Viewing a Paycheck/Payadvice with PeopleSoft/HR Direct
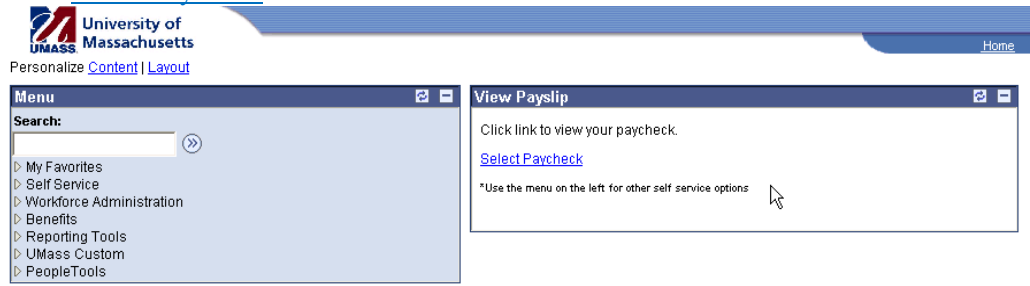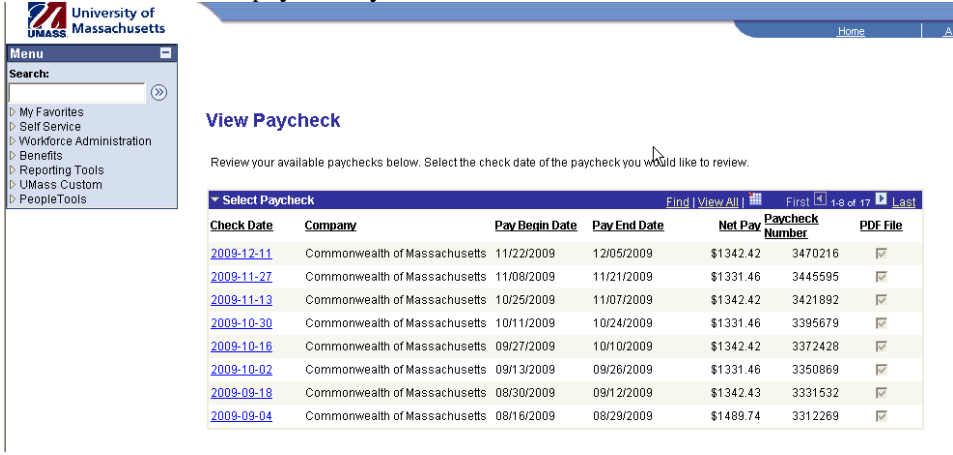### <u>Viewing a Paycheck</u>

