Employees are the heart of our university. Every day, you make an impact by sharing your ideas, talents and abilities.

48% of system employees give to the three institutions of the USF System through the Faculty & Staff Campaign. Please join us. Together, we make USF unstoppable.

It’s easy to give through payroll deduction. For more information, go to: my.usf.edu > My Resources > Faculty & Staff Campaign or call (813) 974-4900.
Welcome to the University of South Florida, and to one of the most exciting jobs in American higher education today.

All of us who work at USF have a vital role to play in building one of the nation’s great metropolitan research universities. Our achievements are based on an absolute commitment to excellence, whether it is in teaching, research, public service or the support work that makes these contributions possible.

Your selection to join the USF staff is a statement of the University’s confidence in your ability to do your work in a way that meets the needs of faculty, students and staff colleagues effectively, and in a manner that contributes to an environment of mutual achievement and respect. I look forward to working with you in the building of a magnificent university.

—President Judy Genshaft
How do I get my parking tag?
The Parking Services building is located at the back of the campus. However, you should be able to take care of all your parking needs through the website. [www.usf.edu/parking_services](http://www.usf.edu/parking_services)

How do I get my employee ID card?
The USFCard is the official identification card of the University of South Florida. Your initial card is complimentary. Replacement cards are $15.

Your U-number must be in the system before an ID card can be issued. This typically takes 48 hours after the completion of your new hire paperwork.

- Visit the ID center located on the first floor of Student Services Building (SVC)
- Be able to show legal identification
- Hours: M - TR: 9 - 6 and F 9 - 5
- Phone (813) 974-2357

Do I get discounts and perks? You sure do!

- Visit [www.usf.edu/hr/benefits](http://www.usf.edu/hr/benefits) and click “work/life programs” for a directory of discounts

Do employees have access to a gym/recreational activities?

Yes! Find out more at the Campus Recreation website [www.usf.edu/campusrec](http://www.usf.edu/campusrec)

What other places should I know about?

The Marshall Student Center, formerly the Marshall Center, is the student union for the University of South Florida (USF). MSC services and features include Getting involved in Student Life, Food & Dining, Conference & Meeting space, Pharmacy, USF Credit Union, USF Computer Store, Wellness Center, Print Shop, Dining Services and study lounges.

Focus on You

Providing you with the right tools, wherever you are in life

From simple questions like quick ways to de-stress or how to find more time in your schedule, to more difficult issues like finding support after the loss of a loved one, your program is there to work with you and offer suggestions, options and information.

A Confidential & Important Resource
Your program provides useful tools and resources that can help make the most out of your day or guide you through a difficult time. All confidential and at no cost to you. Some of the topics we can help with include:

- **Resiliency**—overcoming stress and crisis at home and at work.
- **Emotional Wellness**—addiction, depression, anxiety and assistance with other emotional wellness issues.
- **Workplace success**—career goals, team conflict, crisis, management support.
- **Wellness and balance**—work-life balance, stress, relaxation, personal well-being.
- **Personal and family goals**—relationship, children and teen or aging loved ones. Changes in finances or personal situations.

Your program includes up to 3 counseling sessions for you and your eligible dependents or household members at no cost to you.

Step into Action
It’s quick and easy. You can access your program’s tools and resources in many ways. And remember its completely confidential. We will connect you with the right resources or professionals to help you with your questions, challenges or needs. No situation is too big or too small.

Call your program’s toll-free number to speak with a professional.

Visit MagellanHealth.com/member for online tools, articles, resources and more.

Additional Resources and Information

**Health and Wellness Program**
Our program makes it easy to bring healthy habits into your busy life. You can set daily goals and track progress online, via mobile app and through integration with fitness trackers. You can even get help and motivation from health coaches and peers.

**Work-life Services**
You have access to tools, resources and experts who can help with many of the day-to-day things that can happen in life. You also have access to the LifeMart® discount center which offers valuable discounts on things such as travel, clothing, restaurants, and more.

**Legal & Financial Consultation**
Your program offers you quick and confidential access to help with legal or financial questions and services you may need. Legal and financial experts are available to help with any questions you may have, or access the online library for helpful tools and resources.

**Employee Assistance Program**

1-800-327-8705
For TTY Users: 1-800-456-4006

Call your program’s toll-free number to speak with a professional.

Visit MagellanHealth.com/member for online tools, articles, resources and more.
Green money is for day-to-day living. Orange Money™ is the money you set aside for retirement. Figuring out how to organize both is the challenge. We are ready to help. Together, we can determine how much you'll likely require based on your needs, wants and wishes. Knowing that, we can create a strategy you can follow.

