Post-Election Stress Management

Feeling stressed about the post-election results? You're not alone. Click on the links below for resources available to all USF employees.

Stress management workshop »
Dec. 5 | 12–1 p.m. | McLaren 251

Winter Closure


If you are required to work during this time or if you work on a weekend, please discuss your paid days

More events and deadlines »
GoUSF's guided meditation video »
GoUSF's yoga video »

New Voluntary Disability Insurance Vendor

Effective Jan. 1, 2017, USF's voluntary disability insurance (VDI) vendor will change from Sedgwick to TRISTAR Benefit Administrators. Employees can expect faster processing and approval time (i.e. claims submitted by phone rather than mail), weekly payments, and better customer service.

Employees currently (or soon-to-be) on leave will be contacted by the interim leave manager to ensure a smooth transition process. All final leave claims incurred in December will be paid in January by Sedgwick. All accounts and payments will be automatically transferred to TRISTAR effective Jan. 1, 2017.

Questions? Contact the interim leave manager at leaves@usfca.edu or (415) 422-3625.

Read more about disability benefits »

EPAF and Business Process Discussion

Dec. 5 | 1 p.m. | LMM 100

EPAF administrators are strongly encouraged to attend a discussion regarding policies and processes that affect initiating and approving EPAFs. Colleagues from each of the following areas will be available to clarify key issues and answer questions: Payroll, Finance, Employment, Benefits, Compensation, and HR Information Systems.

RSVP in myLearning »

Questions? Email hris@usfca.edu.

EPAF Deadline

Due to the upcoming holidays, all EPAFs for December 2016 must be approved by their specified deadline in December. To review the pay schedules and associated deadlines, visit Payroll's Pay Schedules web page.

Go Move Challenge

Feb. 1–28, 2017

Calling all full-time and part-time faculty and staff! Help USF win the 5th annual Go Move Challenge by logging your minutes of movement next February. We need your participation more than ever as 17 Jesuit universities will compete to determine which is the most active! Register on the new Go Move Challenge website anytime, and click play below for more information!
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**.

**Flexible Spending Accounts**

The flexible spending account (FSA) programs have a grace period until March 15, 2017 to incur claims for the 2016 plan year. The last day to submit claims for the 2016 plan year is March 31, 2017. The maximum annual contribution to your health care FSA will remain the same for 2017 at $2,550 annually per individual. The maximum annual contribution to your dependent care FSA will remain the same for 2017 at $5,000 annually per household (or, $2,500 annually per individual, if married and filing separately).

Read more about FSAs »

**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 up to the IRS limit of $255 per month.

Additionally, USF offers a commuter subsidy up to $73 per month to benefits-eligible, full-time faculty and staff who do not have a university parking permit and are not listed on a carpool parking permit. The subsidy is designed to be used in conjunction with the pre-tax commuter benefits program and is applied to employees’ active Clipper Cards or MYCC MasterCard debit cards each month. The maximum pre-tax order is $255 per month, which includes the subsidy.

Read more »

**Anti-Harassment Training**

As a reminder, the university requires that all full-time employees complete **anti-harassment training** within the first three months after their date of hire and every two years thereafter in alignment with its **Policy Against Unlawful Harassment, Discrimination, and Retaliation**. If you have been notified this year, you must complete your training by Dec. 31 through an in-person or online training session.

Register in myLearning » (log in with myUSF credentials)

*formerly known as the Preventing Sexual and Other Unlawful Harassment (PSOUH) Policy*

**403(b) Contributions**

The contribution limit for employees who participate in a 403(b) Voluntary Retirement Plan will remain unchanged in 2017 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, 2017). To increase your contribution in 2016, complete and submit a new **Salary Reduction Agreement** by Monday, Dec. 5, 2016.

Read more about retirement benefits »

Questions? Call (415) 422-4131 or email retirementplan@usfca.edu.

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