



THE UNIVERSITY OF  
**SOUTHERN**  
**MISSISSIPPI®**

## Welcome Packet

# Employee Handbook

- The employee handbook is maintained by University Human Resources and is the official employee handbook for all faculty and staff of the University. This handbook is intended to provide important information on employment policies, practices, procedures, and resources for all employees of The University of Southern Mississippi.
- [Employee Handbook](#)

## Notice of Non-Discrimination

- The University of Southern Mississippi does not discriminate on the basis of age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, veteran status, or any other status protected under applicable federal, state, or local law, in its admission, treatment, or access to its educational programs and activities or in its employment practices. The University of Southern Mississippi prohibits sexual and gender-based harassment, including sexual assault and misconduct, and other forms of interpersonal violence.

## Tobacco Free Campus

- Smoking, vaping and using tobacco in any form are prohibited in or on all University owned, operated or leased property, including vehicles.
- Cessation resources can be obtained by calling the Office of Health Promotion at 601-266-5390.
- Visit [www.usm.edu/student-health-services/tobacco-free-usm.php](http://www.usm.edu/student-health-services/tobacco-free-usm.php) for additional information

## Enroll To Receive Electronic W-2

- Log in to <https://soarhr.usm.edu>
- Enter your User ID and password
- Click on Self Service --> payroll and compensation --> W-2 consent form

## View Your Paycheck Online

- Log in to <https://soarhr.usm.edu>
- Enter your User ID and password
- Click on Self Service --> payroll and compensation --> view paycheck

## Payne Center (Hattiesburg campus)

- Open 7 days a week (except semester breaks and holidays)
- Membership available for spouse and children age 16 and up
- Monthly payroll deduction available for faculty and staff
- FACILITIES INCLUDE:
  - 7,900 square foot Work Out Zone and Fitness Studios
  - 27,000 square foot gymnasium space houses four multi-purpose courts
  - 1/8 of a mile indoor exercise track
  - Indoor Rock Wall
  - M.C. Johnson Natatorium features a 25-yard, 6-lane indoor pool
  - Visit [www.usm.edu/rec-sports](http://www.usm.edu/rec-sports) for additional information

## Gulf Park Fitness Center

- Open 7 days a week (except semester breaks and holidays)
- Membership available for spouse and children age 16 and up
- Monthly payroll deduction available for faculty and staff
- FACILITIES INCLUDE:
  - Complete circuit of strength equipment
  - A variety of dumbbells
  - Free weights
  - Lifting benches
  - Treadmills
  - Recumbent and upright bikes
  - Rowers
  - Visit [www.usm.edu/gulf-park-fitness-center](http://www.usm.edu/gulf-park-fitness-center) for additional information

## Moffitt Health Center (Hattiesburg)

- Full service urgent care clinic with some preventative services offered
- Laboratory and x-ray services available
- Located on the first floor of Scott Hall (part of Century Park South) and open 5 days a week
- Faculty and staff can expect to pay a co-pay and deductible. Amount for these will depend upon the patient's insurance policy and coverage benefits.
  - Employees who have BCBS are entitled to an annual "Healthy You" visit/lab work free of charge
- Full-service pharmacy on site
- Medication(s) can be filled at the pharmacy inside the clinic. Outside prescriptions are welcomed.
- Pharmacy delivery program available to faculty and staff
- Visit [www.usm.edu/student-health-services](http://www.usm.edu/student-health-services) for additional information

## Gulf Park Health Center

- Gulf Park Health Center is an on-campus health and wellness clinic established to meet the needs of the faculty, staff, and students on the Gulf Park Campus of Southern Miss. Gulf Park Health Center provides basic medical care, health and wellness visits, and referrals as needed.
- Visit [www.usm.edu/gulf-park-health-center](http://www.usm.edu/gulf-park-health-center)

## Parking Permits

- Parking and Transit Services is responsible for overseeing the multiple aspects of traffic and parking for all campuses.
- Faculty, staff and students are required to register a vehicle online and purchase a parking permit for all campus locations.
- Visit [www.usm.edu/parking-transit-services](http://www.usm.edu/parking-transit-services) for additional information

## Season Ticket Discounts

- All benefit eligible faculty and staff may purchase season tickets at a 20% discounted rate for the sports of baseball, football, men's and women's basketball. (Discounts are not available for single games)
- Payroll deduction is available for football season tickets
- For additional information contact The Pat Ferlise Center, located at the intersection of Fourth Street and Sunset Drive or call the Southern Miss Ticket Office at 601-266-5418
- All benefit eligible faculty and staff may also purchase reduced price tickets to USM cultural events. Visit <https://calendar.usm.edu/> for additional information on the USM Events Calendar

# University Human Resources Website & Resources

<https://www.usm.edu/employment-human-resources/>

Forms & Resources Available on the HR website:

[HR Staff Directory](#): Find the HR representative for your department.

