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College of Medicine Locations

Faculty and Staff in the Burnett School of Biomedical Sciences are located in four areas: the Biomedical Sciences (BMS) and Health & Public Affairs II (HPA II) buildings on Main Campus; the Biomolecular Research Annex in Research Park; and the Burnett Building at Lake Nona, adjacent to the UCF College of Medicine on the Health Sciences Campus. The College of Medicine also has two UCF Health clinical practices located in East Orlando near the Main Campus and Medical City at Lake Nona. Maps of the Main Campus and Health Sciences Campus can be found at the end of this handbook as well as the schedule for the shuttle bus that runs between the two campuses.

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**Health Sciences Campus**

Burnett Building at Lake Nona  
6900 Lake Nona Blvd.  
Orlando, FL 32827-7407  
Phone Number: 407-266-7001

College of Medicine  
6850 Lake Nona Blvd.  
Orlando, FL 32827-7408  
Phone Number: 407-266-1000

**Main Campus**

Health and Public Affairs II Building  
4364 Scorpius St.  
Orlando, FL 32816-2360  
Phone Number: 407-823-5932

Biomedical Sciences Building  
4110 Libra Dr.  
Orlando, FL 32816-2364  
Phone Number: 407-823-1312

Biomolecular Research Annex  
12722 Research Pkwy.  
Orlando, FL 32826-3227  
Phone Number: 407-882-2250

**UCF Health**

East Orlando  
3400 Quadrangle Blvd.  
Orlando, FL 32817-1492  
Phone Number: 407-266-3627

Medical City  
Gateway Building  
9975 Tavistock Lakes Blvd.  
Orlando, FL 32827  
Phone Number: 407-266-4900
Parking

The University of Central Florida requires all faculty, staff and students to purchase a parking permit each year. Main Campus and Health Sciences Campus permits are valid at all UCF locations.

UCF PARKING
TO REGISTER

Go online to www.parking.ucf.edu and click Purchase Permit.

You will need the following information:
- Your NID and NID password
- Vehicle make, model, color, and year
- License plate number

How to Receive Purchased Permits

- Pick up your permit at the Parking Services office, located in Parking Garage B on the Main Campus.
- Have the permit mailed to your home for a limited time at the beginning of the academic year.

Parking Locations

With a parking decal or a one day visitor pass, parking is available throughout campus. The closest parking options in relation to our buildings are as follows:

Annex: This building is located off campus in Research Park and therefore does not require a parking decal.

BMS: Parking Lot C3, Libra Parking Garage, Parking Lot B9, and Parking Garage B

HPA II: Parking Garage C, Parking Garage D, and Parking Lots D1/D2

Lake Nona: Parking Lot P1

UCF PARKING
DECAL OPTIONS

Students - D permits allow parking in all D (green) parking lots and unreserved parking garages.

USPS paygrade 23 and lower, OPS - C permits allow parking in all designated C or D parking lots and unreserved garages. Adjunct instructors may elect to purchase a staff C parking permit.

Faculty, A&P, USPS paygrade 24 and higher - B permits allow parking in all designated B, C or D parking lots and unreserved garages or spaces.

Reserved Spaces - Only the university president, vice presidents, deans and others as approved by the Parking and Transportation Advisory committee are eligible to purchase A permits. A permits are purchased for a designated 24-hour space. Holders of A permits may park in any other legal, non-reserved, parking space on campus. Parking in a 24-hour space without a decal could result in having your car towed.

The current fee schedule is located at: http://parking.ucf.edu/permits/permit-fees/
Payroll

All UCF employees are paid via direct deposit on a biweekly basis, every other Friday. Direct deposit is set up by the employee at the time of hire.

Timesheets and LAPERS

Below is a break down of which forms you will receive based on your classification:

OPS Hourly/Post-Doctoral Associates Non-exempt—Timesheet

USPS Non-exempt/A&P Non-exempt—Timesheet and LAPER

USPS Exempt/A&P Exempt/Faculty—LAPER

Timesheets and Leave and Pay Exception Reports (LAPERs) are due every other Tuesday by 3pm. Reminder emails are sent out every week to your ucf.edu work email. This email can be accessed at webmail.ucf.edu by logging in with your NID and NID password.

All timesheets and LAPERs must have employee and supervisor signatures and can be turned in to any BSBS administrative front desk: Annex, BMS 136, HPA II 335, and BBS 101.

For any questions regarding payroll, please email BSBSPayroll@ucf.edu
Keys and Card Access

UCF ID Card
You will receive your UCF ID Card at Orientation or by going to Card Services any time after your start date.

