

HR Direct Self Service

Login to HR Direct



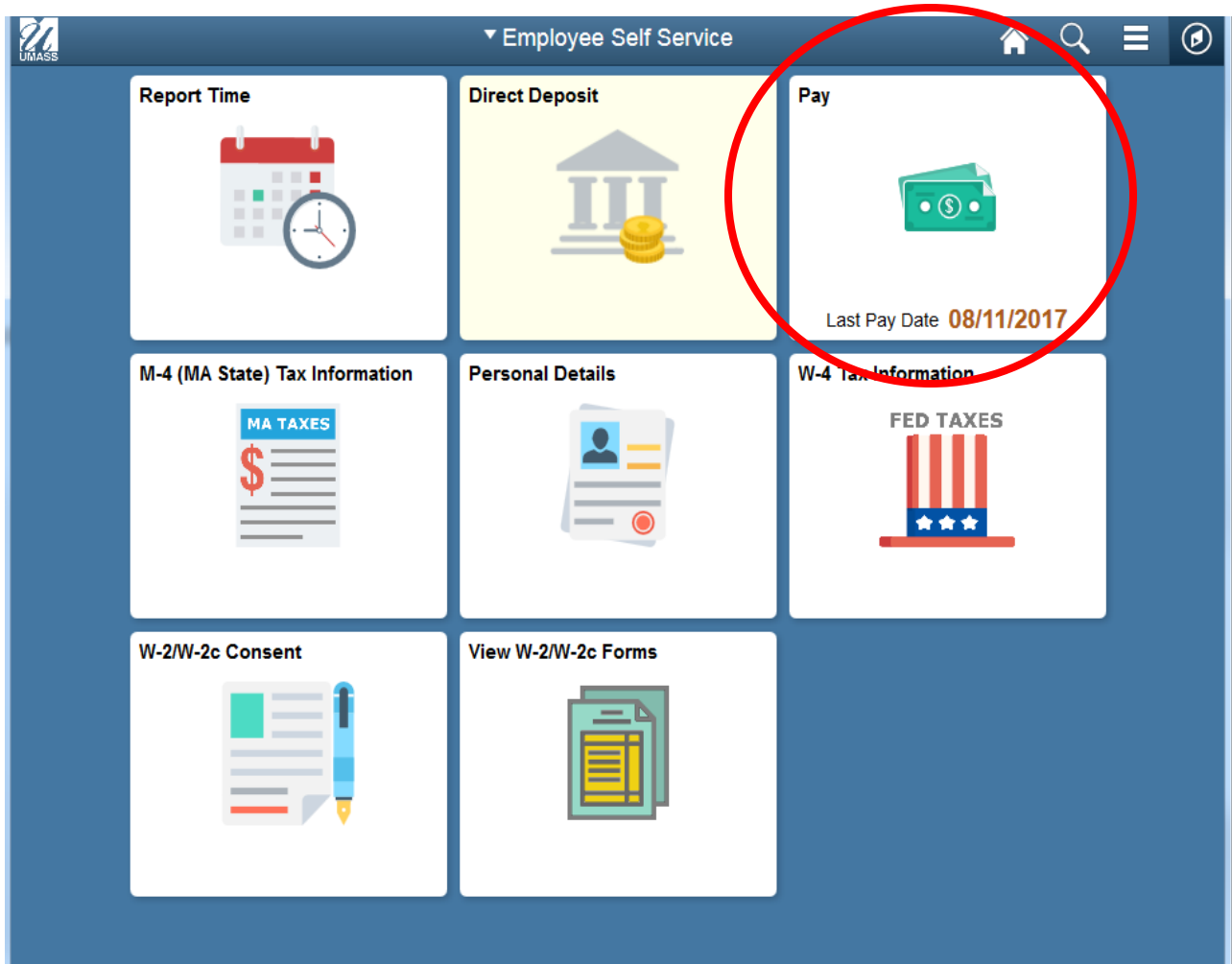
Step	Action
1.	Go to www.umb.edu/hr
2.	Click “ Log in to HR Direct”

Step	Action
3.	Enter your username (first name.lastname)
4.	Enter your password (password is you email password) Note: if your email password is changed your HR Direct login password will change.
5.	Click on the arrow and choose the campus (Boston)
6.	Click login
Note:	Please Note if you are using a public computer please always remember to sign out of the HR Direct system and do not save any passwords

Congratulations you have successfully logged into HR Direct

View your Pay Advice (Paycheck)

Click on the tile “Pay”



1. Click the Check 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.

Employee Self Service | Pay

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/11/2017	Commonwealth of Massachusetts	07/23/2017 08/05/2017		>
07/14/2017	Commonwealth of Massachusetts	06/25/2017 07/08/2017		>
06/30/2017	Commonwealth of Massachusetts	06/11/2017 06/24/2017		>
06/16/2017	Commonwealth of Massachusetts	05/28/2017 06/10/2017		>
05/19/2017	Commonwealth of Massachusetts	04/30/2017 05/13/2017		>

View, Print, or Save your Pay Advice.