[Employee Handbook](#): The handbook provides important information on employment policies, procedures and resources for all employees- faculty & staff- of USM. Click here to review the Faculty Handbook. <https://www.usm.edu/provost/internalportal/facultyhandbook2021.pdf>

[HR Forms](#): Locate forms such as biweekly timesheets, confidentiality agreements, direct deposit forms, FMLA certification, overtime request, permission to engage in outside employment and more.

[New Leader Orientation](#): An online training is available for all new leaders at the University to review topics such as understanding budgets, payroll, Title IX, HR processes, and more.

[Hiring Process Resources](#): In addition to training and information on the University's applicant tracking system, you can also find resources for conducting a search and processing new hires.

[Compensation & Payroll](#): Find information about the University's compensation program, as well as paycheck resources & dates.

*Explore the HR website to find all of the information you are looking for, and don't forget to click the "current employee" tab as shown above to access the information that is only available to USM employees.*

# Get Connected

## Southern Miss Mobile App



**The University of Southern Mississippi**



**@officialsouthernmiss**



**@SouthernMiss**



**The University of Southern Mississippi**

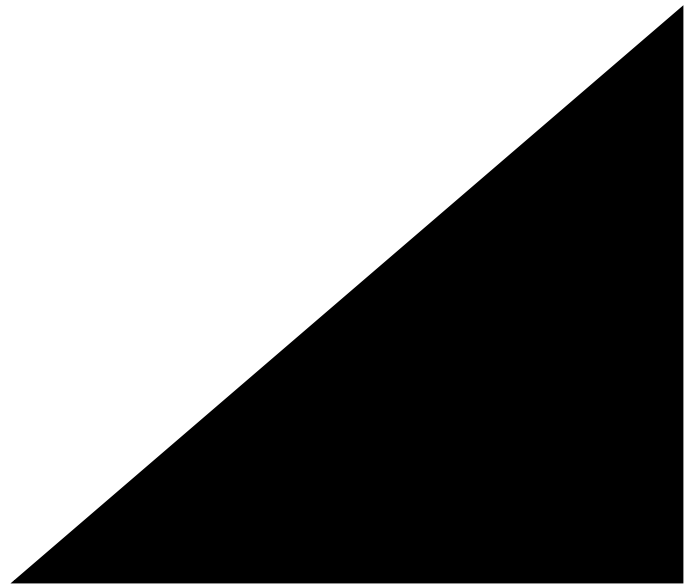


## Numbers to Know...

Eagle Dining	6-5376
iTech	6-4357
Moffit Health	6-5390 (GP: <u>228.214.3300</u> )
Payroll	6-4084 <a href="mailto:payroll@usm.edu">payroll@usm.edu</a>
University Police (All Locations)	6-4986
Parking and Transit	6-4943
Image Center (photo id)	6-4149
Post Office	4-4013
Title IX	6-6804 (GP:228.214.3363)
Registrar	6-5006
Affirmative Action and Equal Employment	6-5973 <a href="mailto:affirmativeaction@usm.edu">affirmativeaction@usm.edu</a>
Human Resources	6-4051 <a href="mailto:HR@usm.edu">HR@usm.edu</a>
Disability Accommodations	6-6618
Barnes and Noble Bookstore	6-4381
Payne Center	6-5404 (GP: <u>228.214.3256</u> )

## **Holiday Schedule July 2022 – June 2023**

Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Thursday-Friday, November 24-25, 2022	Thanksgiving
Thursday, December 22, 2022 – Monday, January 2, 2023 ( last day worked Wednesday, December 21, 2022 and return to work Tuesday, January 3, 2023 )	Christmas / New Year's
Monday, January 16, 2023	Dr. Martin Luther King, Jr. Holiday
Friday, April 7, 2023	Good Friday
Monday, May 29, 2023	Memorial Day







