

**Welcome to the USC Rossier School of Education 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/>. 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 Rossier School of Education.

**YOUR FACULTY AFFAIRS AND HR TEAM**

The Rossier Faculty Affairs and HR Team is here to assist you with your various payroll and human resources needs. You have likely already had e-mail exchanges with some of us listed below. We are all happy to assist you and/or properly direct you. Here is the information for your Faculty Affairs and HR team:

<p><b>Lawrence Picus</b> Associate Dean for Faculty Affairs <a href="mailto:lpicus@rossier.usc.edu">lpicus@rossier.usc.edu</a> (213) 740-2175</p>	<p><b>Michael O'Neill</b> Assistant Dean for Faculty Affairs <a href="mailto:oneillmi@rossier.usc.edu">oneillmi@rossier.usc.edu</a> (213) 740-0433</p>	<p><b>Destini Felix</b> Senior Faculty Affairs Coordinator <a href="mailto:destinif@rossier.usc.edu">destinif@rossier.usc.edu</a> (213) 740-4620</p>
<p><b>Andree Caldera</b> Human Resources Manager <a href="mailto:acaldera@rossier.usc.edu">acaldera@rossier.usc.edu</a> (213) 821-4216</p>	<p><b>Cynthia Ruiz</b> Human Resources Coordinator <a href="mailto:ruizcynt@rossier.usc.edu">ruizcynt@rossier.usc.edu</a> (213) 740-3827</p>	<p><b>Cindy Harvey</b> Payroll/Personnel Assistant <a href="mailto:lgharvey@rossier.usc.edu">lgharvey@rossier.usc.edu</a> (213) 740-1041</p>

**GETTING STARTED**

You should now have your 10-digit USC ID 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 Faculty Affairs contact, Destini Felix, with your new USC e-mail address as soon as possible so that we can add you to the appropriate mailing list-servs.
- ❑ **Workday:** Workday is the university's HR system, it is a centralized system where you can access your employee information, teaching contract, pay stubs, etc. You can access Workday via the USC Employee 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 section at <https://employees.usc.edu/benefits-perks/>. If you have any questions regarding benefits, please contact the HR Service Center at (213) 821-8100 or [uschr@usc.edu](mailto:uschr@usc.edu).
- ❑ **USCard:** The USCard is your university identification card. Please visit USCard Services at <https://mycard.usc.edu/> and follow the instructions under "Get Your USCard."

**FACILITIES**

The Rossier Facilities Office can assist you with various needs:

- Building Access
- Office Assignments & Access
- Housekeeping

Your facilities contact is: **Rochelle Hogue, Facilities Coordinator**, at [rhogue@usc.edu](mailto:rhogue@usc.edu) or at **(213) 740-2746**.

All Facilities related requests should be submitted via the Rossier Portal <https://rossierportal.usc.edu/home>.

**IT/MANAGEMENT INFORMATION SYSTEMS (MIS)**

Our IT Team is happy to help you with your access and technology needs such as:

- Account/Computer/Network Setup
- Access to User and Shared Folders
- Classroom and Conference Room Support

All IT/MIS related requests should be submitted via the Rossier Portal at <https://rossierportal.usc.edu/home>.

**INSTRUCTIONAL DESIGN AND TECHNOLOGY (IDT)**

The IDT team provides onboarding, consultations, and continuous support in the following areas:

- Syllabus development and support material curation/creation
- LMS (Blackboard only)
- Zoom integration and best practices
- Enhancing your course with technology and media
- Online pedagogy

Please reach out to the IDT team at [idt@rossier.usc.edu](mailto:idt@rossier.usc.edu).

## ROSSIER ACADEMIC PROGRAM OFFICE CONTACTS

The Rossier Program Offices are here to assist you with your various academic inquiries. Depending on your work assignment(s), please contact the appropriate program contacts listed below:

<b>Master's Program</b> <b>Jamie Remmers</b> Director <a href="mailto:remmers@rossier.usc.edu">remmers@rossier.usc.edu</a>	<b>MAT &amp; TESOL Programs</b> <b>Doris Madrigal</b> Director <a href="mailto:dmadriga@rossier.usc.edu">dmadriga@rossier.usc.edu</a> <b>Jaclyn Diaz</b> Program Coordinator <a href="mailto:jaclyndi@rossier.usc.edu">jaclyndi@rossier.usc.edu</a>	<b>Global EdD Program</b> <b>Sabrina Chong</b> Director <a href="mailto:sabrina.chong@rossier.usc.edu">sabrina.chong@rossier.usc.edu</a>	<b>PhD Program</b> <b>Laura Romero</b> Director <a href="mailto:laura.romero@rossier.usc.edu">laura.romero@rossier.usc.edu</a>
<b>EDL Program</b> <b>Jim Lee</b> Director <a href="mailto:jiml@rossier.usc.edu">jiml@rossier.usc.edu</a>	<b>OCL Program</b> <b>Anna Chiang</b> Director <a href="mailto:annachia@rossier.usc.edu">annachia@rossier.usc.edu</a>	<b>Professional Development</b> <b>Cecilia Olmos</b> Senior Project Specialist <a href="mailto:colmos@rossier.usc.edu">colmos@rossier.usc.edu</a>	<b>Academic Program Office</b> <b>Lisa Galvan</b> Special Project Manager <a href="mailto:lgalvan@rossier.usc.edu">lgalvan@rossier.usc.edu</a>

For detailed information on each of Rossier's Academic Programs, please visit <https://rossier.usc.edu/programs/>.

## TRANSPORTATION AND PARKING

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

## 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 timesheets on a bi-weekly basis.

- User guides on Workday Time Tracking can be found at <https://workdayhelp.usc.edu/userguides/>. Please be sure to scroll down to the section titled "Time Tracking" for the Quick Reference Guide (QRGs).
- The bi-weekly payroll schedule can be found on the USC Payroll Services Website <https://comptroller.usc.edu/payroll-services/payroll-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 26<sup>th</sup> of each month, and if the 26<sup>th</sup> lands on a Saturday or Sunday the pay day will then be moved to the Friday prior. If the 26<sup>th</sup> lands on a holiday, the pay day will be moved to the prior working day.

- The monthly payroll schedule can be found on the USC Payroll Services Website <https://comptroller.usc.edu/payroll-services/payroll-schedules/>.

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

- Please visit <https://policy.usc.edu/usc-policies/policies-by-topic/time-off-and-leaves/> 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-handbook/faculty-handbook/>.

**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 approximately 10 working days to go through and paper checks will be issued until the change is effective and available for pick up in WPH 801 or can be mailed to your address on file. Direct deposit is *strongly encouraged, as it is quick, convenient, and is in line with the business continuity in the event 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, please contact HR 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: <https://policy.usc.edu/discrimination/>.

**Training:** All USC Faculty are required to complete the training. The course takes approximately two hours to complete.

- You can access the mandatory Harassment Prevention training by logging in to TrojanLearn <https://trojanlearn.csod.com/>. Once logged in, search for "Harassment Prevention" – then simply launch the training. If you need help accessing the course, contact the HR Service Center at [uschr@usc.edu](mailto:uschr@usc.edu) or (213) 821-8100.

## PART-TIME/ADJUNCT PROMOTIONS AND PERFORMANCE REVIEWS

All part-time and adjunct faculty are eligible to be considered for a promotion and performance review. Please contact Destini Felix at [destinif@rossier.usc.edu](mailto:destinif@rossier.usc.edu) for more information on these processes.

## 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.csod.com/>.