North Carolina Agricultural and Technical State University

Payroll Quick Reference Guide

Sign-In Aggie Access Employee Dashboard

You must be an ACTIVE NC A&T employee to use the Employee Dashboard. With your Banner ID Number:

- Login to [Aggie Access Employee Dashboard]() using your NC A&T credentials

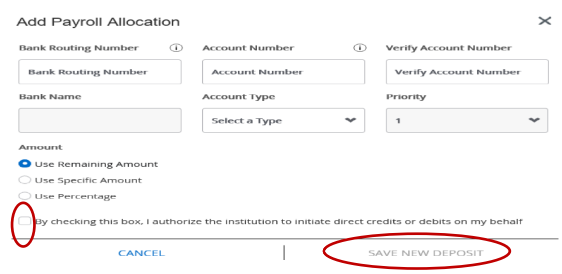
Direct Deposit

TO VIEW:

- In the **Pay Information** section, select **Direct Deposit Information**
- View displayed **Net Pay Distribution**

TO ENROLL with Single Bank Account:

- In the **Pay Information** section, select **Direct Deposit Information**
- Select **Direct Deposit Information**
- Go to the **Proposed Pay Distribution** section
- Select **Add New** (+) Add New
- Enter **Bank Routing and Account Numbers**
- Select **Checking** or **Savings**
- Select **Use Remaining Amount**
- Check the **Authorization** box
- Click **Save New Deposit**

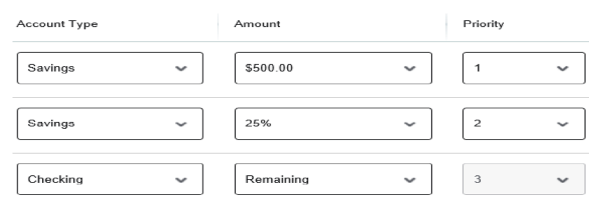


TO ENROLL with Multiple Bank Accounts:

❖ Net Pay Distribution can be allocated in up to 3 bank accounts
❖ One account must be established as Use Remaining Amount

- **First Set Up**
  Primary Account - Use Remaining Amount:
  - In the **Pay Information** section, select **Direct Deposit Information**
  - Go to the **Proposed Pay Distribution** section
  - Select **Add New** (+) Add New
  - Enter **Bank Routing and Account Numbers**
  - Select **Checking** or **Savings**
  - Select **Use Remaining Amount**
  - Check the **Authorization** box
  - Click **Save New Deposit**

Multiple Accounts Setup Example



Account Type	Amount	Priority
Savings	$500.00	1
Savings	25%	2
Checking	Remaining	3

- **Then Set Up**
  Second and Third Accounts - Use Specific Amount or Use Percentage:
  - Select **Add New** for the next bank account
  - Enter **Bank Routing and Account Numbers**
  - Select **Checking** or **Savings**
  - Select **Use Specific Amount** or **Use Percentage**
    - If selected **Use Specific Amount,** enter the desired flat dollar amount
    - If selected **Use Percentage,** enter the desired percentage
  - Check the **Authorization** box
  - Click **Save New Deposit**

TO ENROLL for Accounts Payable:

❖ Employees receiving business expense reimbursements and for some students receiving a student payment (i.e., scholarships/stipends), you may elect one (1) bank account for Accounts Payable direct deposit ⓘ Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

- In the **Pay Information** section, select **Direct Deposit Information**
- Go to the **Accounts Payable Deposit** section
- Select **Add New** (+) Add New
- Enter **Bank Routing and Account Numbers**
- Select **Checking** or **Savings**
- Check the **Authorization** box
- Click **Save New Deposit**

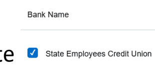
Direct Deposit (continued)

TO DELETE or UPDATE:

❖ You must DELETE an existing account, if your change impacts the bank routing and/or account numbers

Deleting:

- In the **Pay Information** section, select **Direct Deposit Information**
- Select **Proposed Pay Distribution** section
- Select **Check Box** to the right of the Bank account you wish to delete



- Click the **Delete** icon Delete
- Select **Delete** again at pop-up message

Updating Use Specific Amount or Percentage:

- In the **Pay Information** section, select **Direct Deposit Information**
- Select **Proposed Pay Distribution** section
- Increase or decrease the **Flat Dollar Amount** or **Percentage** (for established account)
- Check the **Authorization** box
- Click **Save New Deposit**

TAXES

TO VIEW:

- In the Pay Information section, select **Taxes**
- **Federal** and **North Carolina** tax withholding certificate information is displayed on the bottom left of the page

TO UPDATE:

- In the My Activities section, select **Employee Menu**
- Select **Tax Forms**
  - For **Federal Tax**
    - Select **Update** in the Federal Tax section
    - Enter desired information and select **Certify Changes**
    - Click **OK**
  - For **North Carolina Tax**
    - Select **Update** in the North Carolina Tax section
    - Enter desired information and select **Certify Changes**
    - Click **OK**

W-2 WAGE AND TAX STATEMENTS

TO DESIGNATE OR REVOKE ELECTRONIC CONSENT:

- In the Pay Information section, select **Taxes**
- Select **Electronic Regulatory Consent**
- **Check** box to Consent or uncheck to Revoke
- Select **Submit**

TO VIEW OR PRINT:

- In the Pay Information section, select **Taxes**
- Select the **W-2 Wage and Tax Statement**
- Select **Tax Year**
- Click **Display**
  - To print:
    - Click **Printable W-2**

PAYROLL ADDRESS CHANGES

❖ You must maintain a CURRENT mailing address for payroll purposes

TO VIEW:

- Select **My Profile** My Profile
- Under **Personal Information**, Addresses will be displayed

PAYROLL ADDRESS CHANGES (continued)

TO ADD NEW:

- Select **My Profile** My Profile
- In the Addresses section, click the **Edit** icon
- In the Addresses section, select **Add New**
- Select **Type of Address** (Establish a Mailing Address type for payroll purposes)
- Enter required information and select **Add**

TO UPDATE:

- Select **My Profile** My Profile
- Under **Personal Information**, Addresses will be displayed
- In the Addresses section, click the **Edit** icon
- In the Addresses section, click the **Edit** icon for the **Mailing Address**
- Enter required information and select **Update**

CAUTION! By selecting the icon, you are deleting the selected address