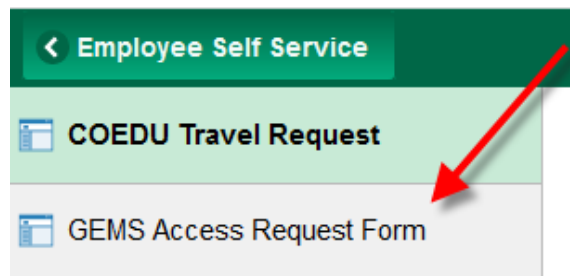
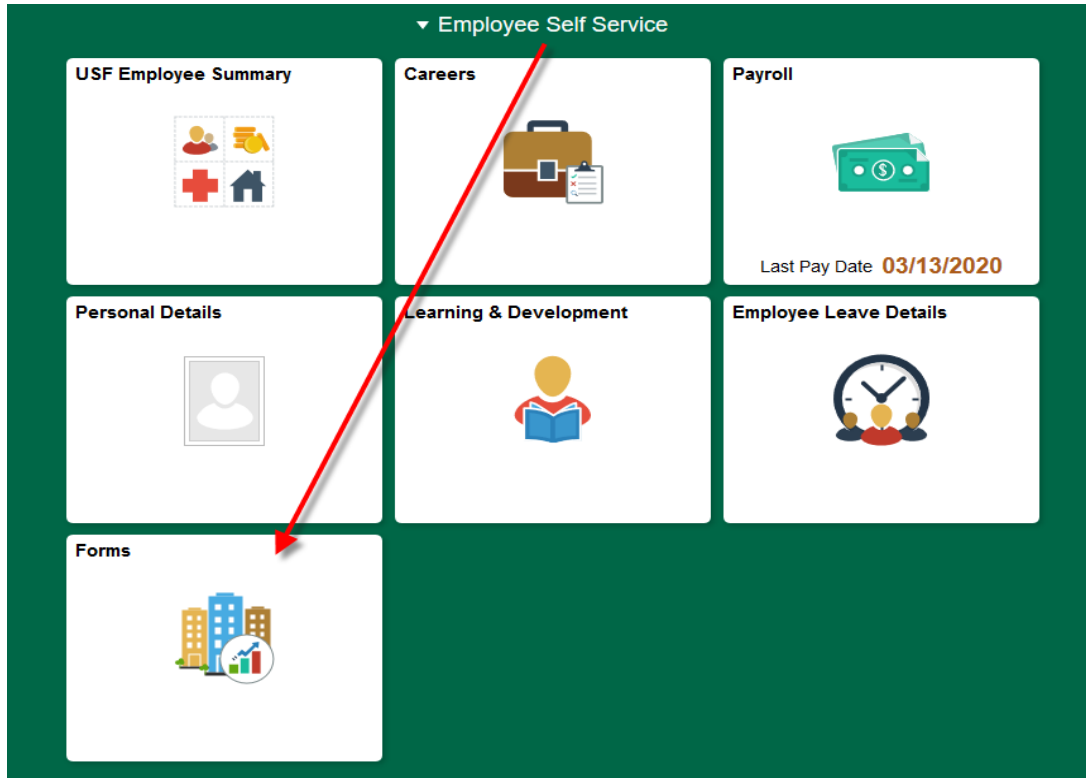
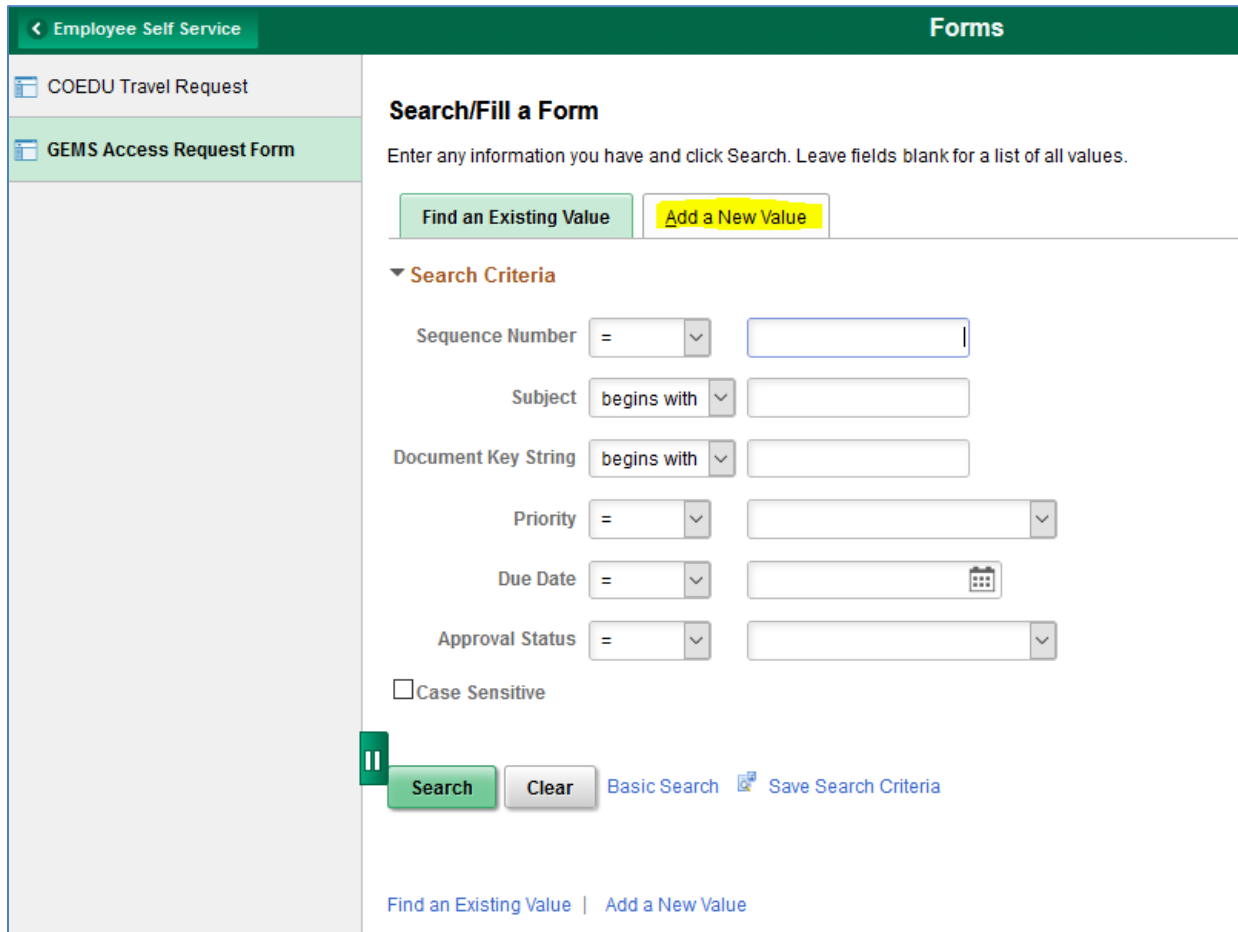


