

PayInfo Instructions

The Office of the Comptroller provides a web-based application that allows employees paid through HR/CMS to access payroll remittance advices through a secure (i.e. encrypted) Internet 24 X 7 Internet connection at your convenience. Payroll information is usually available on Thursday, the day prior to your payday but does not change the availability of funds which continues to be Friday. In addition to providing access to 30 pay periods of payroll advices, PayInfo will also have an informational copy of your W-2 after these are run in January. Official W-2s will continue to be mailed to your home address.

PayInfo is available at www.mass.gov/payinfo. The User ID is your unique employee ID, found in the second row, middle box of your HRCMS payroll remittance advice. The initial password is your employee ID, followed by the last 4 digits of your social security number typed without any spaces. The system will then prompt you to change your password. Type a new password that is 8 to 15 alphanumeric characters (special characters such as \$ or & are not acceptable).

If you forget your password, it can be reset by calling or emailing:

Kathy Uribe at kuribe@qcc.mass.edu or ext. 4401

Peggy Tata at ptata@qcc.mass.edu or ext. 4304

System Requirements

128-Bit Encryption

*To use PayInfo, your browser must have the security provided by 128-bit encryption. Recent versions of Internet Explorer, Netscape, and America Online have 128-bit encryption. If you are unable to view PayInfo, you will need to either upgrade to a more recent version of your browser or add 128-bit encryption to the version you are running. Included here are brief instructions for adding 128-bit encryption to Internet Explorer, Netscape, or America Online. **IMPORTANT: If your PC is on a department network, contact your Systems Unit to install the 128-bit encryption upgrade.***

Internet Explorer 128-Bit Encryption Upgrade

128-bit encryption for Internet Explorer is available through Microsoft on their website. NOTE: If you are running Windows 2000, the 128-bit encryption becomes a component of the software. Follow the instructions on the website. Please read each screen carefully to ensure you understand what you are agreeing to.

Netscape 128-Bit Encryption Upgrade

If you are using Netscape, you must upgrade to a current version of Netscape (Netscape 6.0 will work) or Netscape Communicator. You can perform the upgrade from your Netscape browser by clicking on the Download option from either your Personal toolbar or the top line of your browser window. Follow the instructions on the website. Please read each screen carefully to ensure you understand what you are agreeing to.

America Online 128-Bit Encryption Upgrade

If you are unable to access PayInfo, you will need to upgrade to the current version of America Online. Follow the instructions on the website. Please read each screen carefully to ensure you understand what you are agreeing to.

Print Margins

If you wish to print a copy of your PayInfo remittance advice, you will need to change the print margins of your browser. NOTE: Currently America Online (AOL) does not have the functionality to change margin settings. Those who use AOL will need to download and install either Internet Explorer or Netscape browser.

How to Change the Print Margins in Internet Explorer

To properly print your PayInfo remittance advice in Internet Explorer, you will need to change the left and right margin settings of the Internet Explorer browser.

- 1. Open your Internet Explorer browser.*
- 2. At the top of the screen, click on the File dropdown menu.*
- 3. Click on Page Setup.*
- 4. In the Margins (Inches) area, change the settings in the Left and Right boxes to .25. Click "OK."*

How to Change the Print Margins in Netscape

To properly print your PayInfo remittance advice in Netscape, you will need to change the left and right margin settings of the Netscape browser.

- 1. Open your Netscape browser.*
- 2. From the toolbar, click on the File dropdown menu in the upper left corner of the screen.*
- 3. Click on Page Setup.*
- 4. In the Margins (Inches) area, change the settings in the Left and Right boxes to .25. Click "OK."*