

FREQUENTLY ASKED QUESTIONS FOR ELECTRONIC PAY STATEMENTS

What are Electronic Pay Statements?

UNE will provide employees with their detailed pay statements via a website instead of issuing a physical copy of the direct deposit statement.

Why UNE uses Electronic Pay Statements?

- Convenient accessibility to view your detailed pay statements via the Web.
- Readily available access to your history of pay information, benefits, and leave time.
- Time and costs savings to various departments throughout UNE.
- Employer and employee leadership in utilizing technology.
- Safeguarding your personal information.
- Environmental savings of not printing more than 29,000 direct deposit statements a year.

Who has access to view their Electronic Pay Statements via the U-Online website?

Every UNE paid employee (faculty, staff, students).

What Electronic Pay Statement information is provided online?

The pay period, pay date, hours worked (for hourly paid employees), earnings, itemized deductions, and direct deposit information.

How do I access my Electronic Pay Statement?

1. Access the U-Online Employee Self Service website.
2. Sign onto U-Online using your Nor'easter ID and password.
3. Select "Employee Services"
4. Select "Pay Information"
5. Select "Pay Statements"
6. Chose a Year and then select Display
7. Select the "Pay Sub Date" for pay period
8. Your detailed pay statement will be presented.

How do I access U-Online?

1. Through the Internet at work or home at <http://uonline.une.edu/>.
2. At the UNE home page www.une.edu (go to the footer and select e-services).
3. At the myUNE home page <http://www.une.edu/> (select U-Online from left menu).

What information is required to log into U-Online?

You will need your Nor'easter ID and password.

What is my Nor'easter ID?

Your Nor'easter ID is assigned to you when you are accepted and will remain yours through your university career and while you remain an alumnus. Your Nor'easter Login and Password combination is the same for your Blackboard (WebCT), U-Online and myUNE accounts. To protect your privacy, the Nor'easter Login is masked with stars so that as you enter the information, it is hidden from view. You are able to find the Nor'easter Login by going to the U-Online homepage and clicking on the "Lookup Your Nor'easter Login" link.

How do I find my Nor'easter password?

Your Password is initially set to your birth date (MMDDYY). If there is no date of birth in our administrative records, your initial Password is the last six digits of your UNE PRN (Personal Reference Number). The Password field is also masked so that as you enter your Password, it is hidden from view.

How do I find my UNE PRN?

It can be derived from your UNE ID card. To obtain your PRN from your ID card, please take the last 7 digits of the long number, then drop the last number, and add 910 to the beginning.

Can I print my Electronic Pay Statement at work or home?

Yes. However, if you chose to print the statement at work, please safeguard your confidential information. Ideally, you will infrequently have a need to print the statement since historical statements are available for review on the website.

Will I be able to access my Electronic Pay Statements when I terminate employment at UNE?

Yes. As long as you maintain your Nor'easter ID and password, you will have access to the website and your pay history. Currently, pay history is available back to 1999.