## Job Aid: EPAF – Edit Existing Job

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Logon to HR Direct Department Self Service: <a href="http://www.uml.edu/hrdirect">http://www.uml.edu/hrdirect</a></td>
</tr>
<tr>
<td>2.</td>
<td>For User Account and Password use your complete email address, including @uml.edu, then choose Lowell Campus</td>
</tr>
<tr>
<td>3.</td>
<td>Navigate to Department Self Service &gt; ePAF Home Page&gt;Start new ePAF Click Edit Existing Job.</td>
</tr>
</tbody>
</table>

### Start a New electronic Personnel Action Form (ePAF)

- **Hire an Employee**
  - Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. [Hire an Employee](#)

- **Edit Existing Job**
  - Use this form to edit the job of an employee currently working in your department. [Edit Existing Job](#)

- **Change Employment Status**
  - Use this form to submit a termination, retirement, leave of absence or return from leave. [Change Employment Status](#)

[Return to Electronic Personnel Action Form (ePAF) Home Page](#)
4. Update Job Data with information provided and click NEXT. If no changes to Job click NEXT to continue updating form.

Job Data

*Effective Date: 08/31/2015

*Employee Group: Student Hourly

*Is this a Positioned Job? No

Supervisor ID: Jason Marshall

*Department: Toxic Use Reduction Institute

*Job Code: ST9999

*Location Code: PIN-3 Pinanski Hall 3rd Floor

*Standard Hours: 33.00

Mail Drop ID: L15

Business Title: Student Employee

5. Update Compensation Data as provided

Compensation Data

Employee Type: Hourly

Hourly Rate: 11.000000

Annual Rate: $17,160.000

Plan

Salary Grade

Change Amount: 0.000000

Change Percent: 0.000

Compensation Rate $17,160.000
### Step 6
Update GL data as needed by clicking on Add Date Range; enter Begin Date and new Dollar Amount then Click NEXT.
The screen shot below reflects this example:

7/1/2017 - Original budget amount is 2385.00. As of 01/01/2018, the employee has earned the full 2385.00.

01/01/2018 – Receive notification that the employee can make 500 more. The cumulative budget amount that the employee can make for the entire fiscal year ($2885.00) would be entered.

If you only entered the 500.00, you would end up with a negative budgeted amount for an encumbrance $-500.00

### Step 7
![Add Date Range screenshot]

### Step 8
Update Time and Labor data as needed and Click NEXT.

#### Time and Labor Data

- **Union Code:**
- **Pay Group:** UML, UMass Lowell
- **Empl Class:** 8, Student
- **Workgroup:** L_STUDHRLY, Student Hourly FY
- **Taskgroup:** UM_POS, Positive Taskgroup
9. Finalize form updating Action/Action Reason as appropriate and click SUBMIT if complete or Save for Later if more information is needed.

10. **END PROCEDURE FOR ePAF _ EDITING EXISTING JOB**