



Reminder Important W-2 Information and Tasks

Greetings,

We would like to remind everyone to complete the below tasks to ensure the most timely and accurate delivery of your 2019 W-2. **Please ensure your W-2 delivery preference (electronic or mailed) and home address are updated in HCM by January 17th.** Payroll anticipates W-2s will be available [electronically](#) within HCM by January 24th, mailed copies will be sent by January 31, 2020.

Elect Electronic W-2 Delivery

UW recommends that employees elect to receive their W-2 as a downloadable PDF from HCM. Employees who elect electronic delivery will be able to access their W-2 as soon as available without waiting for mail delivery. In addition, electronic delivery allows the university to be more environmentally and fiscally responsible. This election is made within the **My Profile > Pay** area of HCM. Please note, the only action required is if you wish electronic (online). If you select online, you will be able to print directly from HCM. It is *not recommended* to select "online and paper" as this requires Payroll to also mail a copy. See the [Payroll Document Delivery Preferences Quick Reference Guide](#) for full details.

Confirm Home Address is Up to Date

Please log-into HCM and confirm your *Home* address is up to date and accurate. Your address is found by going to **My Profile > Personal Information > Contact Info**. This is the address which will be reported on your W-2. If you do not elect electronic W-2 delivery, it will also be where your W-2 is mailed. See the [Updating Contact Info Quick Reference Guide](#) on how to make a change.

Please note that in order to have access to complete the tasks noted above, employees must have fully completed assigned WyoCloud Basic Employee Access training. Training is located in the [Employee LearnCenter](#) under My Learning Plans. Assigned training is tailored to your employee type, thus the specific learning plan assigned will be based upon your primary assignment type (i.e.: WyoCloud Basic Access for Salaried Exempt Employees or WyoCloud Basic Access for Hourly Non-Benefited Employees). For full details of specific trainings included for each employee type, please see the [WyoCloud Training website](#). Upon training completion, access will be added within 3 hours. Many employees have already completed this training, if you do not see WyoCloud training assigned, no additional training is needed.

If you have any payroll or W-2 questions, please contact payroll1@uwyo.edu. For training questions contact userhelp@uwyo.edu.

Payroll and Human Resources

Human Resources is moving to Hill Hall, 3rd floor, January 15-17. Please expect a delayed response during this time. Payroll will remain in Wyoming Hall until the first week in February, at which time they will also be relocating to Hill Hall.

Resources

- [HR Website](#)
- [Employee Handbook](#)

Contact Information

Human Resources
Department 3422
1000 East University Avenue

- [WyoCloud Home](#)

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