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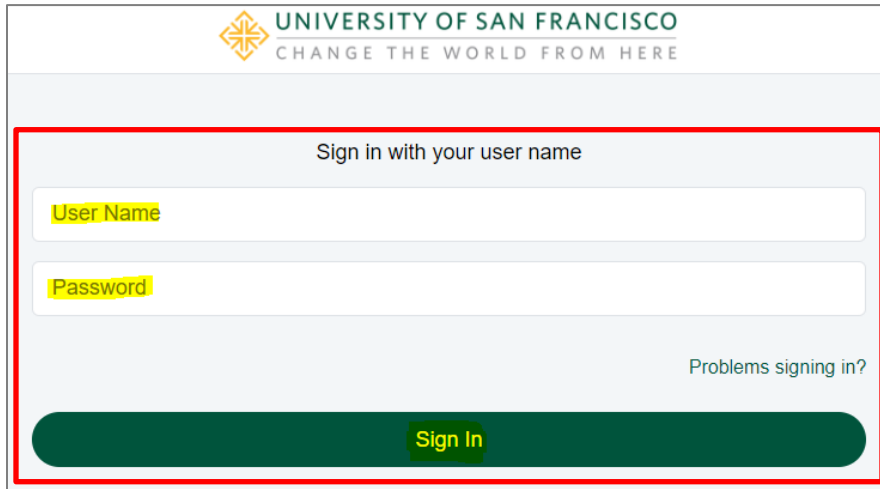
How to submit your Open Enrollment Benefit Elections

During Open Enrollment, you can make changes to your Benefit Elections effective January 1 of the upcoming year.

Open Enrollment takes place sometime in October the preceding year, which will be confirmed each year via email and on myUSF.

Follow these steps:

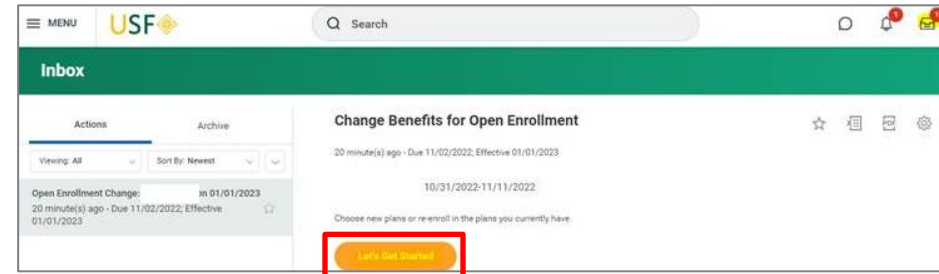
1. Log in to USFWorks using your USF username and password. Enter your **username** and **password**, and click **Sign In**.



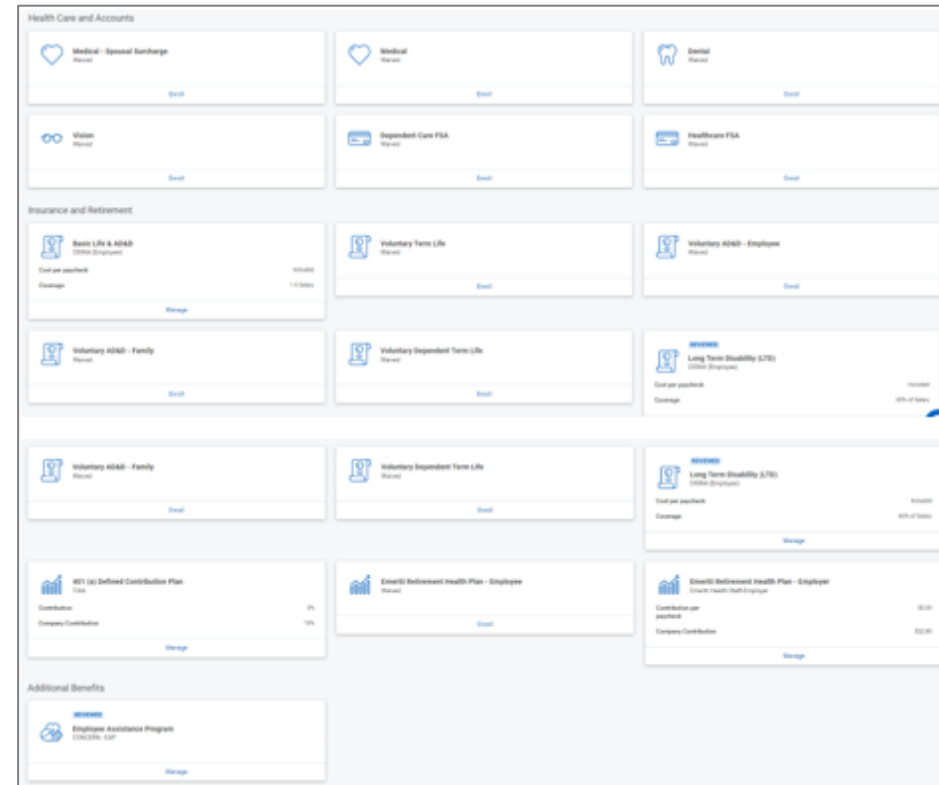
2. Once you are logged in, go to your USFWorks Inbox by clicking on the mail symbol on the top right-hand side.



3. Open the **Change Benefits for Open Enrollment** message and click **Let's Get Started**.



4. On the next page, you will see a number of Benefits cards.



If you do **not** wish to make any changes for the upcoming year, you simply need to submit your elections. Your current elections will automatically roll over (**with the exception of** the Medical Waiver Plan [University of San Francisco Waiver] and FSA, which require annual re-enrollment). Please skip to step 5.

If you wish to make changes, please go into the relevant cards to make your changes and then submit your elections.

The following are employer-paid plans for which no action is required:

- Long Term Disability (LTD)
- 401 (a) Defined Contribution Plan
- TIAA Retirement Healthcare Savings Plan – Employer
- Employee Assistance Program

Important note regarding Flexible Spending Accounts (FSA):

Flexible Spending Accounts (FSA) elections do **not** automatically roll over to the next year. If you wish to continue to have Dependent Care and/or Healthcare FSA for the upcoming year, you **must re-enroll**. See [pages 26-29](#) for the steps.

Important note regarding the Medical Waiver Plan (University of San Francisco Waiver):

In order to continue receiving the \$75/month in taxable income, you **must re-enroll**. For Medical, you need to select the 'University of San Francisco Waiver' (Medical Waiver Plan). After submitting your Open Enrollment task, you will receive a Medical Waiver Attestation task in your USFWorks inbox to accept and submit.

If required, you will be asked to complete and return the San Francisco Healthcare Security Ordinance (SF HCSO) Waiver Form available at <https://myusf.usfca.edu/human-resources/forms> and to email the completed form to benefits@usfca.edu.

If your coverage is through an “individual market” plan, you are not eligible to enroll in the Medical Waiver Plan and should leave all three medical options as waived. If this is the case, please also inform the Benefits Team at benefits@usfca.edu.

Important note regarding life insurance Beneficiaries:

If you do not have a Beneficiary added onto any USF life insurance plans in which you are enrolled, you are required to add at least one. See [pages 15-19](#) for the steps.

