North Carolina Agricultural and Technical State University

Banner Employee Self-Service
Division of Business & Finance
University Controller Office
Payroll and Accounts Payable Forms

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Employee Self-Service Acceptance Disclaimer for Payroll Forms

An employee that elects to utilize the Aggie Access Employee Dashboard (employee self-service) portal to manage payroll and accounts payable form processes substantiates your acceptance of the university, state and federal regulations and guidelines that govern each action (i.e., direct deposit, and state and federal tax withholding certificates). Further, it is the sole responsibility of the employee to ensure that all information entered in the ESS portal is accurate and true to the best of your knowledge. In addition, the employee must guarantee that all security protocols as established by the division of information technology service is followed to safeguard the sensitive and confidential information housed in the system.

Furthermore, the university is not liable for data entered erroneously by the employee that did not result in the expected outcome. The employee is responsible to complete setup and/or update entries in accordance to the established payroll office cut-off schedule. Entries made outside of the established payroll submission schedule may not be captured for the intended payroll period and therefore, not at the fault of the university or the payroll office staff for pay to an incorrect bank account or the amount of tax withholdings deducted. *With regards to direct deposit, if incorrect account information is entered, it can take up to seven business days from payday for the funds to be returned to the university and an additional period before a paper check can be generated and paid to you.*

Moreover, an employee's use of ESS to setup or update direct deposit information for pay is certification that you agree to the below authorization agreement. The university reserves the right to terminate direct deposit activity, if determined it jeopardizes the security of employee data, pay receipt and/or Banner system.

"**Authorization Agreement:** By using ESS for direct deposit, I authorize the NC A&T and UNC System Shared Services Center to initiate direct deposit entries each pay period to the financial institution and account identified in the employee self-service portal for payroll. If the payroll transmission fails based on incorrect or outdated information, I understand that North Carolina A&T State University can only provide a replacement payment AFTER a refund from the financial institution has been received. I further understand and accept the conditions of participation in the direct deposit program. This authority will remain in effect until one of the following events occurs: (1) the University receives written notification from me to terminate in such time and such manner as to afford the University a reasonable opportunity to act on it, (2) the bank closes my account, (3) the University cancels this agreement, or (4) I fail to update direct deposit information after a break in service and non-pay is the result. NC A&T has the right to retract and correct payments, as necessary. Conclusively, NC A&T reserves the right to terminate direct deposit activity, if determined it jeopardizes the security of employee data, pay receipt and/or the Banner system."

Multiple Bank Account Allocation for Direct Deposit

Your direct deposit for payroll can be allocated to one primary bank account or for a maximum up to three (3) different bank accounts. An employee cannot have more than three bank accounts to manage your direct pay. It is the employee's responsibility to ensure that your direct deposit setup is designate accurately for pay. Failure to do so will require intervention by the University Payroll Office to terminate account setup and/or require a paper form be completed with supporting documentation to manage your direct deposit.

Bank Account Type Options

Bank accounts must be established as a *checking* or *savings* account. Use of any other type of account that does not function as a checking or savings may impact your receipt of funds through direct deposit and/or be rejected by the State when the deposit file is generated for payroll. When setting up multiple bank accounts for direct deposit you are responsible to ensure the correct account type corresponds appropriately.

Multiple Account Amount Options

There are three methods you can elect to handle your pay allocation when using multiple bank accounts.

1. Use Remaining Amount*
2. Use Specific Amount (flat dollar amount)
3. Use Percentage

***Important Note:** One direct deposit bank account must always be established as "*Use Remaining Amount.*" This account will receive the final deposit of your net pay after all other account allocations is distributed. More detailed instructions for use is explained in the direct deposit setup section of this document.

Multiple Account Priority Statuses

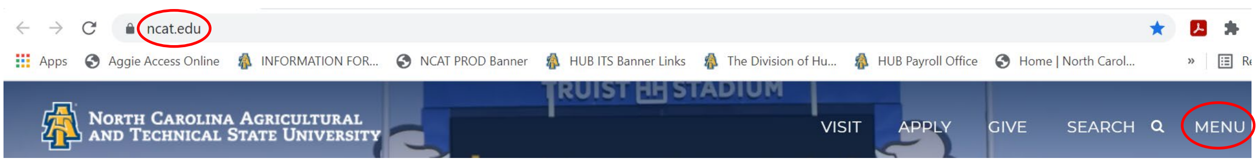
When entering multiple bank accounts, your primary account's priority status for the ***remaining pay*** will adjust with each secondary account entered that the primary account receives the final deposit of your net pay. Refer to the below example under the Setting-Up Payroll Direct Deposit section of this document.

Initial Enrollment Setup for Payroll Direct Deposit

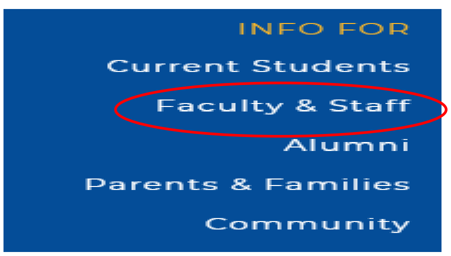
The set-up to receive direct pay for payroll wages is not supported by a pre-notification process. Therefore, once you enter your banking information in the employee self-service portal, direct deposit is active and payable based on the account information you entered in the system. **It is critically important that you enter accurate bank information to avoid payment delays. If incorrect account information is entered, it can take up to 5 business days from payday for the funds to be returned to the university and an additional period before a paper check can be generated and paid to you.**

You can setup your direct deposit through the Aggie Access Employee Dashboard.

