



HR Direct Pay Advice Instructions

Use the below instructions to view your pay advice statement.


Logging in to HR Direct

1. Navigate to **HR Direct** from the **HR** website. The Secure Access Login Page will open.
2. Enter the Net ID/Spire ID you use to log in to your UMass e-mail and/or computer in the **Campus User ID** field.
3. Enter the password associated with your Net ID/Spire ID into the **Password** field.
4. Select Amherst in the **Campus** dropdown list.
5. Click the **Login** button. HR Direct will open.

Viewing Your Pay Advice

1. The **View Payslip** box appears in the center of the HR Direct homepage:



2. Click the **Select Paycheck** link. The **View Paycheck** page will open. This page displays paychecks by pay period.
3. Click the **Check Date** link you want to view. The paycheck will open as a PDF file.
Note: If the document does not open, turn off pop-up blockers by clicking the link again while holding down the Ctrl key.
4. You may print a copy of the pay advice to a local printer by clicking the print () icon. Don't forget to pick up the statement if printing to a public printer.
Note: Please do not save a copy of your pay advice to a public computer.
Important: Remember to **Sign out** of HR Direct and clear the internet browser cache before closing out of the browser session. Instructions on clearing internet cache can be found at <http://www.umass.edu/humres>