| **Step** | **Action** |
| --- | --- |
|  | Logon to HR Direct Department Self Service: <http://www.uml.edu/hrdirect> [HR Direct Login](http://applications.umasscs.net/psp/hrprd90/EMPLOYEE/HRMS/h/?tab=DEF) |
|  | For User Account and Password use your complete email address, including @uml.edu, then choose Lowell Campus |
|  | Navigate to Department Self Service > ePAF Home Page>Start new ePAF  Click Change Employment Status. |
|  | Update Form Data choosing appropriate Action/Action reason for the change. |
|  | Click Submit |
|  | ***END PROCEDURE FOR JOB STATUS CHANGE.*** |