<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](#)
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>4.</td>
<td>Update Job Data with information provided and click NEXT. If no changes to Job click NEXT to continue updating form.</td>
</tr>
<tr>
<td>5.</td>
<td>Update Compensation Data as provided</td>
</tr>
</tbody>
</table>

**Job Data**

- **Effective Date:** 08/31/2015
- **End Date:**
- **End Job Automatically**
- **Employee Group:** Student Hourly
- **Is this a Positioned Job?** No
- **Supervisor ID:** Jason Marshall
- **Department:** Toxic Use Reduction Institute
- **Job Code:** Student Employee
- **Location Code:** Pinanski Hall 3rd Floor
- **Standard Hours:** 33.00
- **FTE:** 0.00000
- **Mail Drop ID:** L15
- **Business Title:** Student Employee

**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](image)

### 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
Finalize form updating Action/Action Reason as appropriate and click SUBMIT if complete or Save for Later if more information is needed.

END PROCEDURE FOR ePAF _ EDITING EXISTING JOB