







Learning with Purpose

JOB AID: EPAF - HIRE

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 Hire an Employee. <h3 style="text-align: center;">Start a New electronic Personnel Action Form (ePAF)</h3> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;">  <div> <p>Hire an Employee</p> <p>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> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;">  <div> <p>Edit Existing Job</p> <p>Use this form to edit the job of an employee currently working in your department. Edit Existing Job</p> </div> </div> <div style="display: flex; align-items: flex-start;">  <div> <p>Change Employment Status</p> <p>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>

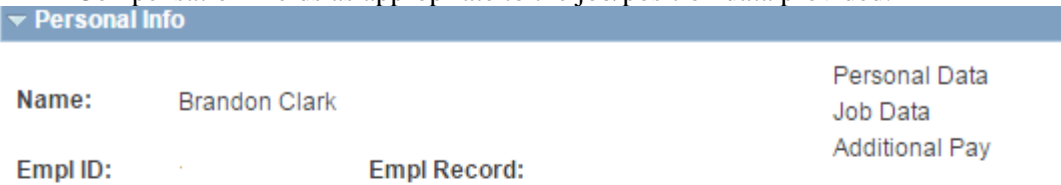
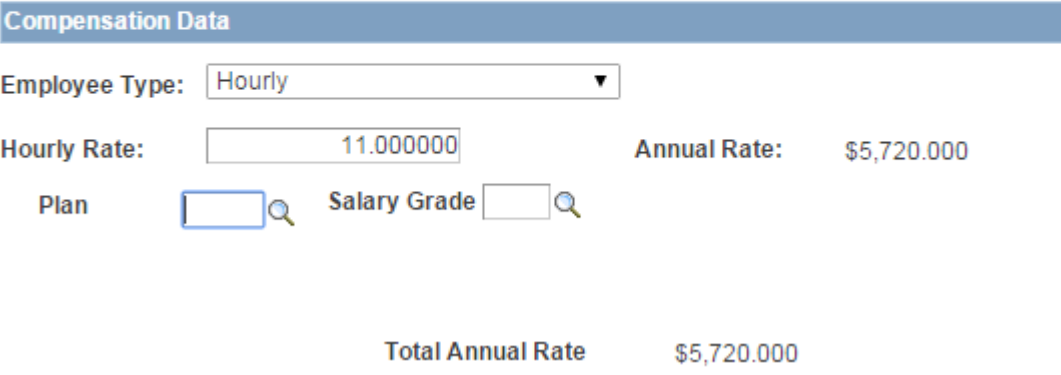
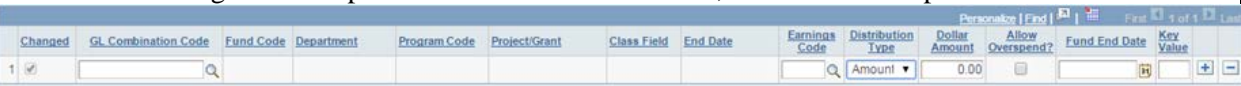
Step	Action
4.	<p style="text-align: right;">Authorized by ■ GIDEON TAYLOR</p> <h2 style="text-align: center;">Hire an Employee</h2> <p style="text-align: center;"><u>Step 1 of 9: Enter ID</u> i</p> <p>If you know the SSN of the person you are hiring: Please enter the SSN and search for an existing employee or start a new employee.</p> <p>If you know the Employee ID of the person you are hiring: Please enter that information and search for the employee's record.</p> <p>If you know the Applicant ID and Job Opening ID of the person you are hiring: Please enter that information and search for the employee's record.</p> <p>If you do not know any of this information: Please start a new employee. (If the employee already exists, they will be tied to the form later in the process.)</p> <p>Employee ID: <input type="text"/></p> <p>Applicant ID: <input type="text"/> Job Opening ID: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Load Employee/Applicant Data"/> <input type="button" value="Add New Employee"/> </p>
5.	<p>Use the Hire an Employee page to start the Hire process. Best business practice is to have a 2nd window open for Search/Match to confirm if the person already exists in the system.</p>
6.	<p>If you have the Employee ID or Applicant ID, enter here and click <input type="button" value="Load Employee/Applicant Data"/> . If this is new person, click <input type="button" value="Add New Employee"/></p>
7.	<p>Enter the requested information as provided by personal information forms and click NEXT.</p>
8.	<p style="text-align: right;">Authorized by ■ GIDEON TAYLOR</p> <h2 style="text-align: center;">Hire an Employee</h2> <p style="text-align: center;"><u>Step 2 of 9: Employee Name</u> i</p> <p>Please fill in the fields below.</p> <p>Clone eForm ID <input type="text"/> 🔍</p> <div style="background-color: #4f81bd; color: white; padding: 2px; text-align: center; font-weight: bold;">Personal Info</div> <p>Empl ID: NEW Hiring Campus: Univ of Mass Lowell</p> <p>*First Name: <input type="text"/> Middle: <input type="text"/></p> <p>*Last Name: <input type="text"/> Suffix: <input type="text"/> ▼</p> <p style="text-align: center;"> <input type="button" value=" << Previous"/> <input type="button" value=" Next >>"/> </p>
9.	<p>Job Information. Depending on Employee Group and if Positioned Job selected in Drop Down you may have different required values. Review your business requirements and forms provided to determine appropriate selections. Once fields are completed, click NEXT.</p>



