

# Logging Your Hours, Knowing Your Benefits

*USFWorks, powered by Workday*

*Office of Student Employment*

*(415) 422-6770*

*stuemp@usfca.edu*

# *“I completed the onboarding tasks. Why can’t I log hours?”*

One of your onboarding tasks, titled “To Do: Provide I-9 Documentation,” contains instructions for students to bring their *original* (hard-copy) documents to the Student Employment Office for verification.

If you have not done so, you have not yet been authorized to work. Federal law requires us to verify your original documents ***on or before*** your first day of work, and USFWorks requires this step before you can log your hours.

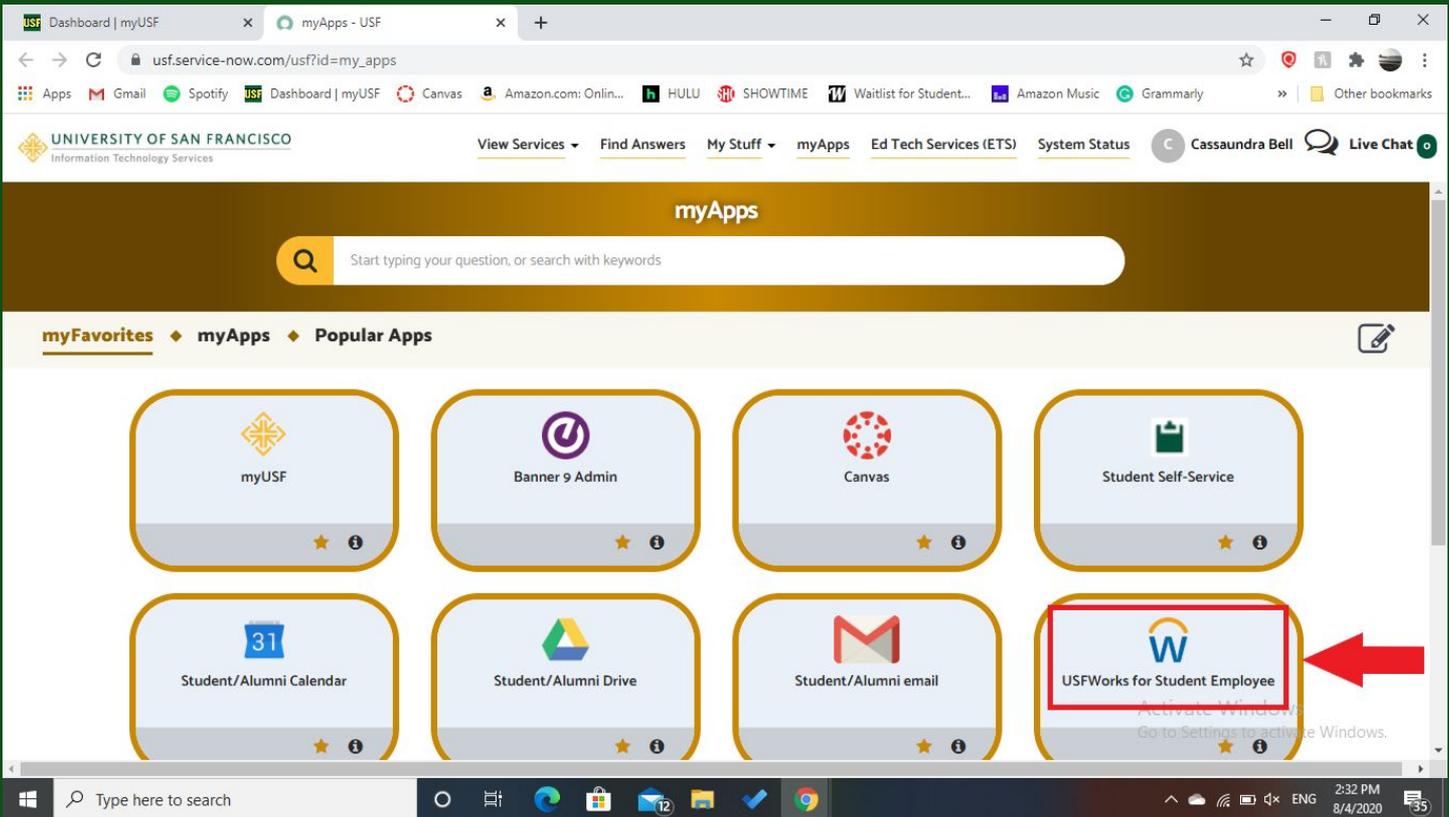
***Help us pay you! Complete your Form I-9!***

When you've presented original documents and your employment has been authorized by the Student Employment Office, your USFWorks account will sync with myUSF.

