Quick Reference Guide

Viewing Your Payslip

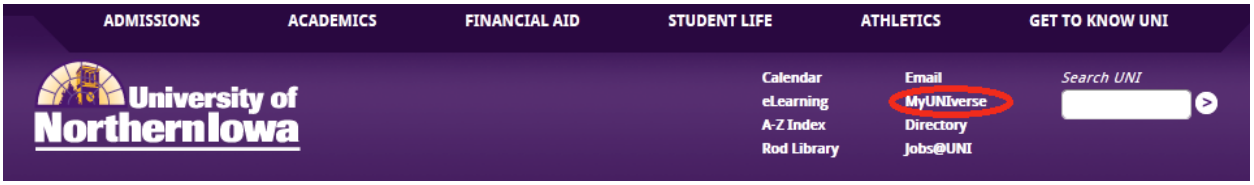
In MyUNIverse

VIEW YOUR PAYSLIP

Faculty and staff can view and print their payslips from e-Business Applications.

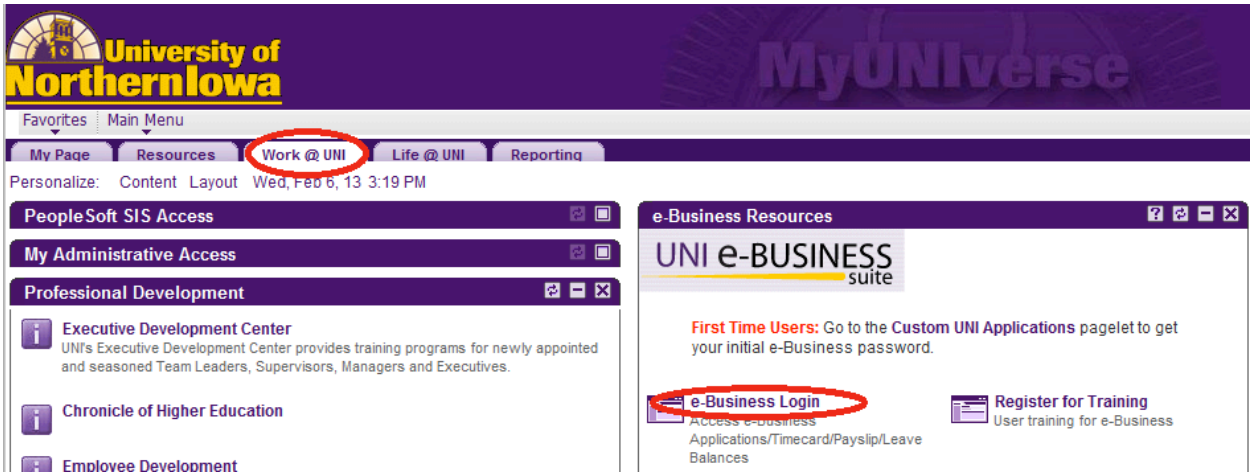
1) Open a browser and go to the UNI home page: www.uni.edu.

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) or UNI Student Employee Self Service (students).

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

Created 9/18/13 by as

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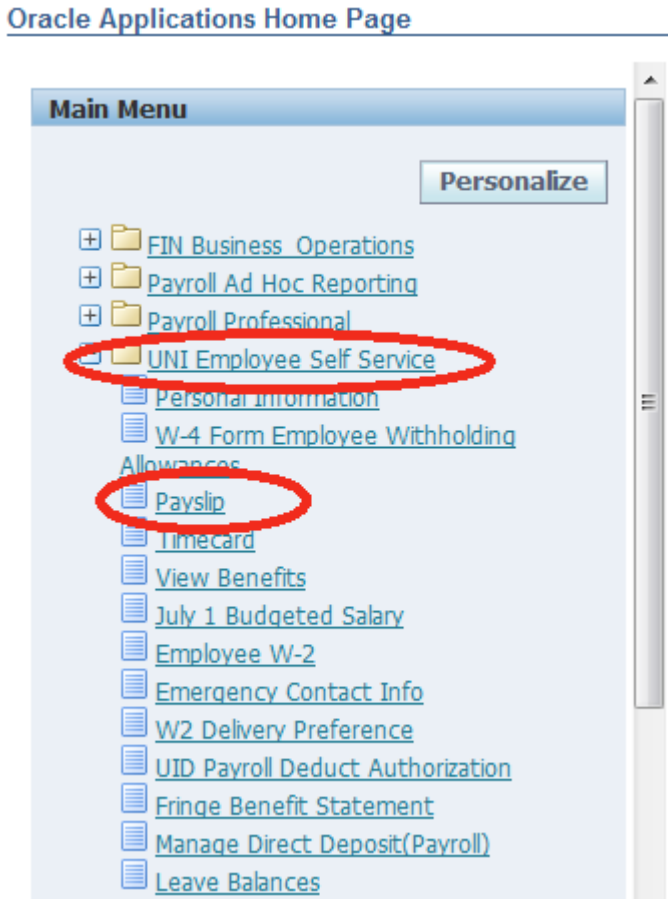
7) Click on Payslip to view.



8) Click in the drop down box under “Choose a Payslip” and select the date of the payslip to view.

9) Click Go.

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In MyUNIverse

10) See sample of Payslip below.

Payslip

University of Northern Iowa

Employee Full Name		Pay Basis	Salary
Payroll	Monthly	Shift	1st Shift
Employee Address			

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate
Calendar Month	30-Aug-2013	01-Aug-2013	31-Aug-2013	3,698.42

Summary

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	3,699.95	697.13	611.93	100.00	2,289.36
YTD	29,031.04	6,685.75	4,593.99	905.00	16,835.14

Hours and Earnings

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Txbl Life Ins	0.00	1.53	0.00	11.16
Salary	0.00	3,698.42	0.00	29,019.88

Pre Tax Deductions

Description	Current	YTD
IPERS	220.06	1,689.92
Parking Permit PT	12.55	97.95
FSA Medical	166.66	1,333.34
FSA Dep Care	247.86	3,164.54
TIAA CREF SRA	50.00	400.00

Taxes

Description	Current	YTD
Federal Tax	223.55	1,683.06
Social Security	202.92	1,514.98
Medicare	47.46	354.31
IA State Tax	138.00	1,041.64

After Tax Deductions

Description	Current	YTD
Wellness	0.00	105.00
TIAA CREF Roth	100.00	800.00

Tax Withholding Information

Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Married	1	0.00	0.00	0.00
Iowa	Married	0	0.00	0.00	0.00

Net Pay Distribution

Deposit/Check Number	Bank Name	Account Type	Account Number	Amount
				2,289.36

11) Click the printer icon to print.

12) Log out.