staatliche Förderung
state company pension	Zusatzversorgung
statement data	Melddaten
statutory health insurance	Gesetzliche Krankenversicherung

statutory pension insurance, to have	gesetzlich rentenversichert sein
Student Services	Studentenwerk <i>(organisation providing social, financial and cultural support services to students in Germany)</i>
subject to social insurance contribution	sozialversicherungs-pflichtig
subject to tax and social security contributions	steuer- und sozial-versicherungspflichtig
submit, to	etw. einreichen, vorlegen
subsidy	Beihilfe
substitute	Stellvertreter/in
substitute, to	ersetzen
sue, to	klagen (vor Gericht)
supplement	Beitragszuschuss
supplemental premium for individuals with no children	Beitragszuschlag für Kinderlose
supplementary	zusätzlich
supplementary insurance levy	Zusatzversicherungs-abgabe
supplementary payment	Zulage
supplementary pension provider	Zusatzversorgungskasse
surcharge	Zuschlag
surviving dependant's insurance	Hinterbliebenenrente

T

tax calculation	Steuerberechnung
tax information	Steuermerkmale

tax subsidies	Steuerersparnis/ steuerliche Förderung
tax withholdings	einzubehaltende Steuern
taxation	Besteuerung
teaching load	Lehrdeputat
temporary employment	befristetes Arbeitsverhältnis
temporary employment as a civil servant	Beamtenverhältnis auf Zeit
term	<i>hier</i> : Laufzeit
terminate a contract (of employment), to	einen (Arbeits-)Vertrag kündigen
termination without notice	fristlose Kündigung
termination of employment	Beendigung des Arbeitsverhältnisses
(contractual) terms and conditions	(vertragliche) Vereinbarungen
third-party funds	Drittmittel
total gross	Gesamtbrutto
transfer amount	Überweisungsbetrag
transfer, to	überweisen
transportation costs	Fahrtkosten
travel expenses	Reisekosten
travel insurance	Reiseversicherung
travel period	Reisezeitraum
(medical) treatment	(medizinische) Behandlung /Versorgung

U

unemployment insurance	Arbeitslosenversicherung
unlimited (period of time)	unbefristet

unlimited right to residence	Aufenthaltsberechtigung
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V

vacation allowance	Urlaubsgeld
valid	gültig
verbal agreements	mündliche (Neben-) Abreden
voluntary insurance	(freiwillige) Versicherung
volunteer work	Ehrenamt

W

wage garnishment	Lohnpfändung
wage tax card	Lohnsteuerkarte
waiting period	Karenzzeit
warning notice	Abmahnung
weekly hours per semester	Semesterwochenstunden
work permit	Arbeitserlaubnis
(weekly) working hours	(wöchentliche) Arbeitszeit
workload	Arbeitsaufwand