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 -- 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) 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, 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**.

![Direct Deposit Detail](image1)

**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.