2016 Service and Merit Awards Ceremony

Thursday, May 5 | 3:30 p.m.
McLaren Complex

Join us in honoring faculty and staff who have reached a service anniversary and/or who will receive this year's merit awards. For more information, visit the service and merit web page or email serviceandmerit@usfca.edu.

Due to the ceremony, Human Resources will close at 3 p.m. on Thursday, May 5. If you need urgent assistance during this time, please call (415) 422-6707.

More Events and Deadlines »

Go Write Workshop 1
Register »

Go Write Workshop 2
Register »

Service and Merit Awards
Add to calendar »

Go Learn: Core Stability (2)
RSVP »

Fall Tuition Remission Forms Accepted
Read more »

Young Minds at Work
Read more »

EPAF Freeze
Read more »

SF Pride Parade
Read more »

Go Write
May 1 – May 31

Join the Go Write Challenge on Hubbub and/or attend one or both workshops facilitated by Olivia Muñoz, residence director of Student Housing and Residential Education.

Read more and RSVP »

Performance Appraisals
Young Minds at Work
Tuesday, June 14 | 9 a.m.–12:30 p.m.
Gleeson Library

Bring your kids to USF for a morning of fun as we explore various departments, engage in hands-on activities, and end with a picnic lunch! Your “kids” can include grandkids, nieces, nephews, friends’ kids, etc. of any age.

RSVP »

2016 SF Pride Parade
Sunday, June 26
11 a.m.–6 p.m.
Civic Center

Join the university's LGBTQ caucus in San Francisco’s 2016 Pride Parade! T-shirts will be provided. More details will be forthcoming in mid-June after USF is given an official lineup time and location. Questions? Contact David Carrillo.

Read more and register »

Summer Commuting

Have you set up a recurring commuter benefit order but do not plan on using it this summer? To change your commuter benefit order, please follow these steps:

- Log into My Commuter Check (MYCC)
- Select only the months you want to receive your order
- Click "Checkout" when you are finished

View informational graphic »
Read more about commuter benefits »

Tuition Remission

May 15 – May 30

To apply for tuition remission for the 2016 fall semester, you must submit an online form by Wednesday, May 30. A separate form must be submitted for each semester that the tuition remission benefit is requested. Please visit the Tuition Remission web page for information about required documentation for non-employee applicants.

Bookmark tuition remission form »
(link active May 15)

Qualifying Event

IRS regulations require that your benefit choices remain in effect during the calendar year unless you have an IRS-defined qualified change in...
status (e.g. marriage, divorce, new child, etc.), also known as a qualifying event. If you have a change in status and wish to modify your benefits elections, you must do so within 30 days of the qualifying event.

Please contact the Benefits Team at (415) 422-2442 or via email at benefits@usfca.edu to determine if you have a qualifying event.

Retirement Plan Fund Additions

In alignment with its commitment to helping you save for your future, the university has decided to add funds to the Voluntary Retirement Plan 403(b) and the Defined Contribution Plan 401(a). These funds will be automatically added to their respective plans and become available to you as an investment option per their effective dates. No action is required.

Read more »

Beneficiary Designation

Do you need to add or update a beneficiary to your life insurance and/or USF retirement plans?

Life Insurance Plan(s)
Log into BeneTrac, select the appropriate insurance block that references beneficiaries, and add or update your beneficiary's information. You do not need to provide a Social Security Number for the identified beneficiary.

USF Retirement Plan(s)
To add or update your beneficiary to a TIAA plan, call (800) 842-2252 or complete the beneficiary form by logging into your TIAA account. To add or update your beneficiary to a Fidelity plan, please call (800) 343-0860. Fidelity will mail you a beneficiary form.

Read more »

NEW! TIAA Virtual Environment

TIAA has launched a virtual, interactive environment in which you can explore financial education opportunities. Once you register, you'll have 24/7 access to a wide range of articles, on-demand seminar videos, and live monthly seminars designed to help you save more, better manage your expenses, and invest for your retirement. These interactive sessions are designed to give you practical, useful information on personal finance and long-term investing.

Register »

Koret Kids Kamp

Bring your children with you to campus this summer! Kids Kamp, a weekly summer camp held at Koret, provides a comfortable environment for children to participate in recreational activities without the pressure of a high intensity skills camp. By starting at a young age, the individual camper will be able to develop proper habits for long-term sports interaction and recreational success.

Read more and apply »

Dons Sports Camp

Each summer, USF's Athletic Department sponsors sports-specific camps for men and women of all ages. Many USF student-athletes return to instruct the camps as they develop and strive toward excellence in their respective sports, bringing excellent qualifications, expertise, and passion. Your student-athlete will enjoy a relaxed, supportive, and healthy environment that promotes learning and personal growth.

Read more and apply »
MindSet: Good Habit App

Brought to you by CONCERN, USF’s employee assistance program, MindSet is a behavioral science-based habit formation app that takes your goals and breaks them down into small, easily managed steps to blossom into big results. Here’s how it works:

- Choose a good habit to cultivate. MindSet will break it down into daily habits.
- Attach a trigger. MindSet will attach your routine to something you already do every day and remind you to take action.
- Track your progress. MindSet has activity trackers and integrates with wireless digital monitors.

Download MindSet on your phone or tablet by visiting the App Garage of CONCERN’s Resilience Hub at no cost. When prompted, enter USF’s company code: usf.

Sign up for MindSet »

Electronic Personnel Action Form (EPAF) Announcements

EPAF System Freeze
May 18 – June 1

In preparation for the Fiscal Year ‘16 rollover, the EPAF link will be unavailable to all users during the freeze. Any EPAFs still pending approval by the deadline cannot be saved and will require the user to reprocess them following the freeze period, which ends June 1.

EPAF Updates
Coming soon!

The USF Human Resources Information Systems (HRIS) team is pleased to announce the launch of an EPAF improvement project designed to simplify processes for supervisors, business managers, and other designated EPAF initiators and approvers.

Read more about the EPAF freeze and enhancements »