GEMS SELF SERVICE INSTRUCTIONS

Log In
The preferred method for accessing FAST/GEMS/Self-Service is to log in through the MyUSF Portal using your NetID and password. To access MyUSF and FAST/GEMS/Self-Service go to: https://my.usf.edu/

1. Enter your NetID and password.
2. Click on Business Systems from the menu bar.
3. Click the FAST/GEMS link to access the application.

NetID User ID & Password
If you have forgotten your NetID or NetID password, you need to reset your USF NetID password following the instructions below.

- Go to http://netid.usf.edu
- Click on the Reset your USF NetID password link and follow the on-screen instructions.

Self-Service Password Create/Change
You can create/reset your GEMS Self-Service password online through the NetID system.

- Go to http://netid.usf.edu and click the Login for more options link.
- Log in using your NetID and password.
- Click the Change your GEMS Self-Service Password link to set a new GEMS password.

After you have successfully set a new password, a prompt indicating “Password Changed Successfully!” will appear on the screen.

Password Guidelines
- The password must be at least eight characters in length.
- The password cannot be the same as your user ID.
- The password must contain at least one digit.
- The password must contain at least one special character, e.g. ! # % & * = .
- The password cannot be the same as your last ten passwords.
- Alpha characters are case sensitive.

Note: USF IT Help Desk does not reset Self-Service passwords. Self-Service passwords are reset only by the employee logging into https://netid.usf.edu with their NetID and selecting the link Change your GEMS Self-Service Password.
Address Changes
- Click *Self Service* in the left column
- Click *Personal Information* in the Self Service Options.
- Click *Home & Mailing Address* in the Personal Information options.
- Edit the New Information and click *Save*.

Name Changes
You must provide HR (SVC 2172) with your NEW signed Social Security card with your NEW name on it.

W-4 Information Changes
- Click *Self Service* in the left column.
- Click *Payroll and Compensation* in the Self Service Options.
- Click *W-4 Tax Information* in the Payroll & Compensation options.
- Click the *Submit* button.

Direct Deposit Changes
- Click *Self Service* in the left column.
- Click *Payroll and Compensation* in the Self Service Options.
- Click *Direct Deposit Information* in the Payroll & Compensation options.
- Change your Direct Deposit information.
- If changing, make sure to double check that both the Routing and the Account number are correct.
- Click the *Submit* button.

Copies of your Pay Stubs
- Click *Self Service* in the left column.
- Click *Payroll and Compensation* in the Self Service Options.
- Click *View Paycheck* in the Payroll & Compensation options.
  - Your most recent check will appear on the screen.
- To view previous checks, click:
  - *View a Different Paycheck*
- To retrieve paystubs, click:
  - *Printer Friendly Pay Stub*