The easiest way to change your address is by accessing GEMS Self-Service. Available 24/7, you can log in on or off-campus. Click to get started in GEMS Self-Service. Need help with GEMS Self-Service? Click here for more information.

If you no longer have access to the GEMS Employee Self Service portal, please complete this form and return it to hr-records@usf.edu.

Note: All changes made with USF are forwarded to Peoplefirst and all Benefit Providers. Student employees must also change address information in OASIS/Banner as it will not be automatically updated by HR.

Address Change

Name: _____   GEMS EEID# or last 4 digits of SSN: _____

Old Address

Street Address: _____

City: _____   State: _____   Zip code: _____

Telephone #: _____

New Address

Street Address: _____

City: _____   State: _____   Zip code: _____

Telephone #: _____

_____   _____

Signature   Date