To access USFWorks, sign in to your myUSF Dashboard and select View All Apps:

The screenshot displays the myUSF Dashboard interface. At the top, there is a navigation bar with the myUSF logo and several menu items: STUDENT SERVICES, ACADEMIC RESOURCES, CAMPUS LIFE, SCHOOLS + CENTERS, and OFFICES. Below this, the main content area is divided into several sections. On the left, there is a 'COVID Resources' section with an orange background and a white arrow icon. Below that is the 'Top Apps' section, which features four colored buttons: 'FAC/STAFF EMAIL' (green), 'VIEW & PAY' (purple), 'BANNER SELF-SERVICE (STUDENT)' (teal), and 'STUDENT EMAIL' (orange). Below these buttons is a red-bordered button labeled 'VIEW ALL APPS', which is highlighted by a red arrow pointing from the right. To the right of the 'Top Apps' section is a list of application categories including Canvas, USF Support, One Card Online Account Balance, Personal Software Purchases, USF Rooms, Library Study Rooms, and Zoom. On the far right, there is an 'ANNOUNCEMENTS' section with several news items, each with a right-pointing arrow. At the bottom of the dashboard, there are sections for 'Popular Links' and 'cbell2's Links'. The browser's address bar shows the URL 'myusf.usfca.edu/dashboard', and the Windows taskbar at the bottom indicates the time is 2:31 PM on 8/4/2020.

**Find and click into the USFWorks for Student Employee application:  
(The middle tab, myApps, has the full list of applications. Find and Star those you'd like to appear in  
your favorites!)**



Your USFWorks account will launch using myUSF's Single Sign-On (SSO)--no need to use your temporary username/link anymore!

First, let's bring our attention to the Pay worklet:

The image shows a screenshot of the myUSF dashboard. At the top left is the USF logo and a search bar. The main header says "Welcome, Donna Francisco" with a settings gear icon on the right. Below the header, there are two main sections: "Inbox" and "Applications". The "Inbox" section shows "0 items" and a "Go to Inbox" button. The "Applications" section, titled "9 items", contains a grid of worklets: Directory, Personal Information, Pay, Absence, Benefits, Time, Career, and Reports. A green box highlights the "Pay" worklet, and a green arrow points down to it from above. At the bottom of the "Applications" section is a "Favorites" section with a star icon.

# Here you will find...



Search



← Pay

Your tax withholdings (allowances) and filing status



### Actions

Withholding Elections

Your bank account



Payment Elections

### View

Print My Rewards

Payslips



Your paystubs

Historical Activity Pay

Bonus & One-Time Payment History

My Tax Documents



Your W-2 (Wage and Tax Statement)

### Payslips

09/04/2020 (Period End: 08/31/2020)

08/21/2020 (Period End: 08/15/2020)

08/07/2020 (Period End: 07/31/2020)

07/22/2020 (Period End: 07/15/2020)

07/07/2020 (Period End: 06/30/2020)

To log hours on your timesheet, visit your Home Page and click into the Time Worklet:

The screenshot shows the USF Home Page dashboard. At the top left is the USF logo and a search bar. At the top right are notification, mail, and star icons. The main header area displays a welcome message: "Welcome, On behalf of: Don Francisco, Jr." with a settings gear icon. Below this, there are three main sections: "Announcements" (1 item), "Inbox" (0 items), and "Applications" (9 items). The "Applications" section contains a grid of icons: Directory, Personal Information, Pay, Absence, Benefits, Time, Career, Reports, and Favorites. The "Time" icon is highlighted with a green border and a green arrow pointing upwards to it. The "Announcements" section contains a message about reviewing January Payslips. The "Inbox" section is empty and features a cloud graphic. At the bottom of the "Inbox" section is a "Go to Inbox" link.

USF Search

Welcome, On behalf of: Don Francisco, Jr.

