



POLITÉCNICA

UNIVERSIDAD
POLITÉCNICA
DE MADRID



O F I C I N A D E
T R A N S F E R E N C I A
D E T E C N O L O G Í A

OTT UPM WELCOME HANDBOOK



TABLE OF CONTENTS

OTT UPM WELCOME HANDBOOK

First of all, GET STARTED.....5

TAX REGIME6

MONTHLY PAY SLIP STATEMENT.....7

RECORDING HOURS.....7

RISK PREVENTION TRAINING.....7

TEMPORARY INCAPACITY.....7

Documentation to be submitted to OTT Staff:.....9

SECONDMENTS10

COMPATIBILITIES.....10

WORK PERMIT RENEWAL 11

CHANGE OF ADDRESS OR CHANGE
OF ACCOUNT FOR PAYROLL..... 11

VOLUNTARY TERMINATION12

R1 AND R2 RESEARCHER EVALUATION PROGRAMME.....12

OTT UPM WELCOME HANDBOOK

The Technology Transfer Office of the Universidad Politécnica de Madrid would like to welcome you.

Below, we provide information on important aspects related to your contract.

We hope it will help you and make your arrival at the University as easy as possible.

First of all, GET STARTED.

- You need **an @upm.es email account.**

To request one, please write to laura.arroyo@upm.es stating your name and ID document number.

Once you have registered in the system, you will receive an email with instructions on how to activate your account. Once generated.

• UPM PORTALS

Use your @upm.es account to access the variety of web environments where you will find information about the resources and services offered by the University:

- **UPM website:** <https://www.upm.es/UPM>
- **Researcher's Portal:** https://www.upm.es/Portal_inv/
- **Politécnica Virtual:** https://www.upm.es/politecnica_virtual/
- **Virtual University Card:** Download the UPM app and log in with your corporate email account. In the app, you will find the card that identifies you as a member of the UPM.

• STAFF AREA OF THE UPM PORTALS.

The following are the routes to the OTT's recruitment and staff management information, including the documents referred to in this handbook.

- RESEARCHER'S PORTAL → OTT-USRE MANAGEMENT →
INFORMATION AND HELP → MANAGE MY PROJECT STAFF
- POLITECNICA VIRTUAL → PROJECT MANAGEMENT →
OTT PROJECTS → RESEARCHER SUPPORT → STAFF
→ CONTRACTS

• OTHER USEFUL LINKS

- CATALOGUE OF RESEARCH SERVICES AND DIRECTORY: <https://www.upm.es/Investigacion/soporte/servicios>
- UPM ELECTRONIC OFFICE: <https://sede.upm.es/TiProceeding/entrada?idLogica=accesoDirecto&entrada=ciudadano&idEntidad=UPM&fkIdioma=es&idExpediente=solicitudGeneral>

TAX REGIME

• FOREIGN NATIONAL

For income tax (Impuesto sobre la Renta de las Personas Físicas: IRPF) purposes, you must submit a **CERTIFICATE OF TAX RESIDENCE** to the OTT Staff Section. For that, residing more than 183 days a year in Spanish territory is a basic requirement. You can obtain it from the Spanish Treasury website: <https://www.agenciatributaria.gob.es/AEAT.sede/tramitacion/G305.shtml>

If the Tax Agency requires any kind of certificate relating to your employment relationship, you can request it by emailing personal.ott@upm.es

If a Tax Residence Certificate is not submitted, the IRPF withholding percentages established by current legislation will be applied to the pay slips:

- 19% EU citizens.
- 24% non-EU citizens.

The certificate can be sent at any time of the year. The IRPF percentage is adjusted taking into account the amounts already received up to that moment and also the discounts applied, so that the amounts to be paid are offset by those pending payment.

• SPANISH CITIZEN

The withholding percentage is calculated taking into account the employee's personal and family circumstances.

During the term of the contract, there may be changes in the family situation that affect the withholding tax to be applied. This happens in the case of the birth of a child, recognition of a disability, dependent relative in the ascending line, compensatory pensions, etc.

If there is any variation, the OTT Staff Section should be informed so that the correct percentage can be calculated and applied. To do so, please send carmen.espada@upm.es and mar.tinoco@upm.es form 145 available on the UPM portals as DECLARACIÓN DE DATOS RETENTION I.R.P.F., completed and signed electronically.

