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 DUO.

You will only need to activate your DUO 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 DUO account or learn more about DUO here.
After you authenticate your login with DUO, 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.

![Careers Page Screenshot](image)

**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.

![Payroll Page Screenshot](image)

**Figure 3 Payroll Page Screenshot**

For help: Email [training@usf.edu](mailto:training@usf.edu)
Use the **Personal Details** tile to view and update your personal information from home address to emergency contacts.

![Personal Details Page Screenshot](image)

**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”

![Learning & Development Page Screenshot](image)

**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.

![Employee Leave Page Screenshot](image)

*Figure 6 Employee Leave Page Screenshot*