

Logging Your Hours, Knowing Your Benefits

USFWorks, powered by Workday

Office of Student Employment

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

One of the onboarding tasks, titled “To Do: Provide I-9 Documentation,” contains instructions for students to bring their *original* 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.

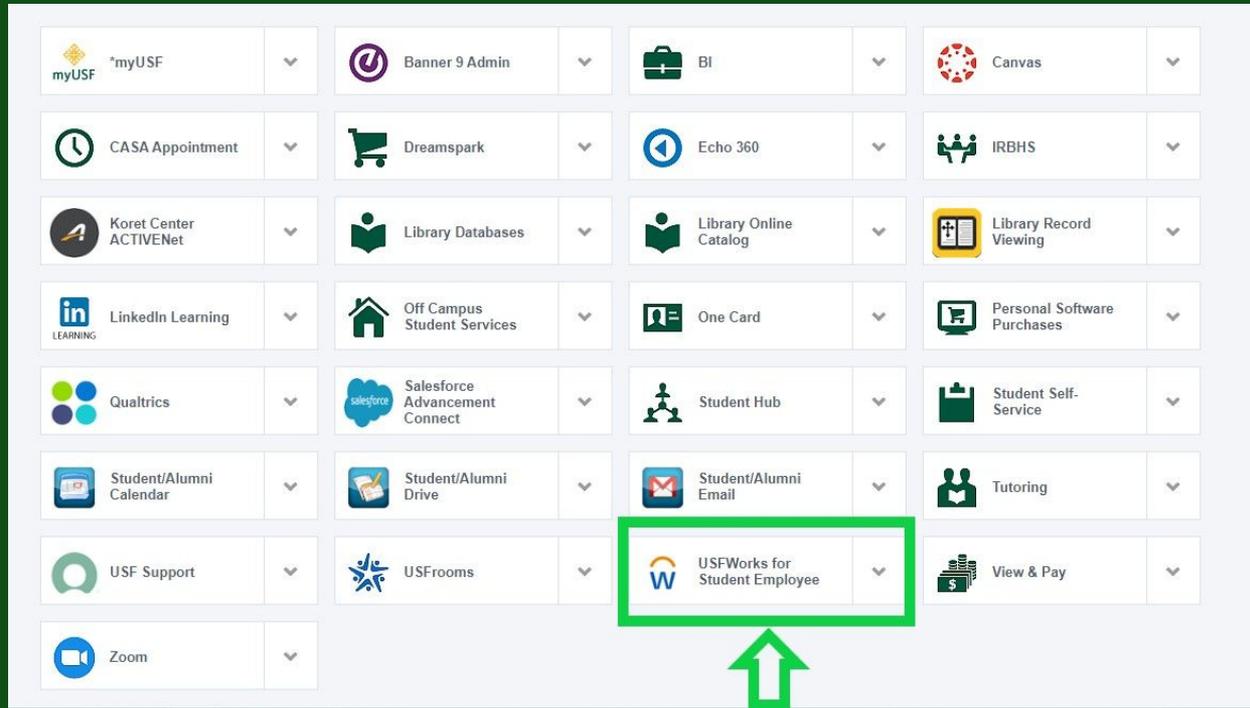
Help us pay you! Complete your Form I-9!

