HR Direct Self Service

Login to HR Direct

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<td>3.</td>
<td>Enter your username (first name.lastname)</td>
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| 4. | Enter your password (password is your 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
W-2/W-2c Consent Form

If you are new to the system and need to access your online W-2/W-2c statement you must first complete the consent to receive them electronically.

1. To access the form, Click on the W-2/W-2c Consent tile. You will be directed to a Disclosure Statement.

Once you’ve read the Disclosure Statement, and agree with the terms, click on the box and then click Submit.
After you submit your consent form, you will receive the following message. The consent will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.

You will not have to use this feature again once you provide consent.

NOTE: If you wish to withdraw consent, repeat the Step 1 process, then click the box withdrawing your consent to electronically receive the W-2/W-2c and click Submit.

If you have any questions please contact HR/Payroll Department.
View W-2/W-2c Forms
To obtain your W2 information and for security purposes you will FIRST need to provide the last 4 digits of your Social Security Number and then click OK.

After you enter the last 4 digits of your SSN you will be taken to another screen where you will access your W2/year end form.
3. To then view your W-2/W-2C click on **Year End Form** link

4. To get additional information on W-2/W-2C Form click on **UMASS W2 Information** link

5. To view a different tax year click on **View a Different Tax Year** link

**Note:** Once you are in the forms you may print them utilizing the print function

*Congratulations you have successfully viewed your W-2/W-2C forms*