UNCGenie Pay Information Access

- Go to the UNCG website at https://uncg.edu
- Click the UNCGenie icon in the upper right section
- Click **Enter Secure Area**
- Enter your **9-digit University ID** and **PIN**
    - If you do not have access to either of these, refer to the Payroll Quick Reference Guide for further instructions
- Click **Login**

Pay information may be viewed approximately four (4) business days prior to actual "Pay Date."

To view **Pay Information:**
- Click **Employee**
- Click **Pay Information**
- Click **Pay Stub**
- Select the year you chose to review and Click the **Display** button
    - This will display 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 will display Gross & Net Pay, Total Deductions, Check/Direct Deposit Number,
    - Bank Name & Acount Number as well as a breakdown of Earnings Type and Benefits, Deductions and Taxes

To view **Direct Deposit Bank Account Information**:
- Click **Employee**
- Click **Pay Information**
- Click **Direct Deposit Maintenance**
- Click the **Continue** button
    - This will display your current Bank Name, Routing Number, Account Number, Account Type & Status

To view **Earnings History** (beginning 07/31/08):
- Click **Employee**
- Click **Pay Information**
- Click **Earnings History**
- Select From Date month and year and To Date month and year and Click the **Display** button
    - This will display your Earnings Type, Total Gross and Total Hours