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

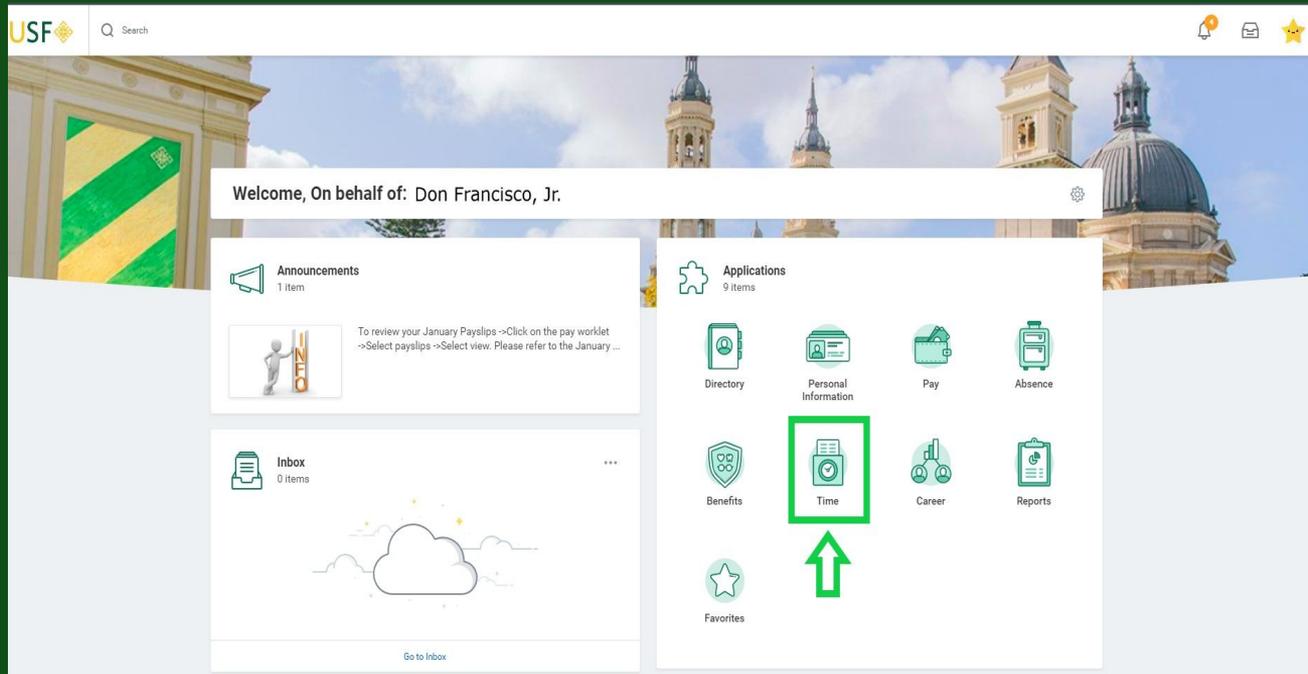
To access USFWorks, sign in to your myUSF Dashboard and select View All Apps:

The screenshot displays the myUSF dashboard interface. At the top, there is a dark green header with the myUSF logo and navigation links for STUDENT SERVICES, ACADEMIC RESOURCES, CAMPUS LIFE, SCHOOLS + CENTERS, and OFFICES. Below the header, the 'Top Apps' section is visible, featuring four colored tiles: FAC/STAFF EMAIL (green), VIEW & PAY (purple), BANNER SELF-SERVICE (STUDENT) (teal), and STUDENT EMAIL (orange). A fifth, smaller white tile labeled 'VIEW ALL APPS' with a right-pointing arrow is highlighted with a green rectangular box. A green arrow points from this box to the left. To the right of the tiles, a list of applications is shown: Canvas, USF Support, One Card Online Account Balance, Personal Software Purchases, USF Rooms, and Library Study Rooms. Below the 'Top Apps' section, there are two columns: 'Popular Links' on the left and 'Student's Links' on the right. The 'Popular Links' list includes ITS Help Desk, Koret Classes, Registration Calendar, Schedule of Classes, Student Health Insurance, Technology Training (ETS), and Events Calendar. The 'Student's Links' list includes Academic Calendar.

Scroll to the bottom of the page and click into the USFWorks for Student Employee application:

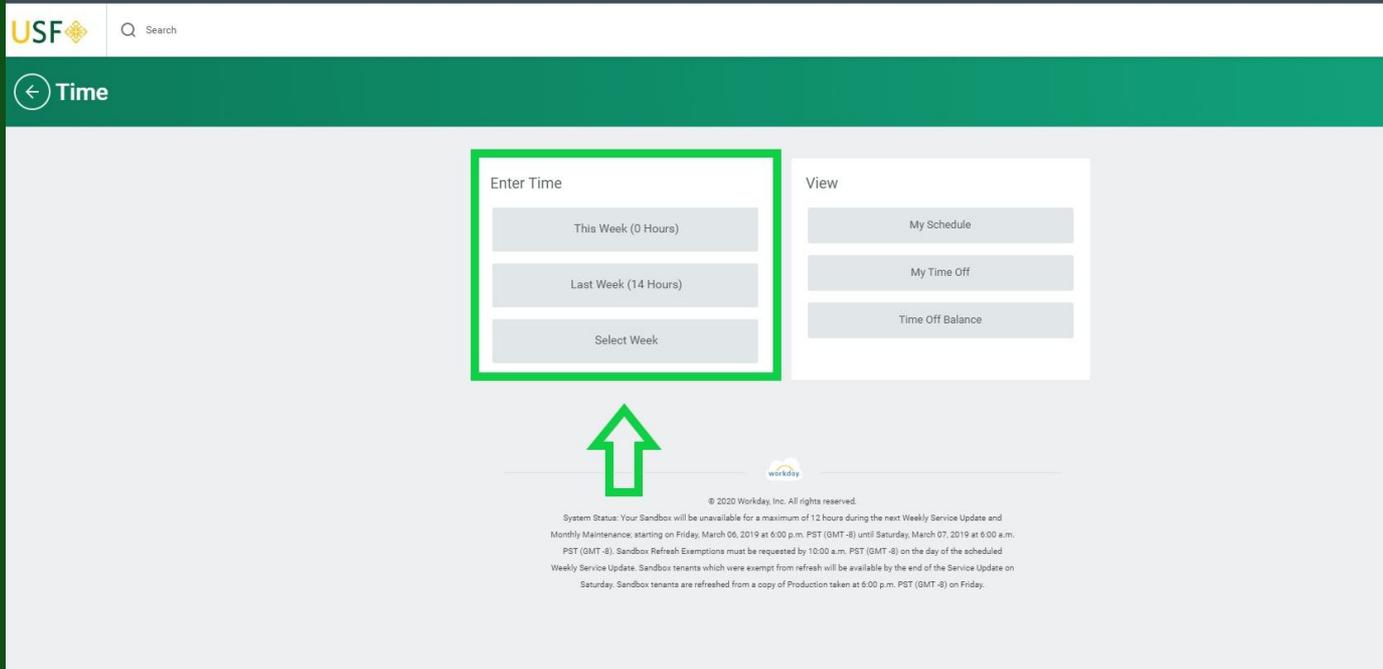


Your USFWorks account will launch using myUSF's Single Sign-On (SSO)--no need to use your temporary username/link anymore! To log hours on your timesheet, click into the Time Worklet:



Select the appropriate week:

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



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 sections: 'Enter Time' and 'View'. The 'Enter Time' section contains three buttons: 'This Week (0 Hours)', 'Last Week (14 Hours)', and 'Select Week'. The 'View' section contains three buttons: 'My Schedule', 'My Time Off', and 'Time Off Balance'. A green box highlights the 'Enter Time' section, and a green arrow points upwards from below towards it. At the bottom of the page, there is a Workday logo, a copyright notice, and system status information.

USF

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.

-

Paydays are the 7th and the 22nd of every month. If payday falls on a weekend, the payment 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 their timesheet to their manager.

Time Period End = Press Submit!

The screenshot displays the 'Enter My Time' interface for a student. At the top, the title 'Enter My Time' and 'Student' are visible. Below this, there are navigation controls for the date range 'Feb 24 - Mar 1, 2020'. A summary table at the top right shows: Student Regular Hours: 0, FWS Hours: 14, Overtime Hours: 0, and Sick Hours: 0. The main grid shows days from Mon 2/24 to Sat 2/29. The Saturday entry is highlighted with a green box and contains the text 'Time Period End 02/16/2020 - 02/29/2020' and 'Hours: 0', with a green upward-pointing arrow. At the bottom left, a green box highlights the 'Submit' button, with a green downward-pointing arrow above it. A 'Submit' button is also visible at the bottom center.