PROCEDURES

1. The GEMS Access Request Form can be accessed from the **Employee Self Service** Homepage (click on the Forms Tile and then **GEMS Access Request Form** from the list of pages).



- Click “Add a New Value”



Employee Self Service **Forms**

COEDU Travel Request

GEMS Access Request Form

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Sequence Number = [dropdown] [input]

Subject begins with [dropdown] [input]

Document Key String begins with [dropdown] [input]

Priority = [dropdown] [dropdown]

Due Date = [dropdown] [calendar icon]

Approval Status = [dropdown] [dropdown]

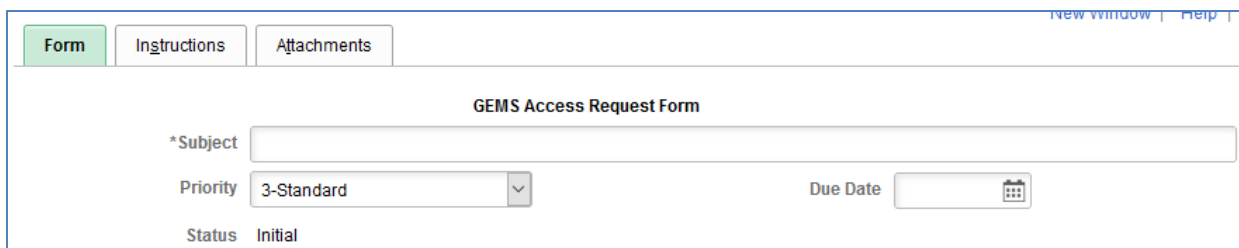
Case Sensitive

Search **Clear** Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

- You will be routed to the **Form** tab to add your request details. The **Attachments** tab will be explained in Step #11.

