Updating your address in GEMS Employee Self Service

Step 1: Log into GEMS Employee Self Service



USF Employee Suff Service USF Employee Summary Image: Careers <td

Step 3: Address details should display. Select the address you would like to update.

< Employee Self Service		Personal Details	
Rocky Bull USF Employee			
🛃 Addresses	Addresses		
😍 Contact Details	Home Address		
Number 2015	4202 E. Fowler Avenue Tampa, FL 33620 Hillsborough	Current	
Semergency Contacts			\sim
Sectional Information	Mailing Address		
🛃 Disability	4202 E. Fowler Avenue Tampa, FL 33620 Hillsborough	Current	6
👍 Veteran Status			0

Step 4: A new window will open to allow changes to be made. Once finished making changes, select "Save".

You will be taken back to the main Personal Details screen where additional changes can be made to other addresses or personal information.

Cancel	Address		
Employee Instruction			
To save United States addresses at least one of the foll	owing fields must get populated: Address 1, A	ddress 2, Address 3	
Change As Of	02/11/2020		
Address Type	Home		
Country	United States Q		
Address 1	4202 E. Fowler Avenue		
Address 2			
Address 3			
City	Tampa		
State	Florida Q		
Postal	33620		
County	Hillsborough		

Step 2: Open the Personal Details section