Instructions for Logging on to Banner Self-Service for Pay Information

1. Open Internet Explorer.
2. Go to www.uncg.edu.
3. Click on the UNCGENIE icon in the upper right hand corner.
   or may go directly to the following website:
   https://ssb.uncg.edu
   Click on Enter Secure Area.
4. Enter your User ID and Pin. Click Login. ITS has created a new tool (getmypin.uncg.edu) to allow students, faculty, and staff to retrieve their initial PINS or reset/unlock PINS themselves.
   (If you do not know or have forgotten your university ID and/or password proceed to the following university website: http://its.uncg.edu/Accounts/Univeristy_ID/)
   Enter your Novell User Name and password. Click Submit.
5. You should now see one (or more) link(s).

Paychecks may be viewed approximately four (4) business days prior to “Pay date”. Paycheck data processed in an off-cycle payroll run will be available the day after the off-cycle was completed.

To view pay information for current or history beginning July 31, 2008:
1. Click on Employee
2. Click on Pay Information
3. Click on Pay Stub
4. Select the year of the pay you would like to review and click the Display button.
   This will display pay stub date, pay period begin and end dates, gross pay and net pay by month.
5. Click on the underlined pay stub date to access pay stub detail information.
   The information displayed includes gross pay, total deductions, check/direct deposit number, bank name, type of earnings as well as types of benefits and deductions.

To view current direct deposit allocation:
1. Click on Employee
2. Click on Pay Information
3. Click on Direct Deposit Maintenance
4. Click Continue next page
5. You should now see your Current Account Information: Bank Name, Routing Number, Account Number, Account Type, and Account Status

To view earnings history (This will only reflect July 31, 2008 forward.): 
1. Click on Employee
2. Click on Pay Information
3. Click on Earnings History
4. Select the From Date Month and Year and the To Date Month and Year. Click the Display button.
   This will display your Earnings Type, Total Gross and Total Hours.