**Contact us for more information.**
The Gabor Agency  
Phone: 800-330-6115  
Email: info@gaboragency.com
Discover the Joys of Learning at

Bright Horizons at
USF Family Center

Learning starts with counting fingers and toes. Before you know it, it’s chapter books and multiplication tables. In between are the building blocks of early education, where young children establish the foundation for a lifetime of learning.

At Bright Horizons®, your child will be cared for in a loving and nurturing environment by experienced and dedicated teachers. Our carefully crafted programs are age appropriate, all with the goal of encouraging curious, happy, and confident children, who, above all, fully experience the joys of childhood.

A Bright Horizons early education & preschool experience includes:

- Enriched Learning Environments including gymnasium, Outdoor STEM Lab (Science, Technology, Engineering, and Math), and Enhanced Classrooms with touch screen computers.
- Innovative curriculum that guides children through each age and stage, empowering them to become confident, successful, lifelong learners.
- Health, safety, and security policies that meet or exceed state and local standards.
- Experienced child development professionals with the training to guide and nurture each child.
- Strong parent/teacher communication and partnerships.

Contact Us Today!
USF Family Center
3125 USF Banyan Circle, Tampa
(813) 974-8500
usf@brighthorizons.com
www.brighthorizons.com/usf
Lic#: CTA 1030374

USF Family Center is open year round and offers a variety of full- and part-time programs for families to choose from:

- Infant care
- Toddler program
- Preschool program
- Kindergarten Prep program & VPK
- Emergency or drop-in care
- Enrichment programs

Advantages for Parents

- Convenient on-campus location
- Open-door policy welcomes visits and classroom participation
- Interactive family resources:
  - e.family news free electronic newsletter
  - The Family Room blog
  - Bright Horizons Online Community
  - Growing at Bright Horizons
- Family events
- Parenting webinars

“We want to thank the awesome team of USF Family Center for their care of our son & his classmates. All of you have made Anthony’s entrance to daycare a very positive experience. Couldn’t be happier with the love and care that is given to Anthony, not only from his teachers but from anybody in the center!”

- Bright Horizons Parent
The University of South Florida is a large, public 4-year university offering undergraduate, graduate, specialist and doctoral level degrees. The USF System is comprised of three schools: USF; USF St. Petersburg; and USF Sarasota-Manatee. Serving more than 48,000 students, the USF System has an annual budget of $1.6 billion and is ranked 43rd in the nation for research expenditures among all universities, public or private.

**USF Board of Trustees**
The USF Board of Trustees was established by the Legislature in 2001. The 13 trustees include distinguished figures in the law, commerce, medicine, education, philanthropy and public policy leadership. Six trustees are appointed by the governor and five trustees are appointed by the Board of Governors. The USF System Faculty Senate President and Student Body President also serve as trustees. The USF System President serves as a Corporate Secretary.

**OUR MISSION**
The University of South Florida’s mission is to deliver competitive undergraduate, graduate, and professional programs, to generate knowledge, foster intellectual development, and ensure student success in a global environment.

**OUR VISION**
The University of South Florida is a global research university dedicated to student success and positioned for membership in the Association of American Universities (AAU).

As Florida’s leading metropolitan research university, USF is dedicated to:

- Student access, learning, and success through a vibrant, interdisciplinary, and learner-centered research environment incorporating a global curriculum
- Research and scientific discovery to strengthen the economy, promote civic culture and the arts, and design and build sustainable communities through the generation, dissemination, and translation of new knowledge across all academic and health-related disciplines
- Partnerships to build significant locally- and globally-integrated university-community collaborations through sound scholarly and artistic activities and technological innovation
- A sustainable economic base to support USF’s continued academic advancement
Facts about USF

- USF ranks among the top tier of colleges listed in the USNWR Best Colleges 2015, ranking in the top 100 of best public schools.

- USF is one of 40 public universities nationwide with very high research activity that is designated as community engaged by the Carnegie Foundation for the Advancement of Teaching.

- USF is recognized by Princeton Review as one of the top 75 Best College Values (2014).

- With a student body representing over 130 different countries, USF is one of the 40 most diverse public universities in the country and the second most diverse public university in the state of Florida, according to U.S. News & World Report’s recent Diversity Index ratings.

- USF is featured in Princeton Review’s Guide to 353 Green Colleges: 2015 Edition as one of 353 institutions of higher education that demonstrate a strong commitment to sustainability in their academic offerings, campus infrastructure, activities and career preparation.

