

Viewing Your Fringe Benefit Statement

Total compensation is the complete pay package for employees including salary, benefits, and services. The goal is to provide UNI employees with a comprehensive and competitive total compensation package that rewards commitment to the mission and helps to attract and retain talent. A personalized total compensation statement, known as the Fringe Benefit Statement, is available for all non-temporary faculty and staff. This statement shows base salary and the value of various University paid benefits as well as optional benefits you may have chosen. Staff training grant reimbursements or any of the many other services offered to employees such as the Employee Assistance Program (EAP), access to onsite wellness and recreation services, etc. are not included.

To view this statement, complete the following steps.

1. Log into **e-Business Login** by accessing <https://ebiz.uni.edu>.

The screenshot shows the 'UNI Employee Self Service' menu. A horizontal line labeled 'E' points to the menu header. Below it is a list of links: 'Personal Information', 'W-4 Form Employee Withholding Allowances', 'Payslip', 'UNI Employee Benefits Self-Service', 'UNI Time Management System', 'View Benefits', 'Employee W-2', 'Emergency Contact Info', 'W2 Delivery Preference', and 'UID Payroll Deduct Authorization'. A horizontal line labeled 'F' points to the 'Fringe Benefit Statement' link. Below this link is the 'Fringe Benefits Summary' section. It contains a text input field for '* Effective Date' with a calendar icon to its right, labeled 'G'. Below the input field is a 'Run Report' button, labeled 'H'.

2. Click once on the “**UNI Employee Self Service**” navigation link (E).
3. Then click once on the “**Fringe Benefit Statement**” link (F).
4. Click once in the **Effective Date** field and type the desired date or click on the **Calendar** icon to select the desired date (G).
5. Click once on the “**Run Report**” button (H) and your statement will appear. You may choose to print your statement.

For more information and instructional guides on e-Business Suite, please visit <https://ebusiness.uni.edu>.