Payroll Guide for UNC at Chapel Hill Employees

As a new employee it is important to review and complete the payroll checklist below. If you have questions or need additional support, contact Payroll Services by phone at 919-962-0046 or email at payroll@unc.edu.

Working Outside of North Carolina?

If are working for the University outside the state of North Carolina, you must complete the Notice of Employee Working Outside of North Carolina form and email it to MultistateTax@unc.edu to have the correct state taxes withheld from your pay.

Payroll Checklist

First Day of Hire

- ☐ Complete W-4 Tax Information
- ☐ Complete NC-4 State Tax Information
- ☐ Set Up Direct Deposit
- ☐ Opt Out of Paper W-2
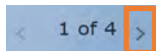
Each Pay Period

- ☐ Log Time in TIM
- ☐ View Paystub

Year End

- ☐ View Year End Tax Forms

Completing W-4 and NC-4 Tax Information

Update your state and federal tax information by completing the W-4 and NC-4 tax forms.

1. Log in to ConnectCarolina using your Onyen and password.
2. Click right arrow button until you reach the **Self-Service** page.

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3. Click the **My Pay and Taxes** tile.

4. Click the **W-4 Tax Information** tab or the **NC-4 State Tax Information** tab from the left menu.
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** button.

Important: Repeat these steps to ensure you have completed both the W-4 and the NC-4 State Tax Information online forms.

Setting Up Direct Deposit

All employees are required to have a checking account at a US credit union or banking institution to receive their paychecks.

1. Log in to ConnectCarolina using your Onyen and password.
2. Click right arrow button until you reach the **Self-Service** page.
3. Click the **My Pay and Taxes** tile.
4. Click the **Direct Deposit tab** in the left menu.
5. Read the instructions and download the job aids located on the page.
6. Click the **Verify with 2-Step** button to prompt 2-Step Verification. Click **Register for 2-Step** link if you have not set up 2-Step Verification.
7. Click the **Continue to DirectDeposit** button.
8. Click the **Add Account** button to add an account.
9. Complete the required fields.

   Important: Select the Deposit Type of **Balance of Net Pay** for your primary account. In addition to receiving your paycheck to this account, University reimbursements, and Flexible Spending Account reimbursements go to the "Balance of Net Pay" account.

10. Click the **Submit** button.

    Result: You will receive an email notification of changes made.

    Note: You can set one account to receive your entire paycheck or split your paycheck between multiple accounts.
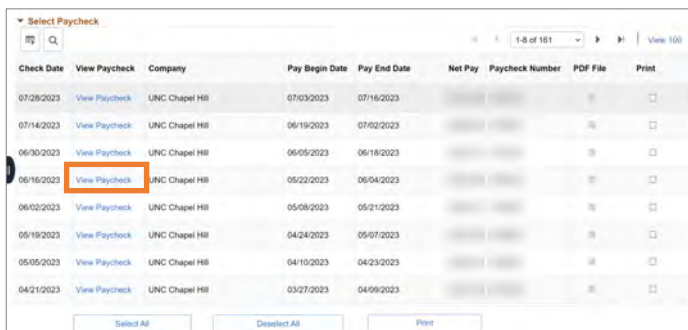
Opting Out of Paper W-2

You can opt out of receiving paper W-2 tax forms and review or download current and previous electronic versions through the Self-Service in ConnectCarolina.

1. Log in to [ConnectCarolina](#) using your Onyen and password.
2. Click right arrow button until you reach the **Self-Service** page.
3. Click the **My Pay and Taxes** tile.
4. Click the **W-2/W-2c Consent** tab from the left menu.
5. Mark the checkbox to consent after reviewing the information.
6. Click **Submit** button.

Viewing Your Paystub

SHRA employees are paid biweekly while EHRA employees are paid monthly. You may view or download an electronic pdf paystub when it is issued. You will receive your first paycheck three to four weeks after your start date and receive an email notification the morning of each payday.

1. Log in to [ConnectCarolina](#) using your Onyen and password.
2. Click right arrow button until you reach the **Self-Service** page.
3. Click the **My Pay and Taxes** tile.
4. Click the **View Paycheck** tab from the left menu.
5. Click the **View Paycheck** link of the paystub you want to view or download.

Result: A popup window/internet tab will appear displaying the paystub.

Note: Paystubs are ordered based on the date issued from newest to oldest. For payroll schedules, visit the [Payroll Preparation and Distribution webpage](#).

Logging Your Time in TIM

Time Information Management (TIM) system is the University's official record of employee timekeeping. All employees are responsible for entering their time into the TIM System (TIM). Follow the steps below to access TIM:

1. Log in to ConnectCarolina using your Onyen and password.
2. Click right arrow button until you reach the **Self-Service** page.

3. Click **TIM** tile.

   Result: The TIM system will open in a new internet tab/window.

   Note: For additional training and resources on TIM, visit the [Finance & Budget Training and Development webpage](#).

Viewing Year End Tax Forms

1. Log in to [ConnectCarolina](#) using your Onyen and password.
2. Click right arrow button until you reach the **Self-Service** page.
3. Click the **My Pay and Taxes** tile.
4. Click the **View W-2/W-2c Forms** tab from the left menu.
5. Read the instructions and download the job aids located on the page.
6. Click the **Verify with 2-Step** button to prompt 2-Step Verification. Click **Register for 2-Step** link if you have not set up 2-Step Verification.
7. Click the **Continue to W-2 Page** button.
8. Click the **Year End Form** link to view the W-2 or the **Filing Instructions** link to review details of how to file the W-2.

   Result: The W-2 information will appear in a new internet tab/window.

Additional Resources & Support

- Payroll policies and related forms, visit the University's [Policy Repository](#).
- Onyen support, visit the [Onyen Services webpage](#).