USC Suzanne Dworak-Peck
School of Social Work

Welcome to the USC Suzanne Dworak-Peck School of Social Work and the Trojan Family!

We are excited that you have joined our team! Please be sure to visit USC's New Hire Information website at: https://employees.usc.edu/new-hires for a special welcome from President Max Nikias. Also be sure to visit the Employee Gateway at https://employees.usc.edu for additional resources and university information. Please review the checklist and information below to help guide you through your start at the School of Social Work.

YOUR HR TEAM

The School of Social Work HR Team is here to assist you with your various payroll and human resources needs. You have likely already had e-mail exchanges with your payroll contact and should continue to communicate with that person through the hiring process. We are all happy to assist you and/or properly direct you. Here is the information for you HR Team.

Hanna Ceniceros	**Nataly Manzo**	**Laylani De La Vega**	**Suredera Ikrad**
Human Resources Manager	*Human Resources Associate*	*Lead Payroll Coordinator*	*Payroll Coordinator*
cenicero@usc.edu	nmanzo@usc.edu	ldelaveg@usc.edu	ikrad@usc.edu
(213) 740-1252	(213) 821-1236	(213) 740-0366	(213) 821-0975

GETTING STARTED

You now have your 10-digit USCID number, this will allow you to set-up and access the following:

- ☐ **USC E-Mail:** To activate, please visit https://itservices.usc.edu/uscnetid. You will need your USC ID number and your Date of Birth in order to complete this process. If you run into any technical difficulties, please notify your HR contact. Also, please provide your contact with your new USC e-mail address as soon as possible so that we can update the USC Directory. For assistance on adding your USC e-mail account to a mobile device, please contact sowkmis@usc.edu.
- ☐ **Workday:** Workday is the university's HR system, it is a centralized system where you can access your employee information, access the time keeping system, access pay stubs, etc. You can access Workday via the USC Employees Gateway at https://employees.usc.edu.
- ☐ **Benefits:** If you are eligible for Benefits, it will be indicated on your faculty contract.
  - ▪ Once you have logged in to Workday, you will see that there is a task awaiting you in your Inbox to sign-up for your benefits. For information regarding benefits, please visit the USC Benefits website at https://benefits.usc.edu. If you have any questions regarding benefits, please contact the USC HR Service Center at (213) 821-8100 or uschr@usc.edu.
- ☐ **USCard:** The USCard is your university identification card. Please visit USCard Services at https://usc.edu/uscard and follow the instructions under '*Getting your ID*.'

FACILITIES

The Social Work Facilities Office can assist you with various needs:

- ▪ Office Assignments & Access
- ▪ Room Reservations
- ▪ Building Access Card & Emergency Training (USC City Center)

Your Facilities Contact is: **Kathy Logan, Facility Manager, at klogan@usc.edu or at (213) 821-2242.**

IT

Our IT Team is happy to help you with your access and technology needs.

- ▪ SOWK Computer/Network Log-In
- ▪ Telephone & Voicemail
- ▪ Access to User and Shared Folders

Your IT Contact is: **Cynthia Joseph, Office Technology Specialist, at sswhdesk@usc.edu or at (213) 821-5630.**

BUSINESS OFFICE

Our Business Office is eager to put you on the right track.

- ▪ Business Cards
- ▪ Reimbursement Processing

Your initial Business Office Contact is: **James Kelly, Financial Affairs Manager, at jekelly@usc.edu or at (213) 740-1253. If you are teaching in the VAC, please contact Connie Chang, Budget Analyst, at conniegc@usc.edu or at (213) 821-0974**

TRANSPORTATION & PARKING

USC has various options for accessing all of our locations. Please visit https://usc.edu/transportation for information on parking, public transportation, tram schedules, etc.