The Pay Advice will open as an Adobe PDF document which means you will need Adobe Acrobat on the desktop you use to access the information.

Campus location

University of Massachusetts
Department of Human Resources, 100 Morrissey Boulevard
Boston, MA 02125-3393

Dates of Paycheck distribution

Pay Group: UMB-UMass Boston
Pay Begin Date: 09/03/2017
Pay End Date: 09/16/2017
Business Unit: UMBOS
Advice #: 08843645
Advice Date: 09/22/2017

Your Name & Mailing Address will appear here.

Employee ID:
Department:
Location:
Campus ID:

TAX DATA: Federal State
Tax Status: Married
Allowances: 2 2
Addl. Pct:
Addl. Amt:

Number of Federal and State withholdings

HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Earnings	Hours	YTD Earnings	Description	Current	YTD
Regular	29.859625	80.00	2,388.78	1,329.00	40,740.18	Fed Withholding	150.53	2,923.07
Family Sick Time				31.50	974.17	Fed MED/EE	30.84	590.60
Personal Time				30.00	927.76	MA Withholding	97.86	1,774.01
Sick Time				31.00	950.17			
Vacation Time				31.00	941.65			
TOTAL:			2,388.78		44,533.93	TOTAL:	279.23	5,287.68

Tax withholdings paid for current pay period

Total YTD (year-to-date) payroll deductions

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
State Retirement	214.99	4,008.06	Boston Family Dental Plan	22.80	410.40			
Multi Parking Pre Tax	79.34	634.68						
Basic Health Pre Tax	182.89	3,153.87						
State Retirement 2% Deduction	24.69	452.34						
Basic Life Ins	0.00	14.67						
TOTAL:	501.91	8,263.62	TOTAL:	22.80	410.40	*TAXABLE		

Gross amount of compensation earned

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,388.78	1,886.87	279.23	524.71	1,584.84
YTD	44,533.93	36,270.31	5,287.68	8,674.02	30,572.23

MESSAGE:

Current Leave Accrual Balances

University of Massachusetts
Department of Human Resources
100 Morrissey Boulevard
Boston, MA 02125-3393

Date: 09/22/2017

Advice No. 8843645

Current Direct Deposit information plus total amount deposited

Deposit Amount: **\$1,584.84**

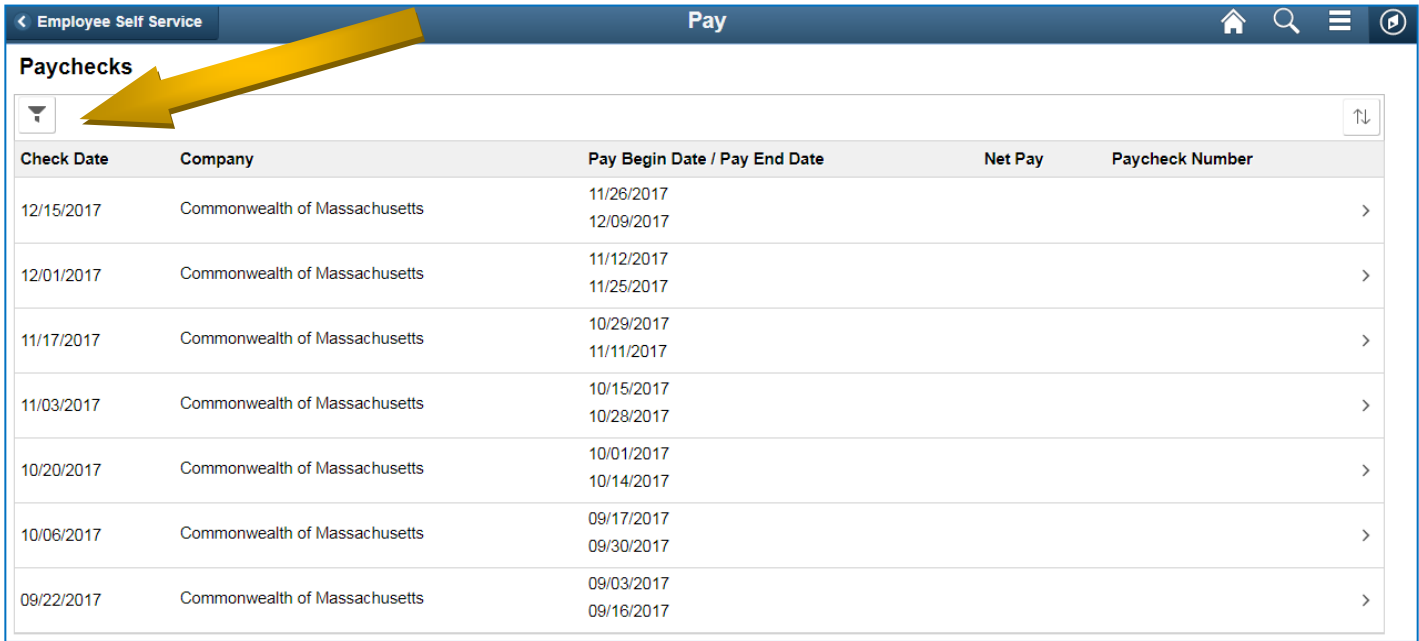
To The Account(s) Of
Your Name, Mailing Address and Campus Location will appear here.

