

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 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 pointing right. 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', with a red arrow pointing to it 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 '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!)**

The screenshot shows a web browser window with the URL `usf.service-now.com/usf?id=my_apps`. The page header includes the University of San Francisco logo and navigation links: [View Services](#), [Find Answers](#), [My Stuff](#), [myApps](#), [Ed Tech Services \(ETS\)](#), and [System Status](#). A user profile for Cassandra Bell and a Live Chat button are also visible.

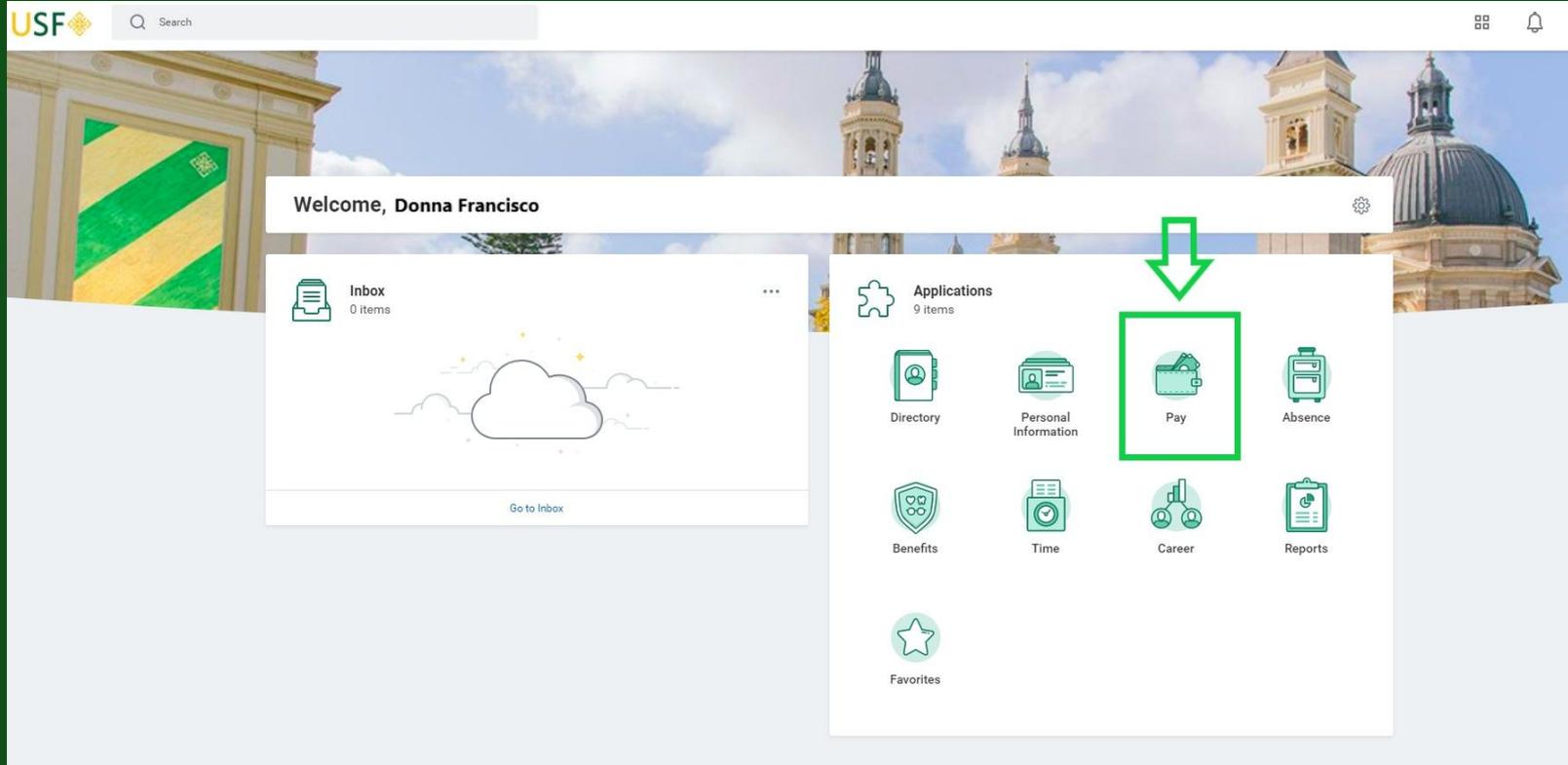
The main content area is titled "myApps" and features a search bar with the placeholder text "Start typing your question, or search with keywords". Below the search bar are three tabs: **myFavorites**, **myApps**, and **Popular Apps**. The **myApps** tab is active, displaying a grid of application tiles. Each tile includes an icon, the application name, and a star icon for favoriting.

Application Name	Icon	Starred	Info
myUSF	USF Logo	Yes	Yes
Banner 9 Admin	Banner 9 Admin Icon	Yes	Yes
Canvas	Canvas Icon	Yes	Yes
Student Self-Service	Student Self-Service Icon	Yes	Yes
Student/Alumni Calendar	Calendar Icon	Yes	Yes
Student/Alumni Drive	Google Drive Icon	Yes	Yes
Student/Alumni email	Gmail Icon	Yes	Yes
USFWorks for Student Employee	USFWorks for Student Employee Icon	Yes	Yes

A red box highlights the "USFWorks for Student Employee" tile, and a red arrow points to it from the right. A watermark "Activate Windows. Go to Settings to activate Windows." is visible at the bottom of the page.

