VIEW YOUR PAYSILP

Faculty and staff can view and print their payslips from e-Business Applications.

1) Open a browser and go to the UNI home page: www.uni.edu.

2) Select My UNInverse on the UNI home page.

3) Login to My UNInverse.

4) Login to UNI e-Business Suite located on the Work @ UNI tab in the e-Business Resources section.

5) Enter your e-Business username and password.

6) Select UNI Employee Self Service (faculty/staff) or UNI Student Employee Self Service (students).
Quick Reference Guide
Viewing Your Payslip
In MyUNiverse

For questions, please contact the Payroll Office at 319-273-2656.

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7) Click on Payslip to view.

8) Click in the drop down box under “Choose a Payslip” and select the date of the payslip to view.

9) Click Go.
10) See sample of Payslip below.

![Payslip]

11) Click the printer icon to print.

12) Log out.