Human Resources will be closing at 1 p.m. on Thursday, Dec. 14. For emergencies, please call (415) 246-9377 or (510) 205-9035.

Winter Closure
Dec. 22, 2017–Jan. 1, 2018


If you are required to work during this time, please discuss your paid days off with your supervisor. Employees represented by a union should refer to their collective agreements.

Thank you to all who participated in the first annual Go Dons Get Fit Challenge! Faculty, staff, and students moved their fitness to new heights.
bargaining agreement for details concerning holiday eligibility and pay.

Read the Winter Closure FAQ »

Long-Term Care Survey

Take survey by Friday, Dec. 8 »

We are currently investigating the possibility of offering long-term care insurance as a voluntary, employee-paid benefit. The ability to offer this coverage depends on the number of interested employees. Therefore, we ask that you please take this short survey to indicate whether you would be interested in enrolling for in a long-term care insurance plan, which may help pay for care (e.g. nursing home, home care, assisted living, etc.) that is not covered by your health insurance or Medicaid.

Healthcare FSA

There is a grace period from Jan. 1 through March 15, 2018 during which you may continue to incur expenses on your 2017 healthcare flexible spending account (FSA). The deadline to file claims for your healthcare expenses incurred during 2017 and the 2018 grace period is March 31, 2018.

The maximum annual contribution to your health care FSA will increase for 2018 at $2,650 annually.

Commuter Pre-Tax Benefits

As a reminder, the federal tax code allows employees to pay for qualified commuting expenses with tax-free dollars through employer-sponsored programs up to the IRS limit of $255 per month ($260 per month, effective Jan. 1, 2018).

Additionally, USF offers a commuter subsidy up to $75 per month to benefits-eligible, full-time faculty and staff who do not have a university parking permit and are not listed on a carpool parking permit.

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 accordance 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.

Dependent Care FSA

There is no grace period for incurring expenses on your dependent care flexible spending account (FSA). The deadline to incur expenses on your 2017 dependent care FSA is Dec. 31, 2017. The deadline to file claims for your dependent care expenses incurred during 2017 is March 31, 2018.

The maximum annual contribution to your dependent care FSA will remain the same for 2018 at $5,000 annually per household (or, $2,500 annually per individual, if married and filing separately).

Chariot Announcements

As requested by USF riders, Chariot's PM route from USF on the Geary Galloper now stops at 149 Fulton Street in front of the San Francisco Public Library white zone instead of 38 8th Street. This will only impact PM riders coming from USF down to the Civic Center BART station. If you have any additional questions or concerns, please contact benefits@usfca.edu.

Holiday Hours

Chariot vanpool service will be reduced on Dec. 21 and closed on the following dates:
The subsidy is applied to employees' active Clipper Cards or Commuter Check Prepaid Master Cards each month. In addition to the subsidy, employees can set aside pre-tax dollars; the sum of both cannot exceed the monthly IRS limit.

Read more about commuter benefits »

Disability Insurance Rate Changes

The maximum weekly payment amount for both the USF Voluntary Disability Insurance (VDI) plan and California’s State Disability Insurance (SDI) plan will increase from $1,173 to $1,216 in 2018. Also, the taxable wage base for both plans will increase from $110,902 to $114,967 in 2018.

Read more about disability insurance benefits »

Title IX Resources

As part of USF’s ongoing efforts to provide a safe and respectful campus community, faculty and staff are encouraged to watch this brief Title IX video available on Canvas each year. For detailed information about your responsibility to report Title IX violations, visit the Red Folder web page.

Read more about Title IX »

Rain Safety

Please use caution and proceed carefully when entering and exiting university buildings during the rainy season. Surfaces may become slippery from the rain. If you notice that water has collected in a specific area, please contact facilities at (415) 422-6464 immediately.

403(b) Contributions

Submit a new salary reduction agreement to increase your 403(b) contributions. The deadline dates are as follows:

- Dec. 22, 2017
- Dec. 24 through Dec. 31, 2017
- Jan. 1, 2018
- Jan. 15, 2018
- Feb. 19, 2018

Read more about Chariot »

Emergency Response Course

USF’s Emergency Medical Response Service (EMRS) offers American Heart Association (AHA) courses on-campus that are open to 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.

HeartSaver CPR/AED/First Aid
Saturday, Dec. 2
8:30 a.m.–4:30 p.m.
Register »

Who is Your Proxy?

If you are an Electronic Personnel Action Form (EPAF) or e-timesheet approver, remember to designate a colleague as your proxy approver so that your duties are covered if you go on vacation or have an unexpected absence.

Read more about setting up a proxy approver for EPAFs and e-timesheets.

EPAF Deadline

Due to the upcoming holidays, all EPAFs for December 2017 must be approved by their specified deadline in December.

To review the pay schedules and associated deadlines, visit Payroll's Pay Schedules web page.

LiveHealth Online
Voluntary Retirement Plan contribution by Dec. 8 for 2017. You may increase your contribution amount any time in 2018 by submitting a new salary reduction agreement at least seven days prior to the pay date of your choice. If you are under age 50, the contribution limit is $18,000 in 2017 and $18,500 in 2018. If you are age 50 or older or will be age 50 by the end of the year, the contribution limit is $24,000 in 2017 and $24,500 in 2018.

If you contributed the maximum amount in 2017, your contributions will be automatically increased by $500 for 2018. If you are turning age 50 in 2018 and you contributed the maximum amount of $18,000 in 2017, your limit will not be increased to $24,500 unless a new salary reduction agreement is submitted. Please email retirementplan@usfca.edu or call (415) 422-4131 if you do not want your 2018 contribution to increase to the new maximum.

LiveHealth Online provides 24/7 access to U.S. board-certified physicians with an average of 15 years experience from an Internet-connected device (e.g. computer, tablet, or mobile phone) for non-emergency medical assistance. Anthem members may consult a doctor through LiveHealth Online for free, a savings of $49 per use.

Read more and sign up at livehealthonline.com »