

GEMS Self-Service

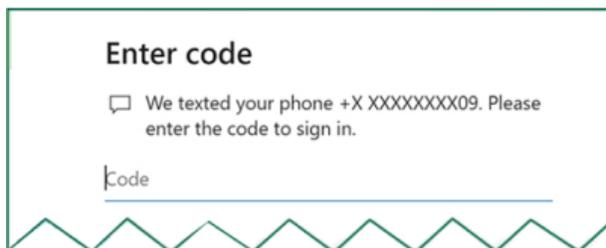


Use the MyUSF portal to access GEMS Self-Service. From most USF pages, click the MyUSF link at the top. Add your Net ID and password and click Sign In.



Inside the portal, click Business Systems. Your drop-down menu may look different depending on the systems you use. Click GEMS.

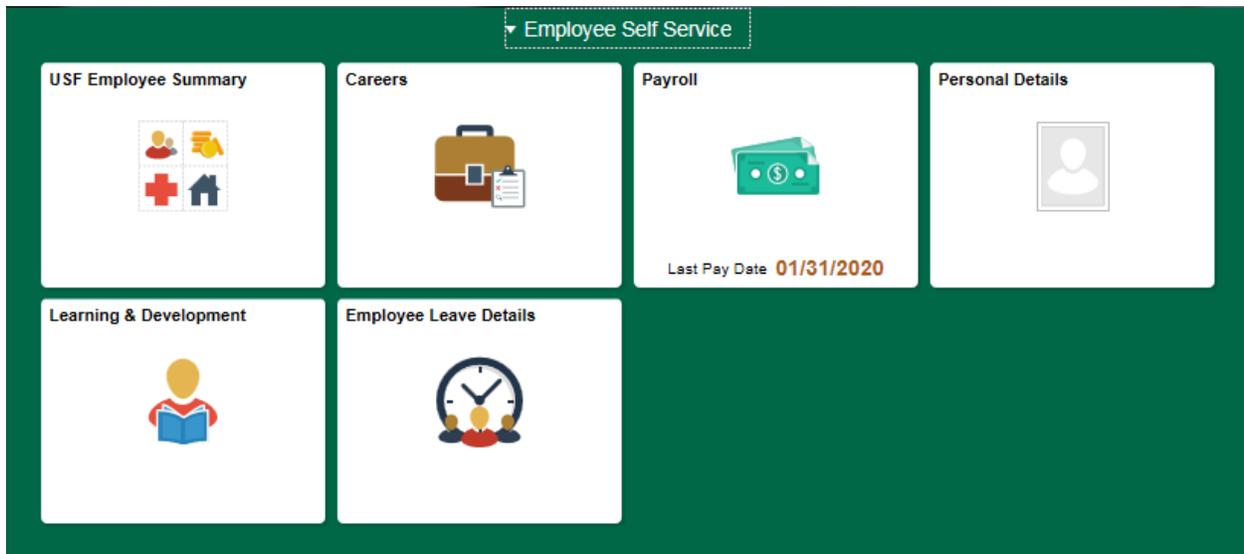
You will see a two-factor authentication pop-up. GEMS uses this to verify your identity each time you log in. This feature is called Microsoft Multifactor Authentication (MFA).



You will only need to activate your MFA account once. After that, you will always see this authentication page when logging into GEMS. Verify your login request by the method of your choice. Set up your Multifactor Authentication account or learn more here:

<https://www.usf.edu/it/documentation/office365/multifactor.aspx>

After you authenticate your login with MFA, Employee self-service opens with several tiles available (*USF Employee Summary, Careers, Payroll, Personal Details, Learning & Development, and Employee Leave Details*).



Use the **USF Employee Summary** tile to:

- Review any job history that you have at USF.
- View your benefits summary. Keep in mind that you cannot make any benefits changes in GEMS. All benefits are managed in PeopleFirst.



Figure 1 USF Employee Summary Screenshot

Use the **Careers** tile to browse available jobs at USF.

