Frequently Asked Questions

Parking and Transportation

1. What are my parking choices?
   These are the most commonly used and closest parking lots to the Health Science Center.
   **Gated** -- Available to eligible faculty and staff
   Allows holder to park in the Gated area for which the decal is designated
   Annual -- $912.00 ($38.00/pay period)
   Semester -- $304.00

   **Blue** -- Available to eligible Health Science Center faculty and staff
   Allows holder to park in Blue, Green, and Any Decal parking areas
   Annual -- $282.00 ($11.75/pay period)
   Semester -- $94.00
   Monthly -- $60.00
   Weekly -- $25.00
   Daily -- $5.00

   **Staff Commuter** -- Available to faculty and staff
   Allows holder to park in Green and Any Decal parking areas
   Annual -- $144.00 ($6.00/pay period)
   Semester -- $48.00
   Monthly -- $35.00
   Weekly -- $15.00
   Daily -- $3.00

   **Disabled Employee** -- Available to disabled employees
   Allows holder to park in Disabled, Orange, Blue, Green, Red 1 and All Red, Brown, Medical Resident, and Any Decal parking areas
   Annual -- $282.00 ($11.75/pay period)
   Semester -- $94.00
   Monthly -- $60.00
   Weekly -- $25.00

   **Carpool** -- Available to faculty and staff
   Allows holder to park in Carpool zones - for more information, go to the Carpool page at [http://www.parking.ufl.edu/subpages/carpool.html](http://www.parking.ufl.edu/subpages/carpool.html)
   Annual -- $132.00 -- $5.50 per pay period

   **Motorcycle/Scooter** -- Available to all members of the UF community
   Allows holder to park in all motorcycle/scooter parking areas
   Annual -- $96.00
   Semester -- $48.00

2. What Parking decal can I buy?
   Decal eligibility requirements differ for faculty/staff members and for students. Faculty/staff decal eligibility is based on whether or not the faculty/staff member is benefits eligible, and in some cases on which decal they purchased in the previous decal year.

3. Where is the Transportation and Parking Services Office located?
4. If I have a decal, can I park in the visitor areas?

You may not park in the Shands Visitor/Patient Garage if you are a UF/Shands student, faculty or staff member, unless you are a patient or visiting a patient.

5. Where can’t I park?

You may not park your vehicle in a reserved, handicapped, or carpool space unless you have a corresponding decal. You may not park in a service drive without a service drive permit. You may not park on sidewalks, roadsides, in bike lanes, on grassy areas, or in "No Parking" zones.

You may not park your vehicle in a decal-restricted lot, garage or motorcycle/scooter zone unless you have a corresponding decal.

6. Can I get a RTS Bus pass?

University of Florida faculty, staff and spouses enjoy pre-paid unlimited access to all RTS Fixed-Route Services. No fee required. Gator 1 ID card required on City Routes only. Not valid on Special Services such as Gator Aider, etc.

Passwords, Email, the Web and Information Technology (IT)

7. What are the various login/passwords I need to have and to what systems are they associated with? How often will I need to change my password?

You will need username and passwords for the following systems:

a) Gatorlink which gives you access to your University of Florida email and MyUFL.

b) Shands Portal which gives you access to the electronic records.

c) ESA/Citrix for editing and signing off on your dictations.

d) Stentor for viewing radiology images on your computer.

Passwords need to be changed every 6 months and you will receive notification up to the date of expiration.

8. How do I do access My Desktop from home?
Go the website http://remote.peds.ufl.edu and log in using your Gatorlink username and password. You can then choose the link to Outlook mail or My Desktop.

9. How do I check my email at home?

Go the website http://remote.peds.ufl.edu and log in using your Gatorlink username and password. You can then choose the link to Outlook mail. You can also log in through the Department of Pediatrics website (www.peds.ufl.edu) and click on the link UF AD Webmail located on the left of the screen.

10. How do I access the wireless network from Shands/UF?
Shands wireless is open to the public. Choose “Shands” from the available wireless networks. Then open a web browser and type http://www.shands.org in the address bar. The username is “shands” and the password is “guest”.

