



### Updated Employment Forms with new Chart of Accounts now available

Updated FY18 Employment Forms now available on the Human Resources

website: <http://www.uwyo.edu/hr/additional-resources/forms.html>

### Important Things to Remember

- **Continue to use current forms for all fiscal year 2017 employment matters.** Both current and updated forms are available on the HR website.
- **Use the updated forms for all employment issues for fiscal year 2018 effective 7/1/17.**
- The new chart of accounts can be located by contacting the Business Manager in your college or department.

### Termination Form Clarification

- Please use the current termination form if the last working day occurs in fiscal year 2017, even if there is a crossover of fiscal years due to balance of contract or terminal leave.
- Use the updated termination form if the last working day occurs in fiscal year 2018.

If you have already submitted paperwork using the old forms, rather than completing new forms, you will receive an email from HR for budget clarification. As we prepare for the coming fiscal year end, our goal is to make this transition as easy as possible. Summertime is an extremely busy time for the HR department, so it is crucial that the new forms are utilized. Please begin using the updated forms for fiscal year 2018 today.

#### Resources

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