

USF Health Mail Options for Remote Workers

Procedure for Delivering Mail to Remote Workers

Remote workers may travel to campus to collect their mail at their own convenience. Additionally, departments may designate a point person to scan mail to send to remote work recipients via email. For packages or confidential mail, point person should notify remote workers to pick up on campus.

Procedure for Remote Workers to Send Mail

Remote workers may travel to campus to drop off mail at USF/USF Health post office or work with their departments for remote sending options and reimbursements possibilities.

Additional Mail Procedures

- Departments should use DocuSign for physical timesheets as opposed to interoffice mail.
- For mass mailings, fully remote departments should make arrangements to send mail out from the USF/USF Health post office.