VIEW YOUR PAYSILP
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).
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.
10) See sample of Payslip below.

![Payslip Image]

11) Click the printer icon to print.

12) Log out.