



# New Faculty Orientation August 2020 Administration/Facilities/Space

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# 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/>

**USC Viterbi COVID-19 Response** - <https://viterbischool.usc.edu/covid-19-response/>

# 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

# Administration – Organization Continued



## IT at Viterbi

- 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/>

# Administration – Organization Continued



## *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/>

- 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/> - 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



Payroll - <https://comptroller.usc.edu/payroll-services/> - Helpful FAQ & forms, etc.

Faculty with 9-month contracts may choose a 12-month pay option (effective 2<sup>nd</sup> 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<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 (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 10<sup>th</sup> 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.**

# 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>
  - 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**

# Human Resources/Benefits - continued



## 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](mailto:jseward@usc.edu)

# Facilities & Space continued



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](mailto: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

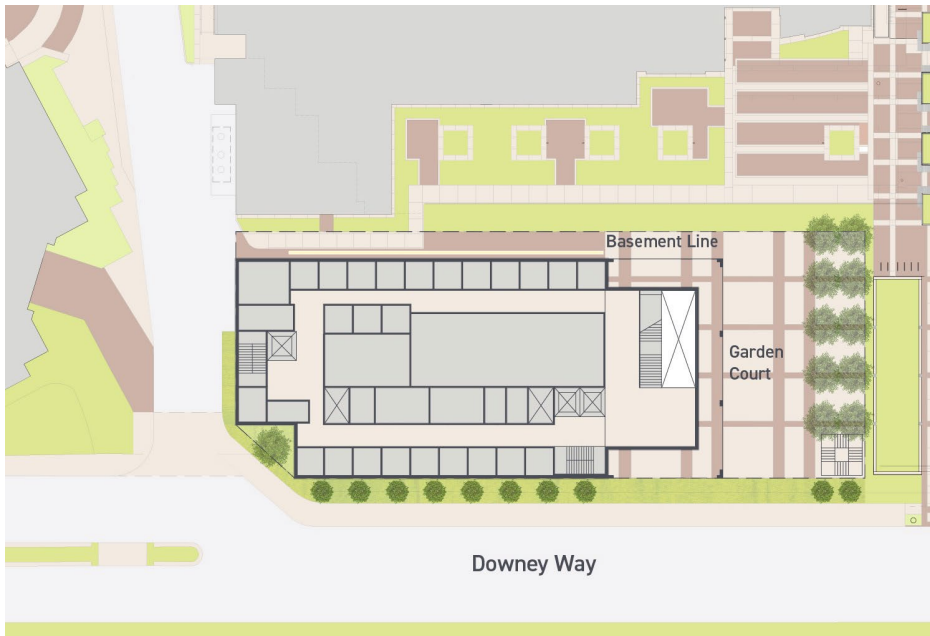
- We annually ask departments and faculty to submit requests for needed improvements
- **As budgets allow, we review requests submitted throughout the year as issues arise**
- Facilities Request Form is available at the Facilities website

# Facilities & Space continued



## 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



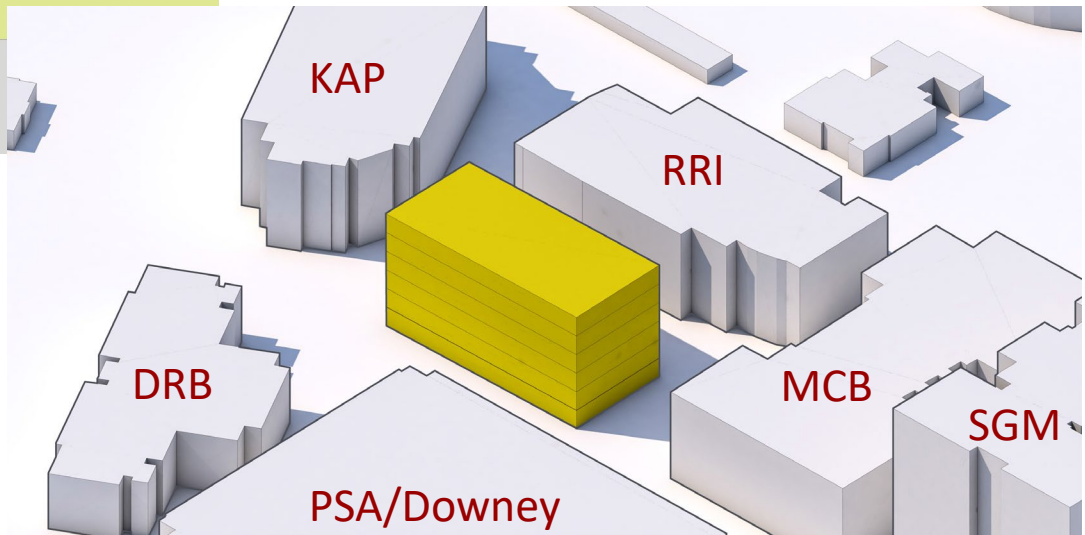
~98,000 Gross SF/~77,900 Net SF

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/#/>

- 2727 S Flower St – a few blocks north of campus at Flower and 28<sup>th</sup> Street
- **Relocating to 1119 W. 25<sup>th</sup> 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 30<sup>th</sup> 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!