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
The University of South Florida is a Preeminent State Research University! Located in the heart of Tampa Bay, the University of South Florida is dedicated to empowering students to maximize their potential for lifelong success.

USF is situated in the vibrant and diverse Tampa Bay region, with campuses in Tampa, St. Petersburg and Sarasota-Manatee. Together these campuses serve more than 50,000 students and offer undergraduate, graduate, specialist and doctoral degrees.

MISSION

Led by outstanding faculty and professional staff, the University of South Florida conducts innovative scholarship, creative activity and basic and translational research, and delivers a world-class educational experience promoting the success of our talented and diverse undergraduate, graduate, and professional students. As a public metropolitan research university, USF, in partnership with our communities, serves the people of Florida, the nation, and the world by fostering intellectual inquiry and outcomes that positively shape the future - regionally, nationally and globally.

FACTS ABOUT USF

- Our belief that every student will succeed if given the opportunity informs everything we do here at USF.

- We are dedicated to empowering our students to prosper and have been recognized nationally for closing the achievement gap regardless of race, background or socioeconomic status.

- Over the past five years, USF has been the fastest-rising university in the nation, public or private, on the U.S. News and World Report's list of best universities.

- Our graduate programs continue to number among the best, according to the U.S. News and World Report.

- High-impact, global research is central to USF's mission as the state's only metropolitan Preeminent Research University, as designated by the Florida Board of Governors.

- Established in 1956, USF is a leader among young universities. Our on-campus Technology Incubator has created over 230 jobs locally, and our Center for Entrepreneurship ranks in the top 15 nationally.

- USF is home to a chapter of Phi Beta Kappa – the most prestigious national honor organization in the country – USF is poised to help these students unleash their greatest potential.

Learn more at https://www.usf.edu/about-usf/index.aspx
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/
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 it’s 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.

USF UNIVERSITY OF SOUTH FLORIDA
Employee Assistance Program
1-800-327-8705
For TTY Users: 1-800-456-4006
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.

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 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 by 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

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/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. (813) 974-2201 https://health.usf.edu/care

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

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/
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.

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: http://guides.lib.usf.edu/c.php?g=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
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/

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

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.graphicstudio.usf.edu/GS/gs_about.html

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

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**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/

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**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/

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**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/](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  

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/](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/](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](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/](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/](https://www.usf.edu/student-affairs/veterans/)
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/](http://gousfbulls.com/)

SF 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)

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
<table>
<thead>
<tr>
<th>IMPORTANT CONTACTS</th>
<th>Phone Number</th>
<th>URL</th>
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</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>
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<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>Central Human Resources</td>
<td>(813) 974-2970</td>
<td><a href="https://www.usf.edu/hr">https://www.usf.edu/hr</a></td>
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<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>
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<tr>
<td>Equal Opportunity Compliance (EO)</td>
<td>(813) 974-4373</td>
<td><a href="https://www.usf.edu/compliance-ethics/equal-opportunity/">https://www.usf.edu/compliance-ethics/equal-opportunity/</a></td>
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<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>
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<tr>
<td>Title IX &amp; VAWA Compliance</td>
<td>813-974-8616</td>
<td><a href="http://www.usf.edu/title-ix">http://www.usf.edu/title-ix</a></td>
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<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>
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<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>
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<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>
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<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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