



This guide has been designed to provide you with information and resources that will help you be successful as you start your USF career.

It contains an overview of programs, services, amenities, websites, offerings and other USF- specific information to assist you with getting better acquainted with the University.

Your new employee experience is the start of an exciting journey with one of the fastest growing research institutions in the country – we look forward to you working, learning and growing with us!

USF is a Tobacco-Free Campus

For details about smoking on campus or smoking cessation resources: www.usf.edu/smoking

Current Academic Calendar

<https://www.usf.edu/registrar/calendars/index.aspx>

Campus Maps

[Visit USF | University of South Florida](#)

FREQUENTLY ASKED QUESTIONS

How do I get my parking tag?

Access Parking & Transportation Services (PATS) online:
<https://www.usf.edu/administrative-services/parking/>

How do I get my employee ID card?

The USF Card is the official identification card of the University of South Florida. 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 USF Card office online to learn more about requesting your card, campus locations and more at <https://www.usf.edu/it/class-prep/usf-card.aspx>

Do I get discounts and perks? Yes!

View the list of perks and discounts here:
<https://usfweb.usf.edu/human-resources/resources/perks>

Do employees have access to a gym/ recreational activities?

Yes! Find out more at the Campus Recreation website www.usf.edu/campusrec



ENROLL IN YOUR BENEFITS

Once you've received your PeopleFirst ID through the mail and you've reviewed the [Benefits Summary](#), you can enroll in your benefits in two easy ways:

1. Online by visiting: peoplefirst.myflorida.com
2. By phone: (866) 663-4735

Enrolling in Retirement Plans

The Retirement Overview within the [Benefits Summary](#) will help identify your retirement plan options. And remember, HR is here to help answer your questions, too. Please contact the Benefits Team at benefits@usf.edu or (813) 974-2970.

UPDATE/TRACK YOUR OFFICIAL EMPLOYEE DATA IN GEMS SELF-SERVICE

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

View step-by-step instructions for accessing GEMS in the [GEMS Self-Service Job Aid](#).

NOTE THE PAYROLL WEBSITE

Visit Payroll online at <https://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.

Enroll in Direct Deposit via Gems Self Service. 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.

REVIEW PARKING OPTIONS

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 <https://www.usf.edu/administrative-services/parking/>



PROFESSIONAL DEVELOPMENT

[HR Learning & Talent Development \(LTD\)](#) provides training and development programs for all university employees.

Through professional development offerings and programs, USF employees are able to learn new skills and knowledge, advance existing skills and stay up-to-date with changing technology, policy/procedure information, and professional practices. Professional development activities include: classroom training, online learning modules, and certificate programs.

Regular updates, tips and recommendations regarding training and professional development are provided via a **monthly newsletter**. To receive the newsletter, subscribe to the HR-LTD listserv by [clicking here](#).

For more information about LTD's programs and offerings, please visit <http://www.usf.edu/hr-training/>

EMPLOYEE RELATIONS

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. HR Managers work with department administrators 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. HR Managers advise on and interpret university policies, procedures, regulations, labor contracts, and key state statutes and federal laws and oversee the university layoff, progressive discipline, performance improvement plan, and non-reappointment processes.

For more information about Employee Relations, visit the website: <https://www.usf.edu/hr/employment-resources/employee-labor-relations/index.aspx>

For specific procedures, visit the Division of Human Resources website <https://usfweb.usf.edu/human-resources/resources/procedures>

USF Policies and regulations can be found by going to <http://regulationspolicies.usf.edu/>



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

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.



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:

<https://www.usf.edu/hr/benefits/educational-benefits/employee-tuition-program.aspx>

USF Health/Morsani Center

USF Health has more than 900 physicians and other health care professionals, in every specialty, available to treat everything from the most common illness to the most complex disease. This team of experts can seamlessly coordinate your care across specialties.

Phone: (813) 974-2201

Online: <https://health.usf.edu/care>

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://www.usf.edu/hr/benefits/eap.aspx>

USF Health Pharmacy Plus

USF Health Pharmacy Plus is a convenient and easy option for USF Staff. We are located on campus on the first floor of the Morsani Center and a preferred pharmacy for the State of Florida employees. **We offer:**

- 90-day fills (which provides for cheaper co-pays)
- prior authorizations
- competitive prices on brand name and generic medications
- compounded products
- curbside pick-up or free mailing to your home.

Transferring your prescriptions from other pharmacies is also simple and quick; all you have to do is give us a call and we will take care of everything!

Phone: 813.974.0133

Online: <https://health.usf.edu/care/pharmacy-plus>

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/>

Tobacco Cessation Services

IQit 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>



Alumni Association

The USF Alumni Association is a membership- based organization whose mission is to maintain a mutually beneficial relationship between the University and 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>

AAC Administrative Advisory Council

The AAC Administrative Advisory Council represents all Administration employees.

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

Online:

<https://www.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

Online: <http://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: <http://www.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: <https://www.usfwomensclub.com/>



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. 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 screen-printing), and heliorelief (a photographic woodblock process). Tours available upon request. Free admission.

Phone: (813) 974-3503

Online:

http://www.graphicstudio.usf.edu/GS/gs_about.html

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: <https://www.usf.edu/student-affairs/involvement/our-events/centre-gallery.aspx>

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: <http://www.usf.edu/arts/events/>

WUSF Public Media

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 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: <https://www.wusf.usf.edu/>



Library

In addition to the Tampa Library, there are three affiliated regional libraries and one medical library.

