

Welcome to the USC Suzanne Dworak-Peck School of Social Work and 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 continues to be available to assist with your new hire onboarding needs. We are all happy to assist you and/or properly direct you. Here is the information for your HR Team.

Hanna Cenicerros

Human Resources Manager

cenicero@usc.edu

(213) 740-1252

Nataly Manzo

Human Resources Associate

nmanzo@usc.edu

(213) 821-1236

Laylani De La Vega

Lead Payroll Coordinator

ldelaveg@usc.edu

(213) 740-0366

Suredera Ikard

Payroll Coordinator

ikard@usc.edu

(213) 821-0975

GETTING STARTED

You were issued a 10-digit USCID number, allowing you to set-up and know how to access the following:

- E-Mail Account Set-Up
- Workday: For Benefits & Time Keeping
- Benefits:** 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 has reached out to you and your supervisor regarding the following items:

- Office/Desk/Workstation
- Keys
- Building Access Card (USC City Center)
- Mailing Address & Mail Codes
- Room Reservations
- 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 has reached out to you and your supervisor with regards to the following items:

- 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 has reached out to you and your supervisor with regards to the following items:

- Business Cards
- Reimbursement Processing

Your initial Business Office Contact is: **James Kelly, Financial Affairs Manager, at jekelly@usc.edu or at (213) 740-1253.**

TRANSPORTATION AND 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:

- You have obtained the special parking information from Carmen Frierson, Vice Dean for Administration and Finance, at cfrierson@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

- You have gone over the information below regarding Time Entry (non-exempt) and policies regarding time off requests.

Time Keeping for Non-Exempt Employees (Hourly Pay): If you have a non-exempt employee that reports to you, you will be using the Workday Time Keeping system to review and take action on any and all hours worked 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.
- If you are a Part-Time Faculty member that needs additional guidance on using this system and/or entering your hours based on your contract, please contact Laylani De La Vega at ldelaveg@usc.edu and Suredera Ikard at ikard@usc.edu.

Time Off Requests for All Employees: All faculty with vacation benefits are to use Workday to submit any time off requests, and if you are an employee in a supervisory role, you must review and take action on any and all requests that are submitted.

- Please visit <https://policy.usc.edu/employment> for all current policies and definitions of Time Off, including a listing of all approved university holidays.

TIME KEEPING AND PAYROLL (CONT.)

- 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. 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.

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.

- You have reviewed all current policies on Discrimination and Harassment at <https://policy.usc.edu/discrimination>. And completed the appropriate training, as listed below. Per university policy, all faculty must complete the manager training.
Manager Training: All USC faculty and managers are *required* to complete the Harassment Prevention and Campus SaVE Act Training and must be completed within the first 90-days of employment.
 - Employees 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 the 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>.
- Make a note in your calendar to revisit this item in 6 months.

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.”

HIRING STUDENT WORKERS

Some faculty appointments include funds for hiring a student worker. If this was included as part of your offer and you would like to hire a student worker, please contact Laylani De La Vega at ldelaveg@usc.edu for information on your available funds, posting/recruitment, and hiring processes.