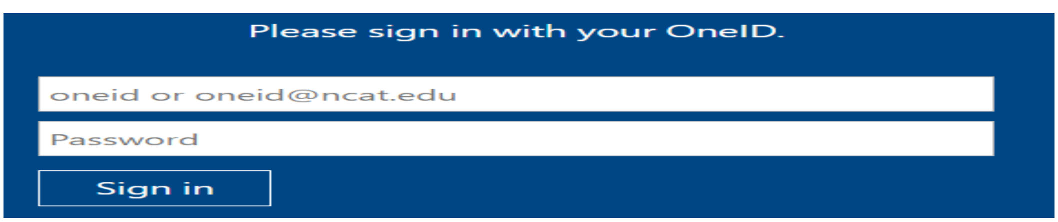
- NCAT.EDU
- Menu



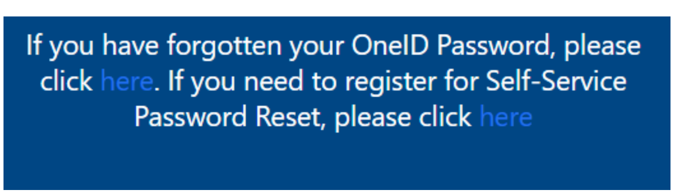
- Click on **INFO FOR: Faculty and Staff**



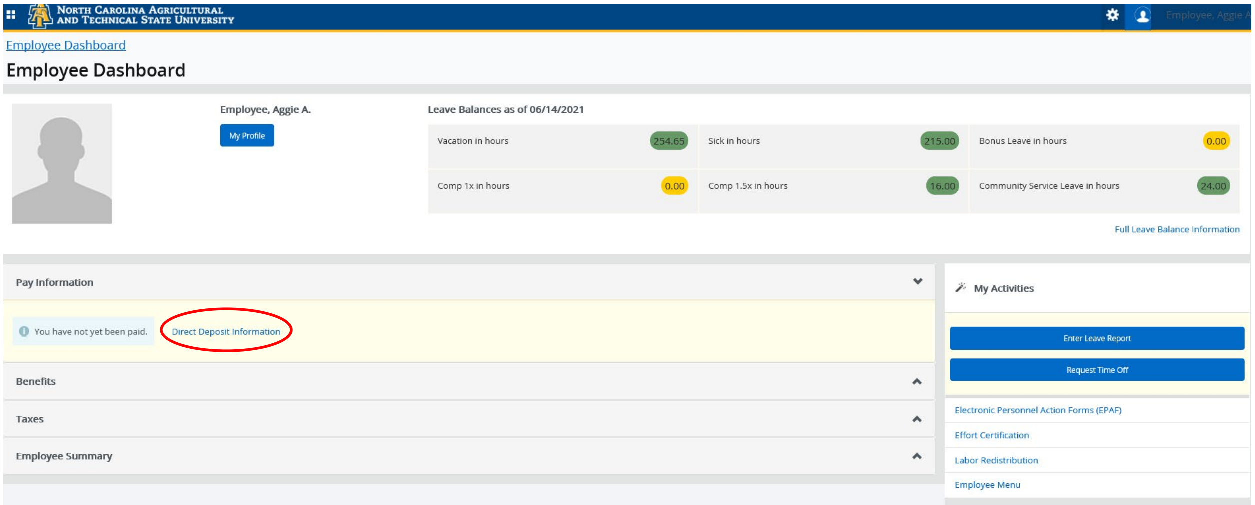
- Select Aggie Access Employee Dashboard on the main Information for Faculty and Staff landing page
- Enter your **OneID and password** information to sign-in



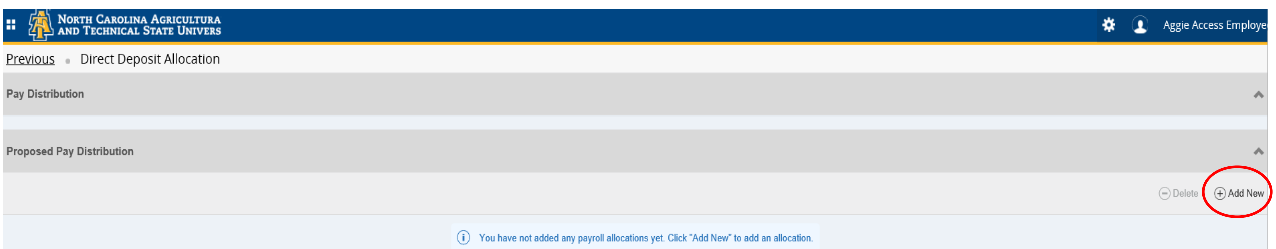
Important Note: The University Payroll Office cannot assist with system access. If you experience issues with signing in or have forgotten your password, you must follow the instructions on the sign-in page.



