Events and Deadlines

**JAN 12**
Weight Watchers Open House
Add to calendar »

**FEB 05**
Book Discussion: Redefining Realness
RSVP »

**JAN 29**
Book Discussion: Three Marriages
RSVP »

**FEB 06**
Go Move Basketball Tailgate
RSVP »

**JAN 31**
Spousal Surcharge Waiver Due
Read more »

**FEB 09**
Book Discussion: Saint's Guide to Happiness
RSVP »

**FEB 01**
Go Move Challenge
Read more »

**FEB 03**
Go Move Kick-Off Party
Add to calendar »

**FEB 23**
Addressing Performance Issues
Add to calendar »

**MAY 05**
Service and Merit Awards
Add to calendar »

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**Spousal Surcharge Waiver**

Due Friday, Jan. 29

As a reminder, there is a $75 per month surcharge on medical plan premiums for faculty and staff whose spouse, registered domestic partner (RDP), or grandfathered legally domiciled adult (GF LDA) has medical coverage available through his/her employer but is nevertheless covered under the USF medical plan. This surcharge will be deducted from their paychecks unless a waiver is completed and certain conditions are met.

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This year, eight Jesuit universities will compete from **Feb. 1–29** to determine which is the most active! Read more and sign up »
Review Your Paycheck

Review your first paycheck of 2016 to ensure that all deductions match any changes that you elected during 2015 open enrollment. You can access your paychecks as follows:

- log into myUSF
- click on the Self Service button
- click on the Employee tab
- click on Pay Information
- click on Electronic Pay Stub

If you have questions about your benefits deductions, contact the Benefits Team at (415) 422-2442 or benefits@usfca.edu. If you have questions about non-benefits deductions, contact Payroll at etimesheets@usfca.edu.

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 2016 maximum annual contribution to your health care FSA has increased from $2,500 to $2,550. The maximum annual contribution to your dependent care FSA remains the same at $5,000 per household.

Performance Appraisals

After Jan. 1, supervisors may begin completing 2016 performance appraisal forms for administrative staff, which cover the 2015/2016 fiscal year. In early February, information about appraisals for staff represented by the Office and Professional Employees International Union (OPE) will be distributed. Completed reviews for all staff are due to Human Resources by Friday, April 29.

Vendor 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.cbadministrators.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.

New IRS Form 1095-C

The IRS recently announced that employers and health insurance plans must provide individuals with new IRS Form 1095-C by March 31 to provide information on the prior tax year. The IRS Form 1095-C is not needed to complete your 2015 individual income tax return, which is a change from a previous statement released by the IRS.
Qualifying Event

Although IRS regulations require that your benefit choices remain in effect during the calendar year, you may modify your benefits if you have an IRS-defined qualified change in status (e.g. marriage, divorce, new child, etc.), also known as a qualifying event. If applicable, you may modify your benefits elections within 30 days of the qualifying event.

For more information, contact the Benefits Team at (415) 422-2442 or benefits@usfca.edu.

Sexual Harassment Prevention Training

All full-time faculty and staff must complete the Prevention of Sexual and Other Unlawful Harassment (PSOUH) training within the first three months after their date of hire and every two years thereafter. If you were notified last year but did not complete your required PSOUH training by Dec. 31, 2015, your dean or vice president will be notified for appropriate follow-up.

If you have any questions, contact Neumia Duncan-Reed.

Retirement Plan Review

It's a new year! Are you saving enough for retirement? If you would like to make changes to your 403(b) payroll deduction, please submit a completed Salary Reduction Agreement to retirementplan@usfca.edu or to Human Resources in Lone Mountain 339.

As a reminder, the 2016 contribution limit is $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).

Reminder: Conflict of Interest

As a reminder, university business must be conducted with appropriate transparency. As a USF employee, you should be aware of the potential for real or apparent conflicts of interest in all your employment activities, understand the standards set forth in the policy, and fully disclose professional and relevant personal activities and relationships that create a real or apparent conflict of interest.

New in 2016! USF will reimburse 50 percent of registration costs for full-time employees who participate in the San Francisco Marathon.
complete any part of the San Francisco Marathon on Sunday, July 31.

Read more and register »