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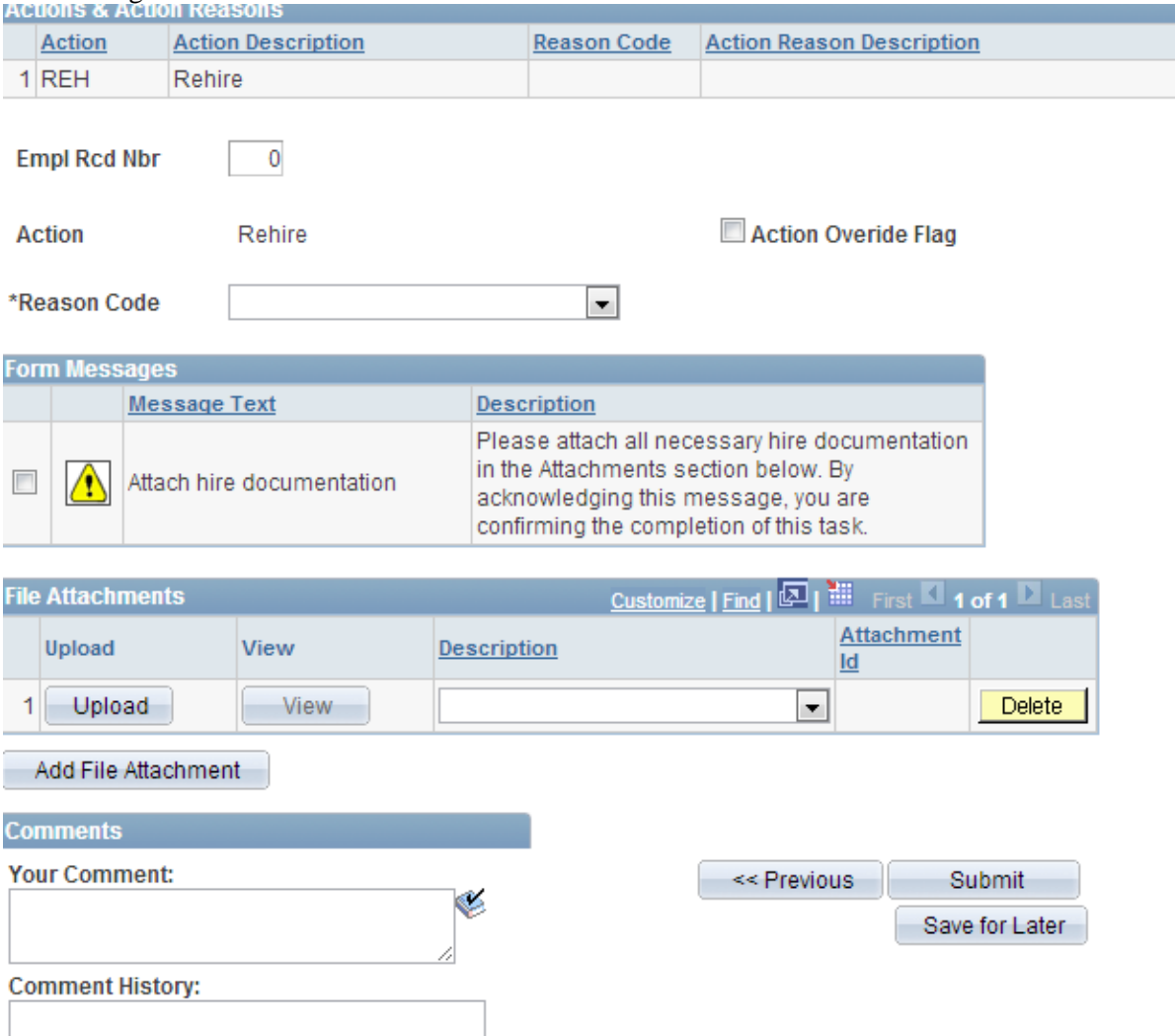
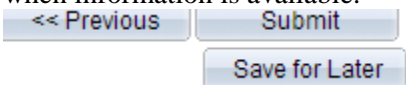
Step	Action
10.	<div data-bbox="310 499 1539 533" style="background-color: #4f81bd; color: white; padding: 2px;">Job Data</div> <p>*Effective Date: <input type="text" value="09/06/2015"/> *End Date: <input type="text"/> <input type="checkbox"/> End Job Automatically</p> <p>*Employee Group: <input type="text" value="Student Hourly"/> ▼</p> <p>*Is this a Positioned Job? <input type="text"/></p> <p>Business Title <input type="text"/></p> <p style="text-align: right;"><input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value=" << Previous "/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value=" Next >> "/></p>
11.	<div data-bbox="310 888 1539 921" style="background-color: #4f81bd; color: white; padding: 2px;">Job Data</div> <p>*Effective Date: <input type="text" value="09/06/2015"/> *End Date: <input type="text" value="06/30/2016"/> <input checked="" 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="10001621"/> Norma Clark</p> <p>*Department: <input type="text" value="L621200"/> Economics</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="FAL-3"/> Falmouth Hall 3rd Floor *Regular/Temporary <input type="text" value="Temporar"/> ▼</p> <p>*Standard Hours: <input type="text" value="10.00"/> *FTE: <input type="text" value="0.266667"/></p> <p>Mail Drop ID: <input type="text"/></p> <p>Business Title <input type="text"/></p> <p style="text-align: right;"><input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value=" << Previous "/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value=" Next >> "/></p>

