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
7) Click on Payslip to view.

![Oracle Applications Home Page]

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

![Payslip]

9) Click Go.
10) See sample of Payslip below.

```
<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Pre-Tax</th>
<th>Taxes</th>
<th>Deductions</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROSS</td>
<td>3,909.95</td>
<td>6,656.75</td>
<td>511.93</td>
<td>100.00</td>
<td>2,989.26</td>
</tr>
<tr>
<td>YTD</td>
<td>29,031.04</td>
<td>6,656.75</td>
<td>4,593.99</td>
<td>905.00</td>
<td>16,835.14</td>
</tr>
</tbody>
</table>
```

11) Click the printer icon to print.

12) Log out.