

Links

Human Resources

HR Direct: www.umass.edu/humres/

SPAF: [Student Personal Action Form](#)

Undergraduate Hire Packet: [New Undergraduate Employee Hire Packet](#)

Direct Deposit: [Direct Deposit Form](#)

I-9 Notary: [I-9 Form Instructions for Employees and Notary Public](#)

DUO Multi-Factor: <https://www.umass.edu/it/support/authentication/duomultifactorauthenticationenrollmentanduse>

Student Employment Office

[UMass Student Employment Office](#)

[Post a job](#)

[Encumbrance Adjustment Form](#)

Navigation in HR

Rapid Student Hire: UMass Custom, Workforce Administration, Rapid Student Hire

FERPA: UMass Custom, Workforce Administration, Review FERPA Display, FERPA Job Tab

To find Rec #: Workforce Administration, job information, job data or FERPA or in the timesheet

Payroll Commitment Report: Reporting Tools, Reporting Manager (on Fridays we are paid)

Payroll Commitment Report: Reporting Tools, Reporting Manager, click on Explorer Tab, then Commitment Acctg A (after pay day Fridays)