Events and Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEC 04</td>
<td>Faculty/Staff Retreat</td>
<td>RSVP »</td>
</tr>
<tr>
<td>DEC 08</td>
<td>Sexual Harassment Training</td>
<td>RSVP »</td>
</tr>
<tr>
<td>DEC 06</td>
<td>Run Wild 5K Race</td>
<td>Add to calendar »</td>
</tr>
<tr>
<td>DEC 09</td>
<td>Faculty/Staff Christmas Party</td>
<td>Add to calendar »</td>
</tr>
<tr>
<td>DEC 07</td>
<td>2015 403(b) Contribution Changes Due</td>
<td>Salary Reduction Agreement »</td>
</tr>
<tr>
<td>DEC 14</td>
<td>Faculty/Staff Meditation</td>
<td>Add to calendar »</td>
</tr>
<tr>
<td>DEC 07</td>
<td>Faculty/Staff Meditation</td>
<td>Add to calendar »</td>
</tr>
<tr>
<td>MAY 05</td>
<td>2016 Service and Merit Awards</td>
<td>Save the date »</td>
</tr>
</tbody>
</table>

University Closure


The university will be closed from Thursday, Dec. 24, 2015 through Friday, Jan. 1, 2016. Paid days off for eligible staff include: Dec. 24, 25, 28, 29, 30, 31, 2015 and Jan. 1, 2016. If you work on a weekend, please discuss your paid days off with your supervisor. Employees represented by a union should refer to their collective bargaining agreement for details concerning holiday and holiday eligibility and pay.

Title IX Compliance

University policy requires that all full-time and part-time faculty and staff complete their Title IX training by watching a brief 7-minute video available on Canvas upon hiring and annually thereafter. If you haven't already this year, please view this video by Dec. 23, 2015. Verification of your completed training will be tracked using reporting capabilities in iModules.
For more information, visit the Holiday Schedule web page.

**New 2016 IRS Tax Form: 1095-C**

The Affordable Care Act requires large employers, like USF, to offer health insurance coverage to employees who work at least 30 hours per week. By Feb. 1, 2016, USF will send the new IRS Tax Form 1095-C to employees who were eligible for health insurance coverage in 2015, even if it was declined. Similar to IRS Form W-2, you will need information from this form to complete your 2015 income tax return. Stay tuned in January for additional information about Form 1095-C. Questions? Contact the benefits team at benefits@usfca.edu or (415) 422-2442.

**Sexual Harassment Prevention Training**

University policy requires that all full-time faculty and staff complete their Prevention of Sexual and Other Unlawful Harassment (PSOUH) training upon hiring and every two years thereafter. If you have been notified this year, you must complete your training by Dec. 31 through an in-person or online training session.

**Disability Insurance Rate Changes**

The maximum weekly payment amount for both the State Disability Insurance (SDI) plan and the USF Voluntary Disability Insurance (VDI) plan is increasing from $1,104 to $1,129 in 2016. Also, the taxable wage base for both plans will increase from $104,378 to $106,742.

**CBA Name Change**

Custom Benefit Administrators (CBA), which manages USF’s flexible spending accounts, has changed its name to BASIC pacific. Participants’ information will be automatically transferred, including web portal usernames and passwords. CBA's web address is now www.basicpacific.com and the customer service email is customerservice@basicpacific.com. The current CBA website, www.cbadAdministrators.com, and current customer service email, customerservice@cbAdministrators.com, will continue to work for a limited time throughout the transition. CBA's customer service phone numbers and mailing address will remain the same.

**403(b) Contributions**

The contribution limit for employees who participate in a 403(b) Voluntary Retirement Plan will remain unchanged in 2016 as follows: $18,000 if you are under age 50 and $24,000 if you are age 50 or older (or will be age 50 by Dec. 31, 2016).

**Commuter Tax Benefit and Subsidy**

As a reminder, the federal tax code allows employees the use of tax-free dollars to pay for transit commuting and parking costs through employer-sponsored programs. The tax code...
To increase your contribution in 2015, complete and submit a new Salary Reduction Agreement by Monday, Dec. 7, 2015. Questions? Email retirementplan@usfca.edu or call (415) 422-4131.

**Flexible Spending Accounts**

The flexible spending account (FSA) programs have a grace period until March 15, 2016 to incur claims for the 2015 plan year. The last day to submit claims for the 2015 plan year is March 31, 2016. Also, the maximum annual contribution to your healthcare FSA will increase from $2,500 to $2,550 in 2016. The maximum annual contribution to your dependent care FSA will remain the same.

New for 2016: Marathon Reimbursement! USF will reimburse 50% of your registration fees upon your completion of the San Francisco Marathon on July 31, 2016. Stay tuned in early March for more information!

**Who is Your Proxy?**

If you are an Electronic Personnel Action Form (EPAF) or e-timesheet approver, remember to designate a colleague as your proxy approver so that your duties are covered if you go on vacation or have an unexpected absence. [Read more about setting up a proxy approver for EPAFs and e-timesheets.]

**Wellness News and Events**

**Run Wild San(ta) Francisco 5K run/walk**
Sunday, Dec. 6 | 9 a.m.
Crissy Field, at the Presidio

Thank you to all who participated in the Go Relax Challenge! For a full reflection on all of GoUSF’s 2015 events, read the [GoUSF Year in Review](#).
New Director of Benefits

Human Resources is excited to announce our new director of employee benefits, Anjie Massey. Anjie can be reached at (415) 422-3625 or amassey3@usfca.edu.

AHA HCP BLS CPR
Monday, Dec. 7 | 3–7 p.m.
McLaren 252
Register »

AHA HCP BLS CPR
Sunday, Jan. 10 | 5-9 p.m.
Lone Mountain Main 100
Register »

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