

# Merit Weekly Timecard At-a-Glance

**1** Enter My UNiverse, click "Access MEMFIS Applications" Login with Username and Password

**2** Click "UNI Employee Self Service"

**3** Click "Timecard"

**4** Click "New Timecard" icon to create a new timecard or Click the "Open" icon to update a Working timecard

**5** Select Assignment and Timecard Period, then click "Go"

**6** Click "Add a Row" and select Hours Type; enter hours and tenths (for example 3.5)

**7** Click "Add a Row" to enter another Hours Type

**8** Click "Save for Later" to save an incomplete timecard

**9** Click "Save and Review for Submission" to review a completed timecard

Click "Submit" to forward timecard for approval