For 2014, USF faculty were awarded 81 highly prestigious awards, including Fellows of the American Association for the Advancement of Science (AAAS), an AAU-recognized honor. USF ranked 4th worldwide for organizations with the most AAAS Fellows named in 2014.

- Learn more Points of Pride at http://www.usf.edu/about-usf/points-of-pride.aspx

USF VALUES

- High-quality education and excellence in teaching and learning
- High-impact scholarship, research, and creative activities
- Diversity of students, faculty, and staff
- Affordable and accessible education
- Global research, community engagement, and public service
- Social, economic, and environmental sustainability
- Focus and discipline in aligning the budget with institutional priorities
- A campus life with broad academic, cultural, and athletic opportunities
- Success and achievement of its students, faculty, staff, and alumni
- Shared governance within all components of the institution
- Collegiality, academic freedom, and professional responsibility
- Entrepreneurial spirit, partnerships, and innovation
- Efficiency and transparent accountability
- First-class physical infrastructure and a safe campus environment
Bank Where You LEARN, WORK, TRAVEL & Live

A USF COMMUNITY BENEFIT

- Over 5,000 Nationwide Branches*
- Over 30,000 Surcharge-Free ATMs*

- Free Online & Mobile Banking
- Great Rates on Loans
- Official Visa® Rewards Credit Card

Once a Member, Always a Member

Join Online

www.usffcu.org/join

*Through CO-OP Network
Federally Insured by NCUA
Important Things to Do
This Week with Your Department:

- Activate Net ID
- Obtain ID card
- Review your position description
- Decide on parking and commuter options

Identify Your HR Service Center:

The Division of Human Resources is organized into HR Service Centers. There are four USF Tampa Service Centers. Each regional HR Office serves as the Service Center for its respective campus. Many issues presented by customers are complex, involving more than one functional area in HR. Customers can contact a member of their Service Center who will assist them in resolving their issues. The service center model ensures a one-stop solution by HR professionals who are familiar with your unique needs. Each service center serves specific colleges and areas of campus.

To find your Service Center please visit:
usf.edu/hr/services/service-center-dept.asp

Enrolling in Your Benefits

Once you’ve received your PeopleFirst ID through the mail and you’ve reviewed the Insurance Overview and How to Enroll with PeopleFirst http://usfweb2.usf.edu/human-resources/benefits/new-employee-online-training.asp, you can enroll in your benefits in three easy ways:

1. Online by visiting:
   peoplefirst.myflorida.com

2. By phone: (866) 663-4735

3. By fax: (800) 422-3128

Enrolling in Retirement Plans

The Retirement Overview will help identify your retirement plan options. And remember, HR is here to help answer your questions, too. Please call us at: (813) 974-2970
PARKING

All USF faculty and staff electing to park on campus are required to have valid parking permits displayed in vehicles on campus at all times. Permits may be purchased through USF Tampa Campus Parking & Transportation Services by logging into the parking account that is created for you within 48 hours of activating your USF NetID. Many employees purchase “E” permits that are valid in any lot or space designated “E.” “E” lots are spread throughout campus and can be found near most buildings and offices. Some employees prefer to purchase “Y” permits, which offer a more cost effective Park-N-Ride option. “Y” permits allow for parking in lots 18 and 43 and use of the USF Bull Runner, a campus bus, to get to destinations on campus. Gold zone “GZ” permits are considered prime parking and are sold on a first come, first served basis.

Permits are available by the academic year or semester and are prorated depending on the date of purchase. For permits purchased by early August for the new academic year, certain employees may qualify to opt for payments made through payroll deductions.

To purchase your permit, view parking maps, and find more information on permit eligibility, cost, valid locations, restrictions, permit types or disabled parking information visit http://www.usf.edu/parking_services

PAYROLL

Visit online at http://www.usf.edu/business-finance/controller/payroll/index.aspx. The University of South Florida pays on a bi-weekly payroll cycle. Each pay period begins on Friday and ends two weeks later on Thursday. You will be paid for that pay period one week later on Friday.

Section 110.113 of the Florida Statutes requires that all employees, except undergraduate work study students, are required to enroll in direct deposit as a condition of employment. You may enroll in direct deposit via Gems Self-Service or by completing a Direct Deposit Authorization Form. Employees enrolled in Direct Deposit do not receive a printed paycheck, or a printed itemized pay statement. You may access your itemized payment statement in GEMS Self-Service.

