






Learning with Purpose

JOB AID: EPAF – EDIT EXISTING JOB

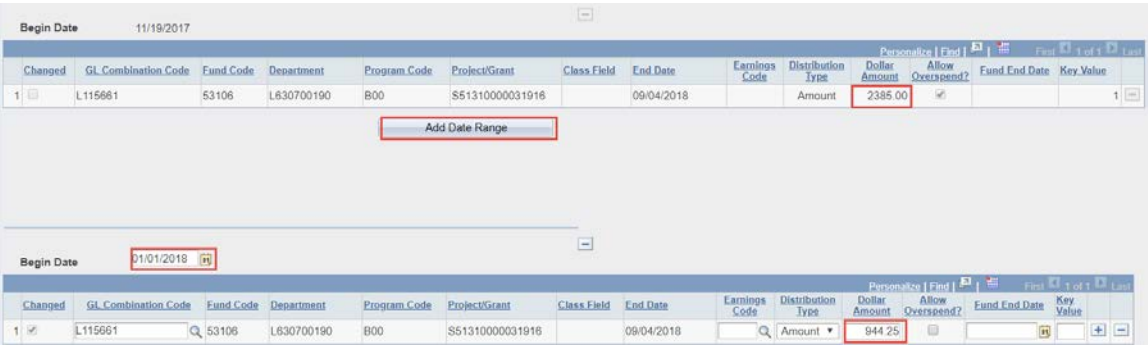
Step	Action
1.	Logon to HR Direct Department Self Service: http://www.uml.edu/hrdirect 
2.	For User Account and Password use your complete email address, including @uml.edu, then choose Lowell Campus
3.	Navigate to Department Self Service > ePAF Home Page>Start new ePAF Click Edit Existing Job. <h3 style="text-align: center;">Start a New electronic Personnel Action Form (ePAF)</h3> <div style="display: flex; flex-direction: column; gap: 10px;"> <div data-bbox="332 1031 906 1188">  <p>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</p> </div> <div data-bbox="321 1226 849 1371">  <p>Edit Existing Job ← Use this form to edit the job of an employee currently working in your department. Edit Existing Job</p> </div> <div data-bbox="316 1411 894 1558">  <p>Change Employment Status Use this form to submit a termination, retirement, leave of absence or return from leave. Change Employment Status</p> </div> </div> <p style="text-align: center; border: 1px solid black; padding: 2px;">Return to Electronic Personnel Action Form (ePAF) Home Page</p>

Step	Action
4.	<p>Update Job Data with information provided and click NEXT. If no changes to Job click NEXT to continue updating form.</p> <div data-bbox="297 384 1307 1045"> <p>Job Data</p> <p>*Effective Date: <input type="text" value=""/> *End Date: <input type="text" value="08/31/2015"/> <input type="checkbox"/> End Job Automatically</p> <p>*Employee Group: <input type="text" value="Student Hourly"/></p> <p>*Is this a Positioned Job? <input type="text" value="No"/></p> <p>Supervisor ID: <input type="text" value=""/> Jason Marshall</p> <p>*Department: <input type="text" value="L601000"/> Toxic Use Reduction Institute</p> <p>*Job Code: <input type="text" value="ST9999"/> Student Employee *Full/Part Time: <input type="text" value="Part-Time"/></p> <p>*Location Code: <input type="text" value="PIN-3"/> Pinanski Hall 3rd Floor *Regular/Temporary: <input type="text" value="Temporar"/></p> <p>*Standard Hours: <input type="text" value="30.00"/> *FTE: <input type="text" value="0.800000"/></p> <p>Mail Drop ID: <input type="text" value="L15"/></p> <p>Business Title: <input type="text" value="Student Employee"/></p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Search"/> <input type="button" value="Save for Later"/> <input type="button" value="Close"/> </p> </div>
5.	<p>Update Compensation Data as provided</p> <div data-bbox="297 1102 1372 1591"> <p>Compensation Data</p> <p>Employee Type: <input type="text" value="Hourly"/></p> <p>Hourly Rate: <input type="text" value="11.000000"/> Annual Rate: \$17,160.000</p> <p>Plan: <input type="text" value=""/> Salary Grade: <input type="text" value=""/></p> <p>Change Amount: 0.000000 Change Percent: 0.000</p> <p>Compensation Rate: \$17,160.000</p> </div>



