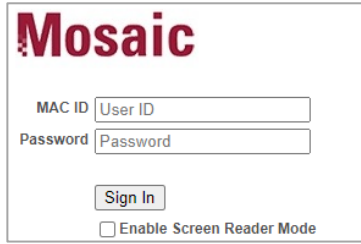
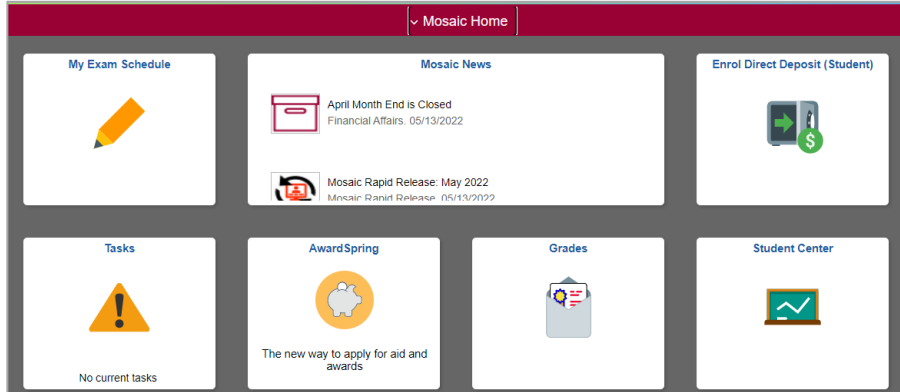



How to View and Print Your Online Pay Statement in Mosaic

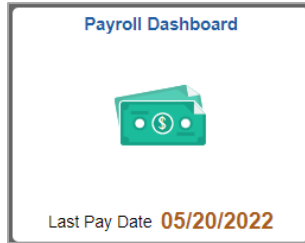
Pay statements are provided to McMaster University employees by electronic delivery through Mosaic. Electronic delivery is fast, secure, and allows employees to print pay statements at their convenience or to download a digital copy of their statement. Rotating Staff and Faculty payrolls are paid through direct deposit on a biweekly basis and spread over 26 pays per year. For your convenience, statements are available on Thursday, prior to the pay deposit.

View & Print Pay Statement

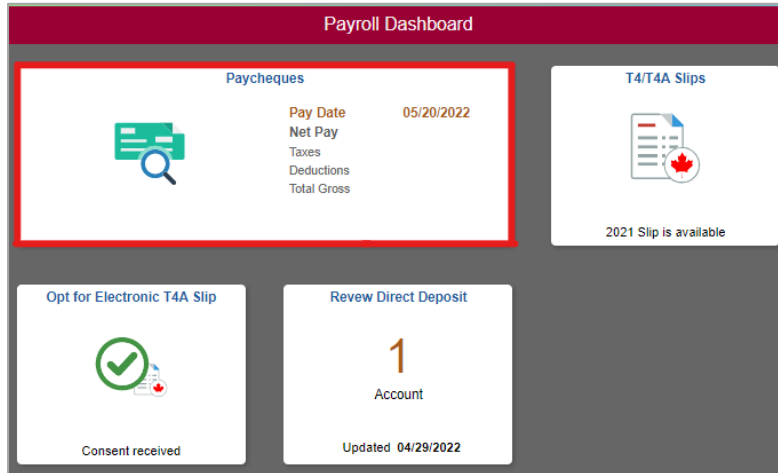
Step	Action
1.	Using your desktop, laptop, or mobile device, open your web browser (e.g. Microsoft Edge, Firefox, Google Chrome, Safari, etc.).
2.	<p>Log into Mosaic at https://mosaic.mcmaster.ca using your MacID and password.</p> <div data-bbox="332 567 690 808"></div> <div data-bbox="332 840 1331 1039"><p>MacID Support If you are experiencing issues with your MacID, have forgotten your MacID, or need your MacID activated, please contact UTS for assistance. Your barcode can be found on the back of your McMaster employee ID photo card, by reviewing the original hire documentation provided by your manager, or by contacting your Human Resources Representative.</p></div>
3.	<p>After successfully logging into Mosaic, the Mosaic Home page will appear.</p> <div data-bbox="332 1134 1226 1522"></div>
4.	<p>Click Mosaic Home to expand the dropdown menu and select Employee Self Service.</p> <div data-bbox="332 1617 592 1879"></div>

How to View and Print Your Online Pay Statement in Mosaic

5. From the **Employee Self Service** screen, scroll down and click the **Payroll Dashboard** tile.



6. From the **Payroll Dashboard**, click the **Paycheques** tile. Note that the tile displays a summary of your most recent paycheck



Note that the Payroll Dashboard also displays a number of other dynamic tiles which allow you to view Pay and Direct Deposit information at a glance.

7. A new screen will appear with a listing of all your pay statements, starting with your most recent statement. To open a statement, click on the small arrow to the right of the statement you wish to view.

Paycheques				
Cheque Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheque Number
05/20/2022	McMaster University	05/01/2022 05/14/2022		>
05/06/2022	McMaster University	04/17/2022 04/30/2022		>
04/22/2022	McMaster University	04/03/2022 04/16/2022		>

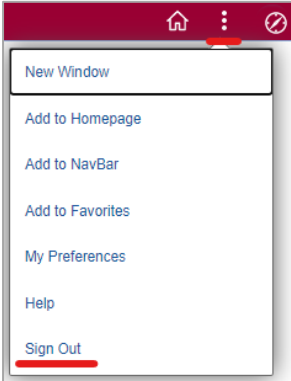
Troubleshooting Web Browser Pop-up Blocker Issues

If your pay statement does not open, it may be because your web browser is blocking pop-ups. To view the pay statement pop-ups must be allowed from the Mosaic website (<https://epprd.mcmaster.ca>). Depending on the web browser you are using the steps to allow pop-ups from Mosaic will vary, refer to this [UTS webpage](#) for additional support on managing pop-up blocker settings.

8. Your Pay Statement will load in a new browser in a PDF format for viewing. Select the **Print** or **Save** icon at the top of the page to print or save the pay statement. Printer icons may vary by web browser.



How to View and Print Your Online Pay Statement in Mosaic

	Refer to the Pay Statement Guide for assistance reading your McMaster pay statement.
9.	<p>Once you have finished using Mosaic to print, view or save a copy of your pay statement, it is recommended to sign-out of Mosaic and close your web browser.</p>  <p>The screenshot shows a mobile application interface with a red header bar containing a home icon, a menu icon, and a close icon. A white menu is open, listing several options: 'New Window', 'Add to Homepage', 'Add to NavBar', 'Add to Favorites', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red underline.</p>

If you are unable to access your Pay Statements for any reason or have any questions, please contact HR Operations at hr.mcmaster@mcmaster.ca or (905) 525-9140 ext. 222-HR