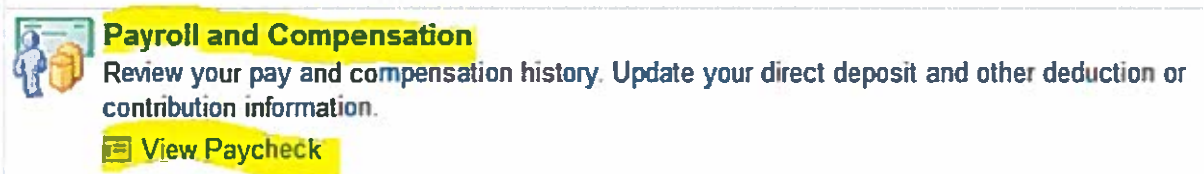


See Your Pay Statement in HR Direct

Your pay statement shows you the balance of your earned personal, sick and vacation time, your direct deposit distribution amounts, your employee ID and campus ID - and it's available in HR Direct. Your union code is also on your paycheck, under After Tax Deductions, if you chose to have your dues deducted from payroll.

How to See Your Paycheck in HR Direct

1. [Log into HR Direct](#).
2. From the Main Menu choose "**Self Service**" then "**Payroll and Compensation**" then "**View Paycheck**"



Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
[View Paycheck](#)

3. Click on "View Paycheck" as shown below.

Select Paycheck				Personalize	Find
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	
12/30/2016	View Paycheck	Commonwealth of Massachusetts	12/11/2016	12/24/2016	
12/16/2016	View Paycheck	Commonwealth of Massachusetts	11/27/2016	12/10/2016	
12/02/2016	View Paycheck	Commonwealth of Massachusetts	11/13/2016	11/26/2016	

4. A copy of your paycheck will pop up or download based on your browser settings.

I did that but still can't see my paycheck

You may have a pop up blocker in place. Try these troubleshooting techniques first otherwise you may have to contact CITS for assistance.

Which Internet browser are you using?

(see other side)

➤ FIREFOX (WINDOWS)

1. Click the **Firefox** menu in the left hand corner of the window.
2. Select **Options**.
3. Click **Content**.
4. To disable all pop-ups, uncheck the **Block pop-up windows** box.
5. To disable specific pop-ups, click **Exceptions** and enter the URL(s).
6. **Close** the window.
7. Click **OK**.

➤ INTERNET EXPLORER (WINDOWS IE 8 AND EARLIER)

1. Click **Tools**.
2. Click **Pop-up Blocker**.
3. Click **Turn Off Pop-up Blocker**.

➤ INTERNET EXPLORER (WINDOWS IE 9 AND LATER)

1. Click the **GEAR** icon and select **Internet Options**.
2. Select the **Privacy** tab.
3. Uncheck **Turn on Pop-up Blocker** to disable the pop-up blocker.
4. Click the **Settings** button to disable pop-up blockers for specific sites.
5. Click **OK**.

➤ CHROME (WINDOWS & MACINTOSH)

By default, Chrome will notify you when a pop-up is blocked and gives you an option to see it. To turn off pop-up blocker, follow these instructions:

1. Click the **Customize and control Google Chrome** menu (the three horizontal bars in the upper right corner)
2. Select **Settings**.
3. Click the **Show advanced settings...** at the bottom.
4. Under **Privacy**, click the **Content Settings** button.
5. To disable all pop-ups, check the **Allow all sites to show pop-ups** box.
6. To enable pop-ups on specific sites, check **Do not allow any site to show pop-ups** (recommended) and click **Exceptions** and enter the URL(s).

➤ FIREFOX (MACINTOSH)

1. Select **Preferences** from the **Firefox** menu.
2. Choose the **Content** button.
3. Uncheck the **Block pop-up windows** box.

➤ SAFARI (MACINTOSH)

1. From the **Safari** menu, select **Preferences**
2. Click **Security** at the top of the window
3. Uncheck the **Block pop-up windows** box.