Go Run/Walk Group Training

Add to calendar »

Thich Nhat Hanh: Essential Writings Discussion Series Begins

RSVP in myLearning »

Go Learn Seminar: Exercise Getting Started/Staying Motivated

Add to calendar »

Quiet Leadership, Six Steps to Transforming Performance at Work Discussion Series Begins

RSVP in myLearning »

Latinas in Leadership: Stakeholder Community Forum

Workshop details »

Service and Merit Award Nomination Deadline

Read more »

Look out for IRS Tax Forms in the Mail

Read more »

More events and deadlines »

Review Your Paycheck

Review your first paycheck of 2017 to ensure that all deductions match any changes that you elected during 2016 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
logging your minutes of movement in February. We need your participation more than ever as 19 Jesuit universities will compete to determine which is the most active! Visit the new Go Move Challenge website, and click play below for more information!

**Performance Appraisals**

**Due Friday, April 28**

After Jan. 1, supervisors may begin completing 2017 performance appraisal forms for administrative staff, which cover the 2016–17 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 28.

Questions? Contact Michele Centrella at mcentrella@usfca.edu

Download performance appraisal forms »

**Anti-Harassment Training**

All full-time employees must complete USF’s 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 were notified last year but did not complete your required training by Dec. 31, 2016, your dean or vice president will be notified.

Questions? Contact Katy Bailey at kbailey@usfca.edu.

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

**Flexible Spending Accounts**

Both the health care and dependent care flexible spending accounts (FSA) have a grace period until March 31, 2017 to submit receipts (substantiate claims) for the 2016 plan year.

The dependent care account only allows claims to be incurred through Dec. 31, 2016. However, the health care account allows claims to be incurred through March 15, 2017.

This year, in 2017, the maximum annual contribution to your health care FSA will remain the same at $2,550 annually per individual. The maximum annual contribution to your dependent care FSA will also remain the same at $5,000 annually per household (or, $2,500 annually per individual, if married and filing separately).

Read more about FSAs »

**New Voluntary Disability Insurance Vendor**

Effective Jan. 1, USF’s voluntary disability insurance (VDI) vendor changed 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.

All final leave claims incurred in Dec. 2016 will be paid in Jan. 2017 by Sedgwick. All accounts and payments were automatically transferred to TRISTAR effective Jan. 1.

Questions? Contact the leave of absence manager, Jill Bouchard or (415) 422-4801.

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 »

**Tax Form 1095-C**

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 »

• click on Electronic Pay Stub

Download performance appraisal forms »
IRS Form 1095-C was introduced last year and created to fulfill a reporting requirement under the Affordable Care Act (ACA). This form will be issued to employees and former employees who were eligible to participate in the university’s health insurance benefits plan during the 2016 tax year. The university’s third-party vendor will mail the form to your home beginning Jan. 26. When you receive it, you should keep it, along with your Form W-2, and any other tax information documents.

**EPAF Administrators**

EPAF (Electronic Personnel Action Form) administrators are strongly encouraged to visit the information page for guidance on topics such as: requesting EPAF access via the security application, requesting training, learning about business processes and frequently asked questions, viewing time sheet organization (P-Org) numbers, and viewing submission schedules.

More EPAF Administrator information »

Questions? Email hris@usfca.edu »

**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 $1,129 to $1,173 in 2017. Also, the taxable wage base for both plans will increase from $106,742 to $110,902.

**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 2017, complete and submit a new Salary Reduction Agreement.

Read more about disability benefits »

Read more about retirement benefits »

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

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Human Resources (415) 422-6707

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