

Benefits: Amending Your ‘Medical Spousal Surcharge’ Selected Option Faculty and Staff

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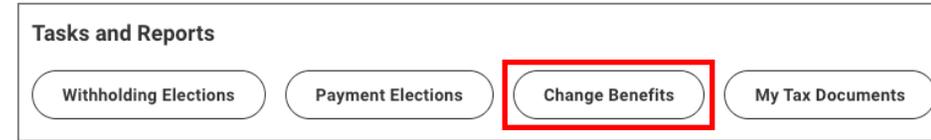
If your spouse/RDP who:

- Is enrolled on your USF Medical Plan
- Will continue to be enrolled on your USF Medical Plan
- Is gaining or losing medical coverage through their employer

You have **30 calendar days** from the date of your spouse/RDP's gain/loss of medical coverage elsewhere through their employer to submit a Gain/Loss of Coverage Elsewhere task in [USFWorks](#) to update your selected option for the 'Medical Spousal Surcharge'. Once you have submitted the task, the change will be effective on 1st of the following month.

Please note: If more than 30 calendar days have passed since your spouse/RDP gained/lost their medical coverage elsewhere through their employer, please contact the Benefits Team at benefits@usfca.edu for additional instructions prior to submitting the task, as your selected option for the 'Medical Spousal Surcharge' can only be updated going forward (i.e. to be effective on 1st of the month following your email notification to the Benefits Team).

2. On the next page, under **Tasks and Reports**, select **Change Benefits**.

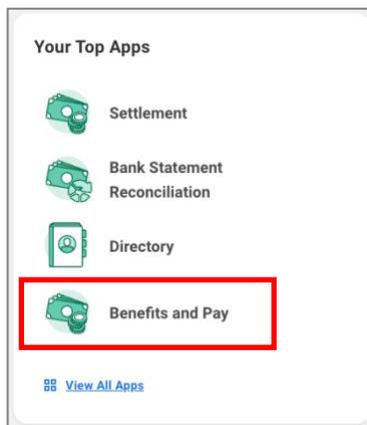


3. On the **Change Benefits** page:
 - a) Select **Gain Other Coverage Elsewhere** as the **Change Reason**.
 - b) Enter the **Date of When New Coverage Started** – i.e. the date on which your spouse/RDP's coverage elsewhere through their employer was effective.
 - c) Attach proof of your spouse/RDP's gain of coverage elsewhere (e.g. letter from their employer, copy of their benefit elections).
 - d) Click **Submit**.

Spouse/RDP Gains Coverage Elsewhere

Follow these steps:

1. Log in to [USFWorks](#) and click **Benefits and Pay**.



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Change Benefits

Change Reason *

- Beneficiary Change
- Birth or Adoption
- Death of Dependent
- Divorce/Dissolution of Registered Domestic Partnership
- Gain Other Coverage Elsewhere
- Loss of Other Coverage Elsewhere
- Marriage/Registered Domestic Partner
- TIAA Retirement Healthcare Savings Plan - Employee

Date of When New Coverage Started

Submit Elections By 04/30/2025

Benefits Offered

- Dental
- Dependent Care FSA
- Healthcare FSA
- Medical
- Medical - Spousal Surcharge
- More (4)

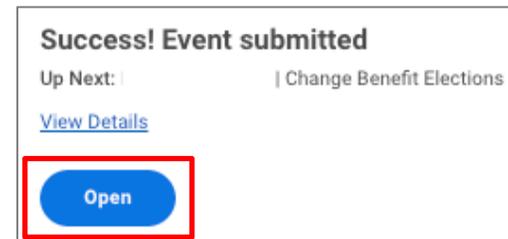
Attachments

Drop files here
or
Select files

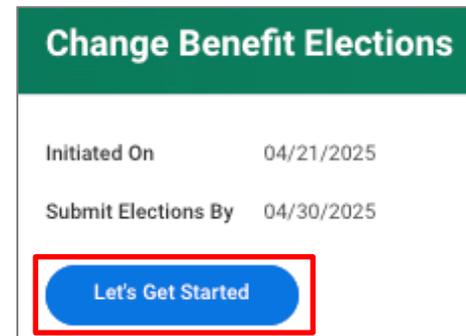
enter your comment

Submit Save for Later Cancel

- A pop-up window will appear stating you have submitted. Click **Open**.



- On the next page, click **Let's Get Started**.



(If the pop-up window closes before you can click Open, you can find the task in your USFWorks Inbox – just click the **Benefit Event** message and then on **Let's Get Started**).

