Service and Merit Awards Ceremony

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EPAF System Freeze

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Go Present: Public Speaking 101

RSVP »

Young Minds at Work

Read more & RSVP »

Go Present: Visual Aid Workshop

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SF Pride Parade

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More events and deadlines »

NEW IN 2017! In partnership with USF’s Department of Rhetoric and Language, Go Present focuses on emotional wellness through a series of public speaking workshops in May. Participants can expect to build self-esteem, enhance critical thinking skills, and network with colleagues!

Read more and RSVP »

Performance Appraisals

As a reminder, performance appraisals for administrative and OPE staff were due to Human Resources on Friday, April 28. Applicable forms and guidelines are posted and accessible on the HR Forms web page under the Performance Appraisals section.

2017 Service and Merit Awards Ceremony

Wednesday, May 3 | 3:30 p.m.
McLaren Complex

Join us in honoring faculty and staff who will receive this year’s service anniversary and 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 Wednesday, May 3.

Chariot Commuting Services

USF is partnering with Chariot to offer faculty and staff commuting services at convenient locations between downtown San Francisco and the hilltop campus. Before the official start date, a pilot group will test the services and adjust as needed.
If you did not meet this deadline and/or if you have any questions, please contact Michele Centrella at mcentrella@usfca.edu.

**Staff EPAF Freeze**

**April 24–May 31**

In addition to the EPAF system freeze, we have instituted an EPAF freeze for staff assignments of E-Classes eligible for the yearly merit increase. This means that EPAFs for these staff E-Classes will not be accepted during these dates. However, new hires and terminations will be processed per the Year-End EPAF Guidelines.

For questions about the staff EPAF freeze, please email humanresources@usfca.edu.

**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.

For more information about qualifying events, visit the benefits enrollment information web page. Please contact the benefits team at (415) 422-2442 or via email at benefits@usfca.edu to determine if you have experienced a qualifying event.

If you are interested in participating in the pilot group, please email benefits@usfca.edu. Please check the human resources home page for the launch date announcement.

**EPAF System Freeze**

**May 17–31**

In preparation for the Fiscal Year 2018 rollover, an EPAF system freeze will be implemented at 5 p.m. on Wednesday, May 17 and end at noon on Wednesday, May 31. During this period, the EPAF link in myUSF Employee Self-Service will be unavailable to all users. Any EPAFs still pending approval by the deadline cannot be saved and will require the user to reprocess them following the freeze period. Visit the EPAF administrator web page to read more about student EPAFs and other fiscal year-end deadlines.

If you have any questions, please email hris@usfca.edu.

**Go USF**

**Young Minds at Work**

**Tuesday, June 14 | 9 a.m.–1:30 p.m.**

**Starting at Gleeson Plaza**

Bring your kids to USF to explore various departments, engage in hands-on activities, and enjoy a complimentary brown bag lunch! Your "kids" can include grandkids, nieces, nephews, friends' kids, etc. and activities are suitable for ages 0 to 18 years. An adult, USF employee must accompany them for all activities.

**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 »

New myLearning Courses

We are excited to announce the addition of 12 online, on-demand courses on myLearning, our human resources' professional development portal. We have new course offerings in data security and privacy, discrimination and harassment prevention, and health and safety. Courses are available free of charge to all USF faculty and staff, and can be accessed by visiting the online training section of myLearning after logging in with your myUSF credentials.

Should you have any technical questions once you are logged in, please email mylearning@usfca.edu.

Dons Sports Camp

Each summer, USF’s Athletic Department sponsors sports-specific camps for children 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 child will enjoy a relaxed, supportive, and healthy environment that promotes learning and personal growth.

Read more and apply »

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.