



End of Semester Celebrations and Important Reminders

It's hard to believe that another academic year is nearing an end! All of us here in the Human Resources and Payroll offices extend our congratulations to graduating students and offer sincere appreciation to retiring faculty and staff members. It's a time of transition and achievement, and we're excited to share some essential updates as we wrap up this semester.

Ensuring Smooth Transitions:

For those moving on from their roles at UW, please remember to print your pay slips and W2 forms before your WyoCloud access is deactivated. Your ability to access these documents will be restricted after your last physical day worked, so act now to secure your records for future reference. For more information on actions to be taken as you plan to separate from employment at the university can be found on the HR website under "[Leaving Employment](#)."

Updating Contact Information:

If you're changing addresses as you embark on new adventures, don't forget to update your contact information to ensure seamless delivery of important documents, including tax forms. Upon separation, you can email address changes to records@uwyo.edu. Consult the Quick Reference Guide "[Updating Personal Information](#)" for assistance.

Smooth Transitions for Departments:

As we transition to the summer term, many departments will experience changes in personnel. DHRs are required to follow the necessary procedures to properly end or terminate job assignments in WyoCloud for non-benefited employees not returning for the Fall semester. Detailed guidance can be found in the DHR Quick Reference Guide "[Employee Termination - DHR](#)."

Supervisor Support:

Supervisors play a crucial role in facilitating smooth transitions for their team members. If you have direct reports with only one active assignment in WyoCloud, you may initiate their termination process. However, for employees with multiple active assignments, please coordinate with your DHR for assistance. The Supervisor Quick Reference Guide "[Employee Termination - Manager](#)" provides detailed instructions.

Retirement Planning:

To our retiring employees, we extend our warmest wishes for a fulfilling retirement. Cherise Laud is available to guide you through the [Retirement Checklist](#) and assist with scheduling appointments. Reach out to claud@uwyo.edu to begin this exciting chapter in your life.

Summer Hours:

For those of us continuing employment, a reminder that summer hours of 7:30am – 4:30pm begin May 19th and end August 22nd.

Thank you to everyone for your dedication and hard work.