## To Access UNCGenie

Once you receive your University ID:

- Go to the UNCG website at [https://uncg.edu](https://uncg.edu)
- Click on the UNCGenie icon in the upper right section
- Login with either ISpartan or ID & PIN
  (You must be an active UNCG Employee to use ISpartan)

* UNCGenie requires a current ACTIVE email account

## 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 [getmypin.uncg.edu](http://getmypin.uncg.edu) and follow prompts

## 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
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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