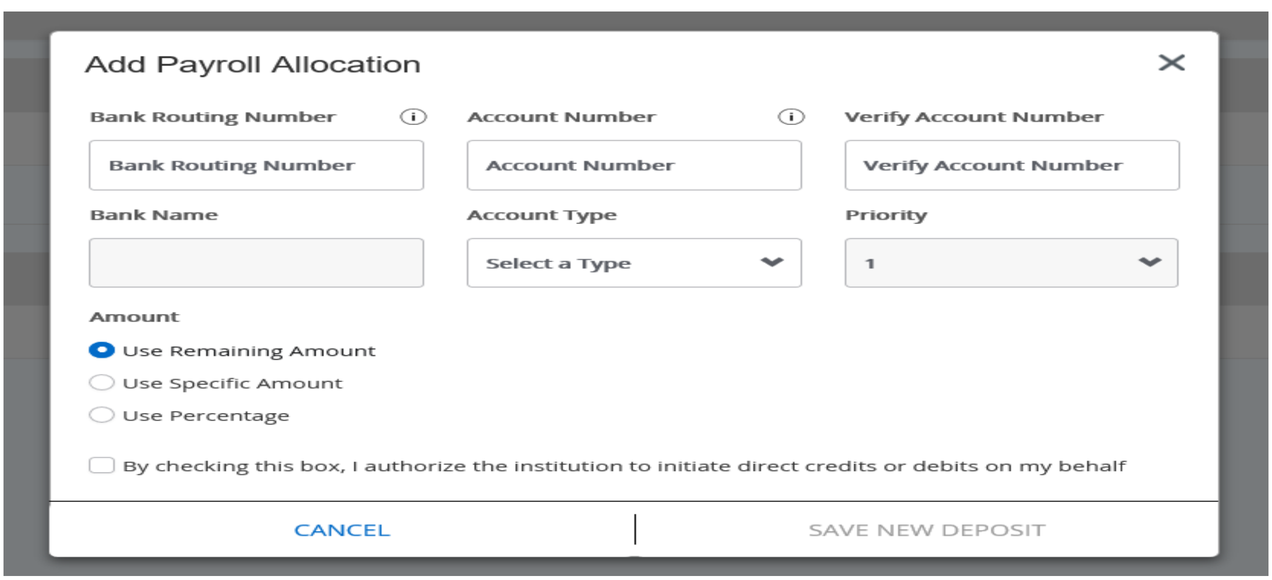
Once logged in, the Employee Dashboard page will display. Click on the **Direct Deposit Information** under *Pay Information* to enter your banking information.



Employees can add payroll direct deposit allocations for up to three bank accounts by clicking the ***Add New*** button on the ***Proposed Pay Distribution*** section.



The **Add Payroll Allocation** window will open. Here is where you enter your banking information.

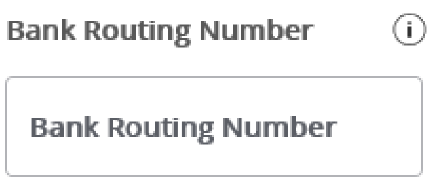


You must designate how to manage your direct deposit pay. To enter multiple direct deposit accounts **you must set-up your primary account first with *Use Remaining Amount*** that after secondary accounts for a specific amount or percent are established the remaining of your net pay deposit goes to that primary account.

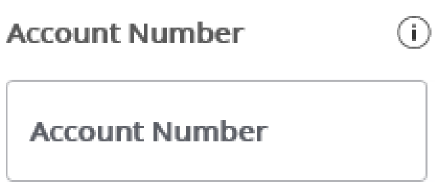
Please find below brief descriptions of each required field and how to manage one primary or multiple accounts setup.

Sample Check Icon "i"
Select this icon to view an image of a sample check that displays the locations of the bank routing number and account number on a check.

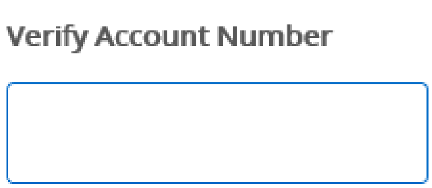
Bank Routing Number
Enter a valid Bank Routing number for your institution. Valid bank routing numbers for the United States can contain up to 9 characters.



Account Number
Enter a valid bank Account Number. Valid bank account numbers for the United States can contain up to 17 characters.



Verify Account Number
Re-enter your valid bank Account Number. The system will give you an error message if the bank account number does not match in both fields (i.e., Account Number and Verify Account Number).

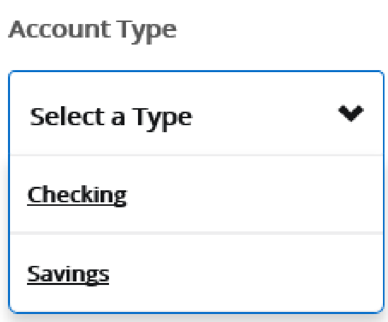


Bank Name

The Bank Name should automatically populate when you enter the bank routing number. **If it does not populate with your bank name, cancel the pay allocation process in the Employee Dashboard and contact the University Payroll Office at 336.334.7888.** It may be that your bank FDIC update has not been established for deposit pay in the University's system. This must be done in the system before you complete your entry.

Account Type Drop-down List

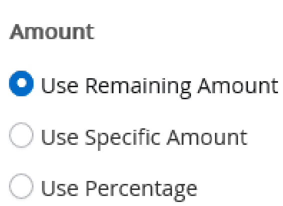
Use this drop-down list to select either checking or savings for the Payroll direct deposit allocation. Note 1: If you are allocating pay to a Money Market account, you must valid with your bank if it is considered a checking or savings account. Most are generally a savings account.



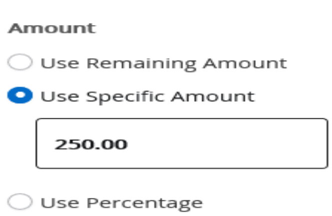
Amount Radio Button Group

The payroll Amount is designated as Remaining, Specific, or Percentage.

- **Use Remaining Amount** – Select this option button to deposit the amount of money remaining after the prior allocations are deposited into the designated secondary accounts or when establishing pay allocation for the total direct deposit amount in one bank account.