Fresh Food Company	Thad Cochran Center
Chick-Fil-A	Union
Subway	Union
Bento Sushi	International Center
Einstein Bros. Bagels	International Center
Freshens Fresh Food Studio	Asbury Hall
Southern Wing Company	Across from Cook Library
Starbucks	Cook Library
P.O.D. Express (snacks & more)	-Liberal Arts Building -Scianna Hall -Thad Cochran -Century Park
Beach View Cafe	Gulf Park Campus Hardy Hall
<p>Visit the Eagle Dining website at <a href="https://usm.campusdish.com/">https://usm.campusdish.com/</a> for more information about menus, hours of operations, and more.</p>	

# Eagle Alert

To ensure the safety of students, faculty and staff, The University of Southern Mississippi offers the Eagle Alert emergency notification system.

Students, faculty and staff can [update their contact information](#) to receive time-sensitive emergency messages via text and voice messages to cell phones and home phones. Eagle Alert allows the university to better inform the campus community of imminent danger and emergency situations.

While it is strongly recommended that you provide at least one phone number (cell number is recommended) for Eagle Alert, students, faculty and staff can [opt-out](#) of the personal phone and text message portion of the services. **Although you may opt-out of those portions of the service, participation by campus email is required. You may also opt-in to receive alerts by campus phone.**

Eagle Alert is a secure system, and messages will be sent through the system only in an emergency and for periodic testing. It will not be used to send advertising or spam to personal phones.

**Technical issues:** Contact the iTech Help Desk, 601.266.4357.

**General questions:** Contact the University Police Department, 601.266.4986.

**Website:** <https://www.usm.edu/police/eagle-alert.php>

## Staff Council

The University of Southern Mississippi 's Staff Council was established in 1989 to serve as a representative voice for staff members working throughout the University from the Gulf Coast Research Laboratory, Gulf Park, Stennis and Hattiesburg locations.

We have ten representatives for Academic Affairs, one for Athletics, three for GCRL, two for Gulf Park, one for Stennis, four for Student Affairs, one for External Affairs, six for Finance and Administration, and two for Research. Together, these 30 members represent all campuses and coastal locations.

The goal of the Staff Council is to ensure that these excellent staff personnel have a venue to voice their views, interests, and concerns regarding their support of and function within Southern Miss. It is with this voice that staff, faculty, and administration may work together to become a leading force for growth and excellence in service within Southern Miss, our local communities, and the state of Mississippi.

The Council meets monthly to discuss orders of business and plan events and programs that benefit staff members from across the University. A guest speaker is also included each month to highlight different areas of the University and teach Council members about new areas. Visit <https://www.usm.edu/staff-council/> to learn more, and to find out who represents your location/area.