- On the page with the Benefit cards, under the **Medical – Spousal Surcharge** card, click **Manage**.

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Medical - Spousal Surcharge

- Does your spouse or domestic partner have access to other...

Cost per paycheck Included

Coverage No, my spouse or domestic partner...

[Manage](#)

7. Click **Select** (do not click Waive) and **Confirm and Continue**.

Medical - Spousal Surcharge

Projected Total Cost Per Paycheck
\$280.16

Plans Available

You must select a plan.

1 item

Benefit Plan	*Selection	You Pay (Semi-monthly)	Company Contribution (Semi-monthly)
- Does your spouse or domestic partner have access to other coverage?	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	\$0.00

[Confirm and Continue](#) [Cancel](#)

8. On the next page, select the following option from the **Coverage** drop-down list and click **Save**.

- *Yes, my spouse or domestic partner has access to other coverage.*

Coverage *

Plan cost per paycheck

No, I am not covering a spouse or domestic partner.

No, my spouse or domestic partner does not have access to other coverage

Yes, my spouse or domestic partner has access to other coverage

I am not enrolling in a USF medical plan

[Save](#) [Cancel](#)

9. You will be taken back to the page with the Benefit cards. Click **Review and Sign**.

[Review and Sign](#) [Save for Later](#)

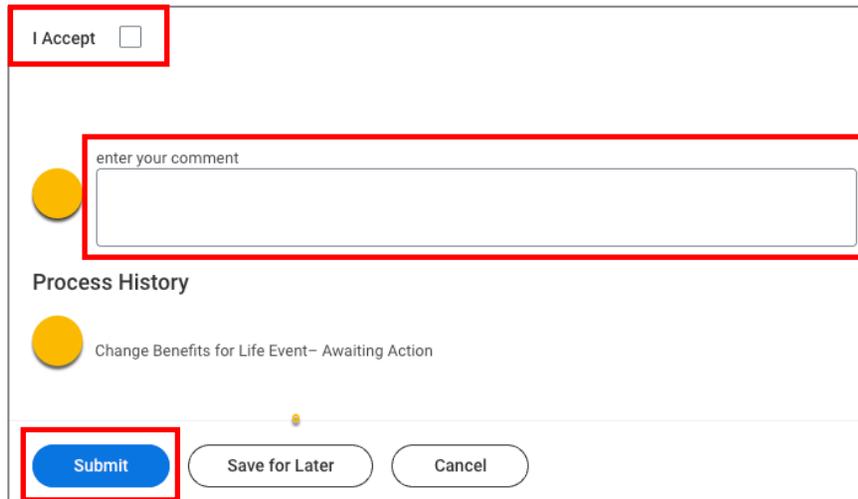
10. On the 'Review and Sign' page:

- Review your change to your selected option for the Medical Spousal Surcharge.
- Check the **I Agree** checkbox, to provide an electronic signature, confirming your change.
- Enter a comment explaining the change. For example: *I have updated my selected option for the Medical Spousal Surcharge*

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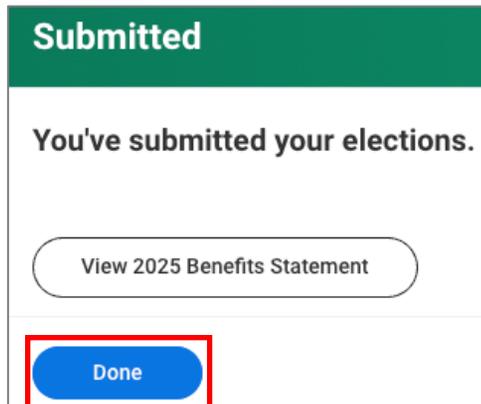
*as my spouse/RDP gained coverage through their employer, effective **DATE**. They will remain enrolled on my USF Medical Plan.*

d) Click **Submit**.



The screenshot shows a form with several elements highlighted with red boxes. At the top left, there is a checkbox labeled "I Accept". Below it is a text input field with the placeholder "enter your comment". Underneath the comment field is a section titled "Process History" which contains a yellow circular icon and the text "Change Benefits for Life Event- Awaiting Action". At the bottom of the form, there are three buttons: "Submit" (highlighted with a red box), "Save for Later", and "Cancel".

