USFWORKS LAUNCH DAY CHECKLIST

Complete the items below which are grouped by the worklets/icons you will click. As you review and verify the information in USFWorks, support resources are hyperlinked within the checklist.

Still not sure what to do? Call the USFWorks Hotline at 415-422-3490, visit the Command Center in LM 103, or one of the satellites at 101 Howard - Rm 153 or University Center Rm 505, or submit a ticket through ServiceNow.

PERSONAL INFORMATION

Click the “Personal Information” worklet for the items below; then follow the additional instructions and/or view the hyperlinked Job Aids or Videos.

REVIEW:

- **Personal Information**: Click “About Me” under “View”, click “Personal”
- **Home Address**: Click “Addresses” under “View” ([Job Aid])
- **Profile Photo**: OneCard photos were auto-loaded into USFWorks. See the add section below to change your photo if you would like to do so.

ADD:

- **Emergency Contacts**: Click “Emergency Contacts” under “Change”. ([Job Aid])
- **Profile Photo**: This is an optional task. Click “Photo” under the “Change” tab. ([Job Aid])

BENEFITS

Click the “Benefits” worklet for the items below; then follow the additional instructions and/or view the hyperlinked Job Aids.

REVIEW:

- **Benefit Elections**: Click “Benefit Elections” under “View”. ([Job Aid])

ADD:

- **Beneficiaries**: Beneficiary elections have not carried over from Benetrac. Click “Beneficiaries under “Change” and update the beneficiary. ([Job Aid])

PAY

Click the “Pay” worklet for the items below; then follow the additional instructions and/or view the hyperlinked Job Aids.

REVIEW:

- **Banking Information**: Click “Pay” worklet; click “Payment Elections” under “Actions”.

ADD:

- **Withholding Elections**: This is an optional task if you would like to update your tax withholdings for 2019. Click “Pay” worklet; click “Withholdings Elections” under “Actions”. ([Job Aid])
DIRECTORY

Click the “Directory” worklet then follow the instructions below.

REVIEW:

☐ **Organizational Chart**: Click “Directory” worklet; click “More” and “My Org Chart” under “View” to review your organizational chart

MAIN MENU

ADD:

☐ **Notification Preferences** for receiving USFWorks notifications in your USF Google Mail: Click on your Profile Photo; click “My Account”; click “Change Preferences”; scroll down and click the menu items beside “Parent Notification Type”; choose from receiving a combined daily digest, an immediate email for each transaction, or no notification. ([Job Aid](#))

ABSENCE

Click the “Absence” worklet for the items below; then follow the additional instructions and/or view the hyperlinked Job Aids.

REVIEW:

☐ **Absence Balance**: Click “Absence” worklet; click “Absence Balance” under “View” to view current hours accrued. ([Job Aid](#))

ADD:

☐ **Time-off Request**: Enter any time-off requests for 2019 already approved in 2018. Request Absence under the Request column or enter new time-off requests for 2019. ([Job Aid](#))

TIME

Click the “Time” worklet for the items below; then follow the additional instructions and/or view the hyperlinked Job Aids. Exempt staff will not have a Time worklet but will be entering time absences through the Absence worklet (sick, vacation, etc.)

ADD:

☐ **Enter Time Worked - Hourly Staff**: Under the “Enter Time” column, select “This Week” to begin entering time worked beginning Jan. 2, 2019. ([Job Aid](#))

☐ **Enter Time Worked – Student Employees**: Under the “Enter Time” column, select “This Week” to begin entering time worked beginning Jan. 2, 2019. ([Job Aid](#))