

Quick Reference Guide

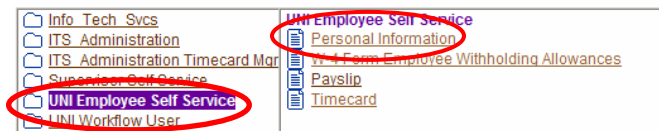
View and Update Personal Information

In the Oracle Application

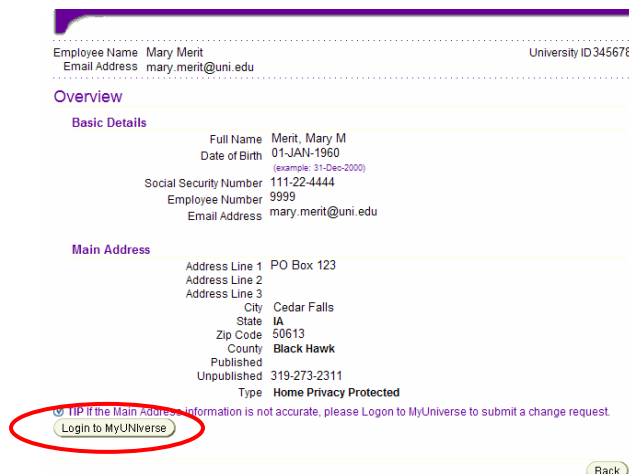
VIEWING PERSONAL INFORMATION

1. Logon to My UNiVerse.
2. Click Access MEMFIS Applications/Timecard/PAR in the MEMFIS channel.
3. Enter your MEMFIS username and password.
4. Select UNI Employee Self Service

Applications



5. Click Personal Information to view.



UPDATING PERSONAL INFORMATION

6. To update, click Login to MyUNiVerse in the lower left of the screen.
7. Enter MEMFIS username and password to login.



8. Using the tabs, locate the information you would like to change.
9. Enter new information in the fields provided.
10. Click Save when finished.

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.

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