11. On the next page, click **Done** to complete the task.



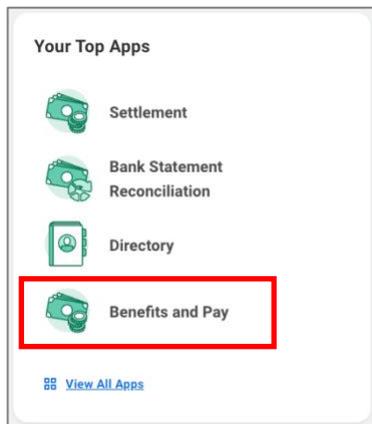
The screenshot shows a confirmation screen with a green header that says "Submitted". Below the header, the text reads "You've submitted your elections." There is a button labeled "View 2025 Benefits Statement". At the bottom of the screen, there is a blue button labeled "Done" which is highlighted with a red box.

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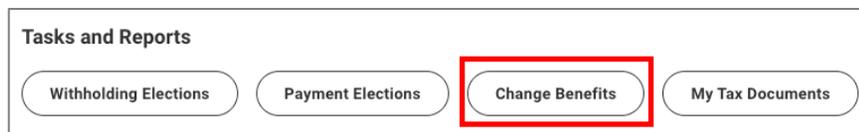
Spouse/RDP Loses Coverage Elsewhere

Follow these steps:

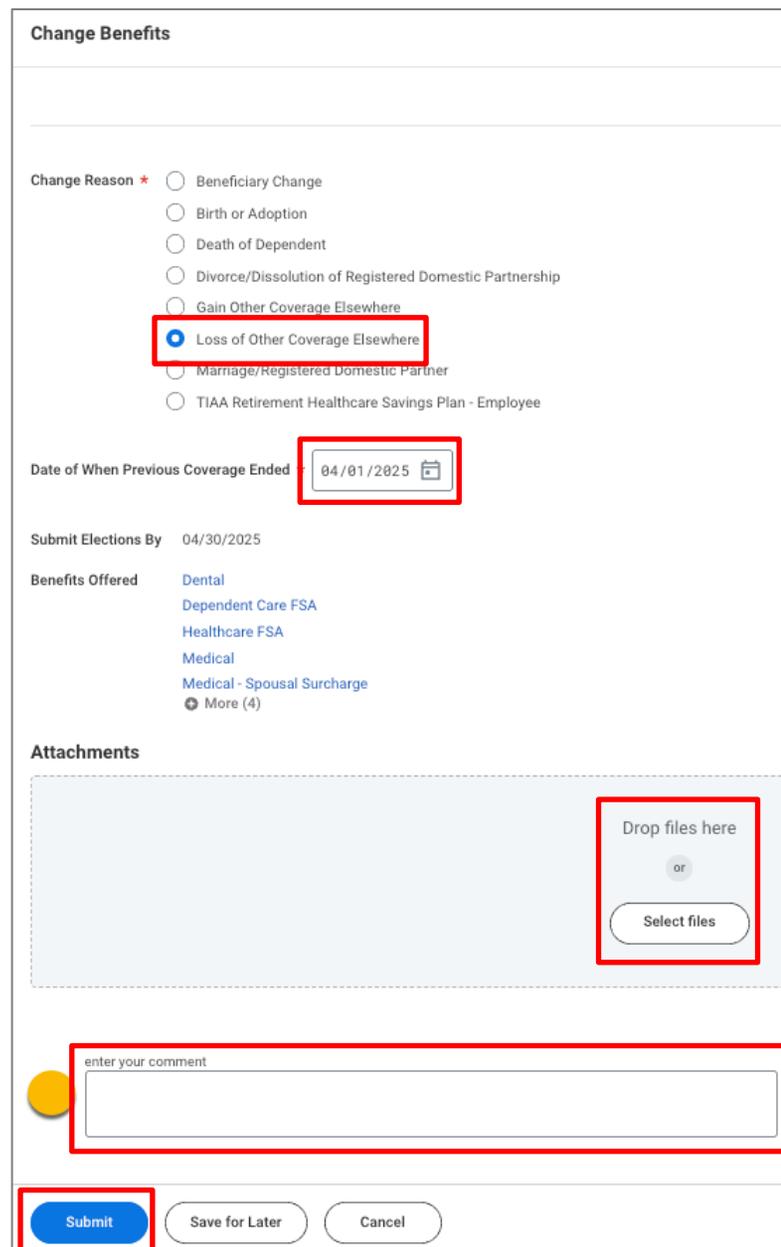
1. Log in to USFWorks and click **Benefits and Pay**.



