New Employee Reminders

With the start of a new school year our campus community has grown with numerous new faculty, staff, and student workers. Human Resources would like to remind new employees and their supervisors of these important steps to getting your start on campus off on the right foot.

- *Form I-9:* All new employee Form I-9s **must be fully completed** *no later than three business days after any employee's first day of work.*
    - Section 1 is completed electronically and should be complete on or before the first day of work.
    - Section 2 requires the employee to bring acceptable documents to HR (Wyoming Hall Rm. 139) for review and to complete the Form I-9. List of Acceptable Documents.
- *Training:* The University of Wyoming requires all employees to complete specific trainings upon hire. The exact trainings vary based upon the employee type. These specific required trainings can be located in the Employee LearnCenter > My Learning Plans.
    - *Required Training:* All employees are required to complete specific Cyber Security, Harassment and Discrimination and Accommodating Disabilities trainings based upon their employee type within 30 days of hire.
    - *WyoCloud Training:* It is highly recommended all employees complete the assigned WyoCloud Basic System Access training to have access to view their payslip, edit direct deposit information (payment methods), confirm their address, and submit expenses amongst other tasks. *This training is also required before hourly employees can enter their hours worked in HCM.*
        - *In addition to the required online training, Quick Reference Guides are available to aide in using the WyoCloud Financial Management and HCM system.*
    - Additional trainings may be required based upon an employee's type and/or job duties.
- *WyoCloud:* Upon completing assigned WyoCloud Training for Basic System Access in the Employee LearnCenter, employees will be granted access to WyoCloud Financial Management and HCM within 3 hours. After obtaining access employees should complete the following steps:
    - *Confirm Personal Information including Address*
    - *Set up Payment Methods (direct deposit) for payroll and expenses*
    - *Complete W-4*
    - *(Optional) Complete Self-Identification*
    - *Ongoing: Enter Time (Hourly Non-Benefited and Salaried Non-Exempt Employees only)*
    - *Ongoing: Record Absences (all Benefited Employees)*
    - *Supervisors: Approve various HR, timecard, and financial related approvals*
- *Employee Benefits:* New benefited employees have 30 days after hire to enroll in benefits. Employees receive additional information during New Employee Orientation. Any questions should be directed to the HR Benefits team.

See the Human Resources New Employee website for a full list of tasks and tips for new employees. Please contact Human Resources at 307-766-2377 with I-9 or hiring related questions.