

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 Biological Sciences (BMS) and Health & Public Affairs II (HPA II) buildings on Main Campus; the Biomolecular Research Annex in Research Park; and the Burnett Biomedical Sciences (BBS) building, adjacent to the UCF College of Medicine on the Health Sciences Campus at Lake Nona. 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.



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/ 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, Parking Lot B9, and Parking Garage B

HPA II: Parking Garages C and D, and Parking Lots C1, D1, and 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/>

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 by emailing to BSBSPayroll@ucf.edu

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

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**. You will be able to access all your previous paychecks
- ⇒ Your next paycheck is usually available to view the Tuesday before payday

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

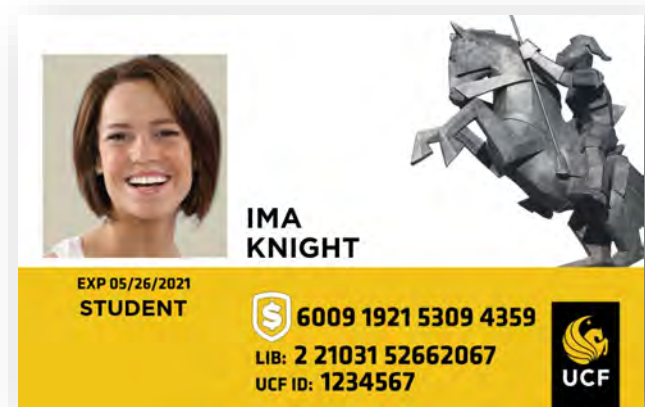
Keys and Card Access

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

BMS Building Access

Request access at [Traka Box & Building Access Request form](#). Questions can be emailed to Magali.Lopez@ucf.edu.

Lake Nona Building Access

To gain access to the Lake Nona (BBS) building, see Lisa Simcoe in BBS 101. If Lake Nona is not your primary location, your supervisor should request access for you via email to Lisa.Simcoe@ucf.edu.

College of Medicine ID cards cannot be created until employees have completed hire paperwork/background check and volunteers have completed lab safety training.

Traka Box Key Access

To gain access to the BMS or HPA II Traka boxes, complete request form at [Traka Box & Building Access Request form](#). Questions can be emailed to Magali.Lopez@ucf.edu.

To gain access to the Lake Nona Traka boxes, see Lisa Simcoe in BBS 101. OPS employees, students, and volunteers should have their supervisor request access via email to Lisa.Simcoe@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, 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 University Compliance, Ethics, and Risk website: <https://med.ucf.edu/biomed/about/forms-resources/>. The **Department Contact** is Jeanelle Jones (Jeanelle.Jones@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 Aicja.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: Research](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:** Lisa Simcoe
 - ◆ **Main Campus:** Ka Yam
- ◆ 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 Worker'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:** Lisa Simcoe
 - ◆ **Main Campus:** Ka Yam
- ◆ Instructor will fill out an Accident-Incident form to be signed by the student.
- ◆ Fax form to EH&S at 407-823-0146.



More information about UCF's smoke-free policy can be found at smokefree.sdes.ucf.edu

EMERGENCIES: CALL 911

Knight Ride (formerly known as SEPS) runs every day 7 p.m. to 1 a.m. when classes are in session (extended hours during final exams) and makes a full loop around campus every 30 to 45 minutes, allowing riders to hop on or off along the way. Those who need special accommodations or who would like a walking escort can call 407-823-2424 to reach a dispatcher.

IT and Facilities

BURNETT SCHOOL OF BIOMEDICAL SCIENCES

SERVICE DESK

Submit IT and Facilities tickets at helpdesk.med.ucf.edu (login with NID and NID password)

- IT Issues: Click **Health IT Assistance**
- Facilities/Engineering Issues: Click **BSBS Engineering Incident**

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: itsupport@ucf.edu

Hours: 7:00AM – 10:00PM

Webcourses Assistance

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

Phone: (407) 823-0407

Email: webcourses@ucf.edu

Live Chat

Online Request Form:

<https://cdl.ucf.edu/support/webcourses/contact/>



URGENT ISSUES

*For urgent IT problems, call the help desk at 407-266-4357

*For urgent Facilities problems, call Front Desk at 407-266-7015

*For emergency after-hour issues, contact Engineers private line.

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.

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: Ka Yam—Ka.Yam@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 **BSOrders@ucf.edu** with an SRF

General Information

Conference Room Scheduling

To reserve a conference room at any of our locations, please check availability of meeting room calendar in Outlook, then email the reservation contact below to reserve the room and request IT assistance, if needed.

- ⇒ **Annex:** BMRA-139 Meeting Room
Email: BMRAReservations@ucf.edu
- ⇒ **BMS:** BIO-136A Meeting Room
Email: BMSReservations@ucf.edu
- ⇒ **HPA II:** HPA2-345 Meeting Room
Email: HPAIIReservations@ucf.edu
- ⇒ **Lake Nona:** BBS-101L Meeting Room
BBS-103 Meeting Room
Email: 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 TAs and GTAs 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.

