Employees are the heart of our university.

Every day, you make an impact by sharing your ideas, talents and abilities.

55% of system employees give to the three campuses of the USF System through the Faculty & Staff Campaign. You can choose to directly support your passions, anywhere in the USF System, with your gift. Take advantage of the opportunity and unite with your peers to make a difference today!

It’s easy to give through payroll deduction.

For more information, go to: https://giving.usf.edu/fsc
email fscampaign@usf.edu,
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
Welcome to the University of South Florida, a Preeminent State Research University!

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

https://www.usf.edu/administrative-services/parking/maps/index.aspx

FREQUENTLY ASKED QUESTIONS

How do I get my parking tag?

The Parking & Transportation Services building is located at the back of the campus. However, you can usually handle all of your parking needs through the website.
https://www.usf.edu/administrative-services/parking/

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? Yes!

Visit www.usf.edu/hr and click the “Perks & Discounts” graphic 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

What other places should I know about?

The Marshall Student Center (MSC) is the student union for the University. MSC services and features include food, dining services, conference and meeting space, pharmacy, the USF Federal Credit Union, wellness center, print shop, and more.

https://www.usf.edu/student-affairs/msc/
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
On June 28, 2018, the Board of Governors of the State University System certified that USF has met the necessary thresholds and the board officially designated USF as the state’s third Preeminent state research university.

Preeminence is the highest designation that a research university can earn from the State of Florida. Since the program became Florida Law in 2013, USF has had its sights firmly set on achieving Preeminence. While our journey to reach national excellence started long before then – and by no means will stop now – USF has finally reached all the thresholds necessary to achieve the designation.

Naturally, we rose to meet this challenge, driven to always be better than we were the day before. But Preeminence isn’t the end of the story. This is just the beginning of a new era for USF and our community. The possibilities are endless.
The University of South Florida is a Preeminent Research University located in the heart of Tampa Bay. The University is dedicated to empowering students to maximize their potential for lifelong success. The USF System includes three, separately accredited institutions: USF; USF St. Petersburg; and USF Sarasota-Manatee. Serving more than 50,000 students, the USF System has an annual budget of $1.8 billion and is ranked 41st in the nation for research expenditures among all universities, public or private.

The USF Board of Trustees was created in 2001 by the Florida Legislature. The 13 trustees include distinguished figures in accounting, banking, business, education, law, technology, philanthropy and public policy leadership. Six trustees are appointed by Florida’s governor, and five trustees are appointed by the Florida Board of Governors. The USF System Faculty Council President and USF System Student Advisory Council President also serve as trustees. The USF System President serves as Corporate Secretary.

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

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.
FACTS ABOUT USF

- USF Tampa ranks among the top tier of colleges listed in the U.S. News and World Report (USNWR) Best Colleges 2018, ranking in the top 100 of best public national universities.

- USF is one of 49 public research universities nationwide classified as both a Doctoral University with “Highest Research Activity” and as a "Community Engaged" institution by the Carnegie Classification of Institutions of Higher Education.

- USF Tampa was named one of the Top 100 Best Values in Public Colleges by Kiplinger’s Personal Finance for 2018.

- The University of South Florida System is home to a student body of 50,577 students representing over 145 different countries.


- USF is ranked 1st among public institutions and 2nd overall in the Military Times’s Best: Colleges 2019 Ranking.

- The Chronicle of Higher Education ranked USF #5 in the nation for top producer of Fulbright Scholars, with eight faculty scholars for the 2017-2018 academic year.

Learn more at https://www.usf.edu/about-usf/index.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
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.com/join

*Through CO-OP Network
Federally Insured by NCUA
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.
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 https://www.usf.edu/administrative-services/parking/

PAYROLL

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.
Protecting, Saving & Planning for the Future

Providing State of Florida Employees with Quality, Comprehensive Benefits Services since 1947

Contact your local Gabor Representative

info@gaboragency.com
800.330.6115

www.gaboragency.com

Advisory services offered through Capital Analyst or Lincoln Investment, Registered Investment Advisers. Securities offered through Lincoln Investment, Broker Dealer, Member FINRA/SIPC. www.lincolninvestment.com The Gabor Agency, Inc. and the above firms are independent and non-affiliated.

03/19
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 by found by going to 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
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:

- 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.
- 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.
- We will listen to our students and fellow workers and our communications will be clear and understandable.
- We will identify opportunities to simplify systems and processes in ways that benefit both internal and external stakeholders.
- We will give the student the benefit of the doubt.
- We will set the conditions so that students and visitors who interact with any university departments feel welcome, relaxed and comfortable.
GROWING WITH USF

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

Professional Development
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.

Onboarding
USF’s university-wide onboarding process and resources are designed to increase employee engagement and retention, and set the stage for early success in their new career at USF.

Newsletter
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 call us at 813-974-3090 or visit http://www.usf.edu/hr-training/.

AWARDS & RECOGNITION

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.
If you only see money as green, you’re not seeing the whole picture.

