# 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: http://employees.usc.edu/new-hires for a special welcome from President Max Nikias. Also be sure to visit the Employee Gateway at http://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 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 Ikard** |
| --- | --- | --- | --- |
| *Human Resources Manager* | *Human Resources Associate* | *Lead Payroll Coordinator* | *Payroll Coordinator* |
| cenicero@usc.edu | nmanzo@usc.edu | ldelaveg@usc.edu | ikard@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 http://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:* 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 http://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. Also, Please be sure to visit: http://benefits.usc.edu/starting-benefits/orientation/ for more information on the next Benefits Orientation Session.
- ☐ *USCard:* The USCard is your university identification card. Please visit USCard Services at htts://usc.edu/uscard and follow the instructions under '*Getting your ID.*'

## FACILITIES

The Social Work Facilities Office can assist you with various needs, and will be reaching out to you 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 is happy to help you with your access and technology needs. They will be reaching out to you 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 is eager to put you on the right track. They will be reaching out to you with regards to the following items:

- ▪ Business Cards
- ▪ Reimbursement Processing
- ▪ Access to Financial Systems (as needed)

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

## MEET THE DEAN

Dean Flynn enjoys meeting all new staff! The Dean likes to hold small meetings with new staff to welcome them to the School of Social Work, get to know them, and tell them about the school's mission and future vision. The Dean's office will be reaching out to you with information on setting up a time to meet with Dean Flynn.

## TRANSPORTATION & PARKING

USC has various options for accessing all of our locations. Please visit http://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 (http://usc.edu/payroll) under Schedules.

***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 (http://usc.edu/payroll) under Schedules.

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

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

***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.

## SUPERVISORS/MANAGERS/DIRECTORS

If you have been hired into a supervisory, managerial, or directing role, please note the following:

***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 (http://usc.edu/payroll) under Schedules.

***Time Off Requests for All Employees:***  All staff employees are to use Workday to submit any time off requests, and as an employee in a supervisory role, you must review and take action on any and all requests that are submitted.

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

***USC Management Essentials:***  All new USC managers are *required* to complete the USC Management Essentials curriculum within your first 6 months of employment.

- You can access the USC Management Essentials curriculum by logging in to TrojanLearn at http://trojanlearn.usc.edu.  The course should automatically appear in the "My Transcript" section.  If it does not, please enter "USC Management Essentials" in the search bar and click on "Register Now."

## 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 http://policy.usc.edu/discrimination.

***Non-Manager Training:***  Non-Managers are not required to complete a formal training, but it is strongly encouraged that you review the following supplemental materials on Harassment Prevention at: http://talent.usc.edu/files/2015/08/USC-prohibits.pdf

***Manager Training:***  All USC managers are *required* 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 http://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.  Please be sure to go over your development goals with your supervisor to ensure that you are signing up for the appropriate trainings for hard and/or soft skills.  To access available trainings, please visit http://trojanlearn.usc.edu.  If you need assistance in identifying training or putting together a development plan for you or any of your staff, please reach out to Nataly Manzo, HR Associate, at nmanzo@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 visit http://employees.usc.edu/newtrojansnetwork/ for additional details.

## CHECK-IN

As part of the ★ ★ ★ ★ ★  Onboarding Process, you will receive automatic check-in e-mails after the first 15 and 30-days of employment.  If you have any questions on this process, please contact Nataly Manzo, HR Associate, at nmanzo@usc.edu.