



Add and delete a tile in HR Direct

Within HR Direct, you can add or delete tiles from a homepage to make screens more accessible to your working needs. Follow the steps below to add or delete a tile to or from an HR Direct homepage.

Add a tile to a homepage

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "**Log in to HR Direct Button**".

A blue banner with a pattern of rounded squares. The text 'HR Direct' is written in a white, serif font, centered on the banner.

HR Direct

One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

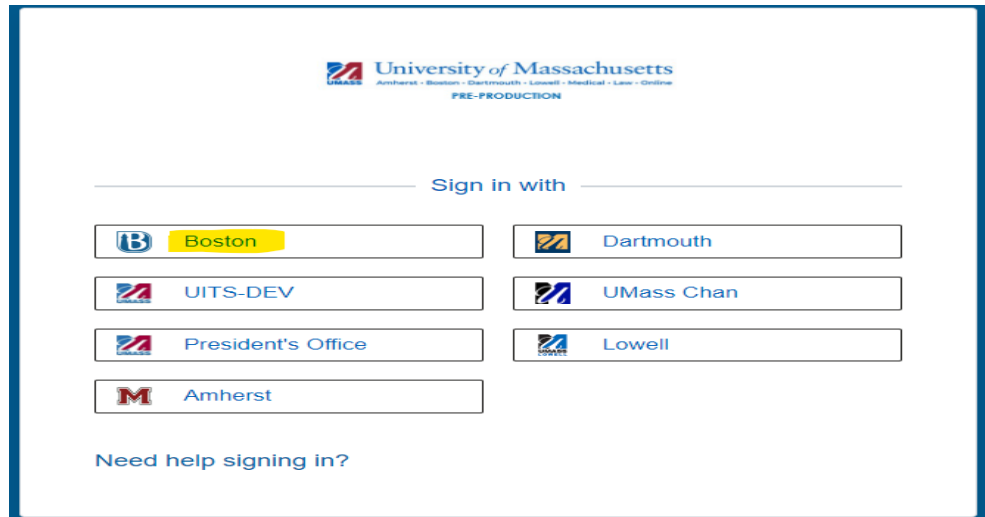
[Login to HR Direct](#)

[Login & Password Requirements](#)





Step 3 - When prompted to sign in to a campus, select "**Boston**".



Step 4 - Enter your user id and password.

Step 5 - In the Menu search bar at the top, type the menu option you would like to save as a tile. You can enter the first few letters and do a search until you find the one you need. In this example, we will use "**ePAF Home Page.**"





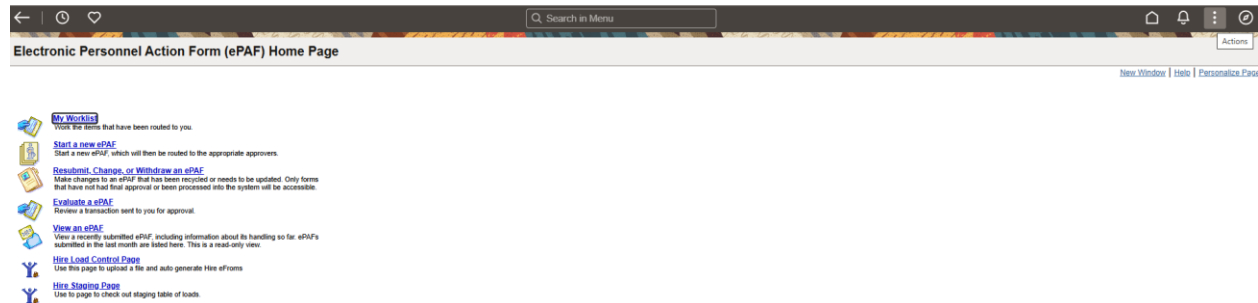
Step 6 - You may get a results screen like the one below. Select the menu option which you need.

View Search Results

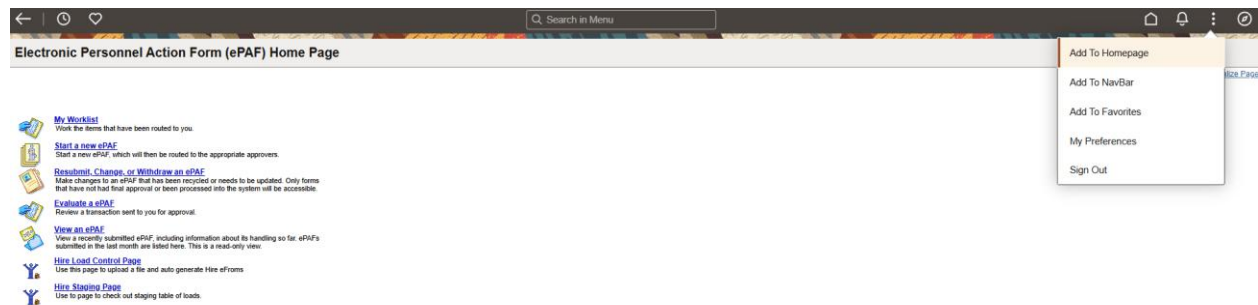
1 results for keyword: "ePAF Home Page"

[ePAF Home Page](#)
ePAF Home Page

Step 7 - In this example, the “ePAF Home Page” appears. Click the “Actions” menu in the upper right corner (3 vertical dots).



