

View and Understand your Pay Stub

1. Log into HR Direct through the Human Resources Login www.uml.edu/hr/HRDirect
2. Navigation: **Self-Service > Payroll and Compensation > View Paycheck**
3. Select the Check Date of the Pay Check to be viewed.

View Paycheck

Review your available paychecks. Select the check date of the paycheck you would like to review.

▼ Select Paycheck								Personalize	Find	View 100	First	1-8 of 178	Last
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File						
02/12/2016	View Paycheck	Commonwealth of Massachusetts	01/24/2016	02/06/2016	\$2350.20	7666981	<input checked="" type="checkbox"/>						
01/29/2016	View Paycheck	Commonwealth of Massachusetts	01/10/2016	01/23/2016	\$2230.71	7626637	<input checked="" type="checkbox"/>						
01/15/2016	View Paycheck	Commonwealth of Massachusetts	12/27/2015	01/09/2016	\$2210.93	7602413	<input checked="" type="checkbox"/>						
12/31/2015	View Paycheck	Commonwealth of Massachusetts	12/13/2015	12/26/2015	\$2210.33	7574430	<input checked="" type="checkbox"/>						
12/18/2015	View Paycheck	Commonwealth of Massachusetts	11/29/2015	12/12/2015	\$2191.82	7543390	<input checked="" type="checkbox"/>						
12/04/2015	View Paycheck	Commonwealth of Massachusetts	11/15/2015	11/28/2015	\$2210.32	7511234	<input checked="" type="checkbox"/>						

4. The Check Date pay check will appear in the next screen.

University of Massachusetts Office of Human Resources, 600 Suffolk Street Suite 301 Lowell, MA 01854-5103			Pay Group: UML-UMass Lowell Pay Begin Date: 01/24/2016 Pay End Date: 02/06/2016		Business Unit: UML0W Advice #: 07666981 Advice Date: 02/12/2016			
Lowell, MA 01852	Employee ID: Department: Location: Campus ID:	L250125-Human Resources & EOO Wannalancit 3rd Floor	TAX DATA: Marital Status: Married Allowances: 0 Addl. Pet: Addl. Amt:		Federal	State		
HOURS AND EARNINGS			TAXES					
Description	Rate	Current Hours	Earnings	Hours	Earnings	Description	Current	YTD
Non-taxable Reimburse/Advance			138.00		138.00	Fed Withholding	357.28	1,071.94
Regular	46.190671	73.50	3,395.01	182.50	8,429.80	Fed MED/EE	47.59	142.78
Sick Time	46.190671	1.50	69.29	13.00	600.48	MA Withholding	139.32	419.38
Personal Time				7.50	346.43			
Vacation Time				22.00	1,016.19			
TOTAL:			3,602.30		10,530.90	TOTAL:	544.19	1,634.10
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
403(b) VALIC Retirement	10.00	30.00	Lowell Family Dental Plan	22.80	68.40			
State Retirement	277.14	831.42	Long Term Disability	39.03	78.06			
Basic Health Pre Tax	160.32	480.96	MET Auto/Home	130.33	390.99			
Basic Life Ins	1.26	2.52	Optional Life Ins	0.00	21.52			
Lowell Parking Preferred	20.83	62.49						
SERS GF 2% Retirement Deductio	46.20	138.60						

Hours and Earnings

Reports the employee's regular biweekly salary and/or how many hours worked in the pay period. This includes additional compensation, overtime, holiday pay- that rolls to Regular pay, time off used and shift differentials.

Pay is shown here as both Current earnings – for this paycheck, and Year To Date Earnings - earned so far in this calendar year.

HOURS AND EARNINGS					
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	Rate	Hours	Earnings	Hours	Earnings
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Personal Time				7.50	346.43
Vacation Time				22.00	1,016.19
TOTAL:			3,602.30		10,530.90

