VIEW YOUR PAYSLIP

Faculty and staff can view and print their payslips fromMEMFIS 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.**

5. Click Payslip.

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.

9. Log out.

For questions, please contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.

For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6881.