VIEW YOUR PAYSLIP
Faculty and staff can view and print their payslips from MEMFIS Applications.

1. Login to My UNIverse using your CatID (same as your E-mail).
2. Click Access MEMFIS Applications/Timecard/Payslip/Leave Balances in the MEMFIS channel.
3. Enter your MEMFIS username and password.
4. Click UNI Employee Self Service.
   - Info Tech Sys
   - ITS Administration
   - ITS Administration Timecard Mgr
   - Supervisor Self Service
   - UNI Employee Self Service
   - Payroll
   - Timecard
5. Click Payslip.
6. Click in the drop down box under "Choose a Payslip" and select the date of the payslip to view.
7. Click Go. See sample of a Payslip below.
8. Click the printer icon on the toolbar to print.
9. Log out.

For questions, email ebiz-help@uni.edu.