Enter a Subject as “Request for [EMPLOYEE NAME] / [GEMS EMPLOYEE ID]”, add Priority (3-Standard) and a Due Date 2 days from the date submitted.



Form Instructions Attachments

GEMS Access Request Form

*Subject [input]

Priority 3-Standard [dropdown] Due Date [calendar icon]

Status Initial

- Enter your Employee ID (11-digit), First Name, Last Name, Job Title, Department Name, College/Unit, VP Area and USF E-mail address.

IMPORTANT: Please ensure all required training is complete prior to submitting a request form.

**GEMS Access Requirements**

Access will **ONLY** be granted once the following requirements have been met:

- GEMS Access Requests must be completed by immediate supervisor to attest to business need.
- Employee has **successfully completed** the required training.
- The appropriate approvals have been obtained by HRIS. Please note that access outside of employee's own department will require additional levels of approval.
- GEMS Access Request Forms are automatically routed to HRIS for handling once saved/submitted.

Please ensure all required training is complete prior to submitting a form.

GEMS Access Requested For:

Employee ID	<input type="text" value="00000011111"/>
Employee Name	<input type="text" value="Test Employee"/>
Job Title	<input type="text" value="Sr HR Analyst"/>
*Department ID	<input type="text" value="0-0320-000"/> <input type="button" value="Q"/>
Department Name	<input type="text" value="Division of Human Resources"/>
College	<input type="text" value="Business & Finance"/>
USF E-mail	<input type="text" value="testemployee@usf.edu"/>

5. If applicable, select any **HR Functions** you need to perform your job.

HR Functions

Access Level	Required Training
Appointment Status Form (ASF)	GEM100 Basic, GEM200
Leave Coordinator	GEM100 Basic, BPC109
Query Reporting	GEM302

Select **only** HR functionality required to meet business need:

1 

2 

3 

4 

5 

6. If applicable, select any Access Levels under **Recruiting Functions** you need to perform your job.

Recruiting Functions

Access Level	Required Training
Recruiting	RECHDR

Select **only** Recruiting functionality required to meet business need:

6 

7 

8 

9 

7. If applicable, check any **Payroll Functions** you need to perform your job.

Payroll Functions

Access Level	Required Training
Review Paycheck & Pay Actuals	GEM100 Basic
Pay Distribution	GEM100 Basic, GEM302, GEM400
Effort Reporting	GMPCTW

Enter an "x" only next to the Payroll function required to meet business need:

- Effort Reporting**
- Grant Reporting**
- Pay Distribution**
- Prepare RETS**
- Review Paycheck**
- RSA Checking**

8. Under the **Additional Functions** section, provide any other job duties performed that require additional access in the "Details" box.

If applicable, also list any Colleges/Departments outside your own Department you need access to in order to perform your job.

Additional Functions

Indicate other job duties performed that would require additional access:

*Business Need:

254 characters remaining

If applicable, list the Colleges/Departments outside your own Department that you need access to:

254 characters remaining

9. Provide any additional details pertinent to your access request in the **More Information** box.

More Information

10. If there are Attachments you would like to add to the request, click on the **Attachments** tab.

- Add a **Description** and click the **Attach** button to upload your file.
- Click Browse to locate your file and click Upload.

