



### Phase 4 Student Employee Address Changes for Paycheck Delivery

As UW transitions to Phase 4 on Monday November 16<sup>th</sup> and student employees leave Laramie, it is important to update the primary mailing address for correct delivery of paychecks. Setting up a direct deposit is also a great idea if this option has not already been chosen. Please review the [Adding/Editing Direct Deposit/Payment Methods for Payroll Quick Reference Guide](#).

For assistance with direct deposit information, contact [payroll1@uwyo.edu](mailto:payroll1@uwyo.edu).

To review and update your address, access Personal Information under My Profile in HCM. Consult the [Updating Personal Information: Contact Info Quick Reference Guide](#) for full details.

In addition to the quick reference guide for address changes, we would like to make a few requests:

- ❖ Remember to choose if you'd like the home or mailing address to be your primary address. Mail delivery is sent to your primary address only.
- ❖ Do not delete any of the addresses, even if you perceive a duplicate home and mailing address. You should have one each for home, mailing, residential tax, and work address.
- ❖ Do not change the residential tax address to your home address. This address is the university address or campus location, and is used by our Payroll office for tax purposes.
- ❖ When updating the state use the two-digit abbreviation and all upper case letters, instead of spelling out the full name. For example use WY instead of WYOMING.
- ❖ If you receive a vertex error your county code may not have been entered correctly.
- ❖ If any of your contact information changes in the future, please remember to make updates in HCM immediately.

### Year End Tax Documentation (W-2)

It's never too early to think about tax season. Human Resources would like to remind all employees to confirm that their contact information is up to date in our employment system, HCM. It is important that the university has your current mailing, phone and other contact information.

Please review the [Updating Payroll W-2 Delivery Preferences Quick Reference Guide](#) to choose your option of an electronic or paper delivery method. Please note that you must be an active employee to receive an electronic W-2.

Thank you for your help in maintaining the efficient delivery of these important documents.

Resources

Contact Information