Use the View Paycheck page to review paycheck information for earnings, taxes, deductions, leave balances, and net pay distribution.
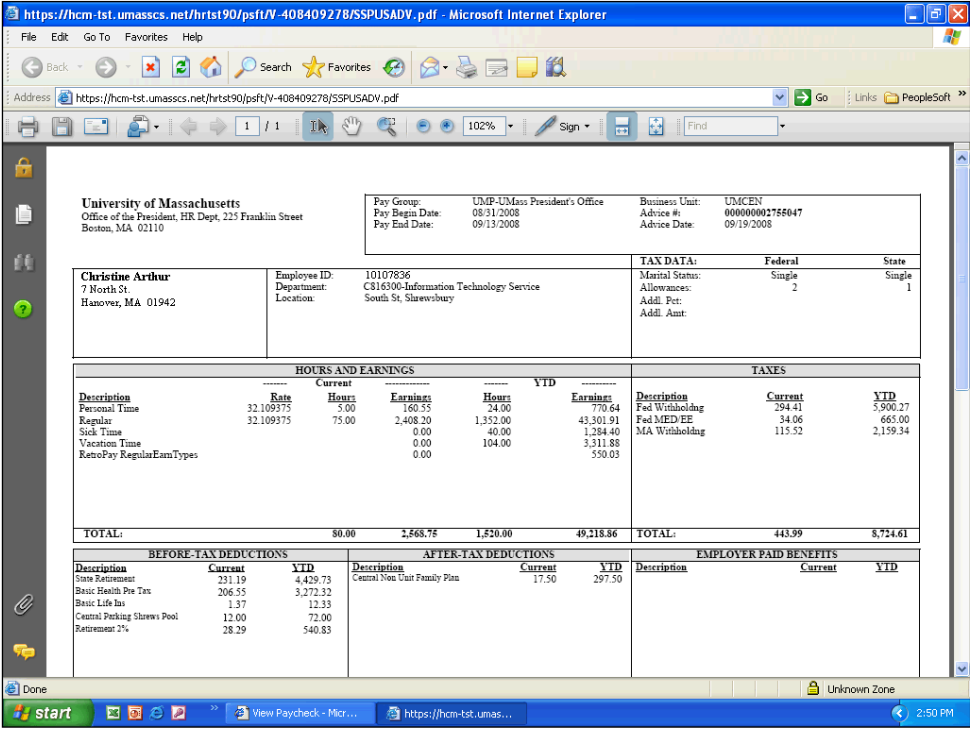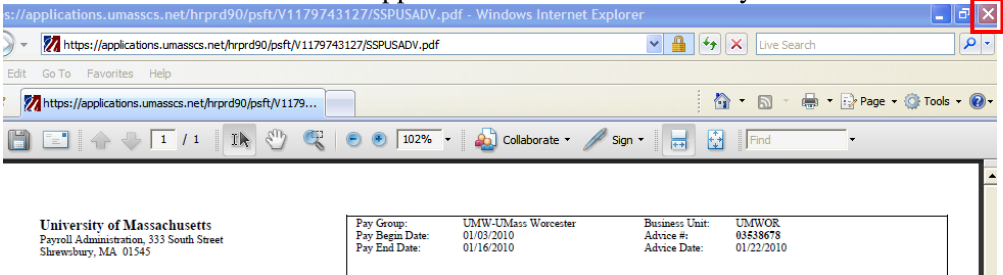
The View Paycheck page provides information on confirmed checks and direct deposits. Paycheck information is displayed at the current and year-to-date level for the most recent paycheck. Prior period paychecks will display the current and year-to-date information as of the selected pay end date.
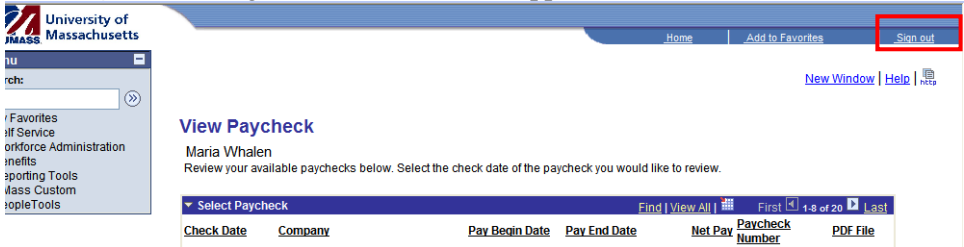
View Paycheck is view-only and does not result in any updates to HR Direct. *Please remember to logoff of HR Direct when you are finished.*

Procedure

Step	Action
1.	Access the Peoplesoft/HR Direct website. http://www.umassmed.edu/hr/hrdirect1.aspx
2.	Click on the **PeopleSoft/HR Direct** button. **Click the button below to access PeopleSoft/HR Direct** (HR Direct Login)
3.	Login to **PeopleSoft/HR Direct** (Your PeopleSoft login and password are the same as your network login) • Enter your **Campus User ID** • Enter your **Password** • Select your Campus (**Worcester**) • Then click **Login** University of Massachusetts UMASS Amherst Boston Dartmouth Lowell Worcester UMassOnline Secure Access Login Campus User ID: Password: Campus: Choose Campus [Login] Forgot Password? | Need Help? Privacy Policy | Site Requirements This is an official page/publication of the University of Massachusetts. Individuals using computer systems owned and managed by the University do so subject to all applicable laws and University Policy. ©2009 University of Massachusetts. *Note*: The HR Direct application opens displaying the **View Payslip** window.

Step	Action
4.	Click Select Paycheck link.
5.	Click the link for the paycheck you want to view. **Note:** If a document does not appear when you click the link, click the link again while holding down the <Ctrl> key. This will turn off any pop-up blockers that are preventing the document from opening

Step	Action
6.	The paycheck you selected displays as a .pdf file. Click the **Maximize/Restore** button.
7.	Review the details and scroll down to view additional information about the displayed paycheck.
8.	For a printed copy of your pay advice: **Click on the print icon** Once the Print Dialogue box appears **click OK** **Results:** Your pay advice will print.
9.	Click the **Close** icon in the upper left hand corner of the Payadvice window**.** **Results:** The View Paycheck window displays.

Step	Action
10.	Click **Sign out** to Logout of the HR Direct Application. **Important!** Please Sign out at the end of your session to successfully logout of the HR Direct application. **Clicking the Close button on the HR Direct window will not log you out.**