

Navigate the EPAF

Logging into HR DIRECT

HR Direct - Human Resources - UMass Medical School - Worcester - Windows Internet Explorer provided by UMass Medical School

http://www.umassmed.edu/hr/hrdirect1.aspx

Convert Select

Contact

 University of
Massachusetts
UMASS Medical School

Human Resources
HR Direct

HR Home Benefits Careers HR Direct Immigration Services Learning & Development Compensation

Welcome to HR Direct

HR Direct Home
PeopleSoft Training Resources
Job Aids
System Requirements
FAQs
Payroll & HR Systems



Click the button below
to access HR Direct

HR Direct Login

 University of Massachusetts
UMASS Amherst Boston Dartmouth Lowell Worcester UMassOnline

Secure Access Login

Campus User ID:

Password:

Campus:

Login

ePAF Navigation



Electronic Personnel Action Form (ePAF) Home Page



[My Worklist](#)

Work the items that have been routed to you.



[Start a new ePAF](#)

Start a new ePAF, which will then be routed to the appropriate approvers.



[Resubmit, Change, or Withdraw an ePAF](#)

Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.



[View an ePAF](#)

View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.

ePAF LINKS – My Worklist

My Worklist

Work the items that have been routed to you.

Step	Action
1.	The worklist link will take you to a list that will show any ePAF form sent to you for approval. You must have been set up as an approver before you would receive anything in your worklist. There are different types of approver. There are Department approvers, P.I. approver, Finance approver, Grant Approver, Faculty approver and Compensation Approver.
2.	An initiator would only have something in their worklist if an ePAF they initiated was returned to them by someone within the workflow.

Worklist for 10011980: Sharon Vieira

[Detail View](#)

Work List Filters:

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Feed ▼

Worklist

Customize | Find | View All |

First 1 of 1 Last

From	Date From	Work Item	Worked By Activity	Priority	Link

ePAF LINKS – Start a new ePAF

Start a new ePAF

Start a new ePAF, which will then be routed to the appropriate approvers.

Step	Action
1.	This link is used to begin processing an ePAF. This is where you will do an ePAF for a new hire, job change or employment change.

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](#)

Link To Use For A New Hire:



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](#)

Manual To Use For A New Hire:

EPAF HIRING PROCESS – USER MANUAL

This manual provides step-by-step information on how to enter a new hire.

Link To Use For A Job Change:



Edit Existing Job

Use this form to edit the job of an employee currently working in your department.

[Edit Existing Job](#)

Manual To Use For A Job Change:

EPAF EDIT EXISTING JOB – USER MANUAL

This manual provides step-by-step information on how to enter a change to an existing job.

Link To Use For An Employment Status Change:



Change Employment Status

Use this form to submit a termination, retirement, leave of absence or return from leave.

[Change Employment Status](#)

Manuals To Use For An Employment Status Change:

EPAF TERMINATION PROCESS – USER MANUAL

This manual provides step-by-step information on how to enter a termination.

EPAF RETIREMENT PROCESS – USER MANUAL

This manual provides step-by-step information on how to enter a retirement.

EPAF LEAVE OF ABSENCE PROCESS – USER MANUAL

This manual provides step-by-step information on how to enter a leave of absence.

EPAF RETURN FROM LEAVE PROCESS – USER MANUAL

This manual provides step-by-step information on how to enter a return from leave.

ePAF LINKS – Resubmit, Change or Withdraw an ePAF



[Resubmit, Change, or Withdraw an ePAF](#)

Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

This link is used by an initiator if an ePAF needs to be changed and it is already been submitted to workflow. The ePAF would be brought up by using the search noted below, the change would be made and the “comments” section completed explaining why the ePAF is being resubmitted. The workflow would start again from the beginning once it is resubmitted.

The initiator would also use this link if they need to withdraw an ePAF.

ePAF Update All

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

eForm ID:	<input type="text" value="begins with"/>	<input type="text"/>
Empl ID:	<input type="text" value="begins with"/>	<input type="text"/>
Workflow Form Type:	<input type="text" value="begins with"/>	<input type="text"/>
Workflow Form Status:	<input type="text" value="="/> <input type="text"/>	<input type="text"/>
Empl Rcd Nbr:	<input type="text" value="="/> <input type="text"/>	<input type="text"/>
Name:	<input type="text" value="begins with"/>	<input type="text"/>
Last Name:	<input type="text" value="begins with"/>	<input type="text"/>
Original Operator:	<input type="text" value="begins with"/>	<input type="text"/>
Originated Date From:	<input type="text" value=">="/> <input type="text"/>	<input type="text" value="31"/>
Originated Date Thru:	<input type="text" value="<="/> <input type="text"/>	<input type="text" value="31"/>
Last Operator:	<input type="text" value="begins with"/>	<input type="text"/>

☐ Case Sensitive

Manuals To Use For Resubmit or Withdraw an ePAF:

EPAF – RESUBMIT OR WITHDRAW

This manual provides step-by-step information on how to resubmit or withdraw an ePAF.

ePAF LINKS – View an ePAF



[View an ePAF](#)

View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.

This link would be used to check on the status of an ePAF or see who it is with within the workflow. You would bring up the ePAF you want to view using the search noted below.

ePAF Employee History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

eForm ID:	<input type="text" value="begins with"/>	<input type="text"/>
Empl ID:	<input type="text" value="begins with"/>	<input type="text"/>
Empl Rcd Nbr:	<input type="text" value="="/>	<input type="text"/>
Name:	<input type="text" value="begins with"/>	<input type="text"/>
Last Name:	<input type="text" value="begins with"/>	<input type="text"/>
Workflow Form Type:	<input type="text" value="begins with"/>	<input type="text"/>
Workflow Form Status:	<input type="text" value="="/>	<input type="text"/>
Original Operator:	<input type="text" value="begins with"/>	<input type="text"/>
Originated Date From:	<input type="text" value=">="/>	<input type="text" value="06/10/2013"/>
Originated Date Thru:	<input type="text" value="<="/>	<input type="text"/>
Last Operator:	<input type="text" value="begins with"/>	<input type="text"/>

☐ Case Sensitive

Manuals To Use For View an ePAF:

EPAF – VIEW EPAF

This manual provides step-by-step information on how to view an ePAF.