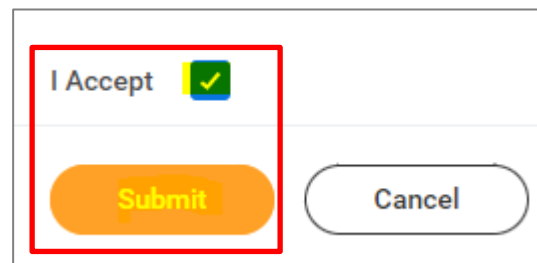
Important note regarding the Spousal Surcharge:

If you add or remove your spouse or registered domestic partner as a Dependent on your Medical, Dental and or Vision plans, you will need to update your selected option in the **Medical – Spousal Surcharge** card. See [pages 4-5](#) for the steps.

5. Once you have made your elections, click **Review and Sign**.



6. On the next page, review to make sure everything is correct, read the legal notice, **attach proof of relationship** if you have added any Dependents (e.g. marriage certificate, birth certificate), **check the checkbox** next to *I Accept*, and click **Submit**.



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

Making changes

Medical – Spousal Surcharge

Follow these steps:

1. On the **Medical – Spousal Surcharge** Benefit card, click **Manage**.

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

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

3. On the next page, select the new option which applies to you from the **Coverage** drop-down list and click **Save**.

If you are enrolling your spouse or registered domestic partner (RDP) in your Medical Plan:

- *No, my spouse or domestic partner does not have access to other coverage.*
- *Yes, my spouse or domestic partner has access to other coverage (in this case, a \$75/month Spousal Surcharge applies)*

If you are **not** enrolling your spouse/RDP in your Medical Plan, or do not have a spouse/RDP the selected option needs to be:

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

If you are **not** enrolled in a USF Medical Plan, the selected option needs to be:

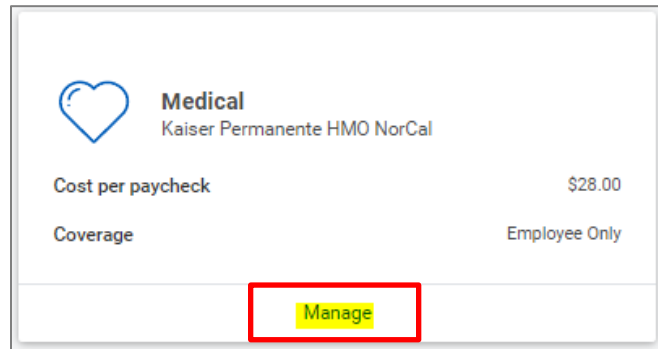
- *I am not enrolling in a USF medical plan.*

The screenshot shows a mobile application interface for a 'Medical - Spousal Surcharge' election. At the top, a green header reads 'Medical - Spousal Surcharge - - Does your'. Below this, the 'Projected Total Cost Per Paycheck' is listed as '\$0.00'. The 'Coverage' section is currently empty. A dropdown menu is open, showing four radio button options: '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', and 'I am not enrolling in a USF medical plan'. The 'Save' button at the bottom left is highlighted with a red box.

Medical

Follow these steps:

1. On the **Medical** Benefit card, click **Manage**.



2. On the next page, if enrolling in a USF Medical Plan select the one you prefer:

- *Anthem Blue Cross PPO*
- *Kaiser Permanente HMO*

If you are **not** enrolling in a USF Medical Plan because you and/or your Dependents have healthcare coverage elsewhere that is not an “individual market” plan*, select:

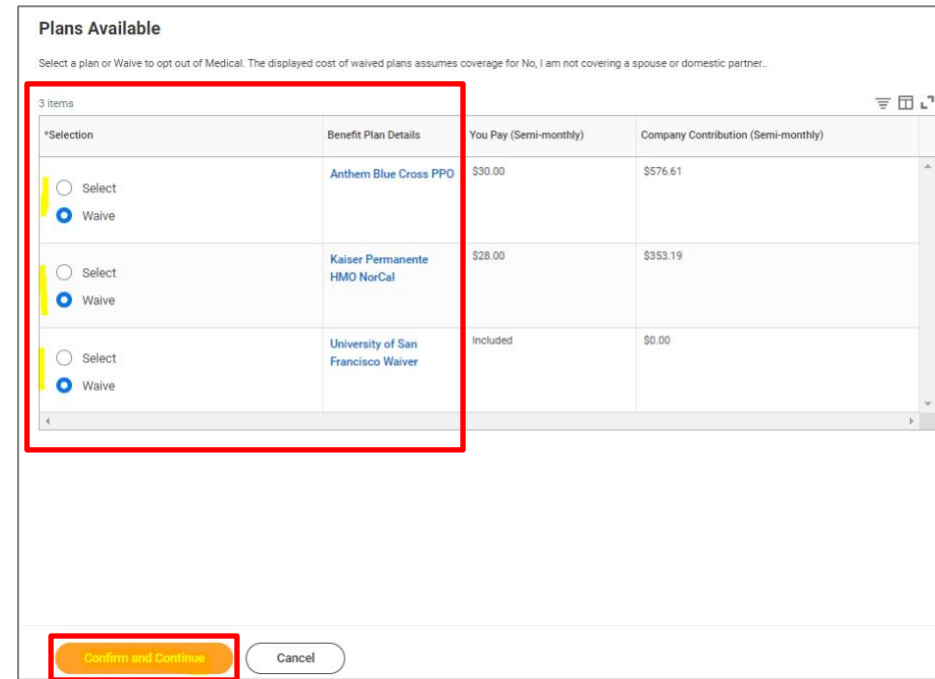
- *University of San Francisco Waiver* (also known as the Medical Waiver Plan)

In this case, will receive \$75/month in taxable income. Annual re-enrollment in the Medical Waiver plan is required during Open Enrollment.

If your other coverage is considered an “individual market” plan, you are **not** eligible to enroll in the USF Medical Waiver plan. In this case, you should **waive all three options**.

*“Individual market plans” include plans sold in Federal or State Exchanges or outside of Exchanges in the individual insurance market.

Then click **Confirm and Continue**.



3. If you have selected a medical option on the previous page, there are more steps. On the next page, select the **Coverage** level, add any Dependents, if necessary (see [here](#) for the steps), and click **Save**. You will be taken back to the page with the Benefits cards.

If you have not selected a medical option on the previous page, you will be taken back to the page with the Benefits cards.

Forms required if selecting the University of San Francisco Waiver

If you have not enrolled in a USF Medical Plan and you have selected the **University of San Francisco Waiver** (also known as the **Medical Waiver Plan**), once you have submitted your Open Enrollment task, you will receive **another task** in your USFWorks Inbox to complete.

1. After submitting your elections, go back to your USFWorks Inbox.

2. Click the **Open Enrollment Change** message and then on **Let's Get Started**.



3. On the next page, read the **Medical Waiver Attestation**, check the **checkbox** next to *I Accept* and click **Submit**.