## Faculty Senate

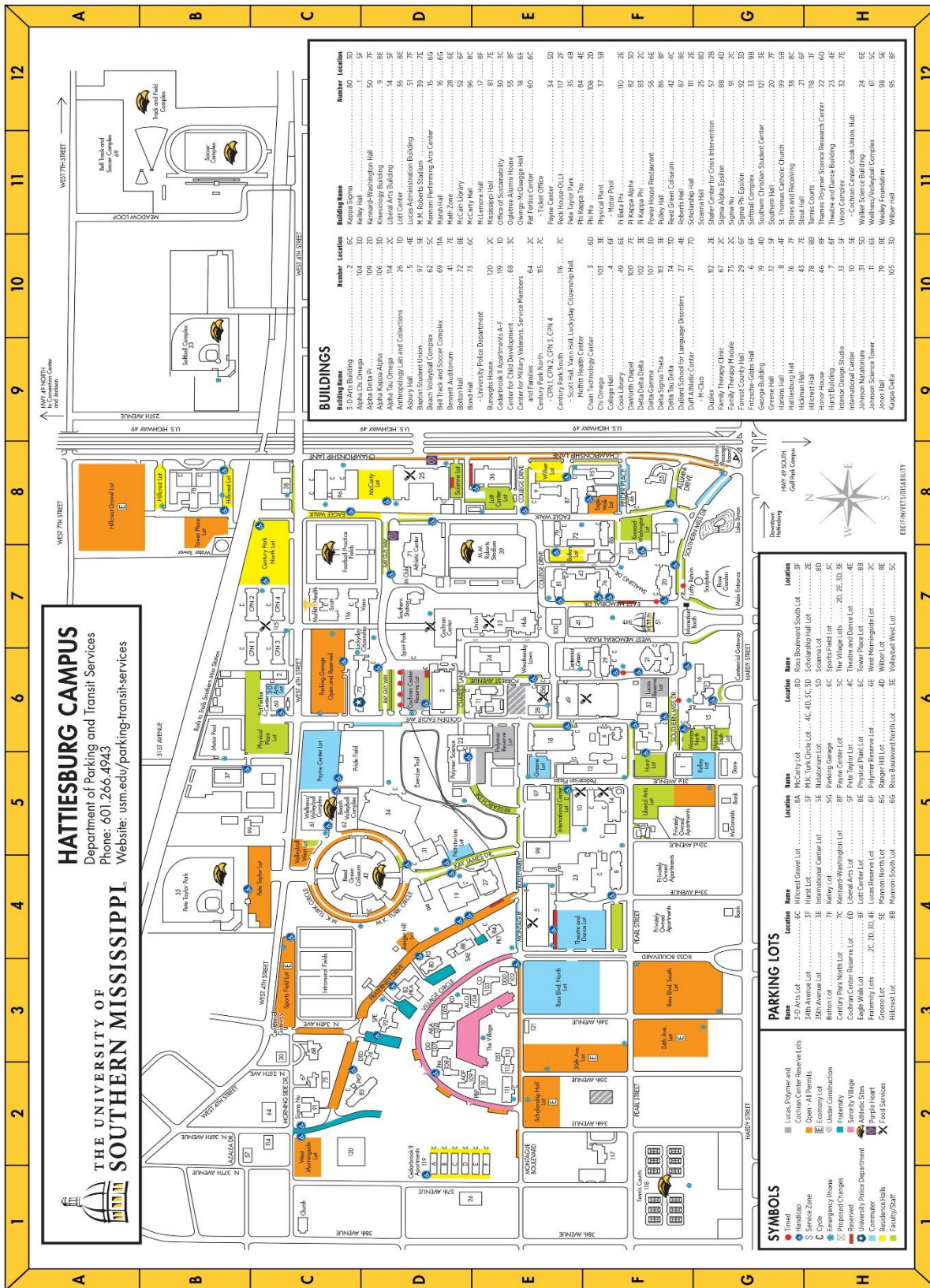
The Faculty Senate provides a forum and a voice for the faculty to assert its distinctive viewpoint and principles for the general welfare of the university. As duly elected representatives of the faculty, the Faculty Senate acts on matters relating to due process, governance, resource allocation, and university planning.

As a key partner in university governance, the Faculty Senate has responsibility for the following

- (1) Facilitating meaningful input regarding matters of faculty concern
- (2) Advising on policy, development, planning and budgeting, resource allocation, and operations of the university
- (3) Ensuring faculty representation to all relevant university committees, boards, and task forces administering the affairs of the university

Visit <https://www.usm.edu/faculty-senate/> to learn more and to find out who represents your academic unit.

# HATTIESBURG CAMPUS MAP



# GULF PARK CAMPUS MAP



Department of Parking and Transit Services  
Phone: 228.214.3290  
Website: [um.edu/parking-transit-services](http://um.edu/parking-transit-services)

## GULF PARK CAMPUS

Please go to the Department of Parking and Transit Services for visitor parking passes and campus information.

<b>ACADEMIC</b>	
1 Barber Building	D4
2 Elizabeth Hall	E7
3 Fleming Education Center (FEC)	C5
4 Gulf Coast Geospatial Center (GGC)	B6
5 Hardy Hall (HH)	F5
6 Lloyd Hall (LH)	F7
7 North Academic Building (NAB)	B5
8 Science Building (SB)	C3
9 Technology Learning Center (TLC)	C3
10 West Academic Building (WAB)	E1
<b>SUPPORT</b>	
11 Fleming Education Center Auditorium	D5
12 Fitness Center (FC)	C7
13 Gulf Coast Library	D6
14 Health Center	B7
15 Mechanical Plant	C9
16 Physical Plant	B3
17 Shopping/Recreation	C3
18 University Police Department (UPD) and Department of Parking and Transit Services (PTS)	D7

