

ePAF Approval Directions

To access ePAF go to the HR Direct page, which can be accessed via the link:

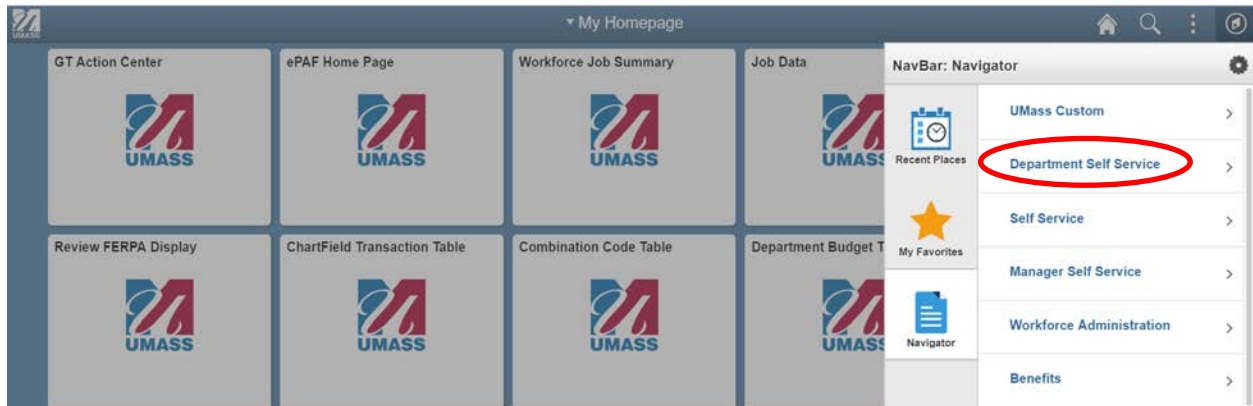
<https://www.umass.edu/humres/hr-direct>

