

# 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 **Employees**
- 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 **Proposed Pay Distribution** section
- Select **Add New** button at right
- Select **Use Remaining Amount** and check the box to authorize
- Select **Add New** button at right and enter requested information
- Select **Save Changes at bottom right**

**To Update:**

- Select **Pay Information**
- Select **Direct Deposit Information**
- Select **Proposed Pay Distribution** section
- Select **Delete** button at right (You **MUST** delete your old account before setting up a new one)
- Select **Add New** button at right and enter requested information
- Select **Add New** button at right
- Select **Use Remaining Amount** and check the box to authorize
- Select **Add New** button at right and enter requested information
- Select **Save Changes at bottom right**
- Please review the Accounts Payable Deposit section and verify the information once you have made your updates

## Address Changes

**To View or Update:**

- Select the **My Profile** box
- In the Address section, click on the edit button on the right 
- In the Address section, click on the edit button below the Address you wish to update
- Enter required information and select **Update**
- Please review and ensure your Payroll Address is up to date

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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:

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

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

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