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
WORK & LIFE

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

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

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: https://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/

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
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 Counsel represents all Administration employees.

Meetings: The second Tuesday of each month at 2:00pm 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/c.php?q=6216&p=28987

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: 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/
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. 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: http://www.usfcam.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

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/
Athletics

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/

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/

Serenity Room

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

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

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/
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: 974-2631
Online: https://www.bkstr.com/usftampastore/home

USF Health Bookstore
Phone: 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

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/
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](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](http://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

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
8am - 8:30pm Mon-Thurs
## IMPORTANT CONTACTS

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Victim Advocacy</td>
<td>(813) 974-5756</td>
<td><a href="https://www.usf.edu/student-affairs/victim-advocacy">https://www.usf.edu/student-affairs/victim-advocacy</a></td>
</tr>
<tr>
<td>Computer Store</td>
<td>(813) 974-1779</td>
<td><a href="https://www.usf.edu/it/computer-store/">https://www.usf.edu/it/computer-store/</a></td>
</tr>
<tr>
<td>Dining Services</td>
<td>(813) 974-4499</td>
<td><a href="https://usf.campusdish.com/">https://usf.campusdish.com/</a></td>
</tr>
<tr>
<td>Division of Human Resources</td>
<td>(813) 974-2970</td>
<td><a href="https://www.usf.edu/hr">https://www.usf.edu/hr</a></td>
</tr>
<tr>
<td>Employee Assistance Program (EAP)</td>
<td>1-800-327-8705</td>
<td><a href="https://www.usf.edu/hr/benefits/eap.aspx">https://www.usf.edu/hr/benefits/eap.aspx</a></td>
</tr>
<tr>
<td>Marshall Student Center Information Desk</td>
<td>(813) 974-3180</td>
<td><a href="https://www.usf.edu/student-affairs/msc/">https://www.usf.edu/student-affairs/msc/</a></td>
</tr>
<tr>
<td>Office of Diversity, Inclusion &amp; Equal</td>
<td>(813) 974-4373</td>
<td><a href="https://www.usf.edu/diversity/">https://www.usf.edu/diversity/</a></td>
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<tr>
<td>Opportunity (DIEO)</td>
<td></td>
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<tr>
<td>Parking &amp; Transportation Services</td>
<td>(813) 974-3990</td>
<td><a href="https://www.usf.edu/administrative-services/parking/">https://www.usf.edu/administrative-services/parking/</a></td>
</tr>
<tr>
<td>University Police</td>
<td>(813) 974-2628</td>
<td><a href="https://www.usf.edu/administrative-services/university-police/">https://www.usf.edu/administrative-services/university-police/</a></td>
</tr>
<tr>
<td>USF Card Services</td>
<td>(813) 974-2357</td>
<td><a href="https://www.usf.edu/it/class-prep/usf-card.aspx">https://www.usf.edu/it/class-prep/usf-card.aspx</a></td>
</tr>
<tr>
<td>USF Federal Credit Union</td>
<td>(813) 569-2000</td>
<td><a href="https://www.usffcu.com/">https://www.usffcu.com/</a></td>
</tr>
<tr>
<td>USF Health Doctors/ Morsani Center</td>
<td>(813) 974-2201</td>
<td><a href="https://health.usf.edu/care">https://health.usf.edu/care</a></td>
</tr>
<tr>
<td>USF IT</td>
<td>(813) 974-1222</td>
<td><a href="https://www.usf.edu/it/">https://www.usf.edu/it/</a></td>
</tr>
<tr>
<td>USF Sarasota Manatee Campus</td>
<td>(941) 359-4200</td>
<td><a href="http://usfsm.edu/">http://usfsm.edu/</a></td>
</tr>
<tr>
<td>USF St. Petersburg Campus</td>
<td>(727) 873-7748</td>
<td><a href="https://www.usfsp.edu/visit/">https://www.usfsp.edu/visit/</a></td>
</tr>
<tr>
<td>USF Tampa Campus</td>
<td>(813) 974-5756</td>
<td><a href="https://www.usf.edu/about-usf/visit-usf.aspx">https://www.usf.edu/about-usf/visit-usf.aspx</a></td>
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</tbody>
</table>
Does your prescription card look like this? You do NOT have to fill at CVS!

USF Health Pharmacy(TM) is your preferred pharmacy!

+ We serve the Tampa Bay area, including USF employees and their families, students, and neighboring communities
+ Enjoy competitive pricing on 90-day prescriptions without having to use mail-order
+ **FREE** prescription delivery on USF Tampa Campus
+ **FREE** prescription shipment to your home
+ Easily manage your prescriptions through our RxLocal App
+ We accept all major insurances, including Medicaid and TriCare
+ Transfer your prescriptions and get a **FREE LUNCHBOX**!

[health.usf.edu/care/pharmacy-plus](http://health.usf.edu/care/pharmacy-plus)

*Offer valid for new patients only. While supplies last.*