Updating Employee Workspace in USF Works

1) Login to USF Works
2) Type “Change Work Space” in the search box and select the task.

3) Type the employee’s name in the “Worker” Field and select “Ok”

4) Enter effective date if different than today’s date. Enter the workspace by typing the name is the “Work Space” field. Click submit. If the workspace does not appear in the drop down please contact Human Resources.