Recommended Training (Human Resources):

Note: *Many of these training opportunities can be offered at USFSP, upon request: HR@usfsp.edu*

Recruitment & Hiring		
GEM100	GEMS Basic	This ONLINE TRAINING is a pre-requisite for all other instructor-led GEMS courses and includes: - Overview of GEMS - User roles and how to request access - Navigation within GEMS - Job Data, including record numbers and effective dating
GEM102	Cool GEMS Tricks	This online training will teach a few GEMS tricks such as how to change your password, set up a Forgotten Password Help, save your Favorites, use the search feature, and customize pages.
GEM200	GEMS Appointments	USF uses Appointment Status Forms for rehire, termination and pay actions. This training covers the business processes to follow when creating an appointment. NOTE: The online course, GEMS Basic, is a prerequisite for this class. Cool GEMS Tricks is also recommended.
GEM201	GEMS Appointments Refresher	This online tutorial is a refresher for anyone working with Appointments in GEMS.
GEM614	GEMS-Maintain Positions online	This online training demonstrates the processes to update a position profile in GEMS Self Service, including: create new position, update/change an existing position, reclassify a position, approve position changes.
GEM600	GEMS Recruiting Overview	This online training must be completed before you will be able to sign up for the instructor-led GEMS Recruiting Solutions training. This short tutorial will provide an overview of the recruiting processes and terminology used at USF.
GEMS601	GEMS Recruit-Create Job Opening	USF departments create a job opening for both recruited and non-recruited hires. Once approved and posted, applicants apply. This tutorial walks you through the steps to create a job opening.
GEM602	GEMS Recruit-Manage Applicants	USF departments create a job opening. Once approved and posted, applicants apply. As a departmental user, you are responsible for managing those applicants. This tutorial walks you through the manage applicants steps.
GEM603	GEMS Recruit-Prepare Job Offer	This tutorial covers the final steps in the recruitment process - preparing a job offer, submitting it for approval, then posting the offer to the applicant.
GEM604	Gems Recruit - Interviewer	This three minute tutorial is intended for supervisors or search committee members given access in GEMS Self Service to review applicants.

GEM605	GEMS Recruiting Solutions	NOTE: The online training, GEMS Recruiting Overview and GEMS Recruit - Manage Applicants are prerequisites and must be completed before enrolling in this training. Learn to recruit and hire employees for a USF department or unit. Topics include using GEMS recruiting to: - Create a Job Opening and obtain approvals. - Manage Applicants - Prepare a Job Offer Departments recruiting for an opening on a position will also need to complete the GEMS Maintain Position training. The Recruiting Training Guide is available online. Click the link or copy and paste it into your browser. http://usfweb2.usf.edu/human-resources/talent-management/pdfs/CareersTrainingGuide.pdf.
	Careers Recruiting Training Guide	
Leave Tracking		
GEMSALT	GEMS ALT Leave Coordinator	This course is designed to provide USF Leave Coordinators with an understanding of how to use the GEMS Automated Leave Tracking System to manage department personnel leave records. Upon completion of this workshop, trainees will be able to: - Track and monitor all types of leave - Adjust leave balances - Expedite leave audits and payouts - Run leave reports
GEMPAP	Attendance and Leave Policies and Procedures	This training will inform the Departmental Leave Coordinator of the significant responsibilities for compliance and leave policies and procedures. This includes accurate record and timekeeping, auditing of records and advising their department on overtime situations as well as leave benefits in accordance with applicable federal or Florida law and USF Regulations. This class is to be taken in conjunction with GEMS ALT Leave Coordinator (GEMALT)
Effort Reporting (PERT, Personnel Effort Reporting Tool)		
GMPCTW	PERT-Certifier Online	This online workshop: The federal government expects that all effort reports be completed by an individual with first hand knowledge of all aspects of work performed. Permanent University employees being paid from a federally sponsored project or committed to provide cost sharing on a sponsored project are expected to complete their own effort reports. PERT is the system utilized to track federal effort and committed cost sharing reporting. In this workshop, approved certifiers will learn how to retrieve; review and either certify or reject effort reports.

GMPDRW	PERT Department Rep Workshop	These sessions will concentrate on more in-depth detail for all PERT department representatives. Regardless of whether you are new to PERT or have been at it for a while, these sessions should prove to be well worth your time. The sessions will cover detail on managing the process, payroll reconciliations, and will provide a Q and A to allow an opportunity to seek answers to those nagging questions or clarify areas of confusion. We look forward to seeing you there!
Self-Service		
GEMSSO	GEMS Self-Service Overview - online	This short online training will show you how to use GEMS Self Service to: - Access GEMS Self Service through the myUSF portal - View your paycheck - Change your Direct Deposit banking information - Change your W-4 Tax withholding allowances - Change your home address - Register for training
GEMSSA	Requesting Leave - online	Online training for USF employees with leave benefits tracked in GEMS Self Service This online training for GEMS Self Service will cover: - Overview of USF Leave benefits - How to access GEMS Self Service - How to request leave in Self Service - How to view your leave balances
GEMSSM	Managers' Attendance and Leave - online	Online training for USF supervisors with employees accruing leave tracked in GEMS Self Service This online training for GEMS Self Service will cover: - Overview of USF Leave benefits - How to access GEMS Self Service - How to request leave in Self Service for yourself - How to approve/deny leave requested by your employees - How to set up Alternate Approvers - How to approve leave as an alternate approver. - How to view leave balances
Payroll		
HRPRP	How to Prepare Payroll - online	This interactive, online training will demonstrate the steps and guidelines for preparing payroll using USF's online payroll certification system
HRPRC	How to Certify Payroll - online	This interactive, online training will demonstrate the steps and guidelines for certifying payroll using USF's online payroll certification system.

GEM400	GEMS Pay Distribution - online	GEMS users who need to review pay distribution for budgeting or appointments reasons. Program Overview: This online course takes about 15 minutes to complete and covers: - How payroll expenses are distributed using Combo Codes - How to look up your department's Combo Codes - How to check your current pay distribution using payroll CERTS and RSA Checks - How to change pay distribution. To successfully complete this training, you must take the Pay Distribution Overview Test available at the end of the course. Note: this training assumes you have a basic grasp of USF accounting terms such as as chartfields, funds and GL accounts. Visit the Controller's office website for help. If you work with sponsored awards, visit the Train Depot on the Research website.
GEMS410	GEMS Pay Distribution – STPete (classroom)	This USFSP workshop will provide you with the knowledge necessary to process and maintain your department's pay distribution information. Commitment Accounting, The Basics - How payroll expenses are distributed and posted using GEMS Combo Codes - Timing, using the GEMS Biweekly Processing Schedule - Viewing pay distribution via payroll CERTS and RSA Checks - Pay distribution reports and queries - How to change pay distribution.
Reporting		
GEM302	GEMS Reports and Queries- online	This online course is an introduction to reporting: learn how to find and run USF reports and queries in GEMS.
GEM300	GEMS Reports and Queries - classroom	This course is an introduction to reporting from within GEMS: learn how to run USF public reports and queries. Identify "Best Practice" reports & queries.