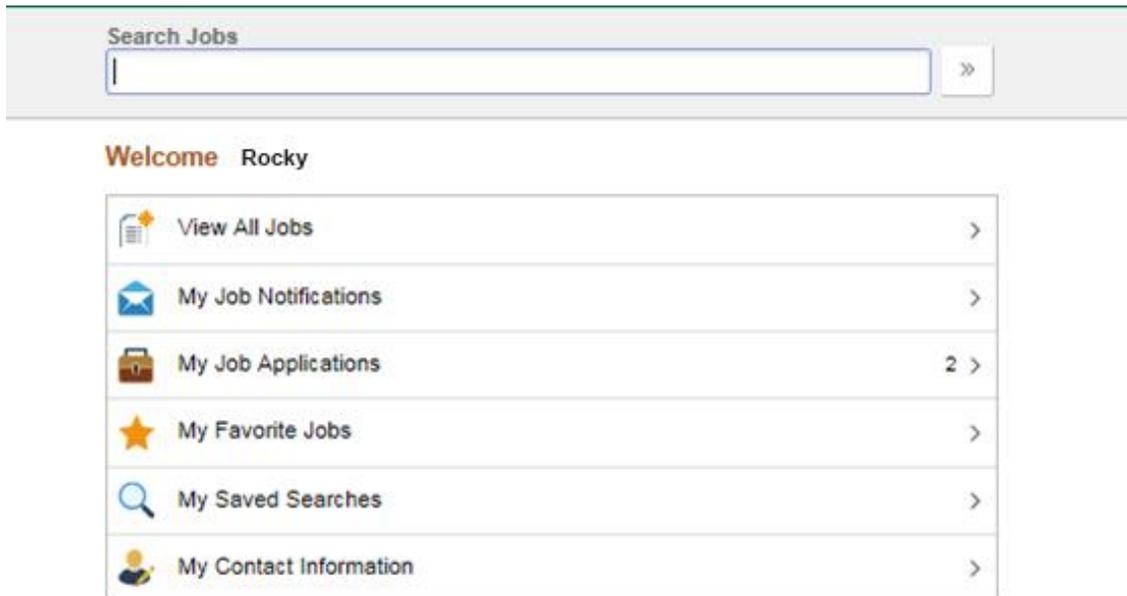
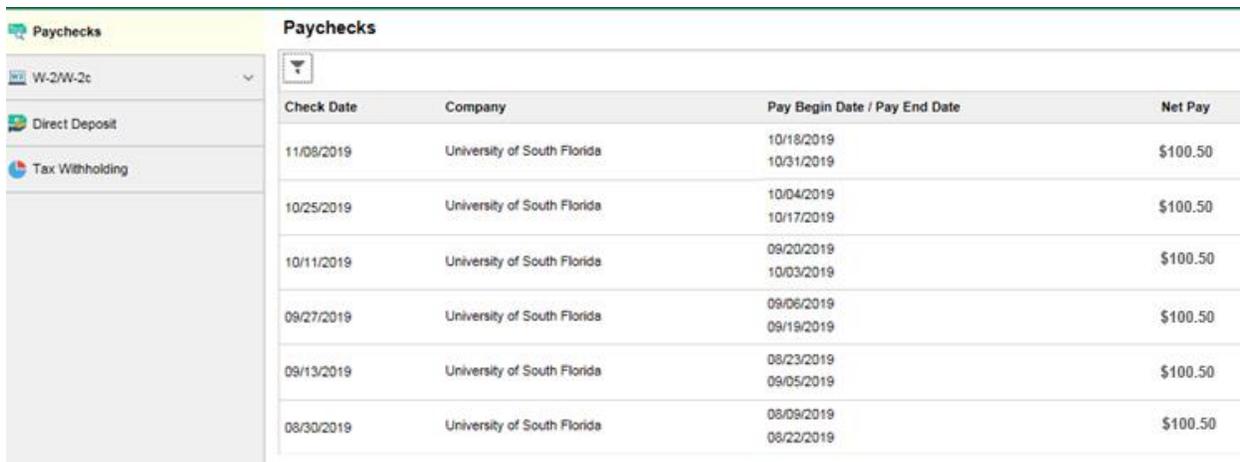


Figure 2 Careers Page Screenshot

Use the **Payroll** tile to:

- See a listing of your paychecks appears sorted by date.
- Click a particular paycheck to view or print as a PDF.
- Setup or change your Direct Deposit information.
- Change your W-4 tax withholding allowances.



