

FAQs: USF Business Managers

We appreciate the opportunity to partner with you! Our goal is to establish a trusted relationship with our clients and employees with open and on-going communication. Below are some brief questions and answers regarding the shared roles and responsibilities as both client and employer in an outsourced environment.

What is my role as an USF Business Manager?

- Assignment approval for new HR Options assignments
- Provide FOPS for new HR Options assignments
- Retrieve HR Options Invoices via Eprint
- Alert HR Options to FOP changes
- Approve pay rate increases
- Approve conversion of HR Options employees to USF payroll.

What is HR Option's Account number?

HR Options operates through Account number 718055 (xxxxx-xxxx-718055-xxxx). This is the universal account number for any HR Options assignment, this account number speaks to the bulk invoice that USF HR approves. Once approved by USF HR, invoices will be released to the correct departments.

What is the process if I need to change an HR Options employee's FOP?

If a FOP change is needed for an HR Options assignment, please reach out to tempstaffing@usfca.edu and we will initiate this change on our end. HR Options runs bi-weekly pay cycles, please utilize the [USF Transfer Request Form](#) if mid cycle FOP changes are needed.

What is the process if an HR Option's employee has been approved for a pay increase?

If an HR Options employee should receive a pay increase, please reach out to tempstaffing@usfca.edu to initiate this change. We will update the pay rate on our end and provide the employee with a Wage Change Notification. Wage increases can be made at any time.

Contact Us!

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