Tampa Main Campus Library

Phone: (813) 974-2729

Online: <https://www.lib.usf.edu/>

Hinks and Elaine Shimberg Health Sciences Library

Phone: 813-974-2243

Online: <https://health.usf.edu/shimberg-library>

Nelson Poynter Memorial Library

(USF St. Petersburg) Phone: 727-873-4123

Online:

https://lib.usfsp.edu/home?group_id=14551

Jane Bancroft Cook Library (USF Sarasota-Manatee)

Phone: (941) 487-4301

Online: <http://usfsm.edu/academics/academic-resources/information-commons/library-services/index.aspx>

Campus Recreation

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: <http://www.usf.edu/student-affairs/campus-rec/>

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

Online: <http://www.theclawatusfgolf.com/>

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.

Tampa Campus Bookstore

Phone: (813) 974-2631

Online:

<https://www.bkstr.com/usftampastore/home>

USF Health Bookstore

Phone: (813) 974-4984

Online:

<https://www.bkstr.com/usfhealthstore/home>

St. Petersburg Campus Bookstore

Phone: (727) 873-2665

Online: <https://www.bkstr.com/usfspstore>

Sarasota-Manatee Campus Bookstore

Phone: (941) 355-5252

Online:

<https://www.bkstr.com/usfsastore/home/en>

The Marshall Student Center

Located in the center of the Tampa campus, services and features of the Marshall Student Center (MSC) include:

- Dining services
- Conference and meeting spaces
- Pharmacy
- USF Federal Credit Union
- Wellness center
- Print shop
- Charging stations
- Mothering room
- Serenity room

Phone: (813) 974-3180

Online: <https://www.usf.edu/student-affairs/msc/>

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 and get to know USF's student organizations.

Phone: (813) 974-5309

Online: <https://www.facebook.com/USF-Bull-Market-135196139923944/>

Computer Store

USF has partnered with Connection, Inc. to offer technology items for USF students, faculty and staff.

Phone: (813) 974-1779

Online: <http://www.usf.edu/it/computer-store/>

Yuengling Center Events (Previously the "Sun Dome")

Tickets for USF and non-USF events, concerts, shows, and games can be purchased at the center. The main box office is located at Gate A on the southwest corner of the arena.

Box Office Phone: (813)-974-3004

Online: <http://www.yuenglingcenter.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\$), and borrowing books and media from the library.

Phone: (813) 974-2357

Online: <http://www.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/>

Office of Veteran Success

The Office of Veteran Success provides specialized programs and services to over 2,000 veterans, eligible dependents, active duty service members, and members of the Selected Reserve here on the USF campus.

Phone: (813) 974-2291

Online: <https://www.usf.edu/student-affairs/veterans/>

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

Online: <https://www.usf.edu/administrative-services/facilities/services/post-office/>



Athletic Events

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: <http://gousfbulls.com/>

USF Safe App

USF Safe is the official safety app for the University of South Florida. This free mobile safety app provides quick access to:

- Emergency Contacts (On and Off Campus)
- Numbers Customized for Each Campus
- Safety Resources in One Place
- Access to Existing Support Resources
- USF Bulletin Board for Ongoing Situations
- Interactive and Searchable Maps
- Location Sharing and Friend Walk
- Mobile Blue Light (Beacon)



Smartphone users who download the app can report tips to USF Police, make emergency phone calls, and other safety resources all in one place. Find more information about downloading the app here: <https://www.usf.edu/administrative-services/university-police/your-safety/usf-safe-app.aspx>

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.

Access the IT Resource Guide for New Bulls here.
www.usf.edu/it4u

Sample topics include:

- NetID & MyUSF
 - Wireless Access Service Desk & Tech Café
 - Canvas
 - Email
 - File Storage
 - Spam & Virus Protection
 - Telephone Services
 - Audio Visual Support & Services
 - MyUSF Mobile
 - Research Computing
 - USF Computer Store
 - Teaching Resources Request Forms
-

Motorist Assistance Program

On-campus motorist assistance (Tampa campus) 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 8am - 8:30pm Mon-Thurs

IMPORTANT CONTACTS		
Center for Victim Advocacy	(813) 974-5756	https://www.usf.edu/student-affairs/victim-advocacy
Computer Store	(813) 974-1779	https://www.usf.edu/it/computer-store/
Dining Services	(813) 974-4499	https://usf.campusdish.com/
Central Human Resources	(813) 974-2970	https://www.usf.edu/hr
Employee Assistance Program (EAP)	1-800- 327-8705	https://www.usf.edu/hr/benefits/eap.aspx
Equal Opportunity Compliance (EO)	(813) 974-4373	https://www.usf.edu/compliance-ethics/equal-opportunity/
Parking & Transportation Services	(813) 974-3990	https://www.usf.edu/administrative-services/parking/
Title IX & VAWA Compliance	813-974-8616	http://www.usf.edu/title-ix
University Police	(813) 974-2628	https://www.usf.edu/administrative-services/university-police/
USF Card Services	(813) 974-2357	https://www.usf.edu/it/class-prep/usf-card.aspx
USF Federal Credit Union	(813) 569-2000	https://www.usffcu.com/
USF Health Doctors/ Morsani Center	(813) 974-2201	https://health.usf.edu/care
USF IT	(813) 974-1222	https://www.usf.edu/it/
USF Sarasota Manatee Campus	(941) 359-4200	http://usfsm.edu/
USF St. Petersburg Campus	(727) 873-7748	https://www.usfsp.edu/visit/
USF Tampa Campus	(813) 974-5756	https://www.usf.edu/about-usf/visit-usf.aspx