To Obtain your University ID

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 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
Payroll Quick Reference Guide

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

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