**Announcements**  
1 item

To review your January Payslips ->Click on the pay worklet  
->Select payslips ->Select view. Please refer to the January ...

**Inbox**  
0 items

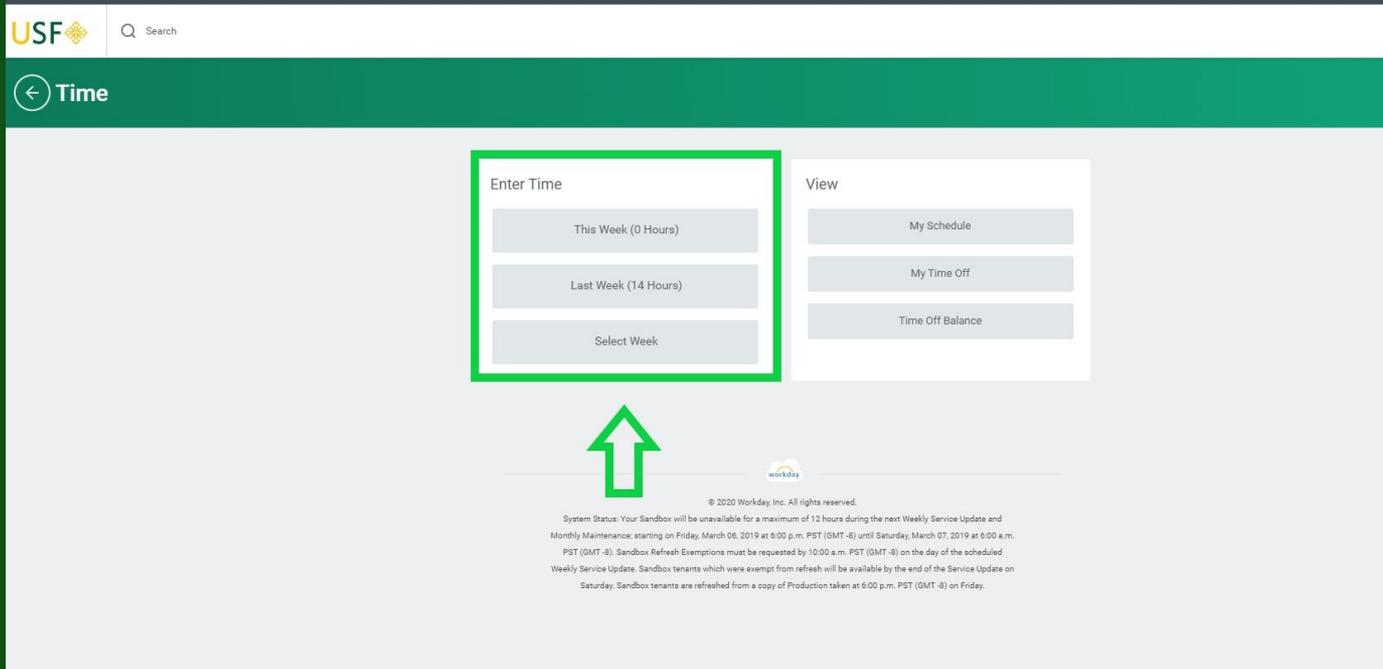
Go to Inbox

**Applications**  
9 items

- Directory
- Personal Information
- Pay
- Absence
- Benefits
- Time**
- Career
- Reports
- Favorites

## Select the appropriate week:

Please note that timesheets more than 3 pay periods (approx. 6 weeks) in the past are **locked**. To make adjustments to historical pay periods, you will contact Payroll Services.



The screenshot shows the Workday 'Time' interface. At the top left is the USF logo and a search bar. Below that is a teal header with a back arrow and the word 'Time'. The main content area is divided into two columns. The left column is titled 'Enter Time' and contains three buttons: 'This Week (0 Hours)', 'Last Week (14 Hours)', and 'Select Week'. The right column is titled 'View' and contains three buttons: 'My Schedule', 'My Time Off', and 'Time Off Balance'. A green rectangular box highlights the 'Enter Time' section, and a green arrow points upwards from the bottom center towards this section. At the bottom of the page, there is a Workday logo, a copyright notice, and system status information.

