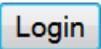


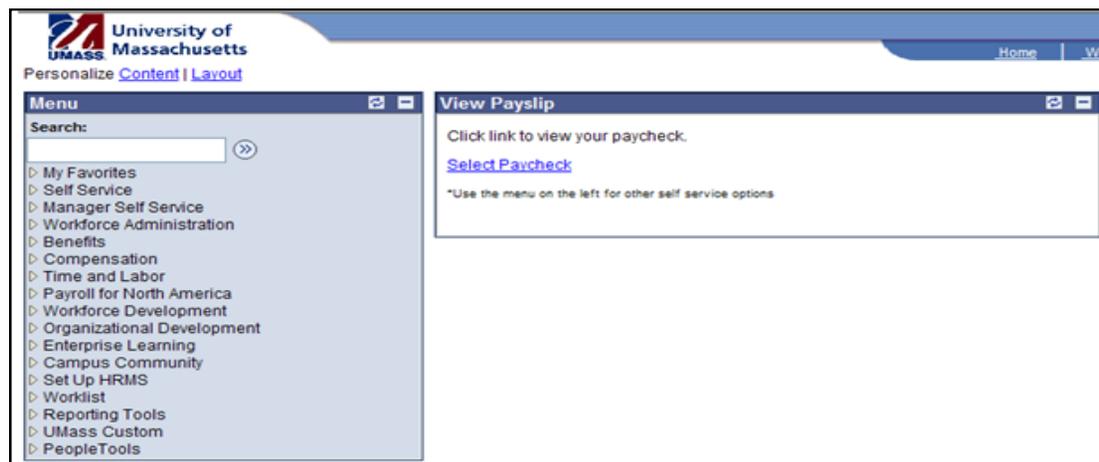
Login to HR Direct



1. Navigate to www.umb.edu/hr
2. Click the HR Direct Login link 
3. Enter your username which is your firstname.lastname
4. Enter your password which is the same as your email password
5. Select "Boston" as your campus from the drop down menu
6. Click the  button

Congratulations you have successfully logged into HR Direct. You now have access to view your pay advice. Under Self Service you can also add/change direct deposit, change your personal information, update your W-4/M-4 and view your W-2. Please contact Human Resources at 617-287-5150 for additional Information.

View your Pay Advice



1. Click on [Select Paycheck](#)

| Select Paycheck Find | | | |
|---|-------------------------------|----------------|--------------|
| Check Date | Company | Pay Begin Date | Pay End Date |
| 2013-04-12 | Commonwealth of Massachusetts | 03/24/2013 | 04/06/2013 |

2. Click the date of the advice that you would like to view and your pay advice will appear.
If you are unable to view your pay advice please turn off any pop up blockers on your computer.

Congratulations you have successfully viewed your pay advice.