

# Payroll Quick Reference Guide



## Access UNCGenie Dashboard

\* You must be an **ACTIVE UNCG employee** to use iSpartan

Once you receive your University ID:

- Login at <https://ssb.uncg.edu>
- Select **Login with iSpartan**
- Login using your UNCG credentials
- Select **Employee Dashboard**

## Direct Deposit

After accessing the UNCGenie Dashboard and from the Employee UNCGenie Main Menu (above):

### To View:

- Select **Pay Information**
- Select **Direct Deposit Information**

### To Enroll:


- Select **Pay Information**
- Select **Direct Deposit Information**
- Select **Payroll Deposit** section
- Select **Add New** button on the right and enter requested information
- Select **Use Remaining Amount** and check the box to authorize
- Select **Save Changes on bottom right**

### To Update:

- Select **Pay Information**
- Select **Direct Deposit Information**
- Select **Payroll Deposit** section
- Select **Check Box** on the left of the bank info
- Select **Delete** button on the right (You MUST delete your old account before setting up a new one)
- Select **Add New** button on the right and enter requested information
- Select **Use Remaining Amount** and check the box to authorize
- Select **Save Changes on bottom right**
- Please review the **Accounts Payable Deposit** section and follow the same steps to enroll or update

## Address Changes

### To View, Add, or Update:

- Select the **My Profile** box on the left under your name
- In the **Address** section, click on the edit button on the right 
- In the **Address** section on the next page, click on the edit button below the Address you wish to update (select **Add New** on the right if Address Type isn't listed)
- Enter required information and select **Update**
- Please review and ensure you have an up-to-date **Permanent and Payroll Address** on file

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## Taxes / W-2 Information

### To View:

- Select **Taxes**

### For Federal Taxes:

- Select **W-4 Employee's Withholding Allowance Certificate**

### To Update:

- Select **Update** at bottom
- Enter requested information and select **Certify Changes** at bottom

### For State Taxes:

- Select **NC State Tax Form**

### To Update:

- Select **Update** at bottom
- Enter requested information and select **Certify Changes** at bottom

### To receive W-2 electronically or revoke consent:

- Select **Electronic W-2 Consent**
- Check box to consent or uncheck to revoke
- Select **Submit** button

### To View or Print W-2:

- Select the **W-2 Wage and Tax Statement**
- Select Tax Year and click on the **Display** button

To print or download:

- Click on **Printable W-2** button

Email [payroll1@UNCG.edu](mailto:payroll1@UNCG.edu) for further assistance

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