

Quick Reference Guide

Viewing Your Payslip

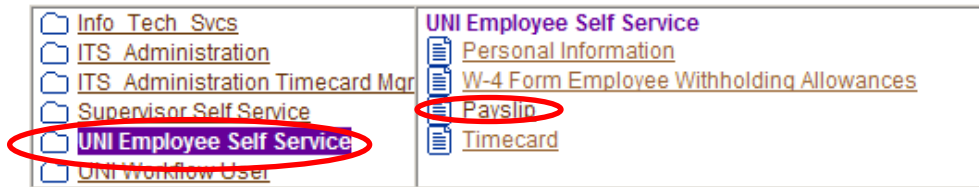
UNI e-Business Suite

VIEW YOUR PAYSLIP

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

1. Login to My UNIVERSE using your CatID (same as your E-mail).
2. Click e-Business Login in the e-Business channel.
3. Enter your e-Business 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

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

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

Pre-Tax Deductions	Current	YTD Description	Current	YTD
Description				
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	Current	YTD
Description		
No data exists.		

Tax Withholding Information	Exemptions	Additional Amount
Type	Marital Status	
Federal	Married	4 0.00
Iowa	Married	4 0.00

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

9. Log out.

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