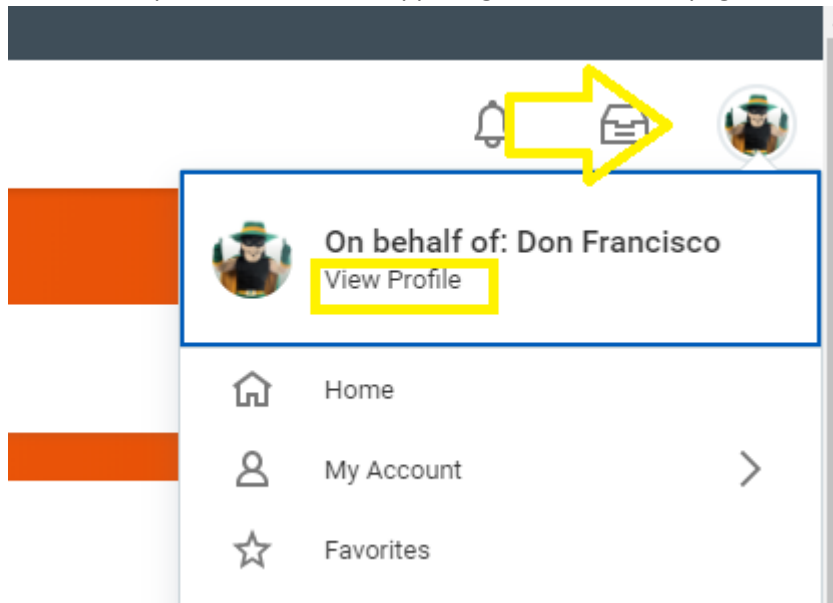


How to Review Current Disbursement Plan in USFWorks

- 1) Login to USF Works.
- 2) Click on the picture icon on the upper right corner of the page and select **View Profile**:



- 3) On the right hand side of the page under **Job Details**, the **Disbursement Plan Period** field will reflect your current disbursement election. In the example below, it is 12 months.

Job Details	
Employee ID	20273793
Organization	USF (Paul Fitzgerald) >> School of Management (Charles Moses [C])
Position	Professor
Business Title	Professor
Job Profile	JC4149 - Professor
Employee Type	Regular
Management Level	8 Individual Contributor
Time Type	Full time
FTE	100.00%
Location	Downtown Campus
Annual Work Period	Faculty Pay 10 Months (August 1 - May 31)
Work Period Percent of Year	83.33%
Blended FTE	83.33%
Disbursement Plan Period	Faculty Pay 12 Months (August 1 - July 31)