11. Do I need to update the security software in my existing laptop for use with the UF system?

Yes. You should contact the Pediatric IT Department and submit a support requests using the automated HelpDesk system. Go to the website http://www.peds.ufl.edu/helpdesk/.

12. What number do I call for afterhours IT support?

You may call (352) 413-1941 and someone will be able to assist you.

13. What is the IT Website and how do I contact them if I am having problems with my computer, printer or network?

Go to the website http://www.peds.ufl.edu/helpdesk/. You can also access the Helpdesk from the Department of Pediatrics website (www.peds.ufl.edu) and by clicking on the Pediatrics IT Center link on the left of the screen. You can submit and check on support requests using the automated HelpDesk system at the bottom of the screen.

14. Who do I talk to see if I can get a Blackberry or similar device?

Talk to your Division Chief first. If approved, your Division Administrator will contact the IT department who will order and set up the device that suits your needs.

15. What is the website for the University of Florida and the Department of Pediatrics?

University of Florida website www.ufl.edu

Department of Pediatrics website www.peds.ufl.edu

16. What is “myUFL” and what does it have to offer?

The myUFL portal provides UF faculty, students, and staff with direct access to UF’s online resources, information, and the myUFL systems. The financial, payroll, human resources, and Enterprise Reporting online systems are accessible only through the myUFL portal.
For campus news and announcements, myUFL is the ideal place to look. Users may subscribe to news pagelets for most academic units and existing campus news sources like UF News. Additionally, important campus news and announcements are delivered to role-based information sources called Faculty News, Student News, and Staff News. Outside news sources include the Chronicle of Higher Education as well as many other local, regional, and national news sources.

The myUFL portal offers links to Calendars of Events as well as Local Interests information sources.

**Administration and Departmental Structure**

17. How is the College of Medicine leadership structure organized?

   Dr. Michael Good is the current Dean of the College of Medicine. He oversees the Basic Science and Clinical Science Departments. The Department of Pediatrics falls under the Clinical Science Department and is chaired by Dr. Richard Bucciarelli. For more information on the organizational structure of the College of Medicine go to [http://www.med.ufl.edu/about/admin.shtml](http://www.med.ufl.edu/about/admin.shtml)

18. When will there be a College of Medicine orientation and how do I get invited?

   The New Faculty Orientation Sessions are organized by the Office of the Provost. The next session is scheduled for August 19, 2010. During orientation, you will learn about UF policies and procedures, benefits and financial services, technology resources, campus information, faculty organizations, and much more. You can check the Faculty Development website ([www.aa.ufl.edu/aa/facdev](http://www.aa.ufl.edu/aa/facdev)) for information registration.

19. What number do I call for administrative support?

   The phone number is 352-273-9038. This is a phone tree for all central administrative units including the grants office, IT, the fiscal office, and the payroll office.

20. How do I meet the other faculty and get to understand the different divisions?

   You can meet other faculty at faculty meetings, morning report, journal club or grand rounds or at various social events held throughout the year such as graduation and end of the year party.

21. Where are the different divisions located?

   Most of the pediatric divisions are located within the Health Science Center. For detailed information about location and contact information go to [http://www.peds.ufl.edu/PEDS2/divisions/div_home.htm](http://www.peds.ufl.edu/PEDS2/divisions/div_home.htm)

22. Where do I get TB testing/vaccinations which are usually required for hospital privileges?

   You must visit the Student Health Clinic.

**Hours & Location of Student Health Clinic**

352-392-0627
The Occupational Medicine clinic is open Monday-Friday 8:00AM-5:00PM. Hours may vary during holidays and break weeks. We are located on the second floor of the Dental Towers of the J. Hillis Miller Health Science Center. Take a Dental Tower elevator to the second floor, turn left, and SHCC@Shands is straight ahead in room D2-49.

23. Does the hospital administer the flu vaccine to faculty?

Yes. University of Florida faculty can receive the flu vaccine free of charge through the Occupational Health Services Room 1004 on the first floor of the Hospital) or through the Student Health Clinic.

