

PayInfo

Accessing your Payroll Remittance Advice On-Line

The Office of the State Comptroller (OSC) offers a secure web site called PayInfo that allows employees and contracted employees (including students) paid through HR/CMS to access their payroll remittance advice through the Internet 24 hours per day, 7 days per week, anywhere in the world. You can view up to thirty of your most current remittance advices both in summary and detail!

To get to PayInfo, access the internet and go to the web address

www.mass.gov/payinfo

Selecting 'Continue' will bring you to the Log In Page.

In the field labeled **User**, you must enter a User ID which is your unique **Employee ID**, found on your HR/CMS payroll remittance advice. In the field labeled **password** you must enter a password. The **initial default** password is **your employee ID, followed by the last four digits of your social security number**.

AN EXAMPLE OF A USER ID FOR JOHN DOE WHO WORKS AT SALEM STATE COLLEGE WITH THE DEFAULT PASSWORD would be:

USER: 000001 PW: 0000019999. (The system will then prompt you to change your password.)

The PayInfo site also has links to on-line information, including a printable brochure to assist you in utilizing the service. It will help you with general information about your initial log-in, change of password, the resetting of your password should you forget it, and other questions you may have.

The Salem State College payroll office will act as support for PayInfo for the re-setting of passwords or for general questions about PayInfo. You may call **Patricia Crowley at ext. 7586** or **Mary Ann Gachignard at ext. 7026**. *We would like to request, however, that you get your Employee ID from your payroll remittance advice, make a note of your password for your records, and utilize the information that is already on the PayInfo site in order to minimize heavy phone traffic in our extremely busy Payroll Office. Most answers to your questions can be solved by information already available on the site.*

Remember, if you choose to print your PayInfo payroll remittance advice at the Office, your information will be at the printer with your payroll information until you pick it up. You need to guard your payroll information.

We hope you will find this service a useful benefit. Thank you.