

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?”

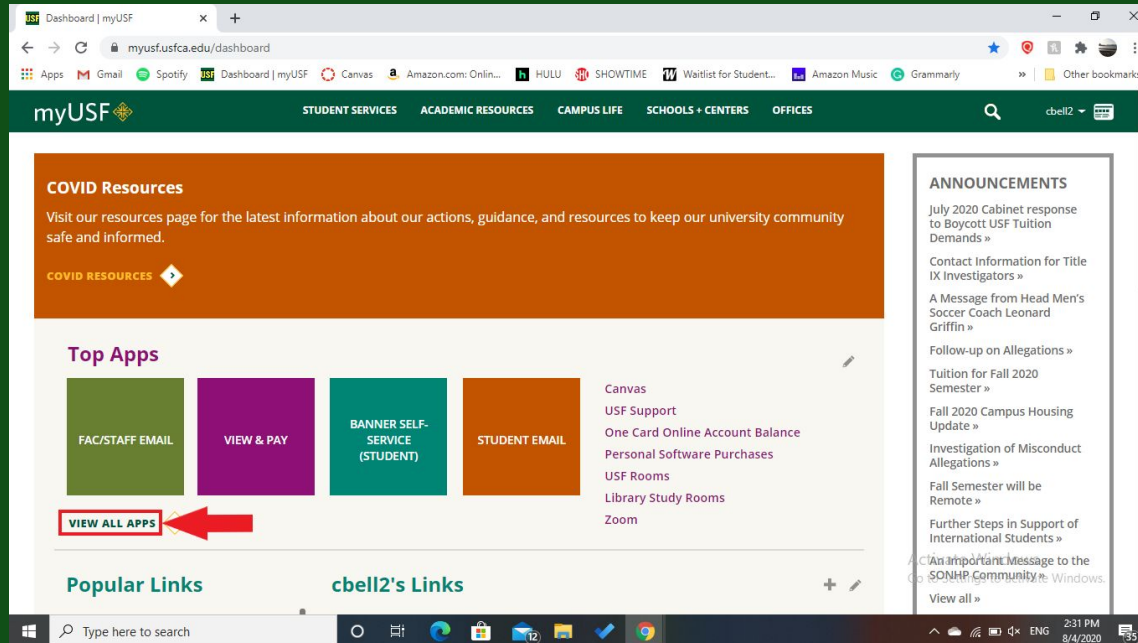
One of your onboarding tasks, titled “To Do: Provide I-9 Documentation,” contains instructions for students to bring their *original* (hard-copy) documents to the Student Employment Office for verification.

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:



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](#) (active), [Ed Tech Services \(ETS\)](#), and [System Status](#). A user profile for Cassandra Bell and a Live Chat button are also present.

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 this is a tabbed interface with three tabs: **myFavorites**, **myApps** (selected), and **Popular Apps**.

