

# HOW TO GET PAID

## QUICK REFERENCE GUIDE - SETTING UP/CHANGING YOUR DIRECT DEPOSIT INFORMATION

**1** Access MY UNC Charlotte at:

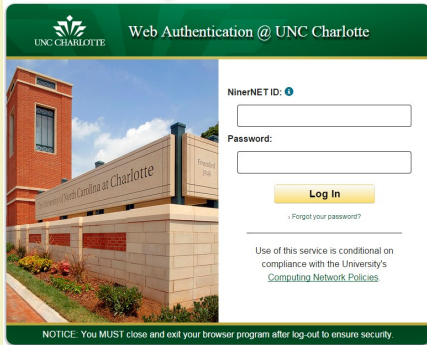
<https://my.uncc.edu/>

Log in with your **NinerNet** credentials



**2**

Click on the **Direct Deposit** link under the **Banner Self Service** menu



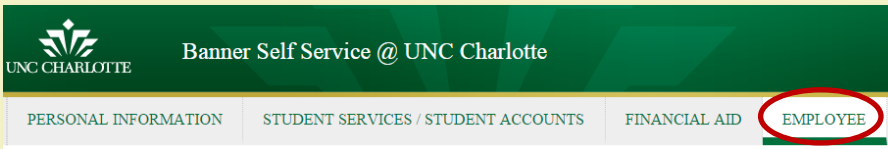
### Banner Self Service

Self Service Main Menu

- » [Pay Stub](#)
- » [Web Time Entry](#)
- » [Direct Deposit](#)

**3**

Click on the **EMPLOYEE** tab at the top navigation bar



**4**

Click on **Pay Information**

### Employee Information

#### Benefits and Deductions

View your retirement plans, Health insurance information, NC Flex information, and more.

#### Pay Information

View your Direct Deposit Payment details; View your Earnings and Deductions History;

**5**

Click on **Direct Deposit Enrollment and Changes**

### Pay Information

- [Direct Deposit Payment Details](#)
- [Direct Deposit Enrollment and Changes](#)

**6**

Review the Terms and Conditions and click **CONTINUE**

**Choose Applicable Payment Type:** Choose the payment description below that "Payments" should be selected unless you would like to establish a different bank account and click "Add Account".

- All Payments** - Select for all payments (payroll and account payable) to be deposited.
- Payroll (employee salary and wage payments)** - Select only if you wish for your payments.
- Accounts Payable (student refunds, travel and expense reimbursements)** - Select if you have a different account than your Payroll payments.

[Add Account](#)

**7**

Enter your account information, select the radio button for **ALL PAYMENTS**, and click **ADD ACCOUNT**

#### NEW ENROLLMENT:

Employee and Student Agreement: I understand that I am responsible for all direct deposit reimbursements, student refunds, and net financial aid disbursements. I acknowledge that I am responsible for inactivating all direct deposit accounts in Self Service.

I acknowledge that electronic payments to this account (OFAC). I affirm that the entire payment amount will be deposited to this account.

If UNC Charlotte deposits funds to my account, I acknowledge my responsibility to verify deposits on a per-transaction basis.

I understand that it is my responsibility to notify the University if I do not wish to receive payments electronically based on my account information. I will only provide a replacement payment AFTER the University has been notified.

#### CHANGE TO CURRENT ENROLLMENT:

Changes to account information will be effective immediately.

By clicking on "Continue" below I agree to the terms and conditions of the agreement.

[Continue](#) [Return to Main Menu](#)