- **Use Specific Amount** – Select this option button to deposit a specific amount of money into the designated account. Enter the dollar amount in the **'Amount'** input field. Valid values are 0.01 to 99999999.99.



• **Use Percentage** – Select this option button to deposit a percentage amount of money into the designated account. Enter this amount in the **Percentage %** input filed

Amount

- ○ Use Remaining Amount
- ○ Use Specific Amount
- ◉ Use Percentage

25 %

Priority List Field

This drop-down list is to set-up the priority for direct deposit allocation. The system will automatically set the account priority status for the direct deposit pay allocation. The primary account for direct deposit pay must be established first using the Use Remaining Amount radio button group option. With each additional account, the system will adjust the priority status for your net pay allocation.

Note 2: The system will give you an error message if you try to designate a specific amount or percentage account before Use Remaining Amount is set-up.

> One account must have "Amount" set to "Use Remaining Amount." Please correct this to proceed.

When entering multiple bank accounts, your primary account's priority status for the *remaining pay* will adjust with each secondary account entered that the primary account receives the final deposit of your net pay. **Refer to the below set-up example.**

1. Primary account set-up first. This can be a checking or saving bank account.

Account Type	Amount	Priority
Checking	Remaining	1

2. Secondary account number 1 setup for a specific dollar amount. Once saved, the priority status adjusts. This can be a checking or saving bank account.

Account Type	Amount	Priority
Savings	$500.00	1
Checking	Remaining	2

3. Secondary account number 2 setup for a percent. Once saved, the priority status adjusts. This can be a checking or saving bank account.

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

Note 3: If your net pay amount is insufficient for the system to allocate the specific amount or percent designated, the total net pay will be deposited to the primary Remaining Amount account.

Disclaimer Check Box
Check this box to acknowledge the disclaimer message that the university has authorization to initiate direct credits or debits on your behalf.

☑ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Save New Deposit
Use this button to save any pending additions or changes made in the proposed pay section. **This option is not enabled until the Disclaimer check box is checked.**

CANCEL | SAVE NEW DEPOSIT

Once all required fields have been updated and the deposit saved, this information will be shown under ***Proposed Pay Distribution***.

Updating Direct Deposit Accounts

Deleting an Account

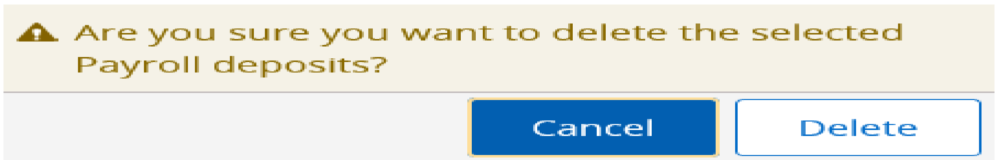
Employees can delete their existing direct deposit account by selecting the check box in front of the account to be deleted and clicking the Delete button.

Select the **check box** next to the account to be deleted.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority
☑ State Employees Credit Union	xxxxx7049	xxxxxxx8910	Checking	Remaining	1

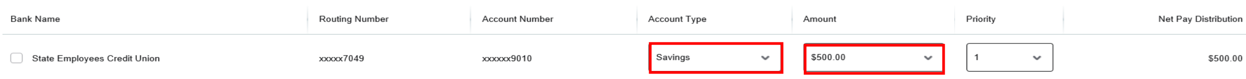
Click the **Delete** button.

The *"Are you sure you want to delete the selected Payroll deposits?"* message is displayed. Click the **Delete** button in the notification window to remove the account.

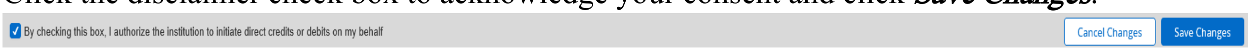


Editing or Updating an Account

Employees can update the Account Type or Amount fields under ***Proposed Pay Distribution*** by entering changes directly into the field option to be edited.



Click the disclaimer check box to acknowledge your consent and click ***Save Changes***.



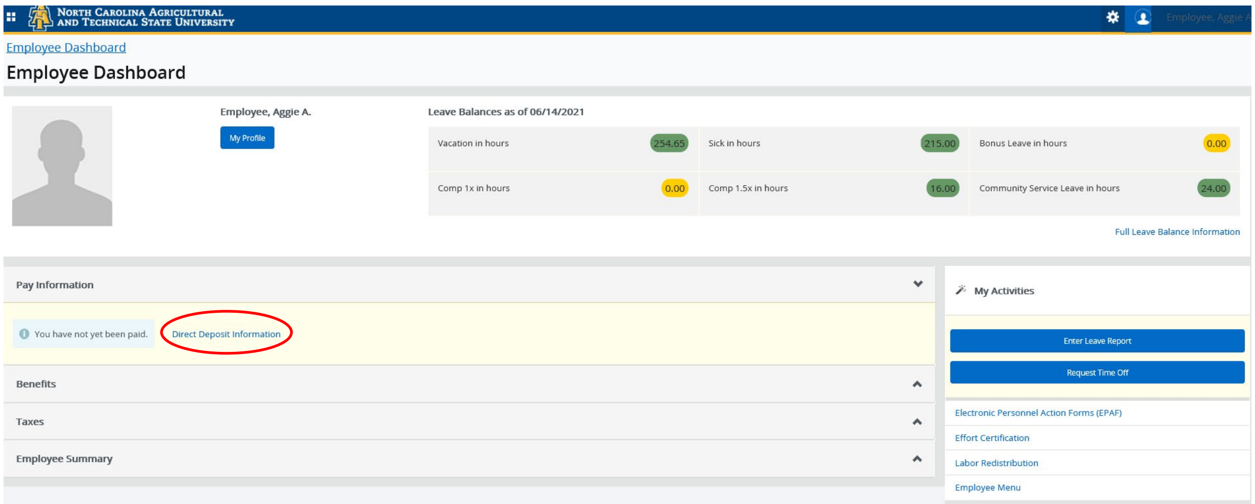
The *Saved Successfully* message will appear in the upper right corner of your screen.

