

## What's Happening?

The systems known as **GEMS** and **GEMS Self Service** will be merged thus providing one system - **GEMS**.

Once the merge of these two systems is complete, GEMS users will no longer have to access GEMS for some functionality and GEMS Self Service for other functionality. GEMS users will have access to all functionality currently delivered in GEMS and GEMS Self Service by signing on to one system – GEMS.

## Why Merge?

Merging GEMS and GEMS Self Service increases efficiencies and streamlines the GEMS User experience.

## Who is Affected?

Employees of USF - If you currently access GEMS Self Service to do such things as update personal information, request leave, view your paycheck, change direct deposit, view your benefits summary or request training enrollment, you will be affected. Once the merge is complete, you will access these functions in GEMS instead of GEMS Self Service.

Managers – If you currently manage employees, functionality found under Manager Self Service in GEMS Self Service will be moved to GEMS.

Effort Certifiers – All related functionality for Effort Reporting and Certification that is currently accessed through GEMS Self Service will be moved to GEMS.

Recruiters - If your job responsibilities include using the recruitment functionality currently in GEMS Self Service; you will now be able to access this functionality in GEMS.

Most of the USF population will benefit from streamlining GEMS functionality. Anyone currently having to access both systems will only have to access one system (GEMS) after the merge is complete.

## When will the Merge of GEMS & GEMS Self Service Occur?

Much of the development work and user testing has been completed. We were fortunate to have volunteers from various campuses and colleges participate in a pilot group that conducted tests to assure all functionality was available in the new merged environment.

One of the pre-requisites to rolling out the new merged environment was that the DUO Authentication (the new two-factor authentication process) be in effect. Since DUO Authentication was rolled out on 4/19/2017; the anticipated date for the Merge of GEMS and GEMS Self Service is over the weekend of 5/19/2017 5pm and 5/21/2017 8am.

## How do I access GEMS/GEMS Self Service after the Merge?

Before accessing the new merged environment for the first time on 5/21/2017, we recommend that you clear your cache. For additional information on clearing cache [www.usf.edu/it/documentation/clear-browser-cache.aspx](http://www.usf.edu/it/documentation/clear-browser-cache.aspx).

The process to access GEMS will remain the same as before:

Log into MyUSF

Select Business Systems

Select GEMS/GEMS Self Service

Authenticate through DUO Two-Factor Authentication (Pre setup required. Info at [www.usf.edu/duo](http://www.usf.edu/duo))

Select Self Service from the GEMS menu

**NEW!** GEMS Self-Service functions will now be accessible off-campus. This is a change from the previous method of accessing GEMS Self-Service via an independent URL. Simply follow the steps mentioned above.

Additionally, the W4 Tax Data page within GEMS will now incorporate DUO Authentication prior to initiating changes. Information on changing your W4 can be found on the UCO Payroll website <http://www.usf.edu/business-finance/controller/payroll/aboutyourpaycheck.aspx> in the Withholdings section.

## **Additional Considerations**

If you encounter any issues or have questions, please report them to the Help Desk at [help@usf.edu](mailto:help@usf.edu) or (813) 974-1222.

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