| Oct 03 | Walk to Golden Gate Park |
| Oct 06 | Yoga for Faculty and Staff |
| Oct 04 | 2018 Childcare Subsidy Re-Enrollment Due |
| Oct 23 | Benefits Open Enrollment Starts |
| Oct 05 | Free Flu Shots |
| Oct 25 | Benefits and Wellness Fair |
| Oct 05 | TE/FACHEX Info Session |
| Oct 31 | Dodgeball: Faculty/Staff vs. Students |

**More events and deadlines »**

**Professional Development**

Log into myLearning to RSVP for any of our book discussions and workshops offered this fall, including:

- Oct 12: Conscious Communications
- Oct 13: Owning Your Value: Breaking Free of Limiting Beliefs
- Oct 18: Ethical Decision-Making in the Workplace
- Oct 19: Domestic Violence Awareness
- Oct 27: Understanding Microaggressions
- Nov 01: Anti-Harassment Training (Supervisors)
- Nov 01: Anti-Harassment Training (Non-Supervisors)
- Nov 02: Reducing Stress through Go Dons Get Fit Challenge

**Go Dons Get Fit Challenge**

Oct. 1–31

**NEW!** In this fitness challenge, faculty and staff will compete with students to determine who is more active. Weekly raffle prizes available, including t-shirts, and the Bill Cartwright Cup trophy will be presented to the winning group at a USF basketball game.

[Sign-up instructions »](#)

**Halloween Reminder**

If your school, department, or office is celebrating Halloween (i.e. wearing costumes to work, displaying decorations, **...**
Meditative Practices
11/07: Domestic Worker/Employer Relationships
11/14: Interaction Management/Workplace Violence Prevention

Designed by U Challenges

GoUSF is pleased to announce a new feature that has been added to GoUSFchallenges.org, USF’s wellness challenge website for faculty and staff. As its name indicates, Designed by U Challenges are initiated by you! Whether you want to drink more water, walk more, read more, or help encourage other habit changes, you can design challenges for you and your colleagues to help everyone achieve their goals.

Design a challenge »

Benefits Events

Benefits Open Enrollment
Monday, Oct. 23 – Friday, Nov. 10

During open enrollment, you have the opportunity to make changes to your benefits via BeneTrac, USF’s online benefits enrollment platform, effective Jan. 1, 2018. For more information, visit the benefits team during drop-in hours or stop by the benefits and wellness fair.

Benefits and Wellness Fair
Wednesday, Oct. 25
10 a.m.–2 p.m. | McLaren Complex

Get a free flu shot, enjoy healthy snacks, learn more about USF’s 25+ benefit offerings, and participate in the raffle prize drawings! Please bring your USF One Card to present when checking in at the fair.

Emergency Response Courses

USF’s Emergency Medical Response Service (EMRS) offers American Heart Association (AHA) courses that are open to etc.), you should not feel compelled to participate. If you choose to celebrate Halloween in the workplace, please keep in mind the following:

Costumes should be office-appropriate, non-political, culturally sensitive, and not offensive to our colleagues and customers.

Inappropriate costumes include any that are based on the characteristics that are protected by federal, state, and local law, including, but not limited to, national origin, race, ethnicity, gender identity, and gender expression. If you are questioning the appropriateness of a costume, it’s likely best to not wear it to work.

Desk and other office decorations should not violate fire and safety codes.

If you have any questions, please contact humanresources@usfca.edu.

Resources for DACA Employees

In addition to the resources listed on USF’s Task Force to Support Undocumented Students web page, DACA employees may refer to the following services and articles:

* Envoy Global, Inc.: (855) 847-2669 (immigration services provider)
* CONCERN EAP: (800) 344-4222 (immigration attorney referral)
* Immigrant Legal Resource Center
* End of DACA - what you should know
* U.S. Citizenship and Immigration FAQ
* Department of Homeland Security FAQ

Tuition Exchange/FACHEX

Submit form by Nov. 13 »

Tuition Exchange (TE) and Faculty Children Exchange (FACHEX) provide the opportunity for eligible IRS tax dependent children of full-time faculty and staff to apply for a tuition award for an undergraduate degree at a participating member institution. TE/FACHEX form submissions are accepted annually from Sept. 1 – Nov. 13. To learn more, attend the TE/FACHEX information
the public, including HeartSaver® CPR AED, Heartsaver® First Aid, and Basic Life Support for Healthcare Providers. The discounted cost is $45 per class for USF faculty, staff, and students. The on-campus location of upcoming courses, including below, will be confirmed upon registration.

HeartSaver CPR/AED/First Aid
Saturday, Oct. 14
8:30 a.m.–4:30 p.m.

Register for any EMRS course »

Emergency Contact Information

For your safety, the university maintains a record of your emergency contact information that you provided upon hire. If you want to update or verify your emergency contact information, please click on the self-service button from your myUSF dashboard, click on the personal information tab, and click on emergency contacts.

Disclosure Notices

On behalf of USF's retirement plan vendors, TIAA will distribute Annual Retirement Plan 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.

Anti-Harassment Training

As a reminder, all full-time employees must complete USF's anti-harassment training within the first three months after their date of hire and every two years thereafter in alignment with the Policy Against Unlawful Harassment, Discrimination, and Retaliation. Please log into myLearning to register for and complete the required training before your due date.

Compliance Notice

The Medicare Part D Creditable Coverage annual notice provides information about the university's prescription drug coverage. Please contact the benefits team if you have any questions. For more information related to benefits compliance, please visit the compliance information web page.
If you have any questions about the 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.