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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).

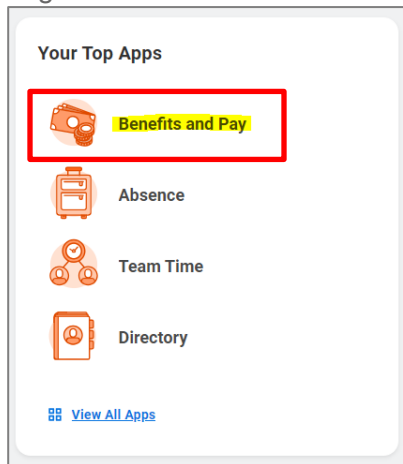
You can make your own post-tax contributions if you are aged 21 or over.

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

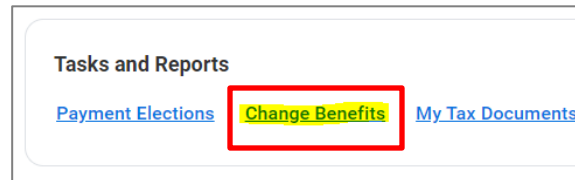
How to enroll in employee contributions

Follow these steps:

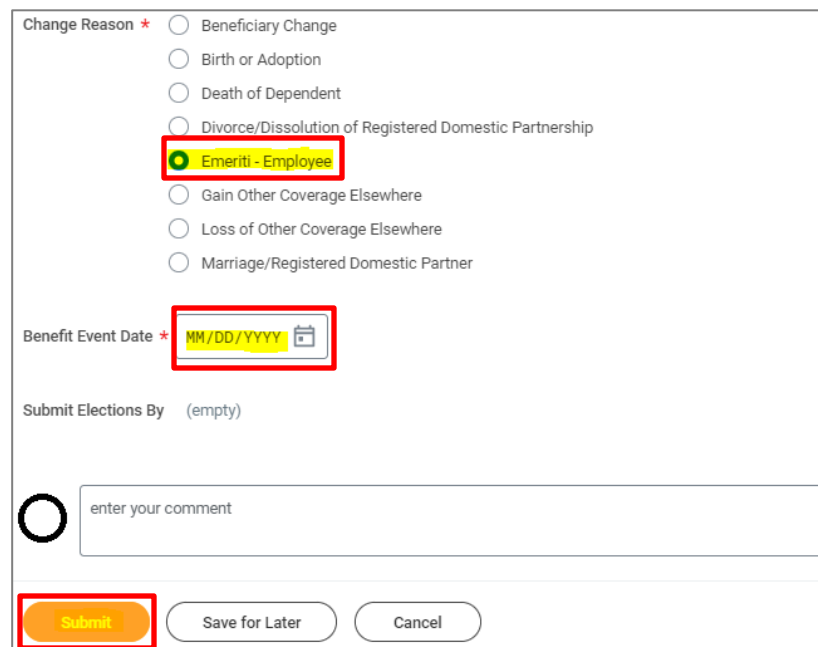
1. Log in to [USFWorks](#) and click **Benefits and Pay**.



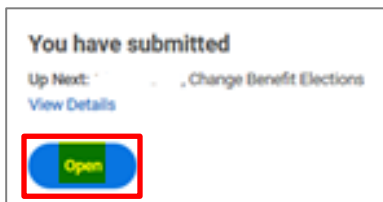
2. On the next page, under **Tasks and Reports**, select **Change Benefits**.



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**.

A screenshot of the "Change Reason" form in USFWorks. It features a list of radio button options: "Beneficiary Change", "Birth or Adoption", "Death of Dependent", "Divorce/Dissolution of Registered Domestic Partnership", "Emeriti - Employee" (selected and highlighted with a red box), "Gain Other Coverage Elsewhere", "Loss of Other Coverage Elsewhere", and "Marriage/Registered Domestic Partner". Below the list is a "Benefit Event Date" field with a calendar icon, also highlighted with a red box. There is a "Submit Elections By" field (empty) and a comment box with a "0" character. At the bottom, there are three buttons: "Submit" (highlighted with a red box), "Save for Later", and "Cancel".

