New Faculty Orientation
August 2020
Administration/Facilities/Space

Linda Rock
Vice Dean for Administration
lrock@usc.edu
COVID-19 Information

Before coming to campus for any reason faculty, staff and students must:

• Take TrojanLearn training module - link to TrojanLearn at https://employees.usc.edu/

• Use TrojanCheck Wellness Check and Reservation System at https://trojancheck.usc.edu/ & download the app

Resources:
University Fall 2020 - https://we-are.usc.edu/

University COVID-19 Resource Center - https://coronavirus.usc.edu/ (phasing out)

University Environmental Health & Safety (EH&S) COVID Resource Center - https://ehs.usc.edu/welcome/covid-19-resource-center/

COVID-19 Information

When on campus:

• Maintain 6’ physical distance from others
• Wear a face mask – outdoors and indoors, unless in a private office
• Frequently wash hands and/or use hand sanitizer

❖ No research may occur on campus until an approved plan is in place. Work with your department on this.
Administration - Organization

School Level
Viterbi Business Affairs (VBA)
VBA website = http://viterbi.usc.edu/vba/ - with school policies/procedures/links, etc.

• Human Resources and Payroll Administration
  • Open, Director of Human Resources

• Facilities
  • Jeffrey Wiginton, Facilities Director, and Gloria Wan, Facilities Coordinator

• Budget Administration/Finance
  • Christopher James, Chief Financial Officer

• Contracts & Grants
  • Nichole Phillips, Director Research Administration
August 1, 2019, we created Viterbi Information and Instructional Technology (VIIT), and the position of Chief Technology Officer (CTO) reporting to Executive Vice Dean Gaurav Sukhatme

Executive Vice Dean Sukhatme is acting CTO
- Michael Goal, Executive Director, Viterbi IT
- Binh Tran, Executive Director, DEN@USC (Distance Ed Program)

Currently, two academic units have their own IT support for faculty (ECE-EES & AME); other departments use Viterbi IT which is now part of VIIT

Viterbi IT Services for faculty info is at https://viterbi.usc.edu/resources/vit/faculty-support/
Decentralized structure

- Each department has a Department Business Manager (DBM) who is the main point of contact for:
  - Department HR, employee relations, staff supervision/oversight, etc.
  - Department finances, purchasing, etc.
  - General space/facilities such as key requests, housekeeping, etc.
  - Your DBM will assign a research administrator who will handle your pre & post award activities

- DBMs report directly to their Department Chair, and indirectly to Viterbi Business Affairs
  - Start with your DBM on inquiries, or your research administrator if research related issue
  - If necessary, contact VBA point person
Employee Resources – University Level

**USC Employee Gateway** – [http://employees.usc.edu/](http://employees.usc.edu/)

- Comprehensive website for faculty & staff, pulls 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/](http://policy.usc.edu/) - This is the official home of all university policies with links connecting you directly to specific policies including research, intellectual property, conflicts of interest, administrative & business practices, student policies, the Faculty Handbook, etc.
Payroll - [https://comptroller.usc.edu/payroll-services/](https://comptroller.usc.edu/payroll-services/) - Helpful FAQ & forms, etc.

Faculty with 9-month contracts may choose a 12-month pay option (effective 2\textsuperscript{nd} Yr)

- Election is done only once a year and may not be changed during an AY
- 12 month option pays 7/1 – 6/30

- Payday is the 26\textsuperscript{th} 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 (payroll & reimbursement – different forms)

- Online W-2 option also strongly encouraged
Payroll - continued

- VBA-Payroll enters employee payroll directly into the university system.

- Payroll instructions are generated at department level and submitted to VBA-Payroll by approximately the 10th of the month:
  - This includes instructions for summer months, research assistants, etc.
  - Pay instructions submitted after the deadline or with errors may result in late paychecks.
  - Your research administrator will meet with you before each semester to discuss payroll for your group.

