

# Welcome to the Payroll

## How to View Your Paystub & Leave Balances

1. Go to UNCP homepage and click on the "QUICKLINKS" link in the top right-hand corner.
2. Click on the "Braveweb" link and log into Braveweb

**UNIVERSITY OF NORTH CAROLINA AT PEMROKE**

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BraveWeb

Quick Links

[New Users](#)  
[Change Password](#)

Username:

Password:

**CONTACT INFO**

**DoIT Help Desk**  
Phone: 910.521.6260  
Fax: 910.521.4337  
Email: [helpdesk@uncp.edu](mailto:helpdesk@uncp.edu)

**Location:** D. F. Lowry Building, Room 110  
[Campus Map](#)

Welcome

Welcome faculty staff and students to BraveWeb, UNCP's central resource for online applications. BraveWeb is unique to each user providing access to specific services and options based upon your log in information. Inside BraveWeb, students may register for courses, pay tuition, check grades and complete a host of other services. Faculty and staff also have numerous services available including time/leave sheets, address information, grade submission, plus accessing course rosters or specialized reports. Please let us know how we may improve these services. -- DoIT

**Students: Check BraveMail for Email from Faculty**  
Email from faculty may be delivered to the Junk Mail folder in BraveMail. Please check your email and follow these [instructions](#) to correct this issue.

To use BraveWeb

Use the course section & search links below to display the schedule of classes. **Login on the left** to access grades, address information, registration, etc.

You must have a valid [UNCP network username and password](#). This is the same username and account used for Blackboard, WebMail, ResNet, etc.

[Course Sections Search](#)  
To search classes without registering, use this link.

Learn more about the changes to BraveWeb:

- [Student FAQ](#)
- [Faculty FAQ](#)

Learn more about the changes to BraveWeb:

[Student FAQ](#)  
[Faculty FAQ](#)  
[Faculty Grading FAQ](#)

**Quick Links:**

[Blackboard](#)  
[Braves Online \(Moodle\)](#)  
[Outlook Web Access](#)

**Opt-in 2 BraveAlert**

**Path to your future Degree Pathways**

3. Click the "Banner Self Service" link

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BraveWeb

[Logout](#)  
[Change Password](#)

**CONTACT INFO**

**UCIS Help Desk**  
Phone: 910.521.6260  
Fax: 910.521.6649  
Email: [helpdesk@uncp.edu](mailto:helpdesk@uncp.edu)  
Location: Oxendine Science Building, Room 1300  
[Campus Map](#)

[Banner Self Service](#)  
**Students:** register for classes, check your grades, etc.  
**Faculty:** view class rolls, enter your grades, etc.  
**Employees:** check your address and phone number, enter time and leave, etc.

[Sign up for Emergency Text Messages](#)  
Submit your cell number to receive emergency text messages from UNCP.

[Online Forms](#)  
Data Processing and Functional User Requirements forms

[Career Insider](#)  
An online career library with profiles of specific career fields, industries, and employers. It is "The intelligence you need for the career you want."  
Contact the Career Center at (910) 521-6270 or by [e-mail](#) for additional information or assistance.

Learn more about the changes to BraveWeb:  
[Student FAQ](#)  
[Faculty FAQ](#)  
[Faculty Grading FAQ](#)  
[Override How-to](#)  
[Tips for Looking Up Classes](#)  
[Student/Temp Web-Time Entry](#)

4. Click the "Employee" link

**UNIVERSITY OF NORTH CAROLINA AT PEMBROKE**

[Personal Information](#) [Employee](#)

Search

[SITE MAP](#) [HELP](#)

Welcome, **John M. Doe**, to the WWW Information System! Last web access on Jan 11, 2010 at 10:47 am

Visit [www.studentinsurance.com](http://www.studentinsurance.com) between November 1, 2009 and January 20, 2010 to waive your insurance. Please obtain a confirmation number and approval e-mail. This charge will be waived off of your student account by early February 2010.

[Personal Information](#)  
View and update emergency contact information; Review name or social security number change information.

[Employee](#)  
Time sheets, time off, benefits, leave or job data, paystubs, W4 data.

RELEASE: 8.2

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5. To view your paystub, click the “Pay Information” link. To view your leave balances, click “Time Off Current Balances and History” link.



[Personal Information](#) [Employee](#)

Search

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[Bi-Weekly Time Sheet](#)

[Monthly Leave Report](#)

[Benefits and Deductions](#)

View your retirement plans, insurance benefits information and miscellaneous deductions.

[Pay Information](#)

View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)

View your W-4 Form, W-2 Information

[Current and Past Jobs](#)

[Time Off Current Balances and History](#)

RELEASE: 8.1.1

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