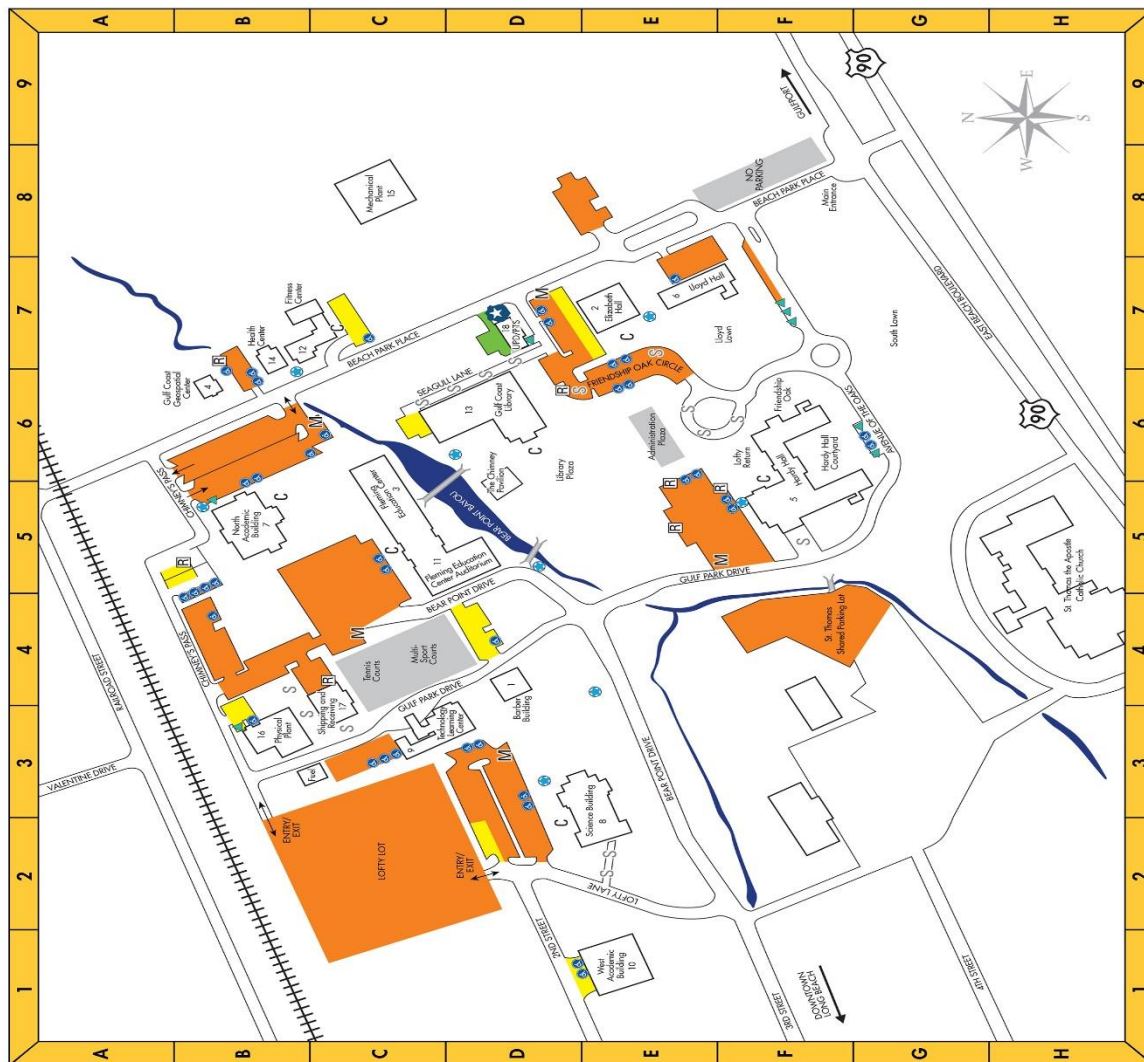
### LOCATIONS OF INTEREST

24-Hour Study Space (1st Floor, Library)  
Academic Success Center (1st Floor, Library)  
Barnes and Noble Bookstore (1st Floor, Hardy Hall)  
Beach View Café (1st Floor, Hardy Hall)  
Career Services (2nd Floor, Hardy Hall)  
Gulf Park Advisement Center (2nd Floor, Hardy Hall)  
Human Resources (2nd Floor, Hardy Hall)  
ITeM (FEC 310)  
Student Affairs (2nd Floor, Hardy Hall)  
Student Services One Stop (1st Floor, Hardy Hall)  
Academic Records  
Admissions  
Financial Aid  
Registration  
Student Billing