DIRECT DEPOSIT DISTRIBUTION		
Account Type	Account Number	Deposit Amount
Checking	*****081	\$1,584.84
Total:		\$1,584.84

NON-NEGOTIABLE

How to view a previous pay advice:

1. Click here

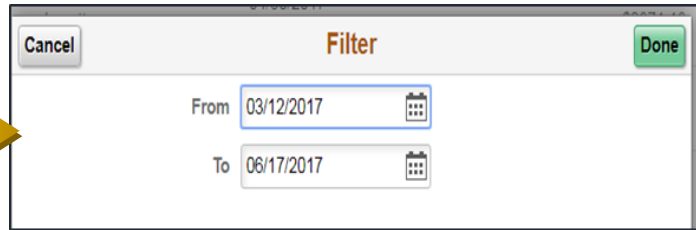


Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
12/15/2017	Commonwealth of Massachusetts	11/26/2017 12/09/2017		>
12/01/2017	Commonwealth of Massachusetts	11/12/2017 11/25/2017		>
11/17/2017	Commonwealth of Massachusetts	10/29/2017 11/11/2017		>
11/03/2017	Commonwealth of Massachusetts	10/15/2017 10/28/2017		>
10/20/2017	Commonwealth of Massachusetts	10/01/2017 10/14/2017		>
10/06/2017	Commonwealth of Massachusetts	09/17/2017 09/30/2017		>
09/22/2017	Commonwealth of Massachusetts	09/03/2017 09/16/2017		>

An additional window will open.

