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Emeriti Retirement Health Plan

Benefits: Enroll In, Amend or Stop Employee Contribution

Faculty and Staff

You do not need to wait until Open Enrollment to enroll in, amend or stop your employee contribution to your Emeriti Retirement Health Plan.

USF will make its own contributions into a plan for you if you are aged 40 or over (10-year vesting period).

You can make your own post-tax contributions if you are aged 21 or over.

Please note: All employee contributions are post-tax. Amending your employee contribution does not affect any contribution that USF makes to this plan.

How to enroll in employee contributions

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 next page, select the Change Reason:
   a) Select Emeriti - Employee.
   b) Enter today’s date for the Benefit Event Date.
   c) Click Submit.

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 **Beneficiary Change** message and then **Let’s Get Started**.)

6. On the page with the Benefits cards, click **Enroll** under the **Emeriti Retirement Health Plan** box.

7. Click **Select** and click **Confirm and Continue**.

8. On the next page, select either **Amount** or **Contribution** from the drop-down list.
9. Enter the per paycheck **contribution amount** (e.g. $50.00) and click **Save**.

10. On the next page, click **Review and Sign**.

11. On the next page, review to make sure everything is correct, read the legal notice, **check the checkbox** next to **I Accept**, and click **Submit**.

12. On the next page, click **Done**.

13. Your submission will be automatically routed to your HR Benefits partner for processing.
Benefits: Emeriti Retirement Health Plan

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How to amend your employee contribution amount

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 next page, select the Change Reason:
   a) Select Emeriti - Employee.
   b) Enter today’s date for the Benefit Event Date.
   c) Click Submit.

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

5. On the next page, click Let’s Get Started.
Emeriti Retirement Health Plan

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(If the pop-up window closes before you can click Open, you can find the task in your USFWorks Inbox – just click the Beneficiary Change message and then Let’s Get Started).

6. On the page with the Benefits cards, click Manage under the Emeriti Retirement Health Plan box.

7. Ensure that Select is still selected and click Confirm and Continue.

8. On the next page, select either Amount or Contribution from the drop-down list.

9. Enter the per paycheck contribution amount (e.g. $50.00) and click Save.

10. On the next page, click Review and Sign.
11. On the next page, review to make sure everything is correct, read the legal notice, check the checkbox next to I Accept, and click Submit.

12. On the next page, click Done.

13. Your submission will be automatically routed to your HR Benefits partner for processing.
How to stop your employee contribution

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 next page, select the Change Reason:
   d) Select Emeriti - Employee.
   e) Enter today’s date for the Benefit Event Date.
   f) Click Submit.

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

5. On the next page, click Let’s Get Started.
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(If the pop-up window closes before you can click Open, you can find the task in your USFWorks Inbox – just click the Beneficiary Change message and then on Let’s Get Started).

6. On the page with the Benefits cards, click Manage under the Emeriti Retirement Health Plan box.

7. Select Waive and click Confirm and Continue.

8. On the next page, click Review and Sign.

9. On the next page, review to make sure everything is correct, read the legal notice, check the checkbox next to I Accept, and click Submit.

10. On the next page, click Done.

11. Your submission will be automatically routed to your HR Benefits partner for processing.
Emeriti Retirement Health Plan

Benefits: Enroll In, Amend or Stop Employee Contribution

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
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