MONTHLY PAY SLIP STATEMENT

You can consult your monthly pay slips in the section MY DATA of Politécnica Virtual, signing in with your @upm.es email account. You can also consult your annual withholding tax certificate (available from March of the following year) for your tax return and other information regarding your contract there.

RECORDING HOURS

According to Article 34.9 of the Spanish Workers' Statute, the company must ensure that the daily working day is recorded. For that purpose, the OTT has a register in two formats (Excel and PDF, whichever is more convenient) to be filled in each day. They are available in the Staff section of Politécnica Virtual. At the end of the month, they should be sent to the Staff Section (controlhorario.ott@upm.es) electronically signed by the employee as well as by the responsible PI. The name of the document must include the name of the employee and the month and year of the record.

RISK PREVENTION TRAINING

The UPM's Occupational Risk Prevention Service will contact you to inform you of the date on which you must take the compulsory risk prevention training.

TEMPORARY INCAPACITY

If you suffer an illness/accident in the course of your employment, you should take note of the following information:

1. SICK LEAVE DUE TO COMMON ILLNESS, SICK LEAVE DUE TO DISABLING MENSTRUATION, SICK LEAVE DUE TO 39 WEEKS OF PREGNANCY AND SICK LEAVE DUE TO MISCARRIAGE.

- You should report your absence from work to your PI and go to your GP for a sick/fit note.
- The notes do not need to be submitted to the OTT Staff Section. Social Security notifies companies directly of these situations.

2. OCCUPATIONAL ACCIDENT

- Any possible OCCUPATIONAL RISKS arising from your employment relationship will be covered by FREMAP, mutual insurance company working with Social Security No. 61.
- In the event of a **MEDICAL EMERGENCY RESULTING FROM AN ACCIDENT AT WORK**, you can call to request information on the nearest assistance centres both in Spain (+34 900 61 00 61) and abroad (+34 91 919 61 61). You can also make an enquiry by clicking on the following link: <https://www.fremap.es/conocenos/centrosinstalaciones/paginas/centros.aspx>
- The employee, or the Centre or Department where they work, shall be responsible for completing and sending, **on the same day as the claimable event or the following day at the latest**, the ACCIDENT COMMUNICATION FORM: <https://www.upm.es/sfs/Rectorado/Gerencia/Prevencion%20de%20Riesgos%20Laborales/Plan%20de%20Prevencion%20de%20Riesgos%20Laborales/Procedimientos%20del%20Plan%20de%20Prevencion/FORMULARIO%20COMUNICACI%C3%93N%20DE%20ACCIDENTE.pdf>

To be sent to:

- OTT Staff: carmen.espada@upm.es and mar.tinoco@upm.es
- Occupational Risk Prevention: prevencion.riesgoslaborales@upm.es

3. MATERNITY/PATERNITY

- It shall last for sixteen weeks for each parent, of which the six weeks immediately following childbirth shall in any case be compulsory and uninterrupted rest. This leave shall be extended by two additional weeks in the event of disability of the child and for each child after the second in the event of multiple births.
- In the event that both parents work and the first six weeks of compulsory leave have elapsed, the period of leave may be taken at their discretion, interrupted and exercised from the end of the compulsory leave following childbirth or until the child reaches the age of 12 months.
- After the birth or adoption, the OTT Staff Section (carmen.espada@upm.es and mar.tinoco@upm.es) must be informed of the intention to take parental leave.
- In the case of interrupted leave, at least 15 days' notice shall be required for each period of leave and shall be in whole weeks. The notice shall be sent by email to carmen.espada@upm.es and mar.tinoco@upm.es.

Documentation to be submitted to OTT Staff:

- Written and electronically signed document stating the dates on which the leave is to be taken.
- Registration of the child in the Spanish civil register or hospital report showing the date of birth, or adoption order.
- The OTT Staff Section will send the maternity/paternity certificate to the Spanish Social Security Institute by electronic means.
- During maternity/paternity leave, the maternity/paternity benefit is paid directly by the Spanish Social Security Institute. **IN ORDER TO RECEIVE THE BENEFIT, THE WORKER MUST APPLY TO THE SPANISH SOCIAL SECURITY INSTITUTE FOR CHILDBIRTH OR CHILDCARE BENEFIT.**

More information:

- <https://tramites.seg-social.es/acceso/prestacion-nacimiento-cuidado-menor.html>
- <https://revista.seg-social.es/-/c%C3%B3mo-pedir-la-prestaci%C3%B3n-por-nacimiento-y-cuidado-de-menor>

SECONDMENTS

• Abroad

Employees who are seconded abroad for more than 15 days as part of the project must be adequately insured against possible occupational accidents or health cover for other reasons. To do so, the PI in charge must notify the OTT Staff Section of the secondment by sending the FOREIGN POSTING NOTIFICATION form.

