WELCOME TO THE MEDICAL UNIVERSITY OF SOUTH CAROLINA
Dr. David Cole earned his medical degree from Cornell University Medical College and completed his residency training in general surgery at Emory University.

After residency, he completed a surgical oncology fellowship at the National Institutes of Health, National Cancer Institute Surgery Branch in Bethesda, Maryland. In 1994, Dr. Cole became an assistant professor in the MUSC College of Medicine and has been a solid example of MUSC Excellence since that time.

For more information, please visit the Office of the President

http://academicdepartments.musc.edu/leadership/president/
Imagine MUSC 2020 Goals

Commit to Patients First

Advance New Knowledge and Scientific Discoveries

Embrace Diversity and Inclusion

Foster Innovative Education and Learning

Build Healthy Communities
Our Values

At MUSC we strive for Excellence in all that we do…
Our Vision

At MUSC we strive for Excellence in all that we do…

_Millions of lives._ Every year MUSC serves millions of individuals, families, businesses and communities with one overarching mission…improved health.

It is not a finite goal, but an ever-evolving passion to be better than today.
Our purpose is to create an academic healthcare community where every member is respected and valued by leveraging differences in ways that allow people to understand and be understood, and work together productively to change what’s possible.

Inspired by the mission and values of the university, diversity and inclusion is an integral part of the fabric of the MUSC family. These values establish the Diversity and Inclusion Strategic Plan’s foundation of introspection, awareness, understanding and mutual respect.

We embark on a journey to that end.

http://academicdepartments.musc.edu/muscdiversity/
Human Resources Learning and Development

http://academicdepartments.musc.edu/hr/university/emp_corner/training/

To view and register for campus learning opportunities, visit: myquest.musc.edu
Search Human Resources Information online

The Medical University of South Carolina is committed to creating an inclusive experience for the lives we touch. We invite our workforce to self-identify age, race, gender, disability and veteran status. This information will be used for reporting purposes only as required by the U.S. Equal Employment Opportunity Commission. Completion of this data is voluntary and will not affect your opportunity, terms, or conditions of employment.

Please log into My Records
http://academicdepartments.musc.edu/hr/university/emp_corner/records.htm using the NetID and password issued to you during orientation.

Please contact the HR Records staff if you have additional questions at 792-9677
Mandatory New Hire Training

Compliance training is required for all employees, and must be completed within two weeks of your hire date.

To complete training, go to the following websites and log in with your NetID:

[MYQUEST]

http://myquest.musc.edu

• Code of Conduct/HIPAA/Information Security Training
  • Anti-Discrimination and Anti-Harassment Training

http://www.musc.edu/coi:
• Conflict of Interest Survey
Time Keeping...

• New employees paid on a biweekly schedule will use their MUSC ID Badge to clock in and out each day to record their time.

• New employees will be uploaded in their designated Kronos clock within 1 week from their hire date.

• New employees should obtain a “Time Entry Correction Form” from the supervisor or timekeeper and manually record their time until they are able to clock in and out.
<table>
<thead>
<tr>
<th>Holiday</th>
<th>Observed on this Day</th>
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<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1</td>
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<td>Martin Luther King, Jr. Day</td>
<td>Third Monday in January</td>
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<td>George Washington's Birthday (President's Day)</td>
<td>Third Monday in February</td>
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<td>Confederate Memorial Day</td>
<td>May 10</td>
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<td>Memorial Day</td>
<td>Last Monday in May</td>
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<td>Independence Day</td>
<td>July 4</td>
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<td>Labor Day</td>
<td>First Monday in September</td>
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<td>Veterans Day</td>
<td>November 11</td>
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<td>Thanksgiving Day</td>
<td>Fourth Thursday in November</td>
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<td>Day after Thanksgiving</td>
<td>Fourth Friday in November</td>
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<td>Christmas Eve</td>
<td>December 24</td>
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<td>Christmas Day</td>
<td>December 25</td>
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<td>Day after Christmas</td>
<td>December 26</td>
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Attention Clinical Faculty Members

MUSC Business Development and Marketing Services support an online physician directory and a printed pocket-sized physician directory for clinical faculty members.