USF

Q Search

← Time

Enter Time

- This Week (0 Hours)
- Last Week (14 Hours)
- Select Week

View

- My Schedule
- My Time Off
- Time Off Balance

workday

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System Status: Your Sandbox will be unavailable for a maximum of 12 hours during the next Weekly Service Update and Monthly Maintenance: starting on Friday, March 06, 2019 at 6:00 p.m. PST (GMT-8) until Saturday, March 07, 2019 at 6:00 a.m. PST (GMT-8). Sandbox Refresh Exemptions must be requested by 10:00 a.m. PST (GMT-8) on the day of the scheduled Weekly Service Update. Sandbox tenants which were exempt from refresh will be available by the end of the Service Update on Saturday. Sandbox tenants are refreshed from a copy of Production taken at 6:00 p.m. PST (GMT-8) on Friday.

**Paychecks are disbursed on a biweekly basis.**

-

The USF pay periods are: the **1st - 15th** and the **16th - end of the month**.

-

On the last day of every pay period - on the **15th** and the ***last day of every month*** - hourly employees will visit their USFWorks timesheet and **Submit** their timesheet for the two-week pay period.

-

**Paydays are the 7th and the 22nd of every month. If payday falls on a weekend or holiday, your Direct Deposit date will fall *one business day before*.**

Students can choose to log their worked hours after every shift, at the end of each week, or at the end of the pay period: how you log your time will often depend on whether you have a regular schedule or work varying shifts. However, **at the end of every pay period**, all hourly employees must press the **Submit** button to send the timesheet to their manager.

**Time Period End = Press Submit!**

The screenshot shows the 'Enter My Time' interface for a student. At the top, it says 'Student' with an 'Actions' button. Below that, there are navigation arrows and the date range 'Feb 24 - Mar 1, 2020'. On the right, there are summary statistics: Student Regular Hours: 0, FWS Hours: 14, Overtime Hours: 0, Sick Hours: 0. The main area is a grid with columns for each day: Mon 2/24 (Hours: 0), Tue 2/25 (Hours: 0), Wed 2/26 (Hours: 6.5), Thu 2/27 (Hours: 0), Fri 2/28 (Hours: 7.5), Sat 2/29 (Hours: 0), and Sun 3/1 (Hours: 0). The Wed and Fri columns contain entries for 'Student - On Campus FWS' with 6.5 and 7.5 hours respectively, both marked as 'Not Submitted'. The Sat column contains a 'Time Period End' entry for '02/16/2020 - 02/29/2020' with 0 hours, also marked as 'Not Submitted'. A green box highlights the 'Submit' button at the bottom left and the 'Time Period End' entry. A green arrow points up from the 'Time Period End' entry, and another green arrow points down from the 'Submit' button.

9:48



Cancel New Event Add

Submit timesheet!

Location

All-day

Starts **Sep 15, 2020** 9:00 AM

Ends 10:00 AM

Repeat **Monthly** >

End Repeat Never >

Travel Time None >

Calendar  Calendar >

Invitees None >

Alert **At time of event** >

Second Alert None >

Add attachment...

Attachments will be applied to all recurrences

## Hourly employees are *strongly encouraged* to set a reminder on their phone calendar that will alert them to submit their timesheets:

- Place a recurring event on the **15th** with the alarm sounding at the best time for you. (See example to the left)
- Because the last day of the month frequently changes, place a recurring event on the **1st** of every month and set the alarm to alert you **one day before** - this will ensure that you are alerted on the correct date! (See example to the right)

9:49



Cancel New Event Add

Submit timesheet!

Location

All-day

Starts **Oct 1, 2020** 9:00 AM

Ends 10:00 AM

Repeat **Monthly** >

End Repeat Never >

Travel Time None >

Calendar  Calendar >

Invitees None >

Alert **1 day before** >

Second Alert None >

Add attachment...

Attachments will be applied to all recurrences

# Entering your Time Type

Click into a day on your timesheet to view the “Enter Time” box.

You must choose a Time Type in order to successfully create and submit your time entry.

## **Student options include:**

Student Regular Hours

Student On (or Off) Campus FWS

Sick (Semi Monthly)

You can select the appropriate Time Entry from the dropdown menu (the hamburger icon at top right of the field), or use the *quick search* function by typing the first three letters of a potential option (“*stu*” or “*sic*”) and pressing Enter/Return.