Step 8 - Select the “Add to Homepage” option.





Step 9 - On the “**Add to Homepage**” screen, you may select an existing page to copy the tile to, or you can create an additional homepage.

Add To Homepage ×

*Tile Label

Choose from available homepages

- Manager Self Service
- Reports
- My Homepage
- Department Self Service
- Employee Self Service
- Pay Period Review
- Workforce Administrator**

Create a New Homepage

Step 10 - When you add the tile to an existing homepage, you will receive a confirmation message indicating the tile has been added to that homepage. Hit the “**Ok**” button.

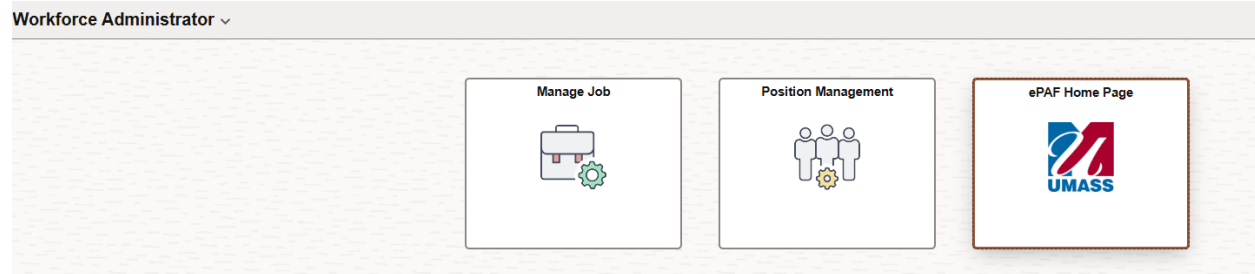
Message

Added 'ePAF Home Page' to Workforce Administrator Homepage

OK



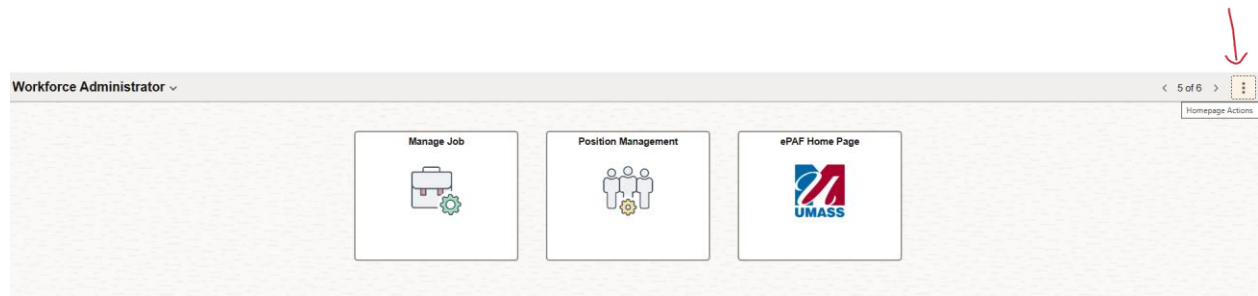
Step 11 - You can then navigate to the homepage you selected by hitting the drop down menu in the upper left corner (in this example “**Workforce Administrator**”). You will see the tile has been added to the home page (in this example “**ePAF Home Page**”).



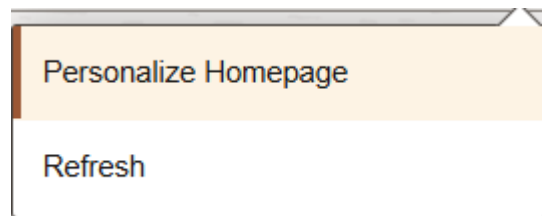


Delete a tile from a homepage

Step 1 - To delete a tile from a homepage, navigate to the “**Homepage Actions**” menu in the upper right corner.



Step 2 - Select the “**Personalize Homepage**” option.





Step 3 - To delete the tile, select the trash can icon in the upper right corner of the elect the Personalize Homepage option.

The screenshot displays the 'Personalize Homepage' interface. On the left is a sidebar with a 'Cancel' button at the top and an 'Add Homepage' button below it. The sidebar lists several options: 'Manager Self Service', 'Department Self Service', 'Employee Self Service', 'Pay Period Review', 'Workforce Administrator' (which is highlighted with an orange background), and 'Reports' (with a trash can icon). The main content area is titled 'Personalize Homepage' and contains 'Common Settings' (with a 'Show Notifications Panel' toggle set to 'No') and 'Selected Homepage Settings'. Under 'Selected Homepage Settings', the 'Homepage' dropdown is set to 'Workforce Administrator'. Below this, there are three tiles: 'Manage Job', 'Position Management', and 'ePAF Home Page'. The 'ePAF Home Page' tile is highlighted with a yellow dashed border, and a red arrow points to its trash can icon in the top right corner.