

INFORMATION FOR NEW FACULTY

Fall 2017

FACULTY PAYROLL SET UP

After we have received your signed contract, you will receive an email with payroll documents attached along with a schedule of available times for a one-hour meeting that will be required for you to be set up on payroll. You can contact Liz at romeroe@usc.edu to schedule the appointment. Be sure to complete the attached documents prior to your scheduled appointment date. Once entered into the payroll system it will take one day before you can obtain your university ID card (USCard), arrange parking, studio access, library privileges and activate your USC email.

ID CARD

To obtain your USCard you must go to the USCard Services office located on the first floor of Parking Structure X (check map). They are open Monday through Friday 9 am - 5 pm. If you have questions or concerns, USCard Services may be contacted directly at (213) 740-8709 or uscard@usc.edu.

STUDIO ACCESS

Your ID card will be programmed to allow you card access to the building and all of the studio spaces as well as the faculty / staff lounge. When you have obtained your ID card please come to the main office in Watt Hall 204 or email your ID number to Kathlynn Alba, kathlyna@usc.edu in order to have your card access arranged.

USC NET ID & EMAIL ADDRESS

Once on payroll you will be assigned a USC Net ID. This will become your user name for all USC systems; email, payroll, grading and BlackBoard. You can find your assigned Net ID here:

https://netid.usc.edu/account_services/activate_account?form=activate.

Enter your USC ID# and birth date and the system will find your USC NetID and lead you through the process of setting up your password and logging in for the first time. If you experience any problems, please contact the ITS Customer Support Center via at 213-740-5555.

Every faculty member is required to have a working USC email address. While we do not require you to use your USC email address to communicate with students and staff University applications for payroll, grading, class rosters that require you to use it.

MAIL

A mailbox will be set up for you in the Faculty Lounge. University mail and School of Architecture correspondence will be delivered to your box along with important announcements and memos from the Dean or other staff members. You should check your mailbox several times a week.

KEYS

We try to provide all faculty access to a shared office space. If you are assigned a space and do not plan to use it please let us know. Review space for studio must be reserved through the main office where keys are available for check out. For early morning and evening classes we can make arrangements for you to be issued a room key for the semester.

FACULTY LOUNGE & WORKROOM

The Faculty Lounge and Workroom is accessible to faculty after hours by card access but you must have a new faculty ID to access. The Main Office is open from 8:30 am – 5:00 pm. Those of you teaching evening classes or studio classes that run late may need to access the lounge after the office is closed to return AV equipment and keys or to make copies.

AUDIO VISUAL EQUIPMENT

Most AV equipment is available for check out on a daily basis from the Main Office. For evening courses, equipment must be returned to the Faculty Lounge. You will have after-hours access to the Lounge by using your ID card.

PARKING OPTIONS

Parking on the USC campus and vicinity is always in short supply. **USC does not allow us to pay for parking for any salaried faculty member or employee. In order to arrange for an on campus-parking permit you must visit the Transportation Dept. in person with your USC ID card and your car registration.** The Transportation Office is in Parking Structure X next to Housing Services (check the map). They are open Monday-Friday, 8:30 AM to 7:00 PM. Parking can be paid monthly or by the semester. Daily parking costs \$12 per day and may be paid at the gate if space is available. You can investigate your options online at: <http://transnet.usc.edu/index.php/parking-rates/>. You can look at the USC map here: <http://web-app.usc.edu/maps/>.

Public Parking

A Public Parking Lot that serves the Natural History Museum is located on Menlo Ave. just south of Exposition Blvd. and east of Vermont Blvd. Same rates as on campus.

Other Alternatives

The Transportation Dept. also offers bus and rail passes. There is free parking at some light rail and subway stations. For those interested, more information is available on vanpools, carpooling, rail and bus routes at the Transportation Dept. at: <http://transnet.usc.edu/index.php/metro/>

PARKING FOR GUEST LECTURERS/JURORS

The Main Office will make parking reservations for your guest jurors or lecturers to park on campus. You must request parking **before noon on the day before** the guest is arriving and give us the date and time of their arrival. Monday reservations must be made before noon on the previous Friday. The reservation will be for parking in the Downey Way Parking Structure (formerly PSA). Your guest should be instructed to enter the campus at the Downey Way entrance (36th St. and Vermont Bl.) and give their name to the attendant at the kiosk.

COPYING SERVICES

Main Office staff, or student workers, can arrange any copying jobs that you require for your classes. Please allow adequate time for large or complex copying jobs. 24 hours is preferable. Or you are welcome to use the copier in the Faculty Lounge to do your copying yourself. You will be assigned a personal copier code for using this copier. The code can be used for all copies not directly associated with a particular course. Each course has an assigned copy code consisting of the course number preceded by two zeros. For example, if you are teaching Arch 102, copies for the class should be made with the copier code 00102. Please contact Kathlynn (kathlyna@usc.edu) for any copying services issues.

BLACKBOARD

Blackboard is the University's digital course software system. You can post any documents, have your course discussions posted online, etc. You can use it minimally (just for roster info) or use it fully. Once you have completed your contract and hiring process, you can access your course's Blackboard site. Please review the USC Blackboard site (<https://blackboard.usc.edu/>) so you can be familiar enough with it for general use throughout the semester. Use of this system is mandated by the University in case of a school wide emergency and as a means to resume teaching remotely in case of a larger catastrophe such as an earthquake. **By the first day of classes, please post your final syllabus on Blackboard and provide a copy of it as well to the Main Office.**

WORKDAY

Workday is the University's payroll and HR interface system. Once you have set up your USC NetID password and username, here is where you will update your personal information, change your benefits, access you pay slips and other HR-related details. For more information on how to navigate through Workday, please visit the website here: <http://workdayhelp.usc.edu/>.