Logging Your Hours, Knowing Your Benefits

USFWorks, powered by Workday

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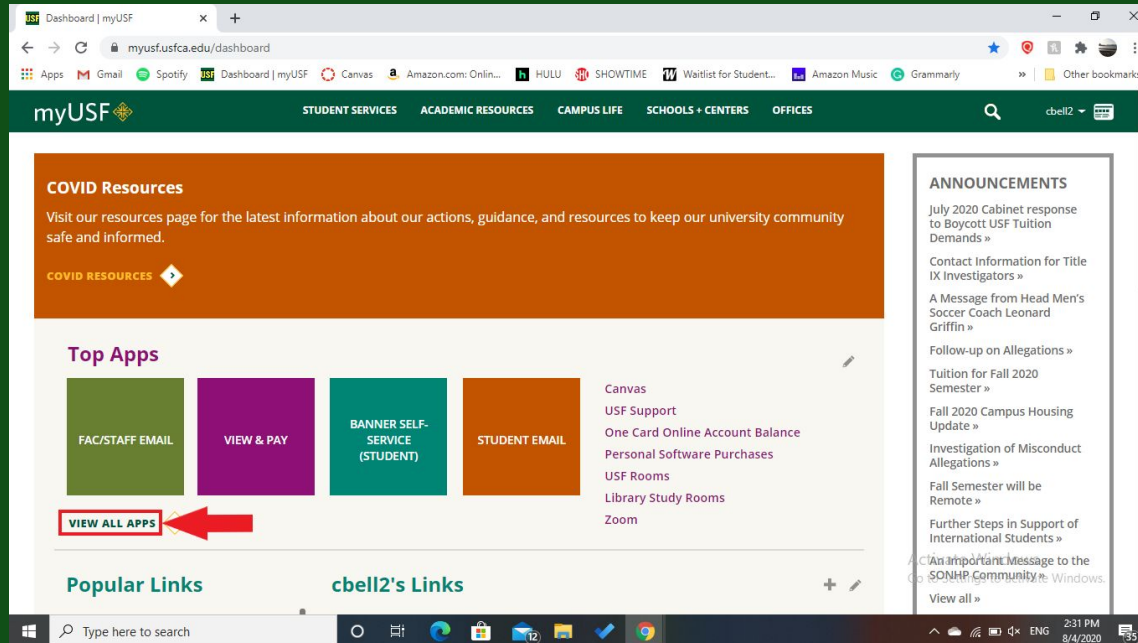
Find and click into the USFWorks for Student Employee application:
(The middle tab, myApps, has the full list of applications. Find and Star those you'd like to appear in your favorites!)

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:
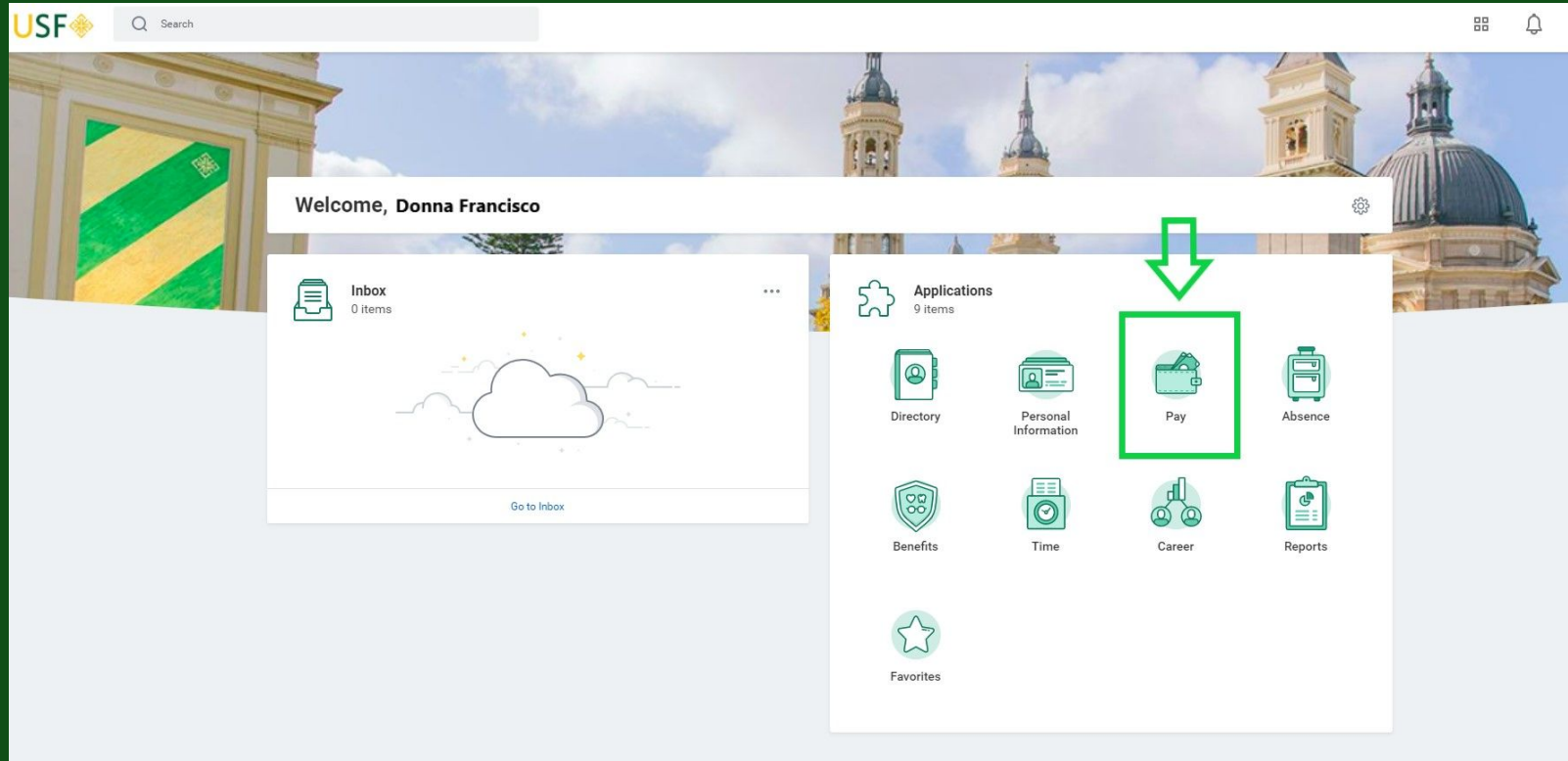
Here you will find...

