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:

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

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.
- ☐ *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 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
- Enhancing your course with technology and media
- LMS (Blackboard only)
- Online pedagogy
- Zoom integration and best practices

Please reach out to the IDT team at 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:

Master's Program	MAT & TESOL Programs	Global EdD Program	PhD Program
Jamie Remmers Director remmers@rossier.usc.edu	**Doris Madrigal** Director dmadriga@rossier.usc.edu	**Sabrina Chong** Director sabrina.chong@rossier.usc.edu	**Laura Romero** Director laura.romero@rossier.usc.edu
	Jaclyn Diaz Program Coordinator jaclyndi@rossier.usc.edu		

EDL Program	OCL Program	Professional Development	Academic Program Office
Jim Lee Director jiml@rossier.usc.edu	**Anna Chiang** Director annachia@rossier.usc.edu	**Cecilia Olmos** Senior Project Specialist colmos@rossier.usc.edu	**Lisa Galvan** Special Project Manager lgalvan@rossier.usc.edu

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.

PAYROLL

Exempt Employees (Monthly Pay): Your pay will be processed monthly. Pay day is on the 26th of each month, and 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 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 or (213) 821-8100.

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/.