

## GEMS Manager Self Service Transactions User Guide

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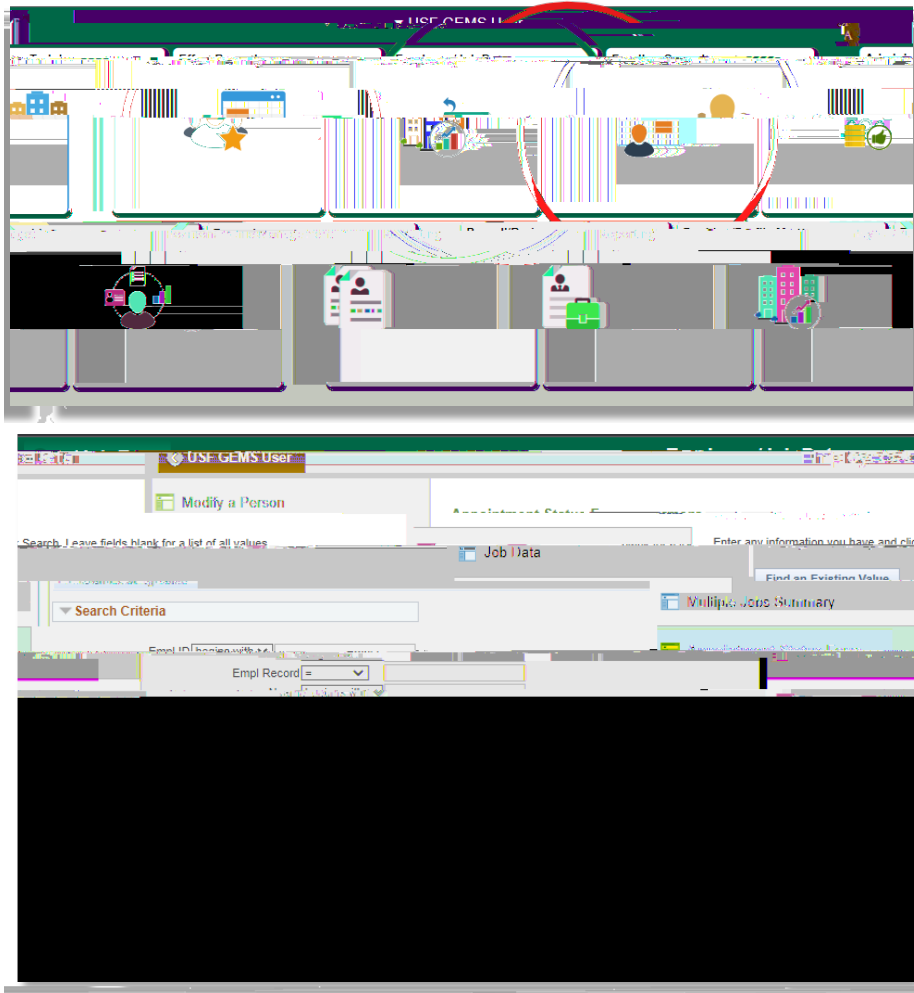
### Online Appointment Status Form (ASF) – Submittal

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Via MSS

Department HR  
representatives can now  
submit Online

Via GEMS User



- x Via USF GEMS User home page in the Employee/Job Data tile.

	<p>Enter the Empl ID in the search field. If there is more than one record, each will be displayed in the results section. Select the record that you would like to perform the action on.</p>
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On the Appointment Status 1 tab, update all the relevant fields in the following sections:

Job Action / Reason **(New)**  
 Select the Action and Reason from the drop-down menu:

- Rehire / Re-employment
- Data Change / Extend Appointment

Work Location  
 Enter the Effective Date, Department ID, & Position # (if applicable)

Job Information  
 Supervisor ID **(New)**- Select the supervisor from the lookup.

