Go Hope focuses on the latest research, education, rehabilitation, and survivorship of breast cancer through seminars led by doctors and nurses from USF, St. Mary’s Medical Center (SMMC), and Zuckerberg San Francisco General Hospital (ZSFGH).

More events and deadlines 

Professional Development Opportunities

RSVP in myLearning » (log in with your myUSF credentials)

Oct. 6: Women’s Workplace Survival
Oct. 13: Introverts in the Workplace
Oct. 20: Authentic Leadership
Oct. 26: Meditation to Reduce Stress
Oct. 28: Retirement and Conscious Aging

For more information, visit the myLearning web page or email mylearning@usfca.edu.
Employment Policies

HR has developed and updated several policies, including the ones listed below. Please read and review these policies as they pertain to you.

- Visa Policy
- Policy Against Unlawful Harassment, Discrimination, and Retaliation*
- Staff Telecommuting Policy
- Staff Who Teach Policy

View more employment policies »

Benefits Events

Benefits Open Enrollment
Monday, Oct. 17 – Friday, Nov. 4

Benefits and Wellness Fair
Wednesday, Oct. 19
10 a.m.–2 p.m.  | McLaren Complex

In preparation for 2017 Open Enrollment, faculty and staff are invited to learn more about USF's different benefit offerings, get a free flu shot, enjoy healthy snacks, and participate in raffle prize drawings! Be sure to bring your USF One Card.

Read more »

Dons Spirit Walk

Thank you to all faculty, staff, and students who participated in the second annual Dons Spirit Walk, the one-mile celebratory walk around lower campus in honor of USF’s commitment to wellness! Thank you also to the USF band, Los Locos, USF Spirit Squad, mascot Don Francisco, Riordan High School band, and volunteers.

Read Athletics' summary article »

View pictures on Facebook »

403(b) Contributions

As the end of 2016 approaches, this is a good time to review your year-to-date contributions into the 403(b) Voluntary Retirement Plan. To increase your contribution, complete and submit a new Salary Reduction Agreement. As a reminder, the 2016 contribution limit is $18,000 if you are under

Compliance Notice

Medicare Part D Creditable Coverage Compliance Notice

The Medicare Part D annual notice provides information about the university’s prescription drug
age 50 and $24,000 if you are age 50 or older (or will be age 50 by the end of Dec. 31, 2016).

Read more about retirement benefits »

Questions? Email retirementplan@usfca.edu or call (415) 422-4131.

Emergency Medical Response Service (EMRS) Courses

USF EMRS offers American Heart Association (AHA) courses that are open to the public, including HeartSaver® CPR AED, Heartsaver® First Aid, and Basic Life Support for Healthcare Providers.

AHA HeartSaver CPR/AED
Wednesday, Oct. 5 | 6–9 p.m.
Lone Mountain Main 100
Register »

AHA HeartSaver CPR/AED and First Aid
Saturday, Oct. 8 | 8:30 a.m.–4:30 p.m.
Lone Mountain Main 100
Register »

View all upcoming EMRS courses »

disclosure notices

Annual Retirement Plan Participant Disclosure Notices

On behalf of USF’s retirement plan vendors, TIAA will distribute Participant Disclosure Notices via mail or email to all eligible employees by Nov. 13.

Because USF’s retirement plans are participant-directed, you help determine how your funds are invested. These notices provide the following information to help you make informed decisions about the management and investment of funds within your plans:

- Plan information: describes the administrative procedures of the plan, including when and how participants can make changes to their accounts.
- Investment information: includes performance data (based on one, five, and 10-year returns) and benchmark information that compares your investments with alternatives.
- Fee and expense information: outlines the fees that your vendor (TIAA or Fidelity) charges for their services.

If you have any questions about the Participant Disclosure Notice or financial planning in general, please contact your retirement plan provider, TIAA at (800) 842-2252 or Fidelity at (800) 343-0860. You can also contact USF’s retirement plan manager at retirementplan@usfca.edu or (415) 422-2442.