Pay Day Information & Absences Update

Today is the first pay day for salaried employees in HCM. We are providing information on your on-line payslip, the bank name, and new information for time and absence.

**Payslips**

For monthly paid employees, your new payslip (pay stub) for July is available for viewing in HCM. To view your payslip, go to HCM > My Profile > Pay > Payslips. Please see the quick reference guide for step by step instructions. [Viewing Payslip/Paystub](#) quick reference guide for step by step instructions.

To view your payslip for months prior to July, you will login into the HRMS self-service from WyoWeb.

If you have direct deposit, **your payslip will show Bank of the West under the Bank Name**. This does not reflect where your pay was deposited, this is the University of Wyoming's payroll bank and it is listed to show that a deposit was made from UW. Your direct deposit information is located in HCM > My Profile > Pay > Payment Methods. See [Payment Methods](#) quick reference guide for details.

Also, employer paid benefits are not shown on the employee payslip. This information can be found in self-service by going to HCM > My Profile > Personal Information > Benefits. See the [Viewing Benefit Elections](#) quick reference guide for details.

**Entering Absences**

If you are entering an absence in HCM and plan to use more than one type of leave (compensatory time, vacation, sick, etc.) on a single day, you will need to enter your absences on the Time Card in HCM. The Time Card permits you to add two entries for multiple absences on a single day. Thus you will complete one entry for each leave type you are utilizing. Please see [Requesting Multiple Leave Types in One Day](#) the quick reference guide for step by step instructions.

If you have additional questions, please contact the Help Desk at userhelp@uwyo.edu or 307-766-4357.

Best,

The WyoCloud Team