The screenshot shows the 'Payroll' page with a sidebar on the left containing 'Paychecks', 'W-2W-2c', 'Direct Deposit', and 'Tax Withholding'. The main area displays a table of paychecks:

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay
11/08/2019	University of South Florida	10/18/2019 10/31/2019	\$100.50
10/25/2019	University of South Florida	10/04/2019 10/17/2019	\$100.50
10/11/2019	University of South Florida	09/20/2019 10/03/2019	\$100.50
09/27/2019	University of South Florida	09/06/2019 09/19/2019	\$100.50
09/13/2019	University of South Florida	08/23/2019 09/05/2019	\$100.50
08/30/2019	University of South Florida	08/09/2019 08/22/2019	\$100.50

Figure 3 Payroll Page Screenshot

Use the **Personal Details** tile to view and update your personal information from home address to emergency contacts.

Addresses	Addresses
Contact Details	Home Address
Ethnic Groups	4202 E. Fowler Avenue Tampa, FL 33620 Hillsborough Current
Emergency Contacts	Mailing Address
Additional Information	4202 E. Fowler Avenue Tampa, FL 33620 Hillsborough Current
Disability	
Veteran Status	

Figure 4 Personal Details Page Screenshot

Use the **Learning & Development** tile to:

- View all trainings that you have taken in the “Training Summary.”
- Register for training by clicking “Request Training Enrollment”

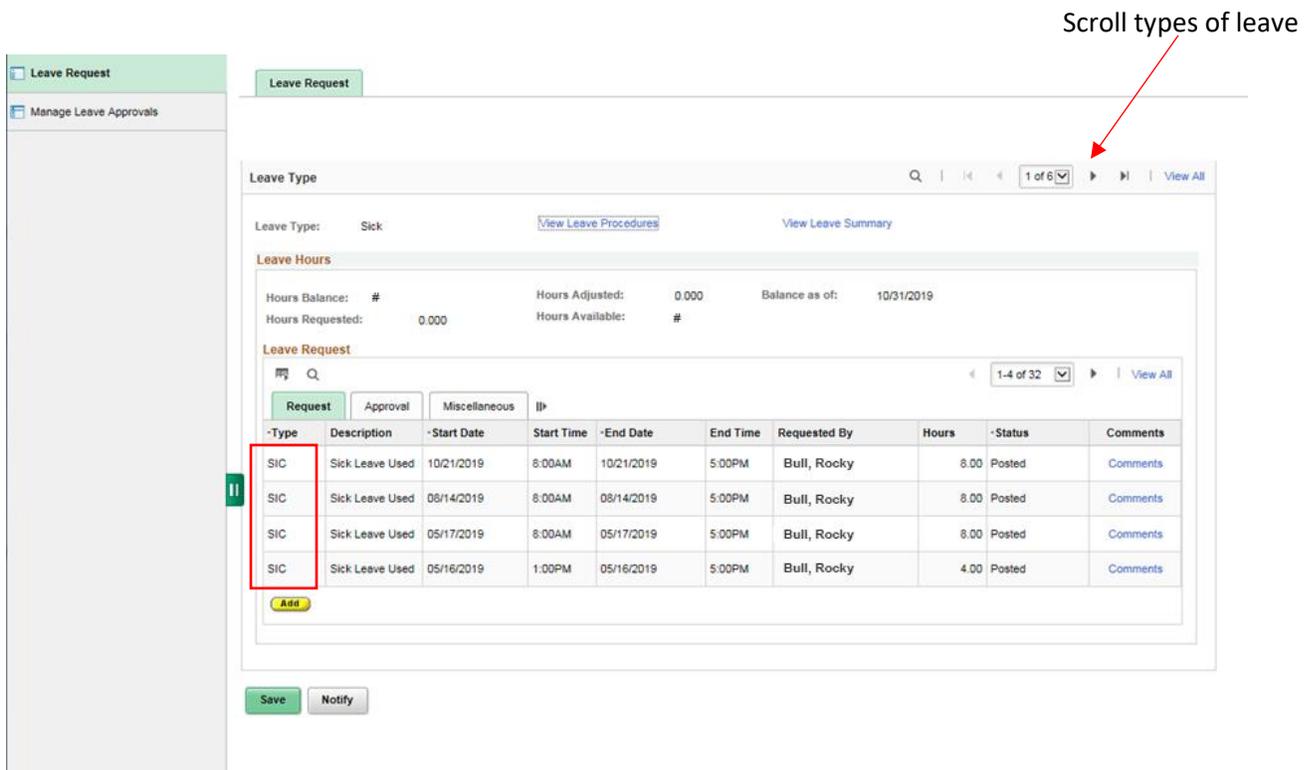
Training Summary	Request Training Enrollment
Request Training Enrollment	
	<p>Please choose one of the search methods below to find a course session.</p> <p>Search by Category</p> <p>Search by Course Name</p> <p>Search by Course Number</p> <p>Search by Location</p> <p>Search by Date</p>
	<p>Go To</p> <p>Self Service</p> <p>Learning and Development</p> <p>Training Summary</p>

