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/](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/](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/](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.
Faculty with 9-month contracts may choose a 12-month pay option (effective 2nd 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 26th 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
  o 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 10th 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/](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 1st
  - There are qualifying events that may occur anytime throughout the year when we may make benefits changes (marriage, births, etc)
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
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 - 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 28th 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 30th 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/](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/](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/](http://viterbi.usc.edu/students/undergrad/research/fablab/)