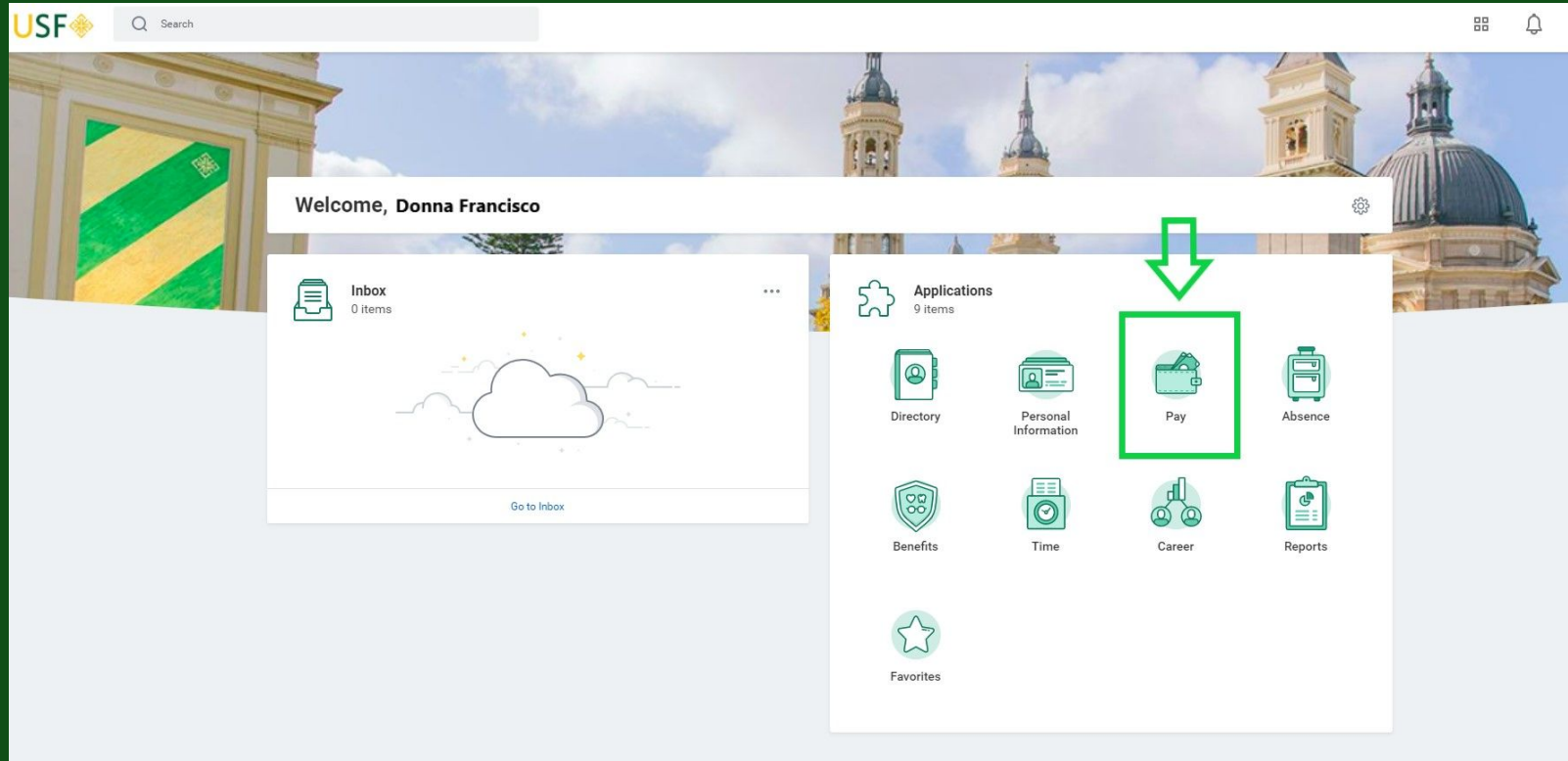
The **myApps** tab displays a grid of application tiles, each with an icon, name, and star/favorite icon. The tiles are:

- myUSF
- Banner 9 Admin
- Canvas
- Student Self-Service
- Student/Alumni Calendar
- Student/Alumni Drive
- Student/Alumni email
- USFWorks for Student Employee** (highlighted with a red box and a red arrow pointing to it)


The Windows taskbar at the bottom shows the time as 2:32 PM on 8/4/2020.

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...



Q Search



← Pay

Your tax withholdings (allowances) and filing status

→

Withholding Elections

Your bank account

→

Payment Elections

Actions

Withholding Elections

Payment Elections

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 interface. At the top left is the USF logo and a search bar. At the top right are icons for notifications, mail, and a star. The main header area shows a welcome message: "Welcome, On behalf of: Don Francisco, Jr." with a settings gear icon. Below this, the page is divided into several sections. On the left, there is an "Announcements" section with 1 item, featuring a megaphone icon and a small image of a person standing next to a large number "1". Below this is an "Inbox" section with 0 items, featuring a cloud icon and a "Go to Inbox" link. On the right, there is an "Applications" section with 9 items, featuring a puzzle piece icon. This section contains a grid of icons for various services: Directory, Personal Information, Pay, Absence, Benefits, Time, Career, Reports, and Favorites. The "Time" icon, which depicts a clock face, is highlighted with a green rectangular box, and a large green arrow points upwards towards it from below.

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.



 Time

Enter Time

This Week (0 Hours)

Last Week (14 Hours)


Select Week


View

My Schedule

My Time Off

Time Off Balance





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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, there's a header with 'Enter My Time' and 'Student' with an 'Actions' button. Below the header, there's a navigation bar with 'Today', 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), and Sick Hours (0). The main area is a grid showing days from Mon 2/24 to Sun 3/1. Each day has a header with the date and 'Hours: 0'. The grid cells for Wed 2/26 and Fri 2/28 are shaded and labeled 'Student - On Campus FWS' with '6.5 Hours' and '7.5 Hours' respectively, and a 'Not Submitted' status. The cell for Sat 2/29 is also shaded and labeled 'Time Period End' for the period '02/16/2020 - 02/29/2020'. A green box highlights the 'Submit' button at the bottom left, and another green box highlights the 'Time Period End' section for 02/16/2020 - 02/29/2020 with a green arrow pointing up.