### CAMPUS PARKING LEGEND

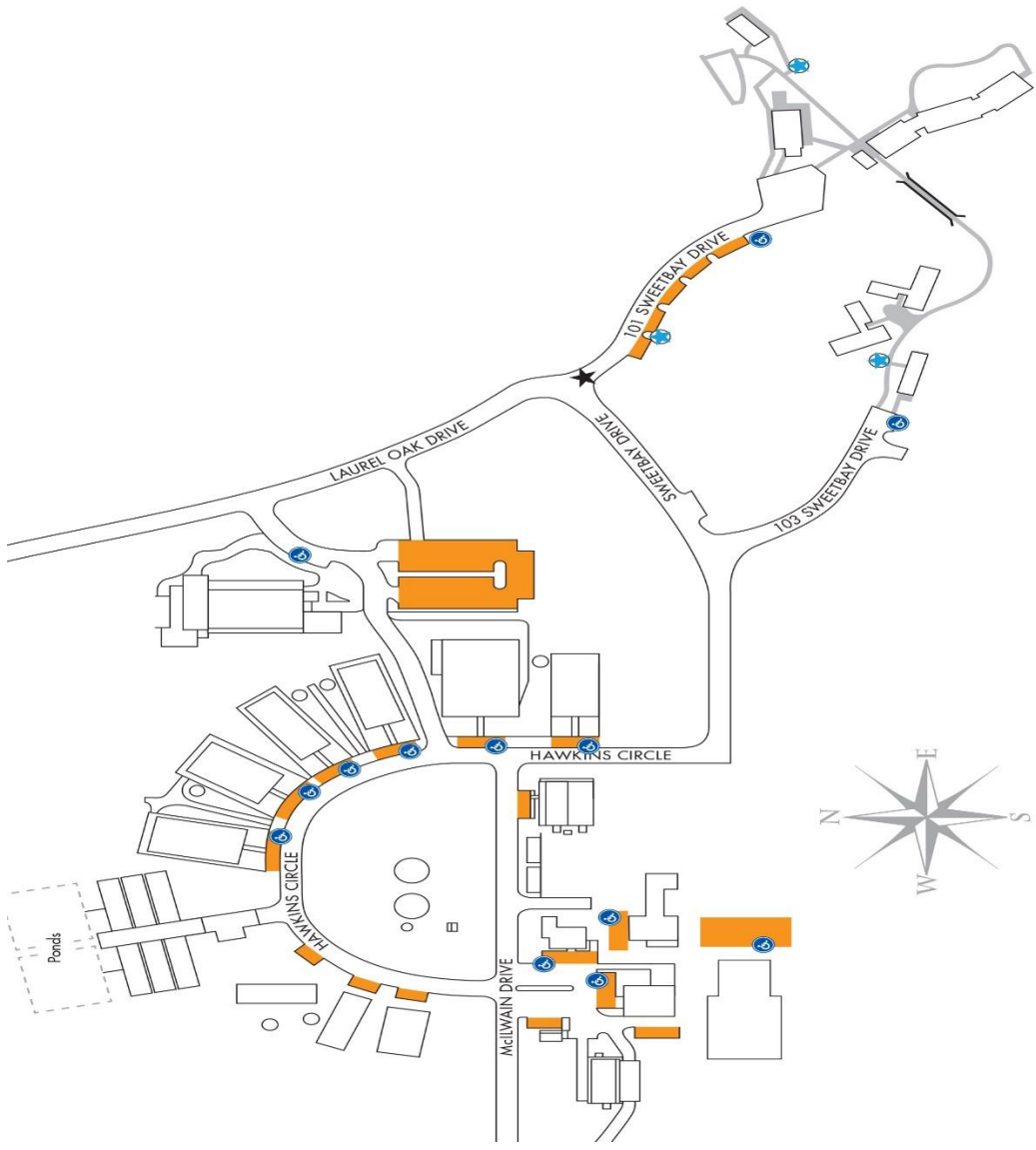
Visitor	UPD
Handicap	Reserved Parking
S Service Zone	Faculty/Staff
C Bicycle	Open - All Permits
M Motorcycle	Police Vehicles Only
Emergency Phone	