2. On the next page, under **Tasks and Reports**, select **Change Benefits**.

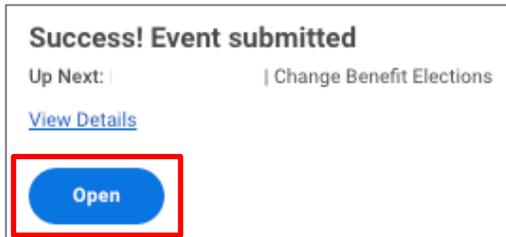


3. On the **Change Benefits** page:
 - a) Select **Loss of Other Coverage Elsewhere** as the **Change Reason**.
 - b) Enter the **Date of When Previous Coverage Ended** – i.e. the date on which your spouse/RDP's coverage elsewhere through their employer ended.
 - c) Attach proof of your spouse/RDP's loss of coverage elsewhere (e.g. letter from their employer, COBRA packet).
 - d) Click **Submit**.

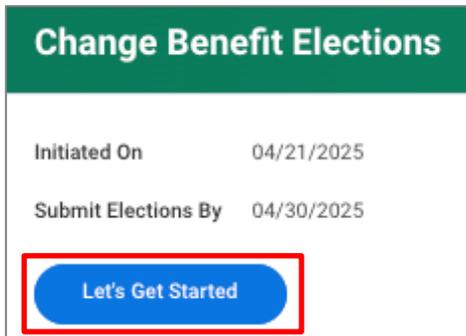
A screenshot of the 'Change Benefits' form. The 'Change Reason' section has several radio button options, with 'Loss of Other Coverage Elsewhere' selected and highlighted by a red box. Below this, the 'Date of When Previous Coverage Ended' is set to '04/01/2025', also highlighted by a red box. The 'Submit Elections By' date is '04/30/2025'. Under 'Benefits Offered', 'Medical - Spousal Surcharge' is selected, and a 'More (4)' link is visible. The 'Attachments' section has a 'Drop files here' area with a 'Select files' button. At the bottom, there is a text input field for 'enter your comment' and three buttons: 'Submit', 'Save for Later', and 'Cancel'. The 'Submit' button is highlighted with a red box.

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4. A pop-up window will appear stating you have submitted. Click **Open**.

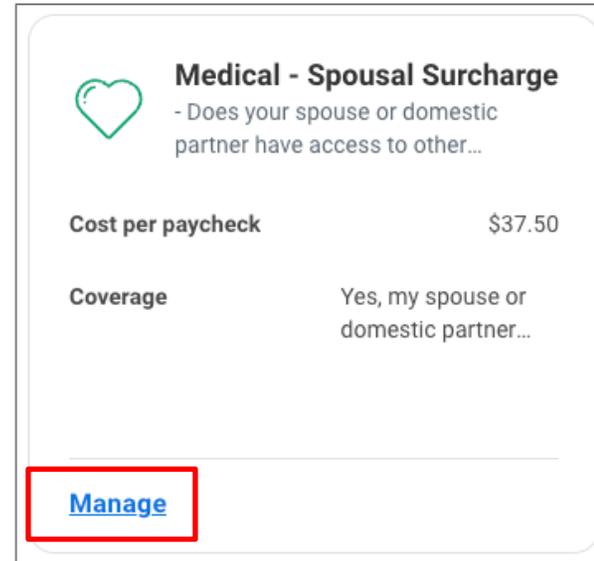


5. On the next page, click **Let's Get Started**.

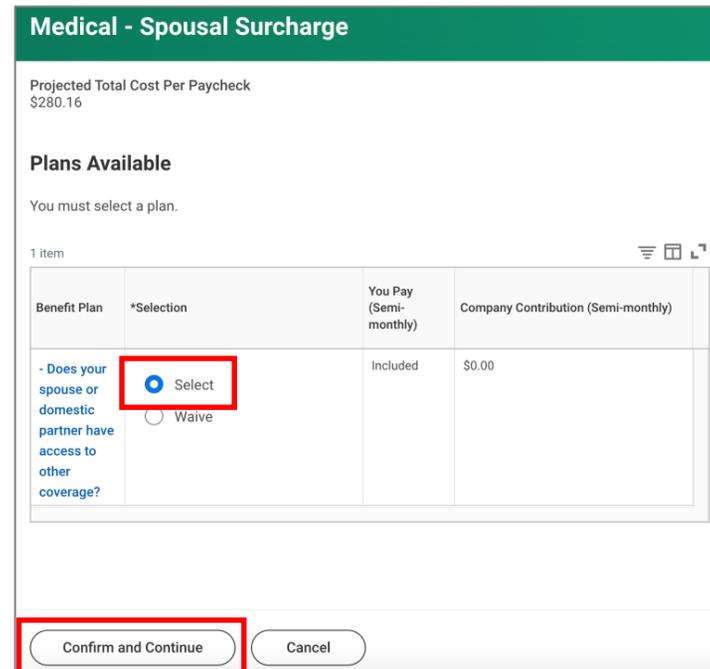


(If the pop-up window closes before you can click Open, you can find the task in your USFWorks Inbox – just click the **Benefit Event** message and then on **Let's Get Started**).

