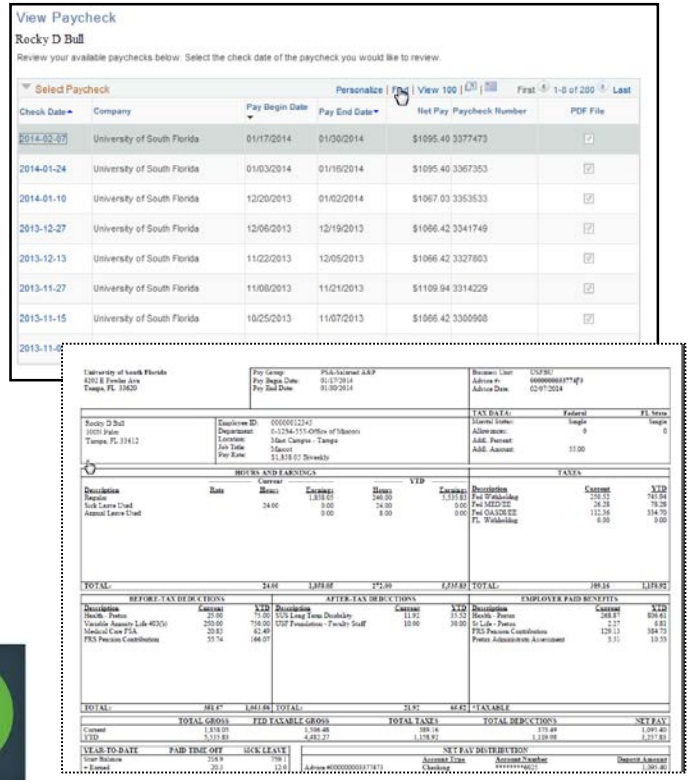
Quick Steps to View and Print Your

USF Paycheck Stub

The University of South Florida requires all employees to enroll in direct deposit as a condition of employment. With just a few simple steps, you can view your USF pay check stubs.

Here are the steps

1. Log onto my.usf.edu with your USF NetID &password
   Don't have a USF NetID? Click HERE to set yours up
2. Click on *Business Systems* from the menu bar
3. Select **GEMS** from the drop down menu to access the application*
   *when accessing GEMS, you will be redirected to the Two-Factor Authentication page (DUO)
4. In **Employee Self Service** click on **Payroll**
5. Your Paychecks will be displayed by check date
6. Click one the one(s) you wish to view/print



USF utilizes Duo, a multi-factor authentication system to add an extra layer of security to your account. To set up your Duo Authentication, click HERE