

Quick Reference Guide

Viewing Employee Data in Self Service

In the Oracle Application

Manager Self Service and **Supervisor Self Service** can view employment, salary and absence information for employees in their organization. Manager Self Service has access to the *entire organization* and Supervisor Self Service has access to *direct reports and 2 levels below direct reports*.

LOGIN TO MEMFIS APPLICATIONS

1. Login to MyUNiverse with your MEMFIS username and password.
2. Select Access MEMFIS Applications/Timecard/PAF
3. Select **Manager Self Service** or **Supervisor Self Service**, then **Manager Actions**.



4. Select person from list displayed, My List, or enter the last name of employee and click Go.
5. Click the Details icon of the employee you wish to view.



6. Employment details will display (assignment number, start date, end date, primary assignment, status, and other employment details). Scroll to the right to reveal all employment detail information.

Employment													
Salary													
Absence													
Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Assignment Status	Job	Grade	Organization	Location	Assignment Category	Appt Salary	Appt Status	Appt Status Date
Appt Expiration Date	Appt Length	Assignment Identifier	Student Pay WS Type	Frequency Election	Class Start Date	Merit Increase Date	Last Evaluation Date	Next Evaluation Date	Last Worked Day	Weekly FTE	Annual FTE	P&S Comp FTE	

7. **Salary and Absence details** will display by **clicking** on each respective link.



- Salary details are displayed by *hourly rate for Merit employees* and by *monthly salary amount for P&S employees*.
 - Absence details are displayed by *absence type and date of occurrence*. To view employee leave balances refer to the Leave Balance Report. Click the Leaves Balances link under UNI Manager Actions.
8. Click Logout when finished with Self-Service to properly disconnect.