
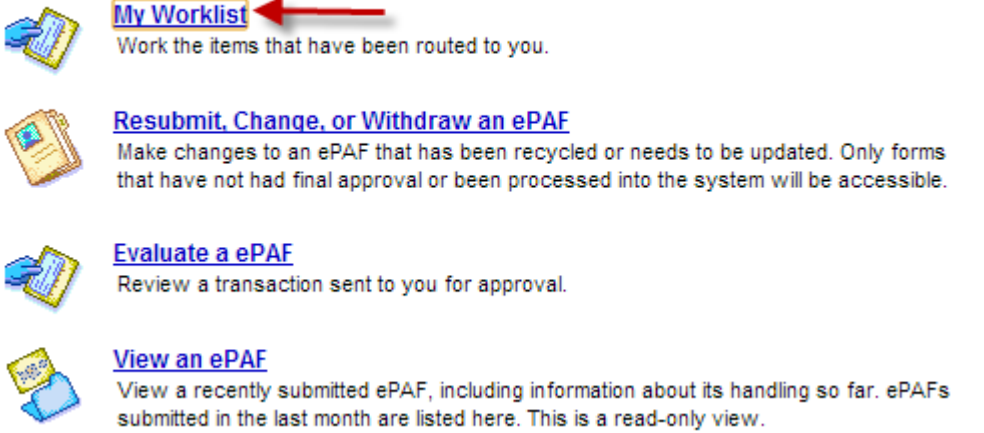
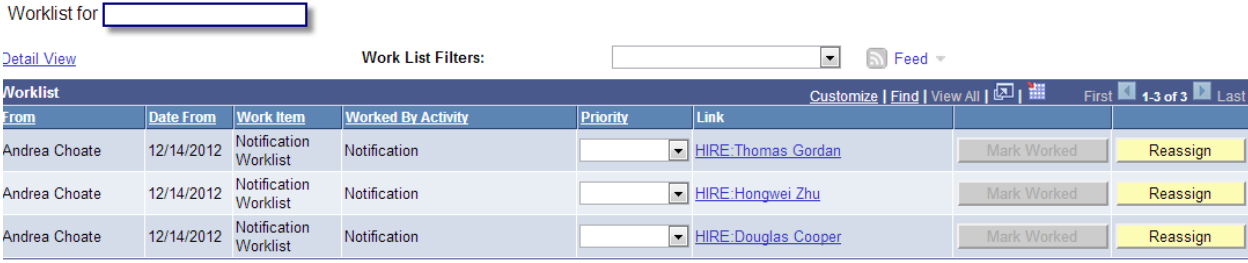




Learning with Purpose

JOB AID: EPAF – APPROVALS

Step	Action
1.	<p>Logon to HR Direct Department Self Service: http://www.uml.edu/hrdirect</p> 
2.	For User Account and Password use your complete email address, including @uml.edu, then choose Lowell Campus
3.	<p>Navigate to Department Self Service > ePAF Home Page>My Worklist Click My Worklist.</p> <p>Electronic Personnel Action Form (ePAF) Home Page</p> 
4.	<p>Choose the forms to review and approve using the hyperlink.</p> 



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Step	Action																										
6.	<p>Click NEXT and continue to review information.</p> <p>Step 2 of 4: Compensation</p> <p>Review the form data below. If it is correct, choose Next to go to the next page.</p> <p>To save your work and keep the form at your level, choose Save for Later.</p> <p>eForm ID: 720</p> <p>Personal Info</p> <p>Name: Thomas Gordan Personal Data Job Data Additional Pay</p> <p>Empl ID: NEW Empl Rod#:</p> <p>Compensation Data</p> <p>Annual Benefit Base Rate: 0.000</p> <p>Employee Type: Exception Hourly</p> <p>31-Weekly Rate: 4615.390000 Annual Rate: \$120,000.140</p> <p><input checked="" type="checkbox"/> Apply FTE</p> <p>Plan Salary Grade</p> <p>Total Annual Rate \$120,000.140</p> <p>Begin Date: 01/22/2013</p> <table border="1"> <thead> <tr> <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>Percent</th> <th>Commitment Amount</th> <th>Fund End Date</th> <th>Seq#</th> </tr> </thead> <tbody> <tr> <td>1 L101412</td> <td>11000</td> <td>L620300000</td> <td>A00</td> <td></td> <td></td> <td></td> <td></td> <td>Percent</td> <td>100.000</td> <td>\$62,747.314</td> <td></td> <td>1</td> </tr> </tbody> </table>	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earnings Code	Distribution Type	Percent	Commitment Amount	Fund End Date	Seq#	1 L101412	11000	L620300000	A00					Percent	100.000	\$62,747.314		1
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Step	Action
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7. Click NEXT and continue to review information.
Step 3 of 4: Finalize Form i
 Review the form data below. If it is correct, choose Approve to approve the form and forward it to the next approver, if any. To send the form back to the originator for correction or clarification, enter a comment and choose Reprocess Change.

To save your work and keep the form at your level, choose Save for Later.
 eForm ID: 720

Personal Info

Name: Thomas Gordan Personal Data
[Job Data](#)
[Additional Pay](#)
Empl ID: NEW **Empl Rcd#:**

Actions & Action Reasons

Action	Action Description	Reason Code	Action Reason Description
1 HIR	Hire	HIR	Hire

Empl Rcd Nbr

Action Hire Action Override Flag

*Reason Code

Form Messages

	Message Text	
<input checked="" type="checkbox"/>	Attach hire documentation	i

File Attachments Customize | Find | First 1 of 1 Last

	Upload	View	Description	Attachment Id	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text"/>		<input type="button" value="Delete"/>

Comments

Your Comment:

Comment History:

8. If the form is correct. Click

9. If the form needs changes, fill in Your Comment letting the Form Initiator know what is in question.

Your Comment:

Comment History:



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Step	Action
10.	Click Reprocess Chg sending the form back to the Initiator.
11.	<i>END PROCEDURE FOR EPAF APPROVALS.</i>