# Time Type is Required!

**Enter Time**  
04/06/2020

Time Type \*  

Search

Position  Time Entry Codes

Select from drop down

Hours \*   Student Regular Hours

**Details**

Comment



**Enter Time**  
10/16/2019

Time Type \*  

search

Position  Time Entry Codes

Select from drop down

Hours \*   Student - On Campus FWS

**Details**

Comment



# Helpful Hint: the *Quick Add* function

Rather than clicking into every day of the week, hourly employees can quickly add their week's hours for a position by selecting **Actions > Quick Add**:

The screenshot displays the 'Enter Time' interface for a 'Student' user. The main area shows a weekly grid for the week of June 14 - 20, 2021. The 'Actions' dropdown menu is open, and the 'Quick Add' option is highlighted with an orange box and an orange arrow pointing to it. The 'Summary' section on the right shows the following data:

Jun 14 - 20, 2021	
Student Regular Hours	0
WS Hours	0
vertime Hours	0
Week Hours	0
Total Hours	0

**As always, a Time Type is required.**

*All hours you enter during this function will match the option chosen!*

## Quick Add

Use Quick Add to add multiple time blocks at the same time. The new time blocks will be added to any time blocks already on the time entry calendar.

Worker **Student**

Start Date 04/20/2020

End Date 04/26/2020

Time Type



Search

Time Entry Codes

Select from drop down

Student Regular Hours

Position \*



Activate Windows  
Go to Settings to activate Windows.

Next

Cancel

**Next, simply enter the number of hours worked for that position in the appropriate day(s) of the week and select Ok:**

## Quick Add

Worker Student

Start Date 04/20/2020

End Date 04/26/2020

Time Type Student - On Campus FWS/Student Regular Hours

1 item



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text" value="0"/>						

Activate Windows  
Go to Settings to activate Windows.

OK

Back

Cancel

**As an employee in San Francisco, you will earn one (1) hour of paid sick-time for every thirty (30) hours that you work.**

**Logging Sick-time:** type "Sick" into the Time Type field and press Enter, or select the hamburger icon next to the Time Type field and click into the Absence option. The timeblock will automatically populate to 8 hours and an error will display that states you cannot submit--to move forward, simply remove the 8 and list the number of sick-hours that you have available and the timeblock will be accepted:

The screenshot shows a mobile application interface for logging time. A modal dialog titled "Enter Time" is open for the date 10/30/2019. The "Time Type" field is a dropdown menu with "Absence" selected. Below it, the "Hours" field is set to 0. A "Details" section contains a "Comment" text area. At the bottom are "OK" and "Cancel" buttons. A green arrow points to the "Sick (Semi Monthly)" option in the dropdown menu.

Hours	FWS Hours	Overtime Hours	Sick Hours	Total
0	0	0	0	

View **Week**

Time Period Lockout  
10/16/2019 - 10/31/2019

To check how many sick hours you've accrued, visit your Absence Worklet. At the bottom of that screen, you'll see "Absence Balance as of Today":

The screenshot displays the Absence Worklet interface. At the top, there is a teal header with a back arrow and the text "Absence", and a gear icon for settings. Below the header, there are two main sections: "Request" and "View".

The "Request" section contains three buttons: "Request Absence", "Correct My Absence", and "Request Return from Leave of Absence".

The "View" section contains two buttons: "My Absence" and "Absence Balance". The "Absence Balance" button is highlighted with an orange border, and a large orange arrow points to it from the right.

Below these sections is a large white box with a green border titled "Available Balance as of Today". This box contains the text "Does not include future absence requests" and a table with the following data:

Available
5.35 Hours - Sick (Semi Monthly) Plan

A large green arrow points upwards from the bottom of this box. At the bottom of the screen, there is a "workday" logo and a watermark that reads "Activate Windows Go to Settings to activate Windows."

You can also click into the Absence Balance field (leave the "View as of" date as today) to see Absence details:

← Absence Balance Don Francisco, Jr Actions 📄 🖨

Balance As Of Date: 03/23/2020

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours: 1 item 📄 ☰ 🔊 📱 🗑

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Sick (Semi Monthly) Plan	Hours	3.27	2.08	0	5.35	0	0	0	5.35	5.35	03/16/2020 - 03/31/2020 (Semi-Monthly)
Total:									5.35	5.35	

Once you've submitted your timesheet, those hours are sent to your manager for approval. Managers typically have the following day to approve student timesheets (***the 16th and the 1st of the month***).

