## PAYINFO TIPS

**How Do I Change My Password?**
Click on Change Password. The **Change Password** page is displayed. Type in a new password that is 8 to 15 alphanumeric characters. Retype it in the Confirm box. Click on Change Password. Then click on Continue to view the **PayInfo News** page.

**What If I Forget My Password?**
If you forget your password, contact your department security officer who will reset your password to your default password. Then follow the **My Default Password** instructions the next time you log in to PayInfo.

**Printing My Payroll Remittance Advice**
Printing your remittance advice is easy to do. Use your browser's print button. **Before you print**, set the left and right margins of your print page to .25. This ensures that the full page is printed.

**What If I Change Departments?**
If you have worked at more than one department in the last four pay periods, a dropdown list of the departments you worked at is also displayed on the **Welcome to PayInfo** page. You can view information from either department by selecting it from the dropdown list.

**Security**
If you think your password has been compromised, change it immediately.

## BROWSER REQUIREMENTS

PayInfo can be viewed with Internet Explorer 4.01, Netscape 4.5, or the latest version of your browser. Security on this site requires your browser to have 128-bit encryption. To obtain the 128-bit encryption, contact your browser publisher.

The **"Allow per-session cookies"** or **"Cookies Enabled"** setting on your browser must be activated.

## WANT MORE INFORMATION?

Call the Help Desk at (617) 727-5995
Mon. through Fri. 9:00 A.M. to 5:00 P.M.

Office of the State Comptroller
**Commonwealth of Massachusetts**
1 Ashburton Place, 9th Floor
Boston, MA 02108
Phone (617) 727-5995

www.mass.gov/payinfo

Commonwealth of Massachusetts   Comptroller's Office   PayInfo Feedback   PayInfo Survey

Links

www.mass.gov/payinfo

# PayInfo

*It's here – PayInfo – the website for state employees that provides information!*

- *Now you can access your payroll data via the web 24 X 7.*
- *Print payroll remittance advices.*
- *View your four most recent pay periods.*

Another e-government initative brought to you by the Massachusetts Office of the Comptroller

Martin J. Benison
Comptroller

## WHAT IS PAYINFO?

PayInfo is a web-based tool for Commonwealth employees to access payroll information through the Internet. PayInfo is accessible using a PC with an Internet connection. It is available **24 hours a day, 7 days a week.**

Commonwealth employees now have the flexibility of accessing their payroll information at a time and place **convenient** to them, whether at home or work. Generally, the current payperiod information is updated the day prior to your funds being available.

PayInfo has been designed and developed by Commonwealth employees with extensive input from fellow employees through a lengthy pilot project, feedback, and evaluation.

We know what's important to you – your **social security number** and **bank account number** are **NOT** resident in this application.

You must know both your unique User ID, and a password that **you select,** to view your payroll information.

Additional security is provided by encrypting **all of the information** over the Internet. It only becomes clear on your PC after you enter your User ID and password.



## HOW TO USE PAYINFO

Use these instructions to log in, change your password, and navigate through PayInfo. Please review before using PayInfo for the first time.

**How to Log in to PayInfo**
In the URL Address box, type:
>**www.mass.gov/payinfo**

The **PayInfo Home** page is displayed. Press Continue to log in to PayInfo.

The **PayInfo Login** page is displayed. A link to e-mail us your feedback is also provided. PayInfo users are encouraged to send comments.

In the **User ID** box, type your Employee ID, which you can find on your HRCMS remittance advice.

In the **Password** box, type your password, which is unique to you. Press Login. If this is the first time you are logging in to PayInfo, type your default password.

**My Default Password**
Your default password will be supplied by your department payroll director.

When you click on Login, the **Change Password** page is displayed.

*NOTE:* The **first time** you access PayInfo you are required to change your default password to something only you know. (You also have to change it **if you** request your department security officer to reset it.)

Type in a new password that is 8 to 15 alphanumeric characters. (Special characters, such as *, &, %, and $ are not allowed.) Retype it in the **Confirm** box. A password change confirmation message is

displayed. Press Continue to view the **PayInfo News** page.

**PayInfo News Page**
The **PayInfo News** page displays useful PayInfo news and updates. Press Continue to reach the **Welcome to PayInfo** page.

**Welcome to PayInfo Page**
The **Welcome to PayInfo** page has a summary of information from your payroll remittance advice, for up to the last four pay periods.

**My Payroll Remittance Advice**
To see your payroll remittance advice for a specific pay period, click on the Pay Period End Date button. The page displayed is the same as your paper payroll remittance advice EXCEPT your **bank account number** in the direct deposit distribution box is not displayed.

## SECURITY ADMINISTRATION

The role of you department security officer is to reset your password. NO ONE else can do it. But you can change your password whenever you want.

***Only you can view your information.***

- Your social security number does not appear.

- Your bank account number(s) does not appear.

- You have a unique User ID and your password is selected by you.