Quick Reference Guide

Viewing Employee Data in Self Service

UNI e-Business Suite

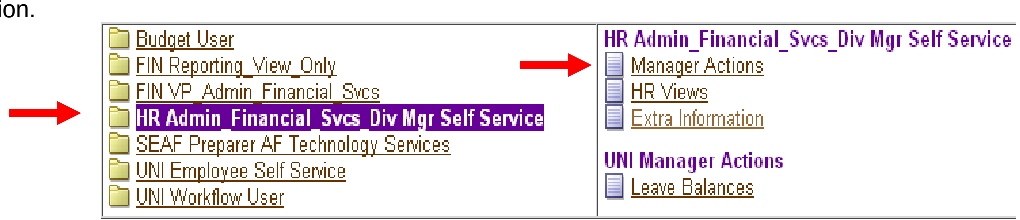
Manager Self Service and **Supervisor Self Service** can view employment, salary, absence and emergency contact information for employees in their organization. Manager Self Service has access to the *entire organization* and Supervisor Self Service has access to *direct reports and 2 levels below* direct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

LOGIN TO UNI E-BUSINESS SUITE

1. Login to MyUNIverse.
2. Click e-Business Login in the e-Business channel.
3. Enter your e-Business username and password.

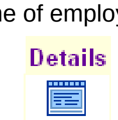
VIEW EMPLOYMENT, SALARY OR ABSENCE INFORMATION

4. Select **Manager Self Service** or **Supervisor Self Service**, then **Manager Actions** for employment, salary and absence information.

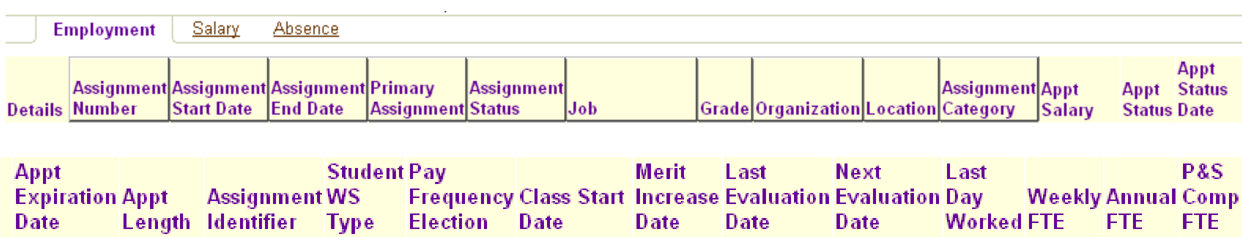


5. Select person from list displayed, My List, or enter the last name of employee in the Name field and click Go.

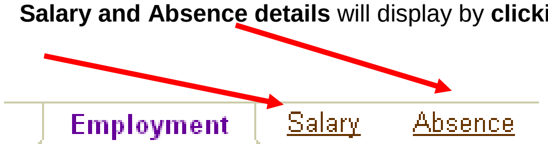
6. Click the Details icon of the employee you wish to view.



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.



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.

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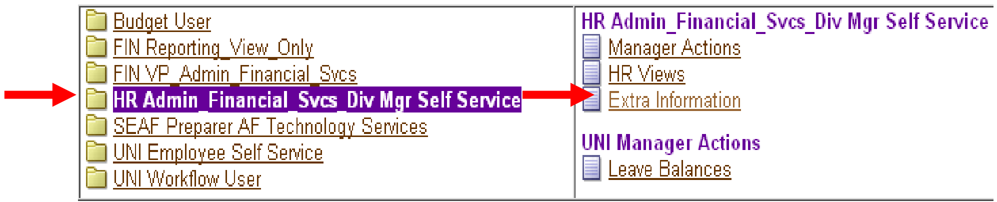
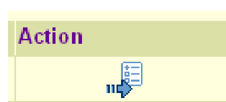
VIEW EMERGENCY CONTACT INFORMATION

1. Select **Manager Self Service** or **Supervisor Self Service**, then **Extra Information** for emergency contact information.



2. Select person from list displayed, My List, or enter the last name of employee in the Name field and click Go.

3. Click the Action icon of the employee you wish to view.



4. The employee's Emergency Contact Information should be viewable. If the information is blank, the employee has not completed the Emergency Contact Information form.

5. Click Logout when finished with Self-Service to properly disconnect.