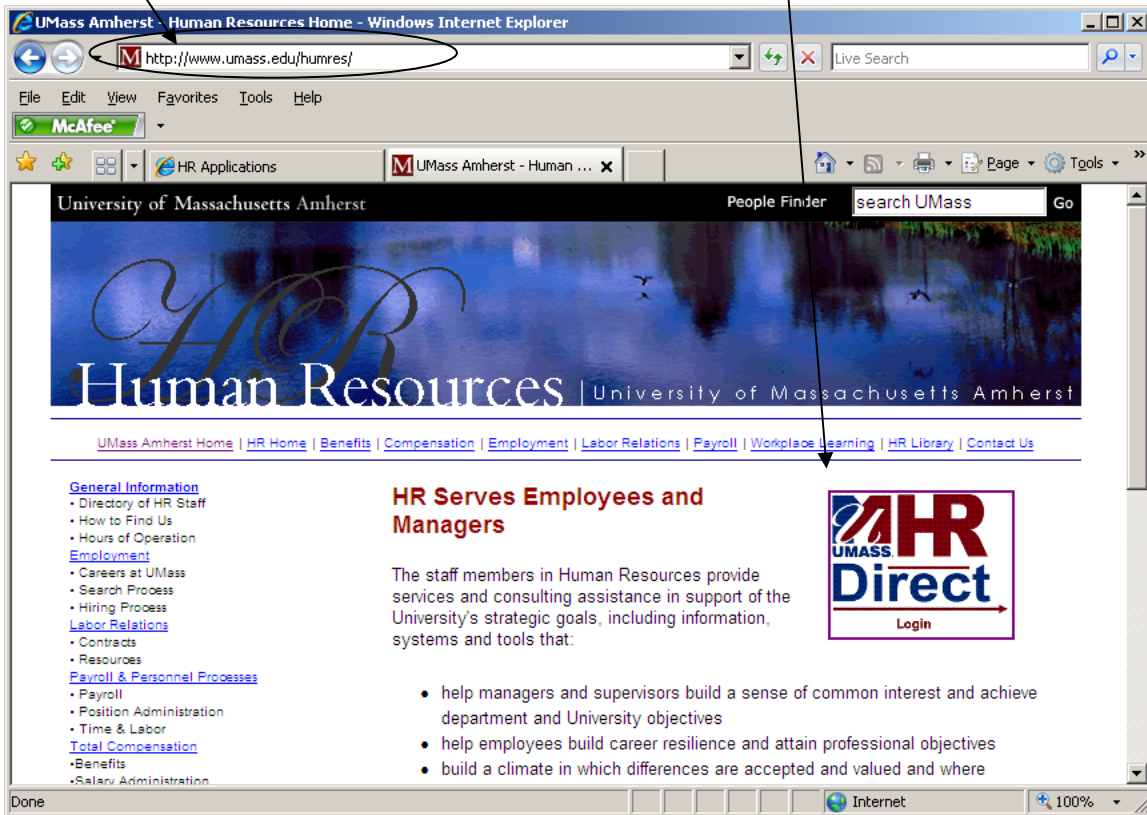


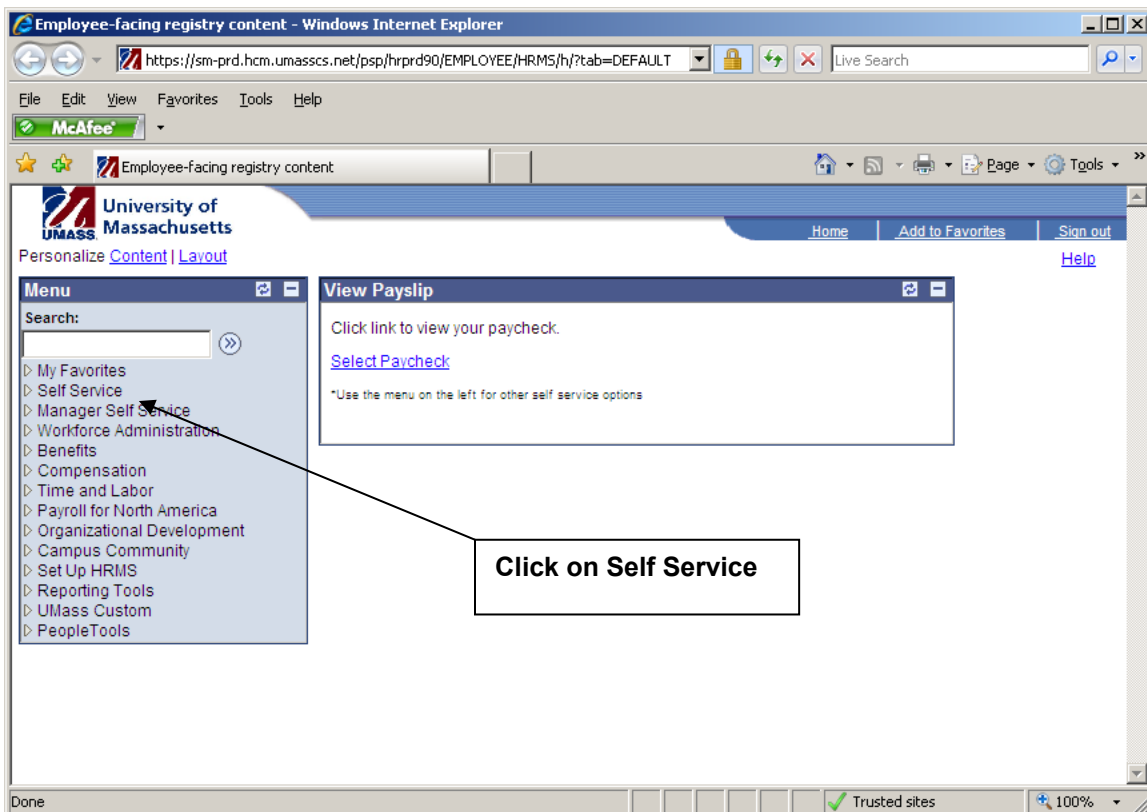
Human Resources Self Service Instructions