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

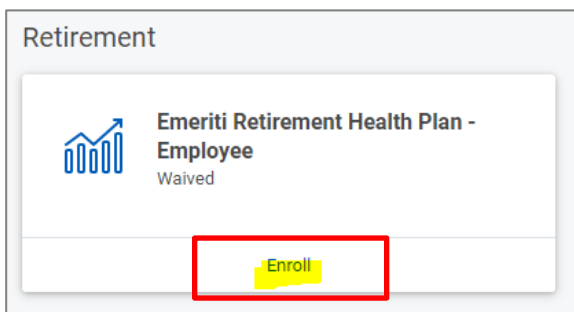


5. On the next page, click **Let's Get Started**.

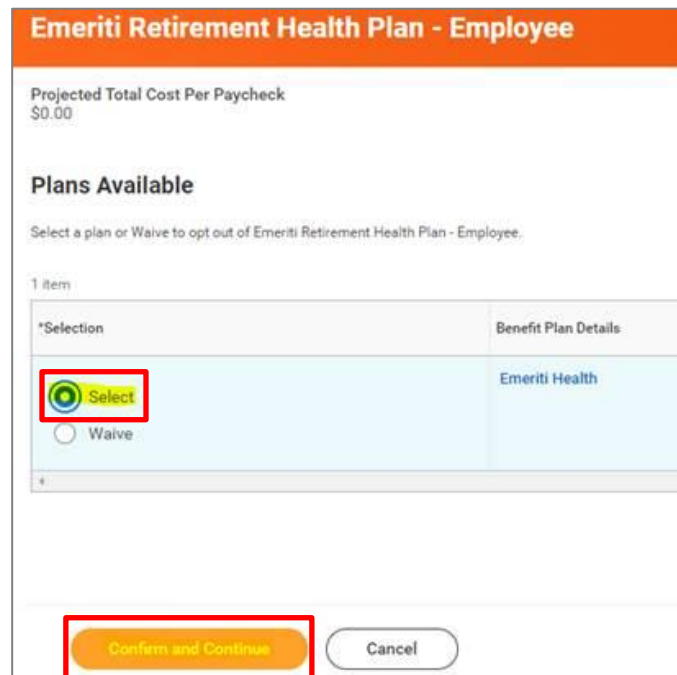


(If the pop-up window closes before you can click Open, you can find the task in your USFWorks Inbox – just click the **Beneficiary Change** message and then **Let's Get Started**.)

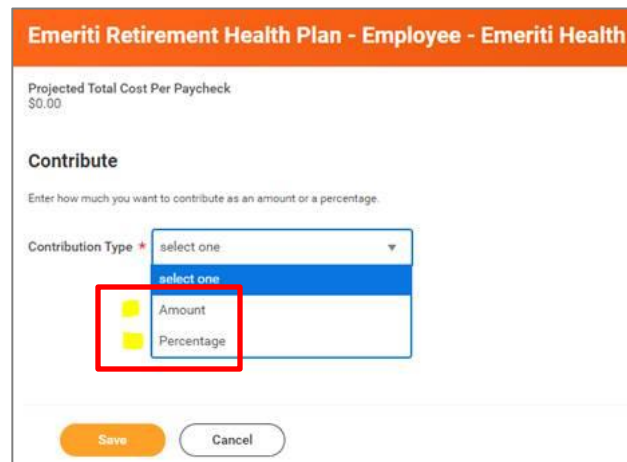
6. On the page with the Benefits cards, click **Enroll** under the **Emeriti Retirement Health Plan** box.



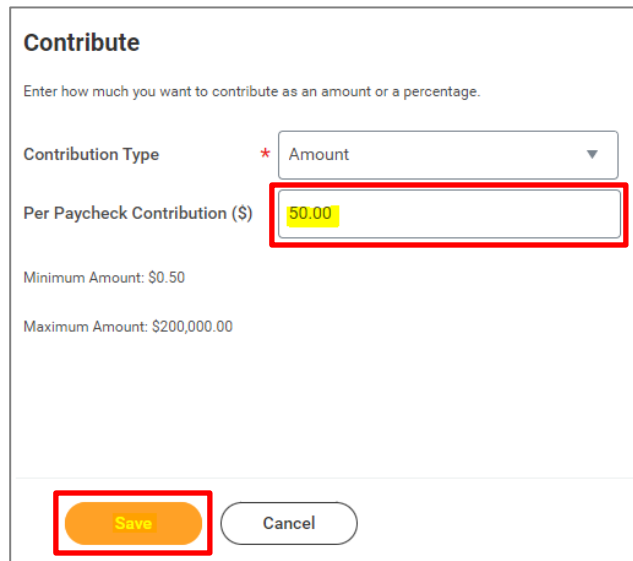
7. Click **Select** and click **Confirm and Continue**.



