


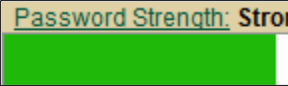



**Welcome to USF!**

As a new employee, there is a lot to do including new hire paperwork. Some of the forms are online and should be completed before your first day of work.

**Step 1: Create Your USF Net ID**

- From the HR New Hire page – [www.usf.edu/hr/newhire.asp](http://www.usf.edu/hr/newhire.asp) -- click **Create Your Net ID**.
- Add your first/last name, then type your USF ID # or click the "Lookup your USF ID Number" link.  

- Add your birthdate and Social Security number (no dashes), type the words in the graphic field on your screen, then click **Submit**.  

- Your USF ID number, also known as your U Number, appears. Write it down, and then click the **Close USF ID Number Lookup** link at the top.  

- Back on the Enter User Information page, add the requested information and click **Activate Net ID**.
- First time users will see the *USF Computer and Network Access Agreement*. Read and click **I agree**.
- Select your preferred Net ID from the available list, then click the **Select** button.
- Select a secret question and enter an answer. This is used if you forget your password. Click **Submit**.
- You must enroll in or opt out of USF's Emergency Notification System. If you choose Yes, enter your mobile phone number, select a campus and click **Submit**, then **Close Window**.
- Create your NetID password. Once your password passes the strength test, shown on the meter at the top, type again to verify, then click **Setup Net ID**.  

- Your NetID is set. Click **Return to Main Menu**.
- Click **Login for more options** to change your GEMS Self Service password.

**Step 2: Change Your GEMS Self-Service Password Using the Net ID Pages**

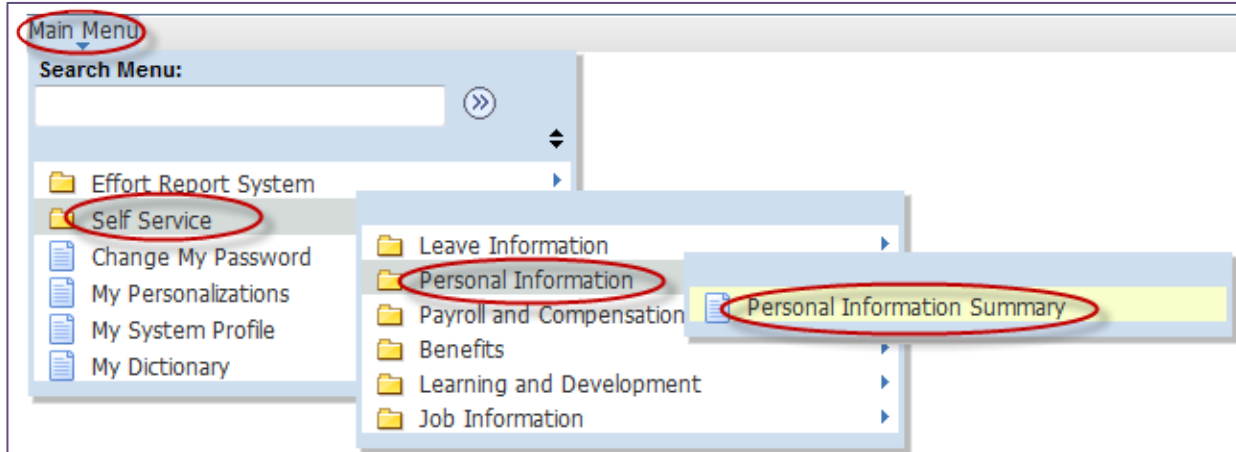
- At the Net ID sign in page, add your newly created NetID and password and click **Sign In**.
- Write down your **GEMS Employee ID number**, then click **Change your GEMS Self Service Password**.
- Reset your GEMS Self-Service password following the requirements displayed. NOTE: to make it easier, you may want to use the same password for your NetID and your GEMS Self Service.
- Just as with the NetID password, the password strength meter will indicate when the password is strong enough. Click **Change my Password**.
- Click the link ([www.usf.edu/gems](http://www.usf.edu/gems)) to go to the GEMS page.  