Email Notification

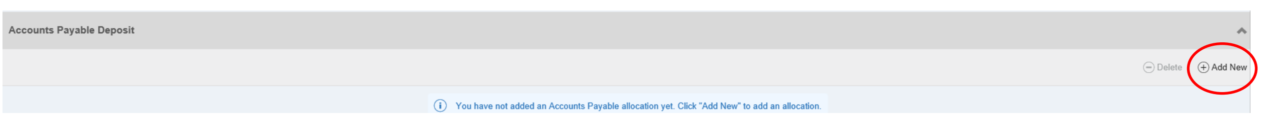
Each addition, edit or deletion that impacts the routing number and/or account number, you will receive a system generated direct deposit change notification to your ncat.edu email address. If you do not receive this email, please contact the University Payroll Office at 336.334.7888.

Initial Enrollment Direct Deposit for Accounts Payable

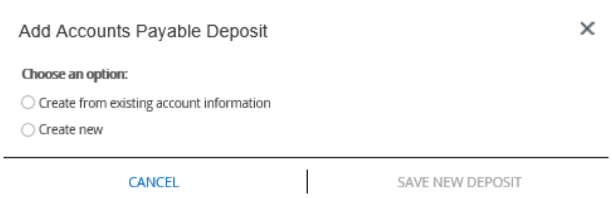
Once logged in, the Aggie Access Employee Dashboard page will display. Click on the **Direct Deposit Information** under *Pay Information* to enter your banking information.



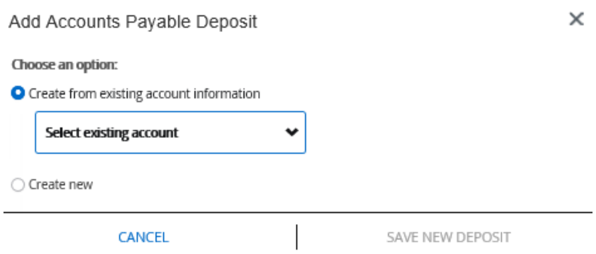
Employees can add direct deposit allocation for one bank account by clicking the ***Add New*** button on the ***Accounts Payable Deposit*** section.



Once the *Add Accounts Payable Deposit* option box appears, you can elect to create by using an existing account information as established under your payroll deposit or by creating a new account that has not been setup for payroll deposit. **Click the appropriate radio button.**

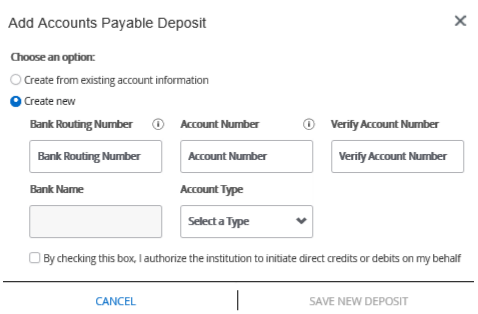


If you elect to use an existing account already established for payroll distribution, select **Create from existing account information** and select the account of choice.



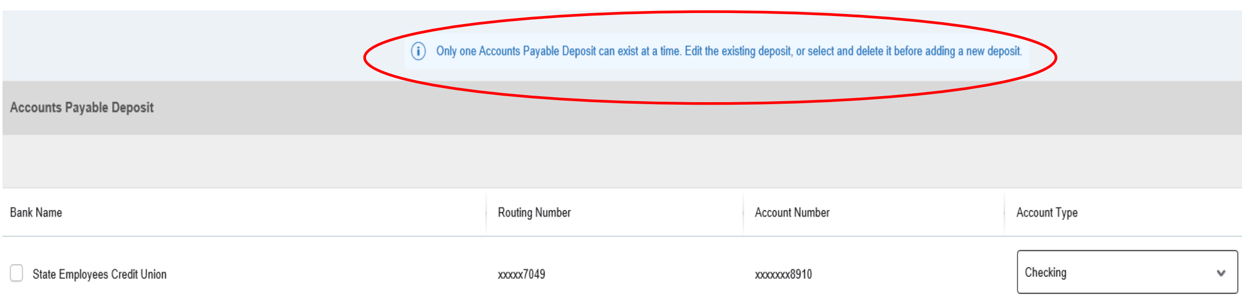
Check the **certification** box and click on **SAVE NEW DEPOSIT**.

If you elect to enter a new account that is not currently established for payroll distribution, select **Create new** and enter your banking information.



Check the **certification** box and click on **SAVE NEW DEPOSIT**.

Only one Accounts Payable Deposit account can exist at a time.

