**Authorize Payroll Deduction for Purchases Charged to your ID**

Miscellaneous deductions from paychecks must have the employee’s written authorization. For deductions using your ID Card, you may provide this authorization electronically through e-Business UNI Employee Self Service.

Effective October 15, 2013 employee’s must have given electronic authorization through e-Business Employee Self Service to use their ID Card for payroll deduction purposes.

When giving this authorization via UNI Employee Self Service make sure you have navigated through all the screens including clicking on the “Review All Content for Submission” and then the “Submit” button.

How to give authorization for payroll deduction for purchases charged to ID Card:

1) Open a browser and go to the UNI home page: [www.uni.edu](http://www.uni.edu).

2) Select My UNIverse on the UNI home page.

3) Login to My UNIverse.

4) Login to UNI e-Business Suite located on the Work @ UNI tab in the e-Business Resources section.

5) Enter your e-Business username and password.

6) Select UNI Employee Self Service (faculty/staff).

For questions, please contact the Payroll Office at 319-273-2656.

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Quick Reference Guide

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In MyUNiverse

7) Click on **UID Payroll Deduct Authorization** to view.

8) Note near the top of the page the description of the ID Payroll Deduct Authorization Information

**ID Payroll Deduct Authorization Information**
Miscellaneous deductions from your paycheck must have the employee’s written authorization. For deductions using your ID Card, you may provide this authorization electronically below. By selecting **Yes** you are agreeing to the following:
*Where payroll deduction is offered, I authorize UNI to deduct from my paycheck any purchase for which I initiate and provide my UID.*

Changes will not be saved until you click on the “Review all Content for Submission” and then the “Submit” button.

9) Go down to UNI ID Payroll Deduct Authorization and click on **Add a Row**

For questions, please contact the Payroll Office at 319-273-2656.

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9) Read the authorization statement and then click on drop down arrow

10) Click Yes

11) Click on Review for Submission
12) **Click Review All Content for Submission if the information is correct.** If not click Back and make any necessary changes.

13) **Click Submit**

10) You’ll see **Confirmation. Click Home.**