

Quick Reference Guide

# Authorize Payroll Deduction for Purchases Charged to your ID

In MyUNiverse

## Authorizing payroll deduction for Purchases Charged to your ID

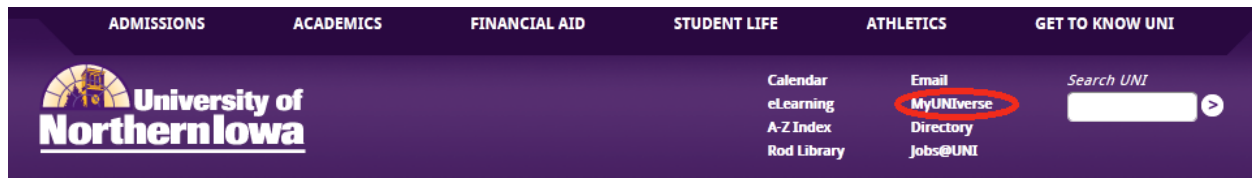
Miscellaneous deductions from paychecks must have the employee's written authorization. For deductions using your ID Card, you may provide this authorization electronically through e-Business UNI Employee Self Service.

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.

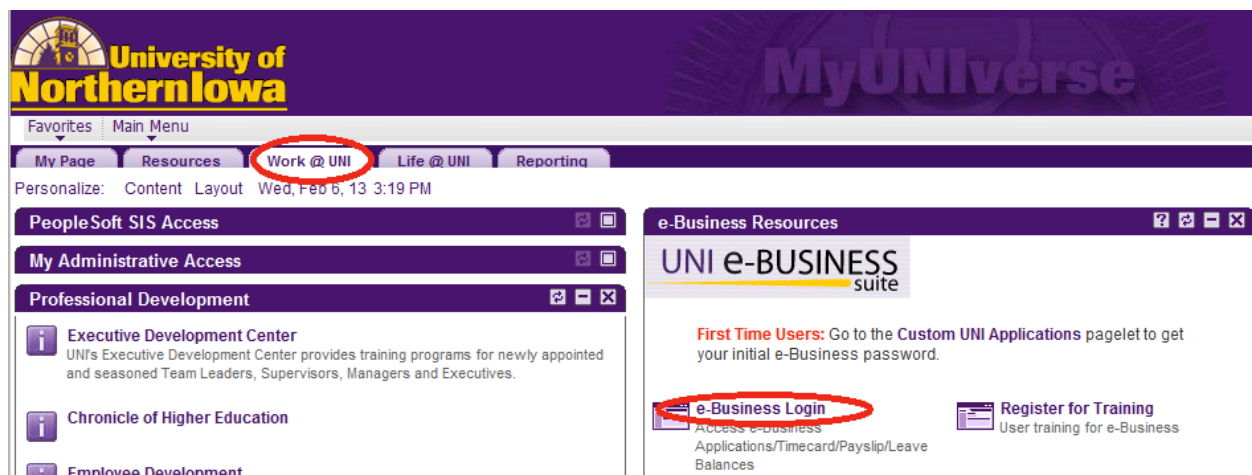
**When giving this authorization via UNI Employee Self Service make sure you have navigated through all the screens including clicking on the "Review All Content for Submission" and then the "Submit" button.**

### 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.



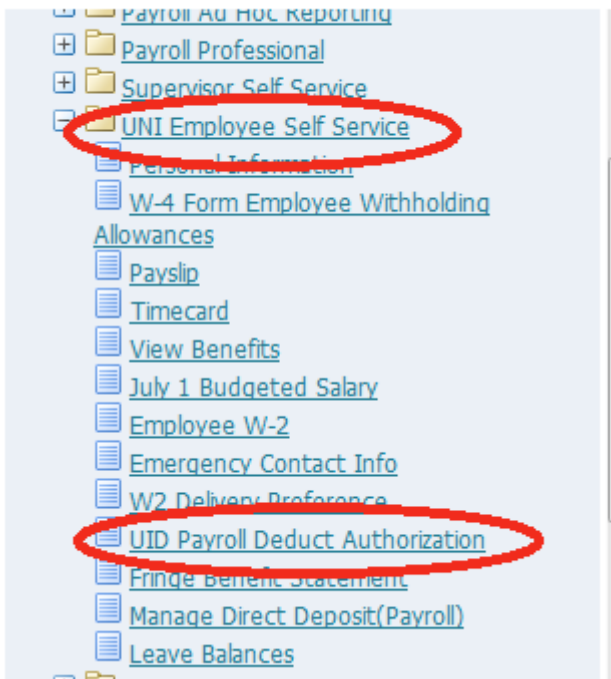
- 5) Enter your e-Business username and password.
- 6) Select UNI Employee Self Service (faculty/staff).

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

## Oracle Applications Home Page



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**

UNI ID Payroll Deduct Authorization	
<input type="button" value="Add a Row"/>	
Select Status	I authorize payroll deduction for purchases I initiate and charge to my UID.
No results found.	

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

## UNI ID Payroll Deduct Authorization

Employee Name **Gruetzmacher, Linda**  
University ID **707**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

\* I authorize payroll deduction for purchases I initiate and charge to my UID.

10) Click **Yes**

## UNI ID Payroll Deduct Authorization

Employee Name **Gruetzmacher, Linda**  
University ID **707**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

\* I authorize payroll deduction for purchases I initiate and charge to my UID.

  
No  
Yes

[Home](#) [Logout](#) [Preferences](#) [Help](#)

11) Click on **Review for Submission**

Employee Name **Gruetzmacher, Linda**  
University ID **707**

Email Address [Linda.Gruetzmacher@tst.uni.edu](mailto:Linda.Gruetzmacher@tst.uni.edu)

Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.  
I authorize payroll deduction for purchases I initiate and charge to my UID.

[Home](#) [Logout](#) [Preferences](#) [Help](#)

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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**.