Today	Mon 2/24	Tue 2/25	Wed 2/26	Thu 2/27	Fri 2/28	Sat 2/29	Sun 3/1
	Hours: 0	Hours: 0	Student - On Campus FWS 6.5 Hours Not Submitted	Hours: 0	Student - On Campus FWS 7.5 Hours Not Submitted	Time Period End 02/16/2020 - 02/29/2020	Hours: 0

Submit Enter Time

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 *

Position

Hours * 0

☒ Select from drop down

☐ Student Regular Hours

Details

Comment

Enter Time
10/16/2019

Time Type *

Position

Hours * 0

☒ 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 **Actions > Quick Add**:

The screenshot displays the 'Enter Time' interface for a 'Student' user. The main area shows a calendar 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. An orange arrow points from the 'Quick Add' option to the calendar grid. The 'Summary' section on the right shows the following data:

Jun 14 - 20, 2021	
Student Regular Hours	0
WS Hours	0
Overtime Hours	0
Work 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 

Position * 

×

Select from drop down

Search

← Time Entry Codes

☒ Select from drop down

☐ Student Regular Hours

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

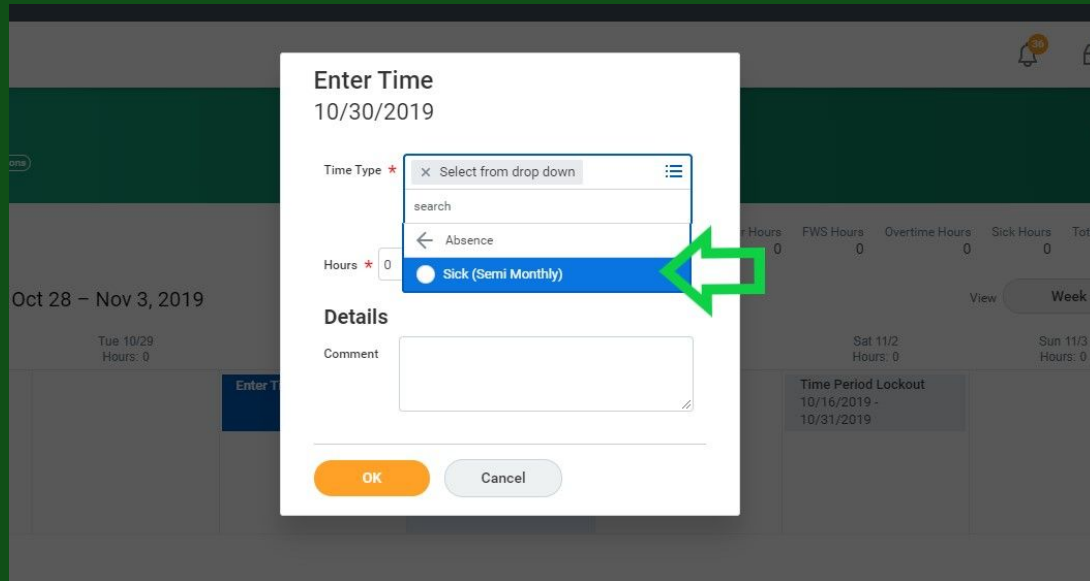
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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 web application interface with a modal form titled "Enter Time" for the date 10/30/2019. The form has a "Time Type" field with a dropdown menu open, showing options: "Absence" and "Sick (Semi Monthly)". A green arrow points to the "Sick (Semi Monthly)" option. Below the dropdown is a "Hours" field with a value of 0. The form also includes a "Details" section with a "Comment" text area and "OK" and "Cancel" buttons at the bottom. The background shows a calendar view for October 28 to November 3, 2019, with columns for "Hours", "FWS Hours", "Overtime Hours", "Sick Hours", and "Total".

Enter Time
10/30/2019

Time Type *

search

← Absence

● Sick (Semi Monthly)

Hours * 0

Details

Comment

OK 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 is a teal header with a back arrow and the word 'Absence', and a settings gear icon on the right. Below the header are two columns of buttons. The left column, titled 'Request', contains three buttons: 'Request Absence', 'Correct My Absence', and 'Request Return from Leave of Absence'. The right column, titled 'View', contains two buttons: 'My Absence' and 'Absence Balance'. The 'Absence Balance' button is highlighted with an orange rectangular border, and a large orange arrow points to it from the right. Below these columns is a section titled 'Available Balance as of Today', which is enclosed in a green rectangular border. This section includes a note 'Does not include future absence requests' and a table with two rows: 'Available' and '5.35 Hours - Sick (Semi Monthly) Plan'. A large green arrow points upwards from the bottom center towards this section. At the bottom of the page is a 'workday' logo. In the bottom right corner, there is a watermark that reads '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 Hours0FWS Hours0Overtime Hours0Sick Hours0Total Hours0

Today<>Feb 17 – 23, 2020

ViewWeek

Mon 2/17 Hours: 0	Tue 2/18 Hours: 0	Wed 2/19 Hours: 0	Thu 2/20 Hours: 0	Fri 2/21 Hours: 0	Sat 2/22 Hours: 0	Sun 2/23 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 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!***