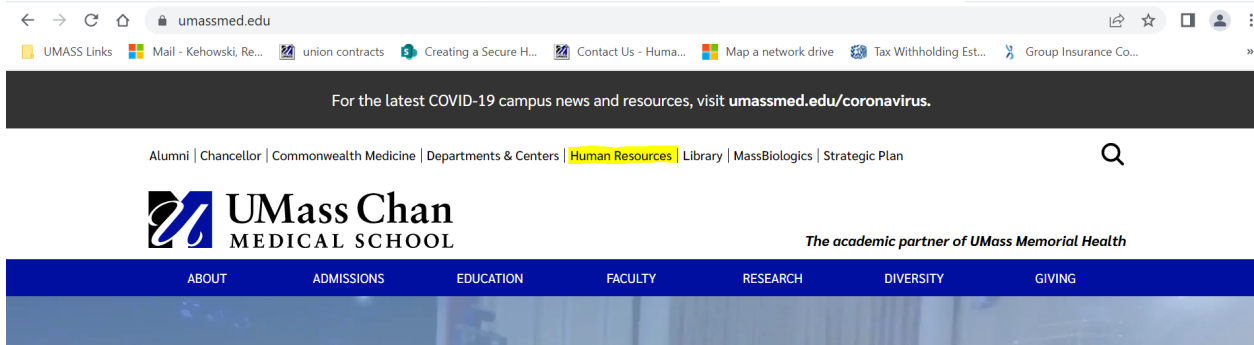




## Access your Pay Statement in HR Direct

Log into HR Direct at [www.umassmed.edu](http://www.umassmed.edu)

Click on Human Resources (at the top of the page)



Click on HR Direct in the blue banner and then on the HR Direct Login button



### Welcome to HR Direct

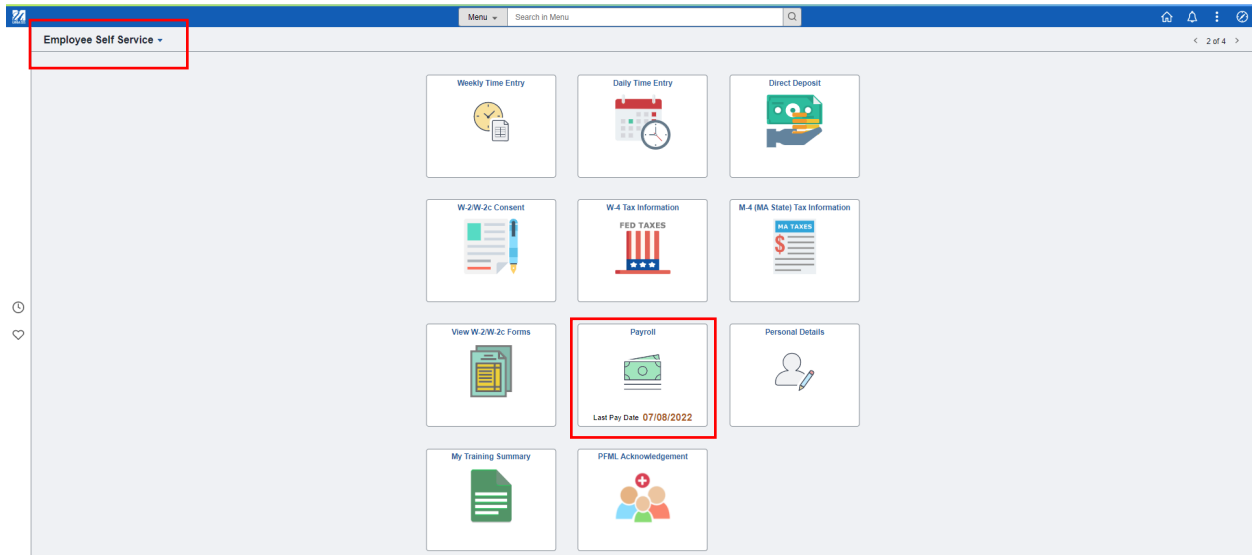


Click the button below to access HR Direct



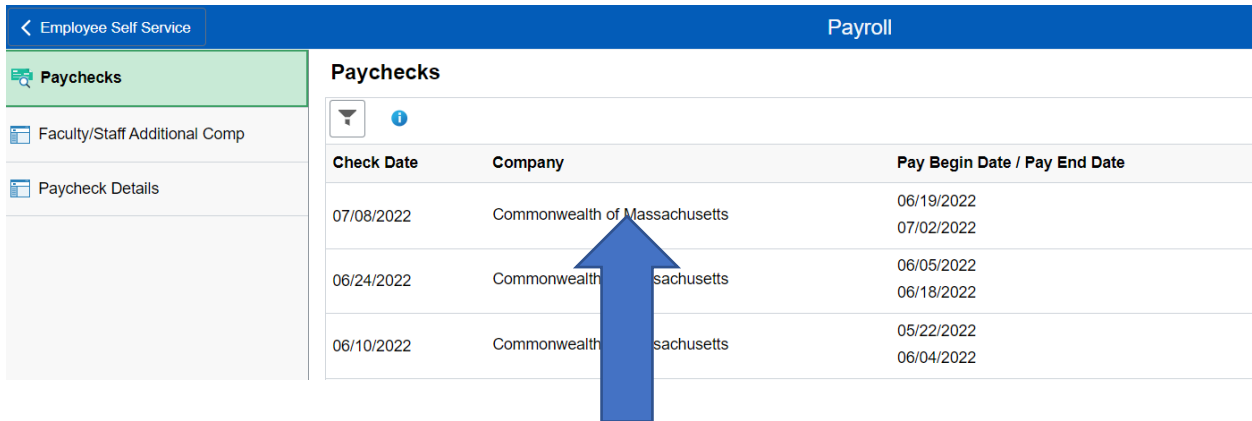
**\*\*If you do not know your log in credentials, please contact the IT Help Desk at 508-856-8643**

Once you are logged in, click on the “Payroll” tile on the Employee Self Service Page.



This is where you can view your paychecks.

Click on the paycheck to view a PDF of your paycheck.



There is a filter button at the top. This allows you to choose the dates you want to view.

The screenshot shows a 'Paychecks' section with a filter icon highlighted in yellow. Below it is a 'Filter' dialog box with the following fields:

Field	Value
From	04/08/2022
To	07/08/2022

## Understanding your Paycheck

When you view your paycheck in HR Direct, it is broken down into several sections. Here is what each one means and how it affects your pay.

- Pay Period – The time for which you are being paid. This is typically a two-week period
- Gross Pay – Your total pay before any taxes and deductions
- Taxes – Depending on your employment type, several types of tax are withheld each pay period including Medicare, federal income tax and Massachusetts income tax
- Deductions – These are amounts you have chosen to have deducted from your pay for employee benefits. Examples include health insurance, retirement plans, and parking/transportation passes
- Net Pay – The amount you receive after taxes and deductions have been subtracted from your gross pay
- Paid Time Off and Sick Leave – Your paycheck also includes a summary of your available time off
- Direct Deposit Distribution- Indicates the account(s) and amount(s) of the direct deposit

UMass Chan employees are paid every two weeks. To see upcoming pay dates, refer to the Holiday and Pay Calendar found on the HR Direct Homepage. <https://www.umassmed.edu/hr/hrdirect/>

If you need additional assistance, please email UMass Chan Payroll at:

[Payrollumasschan@umassmed.edu](mailto:Payrollumasschan@umassmed.edu)