



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

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