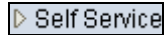


HR Direct – Viewing Pay Advice

1. Begin by navigating to the **View Paycheck** page.

Click the **Self Service** link.



2. Click the **Payroll and Compensation** link.

3. Click the **View Paycheck** link.

4.

▼ Select Paycheck						
Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2011-06-10	Commonwealth of Massachusetts	05/22/2011	06/04/2011	\$499.22	4397121	<input checked="" type="checkbox"/>
2011-05-27	Commonwealth of Massachusetts	05/08/2011	05/21/2011	\$40.00	4373029	<input checked="" type="checkbox"/>
2011-05-13	Commonwealth of Massachusetts	04/24/2011	05/07/2011	\$278.08	4346489	<input checked="" type="checkbox"/>
2011-04-29	Commonwealth of Massachusetts	04/10/2011	04/23/2011	\$224.08	4319511	<input checked="" type="checkbox"/>
2011-04-15	Commonwealth of Massachusetts	03/27/2011	04/09/2011	\$345.58	4292065	<input checked="" type="checkbox"/>
2011-04-01	Commonwealth of Massachusetts	03/13/2011	03/26/2011	\$444.96	4265641	<input checked="" type="checkbox"/>
2011-03-18	Commonwealth of Massachusetts	02/27/2011	03/12/2011	\$314.08	4238831	<input checked="" type="checkbox"/>
2011-03-04	Commonwealth of Massachusetts	02/13/2011	02/26/2011	\$359.08	4211909	<input checked="" type="checkbox"/>

5. Use the **View Paycheck** page to select and view paychecks for different pay periods.

6. Click the link for the paycheck you want to view.

Click the **2011-06-10** link.

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.

