

USC eAccess

Early Access to University Services for New Faculty Hires

To facilitate on-boarding new USC faculty, a special status (IP: Inactive – Pre-employee) has been established in the university payroll system enabling new faculty hires to access many university services in advance of their arrival. Access to university services will be made available upon return of a signed offer letter and completed *eAccess* authorization form up to seven months prior to employment.

To set-up new faculty hires for early service access:

- 1) Faculty member returns signed offer letter and *eAccess* form to school dean.
- 2) Dean's office verifies eligibility and forwards approved authorization form to the school Home Department Coordinator (HDC).
- 3) HDC enters new faculty hire in payroll system as "Inactive – Pre-employee" (IP).
- 4) Once entered into the payroll system, the new faculty member will be assigned:
 - a. Employee ID number (7 digit)
 - b. USC ID (10 digit)
 - c. Email address (@usc.edu)
- 5) Verification that *eAccess* is in place may be confirmed by faculty affairs staff in FSMS; simply search for new faculty hire name in "Faculty Update" and click on "View Employee Information" to see email address.
- 6) Upon verification that email account is established, school notifies new faculty hire that s/he may go to "first log in" to establish unique user name and password.
- 7) Faculty member completes "first log in" and gains access to available services.

Services for new faculty hires:

- Unix account, dial-in, VPN, and wireless network access;
- Any services available to faculty authenticated by username and password (including on-line harassment prevention training);
- Principal Investigator status and registration with funding agencies;
- Ability to move grants and contracts to USC;
- Access to Faculty/Staff Housing Assistance Program;
- Benefits selection;
- Libraries and collections;
- Blackboard, class rosters, and other services as available.

If you have any questions or comments, please contact David Haugland, Associate Vice Provost for Faculty Affairs, (haugland@usc.edu, x02545).