



Payroll Quick Reference Guide

UNCGenie requires a current **active** email account

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