6. On the page with the Benefit cards, under the **Medical – Spousal Surcharge** card, click **Manage**.



7. Click **Select** (do not click Waive) and **Confirm and Continue**.



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8. On the next page, select the following option from the **Coverage** drop-down list and click **Save**.
- No, my spouse domestic partner does not have access to other coverage.

Coverage *
Yes, my spouse or domestic partner has access to other coverage
Search
Plan cost per paycheck
 No, I am not covering a spouse or domestic partner.
 No, my spouse or domestic partner does not have access to other coverage
 Yes, my spouse or domestic partner has access to other coverage
 I am not enrolling in a USF medical plan

Save Cancel

9. You will be taken back to the page with the Benefit cards. Click **Review and Sign**.

Review and Sign Save for Later

10. On the 'Review and Sign' page:
- Review your change to your selected option for the Medical Spousal Surcharge.
 - Check the **I Agree** checkbox, to provide an electronic signature, confirming your changes.

- Enter a comment explaining the change. For example: *I have updated my selected option for the Medical Spousal Surcharge as my spouse/RDP lost coverage through their employer, effective DATE. They will remain enrolled on my USF Medical Plan.*
- Click **Submit**.

I Agree

enter your comment

Process History

Change Benefits for Life Event- Awaiting Action

Submit Save for Later Cancel

11. On the next page, click **Done** to complete the task.

Submitted

You've submitted your elections.

View 2025 Benefits Statement

Done

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Further Benefits information

You can find more information on USF benefits here on myUSF: <https://myusf.usfca.edu/human-resources/benefits>

On that page, you can also find a link to the latest **Benefits Guide** in the **Quick Links** section:

myUSF

ACADEMICS STUDENT SERVICES HEALTH & WELLNESS CAMPUS LIFE OFFICES SCHOOLS & CENTERS

Search LOG IN

HUMAN RESOURCES

- Benefits
 - ADJUNCT FACULTY BENEFITS
 - BENEFITS ENROLLMENT
 - BENEFITS COMPLIANCE
 - CHILDCARE SUBSIDY
 - COMMUTER BENEFITS
 - DISABILITY INSURANCE
 - CONCERN EAP
 - FLEXIBLE SPENDING ACCOUNTS
 - HEALTHCARE PLANS
 - LIFE INSURANCE
 - OTHER BENEFITS
 - PUBLIC SERVICE LOAN FORGIVENESS (PSLF)
 - RETIREMENT BENEFITS
 - TIME AWAY FROM USF
 - TUITION BENEFITS
 - WELLNESS BENEFITS
 - WORKERS COMPENSATION
- Campus Resilience
- Careers at USF
- Compensation
- Forms
- GoUSF Wellness »
- Handbook & Policies
- Learning & Development »
- New Hire Welcome Center
- Title IX
- USFWorks

Employee Benefits

The University of San Francisco offers a competitive and comprehensive benefits package for eligible faculty, staff, and their eligible dependents through its 25+ benefits and wellness programs.

Quick links

- 2024 Benefits Guide** or: Benefits Guide for the 2024 plan year
- [New Hire Welcome Center](#): Don't forget to [sign up](#) for a [New Hire Orientation](#)!
- [Benefits Enrollment Information](#): For new hires and qualifying events
- [USFWorks Job Aids](#): Guides for completing all benefits-related actions
- [Benefits Compliance Documents](#): Plan documents for each benefit plan

Contact the Benefits team at either benefits@usfca.edu or at (415) 422-2442.

You can also [schedule a virtual appointment](#) with one of our team members.

What do we offer?

Explore USF's benefits offerings below.

Benefits Team contact information

Please contact a USF Benefits Representative if you have further questions at benefits@usfca.edu or dial (415) 422-2442.

For inquiries concerning:

- a general HR issue, please email humanresources@usfca.edu
- leaves, please email leaves@usfca.edu
- payroll, please email payroll@usfca.edu
- retirement, please email retirementplan@usfca.edu
- Tuition Remission, please email tuitionremission@usfca.edu