- Let your department know when you hire people including students workers, **BEFORE** the person begins working:
  - Hiring paperwork – the I-9, etc – must be completed for all employees prior to working.
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\textsuperscript{st}
  • There are qualifying events that may occur anytime throughout the year when we may make benefits changes (marriage, births, etc)

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
Mark your calendars:

- The **Supplemental Disability Plan has a 12-month waiting period**,  
  - You may elect the plan in Workday during the 30-day hire period. If you do this, at your one-year anniversary, the system begins the deductions without the onus of remembering.
  - If you do not do this, you may also elect the plan at the 12 month point.

- The **USC Retirement Savings Program** has a **12-month waiting period** and service requirements. This became effective for employees hired on or after January 1, 2019.
  - Hired means the date an employee is active on the university payroll, and not the date of an offer letter.

*On January 2021, university will suspend the employer contributions for one year to the University’s retirement plan for faculty and staff to help fill the FY 2021 budget gap*
Facilities & Space

- Facilities and space, including instructional and research laboratories, are jointly managed by departments and the school
  - School coordinates major renovations & projects while the units handle issues such as housekeeping, keys, data lines, minor repairs & maintenance, etc.
  - Problems in research labs (water leak, electrical issue, etc – contact the Viterbi facilities staff, your department coordinator & USC Facilities Management (FMS)
  - Please check with Viterbi Facilities before purchasing equipment to ensure infrastructure is in place

- Viterbi Facilities manages:
  - Administrative Unit 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 Drill, annual ‘clean-up’ events, etc.

- Michelson Hall (MCB) has a dedicated Building Manager – Jivin Seward– jseward@usc.edu
Check out the Facilities pages of the VBA website = http://viterbi.usc.edu/vba/ especially if you have experimental research laboratories, and

University **Environmental Health & Safety (EH&S)** website https://ehs.usc.edu/
- Laboratory Safety Policies and Procedures including training requirements
- Chemical Inventory User Guide
- Fire/Life Safety

**Viterbi Lab Safety Specialist – Megan Utley –** meganutl@usc.edu - 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

Need an improvement to your lab facility?
Complete a **Facilities Request Form** and submit to your Department Chair/DBM, who will review first, then forward to the Viterbi 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
Space

- 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, school-level reviews of research space assignments every 2-3 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 Space to be Built

~98,000 Gross SF/~77,900 Net SF
6 floors above ground + basement
300 seat auditorium with adjacent foyer/pre-function area
Expected completion August 2023

Dr. Allen and Charlotte Ginsburg Human-Centered Computation Building
Campus Adjacent Viterbi Facilities

Center for Advanced Manufacturing (CAM) - [http://cam.usc.edu/#!/](http://cam.usc.edu/#!/)
- 2727 S Flower St – a few blocks north of campus at Flower and 28th Street
- **Relocating to 1119 W. 25th Street in December 2020**
- Equipment includes a suite of 3-D printers including a metal 3-D printer, CNC machines, injection molding machine and manufacturing robots
- Director is Professor S. K. Gupta (AME)

Flying Robotics Shared Research Lab
- 2917 S. Flower St – a few blocks north of campus at Flower and 30th Street
- ~3,500 SF total warehouse with motion-capture installation, and seating area
- Research time may be scheduled in the space
- Contact: Professor Nora Ayanian (CS)
Other Viterbi Resources

Machine Shop – KAP Basement – Seth Weiman, Machine Shop Foreman
- Located in basement of KAP
- Shared with Dornsife College
- Faculty Advisory Committee meets annually
- https://viterbischool.usc.edu/shared-research-infrastructure/viterbi-dornsife-machine-shop/

Graduate Student Machine Shop – SSC 109 - contact Seth Weiman for training/access
- http://gradstudentshop.usc.edu/

Baum Family Maker Space – SSL First Floor - Dr. Allan Weber, Director
- Undergraduate facility to support instructional projects/extracurricular teams
- On-site lab manager, machinist and technician
- http://viterbiundergrad.usc.edu/bfms/
Thank you for listening, and Welcome to USC and Viterbi School of Engineering!