



HRMS Mailing and Check Addresses

As the Academic year comes to a close, it is a good idea to review and update your mailing and check addresses on HRMS. Simply sign into Employee Self Service on [WyoWeb](#), go to Main Menu, Self Service, Personal Information, Home and Mailing Addresses. Please note that home addresses are reserved for campus locations. If you are a student employee and have changed your address through the student system, you will also need to change your address through Employee Self Service.

Employee Expense Reimbursement Check Addresses

If you have a reimbursement that is being processed in the form of a check, these checks are now being printed with your mailing or check address and mailed out. Your address is pulled into WyoCloud Financial Management from HRMS. To ensure that your check is being mailed correctly, please review your addresses by signing into Employee Self Service on [WyoWeb](#), go to Main Menu, Self Service, Personal Information, Home and Mailing Addresses. Please know if you have a check address on your HRMS file, this is the address printed on the check and not the mailing address.

It is strongly recommended that you sign up for direct deposit for your reimbursements instead of receiving a paper check in WyoCloud Financials. Even if you have direct deposit set up for your paycheck, you also need to set it up for your reimbursements. Information on setting up direct deposit for reimbursements can be found on our [Quick Reference Guide](#).

Questions concerning address changes can be directed to records@uwyo.edu.

Resources

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Contact Information

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