1. Purpose/Introduction

The purpose of this procedure is to outline the process for employees to enroll and maintain banking information in the payroll direct deposit system Employee Self Service UNCGenie, and describe the payroll paper check distribution process.

2. Definitions

Direct Deposit is the electronic deposit of funds into a bank account as a form of payment; it is safe, confidential, efficient and convenient.

All employees are required to be paid by Direct Deposit (see Human Resources policy) and in some instances may be issued a paper check (possible initial payment only due to enrollment timing or certain closed bank account issues).

Employees can make electronic direct deposit enrollment or changes to direct deposit via UNCGenie by 5:00 PM on the 10th of the month or the first working day thereafter if the tenth falls on a non-working day, except the month of December.

3. Procedural Steps

As a condition of employment, all employees are required to enroll in the direct deposit program within thirty (30) days of hire or rehire. The appropriate Human Resource Offices (Faculty Personnel Services, HRS, Graduate School and Student Employment Office) will provide direct deposit enrollment instructions when the employee is hired.

To view, update or enroll in direct deposit in UNCGenie:

- Click the Employee tab from the UNCGenie main menu
● Click on **Pay Information**
● Click on **Direct Deposit Maintenance**
● Click the **Continue** button
  This will display the current Bank Name, Routing Number, Account Number, Account Type and Status.
● Enter the requested information
● Click the **Save** button

**Cancellation of Direct Deposit**: Direct Deposit “CANCELLATION” paper form must be completed and submitted to the Payroll Office in person, mailed or faxed. No email cancellation notifications will be accepted.

**Paper Payroll Checks**: Employees are notified by email when there is a paper check to be picked up in the Office of the Controller. Employees are required to present a photo ID, provide their University ID number, verify their current mailing address (for W-2 purposes) and enroll in the direct deposit program when they sign for the paper check to be released.

**Unearned Direct Deposit or Payroll Check**
If an employee is not entitled to a direct deposit or payroll check, the employee’s department should immediately notify the Payroll Office at payroll1@uncg.edu. The Payroll Department will issue a reversal at the University bank, which can take up to 10 business days. Once the funds have been received in the University bank account, Payroll will process an adjustment, which will credit the budget source and the employee’s earnings records.

**Replacement of Stolen or Lost Checks**

If a payroll check is stolen or lost, the employee to whom the check was drawn should contact the Payroll Department immediately.

Before action can be taken, the employee must execute an affidavit (in the presence of a Notary Public). Once the Payroll Department has secured the affidavit, a Stop Payment Notice on the lost or stolen check will be issued to the State Treasurer’s Office. *If the payroll check is found before the stop payment action has been put into effect, the Payroll Department must be contacted so the Stop Payment Notice can be canceled.*

When the Payroll Department is notified by the State Treasurer that the stop payment action has been put into effect, a replacement check can be issued (may take up to 10 days).

Please note that before a check can be issued to replace a forged check, the employee must sign, in the presence of a Notary Public, an affidavit attesting to the fact that the endorsement on the check is not that of the affiant.

4. **Forms, Tools, Etc.**

  *Direct Deposit “CANCELLATION” paper form*
  *Employee Self Service*
  *Human Resources policy*
5. Revision Table

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