Payroll Guide for UNC-Chapel Hill Employees

Your pay is important to us at UNC Chapel Hill. This guide is designed to help you access resources related to monitoring and receiving your paycheck and related forms while working at UNC Chapel Hill. As a new employee it is important you review and complete the payroll checklist below.

Payroll Checklist

First Day of Hire
- ☐ Enter Tax Information
- ☐ Set Up Direct Deposit
- ☐ Opt Out of Paper W-2

Each Pay Period
- ☐ Log Time in TIM
- ☐ View Your Paystub

Year End
- ☐ View Year End Tax Forms

Enter Tax Information

When beginning your job at Carolina you will need to update your tax information. To do so log in to ConnectCarolina with your ONYEN and password. https://connectcarolina.unc.edu/

1. Click **Self-Service** at the top of the screen.
2. Click **My Pay and Taxes.**
3. In the left menu click **W-4 and NC Tax Information.**
4. Read the prompts and check your information listed in ConnectCarolina.
5. Enter the number of allowances you are claiming on your federal and state taxes.
6. Enter any additional amount you wish to be withheld from your paycheck.
7. Indicate your tax status as Single or Married.
8. Click **Submit.**

My Pay and Taxes

- View Paycheck
- **W-4 and NC4 Tax Information**
- Direct Deposit
- View W-2/W-2c Forms
- W-2/W-2c Consent
- Payroll Forms and Information

Set up Direct Deposit

All UNC Chapel Hill employees are required to have a checking account at a US credit union or banking institution to receive their paychecks. To set up direct deposit you need to register for 2-Step verification with Duo. Visit https://onyen.unc.edu and select **2-Step Verification for Duo** to register.

Then log in to ConnectCarolina with your ONYEN and password. https://connectcarolina.unc.edu/

My Pay and Taxes

1. Click **Self-Service** at the top of the screen.
2. Click **My Pay and Taxes.**
3. In the left menu click **Direct Deposit.**
4. Read the instructions and download the job aids located on the site. [Setting up Direct Deposit and Setting up Multiple Accounts for Direct Deposit]
5. Click **Verify with 2-Step** to access your direct deposit information.

- View Paycheck
- W-4 and NC4 Tax Information
- **Direct Deposit**
- View W-2/W-2c Forms
- W-2/W-2c Consent
- Payroll Forms and Information

You can set one account to receive all of your paycheck or you may split your paycheck between multiple accounts. Refer to the job aids for assistance in setting up direct deposit.

You will receive an email notification of your changes.

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking			Balance of Net Pay		999	✏	🗑

Add Account

You must set your primary account to "Balance of Net Pay" as a Deposit Type. In addition to receiving your paycheck to this account, University reimbursements and your Flexible Spending Account reimbursements go to the "Balance of Net Pay" account.
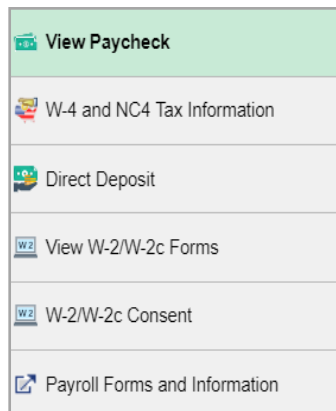
Opt Out of Paper W-2

You can opt out of receiving paper W-2 tax forms and retrieve current and previous electronic versions through the Self-Service module "**View W-2/W-2c forms**." Please refer to https://ccinfo.unc.edu/featured-resources/online-employee-tax-forms/ and select "Opting Out of Paper W-2 Forms".

1. Log in to ConnectCarolina with your ONYEN and password.
2. Click **Self-Service**.
3. Click **My Pay and Taxes** then in the left menu click **W-2/W-2c Consent**.
4. Check **Consent**.
5. Click **Submit**.

View Your Paystub

You may view an electronic pdf paystub when it is issued. To view your paystub log in to ConnectCarolina with your ONYEN and password. You will receive your first paycheck three to four weeks after your start date. You will receive an email notification the morning of payday.

1. Click **Self-Service** at the top of the screen.
2. Click **My Pay and Taxes.**
3. Click **View Paycheck** on the left menu.
4. Your paychecks will be ordered in order of newest to oldest issued.
5. To view an advice (direct deposit) click **View Paycheck** on the date you wish to view.

Log Time in TIM

All employees are responsible for entering their time through the Time Information Management System (TIM). TIM is the university's official record of employee timekeeping.

For computer based training and online resources for TIM visit https://finance.unc.edu/departments/training#pane-0-4

To log in to TIM:

1. Log in to ConnectCarolina with you ONYEN and password.
2. Click **Self-Service.**
3. Click **TIM.**

View Year End Tax Forms

You need to enroll in 2-Step Authentication with Duo to view your year end tax forms with UNC. Visit https://onyen.unc.edu and select **2-Step Verification for Duo** to register. Then log in to ConnectCarolina with your ONYEN and password.

1. Click **Self-Service** at the top of the screen.
2. Click **My Pay and Taxes.**
3. Click **View W-2/W-2c Forms.**

Select the form you would like to view and read the filing instructions.

Helpful Payroll Forms and Policies

Navigate to https://finance.unc.edu/policies-procedures-and-forms/ where you will be able to search for payroll policies and will also be able to access PDF versions of paper forms, such as Direct Deposit Authorization Forms which are located in **Procedure 1106.1**, Enrolling or Initiating Changes to Payroll Direct Deposit.

To view the payroll schedules visit https://finance.unc.edu/departments/strategic-sourcing-payment/payroll/schedules/

SHRA employees are paid biweekly while EHRA employees are paid monthly.

Contact

Onyen Online Services: https://its.unc.edu/onyen-services/

Payroll Services: payroll@unc.edu | 919-962-0047