

## Guide to Viewing and Printing Your Online Pay Statements 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.*

To view and print your Pay Statements online, follow these easy steps:

- Using your desktop, laptop, or mobile device, open your web browser (i.e. Internet Explorer, Firefox, Google Chrome, Safari, etc.)
- Type in [mosaic.mcmaster.ca](https://mosaic.mcmaster.ca) in the web browser to open Mosaic



- Once you have opened the Mosaic login page, type in your MACID and password

### Mosaic

MAC ID

Password

Enable Accessibility Mode

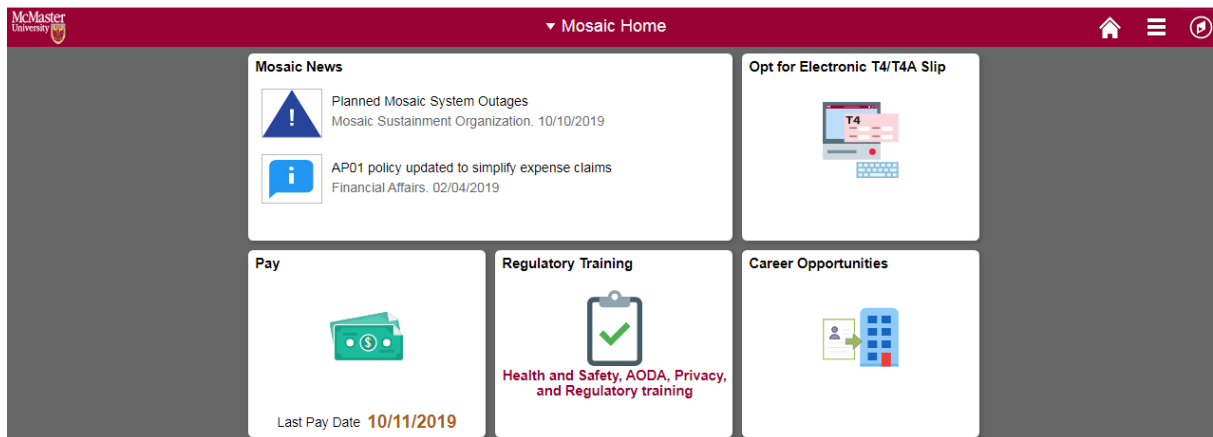
#### Mac ID Support:

- If you are experiencing issues with your MACID, have forgotten your MACID, or need your MACID activated, please type in <https://www.mcmaster.ca/uts/macid/> in your web browser to open the UTS page for assistance.

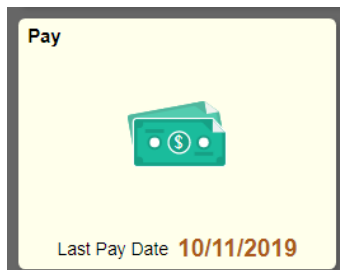
#### Obtaining and Activating Your MAC ID

- All employees and students have been provided with a MAC ID.
- Faculty, Staff and Students must activate their MAC ID to establish a password and provide challenge questions and answers. Your MACID can be activated at the [MAC ID activation tool](#)
- You must have your employee/student # and your corresponding barcode in order to activate your MAC ID.
- 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](#).

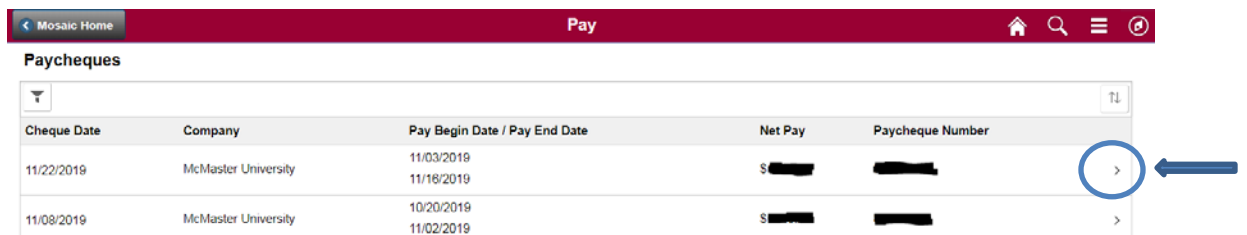
- After successfully logging into Mosaic, the Mosaic homepage will appear:



- With your cursor click on the tile titled “Pay”.



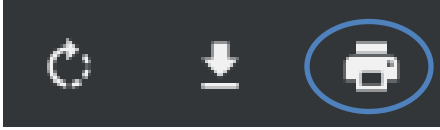
- A new screen will appear with a listing of all your pay statements, starting with your most recent statement. Navigate with your cursor and click on the small arrow to the right of the corresponding statement.



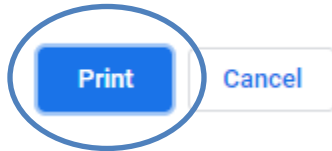
#### Troubleshooting Web Browser Pop-up Blocker Issues:

- If your pay statement does not open, it may be because your web browser is blocking pop-ups. In order to view the pay statement pop-ups must be allowed from the Mosaic website (<https://eprd.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: [https://www.mcmaster.ca/uts/selfservice/documents/pop-up\\_exceptions.pdf](https://www.mcmaster.ca/uts/selfservice/documents/pop-up_exceptions.pdf)

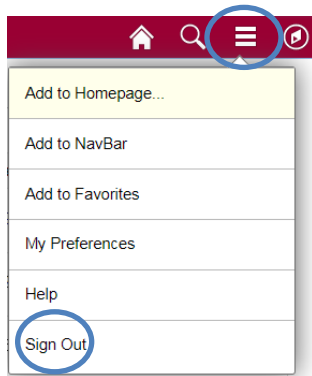
- From there your Pay Statement will load in a new browser in a PDF format for viewing. If you wish to print your Pay Statement, hover with your cursor to the printer icon at the top of the page (note: printer icons may vary by web browser).



- Next, select 'Print'



- You can download and save a copy of your Pay Statement (in Adobe PDF format), by clicking the download or save icon located near the print icon (varies by web browser).
- Once you have finished using Mosaic to print, view or save a copy of your pay statements, it is recommended to sign-out of Mosaic and close your web browser.



If you are unable to access your Pay Statements for any reason or you have any questions, please contact the HR Service Centre by email at [hr.mcmaster@mcmaster.ca](mailto:hr.mcmaster@mcmaster.ca) or alternatively call extension 222-HR (22247).