

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.

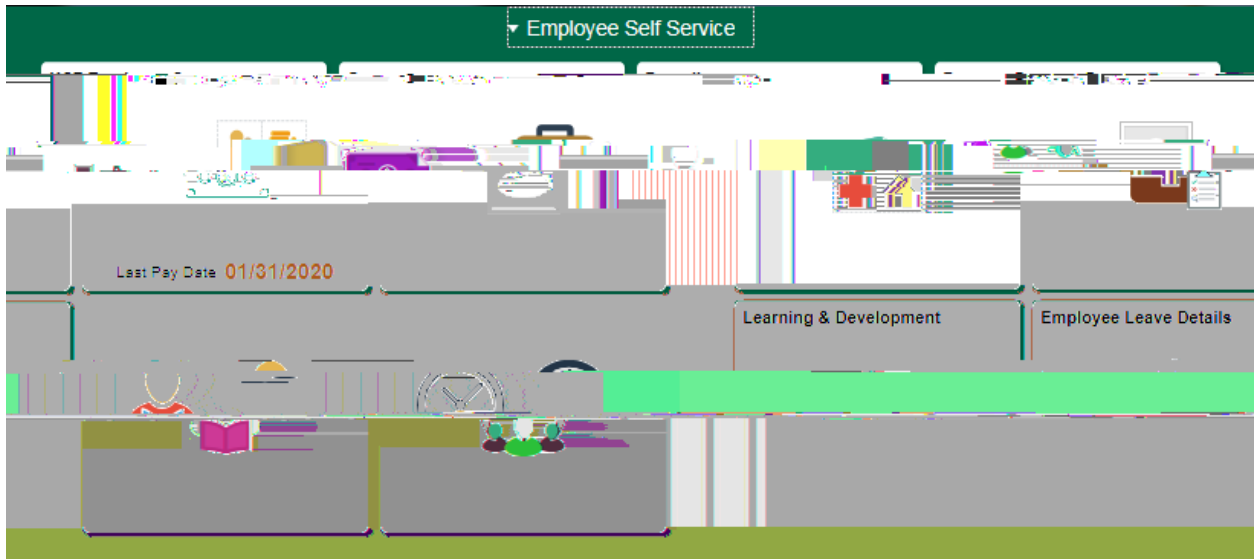
You will see a two-factor authentication pop-up. GEMS uses this to verify your identity each time you log in. This feature is called Microsoft Multifactor Authentication (MFA).



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>

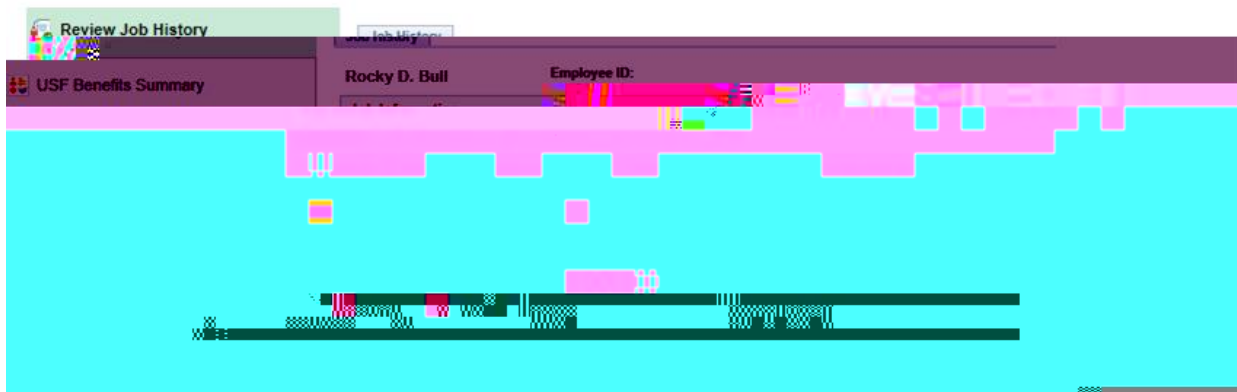
After you authenticate your login with MFA, Employee self-service opens with several tiles available