Hours and Earnings	
Hours and Earnings - Description on Paycheck	Hours and Earnings - Description with more details
Add Comp Prof Staff 12%	Additional Compensation Professional Staff
Addl Comp Continuing Education	Additional Compensation Continuing Education CSCE
Addl Comp Faculty NO LIMITS	Additional Compensation Faculty
Addl Comp Prof Staff 12%	Additional Compensation Professional Staff
Addl Comp Faculty	Additional Compensation Faculty
Comp Time Earned Premium	Comp Time Earned Premium Pay
Comp Time Earned Straight	Comp Time Earned Straight Pay
Call Back Premium	Call Back Premium Pay
Comp Time Used	Compensatory Time Used
Compensatory Time Pay Up	Compensatory Time Payout
Coordinator Stipend	Coordinator Stipend
Non-taxable Reimburse/Advance	A/P Reimbursement - Not Taxed
Essential Personnel Pay	Essential Personnel Pay
Emp Reimbursement Taxable	A/P Reimbursement - Taxed
Family Sick Time	Family Sick Time Used
Graduate Regular	Graduate Regular - Teaching and Research Assistant Pay
Holiday Comp Time Used	Holiday Comp Time Used
Holiday Paid Straight	Holiday Paid Straight
Leave Accrued No Pay	Leave Accrued No Pay

Meal Money Taxable	Meal Money Taxable
No Pay	No Pay
Summer Add Comp NSF	Summer Additional Compensation - NSF
Outside Detail Ovt Premium	Outside Detail Overtime Premium Pay
Outside Detail Ovt Straight	Outside Detail Overtime Straight Pay
Non-Benefited Ovt Premium Pay	Overtime Premium Pay
Non-Benefited Ovt Straight Pay	Overtime Straight Pay
Overtime Double Pay	Overtime Double Pay Power Plant Essential Personnel Pay
Overtime Premium Pay	Overtime Premium Pay
Overtime Pay Straight Time	Overtime Straight Pay
Personal Time	Personal Time Used
Regular Non-Teach	Non-Benefited Employees - Professional Hourly or Salaried Pay
Regular	Regular Pay
Regular Fac Teach	Non-Benefited Faculty Pay
Regular No Accruals	Regular Pay - No Accruals (Summer)
Rotating Comp Time	Rotating Comp Time
Regular Pay - Add Pay	Regular Time Payout
Reserve Leave Paid	Reserve Leave Paid
Royalty Payment	Royalty Payment
Summer Add Comp	Summer Additional Compensation
Sick Leave Cash In	Sick Leave Cash In Pay
Shift Pay	Shift Pay
Sick Time	Sick Time Used
Sick Leave Adjustment	Sick Leave Adjustment
Sick Leave Bank Adjustment	Sick Leave Bank Adjustment
Mass Earned Sick Time	Mass Earned Sick Time Used
Student Overtime Paid	Student Overtime Pay
Sick Pay Up	Sick Time Payout
Student Contract Pay	Student Contract Pay
Student Yearly Hourly	Student Hourly Pay
Student Yearly Work Study	Student Work Study Pay
Vacation Time	Vacation Time
Vacation Leave Adjustment	Vacation Leave Adjustment
Vacation Payout	Vacation Time Payout
RetroPay RegularEarnTypes	Retroactive Regular Pay
RetroPay Overtime EarnTypes	Retroactive Overtime Pay
RetroPay Holiday EarnTypes	Retroactive Holiday Pay
RetroPay NBFacultyEarnTypes	Retroactive Non-Benefited Faculty Pay
RetroPay NonBenefitedEarnTypes	Retroactive Non-Benefited Staff Pay

RetroPay Student EarnTypes	Retroactive Student Pay
RetroPay GradStdnt EarnTypes	Retroactive Grad Student-Teaching & Research Assistants

Taxes

TAX DATA:	Federal	State
Marital Status:	Married	
Allowances:	0	1
Addl. Pct:		
Addl. Amt:		

Shows what the employee has designated for federal and state taxes, which determines how much federal and MA state taxes are withheld.

Taxes

TAXES		
Description	Current	YTD
Fed Withholding	365.65	2,208.99
Fed MED/EE	48.48	290.85
MA Withholding	155.69	867.53
TOTAL:	569.82	3,367.37

Shows how much is being withheld for tax purposes.

Taxes are shown here as both Current earnings – for this paycheck, and Year To Date Earnings - earned so far in this calendar year.

Taxes Description	Taxes Full Detailed Description
Fed Withholding	Federal Income Taxes Withheld
Fed MED/EE	Federal Medicare Income Tax Withheld
MA Withholdings	Massachusetts Income Taxes Withheld

Before and After Tax Deductions

Before Tax Deductions show which deductions are taken from an employee's gross earnings before taxes are applied. These deductions reduce your taxable gross pay.

