USF is adopting a new cloud-based human resources and payroll system called **USFWorks, powered by Workday**, that will vastly improve how we conduct internal business processes and operations:

- **Everything will be on one website.** Change your personal information or enter sick time in one central system
- **Get your information on the go.** Access your dashboard on any device (i.e. laptop, tablet, or smartphone)
Go Read
June 1–30

In the Go Read challenge, check in each time you read for 15 minutes. You will be automatically entered into a drawing for a chance to win a prize after checking in 15 times. Sign up and play »

In partnership with Gleeson Library, GoUSF is pleased to offer a month-long reading challenge and a series of events that focus on stimulating your intellectual wellness: library tour (6/13), Lib-R-Bocce and potluck (6/15), Young Minds at Work (6/20), and meet the author - Glori Simmons (6/27).

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.

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.

Weight Watchers

GoUSF is pleased to announce a new and improved partnership with Weight Watchers. 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.

Benefits Reimbursements

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

Young Minds at Work

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 »

Summer Commuting

Have you set up a recurring commuter benefit order but do not plan on using it this summer? To change your commuter benefit order, please follow these steps:

1. Log into My Commuter Check (MYCC)
2. Select only the months you want to receive your order
Sign up for any Weight Watchers program, including one that is fully online and one specifically for those who have Type 2 Diabetes.

EPAF Routing Queue Changes

Following the EPAF freeze, all new EPAFs for faculty and staff in the routing queue should be routed to HR EPAF Approve at the following approval levels:

- 90 – (HRIS) HRIS
- 99 – (FINPAY) Final Applier

No change is needed for EPAFs that have already been submitted or student EPAFs. If you have any questions regarding this change or EPAFs in general, please email HRIS@usfca.edu.

EPAF instructional guides »

Human Resources   (415) 422-6707

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