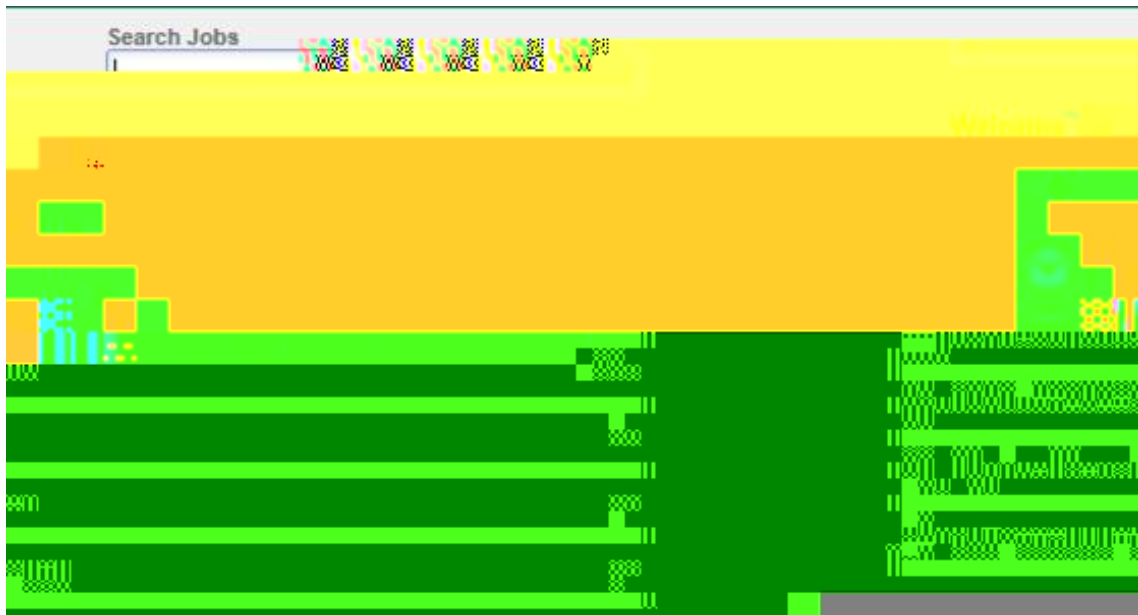
Use the **USF Employee Summary** tile to:

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.

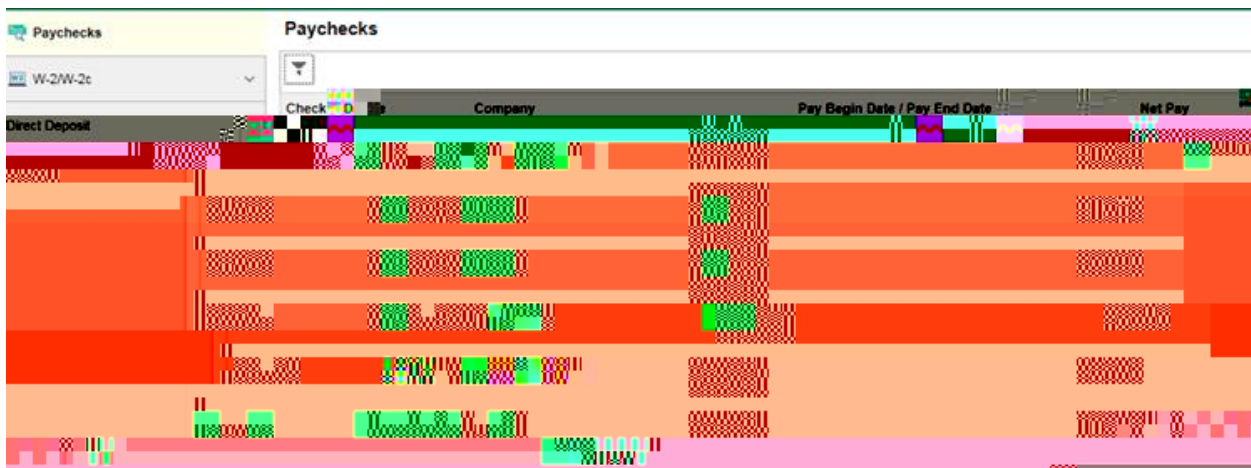


Use the **Careers** tile to browse available jobs at USF.

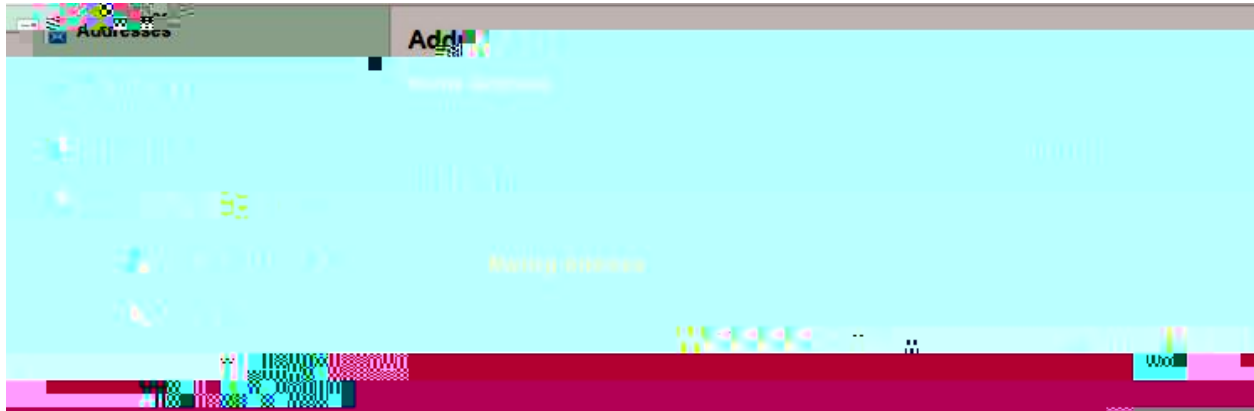


Use the **Payroll** tile to:

- 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.



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



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"

