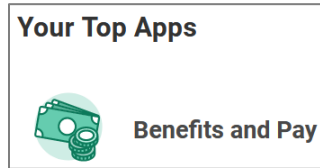


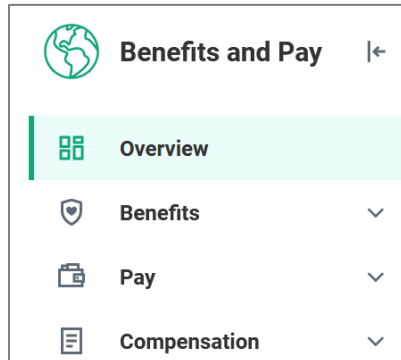
Benefits and Pay Hub Navigation

The Benefits and Pay Hub is a comprehensive dashboard that employees can access directly from the USFWorks home page. The Hub offers a convenient “Overview” page that includes Total Rewards, Recent Pay, Current Benefits and Costs, and Total Deductions. It also provides quick links to common related actions, like changing payment elections, benefits and retirement elections, and viewing tax documents.

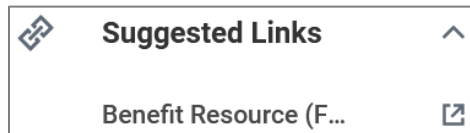
1. From the USFWorks home page, click the *Benefits and Pay* app.



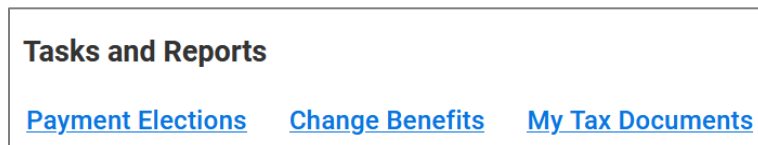
2. The *Overview* page will populate. The page menu will appear on the left side of the *Overview* page



There are also a number of related suggested links available below the left-side menu. These links support additional benefits and pay activities.



3. The center of the *Overview* page contains three *Tasks and Reports*.



- 4. Click the *Payment Elections* link to view your current payment elections. You may also change your payment elections (ex. Update a bank account).

Payment Elections [Redacted] ⋮

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

- 5. Click the *Change Benefits* link if you need to submit a qualifying change in status as defined by the IRS. [Learn more about changing benefits and qualifying changes in status.](#)

Change Benefits)

Change Reason * Beneficiary Change
 Birth or Adoption

- 6. Click the *Tax Documents* link to view your historical W-2 tax statements.

My Tax Documents

4 items

Tax Year	Company Name	Tax Form	Issued Date
2022	University of San Francisco	W-2	01/17/2023
2021	University of San Francisco	W-2	01/25/2022

How to Navigate the Hub Overview

- 7. The *Hub Overview* appears below the *Tasks and Reports* section. You will be able to review your most recent payslip, review previous payslips and review the taxes and deductions from your most recent payslip.

Overview

Most Recent Pay

Your next pay day is August 22, 2023.

Deductions

Taxes and deductions from your most recent payslip.

8. Click on the *Most Recent Pay* link to view and print your payslips.

Payslip 07/31/2023 (Regular) - Complete ⋮

Previous Payslip Return to My Payslips Print Payslip Image Print Multiple Payslips

9. Click on the *Deductions* link to view your current federal and state tax deductions.

Deductions
Taxes and deductions from your most recent payslip.

- Federal Withholding (Federal)
- 403 (b) Retirement Pre-Tax
- OASDI (Federal)
- State Tax (California)
- Kaiser Medical EE Pre Tax
- Medicare (Federal)

10. Click the *Current Benefit Costs* link to see a detailed list of your current benefits elections along with start of coverage dates and listed dependents. *NOTE: Changes to your benefits may only take place during Open Enrollment or if you experience a qualified change in status per the IRS.*

Current Benefit Costs

\$
Employee Cost (Semi-monthly)

[View Benefit Details](#)

Benefit Elections

[Change Benefits](#)

Current Benefit Elections and Costs 11 items

Benefit Plan	Coverage Begin Date
Medical - Kaiser Permanente HMO NorCal	12/01/2019
Medical - Spousal Surcharge - - Does your spouse or domestic partner have access to other coverage?	12/01/2018
Dental - Delta Dental DPO	12/01/2019

11. Click the *Compensation Summary* link to view your current *Compensation Package*.

Compensation Summary
Your current compensation assignments.

\$
Total Base Pay

Salary Plan Annual

[My Compensation Summary](#)

Compensation Package General Compensation Package

Grade E07

Company University of San Francisco

Plan Assignments 1 item

Effective Date	Plan Type	Compensation Plan
06/01/2023	Salary	Salary Plan

12. Your *Compensation History* and *Bonus and One-Time Payments* are also available on the hub.

Compensation History
Summary of your compensation changes over time.

Bonus & One-Time Payments
PAID: 09/22/2022