

Get the Facts on HR Direct: Training Courses, Online Tutorials, and More!

Get Ready for Go Live: HR Direct Training

The University wants to make sure you are ready for all the great features of the HR Direct application before its release. We will be offering the following training support to end users:

Auditorium Demonstrations

Who: All Employees
Details: Demos will provide you with a presentation of new functionality.

Instructor Led Training Courses

Who: HR/Payroll Staff & Departmental Timekeepers
Details: The University will provide instructor led courses on all core application functionality. These courses will include hands on exercises and key details on business processes.

Online Tutorials (UMass Productivity Kit)

Who: All End Users
Details: The UMass Productivity Kit (UPK) will provide you with online tutorials on all HR Direct functionality.

Practice Labs

Who: Timekeepers
Details: Provide you with the ability to practice online tutorials in a lab where subject matter experts are available for questions.

Printable Job Aids

Who: All End Users
Details: Provide step-by-step instructions on a specific topic (i.e. Viewing Your Pay Advice)

When will the training tools be available?
 You will receive information about these training tools as they become available.

How to Use the UPK Online Tutorials

A more detailed job aid on how to use UPK will be released prior to Go Live.



Important: In order to access the UPK player, you will need to disable popup blockers.


Step 1: You will be able to access online tutorials:

- From Your Campus Training site

- From the HR Application Login page
- From the Help link when you are in the HR application.

When you have opened the online tutorials, please follow the steps below.





Step 2: Expand the appropriate Section ( ) in the navigation menu located on the left side of the player.

Step 3: Click on a Topic (). The Player mode buttons in the top right corner will become active (buttons turn blue).

Step 4: Click on a playback mode. The player opens up.

Pick Your Online Tutorial

You have the choice between four types of online tutorials, which are called playback modes:

	<p>This web video allows you to learn by watching. You can pause, resume, and replay the training at any time.</p>
	<p>This interactive simulation allows you to move through the steps. If you need help on a step, the tool will offer hints.</p>
	<p>This interactive simulation allows you to assess your skills without the step-by-step instructions.</p>
	<p>This pop up window will act as a coach in the application after Go Live. While completing a process, you can open it through the Help link and receive step-by-step instructions.</p>

Understanding HR Terms

UPK includes a glossary that defines words within the tutorials. You will notice that some HR terms appear as hyperlinks in the tutorial steps. You can click on these links to access a definition of that term. Note that the glossary hyperlinks do not appear in the Seelt! mode.

Questions

If you have any questions regarding the training or the HR Direct project, please contact [Richard Conley](#).