Updated Policies

We have developed and updated several policies, including the ones listed below. Please read and review these policies as they pertain to you, and note the new hyperlinks.

- Form I-9
- Form I-9 for Remote Hires
- Hours Caps for Part-Time Employees
- Policy Against Unlawful Harassment, Discrimination, and Retaliation*
- Staff Telecommuting
- Staff Who Teach

Benefits Open Enrollment

Ends Friday, Nov. 4
Add to your calendar »
From your myUSF dashboard, click on the BeneTrac button to make changes to your benefits effective Jan. 1, 2017. Most benefits roll over each year. If you are making any of the above changes to your benefits, simply log into BeneTrac, scroll to the bottom of the page, and click on the "Review & Finalize" button.

Read more »

Go Relax Challenge

Tuesday, Nov. 1 – Tuesday, Nov. 15
Check in for yoga/meditation »

More GoUSF Events
Nov. 1: Sacred Spaces Walk
Nov. 3: Run Wild: Run/Walk Training
Nov. 8: Go Learn: Making Holidays Happy
Nov. 17: Run Wild: Gait Analysis/Hat Party
Dec. 4: Run Wild SF: 5k Race

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)

Questions? Email hris@usfca.edu »

EPAF and Business Process Discussions

EPAF administrators are strongly encouraged to attend one of the following discussions regarding policies and processes that affect initiating and approving:

- Nov. 2 at 9 a.m. in LMR B01
- Nov. 16 at 9 a.m. in LMM 100
- Dec. 5 at 1 p.m. in LMM 100

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 »

403(b) Contributions

As the end of 2016 approaches, this is a good time to review your year-to-date contributions into the Voluntary Retirement Plan. To increase your contributions, complete and submit a new Salary Reduction Agreement. As a reminder, the 2016 contributions are limited to $18,000 if you are under age 50 and $24,000 if you are age 50 or older (or will be age 50 by the end of 2016).

Read more about retirement benefits »

Questions? Email retirementplan@usfca.edu (415) 422-4131.
Emergency Medical Response Service (EMRS) Courses

USF EMRS offers American Heart Association (AHA) courses that are open to the public, including HeartSaver® CPR AED, Heartsaver® First Aid, and Basic Life Support for Healthcare Providers.

AHA HeartSaver CPR/AED and First Aid
Saturday, Dec. 3 | 8:30 a.m.–4:30 p.m.
Lone Mountain Main 100
Register »

AHA HeartSaver First Aid
Wednesday, Dec. 7 | 6–9 p.m.
Lone Mountain Main 100
Register »

View all upcoming EMRS courses »
San Francisco, CA 94117

If you wish to be removed from this group's mailing list, click here