4. The Benefits Team will then send you another form to fill in and return by email to benefits@usfca.edu:
 - San Francisco Healthcare Security Ordinance (SF HCSO)

Waiver Form

Full information about the form will be included on the email sent to you. It is imperative that you return this form as soon as possible.

Important note:

If you do not see the Medical Waiver Attestation task in your USFWorks Inbox after submitting your Open Enrollment task, this may be because your Open Enrollment task was returned to you for you to make corrections and resubmit.

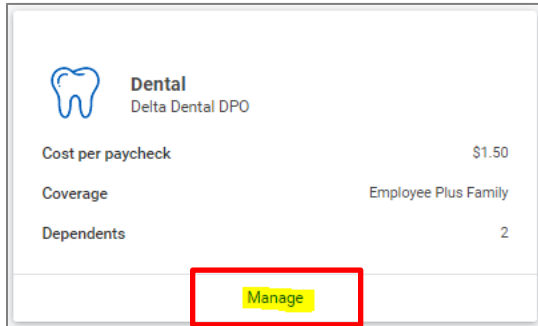
The Medical Waiver Attestation task is not always generated after a resubmission of the Open Enrollment task.

In this case, please reach out to the Benefits Team at benefits@usfca.edu who will send you a PDF version of the Medical Waiver Attestation to sign and return.

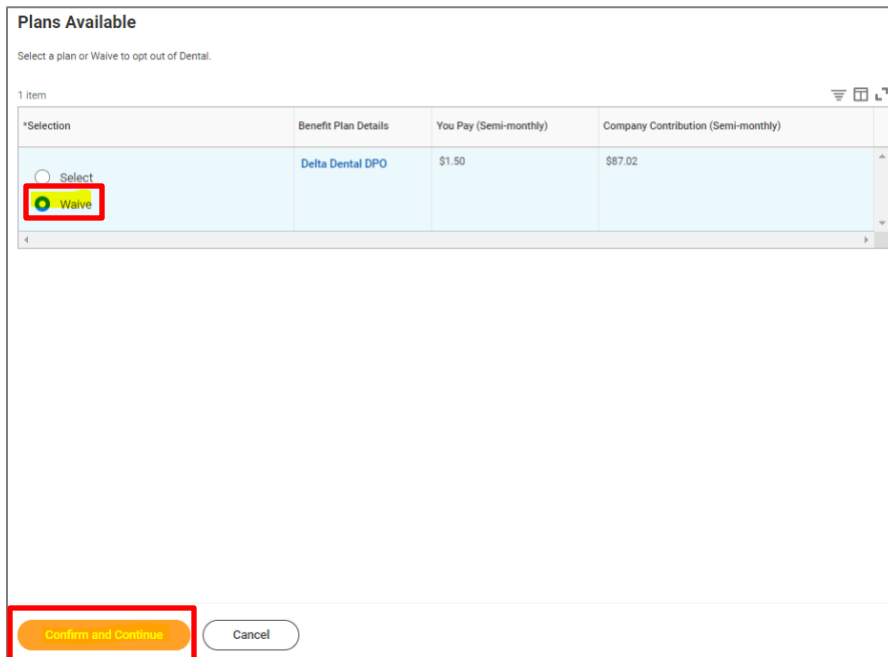
Dental

Follow these steps if you are currently enrolled and would like to disenroll effective January 1:

1. On the **Dental** Benefit card, click **Manage**.



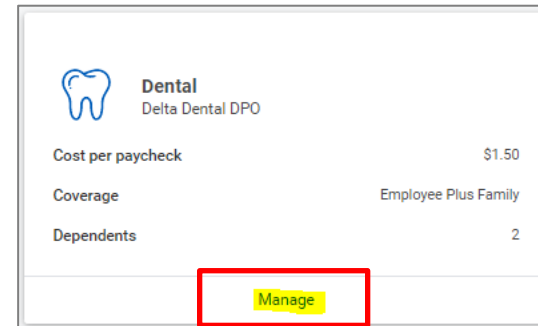
2. If you wish to enroll in the Delta Dental Plan, select **Waive** and click **Confirm and Continue**.



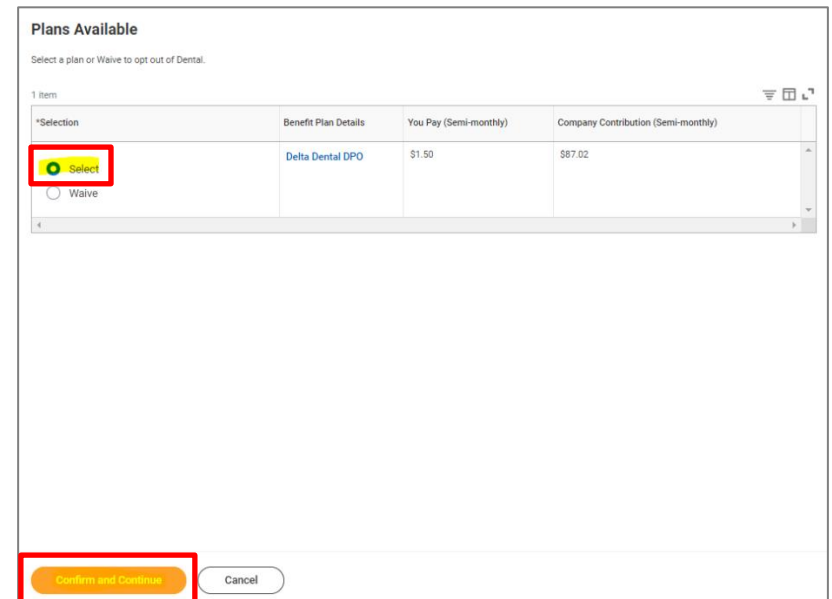
Follow these steps if you are currently enrolled and would like to make changes to your Dependents effective January 1:

1. If you wish to enroll in the USF Dental Plan, on the **Dental** Benefit card, click **Manage**.

If you do **not** wish to enroll, you can ignore this Benefit card.



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



3. If you have selected enroll on the previous page, there are more

steps. On the next page, select the **Coverage** level, add any Dependents, if necessary (see [here](#) for the steps), and click **Save**.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * × Employee Only

Plan cost per paycheck

Add New Dependent

- Employee Only
- Employee Plus One
- Employee Plus Family
- Employee + Domestic Partner and Children
- Employee plus Domestic Partner

Save Cancel

Vision

Follow these steps if you are currently enrolled and would like to disenroll effective January 1:

1. On the **Vision** Benefit card, click **Manage**.

2. If you wish to enroll in the VSP Vision Plan, select **Waive** and click **Confirm and Continue**.

*Selection	Benefit Plan Details	You Pay (Semi-monthly)	Company Contribution (Semi-monthly)
<input checked="" type="radio"/> Waive	VSP	\$6.31	\$6.59

Follow these steps if you are currently enrolled and would like to make changes to your Dependents effective January 1:

1. If you wish to enroll in the USF Dental Plan, on the **Dental** Benefit card, click **Manage**.

If you do **not** wish to enroll, you can ignore this Benefit card.

