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 Edit Existing Job.

Step	Action
4.	

Step	Action
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-