

# University of Massachusetts Amherst HR Direct Access Your Pay Statement Online

Please note – you must enroll in two-step multi-factor authentication ([www.umass.edu/it/authentication](http://www.umass.edu/it/authentication)) and disable your pop-up blockers for these instructions to work. Please consult the University’s Information Technology helpdesk (A109 Lederle Graduate Research Center/ telephone: 545-9400) for help enrolling in two-step authentication or if you do not know your NetID and/or password.

In a web browser, navigate to [www.umass.edu/humres](http://www.umass.edu/humres) and click on “HR Direct Login”

The screenshot shows the University of Massachusetts Amherst Human Resources website. The browser address bar displays <http://www.umass.edu/humres/>. The page header includes the UMass Amherst logo and a search bar. The main navigation menu contains: HR Direct, Resources For, Work Life Events, and HR Library. The 'HR Direct' menu item is highlighted. Below the navigation is a large 'Human Resources' title. A secondary navigation bar lists: Home, Employment, Benefits, Compensation, Payroll, HR Personnel Processing, Labor Relations, Training and Support, and Contact. The main content area is divided into three columns:

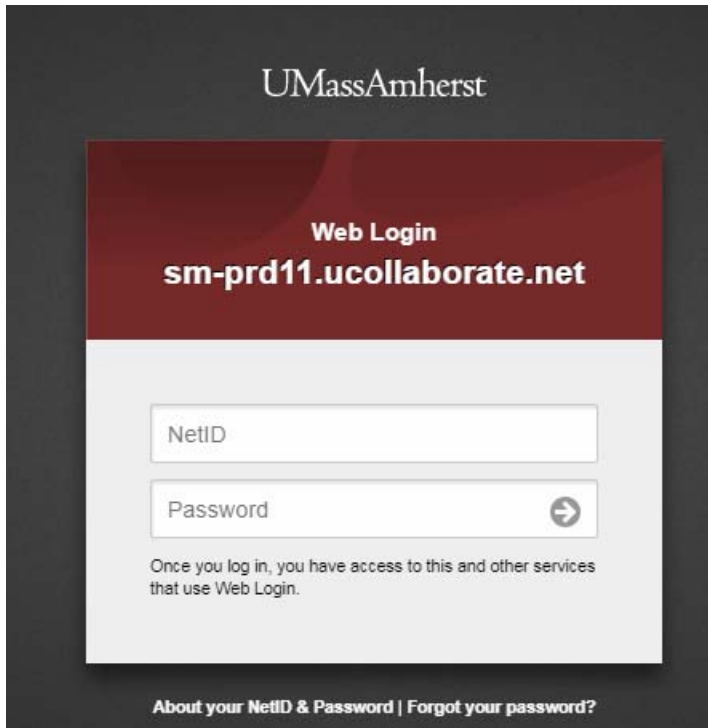
- Job Applicants** (green background):
  - All Job Applicant Resources
  - Search Jobs
  - Jobs for Undergraduates
  - Jobs for Graduates
- Department HR Managers** (blue background):
  - All HR Dept. Manager Resources
  - Employment Search Policy and Procedure
  - Manager - Supervisor Workshops
  - Administering Work Life Events
- Employees** (orange background):
  - Current Employees
  - International Employees (students - scholars)
  - New Employee Orientation
  - Work Life Events

At the bottom, a text block reads: "Whether you are a [job applicant](#), [HR department manager](#) or [employee](#), Human Resources is here to help. Contact the [Employee Service Center](#), or browse our [staff directory](#) to contact one of our professionals. **Employees** will find their pay statement, accrued vacation and sick time and more in HR Direct. [How to see your paycheck in HR Direct.](#)"

In the bottom right corner, there is a search bar with the text "search this site" and a "Go" button. A red circle highlights the "HR Direct" logo and a "Login" button below it.

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Login using your University NetID & password (your SPIRE ID & password).

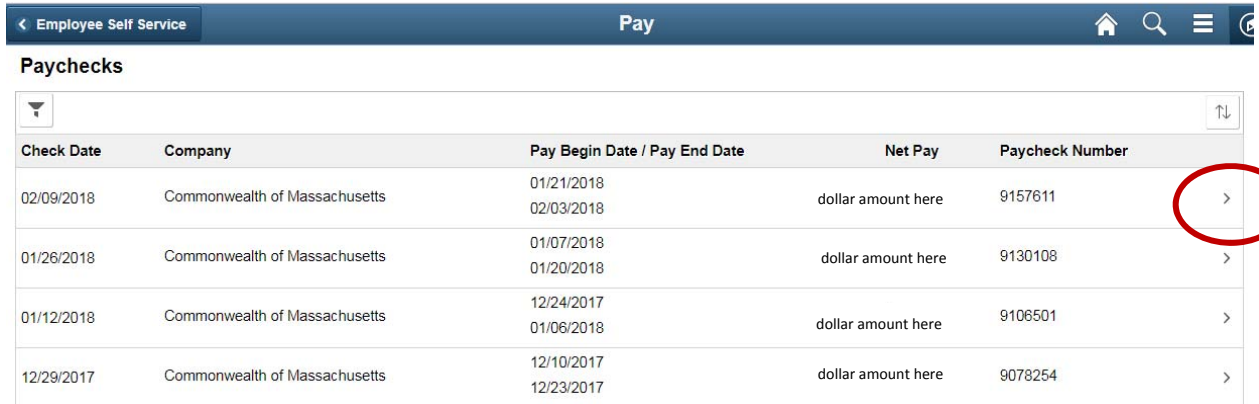


From the Employee Self Service Homepage select Pay to access your pay statements:



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A list of paychecks will appear on screen. Click on the arrow to the right of the paycheck you wish to view:



Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
02/09/2018	Commonwealth of Massachusetts	01/21/2018 02/03/2018	dollar amount here	9157611	>
01/26/2018	Commonwealth of Massachusetts	01/07/2018 01/20/2018	dollar amount here	9130108	>
01/12/2018	Commonwealth of Massachusetts	12/24/2017 01/06/2018	dollar amount here	9106501	>
12/29/2017	Commonwealth of Massachusetts	12/10/2017 12/23/2017	dollar amount here	9078254	>

Your bi-weekly paystatement will appear as a PDF in a new window.