You will need to know your EmplID when obtaining your UCF ID Card. You must also present one of the following valid forms of photo identification:

- State Issued Driver’s License
- State Issued ID Card
- Passport

UCF Card Services
Contact Information

Phone: 407-823-2100

Hours:
Monday – Thursday: 8am to 6pm
Friday: 8am to 5pm

Address:
John T. Washington Center
Across from the UCF Bookstore
104 Aquarius Agora Dr. Room #104
Orlando, FL 32816-0056

BMS Card Access
To gain access to the BMS building, send Allison Connally a copy of your UCF ID Card. OPS employees, students, and volunteers should have their supervisor request access via email to Allison.Connally@ucf.edu.

Traka Box Key Access
To gain access to the BMS or HPA II Traka boxes, see Allison Connally in HPA II 335B with your UCF ID Card. OPS employees, students, and volunteers should have their supervisor request access via email to Allison.Connally@ucf.edu.

Keys should be returned to the Traka Box the same day they are checked out and must be returned by the same user who removed them.

Faculty and staff will be issued keys to their office and lab upon hire and additional keys may be requested as needed.

Lake Nona Card Access
To gain access to the Lake Nona (BBS) building, see David Frosch in BBS 101T. If Lake Nona is not your primary location, your supervisor should request access for you via email to David.Frosch@ucf.edu. You will be issued a College of Medicine ID Card.
Laboratory Information

Lab Safety Requirements

UCF’s Department of Environmental Health and Safety (EH&S) provides lab safety training for lab personnel. Training is required for all faculty, staff and students (including volunteers) working in a teaching or research lab.

The following trainings must be completed before starting in the lab:

- **EHS 102** - Biological Safety Orientation
- **EHS 201/202** - Laboratory Safety Orientation/Practical (Two-Part Course)
- **EHS 116** — Combined Lab/Bio Safety Practical

Please consult your supervisor for any additional training that may be required.

To sign up for these courses, go to [www.ehs.ucf.edu](http://www.ehs.ucf.edu) and click on EHSA Login.

Volunteer Requirements

Volunteers must complete the Volunteer Services Agreement online at [http://ehs.ucf.edu/riskmanagement/volunteers.html](http://ehs.ucf.edu/riskmanagement/volunteers.html). A new agreement must be filled out each semester.

Core Lab Equipment

Lake Nona

The request to use core lab instruments independently can only be placed by trained and certified users. To obtain training and get certified, contact Dr. Alicja Copik at Alicja.Copik@ucf.edu or at 407-266-7132. Her office is located in BBS 341.

Requests to use instruments should be placed at least one day prior to use. Use of instruments without a prior sign-up and approval using the Outlook system is prohibited.

More detailed instructions can be found on our website at [biomed.ucf.edu](http://biomed.ucf.edu):

Research » Lake Nona Cores » Training and Instrument Use Procedures

BMS

The core lab is open to all faculty/researchers/students of BSBS (walk-in self-serve or assisted by appointment).
Safety Information

Injury Policy
For life threatening injuries, call 911.

If employees are injured on the job, you must do the following:
The supervisor (with employee present) will call AmeriSys at 1-800-455-2079 for treatment.
♦ Ensure all medical treatment is authorized through AmeriSys.
♦ Direct all questions about level of care to AmeriSys.
♦ Report the incident to your departmental HR representative.
  ♦ Lake Nona: David Frosch
  ♦ Main Campus: Allison Connally
♦ Forward all medical reports, referrals, and other treatment related documents to UCF Human Resources at 407-823-1095 (fax).

*If these steps are not followed and you seek outside treatment, you may not be covered under Workman’s compensation.*

If students are injured while in the lab, you must do the following:
Contact your lab instructor to determine treatment.
♦ Instructor will report the incident to the departmental HR representative.
  ♦ Lake Nona: David Frosch
  ♦ Main Campus: Allison Connally
♦ Instructor will fill out an Accident-incident form to be signed by the student.
♦ Fax form to EH&S at 407-823-0146.

EMERGENCIES: CALL 911
If you are on campus after-hours and would like an escort to your car, please call Safety Escort Patrol Services (S.E.P.S.) at 407-823-2424 or the Campus Police non-emergency number at 407-823-5555. This information can be found on the back of your UCF ID card.

SMOKE FREE

More information about UCF’s smoke-free policy can be found at smokefree.sdes.ucf.edu
IT and Facilities

Go online to www.portal.biomed.ucf.edu
Login with your ucf.edu work email and password to submit your IT or Facilities ticket.

NID Password Reset

To reset your NID password or if you do not know your NID password, use the Self-Service reset page located at: mynid.ucf.edu
For additional NID information, go to my.ucf.edu

MyUCF Assistance

If you encounter any issues with myUCF or require assistance with your NID password, please contact the CS&T Service Desk.

