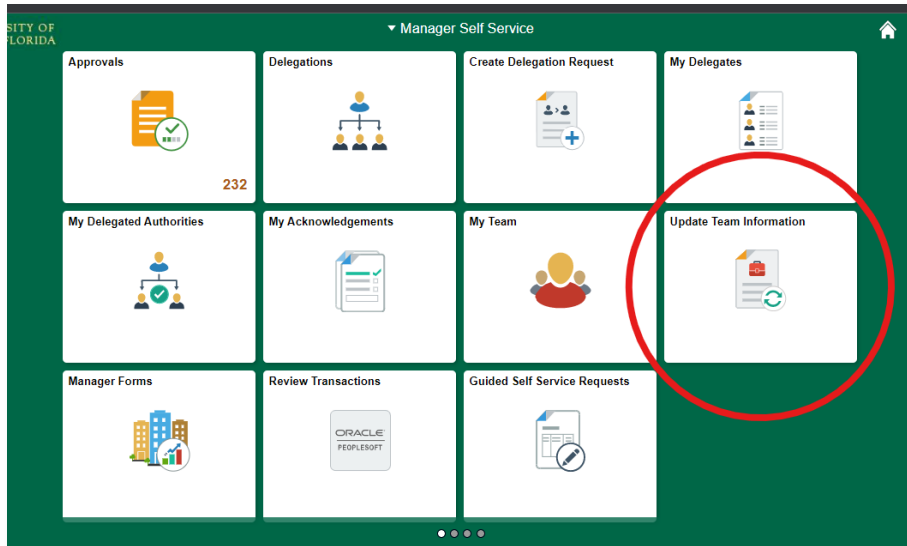


GEMS Manager Self Service Transactions User Guide

Online Appointment Status Form (ASF) – Submittal

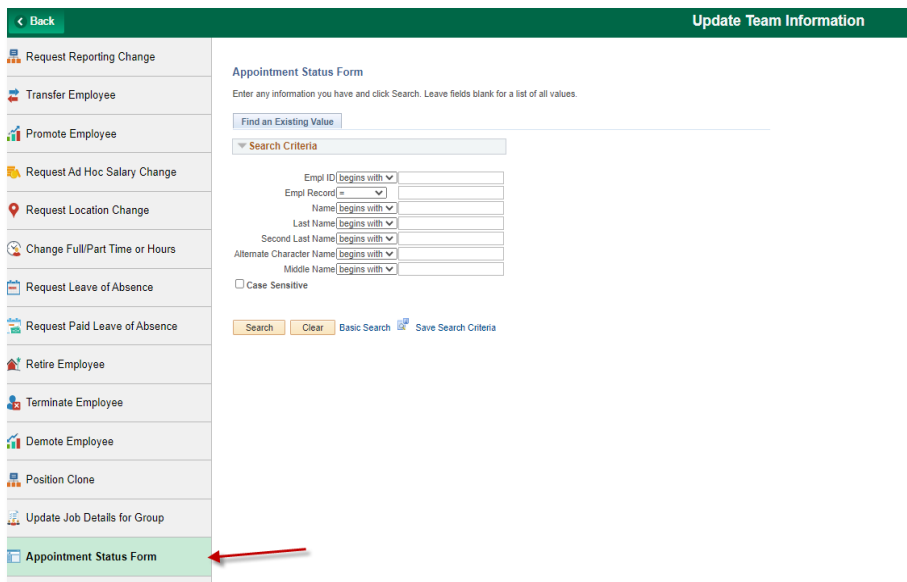
Via MSS



Department HR representatives can now submit Online ASF requests for Extending Appointments, Rehire actions or Temporary Stipends for employees in GEMS.

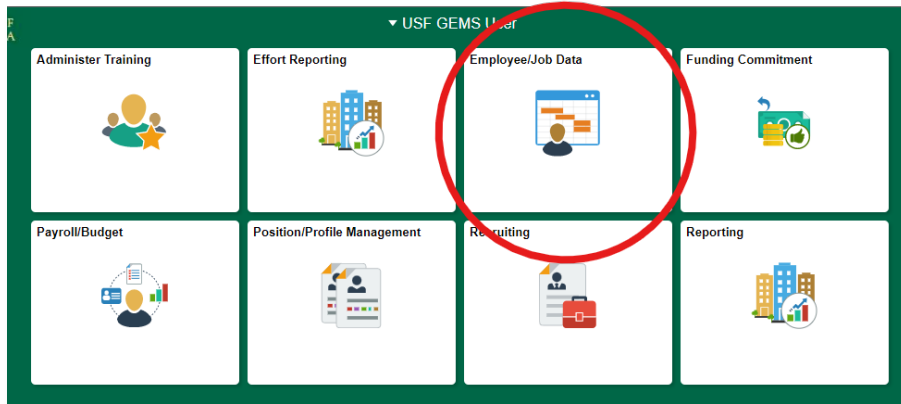
These transactions can be accessed via two navigation paths:

- Via MSS by clicking on the **Update Team Information** tile.



