

BACKGROUND

GEMS is the Global Employee Management System that houses data on all USF employees. Access is granted to this system through security roles and permissions that limit the data an individual can see based on the job functions they must perform.

Since job functions and responsibilities change over time, it is necessary for immediate supervisors to review their employee's GEMS access to assure it is appropriate. In order to comply with [USF Policy 0-501 Information Technology Resources - Use and Protection](#), all employees with direct reports must conduct an annual review of their employee's GEMS access.

Central Human Resources, in collaboration with Information Technology, has developed a GEMS User Access report that is now available to employees with direct reports. This report provides a list of employees, the access roles they have been assigned in GEMS and a description of the access granted by that role. This new tool is being made available to assist supervisors in assessing their employee's level of access.

Please take a moment to review the GEMS User Access reporting tool instructions

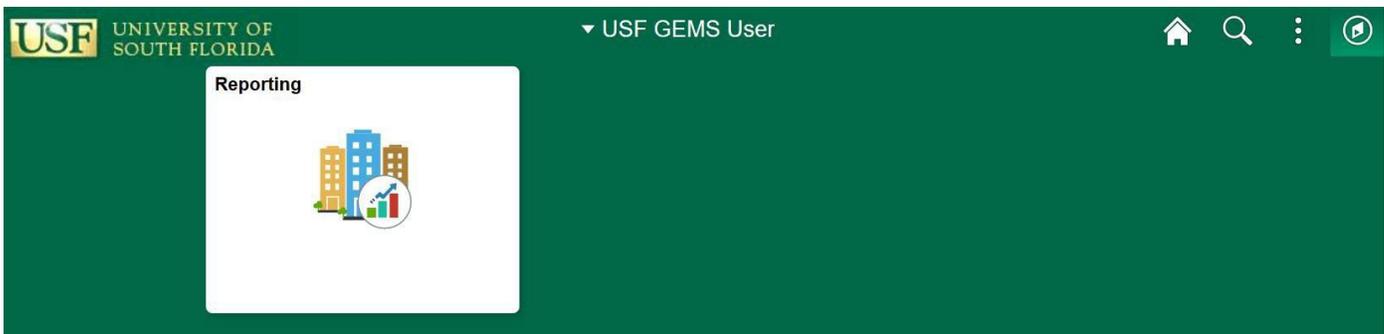
(below). Upon reviewing the GEMS User Access report, supervisors should take the

following actions:

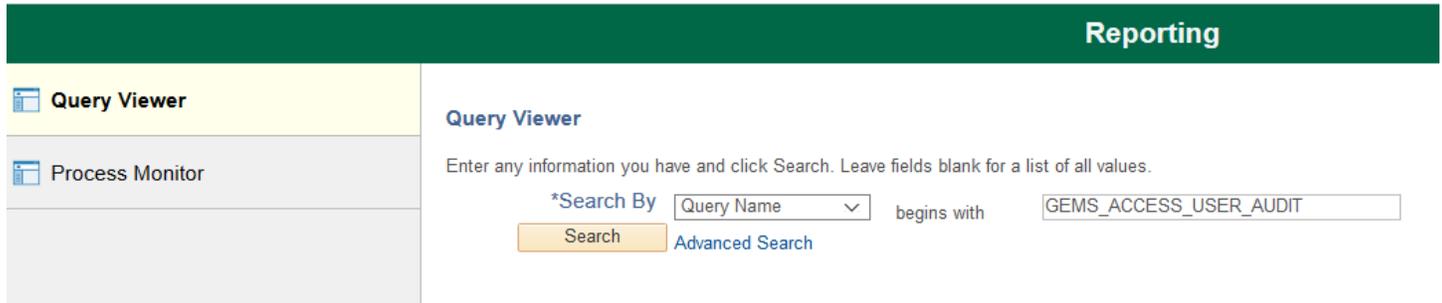
- If an employee's job functions no longer require the level of access they have, an email should be sent to HRSystemSecurity@usf.edu with the User ID and the role(s) that should be removed. If you are not sure, please contact HRIS for guidance.
- If an employee's job functions require additional GEMS access, a GEMS Access Request Form should be submitted by the supervisor. Instructions for submitting a GEMS Access form can be found [here in the HR Procedures Library](#).
- Upon completion of their review, supervisors should sign and date the reports, and ensure these are retained on file within the department along with copies of any resulting requests to remove or add access.

PROCEDURES

1. The GEMS User Access Report can be accessed from the **USF GEMS User** homepage by clicking the **Reporting** tile.



2. Click **Query Viewer** from the list of available pages.
 - a. In the *Search By Query Name begins with enter **GEMS_ACCESS_USER_AUDIT** and click **Search**.