2. Enter the dates you wish to view/print your pay advice.

3. Click **Done**



Filter

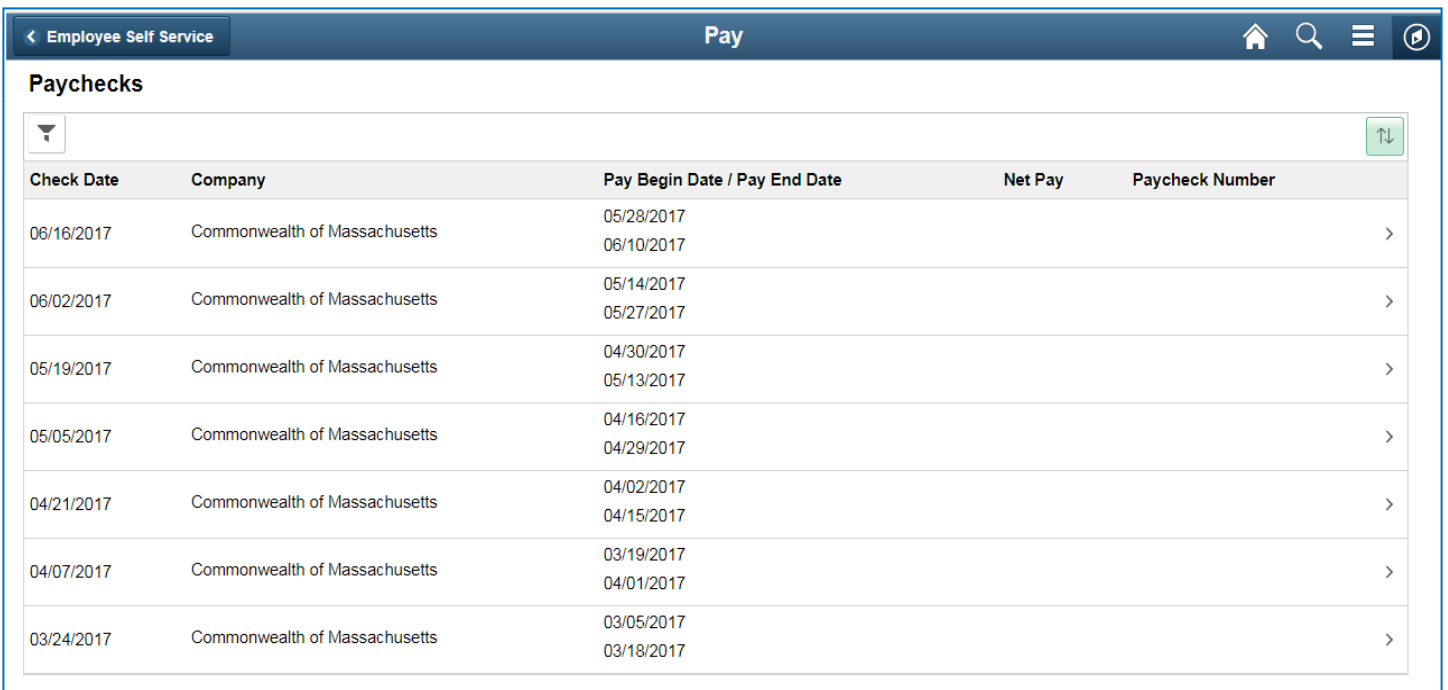
From 03/12/2017

To 06/17/2017

Cancel Done

4. You are now able to view pay advices From **Check Date** 3/12/2017 To 6/17/2017

Click the Check date of the advice that you would like to view/print and your pay advice will appear.

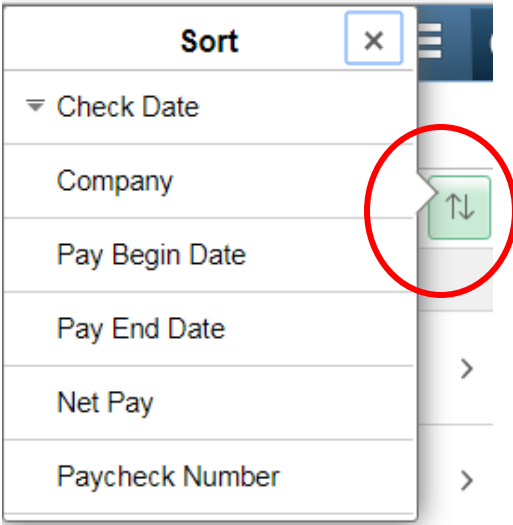


Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
06/16/2017	Commonwealth of Massachusetts	05/28/2017 06/10/2017		>
06/02/2017	Commonwealth of Massachusetts	05/14/2017 05/27/2017		>
05/19/2017	Commonwealth of Massachusetts	04/30/2017 05/13/2017		>
05/05/2017	Commonwealth of Massachusetts	04/16/2017 04/29/2017		>
04/21/2017	Commonwealth of Massachusetts	04/02/2017 04/15/2017		>
04/07/2017	Commonwealth of Massachusetts	03/19/2017 04/01/2017		>
03/24/2017	Commonwealth of Massachusetts	03/05/2017 03/18/2017		>