OR

Via GEMS User



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

A screenshot of the 'Employee/Job Data' page. On the left is a navigation menu with options: Modify a Person, Job Data, Multiple Jobs Summary, Appointment Status Form (highlighted in yellow), ASF Transaction Review, Appointment Summary, USF ID Inquiry, Search by National ID, Person Checklist, and New Hires. The main content area is titled 'Appointment Status Form' and includes the following elements:

- Section title: Appointment Status Form
- Instruction: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Button: Find an Existing Value
- Section: Search Criteria (expanded)
- Fields: Empl ID [begins with], Empl Record [=], Name [begins with], Last Name [begins with], Second Last Name [begins with], Alternate Character Name [begins with], Middle Name [begins with]
- Checkbox: Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria

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

Find an Existing Value

Search Criteria

Empl ID begins with 00000053568
Empl Record =
Name begins with
Last Name begins with
Second Last Name begins with
Alternate Character Name begins with
Middle Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1 of 1

Empl ID	Empl Record Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
00000053568 0	Stevens, John A Stevens	(blank)	(blank)		A

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.

Employee/Job Data

Appointment Status 1 | Appointment Status 2 | Appointment Compensation | Attachments | Appointment Notes

John Stevens Empl ID 00000053568 Empl Record 0

Job Action/Reason

Action Termination Reason End Of Appointment

Work Location

Effective Date: 12/03/2004 Appt End Date: (Last Day Worked) Clear All
Position Number: Department: 0-1247-000 Mass Commu

Job Information

Job Code: 9190 Stud Asst Compensation Frequency: H Hourly
Empl Class (Appt Status Mod): Temp Student Assistant Standard Hours: 20.00 Total FTE FTE: 0.500000
Supervisor ID

Salary Plan

Plan/Grade/Step: 09 / /

Save Return to Search Notify

Appointment Status 1 | Appointment Status 2 | Appointment Compensation | Attachments | Appointment Notes

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.

Enter all new Job Information.

Salary Plan
This is a requirement field.

Click Appointment Status 2 tab.

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).

Appointment Status 1 | **Appointment Status 2** | Appointment Compensation | Attachments | Appointment Notes

John Stevens Empl ID 00000053568 Empl Record 0

USF Job Data

Fac Admin Code:

Student Level: Undergraduate, Hourly Mail Point: CIS1040
 CPR100

Phone: 813/974-2591
 813/974-2000

Identification Data

Citizenship Status: Native Employment Authorization End Date:

Appointment Status 1 | Appointment Status 2 | Appointment Compensation | Attachments | Appointment Notes

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.

Appointment Status 1 | Appointment Status 2 | **Appointment Compensation** | Attachments | Appointment Notes

John Stevens Empl ID 00000053568 Empl Record 0

Current: Appointment Compensation Personalize | Find | First 1 of 1 Last

Comp Rate Code	Seq	Comp Rate	Percent
1 NAHRLY	0	\$6.000000	0.000

Change To: Appointment Compensation Personalize | Find | First 1 of 1 Last

Comp Rate Code	Seq	Comp Rate	Percent
1 <input type="text"/>	<input type="text"/> 0	<input type="text"/> \$0.000000	<input type="text"/> 0.000

Appointment Status 1 | Appointment Status 2 | Appointment Compensation | Attachments | Appointment Notes

On the **Appointment Compensation** tab, update all the relevant fields in the **Change To** section:

Comp Rate Code

Comp Rate

Click on **Attachments** tab.

Please note: More than one row of compensation is allowed, but only when selecting the Action / Reason combination of *Pay Rate Change / Stip/SPI-Temp High*.

Update Team Information

Appointment Status 2 | Appointment Compensation | **Attachments** | Appointment Notes

Attachments

Empl ID 00000053568 Begin Date 12/03/2004 Event Date 11/15/2021
 Empl 0 Eff Seq# 0
 Record

Attached File	Long Description	Attachment Date Time	Uploaded By	Add Attachment
		11/19/2021 9:22AM		Add Attachment

Save | Return to Search | Previous in List | Next in List | Notify

Appointment Status 1 | Appointment Status 2 | Appointment Compensation | Attachments | Appointment Notes

Attachments

Appointment Status 2 | Appointment Compensation | **Attachments** | Appointment Notes

Attachments

Empl ID 00000053568 Begin Date 12/03/2004 Event Date 11/15/2021
 Empl 0 Eff Seq# 0
 Record

Attached File	Long Description	Attachment Date Time	Uploaded By	View
MLK_Plaza.jpg	Offer letter - Rehire - John Stevens	11/19/2021 9:22AM		View

Save | Return to Search | Previous in List | Next in List | Notify

Appointment Status 1 | Appointment Status 2 | Appointment Compensation | Attachments | Appointment Notes

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 Record 0

Remarks

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

117 characters remaining

Prepared By

Name: Date: [dt]

Phone: Preparer Mail Point:

Approvals

Initiating Officer:

Admin Officer:

Report Manager Process Monitor

Appointment Status 1 | Appointment Status 2 | Appointment Compensation | Attachments | Appointment Notes

On the **Appointment Notes** tab, enter any departmental or processing information needed about the action in the **Remarks** section.

Enter the preparer's contact information.

(New) Review data on the tabs to ensure all information is captured and click **Submit Appt Change** button.

Please note:

- There are two additional fields for *Print Appt Change* and *Print Concurrent Appt*. Both buttons will initiate a *paper ASF*.
- The Initiating Officer and Admin Officer fields do not need to be completed unless you are printing the manual ASF.

Attachments

Appointment Status 2 | Appointment Compensation | Attachments | Appointment Notes

John Stevens Empl ID 00000053568 Empl Record 0

Remarks

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

117 characters remaining

Prepared By

Name: Date:

Phone: Preparer Mail Point:

Approvals

Initiating Officer:

Admin Officer:

Transaction updated for further processing (0,0)

Report Manager Process Monitor

Appointment Status 1 | Appointment Status 2 | Appointment Compensation | Attachments | 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*.