

Directory changes – To update the USF directory, changes must be made in GEMS. The updated information generally takes 24-48 hours to appear in the directory. HR is able to change department, phone number, and mail point as follows:

Employees with positions: Department, phone number, and mail point are attached to each position. The HR contact in your department who updates position descriptions needs to submit these changes through CAREERS for approval.

Temporary employees: For a change in department, submit an ASF to your Service Center Representative. For phone number and mail point corrections, submit the information in an email to your Service Center Representative.

Email Changes – Email updates must be submitted by the department to their IT representative. Please contact the desktop support person within your department responsible for Information Technology (IT) matters. The IT department loads email address information every night into the GEMS system. Any information not entered during this load will be overwritten the next time the process runs. Human Resources is not able to enter this information directly.

Mail Point change – If the work mail point needs to be changed,

Employees with positions: Supervisor, phone number, and mail point are attached to each position. The HR contact in your department who updates position descriptions needs to submit these changes through CAREERS for approval.

Temporary employees: the information that needs to be changed can be submitted in an email to your Service Center Representative.

Phone Number change – If the work phone number needs to be changed,

Employees with positions: Supervisor, phone number, and mail point are attached to each position. The HR contact in your department who updates position descriptions needs to submit these changes through CAREERS for approval.

Temporary employees: the information that needs to be changed can be submitted in an email to your Service Center Representative.