The online directory is located on our website [http://www.muschealth.org/providerdirectory/providers.aspx](http://www.muschealth.org/providerdirectory/providers.aspx) and includes a professional photograph, training and education, and clinical interests. This "findadoc" website is updated as soon as new physicians are Credentialed AND have had their photograph taken by MUSC Digital Imaging.

The printed directory is updated twice a year and distributed to referring physicians around the state of South Carolina. Both of these tools will serve as a resource to help you build your practice at MUSC.

Photographs are taken in Room 107 of the Basic Science Bldg.

To make an appointment, please contact MUSC Digital Imaging at 792-4730 as soon as possible so that Marketing can update their referral resources with your information.
Welcome, International Employees and Students!

- It is important that you contact Denise Smith to confirm your arrival on campus once you complete orientation. Information: fowled@musc.edu or at 792-7083
  Harper Student Center, Room, SS455
  www.musc.edu/international

Tax Withholdings

- You will be directed to David de Werff for help with your specific tax situation.
- Information: dewerff@musc.edu 792-0505
  Harborview Tower Room 505
Have a Smart Phone?

**Explore MUSC**
Tour the Medical University of South Carolina from your iPhone, iPod Touch, or iPad with this application available in the Apple App Store. The Free **Explore MUSC** App provides a self-guided overview of the campus, complete with maps, over 100 images, and videos.

Search **MUSC** from your mobile device.  
[Link directly to the Apple App Store **Explore MUSC** application](https://itunes.apple.com/us/app/explore-musc/id452392175?mt=8)
MUSC Alert Emergency Notification System

Receive pertinent information in Emergency and Disaster Situations with MUSC Alert

**Personal Devices:** You must register your personal devices in order to receive SMS text messaging, voice messaging, and personal email. *Please note that your personal account information will remain confidential and will ONLY be used when there is an emergent situation on or near campus that could impact you.* Register at [www.musc.edu/muscalert](http://www.musc.edu/muscalert) using your NetID user name and password.

**MUSC Email:** Every musc.edu account is automatically registered to receive emergency notifications.

**Desktop Alert:** Every MUSC-network desktop computer will receive a visual alert during an emergency. If you have a non-network computer, contact University Risk Management to enable desktop alert.
MUSC Alert Emergency Notification System

Social Media: Facebook, Twitter, MOX Mobile App

MUSC Information Line: (792-MUSC) during any emergency event

View the Red Ticker: on the MUSC homepage at www.musc.edu

www.musc.edu/muscalert
MUSC Employee Resources

Communications, News, and Events

http://www.musc.edu/catalyst

MUSC Online Directory
http://find.musc.edu

SIMON WEB Paging System
http://simonweb.musc.edu

MUSC Broadcast Messages
https://www.musc.edu/broadcast
MUSC Employee Resources

MUSC Public Safety:
• Bicycle Registration, Training, Lost and Found
• Crime Prevention, Investigations, Emergency Call Boxes
• Safety Escorts, Victim Assistance
• Phone: Emergency Calls: 792-4196    Administrative Calls: 792-2261
• www.musc.edu/publicsafety

MUSC ID Badges:
• Badges are issued by the MUSC Department of Public Safety: 792-4023
• Clock in & out (Bi-weekly paid employees), Ride CARTA buses
• Use as a debit card (Cafeteria Retail Office to set this up)

Parking Management
• Location: 2nd Floor of Parking Garage II, corner of Bee and President Streets
• Must take vehicle registration
• For more information, 792-3665

Campus Map: http://academicdepartments.musc.edu/hr/university/new_emp/Campus%20Map.pdf
MUSC Employee Resources

Transportation

Campus Shuttle
• Runs every 3 minutes Monday through Friday (6 am to 9 am and 3 pm to 6 pm)
• Runs every 10 minutes throughout the day
http://academicdepartments.musc.edu/vpfa/operations/Transportation/bus.htm

CARTA (Charleston Area Regional Transit Authority)
• Available routes: James Island, Mt. Pleasant, North Charleston, West Ashley, Downtown
• Free with MUSC ID Badge!
• For more information, visit www.ridecarta.com
The University mailing address should be as follows:
Name
MSC# 000
Your Physical location
Charleston SC 29425
Your hiring area’s business manager or Admin. Assistant should be able to provide this information.

