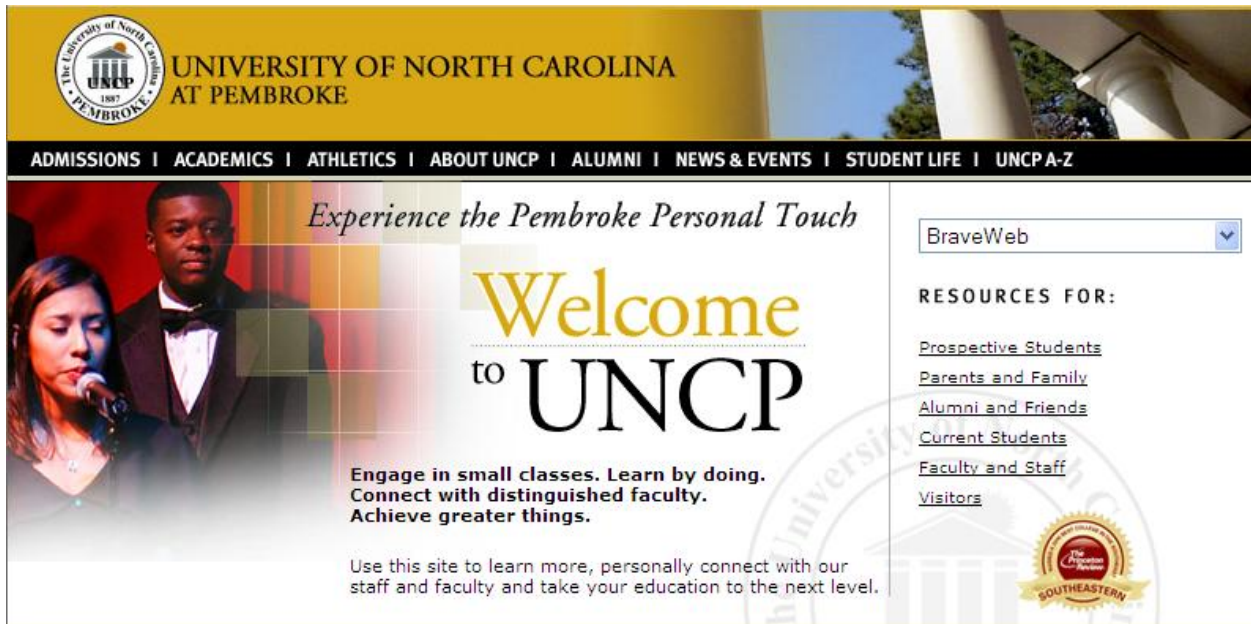


# Welcome to the Payroll Hotline

- How to View Your Paystub & Leave Balances

1. Go to UNCP homepage and click on the “Payroll Hotline” link



The screenshot shows the homepage of the University of North Carolina at Pembroke. At the top left is the university's logo, which includes the text "The University of North Carolina", "UNCP", "1897", and "PEMBROKE". To the right of the logo, the text "UNIVERSITY OF NORTH CAROLINA AT PEMBROKE" is displayed. Below the logo and text is a navigation bar with the following links: "ADMISSIONS | ACADEMICS | ATHLETICS | ABOUT UNCP | ALUMNI | NEWS & EVENTS | STUDENT LIFE | UNCP A-Z". The main content area features a large image of a woman and a man in formal attire. Overlaid on this image is the text "Experience the Pembroke Personal Touch" and "Welcome to UNCP". Below this, a message reads: "Engage in small classes. Learn by doing. Connect with distinguished faculty. Achieve greater things." At the bottom of this section, it says: "Use this site to learn more, personally connect with our staff and faculty and take your education to the next level." On the right side of the page, there is a search bar with "BraveWeb" entered. Below the search bar is a section titled "RESOURCES FOR:" with links for "Prospective Students", "Parents and Family", "Alumni and Friends", "Current Students", "Faculty and Staff", and "Visitors". At the bottom right, there is a seal for "The Association of Southeastern Universities" with "SOUTHEASTERN" written below it.

2. Click on the "Self Service" link and log into Braveweb

**UNIVERSITY OF NORTH CAROLINA AT PEMBROKE**

ADMISSIONS | ACADEMICS | ATHLETICS | ABOUT UNCP | ALUMNI | NEWS & EVENTS | STUDENT LIFE | UNCP A-Z

BraveWeb

Quick Links

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

Username:

Password:

[Login](#)

