

FAQs: USF Supervisors

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 HR Options supervisor?

- Provide direction and supervision of job responsibilities
- Communicate hours and schedule to employees
- Approval of timesheets, expenses, PTO, etc.
- Day-to-day oversight of HR Options employee

What is the onboarding process for temporary staff?

Once HR Options has confirmed all assignment details (i.e. job title, pay rate, FOP, etc.), we will contact the individual directly. HR Options will extend a verbal job offer to the employee and send an invitation to our paperless onboarding portal, HROptions.HoneycombHR.com. Additionally, HR Options will complete the required background check and Workday applications prior to the start date.

Will I be contacted when the temporary staff member has completed the registration process and is ready to start work?

HR Options will notify USF supervisors when the employee has completed their onboarding process and is cleared to begin their work assignment. HR Options will send the employee's CWID and USF email along with instructions for the Mobile One Card Process prior to their first day, if building access is required.

When do I need to partner with HR Options regarding the temporary employees I work with?

HR Options needs to be aware of *any* changes relating to our workers' terms or conditions of employment, including:

- Job duties
- pay rate changes
- Work schedule
- Worksite or residence location
- Supervisory changes or updates
- End of job assignments

Contact Us!

Phone: (415) 422-TEMP (8367) | hroptions.honeycombhr.com |
Tempstaffing@usfca.edu

What types of areas would require urgent, escalated or more frequent communication with HR Options?

- Performance or employee relations issues
- Job-related injury or illness
- Driving for work-related purposes (if not previously driving)
- Required travel (domestic or international)

As a supervisor, how do I interface with the HR Partners at HR Options?

HR Options is available Monday through Friday, 8 a.m. to 5 p.m. PST. You may reach our team in the following ways:

- Secure dashboard message via hroptions.honeycombhr.com
- Email tempstaffing@usfca.edu OR service@hroptions.com
- Phone (415) 422-TEMP (8367)

Contact Us!

Phone: (415) 422-TEMP (8367) | hroptions.honeycombhr.com |
Tempstaffing@usfca.edu