UNCGenie Payroll Address Change Instructions

- Go to the UNCG website at 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
- Click Personal Information
- Click Update Address(es) and Phone(s)
- Click the Current link for the Payroll Address to take you to the form
- Enter the following information:
  - Valid From this Date
  - Until this Date (if at this address temporarily)
  - Address Line 1
  - Address Line 2 (if applicable)
  - Address Line 3 (if applicable)
  - City
  - State
  - County
  - Nation (location where you currently reside)
  - Primary Phone Number for this Address
  - Additional Phone Numbers (if necessary)
- Click Submit

Email payroll1@UNCG.edu for further assistance