

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

- Complete W-4 Online
- Complete NC-4 Online
- Set Up Direct Deposit
- Opt Out of Paper W-2

Each Pay Period

- Log Time in TIM
- View Your Paystub

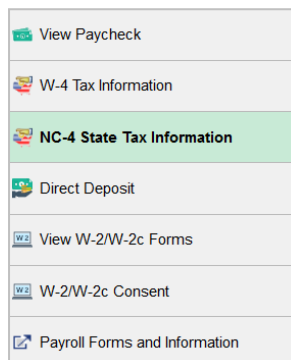
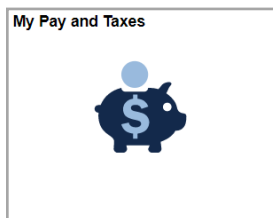
Year End

- View Year End Tax Forms

Enter Tax Information

When beginning your job at Carolina you will need to update your state and federal tax information by completing the W-4 and NC-4 tax forms. 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 Tax Information**
4. Read the prompts and check your information listed in ConnectCarolina.
5. Enter your tax withholding information as guided by the form or review [Finding and Updating your W-4 or NC-4 in ConnectCarolina](#).
6. Click **Submit**.



Repeat the process above to complete your NC-4 State Tax form by clicking **NC-4 State Tax Information**. Review the guide linked above for more information.

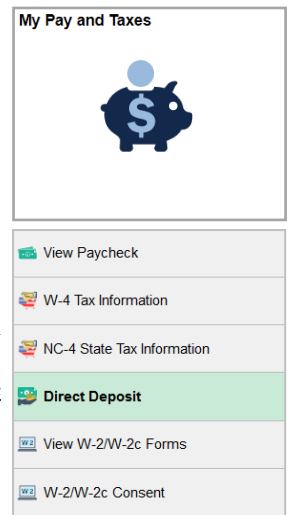
Set up Direct Deposit

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.

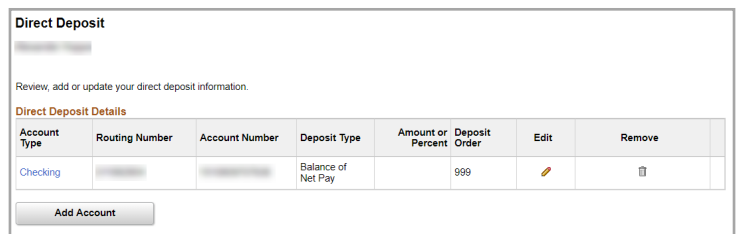
Then log in to ConnectCarolina with your ONYEN and password.

<https://connectcarolina.unc.edu/>

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.



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.

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

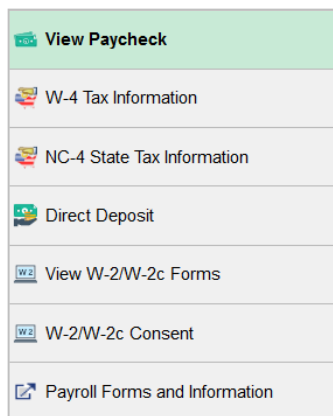
You can opt out of receiving paper W-2 tax forms and retrieve current and previous electronic versions through the Self-Service module “**View W-2/W-2c forms.**” Please refer to <https://cinfo.unc.edu/featured-resources/online-employee-tax-forms/> and select “Opting Out of Paper W-2 Forms”.

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.



View Paycheck

Review your available paychecks. Select the check date of the paycheck you would like to review.

Select Paycheck

| Check Date | View Paycheck | Company | Pay Begin Date | Pay End Date | Net Pay | Paycheck Number | PDF File |
|------------|-------------------------------|-----------------|----------------|--------------|---------|-----------------|----------|
| 05/24/2019 | View Paycheck | UNC Chapel Hill | 04/29/2019 | 05/12/2019 | | | ✓ |
| 05/10/2019 | View Paycheck | UNC Chapel Hill | 04/15/2019 | 04/28/2019 | | | ✓ |
| 04/26/2019 | View Paycheck | UNC Chapel Hill | 04/01/2019 | 04/14/2019 | | | ✓ |

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