



University of Massachusetts

Amherst • Boston • Dartmouth • Lowell • President's Office • Worcester

Get the Facts on HR Direct: Introducing HR Direct Employee Self Service

Enhancing PeopleSoft HR

UMass Dartmouth is participating in the University-wide upgrade of the PeopleSoft Human Resources system. With this upgrade the system will get a new name: HR Direct. HR Direct is a web-based application, and will introduce Employee Self Service to all employees across the University.

Direct Access to Your Job & Personal Information

The Human Resource department has been hard at work developing HR Direct Employee Self Service. Employee Self Service provides a single, secure online location to:

- View Your Personal Information
- View and Edit Your Emergency Contacts
- View Your Pay Advice

A Glance at Your Personal Information

The Personal Information page offers you a read only view of your personal and biographical information, including:

- Your full legal name is displayed at the top of the page. This name is also what is printed on your paycheck.
- Your mailing address, work phone, and home phone.
- Your employment information: gender and date of birth.

View and Update Your Emergency Contacts

The Personal Information page also displays your Emergency Contacts.

Emergency Contacts	
Name	Relationship to Employee
Change emergency contacts	

If you decide you need to update the emergency contact information displayed, you can click the "Change Emergency Contact" button.

Any updates to the Emergency Contacts will be submitted for change to the HR department as if you had filled out a form.

View and Print Your Pay Advice

Employee Self Service will provide you with access to a copy of your pay advice online. The pay advice will open as an Adobe Acrobat PDF file. The ability to open this document as a PDF allows you not only to view your pay advice, but now you can print it.

Your online pay advice will have all the same information as the pay advice you receive every pay day. You will still receive the hard copy version.

University of Massachusetts Office of the President, HR Dept, 225 Franklin Street Dartmouth, MA 01929		Pay Group: 0001-0000 Pay Period: 08/15/08 Pay Date: 08/15/08	Employee ID: 150038 Address: 000000100007 Address Date: 08/15/08
Employee ID: 150038 Employee Location: South St, Shrewsbury	Department: 021000 Information Technology Services Location: South St, Shrewsbury	Job Title: Night Grade: 1	Rate: 1
MONTHLY EARNINGS			
GROSS		NET	
Continental	2,200.00	Continental	2,200.00
Payroll Tax	32,000.00	Payroll Tax	32,000.00
Payroll	32,000.00	Payroll	32,000.00
Health Plan	500.00	Health Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
TOTAL	37,700.00	TOTAL	28,200.00
EMPLOYEE BENEFITS			
GROSS		NET	
Health Insurance	500.00	Health Insurance	500.00
Life Insurance	500.00	Life Insurance	500.00
Retirement Plan	500.00	Retirement Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
TOTAL	2,500.00	TOTAL	2,500.00
EMPLOYEE DEDUCTIONS			
GROSS		NET	
Health Insurance	500.00	Health Insurance	500.00
Life Insurance	500.00	Life Insurance	500.00
Retirement Plan	500.00	Retirement Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
TOTAL	2,500.00	TOTAL	2,500.00
EMPLOYEE DEDUCTIONS			
GROSS		NET	
Health Insurance	500.00	Health Insurance	500.00
Life Insurance	500.00	Life Insurance	500.00
Retirement Plan	500.00	Retirement Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
Retirement Plan	500.00	Retirement Plan	500.00
TOTAL	2,500.00	TOTAL	2,500.00
UNEMPLOYMENT INSURANCE			
GROSS		NET	
Unemployment Insurance	500.00	Unemployment Insurance	500.00
Unemployment Insurance	500.00	Unemployment Insurance	500.00
TOTAL	1,000.00	TOTAL	1,000.00
UNEMPLOYMENT INSURANCE			
GROSS		NET	
Unemployment Insurance	500.00	Unemployment Insurance	500.00
Unemployment Insurance	500.00	Unemployment Insurance	500.00
TOTAL	1,000.00	TOTAL	1,000.00
UNEMPLOYMENT INSURANCE			
GROSS		NET	
Unemployment Insurance	500.00	Unemployment Insurance	500.00
Unemployment Insurance	500.00	Unemployment Insurance	500.00
TOTAL	1,000.00	TOTAL	1,000.00
UNEMPLOYMENT INSURANCE			
GROSS		NET	
Unemployment Insurance	500.00	Unemployment Insurance	500.00
Unemployment Insurance	500.00	Unemployment Insurance	500.00
TOTAL	1,000.00	TOTAL	1,000.00
UNEMPLOYMENT INSURANCE			
GROSS		NET	
Unemployment Insurance	500.00	Unemployment Insurance	500.00
Unemployment Insurance	500.00	Unemployment Insurance	500.00
TOTAL	1,000.00	TOTAL	1,000.00
UNEMPLOYMENT INSURANCE			
GROSS		NET	
Unemployment Insurance	500.00	Unemployment Insurance	500.00
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TOTAL	1,000.00	TOTAL	1,000.00
UNEMPLOYMENT INSURANCE			
GROSS		NET	
Unemployment Insurance	500.00	Unemployment Insurance	500.00
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TOTAL	1,000.00	TOTAL	1,000.00
UNEMPLOYMENT INSURANCE			
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