EOE/AFM/VEIS/DISABILITY





# GCRL - CEDAR POINT MAP



# GCRL - HALSTEAD MAP

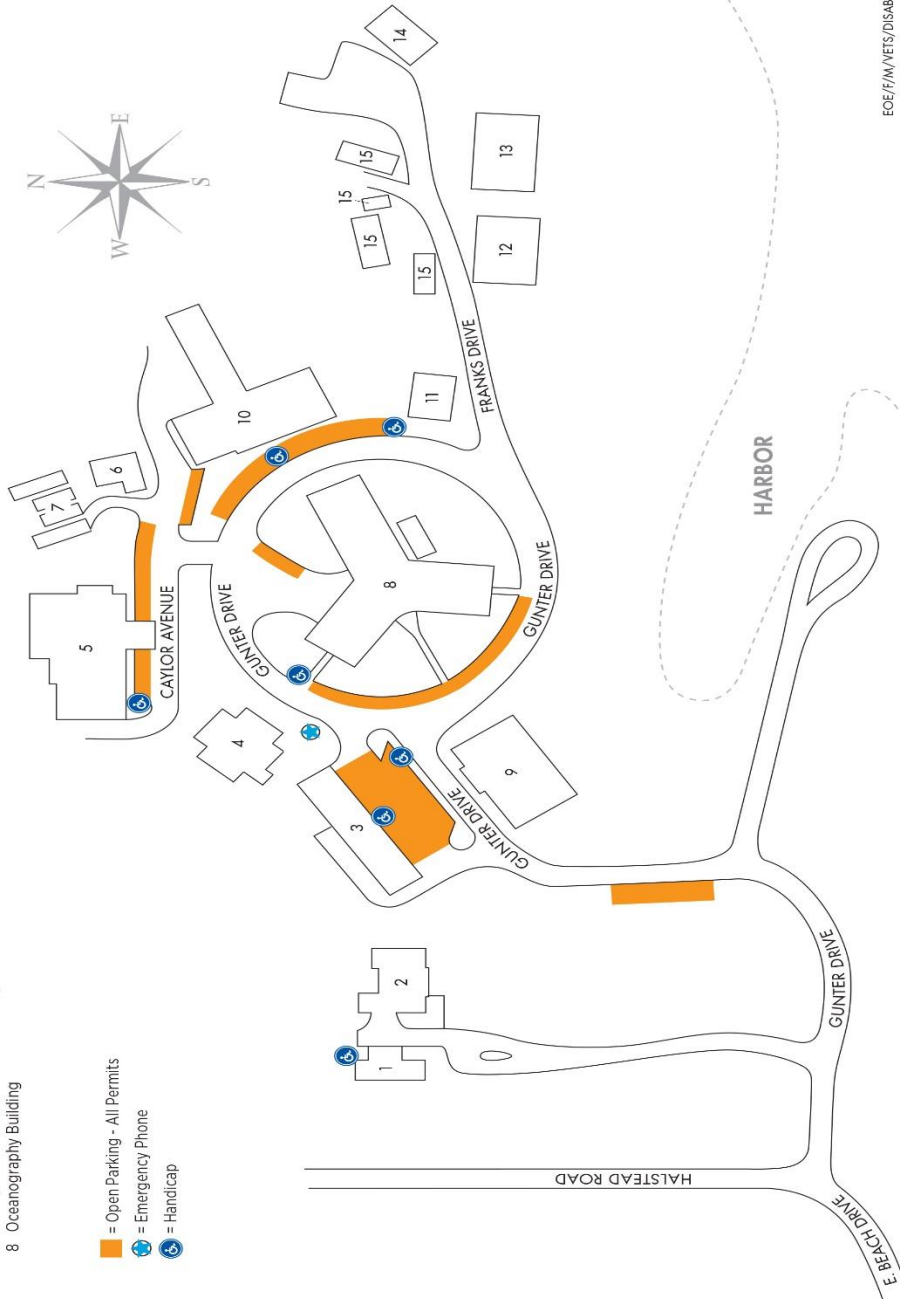
## GULF COAST RESEARCH LABORATORY AT HALSTEAD ROAD



Department of Parking and Transit Services  
Phone: 228.214.3290  
Website: [usm.edu/parking-transit-services](http://usm.edu/parking-transit-services)

- 1 Faculty House
- 2 Director's House
- 3 Dormitory
- 4 Dining Hall
- 5 Caylor Building
- 6 Fisheries Laboratory
- 7 Cottages
- 8 Oceanography Building
- 9 Field Studies Building
- 10 Research Building
- 11 Fisheries Building
- 12 Aquatic Research I
- 13 Aquatic Research II
- 14 Storage and Maintenance
- 15 Storage Growout

- = Open Parking - All Permits
- = Emergency Phone
- = Handicap



EOE/FF/AA/VETS/DISABILITY