In addition to direct deposit enrollment and viewing your payment statements, GEMS Self-Service also allows you to do the following:

- Make changes to your Form W4 (Federal Withholding) status and number of exemptions
- Change your address and phone numbers
- Request leave
- View your salary history
- Enroll for electronic W-2; view and print your W-2
- Register for training classes
Providing State of Florida Employees with Comprehensive Benefit Services since 1947

Disability Insurance
Life Insurance
Retirement Planning
Long Term Care Insurance
DROP Income Planning

Contact your Gabor Representative at
800.330.6115
info@gaboragency.com
www.gaboragency.com

1410 Piedmont Drive E., Tallahassee, FL 32308
Securities offered through Lincoln Investment, Broker Dealer, Member FINRA/SIPC.
www.lincolninvestment.com
The Gabor Agency, Inc. and the above firm are independent and non-affiliated.

(04/16)
Employee Relations (ER) provides education, training, mentoring and guidance to individual employees, supervisors, managers and administrators to address questions and workplace issues for non-Faculty employees.

ER Consultants work with managers and individual employees on effective employee-manager communications and provide individual coaching to improve employee performance and resolve conflicts and problems before the point of formal corrective action and grievance.

ER Consultants advise on and interpret university policies, procedures, regulations, labor contracts, and key state statutes and federal laws.

For more information about Employee Relations, visit the website: http://usfweb2.usf.edu/human-resources/employee-relations/index.asp

For specific procedures: http://usfweb2.usf.edu/human-resources/azindex/procedures.asp

Policies and regulations can be accessed at the bottom of the USF main webpage, right above the HR link. http://regulationspolicies.usf.edu/

GEMS

GEMS allows USF employees to review and, where appropriate, add, update, or delete their information online. Information that can be viewed and changed via GEMS includes:

- Leave Information
- Payroll and Compensation
  - including direct deposit & W-4
- Personal Information
  - including addresses, phone numbers and emergency contacts.
- Training and Development
  - view training summary and request training enrollments

Step by step instructions for accessing GEMS
1. Log into MyUSF
2. Select Business Systems
3. Select GEMS/GEMS Self Service
4. Authenticate through DUO Two-Factor Authentication (Pre setup required. Info at www.usf.edu/duo)
5. Select Self Service from the GEMS menu
University of South Florida
Standards of Service

Service plays a critical role in everything we do at the University of South Florida. All who work at this university are committed to providing quality service in all we do. We commit to serve others and place the needs of others before our own personal needs. Our philosophy of service pertains to students and fellow workers alike. We hold as self-evident that a service does not exist until it is offered. We appreciate that our student body and workforce are diverse and that our diversity gives us strength and adds value to our university. We appreciate the powerful nature of written and spoken communication and understand that how we communicate with students and one another has a direct impact on the quality of the individual experience at USF. We also realize that each of us serves as an ambassador of this institution and that our attitude and actions reflect on us as individuals, and on USF. We are committed to support the University’s strategic plan by providing the very best service we can.

As such, the University of South Florida is dedicated to the following goals and ideals:

- We will treat students, visitors and fellow workers with dignity and respect and assist them in a caring and helpful manner.
- We will act in a manner that students, visitors and fellow workers see us as a source of accurate and helpful information.
- We will continually review our policies and procedures in an effort to simplify them and improve service.
- We will continue to improve and update our knowledge, skills and abilities in order to best serve our students.
- We will derive pride and satisfaction from solving problems, not passing them on, as we seek solutions not blame.

In support of these goals and ideals, the following standards of service are established:

1. We will acknowledge an inquiry as quickly as possible within the service levels established for individual units. The goal is to acknowledge internal responses within one business day to currently enrolled students who inquire about an issue. We will respond within three business days on inquiries from prospective students.
2. We will make the point of conflict the point of resolution. If a student brings an issue to a staff member, that staff member will assist the student with arriving at a resolution.
3. We will listen to our students and fellow workers and our communications will be clear and understandable.
4. We will identify opportunities to simplify systems and processes in ways that benefit both internal and external stakeholders.
5. We will give the student the benefit of the doubt.
6. We will set the conditions so that students and visitors who interact with any University departments feel welcome, relaxed and comfortable.
Recognition is an important part of our culture at USF. While we believe in providing employees with regular feedback throughout their employment, we also believe in identifying those individuals who demonstrate excellence and a high level of performance that supports the overall values and standards of the university. For more information, please visit: http://www.usf.edu/hr-training/recognition-programs/index.aspx

**Outstanding Staff Awards**
Each year, the university hosts the Outstanding Staff Awards ceremony to recognize and celebrate those individuals who were nominated for outstanding job performance and selected to receive this most prestigious award.