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

*Selection	Benefit Plan Details	You Pay (Semi-monthly)	Company Contribution (Semi-monthly)
<input checked="" type="radio"/> Select	Delta Dental DPO	\$1.50	\$87.02

3. If you have selected enroll on the previous page, there are more steps. On the next page, select the **Coverage** level, add any Dependents, if necessary (see [here](#) for the steps), and click **Save**.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * × Employee Only

Plan cost per paycheck

Add New Dependent

- Employee Only
- Employee Plus One
- Employee Plus Family
- Employee + Domestic Partner and Children
- Employee plus Domestic Partner

Save Cancel

How to add a Dependent

Follow these steps, if you wish to add a Dependent:

1. On the **Coverage** level page for the Benefit plan (Medical, Dental or Vision), select the appropriate Coverage level and then click **Add New Dependent**. You will need to repeat the add new dependent process for each dependent you wish to add.

Dependents
Add a new dependent or select an existing dependent from the list below.

Coverage *

Plan cost per paycheck \$114.50

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	TEST TEST	Civil	01/01/1980

Please note:

If you wish to enroll a Dependent who was previously on one of your Benefit plans, they will already appear as a Dependent in the list of previously saved Dependents, so **you won't need to add their details again** – you just **need to select the correct Coverage** level from the drop-down list, **check the checkbox** next to their name) and click on **Save**. Skip to step 8.

Dependents
Add a new dependent or select an existing dependent from the list below.

Coverage *

Plan cost per paycheck \$114.50

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	TEST TEST	Civil	01/01/1980

2. On the pop-up window, click **OK**.

Add My Dependent From Enrollment

Instructional Text
Click OK to add dependents.

3. On the next page, fill in first the following information about your Dependent.

4. Scroll down to **National IDs** and click **Add**.

5. Enter the **Country**, **National ID Type** (SSN or ITIN if US), **ID number** (SSN if US) and **Issued Date** (if known).

6. If you do not have the SSN/ITIN/foreign National ID for your Dependent yet, enter all zeros (e.g. to substitute an SSN, enter 000-00-0000). You **must** add the SSN/ITIN/National ID once you receive it. See [here](#) for the guide on how to do this.

7. Click **Save**.

8. On the next page, ensure the checkbox is checked next to your Dependent's name and click **Save**.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage *

Plan cost per paycheck \$114.50

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	TEST TEST	Child	01/01/1980

9. You will then be taken back to the screen with the Benefits cards.
10. If you have **added your spouse/registered domestic partner** as a Dependent, please ensure you amend the selected option for the **Medical – Spousal Surcharge** (see [page 4-5](#)).

How to remove a Dependent

Follow these steps, if you wish to remove a Dependent:

1. On the **Coverage** level page for the Benefit plan (Medical, Dental or Vision), select the appropriate Coverage level, uncheck the checkbox is checked next to your Dependent's name and click **Save**.

The screenshot shows the 'Dependents' form. At the top, there is a dropdown menu for 'Coverage' with 'Employee Only' selected. Below it, there are radio buttons for 'Plan cost per paycheck' with 'Employee Only' selected. A table lists two dependents: Moshiah Sterling and Jayland Bailey, both with the relationship 'Child'. The 'Select' column has checkboxes for each dependent, both of which are unchecked. At the bottom, there are 'Save' and 'Cancel' buttons.

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	Moshiah Sterling	Child	06/03/2007
<input type="checkbox"/>	Jayland Bailey	Child	09/12/2001

2. If you **remove your spouse/registered domestic partner** as a Dependent, please ensure you amend the selected option for the **Medical – Spousal Surcharge** (see [page 4-5](#)).

Basic Life & AD&D

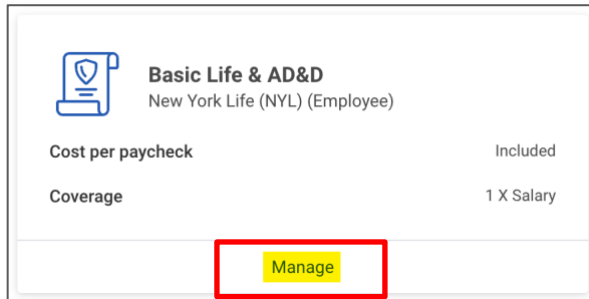
You are automatically enrolled in the Basic Life & AD&D plan, but you need to designate a Beneficiary.

If you do not currently have a Beneficiary, you need to add one before submitting your Open Enrollment Benefit Elections.

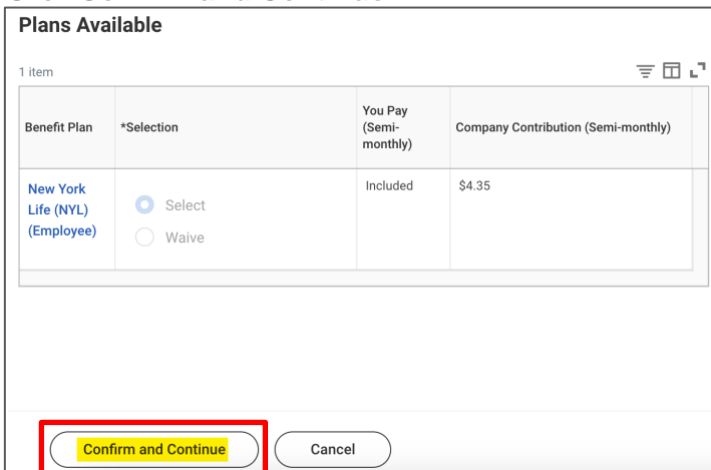
You can manage your Beneficiaries at any time (i.e. add, remove, amend percentage allocations). For steps on how to do so, see the [Managing Life Insurance Beneficiaries](#).

Follow these steps to add a life insurance Beneficiary:

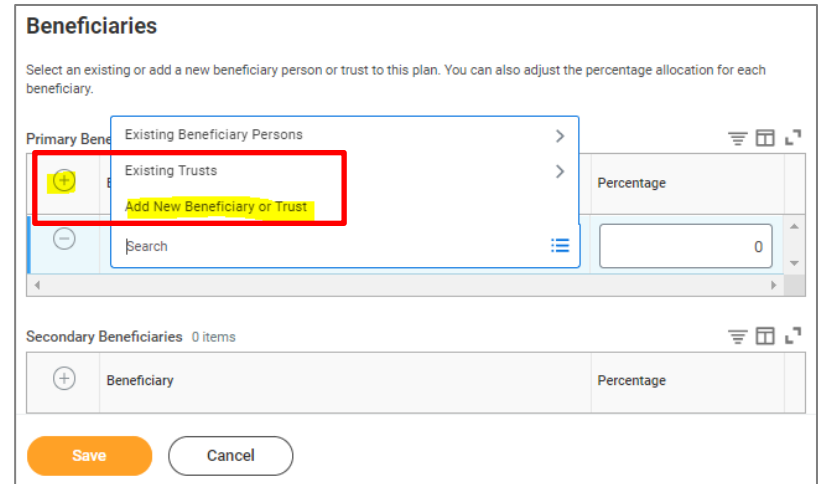
1. On the **Basic Life & AD&D** Benefit card, click **Manage**.



