

Monthly Timecard At-a-Glance



<p>1 Enter My UNiverse, click "Access MEMFIS Applications" Login with Username and Password</p>	<p>6 Click "Add a Row " and select Hours Type; enter hours and tenths (for example 3.5)</p>
<p>2 Click "UNI Employee Self Service"</p>	<p>7 Click "Add a Row" to enter hours for another week</p>
<p>3 Click "Timecard"</p>	<p>8 Click "Save for Later" to save an incomplete timecard</p>
<p>4 Click "New Timecard" icon to create a new timecard or Click the "Open" icon to update a Working timecard</p>	<p>9 Click "Save and Review for Submission" to review a completed timecard</p>
<p>5 Select Assignment and Timecard Period, then click "Go"</p>	<p>Click "Submit" to forward timecard for approval</p>