Phone: (407) 823-5117
Email: servicedesk@ucf.edu
Hours: Monday – Friday, 7:00AM – 7:00PM

Webcourses Assistance

For help with Webcourses, please contact Webcourses@UCF Support.

Phone and live chat support:
Monday – Friday, 8:30AM – 4:30PM

Evening and Weekend Support:
Email for assistance

Phone: (407) 823-0407
Email: webcourses@ucf.edu
Online Request Form: online.ucf.edu/support/

URGENT ISSUES

*For urgent IT problems, call 407-823-2912 (Main Campus) or 407-266-7034 (Lake Nona)
*For urgent Facilities problems, call 407-823-1994 (Main Campus) or 407-266-7039 (LN)
*For emergency after-hour issues, contact Joseph Myerson at 407-314-7536
General Information

Mail

All faculty and full-time staff members will be provided a mailbox at their primary location. If you would like to send mail via USPS or packages via FedEx, please consult the front desk staff member at your location. OPS part-time employees should not have any mail sent to their work address.

Faculty Business Cards

If you need new or updated business cards, please email the contact person at your primary location with the following information:

♦ Name, Title, Department/Division, Address, Email, Phone Number, Fax Number (optional)

**Main Campus:** Allison Connally—Allison.Connally@ucf.edu

**Lake Nona:** Lisa Simcoe—Lisa.Simcoe@ucf.edu

Travel

Please contact Maria for all travel arrangements and reimbursements.

**Email:** Maria.Windyga@ucf.edu

**Phone:** (407) 882-2250

**Office:** Annex Front Desk

Supply Orders

**Office Supplies**—All office supplies are ordered from OfficeSupply.com and requests should be submitted to the front desk at your location.

**Lab Supplies**—All lab supply requests should be submitted to BSOOrders@ucf.edu with an SRF attached.
General Information

Conference Room Scheduling

To reserve a conference room at any of our locations, please send an email to the primary location of the meeting or event. You must specify which room you would like to book and if IT assistance will be needed. The appropriate staff member will assist with booking the reservation at any secondary locations you are requesting.

Below is the contact information for each location:

⇒ **Annex:** BMRAReservations@ucf.edu
⇒ **BMS:** BMSReservations@ucf.edu
⇒ **HPA II:** HPAIIReservations@ucf.edu
⇒ **Lake Nona:** BBSReservations@ucf.edu

Lake Nona Copy Rooms

Copy rooms are located on the 2nd and 3rd floors of the BBS building.

Employees will receive their 4-digit copy code upon hire.

Copy Requests

Please provide **at least two business days** notice when requesting exam copies.

All OPS employees must fill out the **copy request form**, which can be picked up from any front desk.

Shredding

**Shred Boxes**—These can be found in the HPA II and BMS suites and Lake Nona copy rooms. They are used for small amounts of shredding and are typically emptied every other week.

**Bulk Shredding**—Large amounts of shredding are kept in a “shred room” in HPA II. This room is emptied at the end of each semester. All exams must be kept for a full semester before being shredded. Please see the HPA II front desk to access this room.

More detailed information can be found on the

**Department Resources Contact Sheet**
Main Campus Map
Health Sciences Campus Shuttle Schedule

UCF Parking and Transportation Services along with the Health Science Campus Operations (HSCO) provides shuttle services to and from Lake Nona. The shuttle stop on the Main Campus is located in front of the Physical Sciences Building (Route 9). The Health Sciences Campus shuttle stop is located behind the College of Medicine building. The hours of operation are subject to change.

For the most up to date schedule, please visit the UCF Parking and Transportation Services website at parking.ucf.edu/shuttles/health-sciences-schedule.