2. Click **Confirm and Continue**.



1. On the next page, click the **'Plus, +'** symbol and then **Add New Beneficiary or Trust**.



2. To add a new Beneficiary select **Add New Beneficiary** or **Add New Trust**, depending on the type of Beneficiary you are adding, and then click **Continue**.

Required Information to enter:

- First and last name
- Relationship
- Address
- Type (Home or Work)
- *We also recommend adding your Beneficiary's phone number, email address, date of birth, legal sex and National ID too (this is their SSN or ITIN, or National ID from country of citizenship if ineligible for an SSN or ITIN).*
- **Note:** Trust Beneficiary designations will require trust name, trustee name [first and last]. Additionally, Trust ID, trust date, and contact information [address, phone number and email address] for Trustee

may be provided for ease of administration.

Important note:

An existing Beneficiary or Trust can be added by simply selecting the relevant option (Existing Beneficiary Persons / Existing Trusts) and clicking on their name.

Add New Beneficiary or Trust

A beneficiary is the person or entity you name to receive and hold assets on behalf of a beneficiary or beneficiary trust.

Would you like to add a new beneficiary or trust?

Add New Beneficiary

Add New Trust

[Continue](#) [Cancel](#)

3. If adding a New Beneficiary:

Add New Beneficiary or Trust

Relationship

Use as Beneficiary

Date of Birth

Age (empty)

Legal Sex

Allow Duplicate Name

Legal Name Contact Information National IDs Additional Government IDs

Country

Prefix

First Name

Middle Name

Last Name

Suffix

OK Cancel

Legal Name **Contact Information** National IDs Additional Government IDs

Phone

Address

Email

Instant Messenger

Web Address

OK Cancel

4. If adding a **New Trust** as a Beneficiary:

Add New Beneficiary or Trust

Trust Name

Trust ID

Trust Date

Trustee Contact Information

Trustee Name

Country

Prefix

First Name

Middle Name

Last Name

Suffix

Phone

Email Address

Address

5. Once you have entered the information, click **OK**.

- Check that your Beneficiary’s name now appears and then allocate the **percentage** you would like them to receive.

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries: 1 item

Beneficiary	Percentage
Beneficiary's name appears here	100

Secondary Beneficiaries: 0 items

No Data

Save Cancel

- Add additional Beneficiaries by following the previous steps (9-14). Click **Save** when you are done.

If you have more than one Beneficiary, enter Allocations for Primary and/or Secondary Beneficiary.

Percentages MUST total 100%. You may also add additional Beneficiaries to whom you may allocate Secondary Percentage totaling 100%. You may NOT designate the same Beneficiary more than once within a single Benefit plan.

Primary Beneficiaries: 1 item

Beneficiary	Percentage
Minnie Mouse	100

Secondary Beneficiaries: 2 items

Beneficiary	Percentage
Mickey Mouse	50
Test Trust	50

- You will be taken back to the page with the Benefits cards.

If you wish to elect any of the following voluntary life insurance plans, you must also add at least one Beneficiary to these plans. These plans are:

- Voluntary AD&D – Employee*
- Voluntary AD&D – Family*
- Voluntary Term Life

If you wish to add the same Beneficiary(s) as the one(s) you designated on your *Basic Life & AD&D* plan, an existing Beneficiary or Trust can be added by simply selecting the relevant option (**Existing Beneficiary Persons / Existing Trusts**) and clicking on their name.

* You may only elect **one** Voluntary AD&D Plan (i.e. Employee or Family).

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries: 0 items

- Existing Beneficiary Persons
- Existing Trusts
- Add New Beneficiary or Trust
- Search

NOTE: Previous Beneficiaries for your plan(s) will still appear on your USFWorks profile.

Voluntary AD&D and Term Life plans (optional)

If you also elect any of the following voluntary life insurance plans, you must go into each Benefit card and add at least one Beneficiary on these plans. These plans are:

- Voluntary AD&D – Employee*
- Voluntary AD&D – Family*
- Voluntary Term Life

If you are currently enrolled in one of the above plans, please ensure that you have already previously added a Beneficiary(s).

If you wish to add the same Beneficiary(s) as the one(s) you designated on your *Basic Life & AD&D* plan, an existing Beneficiary or Trust can be added by simply selecting the relevant option (**Existing Beneficiary Persons / Existing Trusts**) and clicking on their name.

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for ea

Primary Ben

- Existing Beneficiary Persons >
- Existing Trusts >
- Add New Beneficiary or Trust

Search

* You may only elect **one** Voluntary AD&D Plan (i.e. Employee or Family).

Dependent Care FSA (optional)

If you do **not** wish to enroll in Dependent Care FSA for the upcoming year, you can ignore this Benefit card.

Important:

Dependent Care FSA elections do **not** automatically continue from year to year; you must actively enroll each year during Open Enrollment.

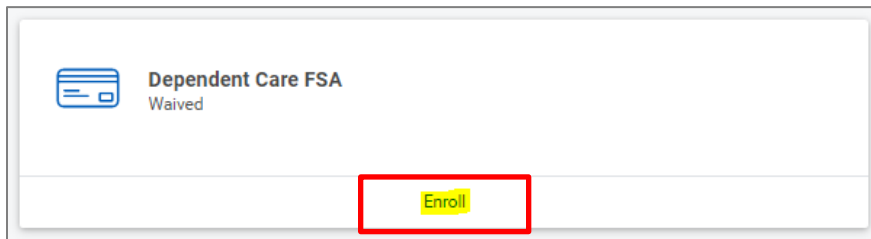
If electing Dependent Care FSA, you are electing an annual amount that will be deducted pre-tax from your paycheck. Please do **not include** any **USF Child Care Subsidy** amount. However, **both** your own contribution plus the subsidy will go towards your Dependent Care FSA, which you can manage on Benefit Resource (BRI).

Funds will be available for claims as they are contributed.

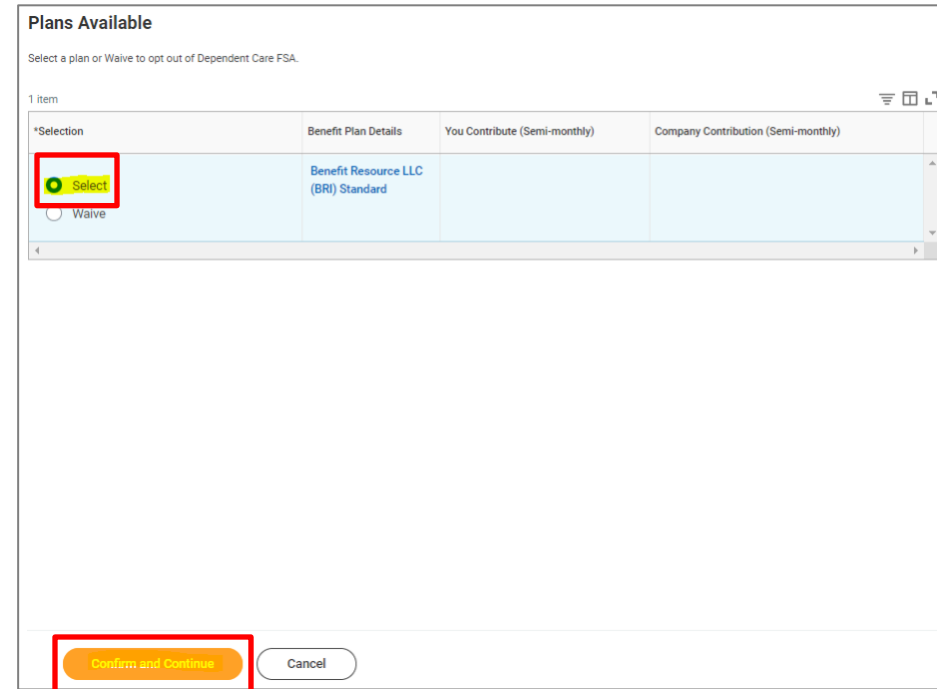
You can find more information about the Child Care Subsidy [here](#) on myUSF.