**Length of Service Recognition Program**
USF’s Length of Service Recognition Program celebrates the long-term commitment of our employees to the university. Recognizing and supporting the contributions of our faculty and staff is a critical way of fulfilling our mission. Each of our employees makes a difference and this is another way of saying, “Thanks!”

**The Quiet Quality Awards**
were implemented by the Staff Senate and are distributed on a monthly basis. All full-time Staff members employed for six continuous months on a Staff line are eligible. Each June, the Staff Senate sponsors an award reception to honor the Quiet Quality recipients for the year. The reception is attended by the recipients, nominations, department, and university leaders.
On June 23, 2016, the Florida Board of Governors formally designated USF as the state’s first “emerging preeminent state research university. The new designation marks a significant milestone for USF.”

WHAT DOES THIS MEAN?

USF is on track to become officially designated as a “preeminent university.” The stage before being declared fully “preeminent” is called “emerging preeminent.” This designation comes with $5 million in additional funding for research this year, placing USF in an elite status within the Florida University System.

The designation supports USF’s vision of attaining membership in the Association of American Universities (AAU).

The preeminent designation is based on 12 metrics that include areas of rankings, academic memberships and research expenditures. Thus far, USF has met 9 of 12 benchmarks. Full preeminence requires 11 of 12 benchmarks to be met.

The designation of preeminence will propel other areas of the university such as student and faculty recruitment, community partnerships and external funding. This will further support innovation and economic development state-wide.

Preeminent University:

Established by Governor Rick Scott to allow designated universities to be eligible for additional funding to become nationally prominent.
Employee Tuition Program
At USF, employees are encouraged to pursue continuous learning, including taking USF courses. USF offers the Employee Tuition Program (ETP) to help our employees waive tuition costs of up to 6 credit hours per semester. For more information on the program please visit: http://usfweb2.usf.edu/human-resources/benefits/tuition.asp

Employee Assistance Program
The Employee Assistance Program (EAP) is a service program designed to assist employees with personal, family, or workplace concerns. The EAP professional staff seeks to enhance the emotional functioning of employees and to respond to the needs of faculty and staff through various educational and psychological interventions including assessment, crisis intervention, psychological counseling, substance abuse services, couples counseling, career counseling, seminars, consultation, and information/referral services.

Phone: 1-800-327-8705
Hours: 24 hours a day, seven days a week
Online: http://usfweb2.usf.edu/human-resources/eap/index.asp

Tobacco Cessation Services at USF
IQuit with AHEC is the in-person option of Tobacco Free Florida’s 3 free and easy ways to quit. Programs cover all forms of tobacco. http://health.usf.edu/ahec/tobacco/index.htm

Bright Horizons @ USF Family Center
The USF Family Center’s main objective is to provide a safe and nurturing environment developed with a goal of encouraging curious, happy and confident children. Managed by Bright Horizons, the center provides services for faculty, staff and students with children ages six weeks to five years old.
Phone: (813) 974-8500
Online: http://child-care-preschool.brighthorizons.com/fl/tampa/usf

USF Preschool Center for Creative Learning
The USF Preschool Center for Creative Learning features a curriculum that emphasizes the process of learning. The center provides services for students, faculty, staff and community members with children ages two to five years old. The Preschool also has a small school age program.
Phone: (813) 974-5142
Online: http://usfpcl.org/

For more information about childcare at USF, please visit: http://www.usf.edu/campus-life/campus-resources.aspx
Get Involved

Alumni Association
The USF Alumni Association is a membership-based organization whose mission is to maintain a mutually beneficial relationship between the university and with its alumni and friends. Non-alumni employees can enjoy the benefits of the association membership by joining as a friend of USF.

Phone: (813) 974-2100
Online: http://www.usfalumni.org

There are three governance organizations that advise the USF System President on matters of interest:

AAC Administrative Advisory Council
(Formerly the A&P council) represents all administrative and professional employees.

Meetings: The second Tuesday of each month at 2:00 p.m. in MSC 4200. Visitors are welcome.
Online: http://www.usf.edu/ap

Faculty Senate
The Faculty Senate serves as the main channel of communication between faculty members and the central administration of the university.

Phone: (813) 974-2889
Office: FAO 294
Online: http://guides.lib.usf.edu/faculty-senate/

Staff Senate
The Staff Senate is made up of USF Staff employees who want to “make a difference.”