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**.



Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type * Amount

Per Paycheck Contribution (\$) 50.00

Minimum Amount: \$0.50

Maximum Amount: \$200,000.00

Save Cancel

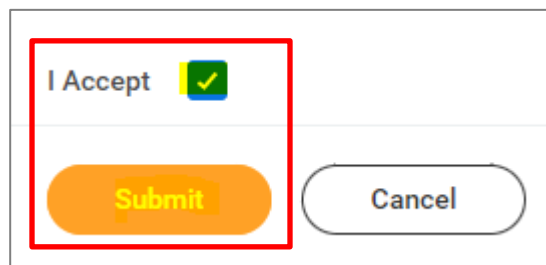
13. Your submission will be automatically routed to your HR Benefits partner for processing.

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



Review and Sign Save for Later

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**.



I Accept

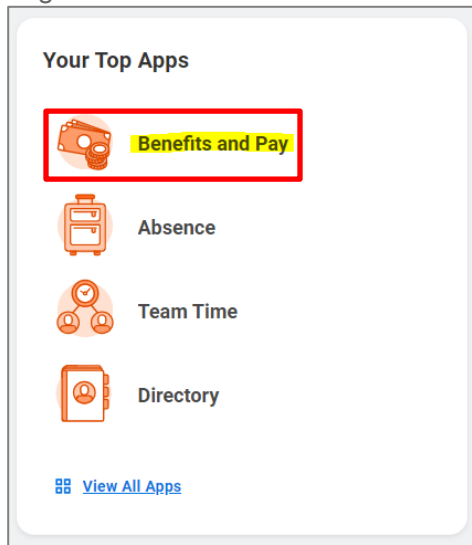
Submit Cancel

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

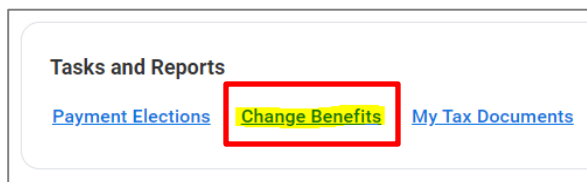
How to amend your employee contribution amount

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**.

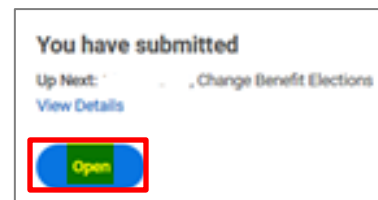


3. On the next page, select the Change Reason:

- a) Select **Emeriti - Employee**.
- b) Enter today's date for the **Benefit Event Date**.
- c) Click **Submit**.

The screenshot shows a 'Change Reason' section with several radio button options. 'Emeriti - Employee' is selected and highlighted with a red box. Below it is a 'Benefit Event Date' field with a calendar icon, also highlighted with a red box. At the bottom, there is a 'Submit' button highlighted with a red box, along with 'Save for Later' and 'Cancel' buttons.

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



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

The screenshot shows a 'Change Benefit Elections' summary page with the following information: 'Initiated On 01/26/2023' and 'Submit Elections By 10/30/2023'. A yellow 'Let's Get Started' button is highlighted with a red box.

Emeriti Retirement Health Plan

Benefits: – Enroll In, Amend or Stop Employee Contribution

Faculty and Staff

(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.

Retirement

Emeriti Retirement Health Plan - Employee
Emeriti Health

Contribution 5%

Manage

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

Plans Available

Select a plan or Waive to opt out of Emeriti Retirement Health Plan - Employee.

