Go to the UNCG website at [https://uncg.edu](https://uncg.edu)
Click the UNCGenie icon in the upper right section
Click Enter Secure Area
Enter your 9-digit University ID and PIN
If you do not have access to either of these, refer to the Payroll Quick Reference Guide for further instructions
Click Login

Pay information may be viewed approximately four (4) business days prior to actual "Pay Date."

To view **Pay Information**:
- Click Employee
- Click Pay Information
- Click Pay Stub
- Select the year you chose to review and Click the Display button
  - This will display Pay Stub Date, Pay Period begin & end dates, Gross Pay and Net Pay by month
- Click on the underlined pay stub date to access pay stub detail information
  - This will display Gross & Net Pay, Total Deductions, Check/Direct Deposit Number,
  - Bank Name & Account Number as well as a breakdown of Earnings Type and Benefits, Deductions and Taxes

To view **Direct Deposit Bank Account Information**:
- Click Employee
- Click Pay Information
- Click Direct Deposit Maintenance
- Click the Continue button
  - This will display your current Bank Name, Routing Number, Account Number, Account Type & Status

To view **Earnings History** (beginning 07/31/08):
- Click Employee
- Click Pay Information
- Click Earnings History
- Select From Date month and year and To Date month and year and Click the Display button
  - This will display your Earnings Type, Total Gross and Total Hours

Email payroll1@UNCg.edu for further assistance