Understanding the Login Process

When you login to the HR Direct application, you will complete the following required fields: Campus User ID, Password, and Campus.

The *Campus User ID* is the same as the campus account name you use to login to your UMass Lowell email and/or work computer (i.e. jane_doe@uml.edu or john_doe@student.uml.edu).

The *Password* is the same password you use with your campus account.

Note: All current employees have access to HR Direct. If you do not know your User ID or Password please contact the Help Desk at 978-934-4357 (HELP) or visit them in Olsen Hall

The **Campus** dropdown list is used to verify your account when you login to HR Direct.

Logging onto the HR Application



- 1. Navigate to the Campus Web Site <u>http://www.uml.edu/hrdirect</u>
- 2. Click the <u>HR Direct Login</u> link. The Login Screen opens.
- 3. Enter your Campus User ID.
- 4. Enter your *Password*.
- 5. Select "Lowell" as your Campus.
- 6. Click the Login button.

View Your Personal Information Personal Information Megan Casey Megan Casey Address Address Type Status As Of **Country Address** 8 Smith St. Current 07/06/2004 USA Newbury, MA 0195 Phone Type Phone Numbe Extension Preferred 978/465-8888 Relationship to Employee Primary Contact Thomas Case Spouse Change emergency contacts Email Addre Email Address Email Type Preferred UMass Presidents mcasev@umassp.edu

- 1. Click the <u>Self Service</u> link in the Navigation Menu (located on left).
- 2. Click the <u>Personal Information</u> <u>Summary</u> link.

The Personal Information page opens.

3. View your personal information.

Please note: You can update your Emergency Contact information by clicking on the <u>Change emergency contacts</u> button on the Personal Information page.

Edit Emergency Contacts

Emergency Contact	ts	
Contact Name	Relationship to Emp	loyee
Roger Johnson	Spouse	Edit Delete
Drimary Contact:	Roger Johnson	Change the primary contact

- 1. Click the <u>Self Service</u> link in the Navigation Menu (located on left).
- 2. Click the <u>Personal Information</u> link.



View Your Pay Advice

Important: You will need Adobe Acrobat Reader to view your paycheck online.



- 1. Click the <u>Self Service</u> link in the Navigation Menu (located on left).
- 2. Click the <u>Payroll and Compensation</u> link.
- 3. Click the <u>View Paycheck</u> link. The **View Paycheck** page opens.
- 4. Click the <u>Check Date</u> link you would like to view. The Paycheck opens in a new window as a PDF.
- 5. Review or print the paycheck.

Please Note: You will still receive a printed copy of your paycheck from your department on a biweekly basis.

Logging out of HR Direct

When you are finished viewing these pages, it is very important to click the **Sign Out** link in the top right corner of the HR application.

Sign out

This will log you out of HR Direct. This step is intended to help prevent others from viewing your personal information if you step away from the computer.

Even though you have logged out of HR Direct, it is recommended that you fully end the session by closing your browser as well

Online Web Tutorials

HR Direct offers online web tutorials through the UMass Productivity Kit for all employee self service features.

You can access the UPK tutorials in the Training section of HR Direct web page:

http://www.uml.edu/hrdirect

Application Support

If you encounter any login or desktop issues, please contact: Help Desk Olsen Hall, First Floor 978-934-4357 (HELP) 866-435-7437 (866-HELP-HERE)

If you encounter any HR Direct application issues; have business process questions; or need to update any personal or job data, please contact:

> Human Resources Dugan Hall, Room 201 978-934-3560

Additional Information

New employee and managerial self-service functionality will be available in the future. This will include the ability for you to directly update your personal information, tax data, and report your time Managers will be able to see job history on their staff, approve time, and initiate job data changes.

The HR Direct website has all the latest news and information. Be sure to visit often and share your opinions and suggestions!

http://www.uml.edu/hrdirect



University of Massachusetts Lowell Human Resources Department

Welcome to Employee Self Service

This brochure provides quick navigation steps to access your personal information, emergency contact info, pay advice, and training history through the new HR Direct Employee Self-Service (ESS) website.

http://www.uml.edu/hrdirect