Understanding the Login Process
When you login to the HR Direct application, you will complete the following required fields: Campus User ID, Password, and Campus.

The Campus User ID is the same as the campus account name you use to login to your UMass Lowell email and/or work computer (i.e. jane_doe@uml.edu or john_doe@student.uml.edu).

The Password is the same password you use with your campus account.

Note: All current employees have access to HR Direct. If you do not know your User ID or Password please contact the Help Desk at 978-934-4357 (HELP) or visit them in Olsen Hall.

The Campus dropdown list is used to verify your account when you login to HR Direct.

Logging onto the HR Application
1. Navigate to the Campus Web Site http://www.uml.edu/hrdirect
2. Click the HR Direct Login link. The Login Screen opens.
3. Enter your Campus User ID.
4. Enter your Password.
5. Select “Lowell” as your Campus.
6. Click the Login button.

View Your Personal Information
1. Click the Self Service link in the Navigation Menu (located on left).
2. Click the Personal Information Summary link.
3. The Personal Information page opens.
4. View your personal information.

Please note: You can update your Emergency Contact information by clicking on the Change emergency contacts button on the Personal Information page.

Edit Emergency Contacts
1. Click the Self Service link in the Navigation Menu (located on left).
2. Click the Personal Information link.
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View Your Training History
1. Click the Self Service link in the Navigation Menu (located on left).
2. Click the Learning and Development link.
3. Click the Training Summary link.
4. The Training Summary page opens.
5. Click the Course Name to see more information on the course.
6. TheTraining Summary – Course Detail page opens.
7. Click the OK button to return to the Training Summary page.

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Welcome to Employee Self Service

View Your Pay Advice

Important: You will need Adobe Acrobat Reader to view your paycheck online.

1. Click the Self Service link in the Navigation Menu (located on left).
2. Click the Payroll and Compensation link.
3. Click the View Paycheck link. The View Paycheck page opens.
4. Click the Check Date link you would like to view. The Paycheck opens in a new window as a PDF.
5. Review or print the paycheck.

Please Note: You will still receive a printed copy of your paycheck from your department on a biweekly basis.

Logging out of HR Direct

When you are finished viewing these pages, it is very important to click the Sign Out link in the top right corner of the HR application. This will log you out of HR Direct. This step is intended to help prevent others from viewing your personal information if you step away from the computer.

Even though you have logged out of HR Direct, it is recommended that you fully end the session by closing your browser as well.

Online Web Tutorials

HR Direct offers online web tutorials through the UMass Productivity Kit for all employee self service features.

You can access the UPK tutorials in the Training section of HR Direct web page:

http://www.uml.edu/hrdirect

Application Support

If you encounter any login or desktop issues, please contact:

Help Desk
Olsen Hall, First Floor
978-934-4357 (HELP)
866-435-7437 (866-HELP-HERE)

If you encounter any HR Direct application issues; have business process questions; or need to update any personal or job data, please contact:

Human Resources
Dugan Hall, Room 201
978-934-3560

Additional Information

New employee and managerial self-service functionality will be available in the future. This will include the ability for you to directly update your personal information, tax data, and report your time. Managers will be able to see job history on their staff, approve time, and initiate job data changes.

The HR Direct website has all the latest news and information. Be sure to visit often and share your opinions and suggestions!

http://www.uml.edu/hrdirect