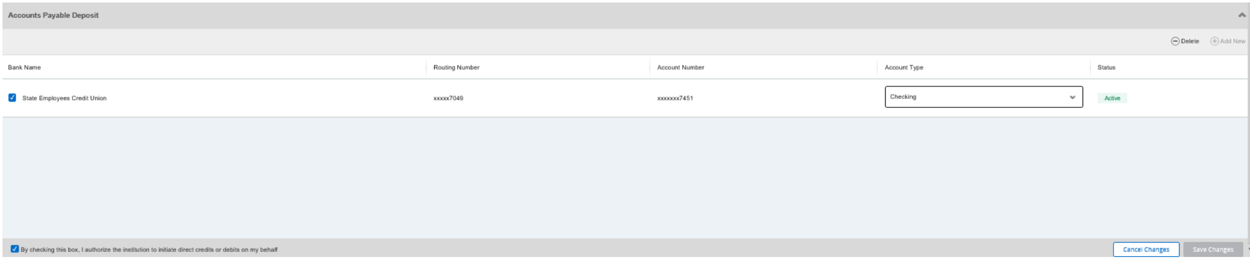


Email Notification

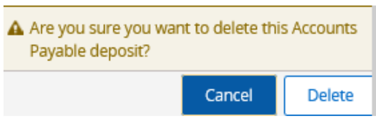
Each addition, edit or deletion that impacts the routing number and/or account number, you will receive a system generated direct deposit change notification to your ncat.edu email address. If you do not receive this email, please contact the University Payroll Office at 336.334.7888.

Update/Delete Accounts Payable Deposit Account

To change your Accounts Payable direct deposit account, you will be required to delete the existing account information. To Delete the current account on record, you will check the box beside the bank name and click on Delete button at the top right of the accounts payable section.



You will receive a certification message to confirm you intend to delete this deposit account information. Select **Delete**.



Employee Self-Service Tax Withholding Certifications

Upon hire, the federal tax (W-4) and state (NC-4) withholding for all new employees are set to the default withholding status of "Single" for federal and "Single" with "0" allowance exemptions for state in accordance with tax regulations. If an *eligible employee** wishes to amend your federal and/or state withholding status to something other than the established default settings, you must utilize the **Aggie Access Employee Dashboard** to make these changes. Otherwise, the tax withholdings will remain under the default statuses until amended by you.

* **Eligible Employee refers to an employee that is not restricted by the Internal Revenue Service (IRS) or the North Carolina Department of Revenue (NCDOR) with a mandated filing status and/or exemption allowances.** Under these restrictions, an F-1 and/or J-1 visa holder is limited to a certain filing status as long as the visitor remains a Non-Resident Alien for tax purposes. In addition, employees that may be under an IRS Lock-In Letter will not have the ability to make any amendments to the W-4 form through Aggie Access Employee Dashboard.

Limitations for F-1 and J-1 Visaholders

F-1 and J-1 students, and J-1 professors, short-term scholars and researchers that is considered a *Non-Resident Alien* for tax purposes in the United States must complete a paper W-4 and NC-4 NRA tax withholding certificate form. *Please do not use the Aggie Access Employee Dashboard to amend your tax withholding status for payroll processing. Doing so, will require audit changes by the University Payroll Office.*

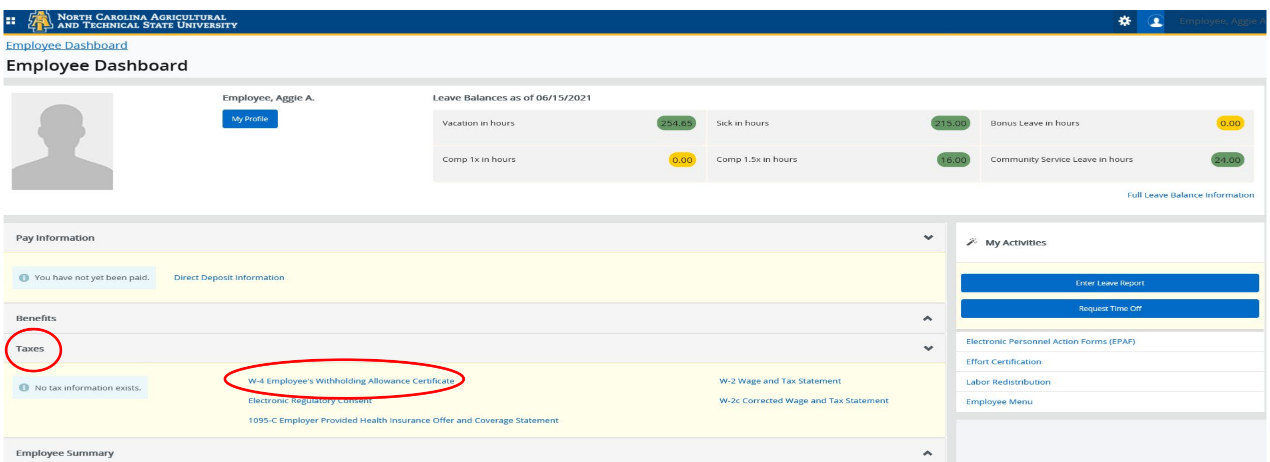
Once the employee is considered a *Resident Alien* in accordance to the Substantial Presence Test guidelines or changes to a legal status in the U.S. that is no longer restricted by IRS and NCDOR withholding guidelines, the employee should notify the University Payroll Office that restrictions can be removed and you can utilize the Aggie Access Employee Dashboard to make future amendments.

The University Payroll Office bears the responsibility to monitor and make necessary edits to an employee's withholding certification status to ensure that the university remains compliant with federal and state regulations.