Step	Action																												
12.	<p>Fill in Compensation Fields as appropriate to the job/position data provided.</p> <p>  Personal Info Name: Brandon Clark Personal Data Job Data Additional Pay Empl ID: Empl Record: </p> <p>  Compensation Data Employee Type: Hourly Hourly Rate: 11.000000 Annual Rate: \$5,720.000 Plan Salary Grade Total Annual Rate \$5,720.000 </p>																												
13.	<p>Enter GL Information as needed. If Percent is chosen for Distribution type you will need to account for 100% either in single or multiple rows. If Amount is chosen, enter amount as provided.</p> <p>  <table border="1"> <thead> <tr> <th>Changed</th> <th>GL Combination Code</th> <th>Fund Code</th> <th>Department</th> <th>Program Code</th> <th>Project/Grant</th> <th>Class Field</th> <th>End Date</th> <th>Earnings Code</th> <th>Distribution Type</th> <th>Dollar Amount</th> <th>Allow Overspend?</th> <th>Fund End Date</th> <th>Key Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Amount</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </p>	Changed	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earnings Code	Distribution Type	Dollar Amount	Allow Overspend?	Fund End Date	Key Value	1									Amount	0.00			
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14.	<p>Enter Actions/Action Reasons as needed. Remember to check the Attach Hire Documentation acknowledgement box.</p> 
15.	<p>If form is complete, click Submit. If more information is needed click Save for Later and return to form when information is available.</p> 
16.	END PROCEDURE FOR EPAF HIRE