**Hours & Location of Student Health Clinic**

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**Faculty Meetings and Educational Activities**

24. Where do I attend Faculty Meetings?

Faculty meetings are scheduled by the Chairman’s Office. An email with the date, time, location and agenda will be emailed to the Pediatrics Faculty prior to the meeting. Faculty meetings are generally held Wednesday afternoons at 5pm in the Medical Science Building, Room 6120.

25. How do I get a Grand Rounds schedule and who do I talk to if I wish to invite someone to speak at our Grand Rounds?

To schedule a Grand Rounds you will need to contact the Pediatric Chief Residents. An email notification for the upcoming Grand Round’s speaker and lecture will be sent to all faculty at the beginning of the week.

26. Where do I attend Grand Rounds?

Grand Rounds will take place every Friday from 8 to 9am in the Medical Science Building, Room 6120.

27. What is the PDA and what can I use it for?

The PDA (Professional Development Account) is an account that is set aside for faculty professional development. It can be used for travel, registration to conferences, membership dues, subscriptions, books, etc.

28. How is travel to conferences reimbursed?
Before the faculty member attends the conference your secretary should set up a Travel Authorization (TA). Upon return, the traveler gives the secretary all of the receipts and an expense report is submitted for reimbursement.

**Vacation and Leave**

29. Do vacation days expire at the end of each year?

USPS employees may accrue vacation leave throughout the year. However, any accrued hours in excess of 240 hours at the calendar year-end will convert to sick leave hours on at the end of the pay period in which December 31 fell. For information on vacation and sick leave please contact Human Resources or visit [http://www.hr.ufl.edu/leave/vacation.asp](http://www.hr.ufl.edu/leave/vacation.asp)

30. What is the sick leave policy? Can I use it for medical/dental appointments or to take family members to the doctor?

Sick leave may also be used in reasonable amounts for illness, injury, or death within your immediate family pending supervisory approval. In instances of a serious medical condition of you or a member of your family, you may be eligible for an extended medical leave of absence under the Family and Medical Leave Act (FMLA) or UF’s Extended Leave of Absence program. For further information please contact Human Resources or visit [http://www.hr.ufl.edu/leave/sick.asp](http://www.hr.ufl.edu/leave/sick.asp)

31. Which days are considered holidays at UF?

**2010 Holidays**

- New Year’s Day 2010, Friday, January 1st
- Martin Luther King, Jr.’s Birthday Monday, January 18th
- Memorial Day, Monday, May 31st
- Independence Day, Monday, July 5th (observed)
- Labor Day, Monday, September 6th
- UF Homecoming, Friday, October 15th
- Veterans Day, Thursday, November 11th
- Thanksgiving, Thursday, November 25th & Friday, November 26th
- Christmas, Friday, December 24th (observed)
- New Year’s Day 2011, Friday, December 31st (observed)

**Human Resources**
32. How can I contact the Human Resources Department?

You may visit the HR website at www.hr.ufl.edu for detailed information.

**Service Center Phone:** (352) 392-2HRS (2477)
7:30 a.m. to 5:00 p.m., weekdays

*For persons with a speech- or hearing-related disability, please contact Human Resource Services through the Florida Relay Service at 1-800-955-8771.*

**Physical address:**
903 West University Avenue
Gainesville, FL 32601-5117

33. Where can I find out about benefits for UF employees?

You can find information on their website at www.hr.ufl.edu/benefits.

You will find a link to the New Employee Guide which has detailed information about insurance and supplemental plans. You may also contact the HR by calling their Service Center Phone at (352) 392-2477.

34. What web site can I go to look at my paycheck?

Visit the myUFL portal at https://my.ufl.edu and sign in using your gatorlink username and password. You can access payroll, financial and human resource services through the portal.

35. Who do I have to notify of a change of address?

You must change it in the myUFL system and update a W-4 Form. Please update your Permanent Home Address in the UF Directory by logging on to the myUFL portal and following this navigational path to add/change address:

> My Account > Update My Directory Profile > Addresses and Phone Numbers (orange header) > Add New Addresses and Related Phone Numbers (link on menu at left) > Permanent Home Mailing Address

To change an existing address, select the radio button by “Permanent Home Mailing Address,” click the “Submit” button, and then edit accordingly.