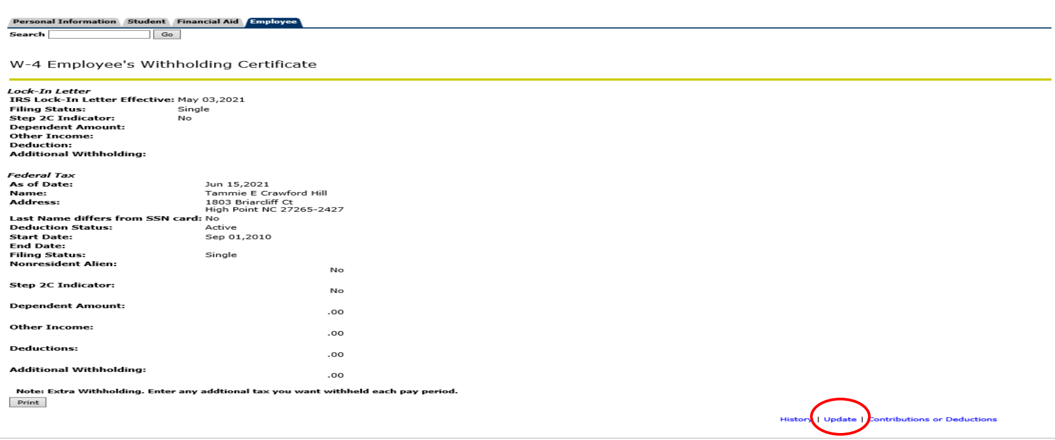
Please direct all questions to the University Payroll Office at payroll@ncat.edu.

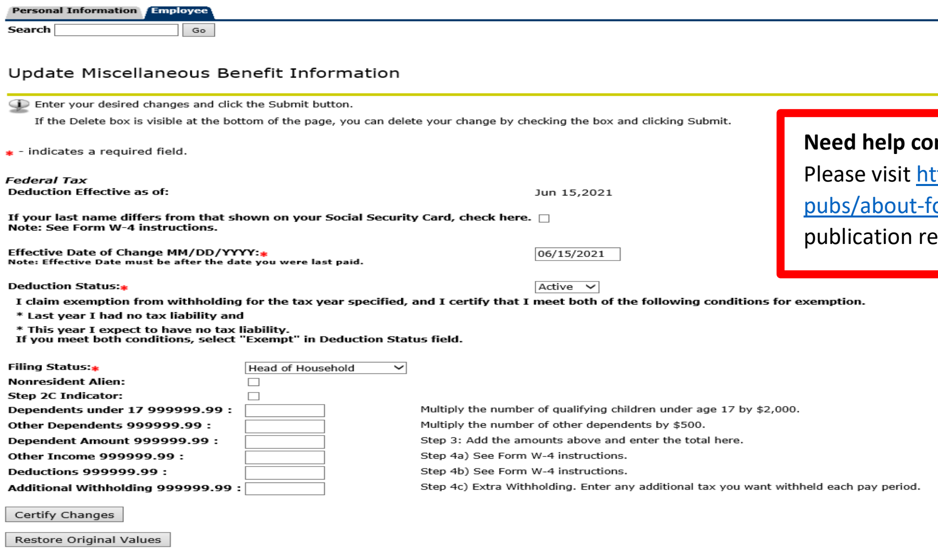
Updating Federal Tax Withholding Certificate

Eligible employees can update their existing federal tax information online through the **Aggie Access Employee Dashboard** will display. Click on the **Taxes** under *Pay Information*, then select the **W-4 Employee's Withholding Allowance Certificate** option.



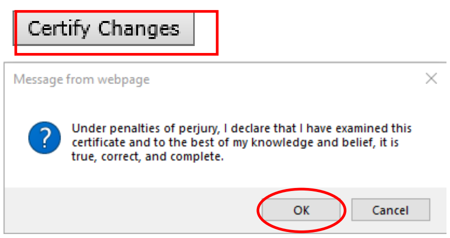
The W-4 Employee's Withholding Certificate will reflect your current filing setup for payroll processing. Select ***Update*** to amend your Form W-4.





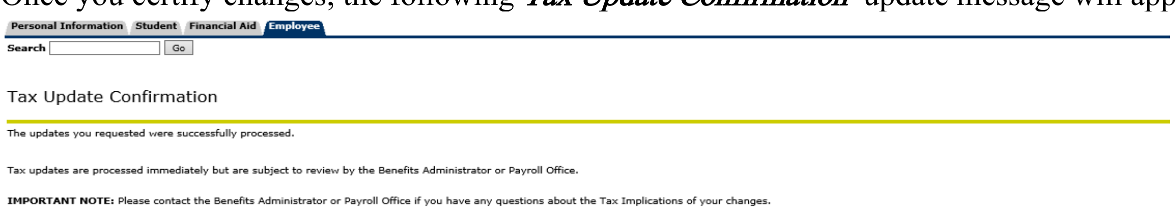
Need help completing the Form W-4?
Please visit https://www.irs.gov/forms-pubs/about-form-w-4 for online tools and publication resources.

After populating the online Form W-4, click ***Certify Changes*** and select **OK** in the **Message from webpage** pop-up box.



Note 2: If it is your intent to claim qualifying dependents in Step 3 of the Form W-4, you must add together the amounts for **Dependents under 17** and **Other Dependents,** and enter the total dollar amount on the line indicated for ***Step 3: Dependent Amount 999999.99***. Otherwise, the system will not calculate the benefit. All entries subject to Step 3 and Steps 4a), 4b), and 4c) must be entered in the assigned dollar field related to each item.

Once you certify changes, the following ***Tax Update Confirmation*** update message will appear.



Note 3: An employee will <u>**not**</u> be able to update or edit the Form W-4 through the Aggie Access Employee Dashboard, when an IRS Lock-In Letter is *Active* under the regulatory requirements from the Internal Revenue Service. Please contact the Payroll Office at 336.334.7888. The below alert message will appear.

