SIPI General Office Policies and Procedures

1. There is **NO SMOKING** in the building or on the landings next to the stairs. This is a **STATE LAW.** Persons found in violation of the law may be subject to fines ranging from $81 to $324.

2. **Garbage and Food:** Do not leave food in garbage cans in offices. Please dispose of uneaten food in the trash cans outside the building. Old food attracts bugs and does not smell good. You may use the food trash can in EEB 421.

3. There is a **microwave** in EEB 421. If you use it, please make sure that you clean up after yourself.

4. The **water** in EEB 407 is for drinking and coffee only. The water bottles may not be removed or placed in offices. If you spill water on the floor or table(s), please clean it up. If water goes into the drip tray, please empty it. The water cooler does not have a drain.

5. SIPI provides **coffee** and **water** in EEB 407 to its faculty, staff, and students. The coffee machine should be treated with respect. When opening doors or lids, please be gentle as they are easily broken. When the light is flashing, open the door and see what the machine needs. If you spill water, coffee, sugar, etc., please clean it up. There are paper towels located in the left drawer. If you need training on how to use the coffee machine, see Gloria in EEB 404.

6. There is no maid service here. Aramark staff are paid for general office cleaning only. Please keep office clean.

7. **Printer paper:** is located in EEB 400. You must sign out for it and only take one ream at a time. The printers will hold the entire ream of paper. Do not take paper from the Xerox machine in EEB 421. For assistance with Xeroxing, see the staff in EEB 400. Printing and Xeroxing is for USC business only.
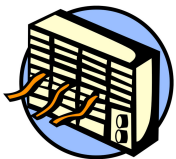
8. If your office is experiencing **air conditioning or lighting problems**, you can contact the Facilities Management Services Customer Resource Center directly at 213-740-6833.

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9. **Poster Printing:** SIPI can produce large format posters for use at conferences. Poster must have at least one author from SIPI.
   a. Read the web page http://ee.usc.edu/info/big_printing/
   b. Give at least two days lead time before you need it.
   c. Send the file in PDF format to weber@sipi.usc.edu. Make sure the word "poster" is in the subject line.
   d. Specify the size it should be printed or to leave at the native size. See the web page for more information on this.
   e. Get it right the first time. Don't keep changing your poster and asking for each revision to be reprinted.

10. **Printer Toner:** When your printer starts showing "toner low", email gloria@sipi.usc.edu with the **TONER** part number (not the printer) to make sure that we have it in stock. Once the toner is completely out (shake it a few times first), bring the empty toner to EEB 404 and pick up the new toner.

11. **Trash Cans:** Each office is provided a black (regular) and a blue (paper) trash can. The BLUE trash cans are for PAPER only. No bottles and cans should go in there. EMPTY bottles and cans can be recycled in the large BLUE and GREEN Recycle Bin in EEB 421. Do not place items that you want to keep on top of the trash cans as storage; these items will be disposed of.

12. **Security:** Never leave your office unlocked or door propped open when no one is inside, and never leave your laptop or backpack unattended in plain sight, not even in your office. If working after hours or on the weekends, never let people you do not know into the building. If you see that the front doors are open, close them. Make sure that bicycles are securely locked at the bike racks outside the building. For more information on Crime Prevention and Safety, visit https://adminopsnet.usc.edu/department/department-public-safety/student-safety-tips. Emergencies can be reported to DPS at 213-740-4321. Non- emergencies can be reported at 213-740-6000. You can also text anonymously to Trojans Care for Trojans at 274637.

13. **Electronic waste:** E-Waste should be left in the basement hallway on the Southeast side of the building for recycling. Computers should have their hard drives removed and given to Seth

in EEB 402 for proper data disposal. Used toner, ink, and cell phones can be given to Gloria in EEB 404 for recycling.

14. **Purchasing procedures:** All purchases must be approved by your advisor, **PRIOR** to submitting them to the staff for processing. Students are NOT allowed to purchase any items on their own and submit for reimbursement unless PRIOR approval is granted by faculty mentor.

   a. USC has many contracted vendors that we are required to purchase specific items from, i.e. Dell Computer. USC has an eMarket process. Login into to http://fbs.usc.edu/depts/kuali using your USC Shibboleth username and password. Select the USC eMarket tab. Before being able to shop, you must complete the USC eMarket: Shopping and Requisitions training at https://trojanlearn.csod.com.

   b. You can create a cart with several different vendors at the same time, if a vendor is not a contracted vendor, click on the forms tab and select NON-Catalog (goods). Search for the supplier, if the supplier is not found, they are not an approved vendor and can't be used through the USC system, for example, Amazon.

   c. Once you have your cart complete, you must assign it to the appropriate staff member for processing.

   d. If the vendor is not in the USC system, email your complete order request to the appropriate staff.

