Payroll Quick Reference Guide

To Access UNCGenie
Once you receive your University ID:
• Go to the UNCG website at https://uncg.edu
• Click on the UNCGenie icon in the upper right section
• Click on Enter Secure Area
• Enter your 9-digit University ID and PIN
• Click Login

To Obtain your University ID
• Go to https://ssb.uncg.edu/prod/bwzkidem.P_UNCGIDEMAIL
• Enter your name and non-UNCG email as requested

To Obtain a UNCGenie PIN
• Go to getmypin.uncg.edu and follow prompts
• A link to your PIN will be delivered via the method selected
• You must have an active non-UNCG email address. For further assistance, email the appropriate UNCG Human Resources Office:
  - Faculty Personnel Services (Faculty): fps@uncg.edu
  - HRS (SHRA/EHRA Non-Faculty employees & Undergraduate Students): hrclassandcomp@uncg.edu
  - Graduate School (Graduate Students): gradinquiry@uncg.edu

Direct Deposit Enrollment and Changes
To view, update or enroll:
• Click the Employee tab from the UNCGenie main menu
• Click on Pay Information
• Click on Direct Deposit Maintenance
• Click the Continue button
This will display your current Bank Name, Routing Number, Account Number, Account Type and Status.
To update or enroll:
• Enter the requested information and Click the Save button

Tax Changes; W-2 Electronic Consent
To view or update:
• Click the Employee tab from the UNCGenie main menu
• Click on Tax Forms
  For Federal or State Taxes:
  • Select W-4 Federal Tax or NC-4 State Tax
  To update:
  • Click on Update at the bottom of the page
  • Enter the requested information and Click on the Certify Changes button
To receive your W-2 electronically or revoke consent:
• Click on Electronic W-2 Consent to display the selection criteria
  To consent or revoke:
  • Check to consent, uncheck to revoke, and click on the Submit button
To view or print your W-2 information:
• Click on W-2 Wage and Tax Statement
• Select the requested information and Click on the Display button
  To print:
  • Click on the Printable W-2 button
  • Enter your PIN
  • Click on the Submit button

Email payroll1@UNCG.edu for further assistance

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