⚠ W-4 may not be changed when an IRS Lock-In Letter is Active. Please contact administrative office.

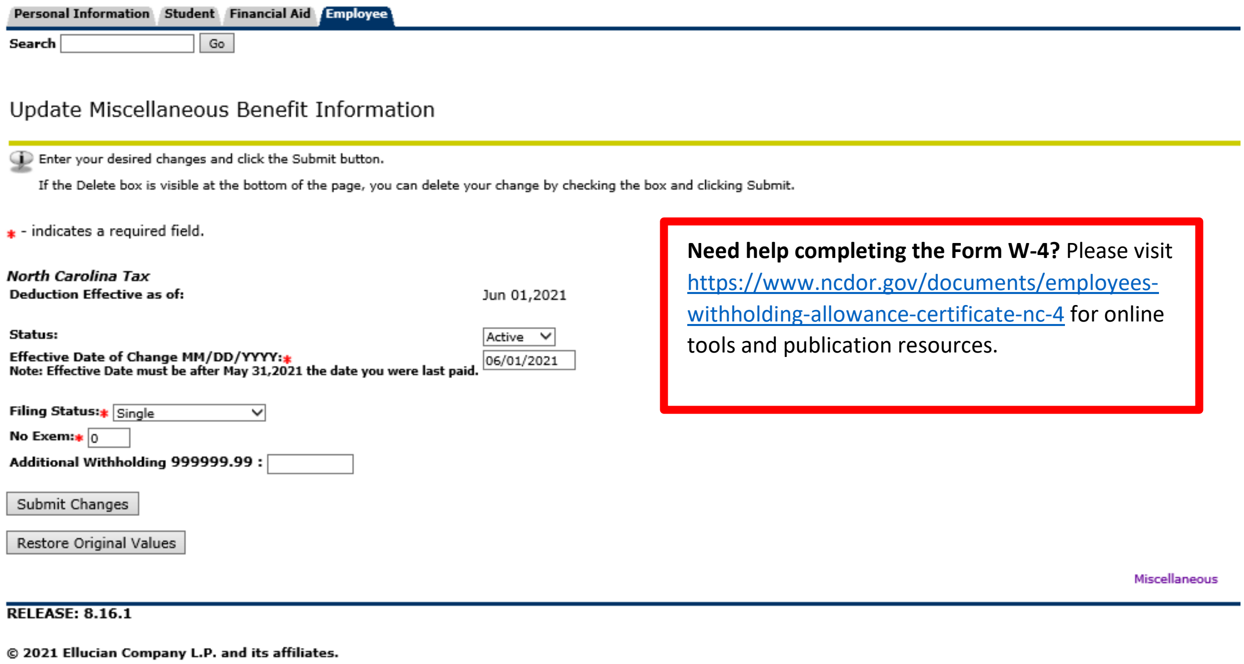
Lock-In Letter

IRS Lock-In Letter Effective:	May 03,2021
Filing Status:	Single
Step 2C Indicator:	No
Dependent Amount:	
Other Income:	
Deduction:	
Additional Withholding:	

Updating NC State Tax Withholding Certificate

Employees can update their existing state tax information online through the **Aggie Access Employee Dashboard**. Click on the **Taxes** under *Pay Information*, then select the **NC-4 Employee's Withholding Allowance Certificate** option.

The NC-4 Employee's Withholding Certificate will reflect your current filing setup for payroll processing.


Personal Information | Student | Financial Aid | Employee

Search [ ] Go

Update Miscellaneous Benefit Information

Enter your desired changes and click the Submit button.
If the Delete box is visible at the bottom of the page, you can delete your change by checking the box and clicking Submit.

* - indicates a required field.

North Carolina Tax
Deduction Effective as of: Jun 01,2021

Status: Active
Effective Date of Change MM/DD/YYYY:* 06/01/2021
Note: Effective Date must be after May 31,2021 the date you were last paid.

Filing Status:* Single
No Exem:* 0
Additional Withholding 999999.99 :

Submit Changes

Restore Original Values

Need help completing the Form W-4? Please visit https://www.ncdor.gov/documents/employees-withholding-allowance-certificate-nc-4 for online tools and publication resources.

Miscellaneous

RELEASE: 8.16.1

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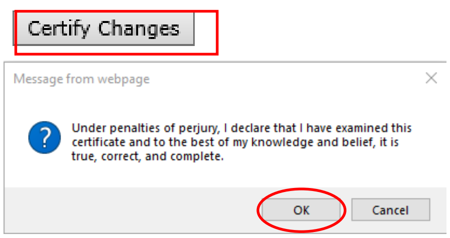
After populating the online Form NC-4, you must click on ***Submit Changes*** and select **OK** in the **Message from webpage** pop-up box.


Certify Changes

Message from webpage

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

OK | Cancel

Once you certify changes, the following ***Tax Update Confirmation*** update message will appear.


Personal Information | Student | Financial Aid

Search [ ] Go

State Tax Update Confirmation

The updates you requested were successfully processed.

Tax updates are processed real-time but may not impact the current payroll process if already in progress or the effective date is outside the pay period.

IMPORTANT NOTE: The University Payroll Office nor its staff can provide legal guidance to instruct on how to complete the state Form NC-4 tax withholding certificate. Please consult with a qualified tax advisor or utilize the online tools and resources available at https://www.ncdor.gov/documents/employees-withholding-allowance-certificate-nc-4.