## Quick Reference Guide

## Viewing Your Payslip

In the Oracle Application

## 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.

## Applications Info Tech Svcs ITS Administration ITS Administration Timecard Mgr Supervisor Self Service UNI Employee Self Service Personal Information W-4 Form Employee Withholding Allowances Payslip Timecard Timecard

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.

Employee Payroll <b>Monthly</b>		Employer name University of Northern Iowa Employer Phone Number			n Iowa	
Employee Addre		•		ay Basis	Salary	
Pay Period						
Pay Period		Payment Date	Pay Begin Date		Pay End Date	
Calendar Month		31-JAN-2005	01-JAN-2005		31-JAN-2005	
Summary						
	Gros	ss Earnings	Pre-Tax Deductions	Taxes	Deductions	Net Pay
YTD		4057.29	313.00	591.03		3146.08
Current		4057.29	313.00	591.03	0.00	3146.08
Hours and Ea	rnings					
Description		Current Hours	Current Amount	YTD Ho		
Salary			4050.09		4050.09	
Txbl Life Ins	xbl Life Ins		7.20		7.20	
Pre-Tax Dedu	ictions		Taxes			
Description		Current	YTD Description		Current	YTE
TIAA CREF		202.50	202.50 Medicare		57.23	57.23
UNI Health PT		92.50	92.50 Federal Tax		101.10	101.10
UNI Dental PT		18.00	18.00 Social Security		244.70	244.70
			IA State Tax		188.00	188.00
After-Tax Ded	luctions		Accruals			
Description		Current	YTD			
No data exists.						
Tay Withholdin	na Informa	tion				
Tax Withholding Information  Type Marital Status		Exemptions		Additiona	al Amoun	
Federal	Married		4		0.00	
Iowa	Married		4			0.00
Net Pay Distri			4			
Check/Deposit		Bank Name	Accou	nt Type	Account Number	Amoun
31309		UNI Credit Union	C	31.0	XXXX5000	3146.00
g 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.