Follow these steps if you wish to enroll:

1. On the **Dependent Care FSA** Benefit card, click **Enroll**.



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



3. On the next page, enter either an **amount** (either per paycheck or the total annual amount) and click **Save**.

The annual limit for 2023 is \$5,000 (\$2,500 if married, filing separately).

Contribute

Your estimated contributions made this year 0.00

Per Paycheck Annual

Minimum Annual Amount: \$100.00
Maximum Annual Amount: \$5,000.00

Summary

Total Annual Contribution \$0.00

Healthcare FSA (optional)

If you do **not** wish to enroll in Healthcare FSA for the upcoming year, you can ignore this Benefit card.

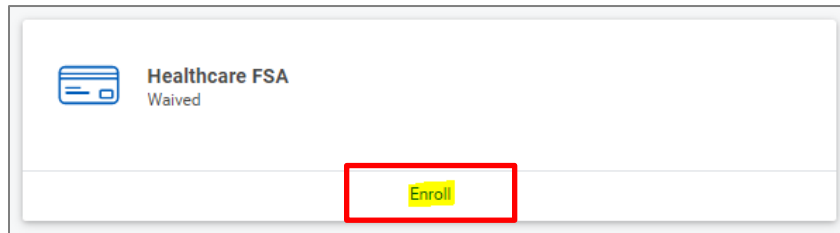
Important:

Healthcare FSA elections do **not** automatically continue from year to year; you must actively enroll each year during Open Enrollment.

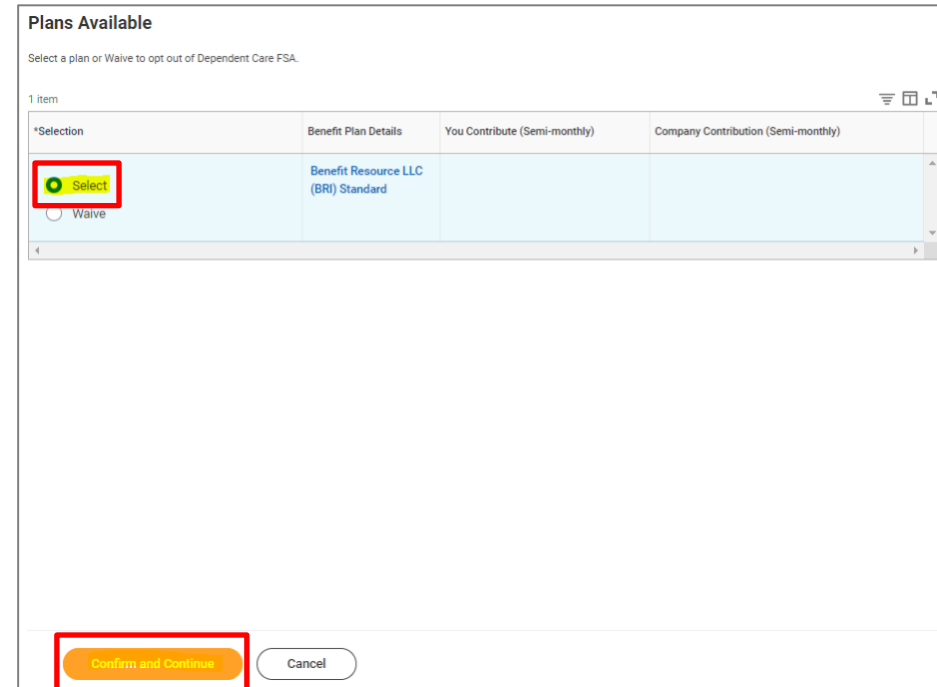
If electing Healthcare FSA, you are electing an annual amount that will be deducted from your paycheck pre-tax, although the total annual amount you elect will be available to you immediately. You can manage your Healthcare FSA on Benefit Resource (BRI).

Follow these steps if you wish to enroll:

1. On the **Healthcare FSA** Benefit card, click **Enroll**.



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



3. On the next page, enter either an **amount** (either per paycheck or the total annual amount) and click **Save**.

For the latest Healthcare FSA annual limit, please visit the FSA page [here](#) on my USF.

Contribute

Your estimated contributions made this year 0.00

Per Paycheck Annual

Minimum Annual Amount: \$100.00
Maximum Annual Amount: \$3,050.00

Summary

Total Annual Contribution \$0.00

TIAA Retirement Healthcare Savings Plan – Employee contribution (optional)

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

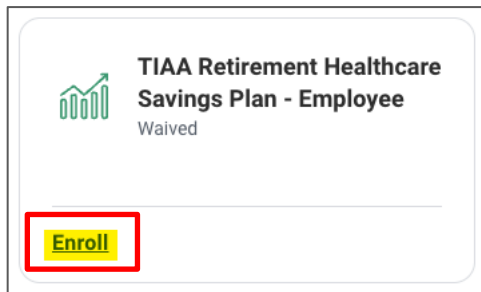
You can make your own post-tax contributions if you are aged 21 or over.

If you do **not** wish to enroll in contribute your own post-tax dollars into your TIAA Retirement Healthcare Savings Plan, you can ignore this Benefit card.

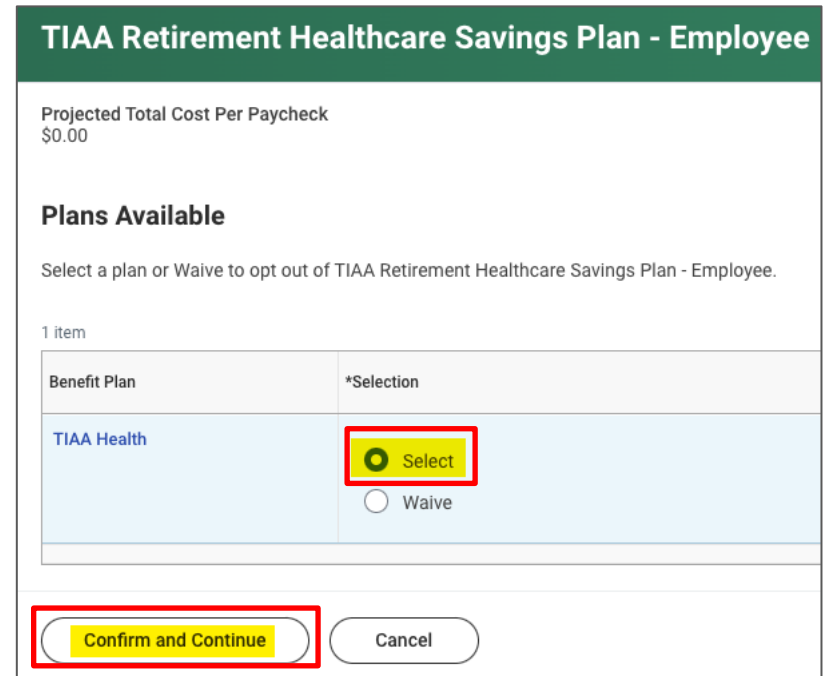
Follow these steps:

If you are currently not enrolled if you wish to enroll:

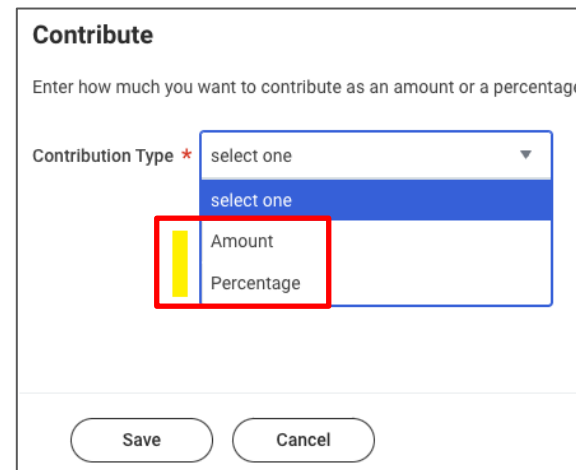
1. On the **TIAA Retirement Healthcare Savings Plan - Employee** Benefit card, click **Enroll**.



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



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



4. 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 (\$) 0.00

Minimum Amount: \$0.50
Maximum Amount: \$50,000.00

Save Cancel

If you are currently enrolled and wish to amend your employee contribution amount:

1. On the next page, click **Manage** under the **TIAA Retirement Healthcare Savings Plan - Employee** card.

TIAA Retirement Healthcare Savings Plan - Employee
TIAA Health

Contribution 5%

Manage

2. On the next page, ensure that **Select** is still selected and click **Confirm and Continue**.

TIAA Retirement Healthcare Savings Plan - Employee

Projected Total Cost Per Paycheck
\$0.00

Plans Available

Select a plan or Waive to opt out of TIAA Retirement Healthcare Savings Plan - Employee.

1 item

Benefit Plan	*Selection
TIAA Health	<input checked="" type="radio"/> Select <input type="radio"/> Waive

Confirm and Continue Cancel

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

Contribute

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

Contribution Type * select one

Amount
Percentage

Save Cancel

4. 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 (\$) 0.00

Minimum Amount: \$0.50
Maximum Amount: \$50,000.00

Save Cancel

If you wish to disenroll:

1. On the next page, click **Manage** under the **TIAA Retirement Healthcare Savings Plan - Employee**.

TIAA Retirement Healthcare Savings Plan - Employee

TIAA Health

Contribution 5%

Manage

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

TIAA Retirement Healthcare Savings Plan - Employee

Projected Total Cost Per Paycheck
\$0.00

Plans Available

Select a plan or Waive to opt out of TIAA Retirement Healthcare Savings Plan - Employee.

1 item

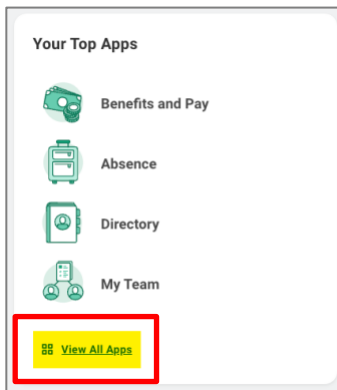
Benefit Plan	*Selection
TIAA Health	<input type="radio"/> Select <input checked="" type="radio"/> Waive

Confirm and Continue Cancel

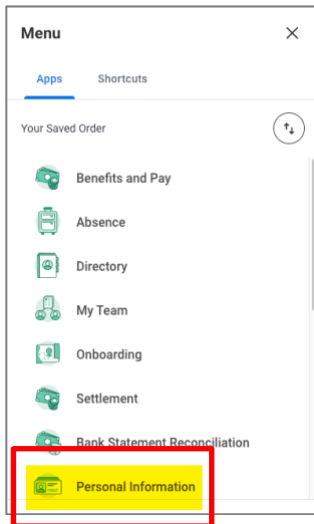
Update your marital status (if applicable)

If your marital status has changed and you have not yet updated it in USFWorks, please do so by following the steps below.

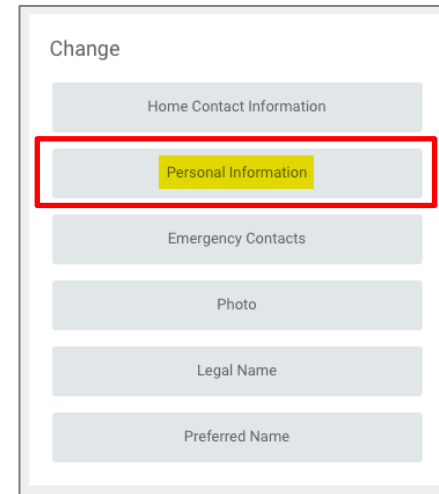
1. Log in to USFWorks and click **View All Apps**.



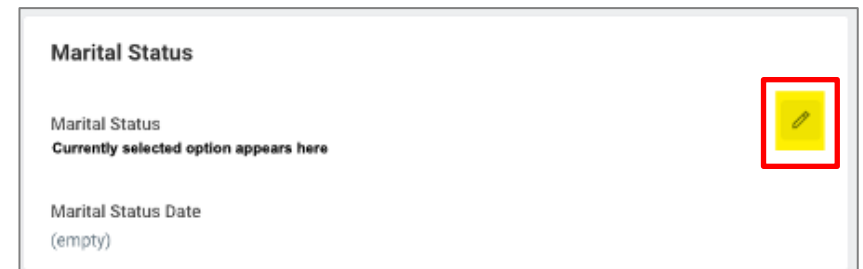
2. On the next page, click **Personal Information**.



Information.



4. On the next page, scroll down to the **Marital Status** section and click the **pencil** symbol.



5. Click the drop-down menu and **select your new marital status**.

3. On the next page, in the **Change** box, click **Personal**

The screenshot shows the 'Marital Status' section of a form. A dropdown menu is open, displaying a list of options: Divorced (United States of America), Married (United States of America), Partnered (United States of America), Separated (United States of America), Single (United States of America), and Widowed (United States of America). The 'Married (United States of America)' option is selected, indicated by a green dot. A red box highlights the entire dropdown menu. Above the menu, a grey bar contains the text 'Currently selected option appears here' and a checkmark icon, also highlighted with a red box.

