Viewing Your Fringe Benefit Statement

In addition to your salary, the University provides additional benefits to you. 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 Tuition Reimbursement Program, Employee Wellness initiatives (such as flu shots), or other services offered to employees (such as the Employee Assistance Program), are not included.

You can access your statement through the e-Business suite using the following steps.

1. Log into MyUNIverse (http://portal.uni.edu/).

2. Click once on the Work @ UNI tab (A).

3. Locate the e-Business Resources channel and click once on the e-Business Login link (B).

4. The e-Business Suite login web page should appear. Enter your e-Business Suite username (C) and password/passphrase (D).
5. Click once on the “UNI Employee Self Service” navigation link (E).

6. Then click once on the “Fringe Benefit Statement” link (F).

7. Click once in the **Effective Date** field and type the desired date or click on the **Calendar** icon to select the desired date (G).

8. 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 [http://www.vpaf.uni.edu/ebusiness/](http://www.vpaf.uni.edu/ebusiness/).

If you have questions regarding your fringe benefit statement, you may contact Human Resource Services at 273-2422.