**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](#)

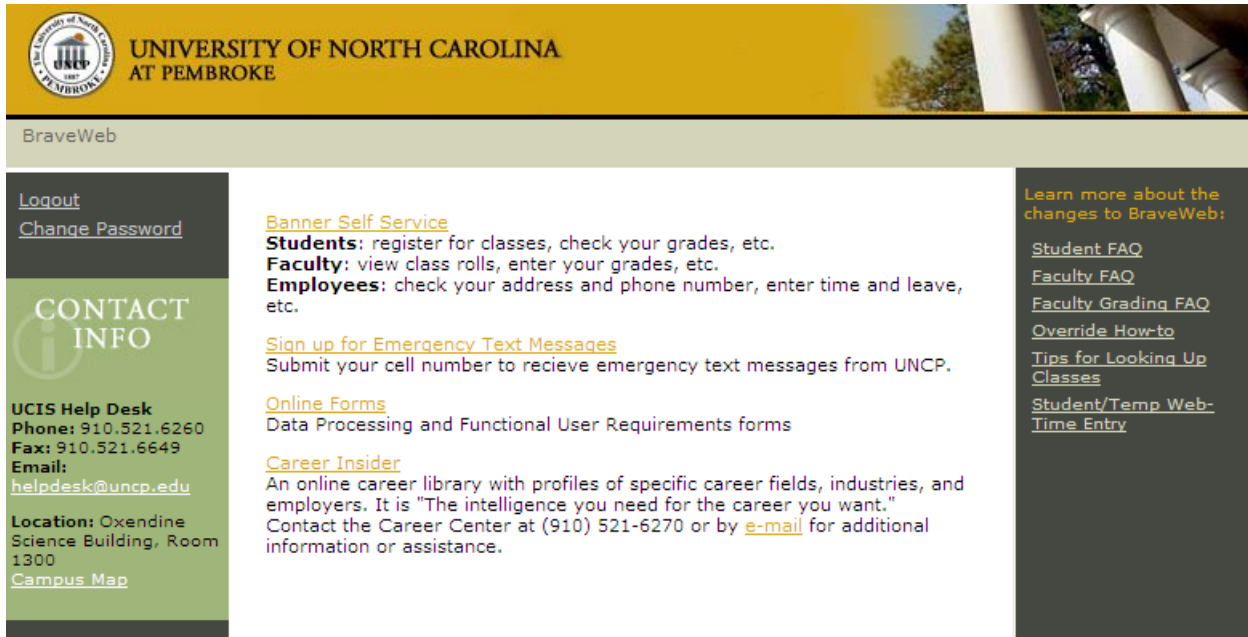
**Quick Links:**


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

**Opt-in 2 BraveAlert**

**★ Path to your future Degree Pathways**

3. Click the "Banner Self Service" link



 UNIVERSITY OF NORTH CAROLINA  
AT PEMBROKE

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.

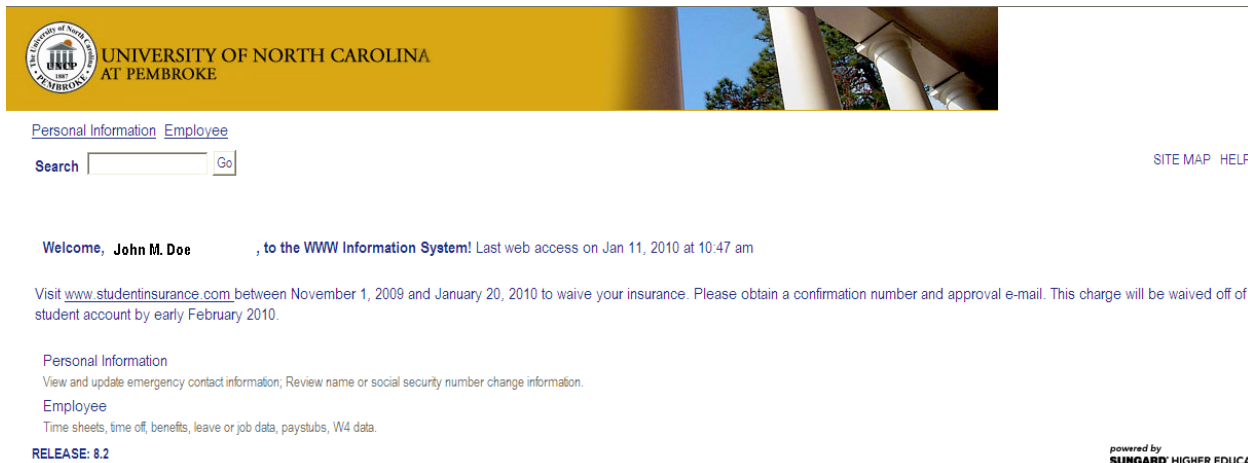
[Online Forms](#)  
Data Processing and Functional User Requirements forms


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



UNIVERSITY OF NORTH CAROLINA  
AT PEMBROKE



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

Search

[RETURN TO MENU](#) [SITE MAP](#) [HEL](#)

[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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**SUNGLARD** HIGHER EDUC