Outgoing mail must have a department UDAK for the billing of postage cost. To get a copy of your department’s mailing UDAK go to http://apperve.musc.edu/webstatements/ or see your Business Manager or Admin. Assistant.

University Mail Service operates a postal store that sells postage stamps, ship parcel using USPS, UPS & FedEx located at Bee Street Parking Garage on the 1st floor facing Courtenay Dr.

Single Stamp vending machines are located near the cafeteria in the Main Hospital, near the cafeteria in the “ART” hospital and the lobby of Harborview Tower.

All mail/parcel coming to MUSC must pertain to MUSC business.
• Completely confidential and FREE to MUSC, MUHA, and UMA employees
• Can help with personal difficulties and problems in the workplace
• Website: [www.musc.edu/eap](http://www.musc.edu/eap)  Phone: 792-2848
• Brochure located in your new-hire packet

• Manages the occupational employee health care needs of MUSC, MUHA, and UMA
• Located at 57 Bee Street;  Phone: 792-2991
• Website: [http://mcintranet.musc.edu/ehs/](http://mcintranet.musc.edu/ehs/)
MUSC Family Medicine

- Stay at work until Family Medicine calls back with your appointment time
- Convenient access to all Family Medicine locations
- Call Family Medicine for a same-day appointment: 792-3451

Rapid Access Center- University Internal Medicine

- Provides same-day primary care appointment for acute care needs
- Designed for MUSC/MUHA/UMA employees and their adult family members
- Call for same-day appointment: 876-0888
Dental Faculty Practice - College of Dental Medicine

- Provides comprehensive care in general dentistry as well as specialty areas
- Appointments are available Monday through Friday 8:00am to 5:00pm
- To schedule an appointment: 792-3444

MUSC Wellness Center

- MUSC employees; Guest passes are also available
- The Membership Desk at 792-6611  www.musc.edu/hsc/
MUSC seek to create a culture of wellness that encourages and supports a healthy lifestyle by integrating activities, resources, and policies designed to enhance the health & well-being of the MUSC community. We coordinate Wellness efforts across campus, utilizing talent whenever possible - making the healthy choice the easy choice.

**Employee Wellness:**
http://mcintranet.musc.edu/employeewellness/index.htm
OCIO Help Desk

• For urgent problems, call the Help Desk at 792-9700

• Online Help Desk Request
• Training, Tutorials, and Self Help
• University Communications Information
• Software and Hardware Information
University Hospital Cafeteria

The University Hospital cafeteria design is based on the Sodexo Fresh Inspirations design. The dining area allows customers to enjoy an inviting and comfortable atmosphere that reflects our brand pillars... Wellness, Diversity, and Sustainability.

The UH cafeteria is located in the center of the University Hospital. Signs from all hospital entrances provide direction to the cafeteria area.

A UH Cafeteria MENU line 843-792-8713 to hear about daily specials. Menus are subject to change.
MUSC Employee Resources

Employee Perks and Discounts

http://mcintranet.musc.edu/volunteer/index.htm
New to Charleston?

Official City Website:
http://www.charleston-sc.gov

Charleston Convention & Visitors Bureau:
http://www.charlestoncvb.com

Charleston Chamber of Commerce:
http://www.charlestonchamber.net
Thank you and welcome to the Medical University of South Carolina

Any questions?
Contact HRM at 792-2071.
We are here to help you!