Form
Instructions
Attachments

GEMS Access Request Form

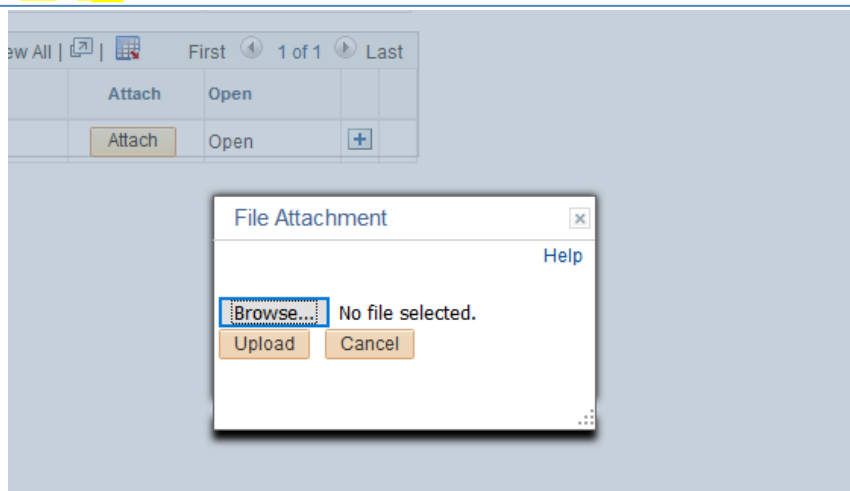
*Subject

Download Templates

	Description	Attached File	Open
1	GEMS Access Form Instructions	GEMS_Access_Form_Instructions.docx	Open

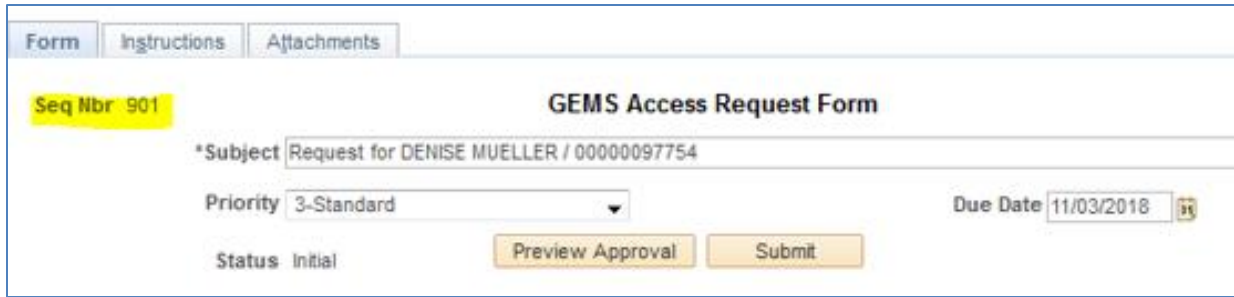
Upload your attachments

	Description	Attached File	Attach	Open
1			<input type="button" value="Attach"/>	Open



11. Go back to the **Form** tab.

12. Click **Save**. A sequence number will generate at the top of the form page, **but there is one more step!**



Form | Instructions | Attachments

Seq Nbr 901

GEMS Access Request Form

*Subject Request for DENISE MUELLER / 00000097754

Priority 3-Standard

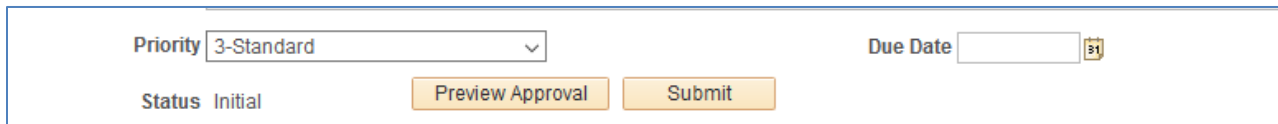
Due Date 11/03/2018

Status Initial

Preview Approval Submit

13. Once you click Save on the button of the form, scroll up and click **Submit** (under the Priority field). The form will then route to the HRIS Team for handling.

Please note that you have to click Save and then SUBMIT in order for your form to route for approval.



Priority 3-Standard

Due Date

Status Initial

Preview Approval Submit

14. After you click **Submit**, you will be taken to a routing page as seen in the example shown below.



GEMS Access Request Form

Subject Request for DENISE MUELLER / 00000097754

Review/Edit Approvers

GEMS Access Request Form: 901:Pending

1 Pending

Multiple Approvers
HRIS Team

15. No further action is required by you at this point, but note that all request forms will be routed for additional approval before being processed. The list below shows the required approvers by type of access requested.

Authorization/Escalation Levels

Requests For:	Approval Required:
Own Department	Director / Dean or Chair
Multiple Departments within same College	Director / Dean or Chair
Multiple Departments across multiple Colleges	Director / Dean or Chair of each College
Multiple Departments within same VP Area	Vice President / Provost
Multiple Departments across multiple VP Areas	Specific VP Area Vice President / Provost
Campus Wide Access	DHR Leadership
Multiple Campuses	DHR Leadership
System Access	DHR Leadership