Figure 5 Learning & Development Page Screenshot

Use the **Employee Leave Details** tile to request leave.

- By default, the sick leave request options will be shown first. To request Annual Leave, click the triangle arrow in the top right to show your next type of leave (ANL).
- To add your leave request for any type of leave:
 - Click the yellow “add” button, which will give you a new row.
 - In the blank areas, enter:
 - Start date and time of desired leave
 - End date and time of desired leave
 - Total number of hours being requested
 - Click “Save.”
 - You’ll see a popup that your request has been sent for approval.
 - You’ll receive an email when your manager/supervisor either approves or denies your request.

Scroll types of leave



The screenshot displays the 'Leave Request' page. At the top, there are navigation tabs for 'Leave Request' and 'Manage Leave Approvals'. Below this, the 'Leave Type' section shows 'Sick' as the selected type, with links for 'View Leave Procedures' and 'View Leave Summary'. The 'Leave Hours' section displays 'Hours Balance: #', 'Hours Adjusted: 0.000', and 'Balance as of: 10/31/2019'. Below this, the 'Leave Request' table is shown with columns for Type, Description, Start Date, Start Time, End Date, End Time, Requested By, Hours, Status, and Comments. The table contains four rows of 'Sick Leave Used' requests. A red box highlights the 'SIC' type in the first column of the table. A red arrow points to a dropdown menu in the top right corner of the table, labeled 'Scroll types of leave'.

Type	Description	Start Date	Start Time	End Date	End Time	Requested By	Hours	Status	Comments
SIC	Sick Leave Used	10/21/2019	8:00AM	10/21/2019	5:00PM	Bull, Rocky	8.00	Posted	Comments
SIC	Sick Leave Used	08/14/2019	8:00AM	08/14/2019	5:00PM	Bull, Rocky	8.00	Posted	Comments
SIC	Sick Leave Used	05/17/2019	8:00AM	05/17/2019	5:00PM	Bull, Rocky	8.00	Posted	Comments
SIC	Sick Leave Used	05/16/2019	1:00PM	05/16/2019	5:00PM	Bull, Rocky	4.00	Posted	Comments

Figure 6 Employee Leave Page Screenshot