



# New Faculty Orientation August 2019 Administration/Facilities/Space

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# 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**
  - Susan Robles, Director of Human Resources
- **Facilities**
  - Jeffrey Wiginton, Facilities Director, and Gloria Wan, Facilities Coordinator
- **Budget Administration/Finance**
  - Open, Chief Financial Officer
- **Contracts & Grants**
  - Nichole Phillips, Director Research Administration

# Administration – Organization Continued



## IT at Viterbi

- Effective August 1, 2019, as part of a larger restructure, we created Viterbi Information and Instructional Technology (VIIT), and the position of Chief Technology Officer (CTO) reporting to Executive Vice Dean Gaurav Sukhatme
- We are actively recruiting to fill the CTO position. Until the position is filled, Executive Vice Dean Sukhatme is acting CTO.
- 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 the research administrator your department coordinator has assigned for your support if research related
  - 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)





## Human Resources/Benefits

Mark your calendar to follow up in case the university does not contact you:

- The Supplemental Disability Plan has a 12-month waiting period
- The USC Retirement Savings Program has a 6-month waiting period and service requirements

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

# Facilities & Space



- Facilities and space, including instructional and research laboratories, are jointly managed by departments and the school
  - Typically the school coordinates major renovations and projects while the units handle issues such as housekeeping, keys, data lines, minor repairs and maintenance, etc.
  - If you have been assigned research lab space, you may have already met Jeffrey Wiginton and Gloria Wan, and begun working with them on renovations
  - Problems in research labs (water leak, electrical issue, etc – contact the Viterbi facilities staff, your department coordinator and USC Facilities Management (FMS)
  - Please check with Viterbi Facilities before purchasing equipment to ensure infrastructure is in place
- Viterbi Facilities manages:
  - All administrative 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 Plan, annual ‘clean-up’ events, etc.
- Michelson Hall (MCB) has a dedicated Building Manager – Daniel Keck – [dkeck@usc.edu](mailto:dkeck@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. Website has information and links to university websites on topics such as:

- Laboratory Safety Policies and Procedures including training requirements
- Chemical Inventory User Guide
- Fire/Life Safety
- Much more....

**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

The mechanism for requesting improvement to facilities is to complete a **Facilities Request Form** and submit via your department to 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 review of research space assignments every 2 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

# 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
- ~7,000 SF total
- 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

# Other Viterbi Resources



## **Machine Shop** – contact Don Wiggins, Machine Shop Foreman

- Located in basement of KAP
- Faculty Advisory Committee meets annually
- Low hourly rate
- <https://viterbischool.usc.edu/shared-research-infrastructure/viterbi-dornsife-machine-shop/>

## **Graduate Student Machine Shop** – contact Don Wiggins for training/access

- Located in SSC 109
- <http://gradstudentshop.usc.edu/>

## **Undergraduate Student Fabrication Lab** – contact Dan Cordova

- Located in RRB 114 & 115 (will relocate to Baum Family Maker Space in Jan 2020)
- On-site staff lab manager/machinist
- <http://viterbi.usc.edu/students/undergrad/research/fablab/>