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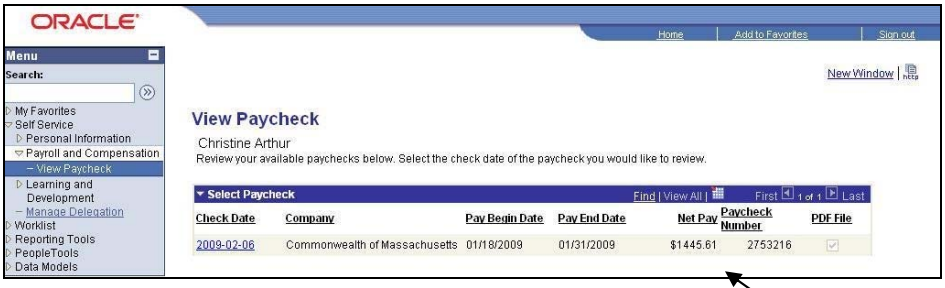
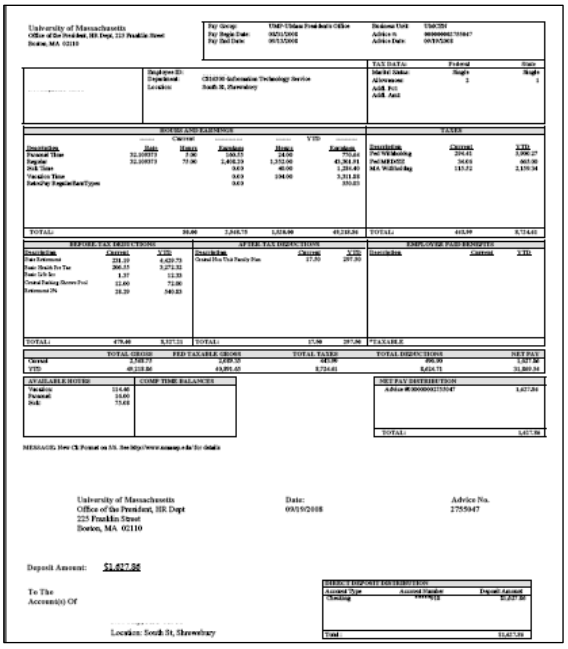
Employee Self Service Sneak Peek #4
Viewing Your Paycheck

Sneak Peek… | **Your Online Paycheck**

Review Your Paycheck Online!

You will now have access to view your paychecks online.





View Paycheck Page
This page displays the Check Date, Pay Begin Date, Pay End Date, and Net Pay for a paycheck. Click on the Check Date to access a paycheck.

Paychecks open as Adobe PDF documents. They contain all the same information as your printed paycheck.

Reminder: If you view ESS information on a public computer, do not forget to log out and close all windows, including the PDF file.

Adobe Acrobat Reader

You will need to have Adobe Acrobat Reader to view paychecks. You can download this application at http://get.adobe.com/reader/ if you do not have it.

No Changes to Paycheck Distribution

You will still receive your printed paycheck from your department on a bi-weekly basis.

Complete the "Viewing a Paycheck" Online Tutorial Now!

HR Direct has created tutorials for all Employee Self Service features in the UMass Productivity Kit. The online tutorials are waiting for you. Check out the Employee Self Service tutorials, including "Viewing a Paycheck" now:

> Go to Training Link off http://www.uml.edu/hrdirect