**Step 3: Sign In to GEMS Self-Service to complete your New Hire Paperwork**

- From off campus, go to [www.usf.edu/gems](http://www.usf.edu/gems) and click **GEMS Self-Service**. When the page opens, enter your GEMS employee ID (including the leading zeroes) and your newly created Self Service password. Click **Sign In**.

**Update Personal Information – Home Address, Phone, etc.**

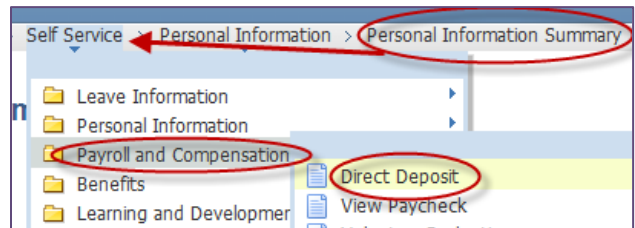
- GEMS Self Service opens to the home page. Click **Main Menu**, then **Self Service**, then **Personal Information**, then **Personal Information Summary**.



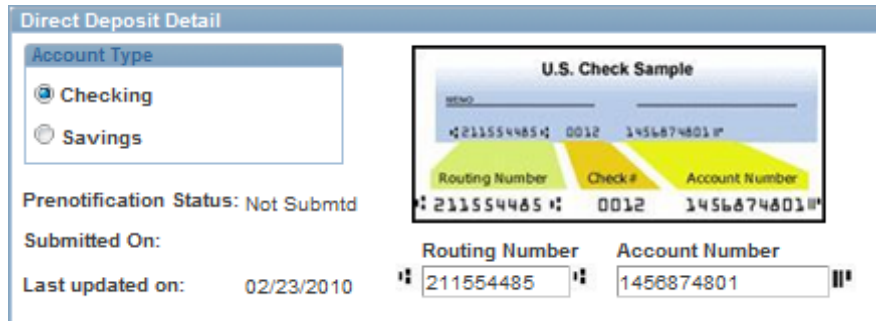
- Personal Information Summary** displays your personal information - home, phone numbers, etc. Check each category for accuracy. If it's wrong, click the light blue **Change...** buttons. Use your current address and phone number; you can return to this page at any time to make changes.
- Check your emergency contacts, Home email and ethnic groups for accuracy and change as needed.
- Ethnicity Questions:** We collect ethnicity information on students and employees for federal reporting using the two-question format. The first question asks if you are Hispanic or Latino and the second asks about your race. After making your choice, click **Save**, then **OK**.
- To finish this section, click the **Return to Personal Information** link just below the **Save** button.
- Verify your date of birth and Social Security Number are correct and if they are wrong, contact Human Resources.

**Payroll and Compensation – Direct Deposit**

- Use the breadcrumbs at the top of the screen to go back two steps to Self Service. Click **Payroll and Compensation**, then **Direct Deposit** (see image at right).



- Set up direct deposit so your paycheck is deposited automatically into your checking or savings account. Select either checking or savings – at this time, USF only offers one account distribution. Enter the routing number and account number of your bank account, read the acknowledgment statement, and click **Save**.



### Payroll and Compensation – W-4 Tax Information

- Using the breadcrumbs, click **Payroll and Compensation** then click **W-4 Tax Information**.
- Enter your withholding allowances and other choices, then click **Submit**.
- You must verify your identity by entering your GEMS Self Service password. Click **Continue**.

### Payroll and Compensation – W-2 Consent

- Using the breadcrumbs, click **Payroll and Compensation** then click **W-2/W-2c Consent**.
- Read the acknowledgement, check the box, then click **Submit**.
- Click **OK** to confirm.

### Other Options in GEMS Self-Service

- You have completed all the forms required for a new employee. Click through the drop down menus to see other options. from **Request Leave** to **View Paycheck** to **Enroll in Training**.

### Common Terms/Definitions:

- myUSF** – online portal to provide access to online services, including GEMS Self Service.
- USFID or U Number** – your unique ID number at USF.
- NetID** – your user ID at USF. Use to sign into myUSF.
- GEMS Self Service** – Online access to your personal employment information.
- Employee ID** – This 11 digit number beginning with zeroes is your User ID for GEMS Self Service.