

Navigation

Begin by navigating to the **Pay** page by clicking on the “Pay” tile



The screenshot shows the 'Employee Self Service' dashboard with a grid of eight tiles. The 'Pay' tile is highlighted with a white border and contains an icon of two green bills and the text 'Last Pay Date 08/11/2017'. Other tiles include 'Report Time', 'Personal Details', 'Direct Deposit', 'W-2/W-2c Consent', 'W-4 Tax Information', 'M-4 (MA State) Tax Information', and 'View W-2/W-2c Forms'.

Selecting a Paycheck

Click on the paycheck you would like to view

The screenshot shows the 'Paychecks' list in the Employee Self Service system. The list has a header with a filter icon and a table with three columns: 'Check Date', 'Company', and 'Pay Begin Date / Pay End Date'. The table contains six rows of data.

Check Date	Company	Pay Begin Date / Pay End Date
08/11/2017	Commonwealth of Massachusetts	07/23/2017 08/05/2017
07/14/2017	Commonwealth of Massachusetts	06/25/2017 07/08/2017
06/30/2017	Commonwealth of Massachusetts	06/11/2017 06/24/2017
06/16/2017	Commonwealth of Massachusetts	05/28/2017 06/10/2017
05/19/2017	Commonwealth of Massachusetts	04/30/2017 05/13/2017

Viewing a Paycheck

The paycheck you selected displays as a .pdf file.

Review the details and scroll down to view additional information about the displayed paycheck.

University of Massachusetts Office of the President, HR Dept, 333 South Street, Suite 450 Shrewsbury, MA 01545			Pay Group: UMP-UMass President's Office Pay Begin Date: 01/25/2015 Pay End Date: 02/07/2015		Business Unit: UMCEN Advice #: 06916903 Advice Date: 02/13/2015			
Jane Doe 10 Center St Anywhere, MA 01999			Employee ID: 99999999 Department: C816315 Location: South St, Shrewsbury		TAX DATA: Federal State Marital Status: Single Allowances: 2 Addl. Pct: Addl. Amt:			
HOURS AND EARNINGS						TAXES		
		Current		YTD				
Description	Rate	Hours	Earnings	Hours	Earnings	Description	Current	YTD
Personal Time	36.523803	9.00	328.71	9.00	328.71	Fed Withholding	317.32	1,270.08
Regular	36.523803	66.00	2,410.57	233.00	8,510.04	Fed MED/EE	37.64	150.59
Sick Time	36.523803	5.00	182.62	14.00	511.33	MA Withholding	108.70	434.96
Vacation Time				64.00	2,337.52			
TOTAL:			2,921.90	11,687.60	11,687.60	TOTAL:	463.66	1,855.63
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
State Retirement	262.97	1,051.88	Central Family Dental Plan	22.80	91.20			
Basic Health Pre Tax	308.81	1,235.24						
Basic Life Ins	1.58	3.16						
Central Parking Shrews Pool	16.00	64.00						
State Retirement 2% Deduction	35.36	141.44						
TOTAL:			624.72	2,495.72	22.80	91.20	*TAXABLE	
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY
Current		2,921.90		2,297.18		463.66		1,810.72
YTD		11,687.60		9,191.88		1,855.63		7,245.05
AVAILABLE HOURS		COMP TIME BALANCES		NET PAY DISTRIBUTION				
Vacation:	55.47			Advice #06916903				
Personal:	31.00			1,810.72				
Sick:	137.19							