View/Print Paychecks and W-2/W-2c Forms

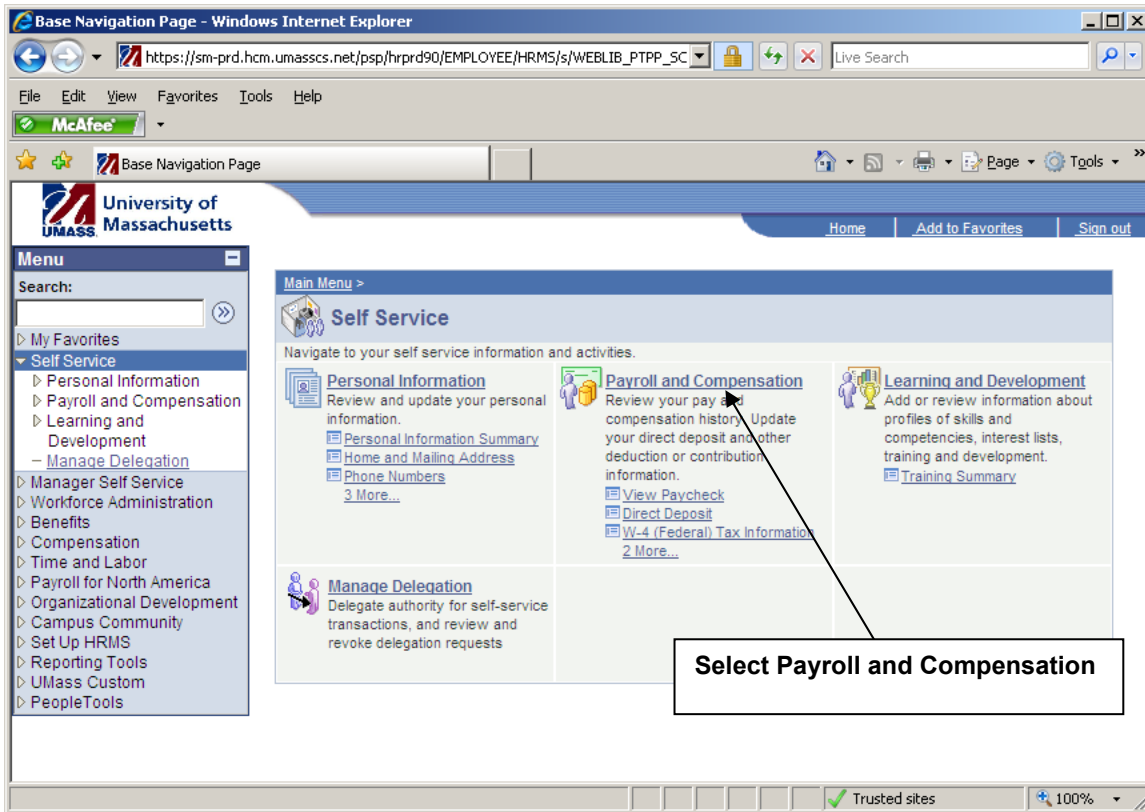
10' Go to www.umass.edu/humres and Click on HR Direct Button