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6.	<p>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:</p> <p>7/1/2017- Original budget amount is 2385.00. As of 01/01/2018, the employee has earned the full 2385.00.</p> <p>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.</p> <p>If you only entered the 500.00, you would end up with a negative budgeted amount for an encumbrance \$-500.00</p>
7.	
8.	<p>Update Time and Labor data as needed and Click NEXT.</p> <p>Time and Labor Data</p> <p>Union Code: <input type="text"/> </p> <p>*Pay Group: <input type="text" value="UML"/> UMass Lowell</p> <p>*Empl Class <input type="text" value="8"/> Student</p> <p>Workgroup: <input type="text" value="L_STUDHRLY"/> Student Hourly FY</p> <p>Taskgroup: <input type="text" value="UM_POS"/> Positive Taskgroup</p>

Step	Action																						
9.	<p data-bbox="298 285 1520 348">Finalize form updating Action/Action Reason as appropriate and click SUBMIT if complete or Save for Later if more information is needed.</p> <div data-bbox="298 348 1414 1108"> <p data-bbox="298 348 578 369">Actions & Action Reasons</p> <table border="1" data-bbox="298 369 1414 489"> <thead> <tr> <th data-bbox="298 369 326 432"></th> <th data-bbox="326 369 461 432">Action Code</th> <th data-bbox="461 369 737 432">Action Description</th> <th data-bbox="737 369 839 432">Reason Code</th> <th data-bbox="839 369 1414 432">Action Reason Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="298 432 326 489">1</td> <td data-bbox="326 432 461 489">DTA</td> <td data-bbox="461 432 737 489">Data Change</td> <td data-bbox="737 432 839 489">CTR</td> <td data-bbox="839 432 1414 489">Contract Renewal</td> </tr> </tbody> </table> <p data-bbox="298 516 480 537">File Attachments</p> <table border="1" data-bbox="298 537 1414 667"> <thead> <tr> <th data-bbox="298 537 326 600"></th> <th data-bbox="326 537 597 600">Upload</th> <th data-bbox="597 537 857 600">View</th> <th data-bbox="857 537 1127 600">Description</th> <th data-bbox="1127 537 1261 600">Attachment Id</th> <th data-bbox="1261 537 1414 600"></th> </tr> </thead> <tbody> <tr> <td data-bbox="298 600 326 667">1</td> <td data-bbox="326 600 597 667">Upload</td> <td data-bbox="597 600 857 667">View</td> <td data-bbox="857 600 1127 667"></td> <td data-bbox="1127 600 1261 667"></td> <td data-bbox="1261 600 1414 667">Delete</td> </tr> </tbody> </table> <p data-bbox="298 688 561 716">Add File Attachment</p> <p data-bbox="298 751 415 772">Comments</p> <p data-bbox="298 800 464 821">Your Comment:</p> <div data-bbox="298 821 776 905"> <input type="text"/> </div> <p data-bbox="298 915 496 936">Comment History:</p> <div data-bbox="298 936 776 1108"> <input type="text"/> </div> <div data-bbox="1000 800 1390 884"> <p data-bbox="1000 800 1182 831"><< Previous</p> <p data-bbox="1195 800 1390 831">Submit</p> <p data-bbox="1195 842 1390 884">Save for Later</p> </div> </div>		Action Code	Action Description	Reason Code	Action Reason Description	1	DTA	Data Change	CTR	Contract Renewal		Upload	View	Description	Attachment Id		1	Upload	View			Delete
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