You may also contact your department's Directory Coordinator to help you update or change your address (or other information) stored in the UF Directory.

The W-4 form can be found on the [http://www.hr.ufl.edu/forms](http://www.hr.ufl.edu/forms)
Shands Hospital and Clinics

36. What is the phone number for the Hospital?

Dial 352-265-0111. By pressing “0” you will reach the operator.

37. How do I admit a patient to Shands Hospital?

The patient has to check in at the Admissions Counter on the East Corridor of the Hospital. The admitting physician must place a bed request for the patient on-line by logging in to the Shands Portal and pressing on the tab labeled Access Service Request.

38. How do I transfer a patient from another facility to Shands Hospital?

Transfers from other hospitals are arranged through the Transfer Center by contacting 352-265-0559. The accepting physician has to provide the patient’s name, as well as the contact number and name of the referring doctor and facility.

39. Is the Medical Plaza part of the University of Florida?

The Medical Plaza is one of the venues were UF physicians provide services in many areas of medicine. Most of the pediatric specialty clinics are held in the Medical Plaza on the second floor. The Medical Plaza Pediatric Clinics can be contacted by dialing 352-265-8250.

40. How do I answer pages when the numbers I get paged to are less than seven digits (e.g. 50045)?

If you are in the Hospital simply dial the extension number you were paged to. From home or outside the Hospital, you must dial 352-265-0111 (Hospital main line) followed by the extension number.

41. Where is the Institutional Review Board (IRB) located?

The IRB is located in the Broad Building on the northwest corner of Center Drive and Mowry Road. You may visit the IRB website at http://www.irb.ufl.edu or call them at 352-273-9600. The website has links to all the IRB forms, instructions on submissions and policies and procedures among other valuable information.

Living in Gainesville

42. How can I purchase tickets to sporting events?

Tickets to sporting events can be purchased online through the Gator Ticket Office at www.gatorzone.com/tickets or by calling or visiting the Ticket Office. Season tickets and individual game tickets are available for purchase. Tickets to these events are free to students and the public, except for tournaments and championships: Golf, Swimming, Track and Field, Softball, Tennis, Soccer and Lacrosse.
The Main Gator Ticket Office is located between Gates 1 and 2 on the west side of the Ben Hill Griffin Stadium.

**Office Hours**
Monday-Friday 8:30am-5:00pm

*Local*  
352-375-GoUF  
4683

*Toll Free*  
800-34-GATOR  
42867

*Hearing Impaired*  
TDD  
800-955-8771

43. Where can I find information about local events?

Information is available at the myUFL website. You can log in with your Gator link account and click on the link Local Interest.

**Local Events**

**Annual Events**

**Winter/Spring**

GatorNationals (March)  
Hoggetown Medieval Faire (February)  
Spring Arts Festival (March/April)  
Cedar Key Seafood Festival (April)  
“Let’s Go Downtown” Plaza Series (April through October)  
UF & SFCC Baseball and Basketball  
N.W. Fifth Avenue Arts Festival

**Summer/Fall**

Downtown Festival, Jazz Festival and Art show (every November)  
Micanopy Fall Arts and Crafts Show  
McIntosh 1890’s Festival  
Cedar Key Fall Arts Show  
Homecoming UF (October/November)
44. Are there Museums in Gainesville?

**Museums and Art**

**Florida Museum of Natural History**
http://www.flmnh.ufl.edu/

**Address**
University of Florida Cultural Plaza
SW 34th Street and Hull Road
PO Box 112710
Gainesville, FL 32611-2710
(352) 846-2000

**Hours of Operation**
Monday - Saturday 10 a.m. - 5 p.m.
Sunday 1 - 5 p.m.
Closed Thanksgiving & Christmas
Closed Thanksgiving & Christmas
Museum admission is free.

**Samuel P. Harn Museum of Art**
http://www.harn.ufl.edu/

**Address**
University of Florida Cultural Plaza
S.W. 34th Street and Hull Road
Gainesville, Florida 32611-2700
(352) 392-9826

**Hours of Operation**
Tuesday - Friday, 11:00 a.m. - 5:00 p.m.
Saturday, 10:00 a.m. - 5:00 p.m.
Sunday, 1:00 - 5:00 p.m.
The Museum is closed on Mondays and State holidays.
The Museum Store is open during museum hours.