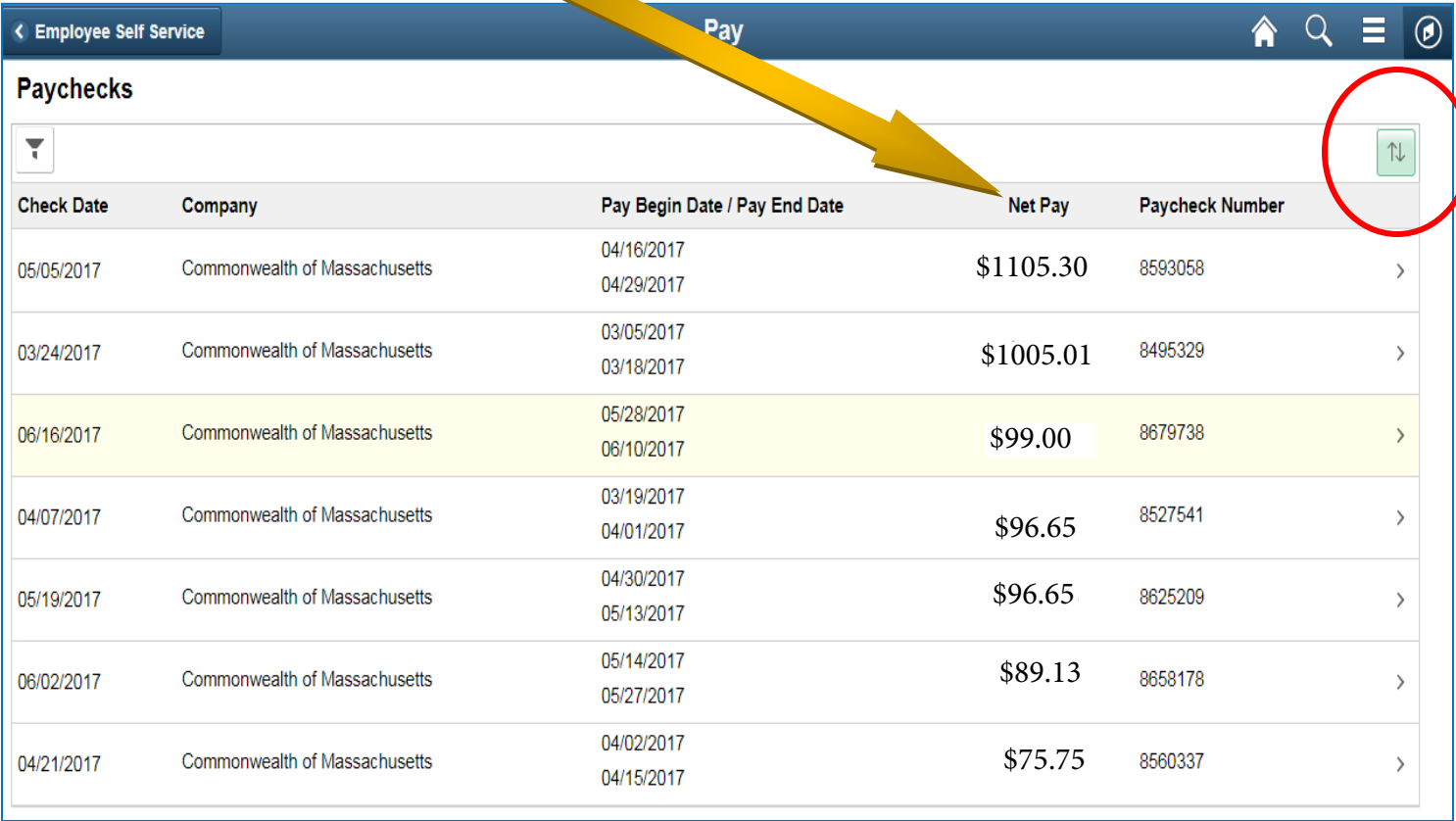
How to Sort pay check information:

By clicking on this feature:

You have the ability to sort by Check Date, Company, Pay Begin Date, Pay End Date, **Net Pay (example above)**, and Pay Check Number.



A 'Sort' dropdown menu with a close button (X) in the top right corner. The menu lists several sorting options: 'Check Date' (with a downward arrow), 'Company', 'Pay Begin Date', 'Pay End Date', 'Net Pay', and 'Paycheck Number'. The 'Net Pay' option is highlighted in light blue. To the right of the menu, a green button with a double-headed vertical arrow is circled in red.



The main interface shows the 'Employee Self Service' header with a 'Pay' tab selected. Below the header is a 'Paychecks' section with a dropdown menu and a green sort button (circled in red). The table below has the following columns: Check Date, Company, Pay Begin Date / Pay End Date, Net Pay, and Paycheck Number. The data is sorted by Net Pay in descending order.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
05/05/2017	Commonwealth of Massachusetts	04/16/2017 04/29/2017	\$1105.30	8593058
03/24/2017	Commonwealth of Massachusetts	03/05/2017 03/18/2017	\$1005.01	8495329
06/16/2017	Commonwealth of Massachusetts	05/28/2017 06/10/2017	\$99.00	8679738
04/07/2017	Commonwealth of Massachusetts	03/19/2017 04/01/2017	\$96.65	8527541
05/19/2017	Commonwealth of Massachusetts	04/30/2017 05/13/2017	\$96.65	8625209
06/02/2017	Commonwealth of Massachusetts	05/14/2017 05/27/2017	\$89.13	8658178
04/21/2017	Commonwealth of Massachusetts	04/02/2017 04/15/2017	\$75.75	8560337

Congratulations. You are now able to view/print previous pay advices and sort the information.