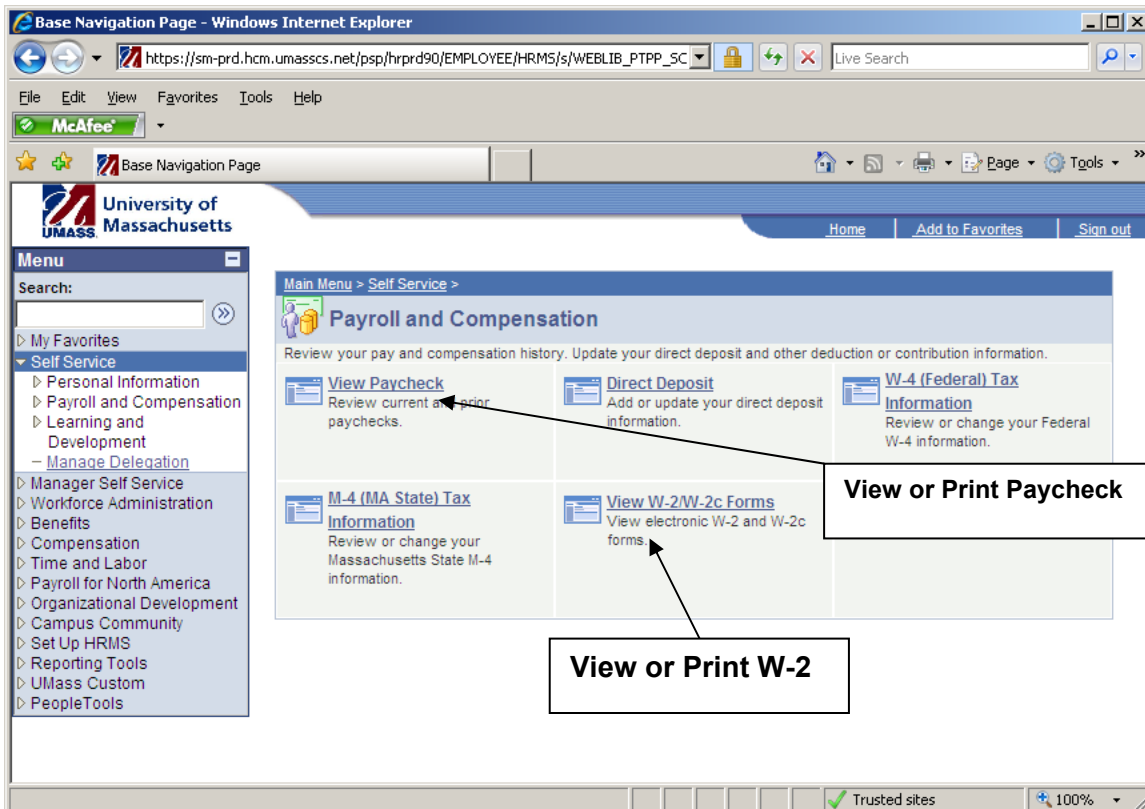
2. Secure Access Login - Use your Netid and password to logon to HR Direct.



3. Select Self Service and Go to Payroll and Compensation



4. Employees can view and print pay advices and their W-2 from this screen.



5. The printouts are perfectly acceptable for tax and legal purposes.

6. Pop-up blockers must be temporarily disabled or turned off to view pay advice or W-2.