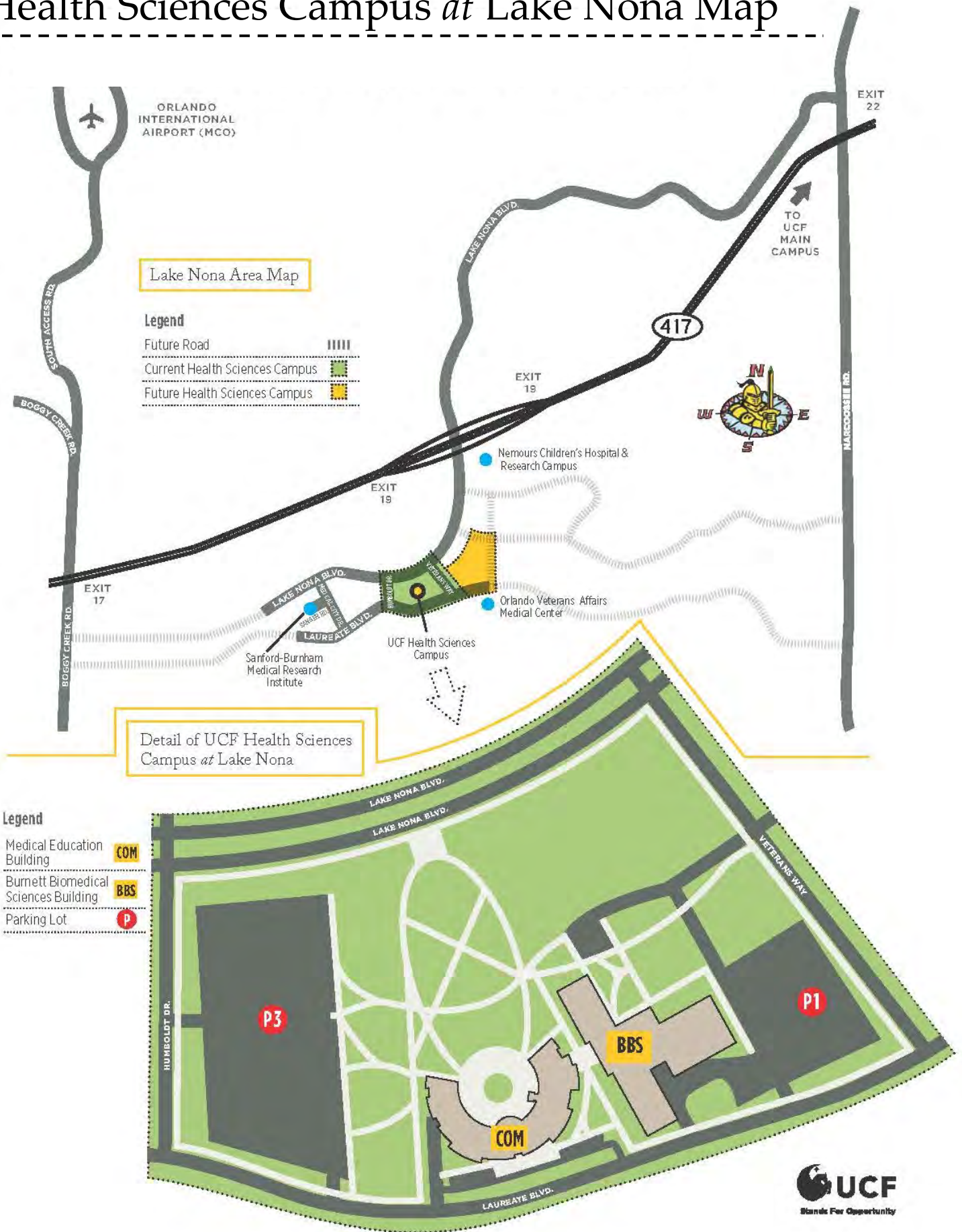
Bulk Shredding— Large amounts of shredding are kept in a “shred room” in HPA II. This room is emptied at the end of each semester. All exams must be kept for a full semester before being shredded. Please see the HPA II front desk to access this room.

More detailed information can be found on the
Department Resources Contact Sheet

Main Campus Map



Health Sciences Campus *at* Lake Nona 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 7:20am to 8:50pm. 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.

Health Sciences Campus at Lake Nona

Location	Time
Depart UCF Main Campus @ Physical Sciences	7:20 A.M.
Depart Biomolecular Research Annex	7:45 A.M.
Depart Health Sciences Campus @ Laureate Blvd.	8:35 A.M.
Depart UCF Main Campus @ Physical Sciences	9:30 A.M.
Depart Biomolecular Research Annex	9:35 A.M.
Stop Health Sciences Campus @ Laureate Blvd.	10:15 A.M.
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Depart Health Sciences Campus @ Laureate Blvd.	12:30 P.M.
Depart Biomolecular Research Annex	1:20 P.M.
Depart UCF Main Campus @ Physical Sciences Health Sciences Campus @ Laureate Blvd.	1:40 P.M.
Stop	2:25 P.M.
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Depart Health Sciences Campus @ Laureate Blvd.	3:05 P.M.
Depart Biomolecular Research Annex	3:55 P.M.
Depart UCF Main Campus @ Physical Sciences	4:05 P.M.
Depart Health Sciences Campus @ Laureate	5:05 P.M.
Depart Biomolecular Research Annex	5:50 P.M.
Stop UCF Main Campus @ Physical Sciences	6:00 P.M.
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