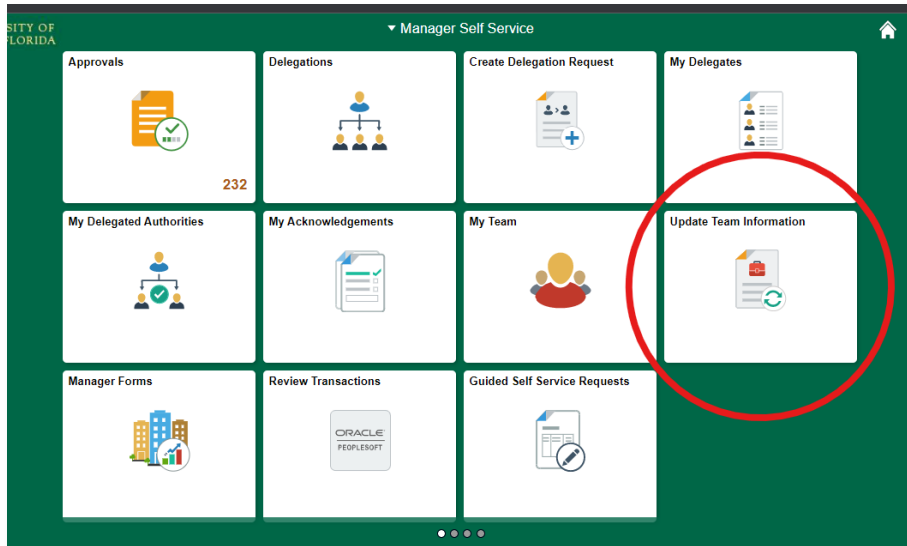# GEMS Manager Self Service Transactions User Guide

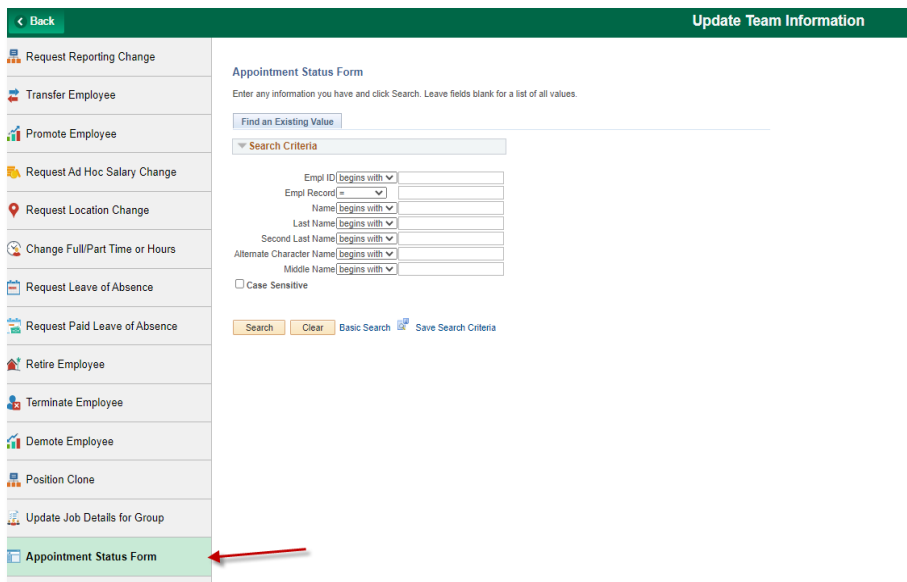## Online Appointment Status Form (ASF) – Submittal

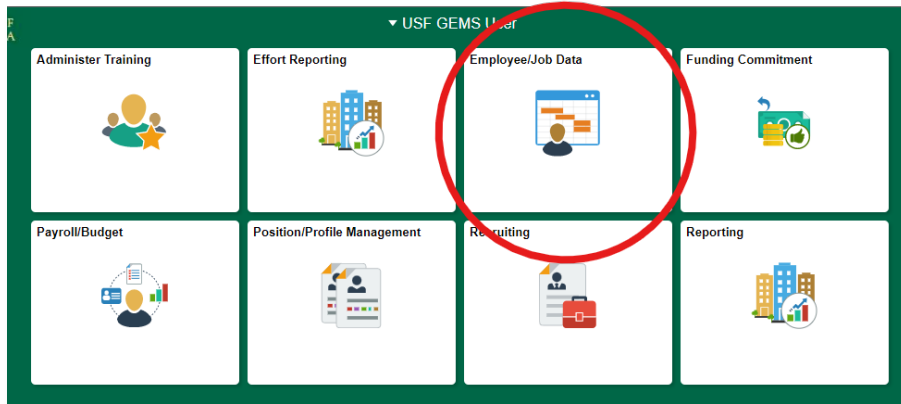| Via MSS	Department HR representatives can now submit Online ASF requests for Extending Appointments, Rehire actions or Temporary Stipends for employees in GEMS. These transactions can be accessed via two navigation paths: • Via MSS by clicking on the **Update Team Information** tile. OR

Via GEMS User

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

	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.
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 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.

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.

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*.

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

Comp Rate Code

Comp Rate

Click on **Attachments** tab.

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

Attachments			Personalize | Find | 🔁 | 📇	First ◀ 1 of 1 ▶ Last	
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

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Attachments

Data Langua

| 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

Attachments			Personalize | Find | 🔁 | 📇	First ◀ 1 of 1 ▶ Last		
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

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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: Angela Badell Date: 11/19/2021

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

Approvals

Initiating Officer: _____ [Submit Appt Change]

Admin Officer: _____ [Print Appt Change]

[Print Concurrent Appt]

Report Manager Process Monitor

[💾 Save] [🔍 Return to Search] [⬆ Previous in List] [⬇ Next in List] [📧 Notify]

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

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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.

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*.