Reporting

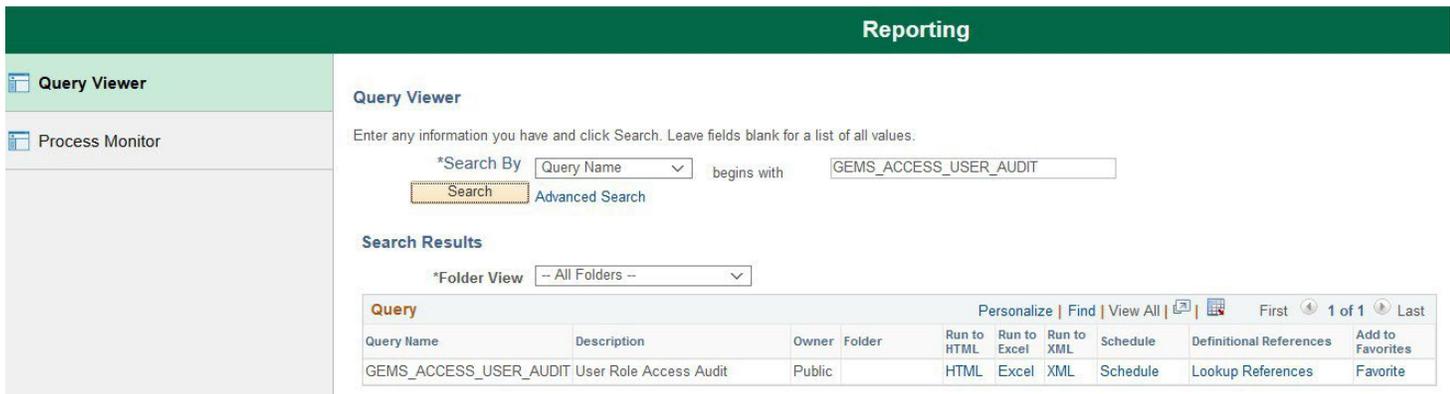
Query Viewer

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

*Search By begins with

Search [Advanced Search](#)

3. The Query will display in the Search Results.
 - a. Click **Favorite** under the Add to Favorites column.



Reporting

Query Viewer

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

*Search By begins with

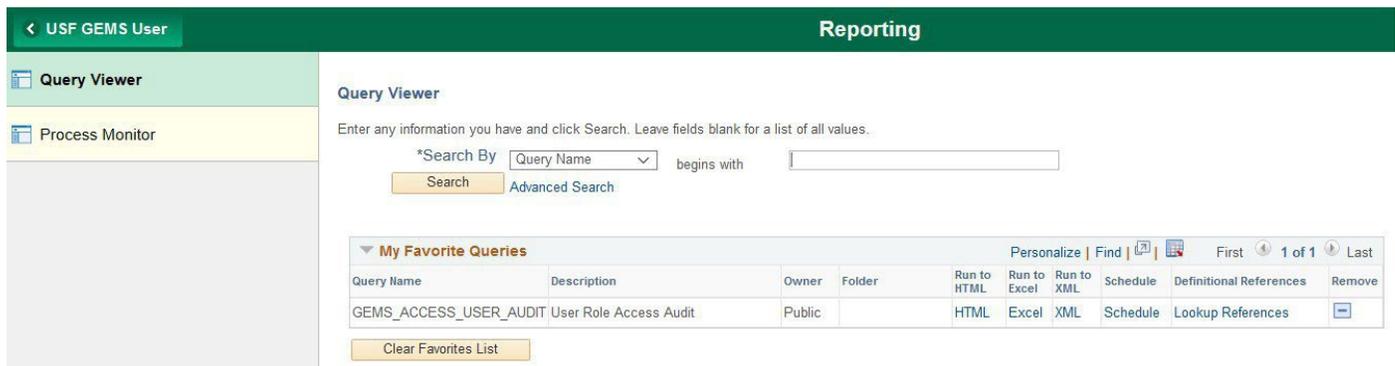
Search [Advanced Search](#)

Search Results

*Folder View

| Query | | | | | | | | | |
|------------------------|------------------------|--------|--------|-------------|--------------|------------|----------|-------------------------|------------------|
| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
| GEMS_ACCESS_USER_AUDIT | User Role Access Audit | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |

4. The Query will display now under the **My Favorite Queries** section each time you access the Query Viewer page.
5. Click **Excel** under the Run to Excel column.



Reporting

Query Viewer

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

*Search By begins with

Search [Advanced Search](#)

My Favorite Queries

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Remove |
|------------------------|------------------------|--------|--------|-------------|--------------|------------|----------|-------------------------|--------|
| GEMS_ACCESS_USER_AUDIT | User Role Access Audit | Public | | HTML | Excel | XML | Schedule | Lookup References | |

Clear Favorites List

6. A new web browser tab will open with a prompt to enter your **GEMS User ID**.
 - a. Your GEMS User ID is your Net ID. **Please note the GEMS User ID has to be entered in all caps.**

Example below:

GEMS_ACCESS_USER_AUDIT - User Role Access Audit

GEMS User ID

- b. Once entered, click **View Results** to run and download the report results to Excel.

If you have any questions, please contact **HRSysSecurity@usf.edu**