

# Links

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# Navigation in HR

- HR Direct: [www.umass.edu/humres/](http://www.umass.edu/humres/)
- Academic Hire Packet: [Hire Package for Undergraduate Student Employees](#)
- SPAF: [Student Personnel Action Form 08-08-2022.pdf](#)
- [FORM I-9 Instructions for Employees and Notaries Public](#)
- DUO Multi-Factor: <https://www.umass.edu/it/support/authentication/duomultifactorauthenticationenrollmentanduse>
- [Student Employment | UMass Amherst](#)
- Post a job: [UMass Amherst Student Job Posting](#)
- [Encumbrance Form](#)
- FAFSA: <https://studentaid.gov/h/apply-for-aid/fafsa>
- **Rapid Student Hire:** UMass Custom, Workforce Administration, Rapid Student Hire
- **FERPA:** UMass Custom, Workforce Administration, Review FERPA Display, FERPA Job tab
- **To find Record #:** Workforce Administration, job information, job data or FERPA or you can see it on 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)