- ▪ *If you are located at the USC City Center building, there is special parking information that you can obtain from Carmen Frierson, Vice Dean for Administration and Finance, at cfrierso@usc.edu. Please note that current parking policies indicate that employees must sign up for parking by the 12th of the month **prior** to the start of the use of on-site parking. (i.e. Parking starting July 1st, application must be submitted by June 12th) There are no exceptions to this policy*

TIME KEEPING AND PAYROLL

Non-Exempt Employees (Hourly Pay): If you are a non-exempt employee, you will be using the Workday Time Keeping system to record your hours worked and submit time sheets on a bi-weekly basis.

- ▪ User guides on Workday Time Tracking can be found at this site: http://workdayhelp.usc.edu/userguides/. Please be sure to scroll down to the section titled "Time Tracking" for the videos and Quick Reference Guides (QRGs).
- ▪ The bi-weekly payroll schedule can be found at the USC Payroll Services Website (https://usc.edu/payroll) under Schedules.
- ▪ **Please reference the Adjunct Faculty Workday Time Tracking FAQ for detailed instructions on entering your hours based on your faculty contract.**

TIME KEEPING AND PAYROLL (CONT.)

***Exempt Employees (Monthly Pay):* If** you are an exempt employee, your pay will be processed on a monthly basis. Pay day is on the 26th of each month, if the 26th lands on a Saturday or Sunday, the pay day will then be moved to the Friday prior. If the 26th lands on a university holiday, the pay day will be moved to the prior working day.

- The monthly payroll schedule can be found at the USC Payroll Services Website (https://usc.edu/payroll) under Schedules.

Time Off Requests for All Employees: All employees are to use Workday to submit any time off requests.

- Please visit https://policy.usc.edu/employment for all current policies and definitions of Time Off, including a listing of all approved university holidays. You may also reference the Faculty Handbook by visiting https://policy.usc.edu/faculty

Direct Deposit: If you would like to set-up direct deposit for the first time or if you would like to make changes to existing information, you can do so via Workday. Please note that any new direct deposit set-ups can take up to 4-5 weeks to go through and paper checks will be issued until the change is effective and available for pick up in MRF 203 or can be mailed to your address on file. Direct Deposit is *strongly encouraged*, as it is quick, convenient, and is in line with business continuity in the case of large scale emergency events.

OUT OF STATE FACULTY – IMPORTANT TAX RELATED INFORMATION

If you are located out of state, please be sure to verify the Work Location in Workday reflects your out of state address so that your wages are taxed appropriately based on your state of residence. This is EXTREMELY important, and the information must be reflected correctly in our systems in order for taxes to be processed correctly. If you have any questions on this, please contact your Payroll Contact directly.

HARASSMENT PREVENTION (MUST BE COMPLETED WITHIN FIRST 90-DAYS OF EMPLOYMENT)

USC is committed to maintaining an inclusive environment that is free from discrimination and harassment. Please review all current policies on Discrimination and Harassment at https://policy.usc.edu/discrimination.

All USC Faculty are required to complete the Manager Training.

Manager Training: All USC managers are <u>required</u> to complete the Harassment Prevention and Campus SaVE Act Training.

- You can access the Mandatory Harassment Prevention and Campus SaVE Act Training by logging in to TrojanLearn at https://trojanlearn.usc.edu. The course should appear in yellow icon on your main page. If it does not, please enter "Harassment Prevention" in the search box to locate the training.
- Training is done on a two year cycle for the entire university.

LEARNING AND DEVELOPMENT

USC has numerous opportunities for learning and development via TrojanLearn at no cost to you

- To access available trainings, please visit https://trojanlearn.usc.edu.

NEW TROJANS NETWORK

It's all about the Trojan Family! USC has always been known for its strong network of faculty, staff, and student that make up the Trojan Family. USC would like to welcome you by having you attend a New Trojans Network event, where you will learn about the university's history as well as the future vision. You will also get a chance to meet other New Trojans and start your very own network. You can sign up for the next event by logging in to https://trojanlearn.usc.edu and searching for "New Trojans Network."