The screenshot shows the bottom portion of the form. At the top, there is a text input field for 'enter your comment' with a yellow highlight. Below it is an 'Attachments' section with a 'Drop files here' area and a 'Select files' button, both highlighted with a red box. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'. The 'Submit' button is highlighted with a red box.

6. Then, enter the **date of the marital status change** and click on the **check** symbol.

The screenshot shows the 'Marital Status' section of the form. The dropdown menu is closed, and the text 'Newly selected option appears here' is visible. Below the dropdown is the 'Marital Status Date' field, which contains a date input box with a calendar icon and a checkmark icon to its right. Both the date input and the checkmark icon are highlighted with a red box.

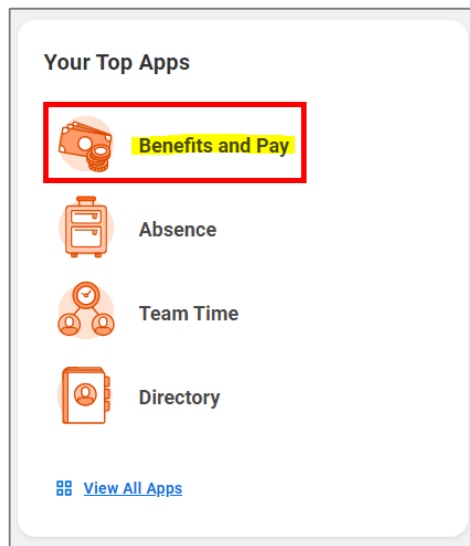
7. Scroll down to the bottom of the page, **enter a comment** if you wish, and then click **Submit**.

If you are now divorced/registered domestic partnership has been dissolved

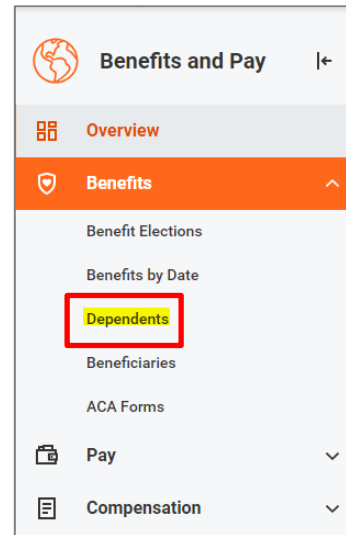
If you have removed your former spouse/RDP from your USF benefit plans on your Open Enrollment task as you are now divorced or your registered domestic partnership has been dissolved, please update your former spouse/RDP's relationship status to ex-spouse/RDP by following the steps below. They will no longer be a Dependent on your plans, but they will remain on USFWorks as archived.

Follow these steps:

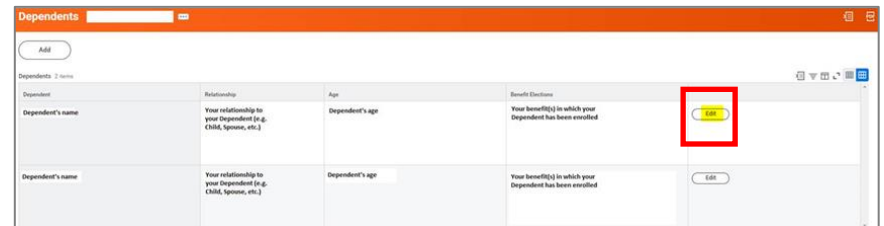
1. Log in to USFWorks and click **Benefits and Pay**.



2. On the next page, click **Benefits** and then select **Dependents**.



3. On the next page, you will see a list of your Dependents (whether they are currently a Dependent on your Benefit plan[s] or not). Click **Edit** on the line for your ex-spouse/RDP.



4. On the next page, under **Effective Date & Reason**, click the **pencil** symbol.



- Then enter the date of divorce as the **Effective Date**, select the reason as **Change Dependent, Divorce**, and click the **check** symbol.

- Scroll down to **Relationship** and click the **pencil** symbol.

- Select **Ex-Spouse / Ex-Domestic Partner** (whichever one applies in your case) and click the **check** symbol.

- Click **Submit**.

IMPORTANT:

If your ex-spouse/RDP is or was a Beneficiary on your life insurance

plans(s), please update the relationship status as a Beneficiary too. The process is very similar.

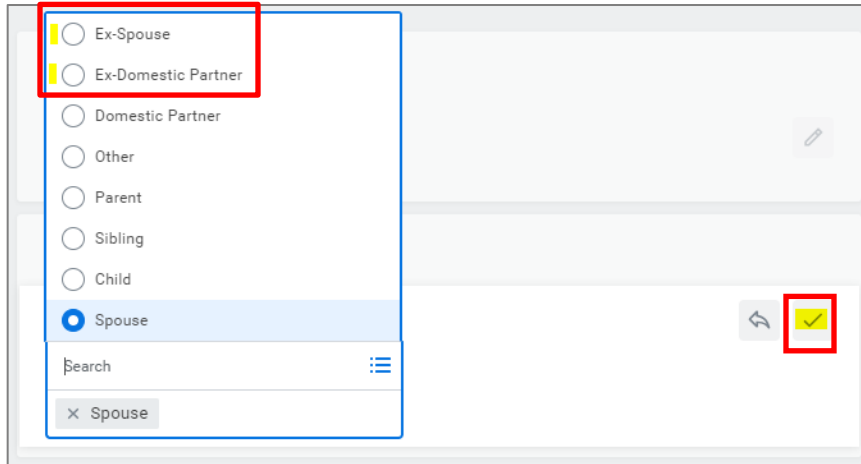
- Under the Benefits and Pay tab, click **Benefits** and then select **Beneficiaries**.

- On the next page, you will see a list of your Beneficiaries (whether they are currently designated as a Beneficiary on your life insurance plan[s] or not). Click **Edit** on the line for your ex-spouse/RDP.

Beneficiary	Relationship	Benefit Elections	
Beneficiary's name	Relationship	Any life insurance plan(s) onto which this Beneficiary has been added	Edit

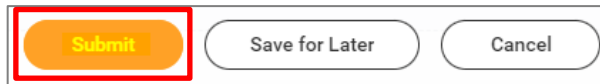
- On the next page, scroll down to **Relationship** and click the **pencil** symbol.

4. Select **Ex-Spouse** / **Ex-Domestic Partner** (whichever one applies in your case) and click the **check** symbol.



The screenshot shows a form with a dropdown menu. The dropdown menu is open, showing the following options: Ex-Spouse, Ex-Domestic Partner, Domestic Partner, Other, Parent, Sibling, Child, and Spouse. The 'Spouse' option is selected. A checkmark icon is visible in the bottom right corner of the form.

5. Click **Submit**.



The screenshot shows three buttons: Submit, Save for Later, and Cancel. The Submit button is highlighted with a red box.

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:

The screenshot shows the myUSF website interface. At the top, there's a search bar and a 'LOG IN' button. Below the navigation menu, the 'Employee Benefits' section is active. A large image of the USF campus is displayed. Below the image, a text block states: '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.' The 'Quick links' section contains several links, with '2024 Benefits Guide' highlighted in a red box. A callout box on the right provides contact information for the Benefits team.

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