Human Resources Request Form Instructions

1. Go to https://umass.tfaforms.net/f/hrcn
2. If you are not signed in to Single Sign-on you will be asked to Sign in:

3. After you sign in you will be brought to the form. Your Name and Net ID will be displayed.

4. If this request concerns another employee choose “Yes” and enter the employee’s EMPLID. Otherwise, if the request is general or regarding you choose “No” and click “Next.”
5. On Page 2 of the form:
   1. Again, you will see your Name and NET ID
   2. Make sure the employee’s information is correct. If not click “here” to go back and try again.
   3. Select the appropriate Category
   4. And More Detail.
   5. Enter the Subject - a short summary of the request.
   6. Elaborate on your request
   7. Upload a file if necessary
   8. Click “Submit”