Burnett School of Biomedical Sciences

Employee Handbook
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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.
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/permits](http://www.parking.ucf.edu/permits), select your designation, and click Purchase Permits.

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

**Permit Types**

**Decal (stick-on) permits** must be permanently attached to the vehicle in accordance with instructions on the back of the decal.

**Hang Tag permits** must be displayed on the rear view mirror and may be transferred between vehicles, but not between owners.

**UCF Parking**

**Decal Options**

- **Commuting Students** - Commuting students are required to purchase a Student “D” parking permit. D permits allow parking in all D (green) parking lots and unreserved parking garages.

- **Faculty/Staff** - C permits allow parking in all designated C or D parking lots and unreserved garages.

- **Faculty/Staff** - B permits allow parking in all designated B, C, or D parking lots and unreserved garages.

- **Reserved Permits** - 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. Only a limited number of 24-hour reserved spaces are available.

The current fee schedule is located at: [http://parking.ucf.edu/permits/permit-fees/](http://parking.ucf.edu/permits/permit-fees/)

Permit holders are restricted to their designated areas; however, from 5:30 p.m. – 7:00 a.m. and on weekends, vehicles with valid permits may park in any unreserved space unless otherwise posted.
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 Scholars 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 by logging in to Outlook at outlook.com/ucf.edu 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, BBS 101, BMS 136, or HPA II 335.

For any questions regarding payroll, please email BSBSPayroll@ucf.edu

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**View Your Paycheck**

- Go to the myUCF portal at my.ucf.edu
- Log in using your NID and NID password
- Once logged in, click on **Employee Self Service**
- Click on **Payroll and Compensation**
- Choose **View Paycheck**. Here you will be able to access all your previous paychecks
- Your next paycheck is usually available to view the Tuesday before payday

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**Other Helpful Payroll Options**

- **W-2/W-2c Consent** — Submit or withdraw your consent to receive electronic W-2 or W-2c forms
- **View W-2/W-2c Forms** — Review your available W-2 and W-2c forms
- **Voluntary Deductions** — Review, add, or update your voluntary deductions information
- **Direct Deposit** — Review, add or update your direct deposit information
- **Compensation History** — View your past and current compensation information
- **W-4 Tax Information** — Complete and edit W-4 tax information including number of allowances you are claiming and exemption status
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/UCFID 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

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**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.

**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.

**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.

To gain access to the Lake Nona Traka boxes, see David Frosch in BBS 101T with your UCF ID Card. OPS employees, students, and volunteers should have their supervisor request access via email to David.Frosch@ucf.edu.
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), click on **EHSA Log In**, then click **To Register for Safety Classes Click Here**.

Volunteer Requirements
A new Volunteer Services Agreement must be completed each semester on the EH&S website: [https://med.ucf.edu/biomed/about/forms-resources/](https://med.ucf.edu/biomed/about/forms-resources/). The form must be initiated by the supervisor and the **Department Contact** is Lisa Simcoe (Lisa.Simcoe@ucf.edu).

Core Lab Equipment

**Annex/BMS**

These core labs are open to all faculty/researchers/students of BSBS (walk-in self-serve or assisted by appointment).

**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 [med.ucf.edu/biomed](http://med.ucf.edu/biomed): Research » Lake Nona Cores » Training and Instrument Use Procedures
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 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 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.
IT and Facilities

Submit IT tickets at https://ucf.service-now.com/ucfit (login with NID and NID password)
Submit Facilities tickets at http://portal.biomed.ucf.edu/ (login with UCF email and password)

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

MyUCF Assistance

If you encounter any issues with myUCF or require assistance with your NID password, please contact the UCF IT 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: https://cdl.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 BSOders@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

Shuttles travel between UCF’s main campus and the Health Sciences Campus at Lake Nona Monday through Friday from 7:20 am to 10:50 pm. The shuttle stops on the Main Campus are located in front of the Physical Sciences Building and at the Biomolecular Research Annex. 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.

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