After tax deductions show which deductions are deducted from the employee's gross earnings after taxes have been applied. These deductions have no effect on taxable gross pay and are taken after taxes have been applied.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS		
Description	Current	YTD	Description	Current	YTD
403(b) VALIC Retirement	10.00	30.00	Lowell Family Dental Plan	22.80	68.40
State Retirement	277.14	831.42	Long Term Disability	39.03	78.06
Basic Health Pre Tax	160.32	480.96	MET Auto/Home	130.33	390.99
Basic Life Ins	1.26	2.52	Optional Life Ins	0.00	21.52
Lowell Parking Preferred	20.83	62.49			
SERS GF 2% Retirement Deductio	46.20	138.60			
TOTAL:	515.75	1,545.99	TOTAL:	192.16	558.97

Before and After Tax Deduction Codes

Description on Paycheck	Description with more details
403(b) VALIC Retirement	403(b) VALIC Retirement
403(b) Fidelity	403(b) Fidelity
403(b) TIAA-CREF RA	403(b) TIAA-CREF RA
403(b) TIAA CREF	403(b) TIAA CREF
Vanguard Annuity	Vanguard Annuity
VALIC Retirement Annuity	VALIC Retirement Annuity
457 Deferred Comp	457 Deferred Comp (Supplementa Retirement)
Advance Repay	Advance Repay
Alumni Faculty/Staff	Alumni Faculty/Staff - Advancement Donation
COMECC	COMECC
5 Colleges Credit Union	5 Colleges Credit Union
Dependent Care Program	Dependent Care Program
Garnishment	Garnishment
Basic Health Pre Tax	Basic Health Care Pre Tax
Basic Life Ins	Basic Life Insurance
Long Term Disability	Long Term Disability

Optional Life Ins	Optional Life Insurance
Health Care Spending Account	Health Care Spending Account
Flex Spending Fee	Flex Spending Fee
ORP Imputed Income	ORP Imputed Income
Lowell Family Dental Plan	Lowell Family Dental Plan
Lowell Single Dental Plan	Lowell Single Dental Plan
Lowell Adjunct Dues	Lowell Adjunct Faculty Union Dues
Lowell Adjunct Fee	Lowell Adjunct Faculty Union Fees
Lowell Adjunct Initiation Fee	Lowell Adjunct Faculty Initiation Fees
GEO Union Dues	GEO Union Dues - Teaching and Research Assistants
GEO Initiation Fee	GEO Initiation Fee - Teaching and Research Assistants
Lowell Season Hockey Tickets	Lowell Season Hockey Tickets
Low_Police Dues	Lowell Police Union Dues
Low_Police Fees	Lowell Police Union Fee
Lowell Police Initiation Fee	Lowell Police Initiation Fee
LowMTA Classified/Tech Dues	Lowell MTA Classified & Technical Union Dues
LowMTA Classified/Tech Dues	Lowell MTA Classified & Technical Union Fees
Low MTA Grants/Contracts Dues	Lowell MTA Grants and Contracts Union Dues
Low MTA Grants/Contracts Fees	Lowell MTA Grants and Contracts Union Fees
Low MTA Grants/Conts Dues GF	Low MTA Grants/Contracts Dues GF
Low MTA Mainten/Trades Fees	Lowell MTA Maintenance & Trades Union Dues
LowMTA Maintenance/Trades Fees	Lowell MTA Maintenance & Trades Union Fees
Low MSP-Dues	Lowell MSP Faculty Union Dues
Low MSP-Fees	Lowell MSP Faculty Union Fees
Low MSP Dues Part Time Faculty	Lowell MSP Part Time Faculty Union Dues
Low MSP- Variable Dues	Lowell MSP Faculty Variable Union Dues (retro dues)
Low MSP Variable Fees	Lowell MSP Faculty Variable Union Dues (retro fees)
Low Police Dental	Lowell Police Dental
Political Edctn Fnd SEIU 509	Political Education Fund - SEIU888
Lowell Prkg - Adjunct Faculty	Lowell Parking - Adjunct Faculty
Lowell Parking Before Tax	Lowell Parking - Before Tax
Parking Carpool 2 Members	Parking Carpool 2 Members
Parking Carpool 3 Members	Parking Carpool 3 Members
Lowell Parking – Faculty & Libra	Lowell Parking - Faculty & Librarians
Lowell Parking MTA-NAGE	Lowell Parking MTA-Maintenance & Trades
Lowell Parking Reduced Rate	Lowell Parking Reduced Rate
Lowell Parking Reserved Space	Lowell Parking Reserved Space
Lowell Parking Preferred	Lowell Parking Preferred
Low SEIU/P-Dues	Low SEIU888 Union Dues

