

# Payroll Quick Reference Guide



## To Access UNCGenie

Once you receive your University ID:

- Go to the UNCG website at <https://uncg.edu>
- Select Menu in the upper right section



- Select **UNCGenie** from the **Resources** drop-down
- Login with either **ISpartan** or **ID & PIN**

(You must be an active UNCG Employee to use ISpartan)

## To Obtain your University ID

- Go to [https://ssb.uncg.edu/prod/bwzkidem.P\\_UNCGIDEMAIL](https://ssb.uncg.edu/prod/bwzkidem.P_UNCGIDEMAIL)
- Enter your name and non-UNCG email as requested

Contacts for any issues are listed on the site

## To Obtain or Retrieve a forgotten PIN

- Go to <https://getmypin.uncg.edu> and follow prompts

\* **UNCGenie** requires a current **ACTIVE** email account

## Direct Deposit Enrollment and Changes

To view, update or enroll:

- Click the **Employee** tab from the UNCGenie main menu
- Click **Pay Information**
- Click **Direct Deposit Maintenance**
- Click the **Continue** button

This displays current Bank Name, Routing Number, Account Number, Account Type and Status

To update or enroll:

- Enter the requested information and Click the **Save** button

## Pay Stub and Earnings History

To view **Pay Stubs**:

- Click the **Employee** tab from the UNCGenie main menu
- Click **Pay Information**
- Click **Pay Stub**
- Select the year to review and Click the **Display** button

This displays 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 displays 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 **Earnings History**:

- Click the **Employee** tab from the UNCGenie main menu
- Click **Pay Information**
- Click **Earnings History**
- Select **From Date month/year** and **To Date month/year** and Click the **Display** button

This displays Earnings Type, Total Gross and Total Hours

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## 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

## Address Changes

To view or update:

- Click the **Personal Information** tab from the UNCGenie main menu
- Click **Update Address and Phone**
- 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 (as needed)
- Click **Submit**

For further assistance, email [payroll1@UNCG.edu](mailto:payroll1@UNCG.edu)