<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1-31</td>
<td>Go Write Challenge</td>
<td>Sign up and play »</td>
</tr>
<tr>
<td>May 8</td>
<td>Weight Watchers: New Partnership Party</td>
<td>Read more »</td>
</tr>
<tr>
<td>May 3</td>
<td>Go Write: Personal Storytelling</td>
<td>Read more and RSVP »</td>
</tr>
<tr>
<td>May 15</td>
<td>Difficult Discussions with Aging Parents</td>
<td>Read more and RSVP »</td>
</tr>
<tr>
<td>May 3</td>
<td>Service and Merit Awards Ceremony and Reception</td>
<td>Add to calendar »</td>
</tr>
<tr>
<td>May 17</td>
<td>Go Write: Storytelling to Build Your Ethos</td>
<td>Read more and RSVP »</td>
</tr>
<tr>
<td>May 8</td>
<td>Go Write Workshop: Effective Communication</td>
<td>Read more and RSVP »</td>
</tr>
<tr>
<td>May 22</td>
<td>Ergonomics Workshop</td>
<td>Read more and RSVP »</td>
</tr>
</tbody>
</table>

More events and deadlines »

Service and Merit Awards Ceremony and Reception

Go Write
May 1–31
Thursday, 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 Thursday, May 3.

Weight Watchers

GoUSF is pleased to announce a new and improved partnership with Weight Watchers. Effective May 1, full-time, benefits-eligible faculty and staff can join a program of their choice for 50 percent off the regular membership price. USF will subsidize half of the cost — a discount that you will receive immediately upon registration. Reimbursement forms will no longer be required.

Learn more about each program (including one that is fully online and one specifically for those who have Type 2 Diabetes) on our Weight Watchers web page or by attending the new partnership party at 11:30 a.m. on May 8 in Fromm Hall 141.

Retirement Consultation

USF’s retirement plan providers will be on campus to answer your questions about long-term investment strategies, tax-deferred savings opportunities, and other matters that impact retirement. Book your free, 45-minute consultation before the appointments fill up!

05/08: TIAA (UC 402)

Performance Appraisals

As a reminder, performance appraisals for administrative and OPE staff were due to Human Resources on Monday, April 30. Applicable forms and guidelines are available on HR’s performance appraisals web page.

If you did not meet this deadline and/or if you have any questions, please contact Michele Centrella at mcentrella@usfca.edu.

Salary History Inquiry

The University of San Francisco is required to comply with California Labor Code Section 432.3, which prohibits employers from asking job applicants about their salary histories due to the adoption of bill AB 168. This law also requires employers to provide the position’s pay scale to applicants upon reasonable request.
Wednesday, June 20 | 8:30 a.m.–1 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.

RSVP »

Staff EPAF Freeze

April 26–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.

EPAF System Freeze

May 16–31

In preparation for the Fiscal Year 2019 rollover, an EPAF system freeze will be implemented at 5 p.m. on Wednesday, May 16 and end at noon on Thursday, 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 information for EPAF users web page to read more about student EPAFs and other fiscal year-end deadlines.

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

Beneficiary Designation

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.

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

To learn about what you can and cannot say to a USF job applicant, read the salary history inquiry FAQ which are available on the onboarding new employees web page.
Did you know that you may be eligible for reimbursement for the following benefits? Please submit the appropriate form per the deadlines noted below.

**Wellness Event**: due Dec. 1
**Gym Membership**: due Dec. 1
**Financial Advisor**: due within 60 days after the invoice date

*for employees working outside San Francisco

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
8:30 a.m.–4:30 p.m.
May 6
Register »

Get a Taste of What's Happening at #USFCA