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

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.*

Paychecks are disbursed on a biweekly basis.

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

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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.

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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!

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*)

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 * [× Select from drop down] ☰
              [Search]
              ← Time Entry Codes
              ⦿ Select from drop down
Position
              ○ Student Regular Hours
Hours * [0]

Details

Comment [   ]

[OK] [Cancel]

Enter Time
10/16/2019

Time Type * [× Select from drop down] ☰
              [search]
              ← Time Entry Codes
              ⦿ Select from drop down
Position
              ○ Student - On Campus FWS
Hours * [0]

Details

Comment [   ]

[OK] [Cancel]

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:

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

    ✕   Select from drop down   ☰

    Search

    ←   Time Entry Codes

    ⦿   **Select from drop down**

    ◯   Student Regular Hours

Position ＊

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
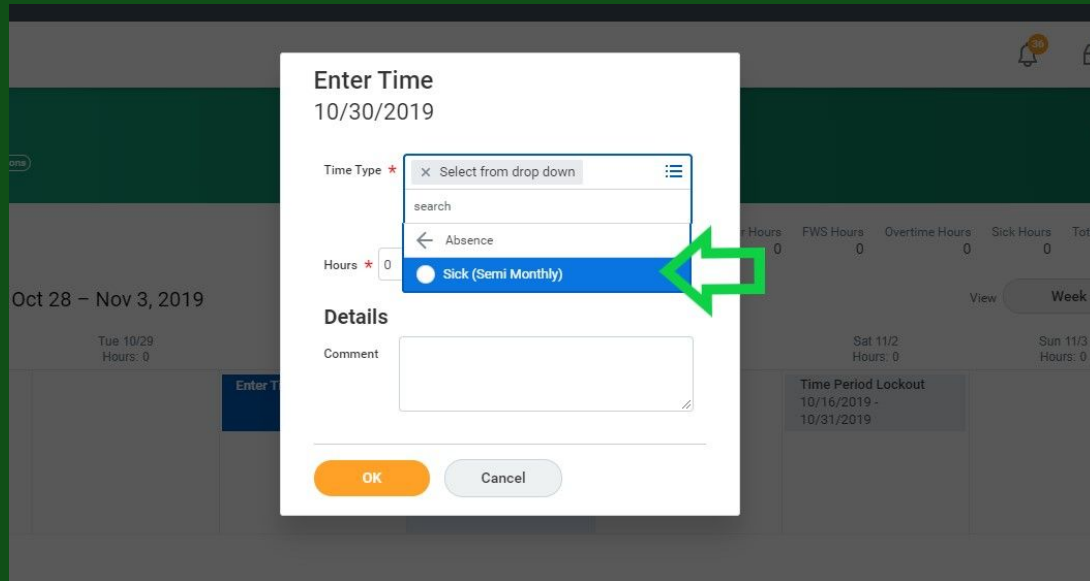
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0	0	0	0	0	0	0

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:

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":

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!*

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 ½ 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**!