

Subject: UPC Benefits is Moving

TO: USC Faculty and Staff

UPC Benefits Administration offices are moving on July 25. We look forward to serving you in our new home beginning July 26. All the University Park benefits staff will now be in one location on the second floor of the new Credit Union Building.

OUR NEW LOCATION:  
3720 S. Flower Street  
Second Floor

Our main telephone number will stay the same (213) 740-6027 as will our general e-mail address at [benefits@usc.edu](mailto:benefits@usc.edu). Our main fax number (213) 740-3875 will also stay the same. New telephone numbers for individual staff are now working and are available on our Web site at [www.usc.edu/benefits/contact.html](http://www.usc.edu/benefits/contact.html) and in the online staff directory.

OUR CAMPUS MAIL CODE WILL CHANGE  
Our new campus mail code is 0704.

IF YOU WANT TO VISIT US IN PERSON

We're an easy walk from campus right across the street from Parking Structure One. University Tram services will stop at our building. There is also parking available in the Credit Union lot for those with disabilities.

RELOCATION OF EMPLOYEE RELATIONS AND EQUITY AND DIVERSITY The UPC benefits office move is part of the consolidation and relocation of many of the departments of Administrative Operations, which provides central services relative to employment. This includes moving the offices of Employee Relations and Equity and Diversity from the Figueroa Building to the new Credit Union Building. In addition to our staff in the Figueroa Building, several of our offices are returning to campus from leased space downtown: Office of the Associate Senior Vice President, UPC Personnel Services, Policy Development and Communications, and Retirement Plan Administration. All these offices will now be conveniently located in one location on the second floor of the new Credit Union Building. For new telephone and fax numbers, as well as a map of where we are, visit our Web site at [www.usc.edu/adminops](http://www.usc.edu/adminops).

Office of Benefits Administration  
(213) 740-6027  
[benefits@usc.edu](mailto:benefits@usc.edu)