

Quick Reference Guide

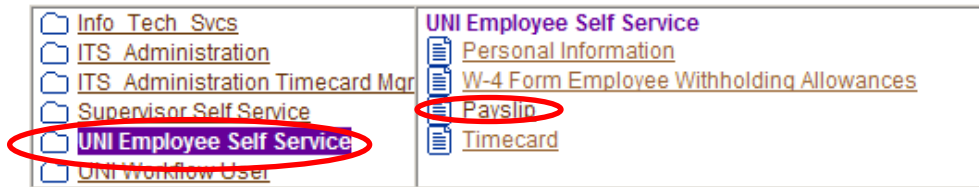
Viewing Your Payslip

VIEW YOUR PAYSLIP

Faculty and staff can view and print their payslips from MEMFIS Applications.

1. Login to My UNiverse using your CatID (same as your E-mail).
2. Click Access MEMFIS Applications/Timecard/Payslip/Leave Balances in the MEMFIS channel.
3. Enter your MEMFIS username and password.
4. Click **UNI Employee Self Service**.

Applications



5. Click Payslip.

View Payslip for

Employee Name **Mary Merit** University ID 345678
 Email Address **mary.merit@uni.edu**

Choose a Payslip

* 31-JAN-2005 - Check 1 Go

Payslip Details

6. Click in the drop down box under "Choose a Payslip" and select the date of the payslip to view.
7. Click Go. See sample of a Payslip below.
8. Click the printer icon on the toolbar to print.

Payslip Details

Employee name Monthly	Employer name University of Northern Iowa
Payroll	Employer Phone Number
Employee Address	Pay Basis Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date
Calendar Month	31-JAN-2005	01-JAN-2005	31-JAN-2005

Summary

	Gross Earnings	Pre-Tax Deductions	Taxes	Deductions	Net Pay
YTD	4057.29	313.00	591.03	0.00	3146.06
Current	4057.29	313.00	591.03	0.00	3146.06

Hours and Earnings

Description	Current Hours	Current Amount	YTD Hours	YTD Amount	Rate
Salary		4050.09		4050.09	
Txbl Life Ins		7.20		7.20	

Pre-Tax Deductions

Description	Current	YTD Description	Current	YTD
TIAA CREF	202.50	Medicare	57.23	57.23
UNI Health PT	92.50	Federal Tax	101.10	101.10
UNI Dental PT	18.00	Social Security	244.70	244.70
		IA State Tax	188.00	188.00

After-Tax Deductions

Description	Current	YTD	
No data exists.			

Tax Withholding Information

Type	Marital Status	Exemptions	Additional Amount
Federal	Married	4	0.00
Iowa	Married	4	0.00

Net Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
31309	UNI Credit Union	C	XXXX5000	3146.06

9. Log out.

For questions, email ebiz-help@uni.edu.