Getting Set Up as an USC Employee

Disclaimer: This list is not inclusive. The onboarding process may vary depending on your school. For specific questions and information, please contact your dean of faculty (http://faculty.usc.edu/new/school-contacts) or Human Resources Partner (http://www.usc.edu/dept/hr/hra/i-hrp_directory.html).

Action	Responsible Party and Contact Information
PAYROLL	
Return your signed offer letter	Contact your dean of faculty, department chair or other pre-designated point of contact
Apply for appropriate visas and work permits, as needed	Contact your dean of faculty to identify who is your school's point person with the office for Faculty/Staff Visa Services (FSVS) http://sait.usc.edu/fsvs/future_employees.html
Complete and submit an eAccess authorization form	Contact your dean of faculty or pre-designated faculty affairs representative to get the form
Activate your USC email account upon notification by your school *(Ideally you will have submitted your eAccess authorization form prior to your arrival at USC, which will enable you to get your USC username and 10-digit ID early)*	Go to USC First log-in (http://www.usc.edu/firstlogin)
Complete your hiring paperwork (I-9, W-4, direct deposit request)	Schedule an appointment with your school's home department coordinator
Acquire your USCard, which is your employee ID card	Can be ordered online: http://www.usc.edu/bus-affairs/admin_serv/uscard_serv/faculty_staff/ In Person: University Park Campus: Parking Structure X, M-F 9:00 a.m. - 5:00 p.m. (213) 740-8709 Health Sciences Campus: Seaver Residence Hall, M-F 9:00 a.m. - 5:00 p.m. (323) 442-2110

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Action	Responsible Party and Contact Information
BENEFITS	
Sign up for benefits	Information is available online at http://benefits.usc.edu
Purchase your parking permit *(You will need your 10-digit ID, which is provided to you upon first login and is on your USCard)*	Can be ordered online: http://transnet.usc.edu/index.php/how-to-purchase-a-permit-2/
Purchase your subsidized public transit pass	http://transnet.usc.edu/index.php/public-transit-passes/ In Person: 　University Park Campus: 　　Parking Structure X, M-F 9:00 a.m. - 5:00 p.m. 　　(213) 740-8709 　Health Sciences Campus: 　　Keith Administration Building, M-F 9:00 a.m. - 5:00 p.m. 　　(323) 442-1201
Attend a new employee benefits orientation	Go to http://benefits.usc.edu/starting-benefits/orientation/ to view the schedule of orientation sessions University Park Campus: 　Credit Union Building, 1st Floor Conference Room 　(213) 740-6027 | benefits@usc.edu Health Sciences Campus: 　Norris Research Tower (Topping Tower) 4444
MANDATORY TRAINING	
Complete your online harassment prevention training	Click on your personalized link that was sent to you via email or go to http://www.usc.edu/dept/hr/tm/i-harassment.html

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Action	Responsible Party and Contact Information
JOINING THE USC COMMUNITY	
Update your online directory information	Can be completed via Workday through the USC Employee Gateway (http://employees.usc.edu/)
Complete your online experts directory profile	Go to https://web-app.usc.edu/web/experts-update/new.php
Sign up for a student-led campus tour	Go to http://visit.usc.edu/tours/