However, if the day following the *Pay Period End* falls on a weekend, managers are granted the following **business day** to approve.

***Students can still submit during this manager approval period and the grace period!***

However, once the Time Period Lockout occurs, the pay period is *locked* and students and managers are *temporarily* prevented from submitting/approving time for that pay period. During the Time Period Lockout (which lasts until payday), payroll processing occurs. Once paychecks have been disbursed, students/managers can submit hours, make adjustments, or submit approvals to the previous pay period.

**But, since the deadline passed, compensation for that pay period will be processed with the next pay cycle and will be included on the student's *next* paycheck.**

## From Time Period Lockout to Pay Date: *Can't submit, can't approve!*

### Enter My Time

Don Francisco, Jr. Actions

Student Regular Hours: 0   FWS Hours: 0   Overtime Hours: 0   Sick Hours: 0   Total Hours: 0

Today   <   >   Feb 17 – 23, 2020   View   Week

Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23
President's Day Hours: 0	Hours: 0	Time Period Lockout 02/01/2020 - 02/15/2020 Hours: 0	Hours: 0	Pay date 02/01/2020 - 02/15/2020 Hours: 0	Hours: 0	Hours: 0

Enter Time

## Daily and Weekly Hours Limitation

USF student workers are limited to **7.5 hours** in a single day. U.S. citizens and eligible noncitizens are limited to **25 hours** per week; international students are limited to **20 hours** in a week. The work week begins at 12:00am on Mondays and ends at 11:59 pm on Sundays.

During the summer session and intersession, all student schedules may be extended to a maximum of **35 hours** per week. The USF daily maximum of **7.5 hours** remains at all times.

Per CA Labor Law, to avoid *overtime charges* to their hiring department, students should work:

- No more than **8 hours** in any 24-hour period
- No more than **40 hours** in a week
- No more than **6 days** in a row

These limits pertain to any on-campus job, or any **combination** of on-campus jobs.

Students with multiple on-campus jobs are responsible for coordinating their work schedules to ensure they're not exceeding the maximum daily and weekly hours and not incurring overtime charges.

## Break and Meal Times

USF grants a standard **15-minute break** for each *four (4) hours* worked. If you work  $3\frac{1}{2}$  hours or less, it is not required that a break be given.

If you work for a period of **more than five (5) hours**, you must be provided with an *unpaid, off-duty* meal period of **at least thirty (30) minutes**. If your full day's work will be **not more than six (6) hours**, you may waive the break period by mutual agreement with your supervisor.

You are limited to **7.5 work hours** per *twenty-four (24) hour period*. If you are working a full 7.5 hour day, your meal break must be taken **before the start of the 6th hour** of your shift.

# SF Health Care Security Ordinance (SFHCSO)

**Employees become a "Covered Employees" under the SFHCSO beginning the month after 90 days of employment.**

When a covered student employee ***works on average 8 hours per week during the 13-week calendar quarter***, the university remits a quarterly contribution **to the City Option** on the employee's behalf. For 2020 the contribution rate is *\$3.18 per eligible hour*.

**Employees are notified when a contribution is made to them by the Office of Human Resources.**

Student employees with existing employer-provided health coverage, either as an employee of another company or as a dependent of another person (i.e., parent or spouse/partner), may complete the HCSO voluntary waiver form and are eligible to receive \$125, which will be added to their next payroll processing as taxable income. (Student employees covered under the student health insurance plan, Medi-Cal, Covered California, or any plan not sponsored by an employer are not eligible to waiver from the HCSO). Waiver forms are valid for 12 months and can be revoked at any time.

If an HCSO contribution is made, employees should complete the Program Finder Form available on the SF City Option website to determine which City Option program they are eligible for and how contributions can be used. While there are multiple programs available, most students are eligible for the SF Medical Reimbursement Account, an account where you can submit for reimbursement for eligible medical, dental and vision expenses from your available contributions.

## \*Remember:

Submit your timesheets on the ***15th of every month*** and on the ***last day of every month!***