

## PROCEDURES

1. The GEMS Access Request Form can be accessed in GEMS under **Main Menu > Manager Self Service > GEMS Access Request Form**
2. Click **“Add a New Value”**. You will be routed to the Form tab to add your request details.

The screenshot shows the search interface for the GEMS Access Request Form. At the top, there are navigation tabs: 'Favorites', 'Main Menu', and 'GEMS Access Request Form'. Below this is a section titled 'Search/Fill a Form' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A red arrow points to the 'Add a New Value' button. Below the buttons is a 'Search Criteria' section with several fields: 'Sequence Number' (dropdown), 'Subject' (dropdown), 'Document Key String' (dropdown), 'Priority' (dropdown), 'Due Date' (dropdown with a calendar icon), and 'Approval Status' (dropdown). There is also a checkbox for 'Case Sensitive'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

*Note: The **Attachments** tab will be explained in Step #11.*

3. Enter the following information:
  - In the **Subject** field, enter “Last Name, First Name” of the individual requiring GEMS Access
  - The **Priority** field will default to “3-Standard”, there is no need to change this as access will be granted once all approvals are obtained.
  - Enter the current date in the **Due Date** field.

The screenshot shows the 'Form' tab of the GEMS Access Request Form. The navigation tabs at the top are 'Favorites', 'Main Menu', 'Manager Self Service', and 'GEMS Access Request Form'. Below the navigation tabs are three tabs: 'Form', 'Instructions', and 'Attachments'. The 'Form' tab is selected. The form title is 'GEMS Access Request Form'. There are three main fields: '\*Subject' (text input), 'Priority' (dropdown menu set to '3-Standard'), and 'Due Date' (text input with a calendar icon). Below these fields is a 'Status' field with the value 'Initial'.

## COMPLETING the GEMS ACCESS REQUEST FORM

4. Enter your Employee ID (11-digit), First Name, Last Name, Job Title, Department Name, College/Unit, VP Area and USF E-mail address in the “**GEMS Access Requested For**” section as shown below:

**GEMS Access Requested For:**

Employee ID

Employee Name

Job Title

Department Name

College

USF E-mail

5. Indicate all access required under the **HR Functions, Payroll Functions & Recruiting Functions** sections of the form.
6. Indicate any additional functionality needed under the **Additional Functions** section.

If an employee needs access to employee data outside of their own department; specific information as to the population needed, must be provided in the second box under Additional Functions. For example:

- Employee needs specific departments in a college but not all departments – list specific departments
- Employee needs all departments in a specific College or VP Area – list the College or VP Area
- Employee needs access to all employees on a specific Campus – list Campus

**Additional Functions**

Indicate other job duties performed that would require additional access:

Details

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

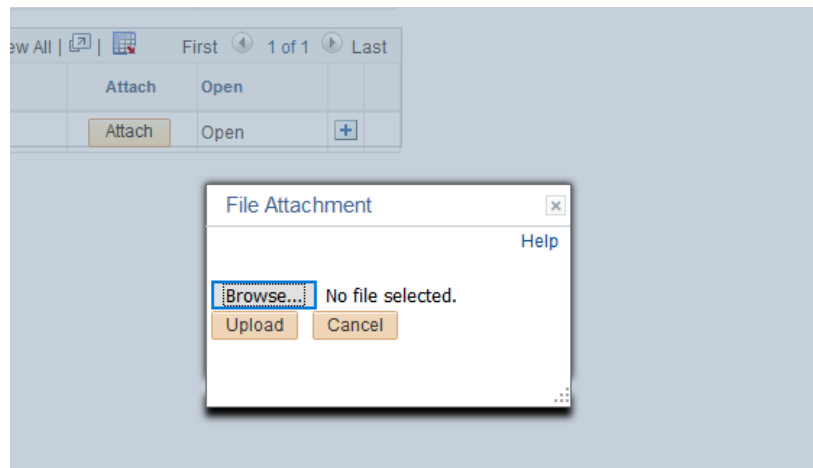
**Note:** HRIS will determine the necessary approvals based on the functionality and population requested.

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

## COMPLETING the GEMS ACCESS REQUEST FORM

7. Provide any additional details pertinent to your access request in the **More Information** box.
8. 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.

The screenshot shows the 'Attachments' tab of the 'GEMS Access Request Form'. At the top, there are navigation tabs for 'Form', 'Instructions', and 'Attachments'. Below them is a search bar labeled '\*Subject'. The main content area is divided into two sections: 'Download Templates' and 'Upload your attachments'. The 'Download Templates' section has a table with columns 'Description', 'Attached File', and 'Open'. The 'Upload your attachments' section has a table with columns '\*Description', 'Attached File', 'Attach', and 'Open'. A 'Notify' button is located below the tables. At the bottom, there are navigation links for 'Form | Instructions | Attachments'.

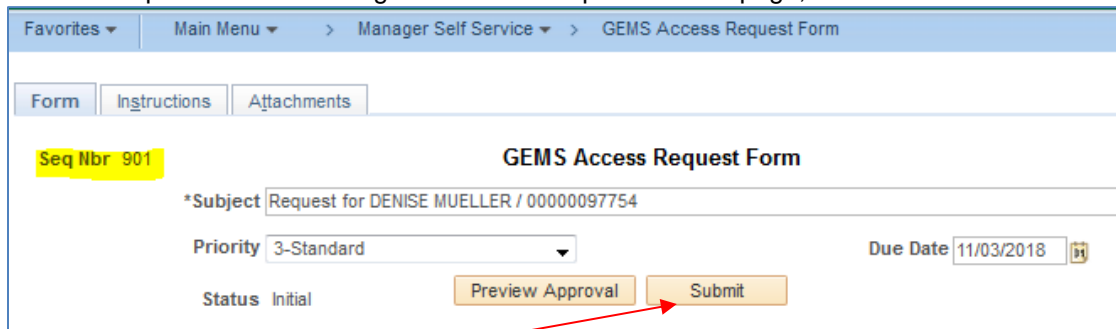


9. Go back to the **Form** tab.

## COMPLETING the GEMS ACCESS REQUEST FORM

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



The screenshot shows the 'GEMS Access Request Form' page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manager Self Service', and 'GEMS Access Request Form'. Below this, there are tabs for 'Form', 'Instructions', and 'Attachments'. The main content area displays the form details: 'Seq Nbr 901' (highlighted in yellow), 'GEMS Access Request Form' title, '\*Subject' 'Request for DENISE MUELLER / 00000097754', 'Priority' '3-Standard', and 'Due Date' '11/03/2018'. At the bottom, there is a 'Status' field set to 'Initial' and two buttons: 'Preview Approval' and 'Submit'. A red arrow points from the 'Submit' button to the next step.

11. Click **Submit**

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

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



The screenshot shows the routing page for the 'GEMS Access Request Form'. The title is 'GEMS Access Request Form' and the subject is 'Request for DENISE MUELLER / 00000097754'. Below this, there is a section titled 'Review/Edit Approvers'. The main content area shows a card for 'GEMS Access Request Form: 901:Pending' with a 'Start New Path' button. Below the card, there is a 'Pending' status box with 'Multiple Approvers' and 'HRIS Team' listed, and a plus sign icon.