University of Massachusetts Amherst HR Direct Access Your Pay Statement Online

To access your UMass pay statement online you must:

- 1. Know your UMass NetID and password
- 2. Enroll in two-step multi-factor authentication (www.umass.edu/it/authentication) to access the University's payroll system, HR Direct
- 3. Disable your pop-up blockers for the HR Direct website in your internet browser to access your UMass pay statement as a PDF.

Please consult the University's Information Technology helpdesk (A109 Lederle Graduate Research Center/ telephone: 413-545-9400) if you require assistance with your NetID, authentication or pop-up blockers.

To access your UMass pay statement online:

Navigate to www.umass.edu/hr in an internet browser and click on "HR Direct Login"



Click on "Sign in with" M Amherst

| | University of Massachusetts mhreat - Boston - Dartmouth - Loweli - Medical - Law - Online |
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| | Sign in with |
| | |
| Dartmouth | Boston |
| 🚺 UMass Chan | President's Office |
| Re | M Amberet |

University of Massachusetts Amherst HR Direct Access Your Pay Statement Online

Sign in using your University NetID & password (your SPIRE ID & password).

| UMassAmherst | UMassAmherst |
|--|--|
| Sign in | (your UMass e-mail address appears here) |
| type your umass e-mail address here | Enter password |
| Can't access your account? Back Next | Password Forgot my password Sign in |
| Sign-in using your UMass NetID in the format | Sign-in using your UMass NetID in the format |
| NetID@umass.edu Change my password | NetID@umass.edu Change my password |

You will be prompted to **authenticate** your identity. Open your Authenticator app and enter the number that appears on the screen (sample below):

| () | your UMass e-mail address appears here) |
|-----------|--|
| Ap | pprove sign in request |
| 0 | Open your Authenticator app, and enter the number shown to sign in. |
| | ## |
| No the | numbers in your app? Make sure to upgrade to latest version. |
| | Don't ask again for 30 days |
| l car | 't use my Microsoft Authenticator app right now |
| Mor | e information |
| Sign | -in using your LIMass NetID in the format |
| Sigr | n-in using your UMass NetID in the format ID@umass.edu Change my password |

From the **Employee Self Service Homepage** select Payroll to access your pay statements:



A list of pay statements will be displayed.

Click on the arrow to the right of the paycheck you wish to view:

| Employee Self Service | | | Payroll | | <u>ن</u> ش | ک ۱ | Ĵ | : | ¢ |
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| 💐 Paychecks | Paychecks | | | | | | | | |
| Faculty/Staff Additional Comp | ₹ 0 | | | | | | | ↑ ↓ | j |
| Paycheck Details | Check Date | Company | Pay Begin Date / Pay End Date | Net Pay | Paycheck No | mber | | | |
| | 03/15/2024 | Commonwealth of Massachusetts | 02/25/2024 03/09/2024 | dollar amount here | 13552198 | | (| Ś | |
| | 03/01/2024 | Commonwealth of Massachusetts | 02/11/2024 02/24/2024 | dollar amount here | 13520266 | | | > | |

Your bi-weekly paystatement will open as a PDF in a new window. If it does not, make sure you have disabled pop-up blockers for this website in your internet browser.

From this same screen you can also use the filter icon to view a different date range of paystatements:

| Employee Self Service | | | Payroll | | ŵ | Q | ۵ | : |
|-----------------------|------------|-------------------------------|-------------------------------|--------------------|----------|-------|---|----|
| Paychecks | Peychecks | | | | | | | ↑↓ |
| | Check Date | Company | Pay Begin Date / Pay End Date | Net Pay | Paycheck | Numbe | r | |
| Paycheck Details | 03/15/2024 | Commonwealth of Massachusetts | 02/25/2024 03/09/2024 | dollar amount here | 3552198 | | | > |
| | 03/01/2024 | Commonwealth of Massachusetts | 02/11/2024 02/24/2024 | dollar amount here | 3520266 | | | > |

Click on Paycheck Details to **view the details behind any pay statement** (rate of pay, hours paid, accrued time used, etc.)

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|---|---|--|---|---|---|--|-------------------------------|--|----------------------------|
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| Faculty/Staff Additional Comp | T 0 | | | | | | | | ŤΨ |
| | Check Date C | ompany | Pay Begin | Date / Pay End Date | Net Pay | Paychec | k Numb | ber | |
| Paycheck Details | 03/15/2024 C | ommonwealth of Massachusetts | 02/25/2024 03/09/2024 | 4 | dollar amount here | 355219 | 8 | | > |
| | 03/01/2024 C | ommonwealth of Massachusetts | 02/11/2024 | 1 4 | dollar amount here | 1352026 | 6 | | > |
| | | | | | | | | | |
| K Employee Self Service | | | Payroll | | | ሴ | Q | ۵ | : |
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