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 *

Position

Hours *

Select from drop down

Student Regular Hours

Details

Comment

Enter Time
10/16/2019

Time Type *

Position

Hours *

Select from drop down

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 Enter Time > Quick Add:

Enter Time
Student (Actions)

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

Today < > Apr 20 – 26, 2020 View: **Week**

Mon 4/20 Hours: 0	Tue 4/21 Hours: 0	Wed 4/22 Hours: 0	Thu 4/23 Hours: 0	Fri 4/24 Hours: 0	Sat 4/25 Hours: 0	Sun 4/26 Hours: 0
Enter Time <ul style="list-style-type: none">Auto-fill from Prior WeekClearEnter TimeQuick AddRequest AbsenceReview Time by WeekRun Calculations		Pay date 04/01/2020 - 04/15/2020				

Activate Windows
Go to Settings to activate Windows.

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 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 ☰ ☐ ↗

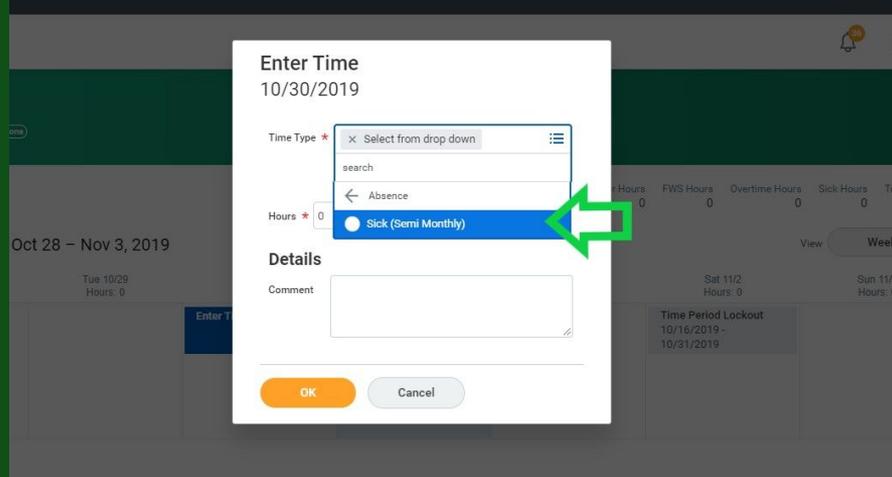
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text" value="0"/>						

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 with a modal window titled "Enter Time" for the date 10/30/2019. The "Time Type" field is a dropdown menu with a search bar and a hamburger icon. The dropdown is open, showing a search bar with the text "Absence" and a list of options. The option "Sick (Semi Monthly)" is selected and highlighted in blue. A green arrow points to this option. Below the dropdown is the "Hours" field, which is currently set to 0. The "Details" section has a "Comment" field. At the bottom of the modal are "OK" and "Cancel" buttons. The background shows a calendar view for October 28 - Nov 3, 2019, with columns for "Hours", "FWS Hours", "Overtime Hours", "Sick Hours", and "Total".

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 shows the 'Absence' worklet interface. At the top left, there is a back arrow and the text 'Absence'. At the top right, there is a gear icon. The main content area is divided into two columns: 'Request' and 'View'. The 'Request' column contains three buttons: 'Request Absence', 'Correct My Absence', and 'Request Return from Leave of Absence'. The 'View' column contains two buttons: 'My Absence' and 'Absence Balance'. The 'Absence Balance' button is highlighted with an orange border and an orange arrow points to it from the right. Below these columns is a section titled 'Available Balance as of Today' which is highlighted with a green border. This section contains the text 'Does not include future absence requests' and a table with one row: 'Available' with the value '5.35 Hours - Sick (Semi Monthly) Plan'. A green arrow points up to the bottom of this section. At the bottom center, there is a 'workday' logo. At the bottom right, there is a watermark that says 'Activate Windows Go to Settings to activate Windows.'

← Absence

Request

- Request Absence
- Correct My Absence
- Request Return from Leave of Absence

View

- My Absence
- Absence Balance

Available Balance as of Today

Does not include future absence requests

Available
5.35 Hours - Sick (Semi Monthly) Plan

workday

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
Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0
President's Day		Time Period Lockout 02/01/2020 - 02/15/2020		Pay date 02/01/2020 - 02/15/2020		
						

Enter Time

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 *\$3.08 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!***