### Monday—Friday Schedule

<table>
<thead>
<tr>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>Depart UCF Main Campus @ Physical Sciences</td>
<td>7:20 A.M.</td>
</tr>
<tr>
<td>Stop Biomolecular Research Annex</td>
<td>7:30 A.M.</td>
</tr>
<tr>
<td>Depart Biomolecular Research Annex</td>
<td>7:45 A.M.</td>
</tr>
<tr>
<td>Arrive Health Sciences Campus @ Laureate Blvd.</td>
<td>8:30 A.M.</td>
</tr>
<tr>
<td>Depart Health Sciences Campus @ Laureate Blvd.</td>
<td>8:35 A.M.</td>
</tr>
<tr>
<td>Arrive UCF Main Campus @ Physical Sciences</td>
<td>9:20 A.M.</td>
</tr>
<tr>
<td>Depart UCF Main Campus @ Physical Sciences</td>
<td>9:30 A.M.</td>
</tr>
<tr>
<td>Depart Biomolecular Research Annex</td>
<td>9:35 A.M.</td>
</tr>
<tr>
<td>Arrive Health Sciences Campus @ Laureate Blvd.</td>
<td>10:15 A.M.</td>
</tr>
<tr>
<td>Depart Health Sciences campus @ Laureate Blvd.</td>
<td>10:20 A.M.</td>
</tr>
<tr>
<td>Arrive UCF Main Campus @ Physical Sciences</td>
<td>11:15 A.M.</td>
</tr>
<tr>
<td>Depart UCF Main Campus @ Physical Sciences</td>
<td>11:30 A.M.</td>
</tr>
<tr>
<td>Depart Biomolecular Research Annex</td>
<td>11:35 A.M.</td>
</tr>
<tr>
<td>Arrive Health Sciences Campus @ Laureate Blvd.</td>
<td>12:15 P.M.</td>
</tr>
<tr>
<td>Depart Health Sciences Campus @ Laureate Blvd.</td>
<td>12:30 P.M.</td>
</tr>
<tr>
<td>Arrive Biomolecular Research Annex</td>
<td>1:15 P.M.</td>
</tr>
<tr>
<td>Depart Biomolecular Research Annex</td>
<td>1:20 P.M.</td>
</tr>
<tr>
<td>Arrive UCF Main Campus @ Physical Sciences</td>
<td>1:30 P.M.</td>
</tr>
<tr>
<td>Depart UCF Main Campus @ Physical Sciences</td>
<td>1:40 P.M.</td>
</tr>
<tr>
<td>Arrive Health Sciences Campus @ Laureate Blvd.</td>
<td>2:25 P.M.</td>
</tr>
<tr>
<td>Depart Health Sciences Campus @ Laureate Blvd.</td>
<td>3:05 P.M.</td>
</tr>
<tr>
<td>Arrive Biomolecular Research Annex</td>
<td>3:50 P.M.</td>
</tr>
<tr>
<td>Depart UCF Main Campus @ Physical Sciences</td>
<td>4:00 P.M.</td>
</tr>
<tr>
<td>Depart Biomolecular Research Annex</td>
<td>4:15 P.M.</td>
</tr>
<tr>
<td>Arrive Health Sciences Campus @ Laureate Blvd.</td>
<td>5:00 P.M.</td>
</tr>
<tr>
<td>Depart Health Sciences Campus @ Laureate Blvd.</td>
<td>5:30 P.M.</td>
</tr>
<tr>
<td>Arrive Biomolecular Research Annex</td>
<td>6:15 P.M.</td>
</tr>
<tr>
<td>Depart Biomolecular Research Annex</td>
<td>6:20 P.M.</td>
</tr>
<tr>
<td>Arrive UCF Main Campus @ Physical Sciences</td>
<td>6:30 P.M.</td>
</tr>
<tr>
<td>Depart UCF Main Campus @ Physical Sciences</td>
<td>6:45 P.M.</td>
</tr>
<tr>
<td>Arrive Health Sciences Campus @ Laureate Blvd.</td>
<td>7:20 P.M.</td>
</tr>
<tr>
<td>Depart Health Sciences Campus @ Laureate Blvd.</td>
<td>8:00 P.M.</td>
</tr>
<tr>
<td>Arrive Biomolecular Research Annex</td>
<td>8:45 P.M.</td>
</tr>
<tr>
<td>Arrive UCF Main Campus @ Physical Sciences</td>
<td>8:50 P.M.</td>
</tr>
<tr>
<td>Depart UCF Main Campus @ Physical Sciences</td>
<td>9:00 P.M.</td>
</tr>
<tr>
<td>Arrive Health Sciences Campus @ Laureate Blvd.</td>
<td>9:45 P.M.</td>
</tr>
<tr>
<td>Depart Health Sciences Campus @ Laureate Blvd.</td>
<td>10:00 P.M.</td>
</tr>
<tr>
<td>Arrive Biomolecular Research Annex</td>
<td>10:45 P.M.</td>
</tr>
<tr>
<td>Arrive UCF Main Campus @ Physical Sciences</td>
<td>10:50 P.M.</td>
</tr>
</tbody>
</table>

### Saturday Schedule

| Depart Biomolecular Research Annex and transport to Health Sciences Campus at Lake Nona | 9:00 AM 1:00 PM |
| Depart Health Sciences Campus at Lake Nona and return to Biomolecular Research Annex | 2:00 PM 6:00 PM |

Traffic and weather conditions may delay arrivals and departures.

The shuttle service operates on the Saturday schedule on the following holidays:

- Martin Luther King, Jr. Day
- Independence Day
- Memorial Day
- Labor Day
- Veteran’s Day

The shuttle service does not operate on the following holidays:

- Thanksgiving
- The day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day

*If shuttle does not arrive at designated location/time, please call dispatch at (407) 823-2131*
UCF Shuttle Route Map