Phone: (813) 974-9197
Meetings: The second Tuesday of each month at 10:00am in MSC 4200.
Online: www.usf.edu/staff-senate/index.aspx

USF Club
The USF Club is a social group for faculty, staff and friends of the university.
Online: usf.edu/USFClub/

USF Women’s Club
The USF Women’s Club is a charitable volunteer organization that also promotes social and cultural activities among its members. Membership is open to USF employees, and their spouses, friends, parents, alumnae or other persons interested in the club’s goals.

Online: www.usfwomensclub.com
Arts & Culture

Contemporary Art Museum

USF’s Contemporary Art Museum maintains the university’s art collection, comprised of more than 5,000 art works. There are exceptional holdings in graphics and sculpture multiples by internationally acclaimed artists, such as Roy Lichtenstein, Robert Rauschenberg and James Rosenquist, who have worked at USF’s Graphicstudio. Contemporary photography and African art are also important areas of the collection. Free admission.

Phone: (813) 974-4133
Hours: Check exhibitions schedule online
Online: http://www.usfcam.usf.edu/

Graphicstudio

Graphicstudio is a university-based atelier engaged in a unique experiment in art and education, committed to research and the application of traditional and new techniques for the production of limited edition prints and sculpture multiples. Over one hundred leading international contemporary artists have created more than 600 limited edition fine art works at Graphicstudio, in intaglio, photogravure, lithography, relief, serigraphy, sculpture, artist books, and in the Graphicstudio invented techniques of waxtype (encaustic screenprinting), and heliorelief (a photographic woodblock process). Tours available upon request. Free admission.

Phone: (813) 974-3503
Online: ira.usf.edu/gs

Centre Gallery

Centre Gallery is a student-run exhibition space for the University of South Florida’s students, faculty, staff and alumni.

Phone: (813) 974-5464
Online: http://www.centregallery.usf.edu/

School of Theatre and Dance

The University of South Florida’s School of Theatre and Dance offers daring, innovative performances presented by an outstanding, diverse faculty and talented, enthusiastic students. Employees can purchase tickets at the College of the Arts Box Office (located in the USF Theatre 2 lobby), or online or at any Ticketmaster location.

Box Office Phone: (813) 974-2323
Online: boxoffice.arts.usf.edu

WUSF Radio and WUSF TV

WUSF 89.7 is the NPR station for West Central Florida, with listeners and members from Crystal River in the north, to Port Charlotte in the south, and Osceola County to the east. WUSF also provides classical music with the WSMR 89.1, which is West Florida’s only all classical music radio station that can be heard from Tampa Bay to the north to Ft. Myers in the south.

Phone: (813) 974-8700
Online: wusf.usf.edu
CAMPUS PLACES OF INTEREST

Athletics

The USF Department of Athletics provides leadership for the University of South Florida’s NCAA Division I Intercollegiate Athletics programs. Consistent with the larger institutional mission, the department is committed to sponsoring a competitive program of intercollegiate athletics for men and women that fosters excellence in competition, in the classroom, and toward the development of the whole person. Faculty and Staff are welcome to attend athletic sporting events for USF Bulls baseball, basketball, football, volleyball, tennis, soccer, and more. Visit the Athletics website for more information on game schedules and tickets. Visit Online: gousfbulls.com

Campus Recreation

Campus Recreation enriches the educational and employment experience at USF by providing opportunities that focus on the development of lifelong wellness skills for students, faculty, and staff. USF employees can take advantage of state-of-the-art fitness and aquatic facilities, sports clubs, and outdoor recreation programs such as ropes courses, canoeing, and customized adventure experiences.

Phone: (813) 974-7084
Online: usf.edu/campusrec

The Claw at USF

The Claw at USF is one of Tampa Bay’s most challenging public golf courses. Amenities include a grass tee driving range, a learning center, and a large putting/chipping green.

Phone: (813) 632-6893
Hours: Call for tee times
Online: http://www.theclawatusfgolf.com/

Serenity Room

Located on the third floor of the Marshall Center, the Serenity room is a quiet non-denominational space where students, faculty, and staff can go to reflect, meditate, pray or unwind.

Online: http://www.usf.edu/student-affairs/msc/building-amenities/index.aspx
The USF Bookstore

The bookstore serves the USF community by providing support to the academic endeavors of students and faculty, as well as by enriching the spirit of USF for all who are associated with the university. In addition to textbooks, a variety of USF Bulls merchandise, apparel, books, magazines, and gifts are available for purchase.

Phone: (813) 974-2631
Online: sftampa.bncollege.com

Bull Market

The **USF Bull Market** is a decades old tradition which started in the MLK Plaza. Now located on the Marshall Center plaza, the market is still a great place to find a bargain, get to know USF’s student organizations, or casually visit with friends and colleagues from USF.

