

Onboarding Checklist for New Viterbi Research Administrators

USCNet Access Not Required:

- Prior to having USCNet Access or for information purposes following are various information and training links that you can access and review
- Review your department research administration business process document
- Viterbi Research Administration (VBA-RA) website:
<https://viterbibusinessaffairs.usc.edu/research-administration/>
- Department of Contracts and Grants (DCG) website: <http://research.usc.edu/dcg-main-page/>
 - Kualiti Coeus (KC)/Total Access to Research Administration (TARA) Training Videos:
<https://research.usc.edu/kuali-coeus/>
 - Review the KC Pre-Award; KC Pre-Award S2S; KC Post-Award
- eCert Training (Effort Certification): <https://fbs.usc.edu/departments/financial-analysis/effort-certification/>
- Various Kualiti User Guides: <http://fbs.usc.edu/depts/kuali>
 - Kualiti is the current platform that USC's business services run on. You can access the user guides prior to receiving your USCNet ID. To register for training see below as you will need your USCNet access.

After USCNet Info received:

- Grants Management Training (GMT): Located in TrojanLearn to access go to this website: <https://employees.usc.edu/> and is listed in the "Popular Links"
- Account Access request
 - Work with supervisor to have them submit the request through MyViterbi
 - Can have 22 account access but no 5X account access until GMT completed
- USC Business Services: <https://businessservices.usc.edu/>
 - Overview of processing purchases and payments in compliance with policies set forth by USC - Need to complete training before supervisor can submit to VBA for access to these functions
 - Online Training Courses: <https://procurement.usc.edu/training/> (Classes are in Trojan Learn, however quick access guides easy reference available on this website)
 - These are required for access:
 - USC eMarket Requisitioner Training Navigation 101 and Shopping – Allows you to submit requests for approval and/or order placement.
 - USC eMarket Requisitioner Approvals Training – Allows you to authorize the use of funds by account
 - USC eMarket Invoice Exception Approvals – Resolution of issues involving pricing, quantity or receipt exceptions.
 - Kualiti Disbursement Voucher (DV) Initiator – Allows you to initiate and submit request for payment
 - Concur Travel and Expense Portal – supports all university-related business expenses for travel, events, meals, and non-travel purchases for faculty, staff, students, and guests. No mandatory training required instructional Trojan Learn modules available.
 - Procurement & Travel Card – Once training has been successfully complete, the New Application button will be accessible.
 - Kualiti Procurement Card (PCard) Reallocation – Allows you to reallocate purchases made to multiple accounts

- Kuali Journal Vouchers – Transferring funds or expenses between non-sponsored accounts
 - Internal Billing Requisitions for Department Users – Allows you to initiate payments to departments within USC
 - Kuali Balance Inquiries; understanding of various balance inquiries and uses.
 - Kuali/Business Intelligence: How to reading and reconciling the ASR
- To apply for Procurement Card and/or Travel Card use the online format at <http://businessservices.usc.edu/corpcard/>
- Viterbi Business Affairs (VBA) Training:
 - VBA-RA, Payroll and Finance groups will reach out to schedule training
 - Access to Total Access to Research Administration (TARA) granted once active in the system
 - My Viterbi: <https://myviterbi.usc.edu/>
 - **Payroll Authorization (PA-1), Expense Transfer (ET), and Budget Reallocation** access will be granted once training is completed with appropriate VBA area.
 - **Instructional Management Tool** (access for Department Business Managers Only)
 - **VBA Account Access Request Manager** allows users to upload Training Certificates and to request access to Kuali roles, eMarket and account access.
 - Payroll Workday Department access:
 - Complete the training in Trojan Learn “Prerequisite for Workday Roles”
 - Supervisor should submit the request to VBA-Payroll coordinator for access

Recommended Email Lists to Join

- Viterbi Email Lists: You are automatically added once the email is sent out from VBA-Payroll regarding the new hire/transfer to Viterbi
- Office of Compliance: Send an email to complan@usc.edu asking to join their email list.
- DCG: Send an email to Noah Congelli congelli@research.usc.edu and ask to join the news email list
- Office of International Services (OIS): <https://visitor.r20.constantcontact.com/manage/optin/ea?v=001-rbXJkWuce8zsOEnkpgOj9tNDF7w2Rzn>.

Helpful Links

- Transportation & Parking: (If not active can take your signed offer letter) <https://usc.edu/transportation>
- USC ID Card: <https://usc.edu/uscard>
- Credit Union: <https://www.usccreditunion.org/>
- Employee Gateway: <https://employees.usc.edu/>
- Benefits <https://benefits.usc.edu>