

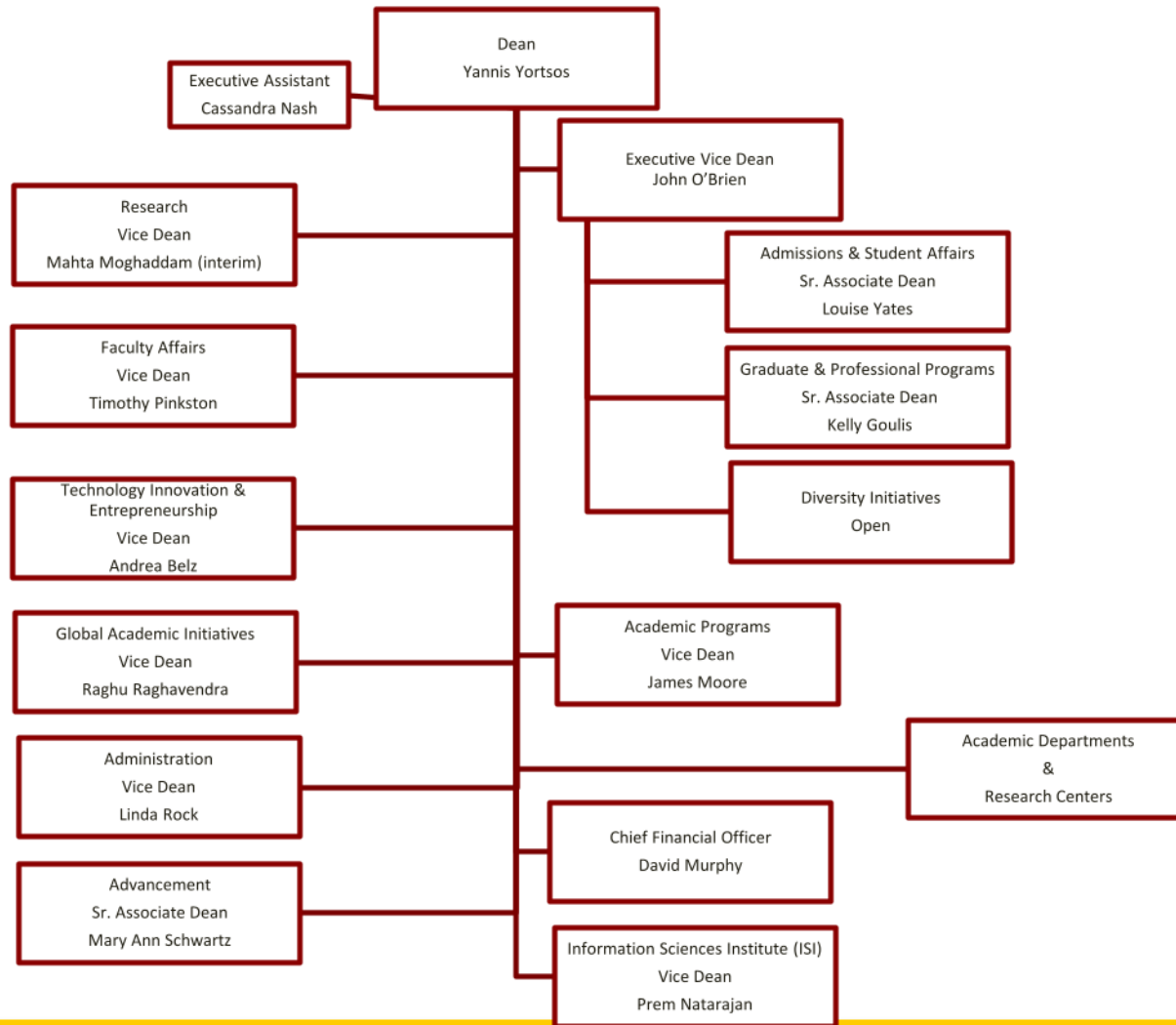


# New Faculty Orientation August 2016 Administration/Facilities/Space

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# Viterbi School Organization Chart – High Level





# Administration - Organization

## *School Level*

**Viterbi Business Affairs (VBA)** – Olin Hall 500

VBA website = <http://viterbi.usc.edu/vba/> - with school policies/procedures/links, etc.

- **Human Resources and Payroll Administration**
  - Susan Robles, Director of Human Resources
- **Facilities**
  - Jeff Wiginton, Facilities Director, and Ana Montes, Facilities Coordinator
- **Budget Administration/Finance**
  - David Murphy, Chief Financial Officer
- **Contracts & Grants**
  - Nichole Phillips, Director Research Administration
- **Information Technology**
  - Michael Goay, Executive Director Information Technology

# Administration – Organization Continued



## *Decentralized structure*

- Each department has a department coordinator who is the main point of contact for faculty for administrative needs
  - Generate new hire paperwork, payroll paperwork, etc.
  - Purchasing
  - General space/facilities such as key requests, housekeeping, etc.
  - IT – two academic units have their own IT support for faculty (EE-S & AME); others use Viterbi IT
  - Your department coordinator will assign you a research administrator who will handle pre & post award activities
- Department Coordinators report directly to their Department Chair, and indirectly to Viterbi Business Affairs
  - Start with your department coordinator on inquiries, or the research administrator your department coordinator has assigned for your support.
  - If necessary, contact VBA point person



## Employee Resources – University Level

USC Employee Gateway – <http://employees.usc.edu/>

- Comprehensive website for faculty & staff, pulling together all employee information on benefits, university policies, campus services, news, events, etc, including:
  - **Workday** –university human resources, benefits, payroll and performance management system provides self-serve functions to help employees manage their personal, payroll, and benefits information. This is where you update home and work address data, view your payroll records, make benefits elections/changes, set-up Federal and State tax withholding, etc.
  - **University Holiday Schedule & Academic Calendar**
  - **Benefits**
  - **USC Credit Union**

Policies - <http://policy.usc.edu/>

- This is the official home of all university policies with links connecting you directly to the policy of interest, including research, intellectual property, administrative & business practices, student policies, the Faculty Handbook, etc.