Phone: (813) 974-5309
Online: http://www.usf.edu/student-affairs/msc/msc-services/index.aspx

Bulls Country Pharmacy

Students, faculty, staff, and their immediate family members are eligible to fill prescriptions at the pharmacy, located on the first floor of the Marshall Center.

Phone: (813) 974-2071
Online: shs.usf.edu/pharmacy.aspx

Computer Store

Full-time faculty and staff can purchase desktop computers, laptops, televisions, printers, iPods, iPads, software, and accessories from the USF Computer Store.

Phone: (813) 974-1779
Online: computerstore.usf.edu

Sun Dome Events

Tickets for USF and non-USF events, concerts, shows, and games can be purchased at the Sun Dome. The main box office is located at Gate A on the southwest corner of the arena. The Box Office sells tickets for USF Sun Dome and USF Athletics events only.

Box Office: 813-974-3004
Online: sundomearena.com/

USF Card Center

The USF Card is the official identification card of the University of South Florida. Faculty and Staff can use their card for accessing secure buildings on campus and after hours, maintaining a cash balance for purchasing on-campus meals and copy services (Bull Buck$), receiving discounts with participating Bulls Country vendors, and borrowing books and media from the Library.

Phone: (813) 974-2357
Online: usf.edu/it/class-prep/usf-card.aspx

USF Federal Credit Union

The USF Federal Credit Union proudly serves all USF faculty and staff on any USF Campus, including employees of organizations housed on a USF campus. Members are eligible for lifetime membership, and family members of the same household are welcome to join.

Phone: (813) 569-2000
Online: https://www.usffcu.com/

Motorist Assistance Program

On-campus motorist assistance is available to USF employees, students, and visitors. Providing air in the event of a flat tire, and jump starts are complimentary services.

Phone: (813) 974-8040
Post Office

The USF Post Office is a United States Post Office Contract Station on campus, and is open to the public. The post office sells mailing supplies, postage stamps, and money orders as well as provides a variety of USPS services. Private mailboxes are also available for rental.
Phone: (813) 974-2606

Veteran Achievement Center (VAC)

USF created the VAC to help veterans connect with other veterans, transition into college life, and to support academic success. The center was sponsored by the Birdies for the Brave, an organization that believes in veterans and the success they can have at the university.

The VAC is located on campus at ALN 131
The center is located next door to the Office of Veteran Services.

Office of Veteran Services:
Location: ALN 130
Phone: 813-974-2291
Online: http://www.usf.edu/student-affairs/veterans/

INFORMATION TECHNOLOGY

A Welcome Message from IT:

“On behalf of Information Technology, we would like to welcome you to USF. Our job is to make sure you receive the necessary support to complete your technology-related tasks throughout the school year.”

Please take note of the link below as it will take you to a continually updated document, introducing you to the computing resources made available to you.

www.usf.edu/it4u

Topics include:

NetID & MyUSF ° Wireless Access
Service Desk & Tech Café
Canvas ° FOREST ° Email ° File Storage
Spam & Virus Protection ° Telephone Services
Audio Visual Support & Services
Application Gateway ° MoBull Messenger
MyUSF Mobile ° Research Computing
USF Computer Store ° Teaching Resources
Request Forms
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<tr>
<th>USF Contacts</th>
<th>Location</th>
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<th>URL</th>
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<tr>
<td>University Police</td>
<td>UPB</td>
<td>974-2628</td>
<td>usfpd.usf.edu</td>
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<td>Bookstore</td>
<td>BKS0269</td>
<td>974-2631</td>
<td>sftampa.bncollege.com</td>
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<td>USF Health Bookstore</td>
<td>MDC</td>
<td>974-4984</td>
<td>usfhsc.bncollege.com</td>
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<td>Center for Victim Advocacy</td>
<td>SVC0067</td>
<td>974-5756</td>
<td>sa.usf.edu/advocacy</td>
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<tr>
<td>&amp; Violence Prevention</td>
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<td>Computer Store</td>
<td>MSC1506</td>
<td>974-1779</td>
<td>computerstore.usf.edu</td>
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<tr>
<td>DIEO (Diversity, Inclusion</td>
<td>ALN172</td>
<td>974-4373</td>
<td><a href="http://www.usf.edu/diversity/">http://www.usf.edu/diversity/</a></td>
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<tr>
<td>&amp; Equal Opportunity</td>
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<td>EAP (Employee Assistance Program)</td>
<td>1-800-327-8705</td>
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<td><a href="http://usfweb2.usf.edu/human-resources/eap/index.asp">http://usfweb2.usf.edu/human-resources/eap/index.asp</a></td>
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<td>Human Resources</td>
<td>SVC2172</td>
<td>974-2970</td>
<td><a href="http://www.usf.edu/hr">http://www.usf.edu/hr</a></td>
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<td>Main Library</td>
<td>LIB</td>
<td>974-2729</td>
<td><a href="http://www.lib.usf.edu/">http://www.lib.usf.edu/</a></td>
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<td>USF Health Library</td>
<td>MDC31</td>
<td>974-2243</td>
<td><a href="http://library.hsc.usf.edu/">http://library.hsc.usf.edu/</a></td>
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<td>USF Health Doctors/Morsani Center</td>
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<td>974-2201</td>
<td><a href="http://health.usf.edu/doctors/">http://health.usf.edu/doctors/</a></td>
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<td>Marshall Student Center</td>
<td>MSC</td>
<td>974-3180</td>
<td><a href="http://www.usf.edu/student-affairs/msc/">http://www.usf.edu/student-affairs/msc/</a></td>
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<td>On-Campus Motorist Assistance</td>
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<td>974-8040</td>
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<td>After Hours Motorist Assistance</td>
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<td>974-2628</td>
<td>8-8:30 Mon-Thurs Emergency Line</td>
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<td>Parking &amp; Transportation</td>
<td>PSB101</td>
<td>974-3990</td>
<td>usf.edu/parking</td>
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<td>Post Office</td>
<td>PPA</td>
<td>974-2606</td>
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<td>Public Broadcasting</td>
<td>TVB100</td>
<td>974-8700</td>
<td>wusf.usf.edu</td>
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<td>USF Federal Credit Union</td>
<td></td>
<td>813-569-2000</td>
<td>usffcu.org</td>
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<tr>
<td>Tampa Main Office</td>
<td>13302 USF Palm Dr.</td>
<td></td>
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<td>Marshall Center</td>
<td>MSC1400</td>
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<tr>
<td>Brandon Branch</td>
<td>710 Oakfield Dr.</td>
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<td>New Tampa Branch</td>
<td>20401 Bruce B. Downs</td>
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<td>St. Pete Campus</td>
<td>510 3rd. St. S.</td>
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<td>USF ID Card Center</td>
<td>SVC1032</td>
<td>974-2357</td>
<td>usf.edu/it/class-prep/usf-card.aspx</td>
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<td>USF IT</td>
<td>LIB117</td>
<td>974-1222</td>
<td>usf.edu/it</td>
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Acronyms

ALT – Attendance and Leave Tracking
A&P – Administrative & Professional
BOG - Board of Governors
BOR - Board of Regents
BOT – Board of Trustees
BSR – Business Systems Re-Engineering

Canvas – An academic portal
CERTS – Payroll Certification
DIEO – Diversity, Inclusion & Equal Opportunity
DOE – Department of Education
DSO – Direct Support Organization
DSR – Division of Sponsored Research
EAP – Employee Assistance Program
EBA – Educational Business Activity
E & G – Education and General
EFT – Electronic Fund Transfers

EH & S – Environmental Health & Safety
ETP – Employee Tuition Program

FACT – Faculty Activity Credentials for Teaching
FAIR – Faculty Academic Information Reporting
FAST – Financial Accounting System
FERPA – Family Educational Rights and Privacy Act
FLSA – Fair Labor Standards Act
FMLA – Family and Medical Leave Act
FTE – Full Time Effort
FWS – Federal Work Study
GA – Graduate Assistant

GBR – Grant Budget Release
GEMS – Global Employment System
HOT – Heard of Thunder – USF’s Marching Band
IRB – Institutional Review Board
OASIS – Online Access and Information System
OPS – Other Professional Services
NRA – Non-Resident Alien
ORACLE – USF’s Student Newspaper
PATS – Parking & Transportation Services
PD – Position Description

PCard – Purchasing Card or Procurement Card
PeopleFirst – The state’s self-service, secure, web-based personnel information system and enterprise-wide suite of human resource services
PeopleSoft – (Oracle) developer of USF’s financial and HR systems, FAST and GEMS
PERT – Personnel Effort Reporting Tool
PO – Purchase Order
SACS – Southern Association of Colleges and Schools – Provides USF with accreditation to award degrees
SASS – Student Academic Support System
SUS – State University System
TA – Travel Authorization
TERP – Temporary Employee Retirement Program
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4300 West Cypress Street, Suite 1000
Tampa, FL 33607
813.269.3362

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