For more information, you can consult the procedure for secondments abroad published on the UPM portals.

• Spanish Territory

If you are travelling on business within Spain, it is not necessary to inform the OTT Staff Section, but you will have to request a "Previaje", so that the trip is registered and duly authorised.

For more information, you can consult the procedure for travel published on the UPM portals.

COMPATIBILITIES

It is not permitted to maintain any type of employment relationship in addition to the one formalised with the UPM, either as an employee or as a self-employed person, without the relevant authorisation.

In the event that you wish to work for another organisation, entity or company (public or private) during the course of the employment relationship, you must request authorisation for compatibility. This will be granted by rectorial decision, if it is determined that there is no incompatibility between the duties at the UPM and the duties outside the UPM.

Failure to apply for and obtain the compatibility authorisation in question may be grounds for termination of the contract.

To apply for compatibility authorisation, the form established for that purpose, which can be found on the UPM portals, must be completed and signed electronically.

In addition, an electronically signed document must be provided by the PI indicating the working hours at the UPM and a favourable or unfavourable report on compatibility.

Finally, you must provide a document from the company at which you are going to carry out the work you wish to make compatible, stating the type of contract you are going to sign, whether it is going to be full- or part-time, the number of hours to be worked, the timetable and the duties.

All of the above must be submitted at the Electronic Office of the UPM, through the General Request form addressed to the Staff Section of the OTT.

WORK PERMIT RENEWAL

- **Long-term work permit:** The employee manages its extension directly. Once the procedure has been completed, a copy of the identity card showing the new expiry date of the permit should be sent to personal.ott@upm.es.
- **Student visa:** like the initial visa, it is the employee who is responsible for its renewal on the expiry date. Once renewed, a copy of the new identity card showing the new expiry date of the visa should be sent to personal.ott@upm.es.
- **Residence authorisation for research:** in this case, the OTT Staff Section will have processed the initial authorisation. Before the expiry date, if the contract is in force, the employee will be contacted by the Staff Section to carry out the corresponding formalities, providing the form for the payment of the fees and the renewal application form, and the employee will have to provide a copy of his or her full passport, up-to-date at the date of renewal.

CHANGE OF ADDRESS OR CHANGE OF ACCOUNT FOR PAYROLL

In case the employee changes their usual place of residence, they must inform the OTT Staff Section by sending the completed and electronically signed Annex 1, which is available on the UPM portals.

To change the payroll account number, please send Annex 1, completed and signed electronically, to carmen.espada@upm.es and mar.tinoco@upm.es

VOLUNTARY TERMINATION

In case of voluntary termination of the employment relationship with the UPM, it must be notified by means of a written and electronically signed document stating the intention to terminate the contract, indicating the last day of actual work and that all accrued leave has been taken.

This document must be submitted, at least fifteen calendar days before the date of termination of the employment relationship, at the UPM Electronic Office, through the General Request form addressed to the OTT Staff Section.

R1 AND R2 RESEARCHER EVALUATION PROGRAMME

The aim of this evaluation is to provide R1 and R2 researchers recruited onto research projects with the opportunity to obtain a written assessment, signed by their supervisor, of the knowledge and skills acquired during the project, which can be used for the next step in their professional career.

More information can be found here:

<https://www.upm.es/sfs/Rectorado/Vicerrectorado%20de%20Investigacion/HRS4R/ProgramaEvaluacion.pdf>

If you have any queries after reading this document that have not been answered by the information contained in it, please contact the OTT Staff Section via email: personal.ott@upm.es.





POLITÉCNICA

UNIVERSIDAD
POLITÉCNICA
DE MADRID



O F I C I N A D E
T R A N S F E R E N C I A
D E T E C N O L O G Í A