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...



Search



← Pay

Actions

Withholding Elections

Payment Elections

Your tax withholdings (allowances) and filing status

Your bank account

View

Print My Rewards

Payslips

Historical Activity Pay

Bonus & One-Time Payment History

My Tax Documents

Your paystubs

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 displays 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 shows 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 worklets: Directory, Personal Information, Pay, Absence, Benefits, Time, Career, Reports, and Favorites. The "Time" worklet 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. The "Applications" section is titled "9 items" and contains icons for each worklet.

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

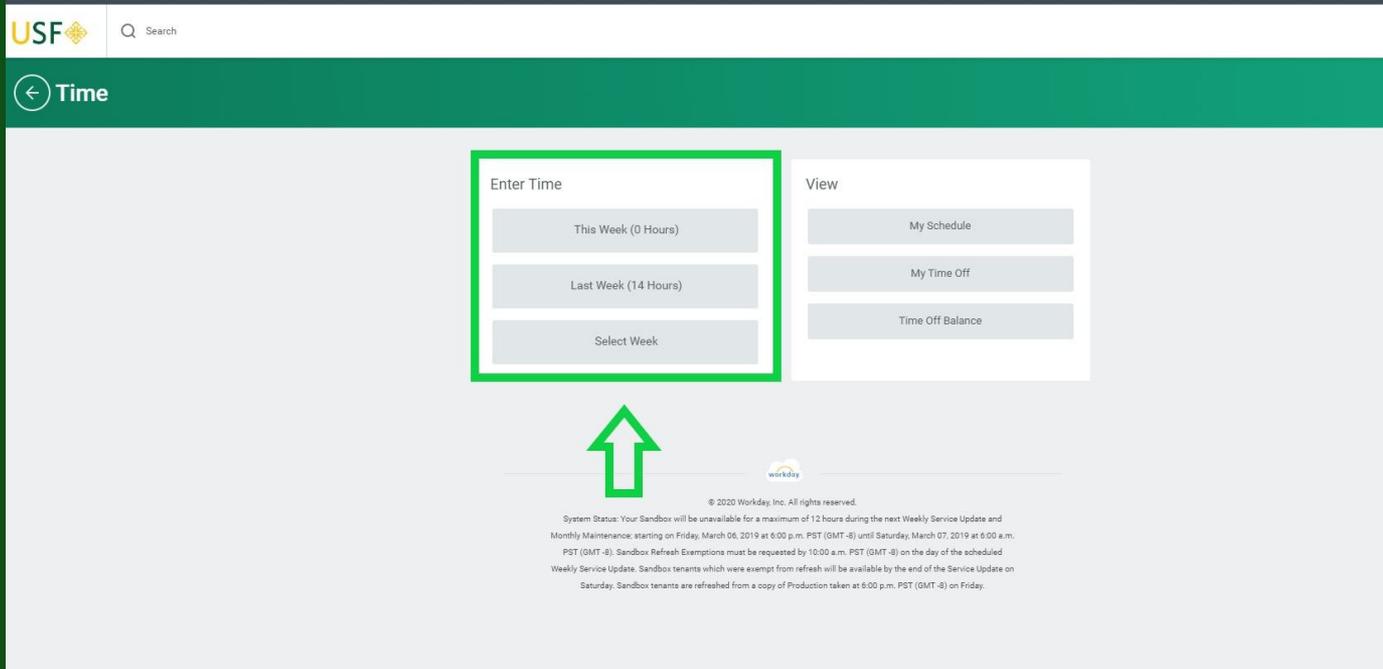
Applications
9 items

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

Go to Inbox

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 green 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 is highlighted with a green border and 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 arrow points upwards from the bottom center towards the 'Enter Time' section. At the bottom of the page, there is a Workday logo and a copyright notice: '© 2020 Workday, Inc. All rights reserved.' Below the copyright notice is a system status message: '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 displays the 'Enter My Time' interface for a student. At the top, it shows the user's role as 'Student' and a summary of hours: Student Regular Hours (0), FWS Hours (14), Overtime Hours (0), and Sick Hours (0). The main area is a calendar grid for the period 'Feb 24 - Mar 1, 2020'. The grid shows days from Monday to Sunday. On Wednesday (2/26) and Friday (2/28), there are entries for 'Student - On Campus FWS' with 6.5 and 7.5 hours respectively, both marked as 'Not Submitted'. On Saturday (2/29), there is a 'Time Period End' entry for the period 02/16/2020 - 02/29/2020, also marked as 'Not Submitted'. A green arrow points to the 'Submit' button at the bottom left, and another green arrow points to the 'Time Period End' entry in the calendar grid.

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
ork Hours	0
tal 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

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 pointing 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 the following data:

Available
5.35 Hours - Sick (Semi Monthly) Plan

At the bottom center, there is a green arrow pointing up. At the bottom right, there is a watermark for 'workday' and a system message: '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

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!***