# Human Resources/Payroll

Payroll - <http://ais-ss.usc.edu/empldoc/>

- Faculty with 9-month contracts may choose a 12-month pay option
  - Election is done only once a year and may not be changed during an AY
  - 12 month option pays 7/1 – 6/30
- Payroll website has a helpful FAQ section as well as forms, schedules, etc.
- Payday is the 26<sup>th</sup> of the month for monthly (exempt) employees including graduate assistants (research and teaching assistants) and some categories of postdoctoral scholars - those classified as postdoc research associates.
  - Postdoc Scholars classified as Fellowship Trainees & PhD Fellowship recipients are paid via the university financial aid system generally on or near the monthly payday with a catch-up check run.
- Direct deposit is strongly encouraged
- Online W-2 option also strongly encouraged
- VBA-Payroll enters employee payroll directly into the university system
  - Instructions generated at department level and submitted to VBA-Payroll by approximately the 10<sup>th</sup> of the month – this includes instructions for summer months, research assistants, etc.

# Human Resources/Benefits



Benefits - <http://benefits.usc.edu/>

- New employees must enroll in the benefit programs **within 30 days of their date of employment.**
  - After 30 days you will wait for open enrollment period to enroll.
- Benefits coverage is effective the first of the month after approval of your benefits enrollment transaction
  - Open Enrollment is the time we can make changes to our benefits. It occurs in November and changes become effective January 1<sup>st</sup>.
- The Supplemental Disability Plan has a 12-month waiting period and the USC Retirement Savings Program has a 6-month waiting period and service requirements.
- If you have a 9-month pay option, discuss with the Benefits Office how to pay employee costs for benefits during the summer – there are several options.



## Facilities & Space

- Facilities, including instructional and research laboratories, are jointly managed by departments and the school.
  - Typically the school coordinates major renovations and projects while the units handle issues such as housekeeping, keys, data lines, minor repairs and maintenance, etc.
  - If you have been assigned research lab space, you may have already met Jeff Wiginton and Ana Montes, and begun working with them on renovations
  - Problems in research labs (water leak, electrical issue, etc – contact the Viterbi facilities staff, your department coordinator and USC Facilities Management (FMS)
  - Please check with Viterbi Facilities before purchasing equipment to ensure infrastructure is in place
  
- Viterbi Facilities manages:
  - All administrative space (the Dean’s Office, VBA, Advancement, etc)
  - Ronald Tutor Hall (RTH), an interdisciplinary building
  - Many school-wide activities such as coordination of the school’s Emergency Response Plan, annual ‘clean-up’ events, etc.



# Facilities & Space continued



Check out the Facilities pages of the VBA website = <http://viterbi.usc.edu/vba/> especially if you have experimental research laboratories. Website has information and links to university websites on topics such as:

- Laboratory Safety Policies and Procedures including training requirements
- Chemical Inventory User Guide
- Fire/Life Safety
- Much more....

Viterbi Lab Safety Specialist – Megan Utley – is on our facilities team. Megan coordinates closely with our PIs and USC Environmental Health & Safety (EH&S) and Fire/Life Safety, and is a valuable resource for experimental researchers.

The mechanism for requesting improvement to facilities is to complete a Facilities Request Form and submit via your department to Facilities Director.

- We annually ask departments and faculty to submit requests for needed improvements
- As budgets allow, we review requests submitted throughout the year as issues arise
- Facilities Request Form is available at the Facilities website



# Facilities & Space continued

## Space

- Space is managed at both a school and department level
- Research space is assigned at the department level; Department Chairs work with Dean's Office as needed to assign space to new faculty, and to reassign space within their units. Formal review of research space assignments every 2 years.
- Process to request additional space –
  - First work with your department chair
  - If no space is available at the department level, then space may be requested from the school via a Space Request Form available at VBA-Facilities website
- If a research proposal submittal will require additional space if awarded than what PI currently has, the PI needs to notify the department chair prior to submittal of the proposal to ensure the department is able to meet the space needs upon award
- As with most universities, space is tight (all our space is allocated). Shared instrumentation labs are becoming more popular and are encouraged.

# New Building - Michelson Center for Convergent Bioscience (MCB) – under construction



- Joint with Dornsife LAS - shared research building
- ~190,000 Gross SF
- ~112,000 Net SF located on the northwest corner of McClintock Ave & Downey Way
- 4 floors above ground
- Basement - new Nanofab and Imaging fee-based facilities
- Coffee/Tea Bar on ground floor
- Completion fall of 2017





## Other Resources

**Machine Shop** – contact Don Wiggins, Machine Shop Foreman

- Located in basement of KAP
- Faculty Advisory Committee meets annually
- Low hourly rate
- [http://viterbi.usc.edu/research/shared\\_research/viterbi\\_machine\\_shop.htm](http://viterbi.usc.edu/research/shared_research/viterbi_machine_shop.htm)

**Graduate Student Machine Shop** – contact Don Wiggins for training/access

- Located in SSC 109
- <http://gradstudentshop.usc.edu/>

**Undergraduate Student Fabrication Lab** – contact Dan Cordova

- Located in RRB 114 & 115
- On-site staff lab manager/machinist
- <http://viterbi.usc.edu/students/undergrad/research/fablab/>

**Equipment Bazaar**

- Electronic bulletin board for equipment sharing/swapping – via <https://myviterbi.usc.edu/>