



Human Resources
 USF - Global Employment System
 4202 East Fowler Avenue SVC2172
 Tampa, FL 33620-9951

GEMS Access Request

USER INFORMATION

Name:	Title:	GEMS Empl ID:
Department Name:	GEMS Department #:	Mail Point:
College/VP Area:	USF e-mail:	Campus Phone:

BUSINESS NEEDS – This is required for ALL levels of access.

Indicate the type of data required and the intended use. Be specific. If you need want access that mirrors another’s access, please include their name, GEMS Employee ID, Job Title and Department. Please include the reason for the request, for example: New Hire, Change in Position, Change in Department, Change in Duties, etc.

GEMS ACCESS REQUEST

Access to GEMS is determined by security roles that grant employee’s access to perform certain functions in GEMS pertaining to Budget, Human Resources and/or Payroll information. Requests should be made for only those roles that are needed to perform required job functions. Below are available GEMS roles and a brief description of each. Please note that training requirements and approval levels vary based on the role(s) requested.

Security Roles / Description	Required Training	Approvals Required
<input type="checkbox"/> Basic Inquire Access (INQUIRE) - Enables general users to access non-confidential and non-sensitive data.	GEM100 - Basic	Supervisor
<input type="checkbox"/> Effort Inquire - Enables user to look up PERT Effort Reports related to grant funded research.	GEM100 - Basic	Supervisor
<input type="checkbox"/> Advice Print Access - Enables users to print pay stubs for employees.	GEM100 - Basic	Supervisor & Dean (or Director) HR Data Custodian
<input type="checkbox"/> Department Rep Access (GEMS2 & Reporter1 Roles) - Enables users to access confidential and/or sensitive data in GEMS – designed for functions that support department/division or college wide function including ASF completion.	GEM100 - Basic GEM200 , GEM302 , GEM400	Supervisor & Dean (or Director) HR Data Custodian
<input type="checkbox"/> Effort Representative & GEMS2 - Enables user to process PERT Effort Reports and view confidential GEMS data		Supervisor HR Data Custodian
<input type="checkbox"/> Leave Coordinator Role & FMLA1 Role - Enables user to manage leave records for department/division/college	GEM100 - Basic BPC019 , GEMALT	Supervisor & Dean (or Director) ALT & HR Data Custodian
<input type="checkbox"/> Pay Distribution Role (GEMS3) - Enables users to enter pay distribution information.	GEM100 - Basic GEM302 , GEM400	Supervisor & Dean (or Director) Payroll & HR Data Custodian

APPROVALS – Signature below indicates employee has a legitimate business need for GEMS Access

Supervisor Name & Title (print):	Signature:	GEMS Employee ID	Date
Dean or Director Name & Title (print):	Signature:	GEMS Employee ID	Date
HR Data Custodian Approval:		ALT Approval Date:	
		Payroll Approval Date:	
		Org. Dev. Approval Date:	

Send completed form to Human Resources Information and Solutions, Human Resources, SVC 2172



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Responsibilities Associated with Access to University Information (Complete ONLY if hired before May 20, 2005)

As a new employee, you may have access to data or documents related to University business. While most of USF's information is public record, you are responsible for ensuring that the information to which you have access is used and released appropriately.

1. Information provided to you to conduct University business may not be used for other purposes or be passed on by you to another user without a valid business need for the information.
2. You are responsible for information to which you have access. This may involve establishing office policies regarding security access to paper documents, computerized files, keeping CDs, disks or printouts in locked cabinets, periodically updating passwords, and ensuring that terminals are properly signed-off when not in use.
3. You are responsible for protecting access passwords and complying with password management practices.
4. You are responsible for distinguishing between public, directory and confidential information. For guidance, see the USF catalog and the USF Policy & Procedure 0-106. Confidential information regarding students, staff, or others associated with University business may not be released in any personally identifiable format without permission of the individual. Individual directory information may be released unless a student has requested otherwise. Always check the privacy flag in student files before releasing directory information. Any public information may be displayed in either individual or aggregated format.
5. For consistency, USF develops and maintains official counts of students, employees, and other items. Many of these are displayed in the University Fact Book. It is your responsibility to use these official counts on surveys, news releases, grant proposals or other documents. Having access to University files should not result in your use of alternate counts.
6. Violation of these responsibilities could result in disciplinary action.

I acknowledge receipt of these responsibilities and agree to accept them.

Employee Signature: _____ Date: _____

Print Employee Name: _____ Empl ID: _____