1. After signing in, click on the small compass icon in the upper right corner of the screen.

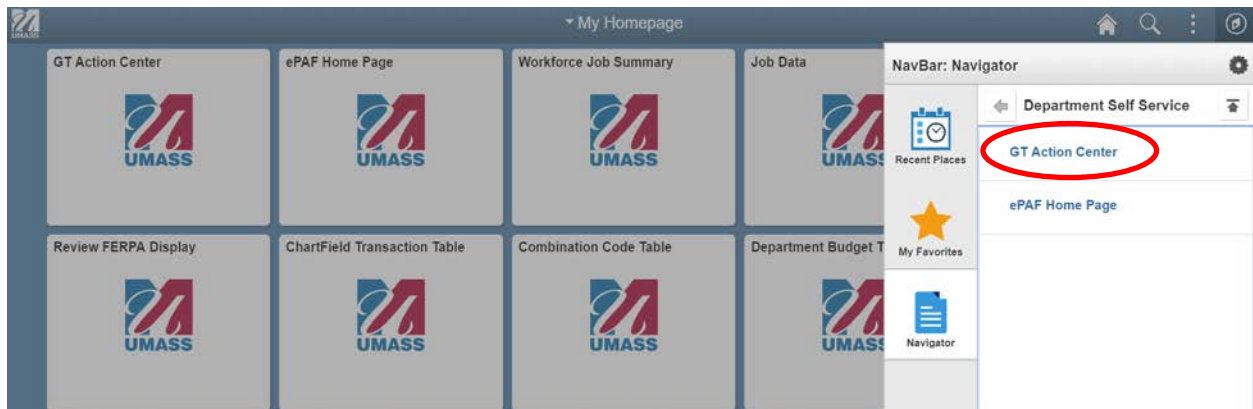


2. Click on the Navigator icon.
3. Click on "Department Self Service".

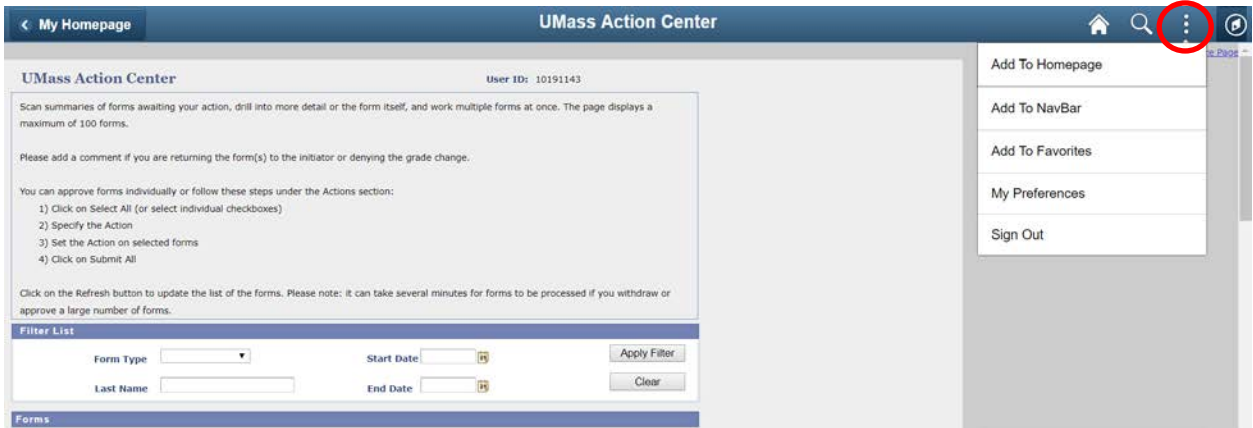
Step 2



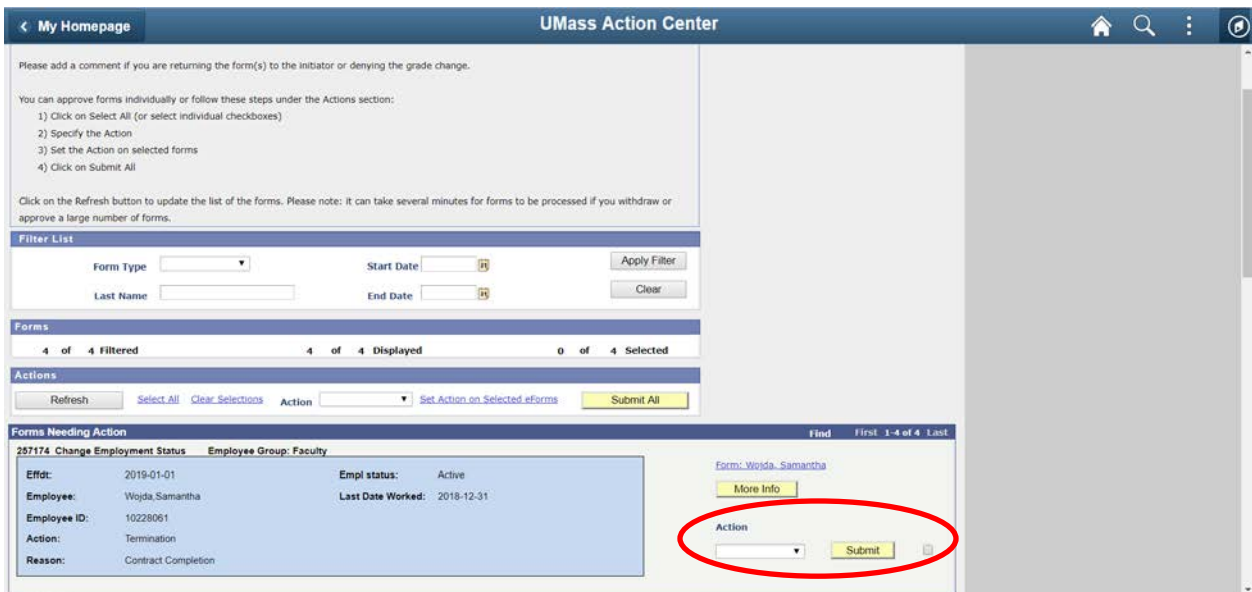
4. Click on "GT Action Center".



5. Once you navigate to the GT Action Center, you can add it to your HR Direct homepage and/or favorites by clicking on the action list dropdown menu shown below.



6. You will see “forms needing action”. Please review action (see circle below), chose “approve” from the dropdown and then click “submit”. The form will grey out, and if you refresh it will be off your list.



If you see a problem with the form or have any questions, please contact your accountant or administrative officer.