Alachua County Fair (October/November)
Jazz Festival
O'Connell Center Arts and Crafts Show
Downtown Countdown: A New Years Eve Celebration
Plaza Ice Palace
Boo At The Zoo, Santa Fe Community College Teaching Zoo
<table>
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<tr>
<th>Locations</th>
<th>Hours of Operation</th>
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<tr>
<td>Curtis M. Phillips Center for the Performing Arts&lt;br&gt;University of Florida Cultural Plaza&lt;br&gt;315 Hull Road&lt;br&gt;PO Box 112750&lt;br&gt;Gainesville, FL 32611-2750&lt;br&gt;(352) 392-ARTS (2787)</td>
<td>Box Office: (mid-August - April): Monday - Saturday, Noon - 6:00 p.m.&lt;br&gt;(Off-season): Monday - Friday, Noon - 6:00 p.m.&lt;br&gt;Administrative Office: Monday-Friday, 8:30am - 5:00pm</td>
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<td>University Auditorium&lt;br&gt;Corner of Union and Newell Dr.&lt;br&gt;P.O. Box 112755&lt;br&gt;Gainesville, FL 32611&lt;br&gt;(352) 392-2346</td>
<td>Box Office: (mid-August - April): Monday - Saturday, Noon - 6:00 p.m.&lt;br&gt;(Off-season): Monday - Friday, Noon - 6:00 p.m.&lt;br&gt;Administrative Office: Monday-Friday, 8:30am - 5:00pm</td>
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<tr>
<td>Baughman Center&lt;br&gt;At Lake Alice on Museum Road&lt;br&gt;Gainesville, FL 32611&lt;br&gt;(352) 294-0049</td>
<td>Pavillion: Monday - Thursday, 8:00 a.m. - 8:00 p.m.&lt;br&gt;Friday, 8:00 a.m. - 5:00 p.m.&lt;br&gt;Administrative Office: Monday - Thursday, 8:00 a.m. - 8:00 p.m.&lt;br&gt;Friday, 8:00 a.m. - 5:00 p.m.</td>
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**Focus Gallery**

[http://www.arts.ufl.edu/galleries/focus/focus_home.html](http://www.arts.ufl.edu/galleries/focus/focus_home.html)

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<th>Hours of Operation</th>
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<td>The Focus Gallery presents monthly curated exhibitions of student and invited artists' work. It is located in the main lobby of Building C of the Fine Arts complex.</td>
<td>Monday - Friday 9:00 a.m. - 5:00 p.m.</td>
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Grinter Gallery
http://www.arts.ufl.edu/galleries/grinter/grinter_home.html

**Location**
The Grinter Gallery of International Art holds exhibitions of art created by international students and area artists, as well as a location for traveling exhibits of internationally based art. Shows last several months each. It is located on the first floor of Grinter Hall.

**Hours of Operation**
Monday - Friday
8:00 a.m. - 5:00 p.m

University Gallery
http://www.arts.ufl.edu/galleries/university/university_home.html

**Location**
The University Gallery holds six exhibits per year and brings current ideas in contemporary art to campus. It is located in Building B of the Fine Arts complex.

**Hours of Operation**
Tuesday, 10:00 a.m. - 8:00 p.m.
Wednesday - Friday, 10:00 a.m. - 5:00 p.m.
Sunday, 1:00 p.m. - 5:00 p.m.
Closed Sundays, Mondays and Holidays

The Gallery - Reitz Union
http://www.union.ufl.edu/gallery/

**Location**
"the gallery" features artwork by University of Florida students, faculty, staff, and alumni. the gallery is located on the 2nd floor of the Reitz Union and is free.

**Hours of Operation**
Monday-Thursday, 9:00 a.m. - 9:00 p.m.
Friday-Sunday, 9:00 a.m. - 6:00 p.m.
45. Where can I find out about ratings for the schools in Alachua County?

Visit the School Board of Alachua County website at http://www.sbac.edu/ and you will find links to the different schools in the area.