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.



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Here are the steps

Log onto my.usf.edu with your USF NetID & password Don't have a USF NetID? Click HERE to set yours up

Click on Business Systems from the menu bar

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)



Your Paychecks will be displayed by check date

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

Duo Two-Fact