15. **Emergencies / Injuries / Smoke Alarm:** If you hear the alarm, you must exit the building via the stairs immediately. Even if you are certain that nothing is on fire. If the Fire Department finds you in the building during an alarm, you maybe fined not less than $100 dollars or more than $500, or by imprisonment for not more than six months, or both. It is not worth it. Once evacuated from EEB or RTH proceed to the Engineering Quad. **Injuries:** if you are injured on campus or while conducting USC business off campus, you must report it immediately.

   a. For all other emergencies or injuries
      i. Call DPS, 213-740-4321
      ii. Call EH & S within 8 hours, 323-442-2200
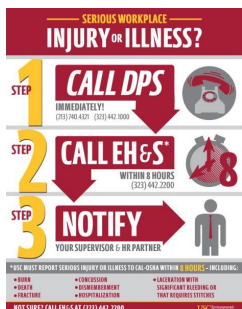
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iii.Notify Ted Low, EEB 100, 213-740-1251

17. **Conference Rooms:** Need to reserve a conference room in EEB? Visit http://ee.usc.edu/intranet/conference_rooms. Rooms should be requested at least 48 hours in advance, if possible. When using the conference rooms, please make sure that all trash is removed, the projector is turned off, and the room is as clean as you found it. Do not turn on the projector until you are ready to use it.

18. **Supplies:** SIPI stocks general office supplies for use. Supplies can be found in EEB 400a in the cabinet. If you take the last item, make sure that you log it on the supply list on the outside of the cabinet. If you require something specific that we do not carry. You may make your request to Gloria.

19. **Xeroxing:** We have a Xerox machine for business use EEB 421. If you are TA, you may receive a code for classroom usage from Gerrielyn Ramos in EEB 100. Otherwise, please see the staff or work-studies for assistance.

20. **Responsible Conduct in Research Training.** The School of Viterbi's policy requires all research assistants and any person (undergrad, postdoc, etc.) working on NSF grants/projects to complete Responsibility Conduct Research (RCR) Training located at http://research.usc.edu/policies/rcr/. Failure to complete training will delay your payroll from being processed. Once you have completed the course, please email the completion report to the appropriate staff member.

21. **Student Mail and Package delivery.** If having mail/packages shipped to you here, please use the following address:

> Your full name
> USC-SIPI
> 3740 McClintock Avenue, Suite 400
> Los Angeles, CA 90089-2564

Mail will be placed in your mailbox in EEB 421. Packages will be left in EEB 400 and you will be emailed to pick up.

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22. Requests for letters for Visa's, OISS, etc. need to be made to the staff and not the faculty.

23. Visit https://minghsiehee.usc.edu/groups-and-institutes/sipi/ for information on **SIPI General Office Policies and Procedures, Travel Procedures for SIPI and USC, and the SIPI Student Exit Checklist**. It is your responsibility to read the documents.

    • SAIL & SCUBA students can reference https://sites.google.com/a/usc.edu/sail-scuba-administration/home

24. **Computing Resources:**

    1. https://hpcc.usc.edu, HPCC - High Powered computing cluster for running large scale computations.
    2. Software - A list of available software for engineering students is here: https://viterbiit.usc.edu

25. **Workday:** https://wd5.myworkday.com/usc/login.flex use to check paycheck stubs and set up Payroll Direct Deposit. You can check your pay five days before payday. If you do not receive your paycheck by the 26th of each month, inform the appropriate staff immediately. Do not wait.

26. **Direct Deposits for Reimbursements:** You must fill out a direct deposit form to have your reimbursements deposited directly into your account. MUCH faster than paper checks. Pick up an application from the appropriate staff or download from https://procurement.usc.edu/payments/reimbursements/direct-deposit/. Disbursement Control and Payroll are not on the same system, you must set them up separately.

27. **Kuali:** If you receive an email from notify@usc.edu with an Action List Reminder. Click on the link and review and approve, or whatever it is asking you to do. It will most likely be for a reimbursement. You can also check the status of a reimbursement by looking at the route log at the bottom.