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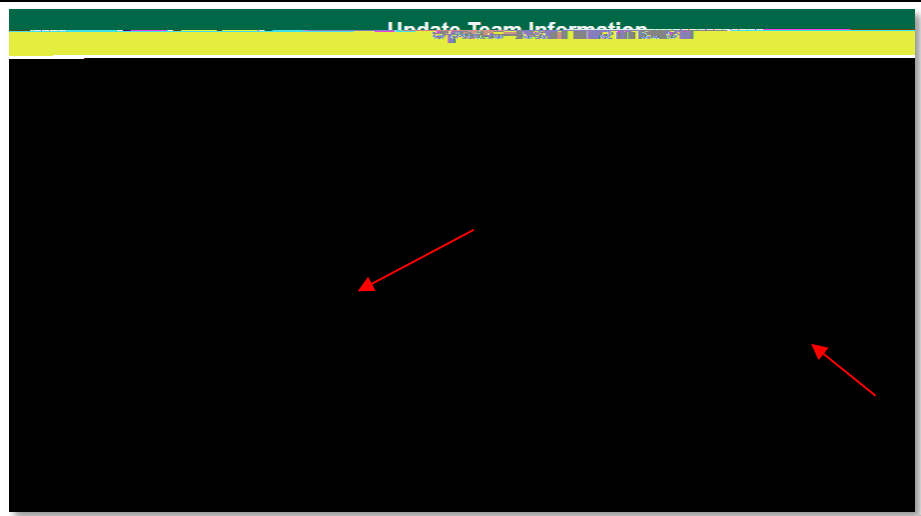
**Please note:** All information from the job row will be reflected on the ASF page. All fields should be populated with the current/new job information during this process. Required fields are **Action, Action Reason, Department ID, Sal Plan, and Position #** (if applicable).

On the Appointment Status  
2 tab, update all the relevant  
fields in the following  
sections:

USF Job Data

Identification Data

Click on Appointment  
Compensation tab.

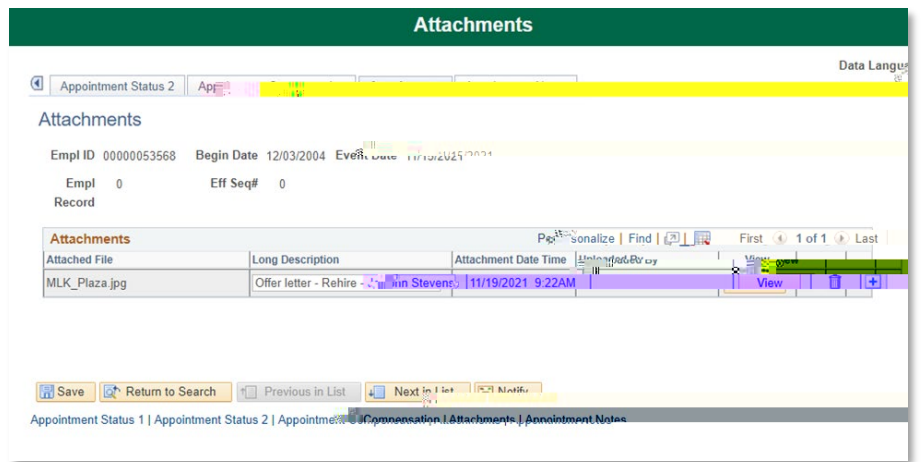


On the **(New)** Attachments tab, enter a description and click Add Attachment.

Browse your computer to upload the required documentation. Multiple attachments can be added.

All actions submitted via this process require approval from the department's salary delegated authority to be attached. I.e., Offer letter, EE Change Notification form, or Class & Comp Approval Document.

Click on Appointment Notes tab.





**Attachments**

Appointment Status 2 | Appointment Compensation | Attachments | Appointment Notes

**John Stevens**      Empl ID 00000053568      Empl Rsn 0

**Remarks**

Enter any departmental or processing information needed about this action. Ex: Rehiring former student.  
 Mass Comm to the Dean's office.

117 characters remaining

**Prepared By**

Name: Angela Badell      Date: 11/19/2021

Phone: 813/974-3003      Preparer Mail Point: SVC 2172

**Approvals**

Initiating Officer: [Redacted]

Admin: [Redacted]

Transaction updated for further processing.

OK

Report Manager    Process Monitor

Save    Return to Search    Previous in List    Next in List    Notify

Appointment Status 1 | Appointment Compensation | Appointment Notes

Once the Submit Appt Change has been initiated, you will receive a system pop-up message:

Transaction updated for further processing.

The submitted data has now been forwarded to Central or Branch HR for review and entry.

Click Save before exiting the page.

\*Once approved by Central/Campus/Branch HR, the transaction will be added to Job Data and then can also be reviewed in *ASF Transaction Review*.