1 item

*Selection	Benefit Plan Details	You Contribute (Semi-monthly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Emeriti Health	5%

Confirm and Continue Cancel

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

Emeriti Retirement Health Plan - Employee - Emeriti Health

Projected Total Cost Per Paycheck
\$0.00

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type * select one

Amount
Percentage

Save Cancel

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

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type * Amount

Per Paycheck Contribution (\$) 50.00

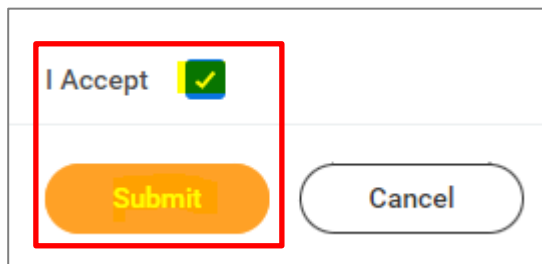
Minimum Amount: \$0.50
Maximum Amount: \$200,000.00

Save Cancel

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**.

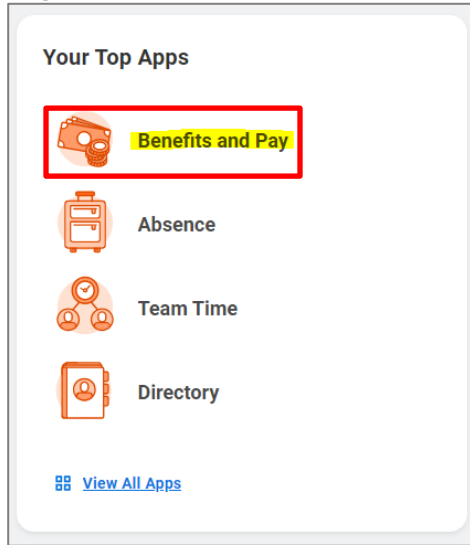


12. On the next page, click **Done**.
13. Your submission will be automatically routed to your HR Benefits partner for processing.

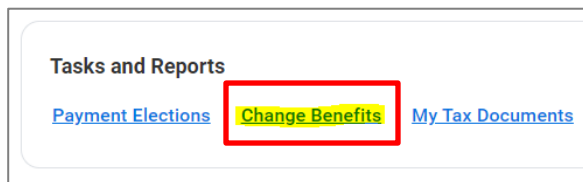
How to stop your employee contribution

Follow these steps:

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



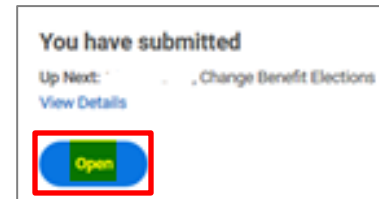
2. On the next page, under **Tasks and Reports**, select **Change Benefits**.



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**.

The screenshot shows a 'Change Benefit Elections' form. The 'Change Reason' section has several radio buttons, with 'Emeriti - Employee' selected and highlighted with a red box. The 'Benefit Event Date' field is highlighted with a red box. The 'Submit' button is highlighted with a red box.

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



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

The screenshot shows a 'Change Benefit Elections' summary page with fields for 'Initiated On' (01/26/2023) and 'Submit Elections By' (10/30/2023). The 'Let's Get Started' button is highlighted with a red box.

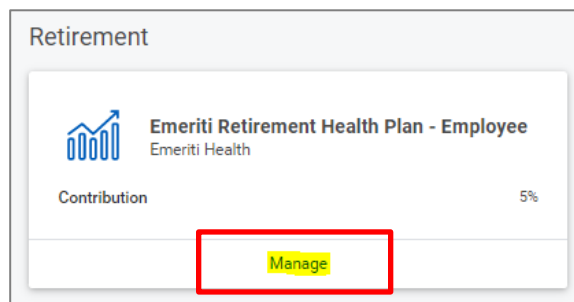
Emeriti Retirement Health Plan

Benefits: – Enroll In, Amend or Stop Employee Contribution

Faculty and Staff

(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



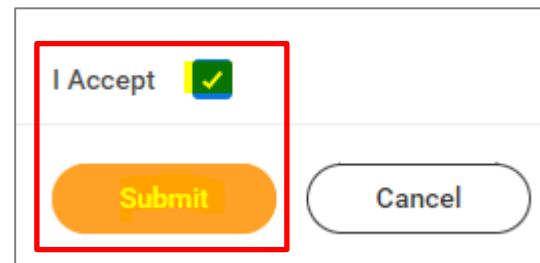
7. Select **Waive** and click **Confirm and Continue**.



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.

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