Low SEIU/P-Fees	Low SEIU888 Union Fees
Low SEIU/P-New Hire Dues	Low SEIU888 New Hire Union Dues
Low SEIU/P New Hire Dues	Low SEIU888 New Hire Union Dues
Student Bursar Payment	Student Bursar Payment
Low XFR to Accounts Receivable	Low XFR to Accounts Receivable
Mass Sick Leave Law	Mass Sick Leave Law
MBTA	MBTA
MET Auto/Home	MET Auto/Home
MetLife :Legal	MetLife Legal
Retirement Non Contributing	Retirement Non Contributing
OBRAEX Non Retirement Eligible	OBRAEX Non Retirement Eligible
Alternative Retrrmnt Optional	Alternative Retirmnt Optional
ORP 64% Limit Plan - Fidelity	ORP - Fidelity
ORP 64% Limit Plan - Lincoln	ORP - Lincoln
ORP 64% Limit Plan - Tiaa Cref	ORP - Tiaa Cref
ORP 64% Limit Plan - Valic	ORP - Valic
Valic 2% Retirement Deduction	ORP Valic 2% Retirement Deduction
Alternative Retrment Mandatory	Alternative Retrment Mandatory
Alternative Retrment Optional	Alternative Retrment Optional
Extra Retirement Post Tax	Extra Retirement Post Tax
Extra Retirement Pre Tax	Extra Retirement Pre Tax
Fidelity 2% Retirement Deduction	ORP Fidelity 2% Retirement Deduction
Lincoln 2% Retirement Deduction	ORP Lincoln 2% Retirement Deduction
ORP Fidelity	ORP - Fidelity
ORP Lincoln National	ORP - Lincoln National
ORP TIAA/CREF	ORP - TIAA/CREF
ORP VALIC	ORP - VALIC
SERS GF 2% Retirement Deduct	State Retirement 2% Deduction
State Retirement	State Retirement
State Retirement 2% Deduction	State Retirement 2% Deduction
Tiaa Cref 2% Retirement Deduct	Tiaa Cref 2% Retirement Deduction
SERS 64% Limit Plan	State Retirement
Transit Parking	Transit Parking

View Available Time Off Balances

Shows balances for sick, vacation, personal and comp time if applicable

AVAILABLE HOURS		COMP TIME BALANCES
Vacation:	418.57	
Personal:	67.50	
Sick:	560.13	

Direct Deposit Distribution

Shows the distribution of net earnings for the pay period into one or more bank accounts

DIRECT DEPOSIT DISTRIBUTION		
Account Type	Account Number	Deposit Amount
Checking	*****7	\$
Checking	***1	\$
Checking	***9	\$
Checking	*****7	\$
Total :		

Frequently Asked Questions

- How often should I get paid?

Payroll is processed on a biweekly basis (every two weeks). To link to the Payroll Schedule:

<http://www.uml.edu/HR/Payroll-Services/Pay-Schedule.aspx>

- As a student employee how do I get paid?

In order to get paid, your hours need to be entered by you every pay cycle onto your timesheet in HR Direct. Your time MUST be approved by your manager by the deadline in order for you to receive your pay in that cycle.

- How do I know what the pay cycle is, and when pay day is? Visit our HR web site to see our [Pay Schedule](#). This schedule shows:

1. The start and end date of each pay cycle.
2. The deadline you would need to post your time on your timesheet by.
3. Your manager's deadline for approving your time for that pay cycle.
4. The Friday paydate for that cycle.

- Why am I not receiving a paper pay stub?

For employees with direct deposit, paper pay stubs are not generated but are available in HR Direct.

- What if I am not on direct deposit, how do I get paid?

For most employees, direct deposit is mandated. We encourage direct deposit as it is easy and efficient. If you are a student employee who is not on direct deposit, your check will be mailed to your dormitory or home address.

- How can I tell if my manager approved my time?

Log into HR Direct and navigate to Self Service > Time Reporting > View Time > Payable Time Detail. Pull up the dates you want to view and if the Payable status shows "Approved" it means that your manager has approved the time. Time that shows "Distributed" means it has been paid.

- Who do I contact if I still have questions?

Contact us at ext. 43530 or Payroll@uml.edu

- Can I view my contribution to my 403b or 457 in HR Direct?

Yes, contributions and year to date contributions to a deduction can be found in the section of the pay stub entitled "Before Tax Deductions" and "After Tax Deductions."